



# Human and Social Dimensions of Science and Technology PhD (HSD) Graduate Student Handbook

<https://sfis.asu.edu/hsd-welcome>

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, please consult the Degree Program Chair and Graduate Program Academic Advisor.

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## TABLE OF CONTENTS

<b>WHAT IS THE HUMAN AND SOCIAL DIMENSIONS</b>	<b>1</b>
<b>OF SCIENCE AND TECHNOLOGY PHD?</b>	<b>1</b>
<b>SCHOOL FOR THE FUTURE OF INNOVATION IN SOCIETY (SFIS)</b>	<b>3</b>
WHAT IS SFIS?	3
ORGANIZATION OF SFIS	3
HSD DEGREE PROGRAM EXECUTIVE COMMITTEE	4
<b>STUDENT RESPONSIBILITIES</b>	<b>5</b>
PURPOSE OF THE HANDBOOK	5
POLICIES AND PROCEDURES	5
COMMUNICATION FROM SFIS	5
STUDENT OBLIGATION TO NOTIFY SFIS OF THE FOLLOWING CONDITIONS	5
STUDENT CODE OF CONDUCT AND ACADEMIC INTEGRITY	5
RESEARCH INTEGRITY AND ASSURANCE	6
<b>ADMISSIONS POLICIES FOR HUMAN AND SOCIAL DIMENSIONS</b>	<b>9</b>
<b>OF SCIENCE AND TECHNOLOGY PHD</b>	<b>9</b>
QUANTITATIVE MEASURES	9
APPLICATION DEADLINE	9
APPLICATION PROCESS	9
PROVISIONAL ADMISSION	11
<b>TUITION COSTS AND FINANCIAL ASSISTANCE</b>	<b>13</b>
TUITION COSTS and UNIVERSITY FEES	13
RESIDENCY FOR TUITION PURPOSES	13
TUITION ASSISTANCE, SCHOLARSHIPS, and FINANCIAL AID	13
<b>STEPS TOWARDS DEGREE</b>	<b>15</b>
DEGREE REQUIREMENTS	15
ENROLLMENT	17
ENROLLMENT STATUS AND REQUIREMENTS	17
FACULTY ADVISOR	18
DISSERTATION SUPERVISORY COMMITTEE	18
PLAN OF STUDY (POS)	18
TYPES OF COURSES USED ON THE POS	19
THE HSD POS	19
POS APPROVAL	20
COMMITTEE CHANGES TO POS	20
COURSE CHANGES TO POS	21
DISSERTATION PROSPECTUS	21
DISSERTATION	22
<b>STUDENT RESOURCES</b>	<b>25</b>
HSD ADVISING	25
HSD STUDENT RESOURCES CANVAS SITE	25
SFIS GRADUATE STUDENT ORGANIZATION	25
TRAVEL FUNDING	25
ASU GRADUATE AND PROFESSIONAL STUDENT ASSOCIATION (GPSA)	25
ASU GRADUATE WRITING CENTERS	25
ASU LIBRARIES	26
CAREER SERVICES, INTERNSHIPS, AND PROFESSIONAL DEVELOPMENT	26
VETERANS AND MILITARY	26
INTERNATIONAL STUDENTS	26
HEALTH AND FITNESS	26
PARKING AND TRANSIT	27
STUDENT ACCOUNTS	27
ASU ID CARDS	28
CAMPUS AMENITIES - STORES, BANKS, EATERIES	28
DISCRIMINATION COMPLAINTS	28
CRISIS SERVICES	28

TITLE IX.....	29
DIASBILITY RESOURCES.....	29
GRADUATE WELLNESS RESOURCES .....	29
10 BEST PRACTICES IN GRADUATE STUDENT WELLBEING.....	29
<b>MOVING TOWARDS GRADUATION .....</b>	<b>31</b>
REGISTRATION DURING GRADUATION SEMESTER.....	31
REVIEW POS FOR ACCURACY.....	31
APPLY FOR GRADUATION.....	31
COMPLETE ALL DEGREE REQUIREMENTS.....	32
<b>ACADEMIC STANDARDS .....</b>	<b>33</b>
SATISFACTORY PROGRESS .....	33
ANNUAL REVIEWS .....	33
PROBATION .....	34
<b>MAXIMUM TIME LIMIT FOR DEGREE PROGRAMS .....</b>	<b>37</b>
<b>IMPORTANT REMINDERS .....</b>	<b>37</b>
<b>APPENDIX A: HSDST MILESTONE CHART AND FORMS .....</b>	<b>39</b>

## **WHAT IS THE HUMAN AND SOCIAL DIMENSIONS OF SCIENCE AND TECHNOLOGY PHD?**

The PhD in Human and Social Dimensions of Science and Technology (HSDST) 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.

The program prepares students to create new knowledge, using humanistic and social science methods, on the conceptual, historical, social and policy foundations of science and technology, as well as their interactions with society. Such preparation is often used for academic careers, but it is also used for policy and other roles in the public and private sectors.

The doctoral program in HSDST responds to growing demand for transdisciplinary research in the humanities and social sciences that can provide insights into the dynamic relationship between science, technology and society. Meeting the challenges of applying science and technology to human well-being can only be found by fully integrating research from across many social science and humanities disciplines.

The program is flexible, combining a strong, integrated, first-year experience with substantial freedom for students, in conjunction with their advisors, to design carefully crafted plans of study relevant to their own areas of specialization and expertise. Unique among programs of this kind nationally, students will also learn to communicate and work with scientists, engineers, policymakers, business and community officials, or the public in conducting and applying research.

## SCHOOL FOR THE FUTURE OF INNOVATION IN SOCIETY (SFIS)



### WHAT IS SFIS?

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

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

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

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

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

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

~ David Guston, SFIS Director

### ORGANIZATION OF SFIS

- **Director**  
David Guston – [David.Guston@asu.edu](mailto:David.Guston@asu.edu)
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- **HSD Degree Program Chair**  
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- **Graduate Program Academic Advisor**  
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#### **HSD DEGREE PROGRAM EXECUTIVE COMMITTEE**

The HSD Executive Committee oversees the HSD Program. The Degree Program Chair serves as the chair of the committee. Other committee members may be added over time as others rotate off the committee.

- Lekelia Jenkins – HSD Degree Program Chair and Associate Professor, SFIS
- Erik Johnston –Associate Professor, SFIS
- Gaymon Bennett – Associate Professor, School of Historical, Philosophical and Religious Studies
- Ben Hurlbut – Associate Professor, School of Life Sciences
- Kirk Jalbert – Assistant Professor, SFIS
- Lauren Keeler – Assistant Professor, SFIS

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. The Degree Program Chair provides general problem-solving support to all students in the program, including students having difficulties with their advisors.

## STUDENT RESPONSIBILITIES

### PURPOSE OF THE HANDBOOK

Beginning July 1, 2020, the School for the Future of Innovation in Society is part of the College of Global Futures. As the various processes and programs in the School are aligned with the College there are likely to be changes in the policies and details outlined in this Handbook. Please do be on the lookout for revisions in this Handbook over the next year.

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 faculty mentor/advisor, the Degree Program Chair, or the HSD Graduate Program Academic Advisor. The primary references for graduate students on rules and regulations are the Arizona State University Academic Catalog available at <https://catalog.asu.edu/> and the Graduate College Policies and Procedures Manual available at [https://graduate.asu.edu/sites/default/files/asu-graduate-policies-and-procedures\\_032019\\_0.pdf](https://graduate.asu.edu/sites/default/files/asu-graduate-policies-and-procedures_032019_0.pdf). Each student should become familiar with both.

### POLICIES AND PROCEDURES

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

### COMMUNICATION FROM SFIS

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

### STUDENT OBLIGATION TO NOTIFY SFIS OF THE FOLLOWING CONDITIONS

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

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

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

### STUDENT CODE OF CONDUCT AND ACADEMIC INTEGRITY

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

Newly admitted students will receive a notice under “Priority Tasks” on their [My ASU](#) directing them to complete an online module on academic integrity. There is a link in the notice that will bring them directly into the module, so

that they can self-enroll. The module consists of a PowerPoint that outlines academic integrity at length. Then, the student will be required to take a very short quiz on what they have learned. Students are required to pass with an 80% or higher. Once successfully passed, the priority task will be removed in the overnight process automatically.

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

The ASU Graduate College student [academic integrity policy](#) lists violations in detail. These violations fall into five broad areas that include but are not limited to:

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

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

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

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

## **RESEARCH INTEGRITY AND ASSURANCE**

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

[The Office of Research Integrity and Assurance](#) was established as a resource for the university to achieve and maintain ethical principles and compliance with federal, state, and university regulations governing research. The



Office of Research Integrity and Assurance coordinates the development of, implements and oversees university policies related to research compliance and provides support for the responsible conduct of research for the following areas:

- [Institutional Animal Care and Use Committee](#)
- [Institutional Biosafety Committee](#)
- [Institutional Review Board](#)
- [Responsible Conduct in Research](#)
- [Export Controls and Security](#)
- [Scientific Diving](#)

**Office of Research Integrity and Assurance**

ASU Centerpoint

660 South Mill Avenue, Suite 312

Mail Code: 6111

Tempe, AZ 85281-6111

(480) 965-6788 Telephone

(480) 965-7772 Fax

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## 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

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

\*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. Additional information for international teaching assistants is available at <https://learnenglish.asu.edu/international-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 1<sup>st</sup> for admission the following fall semester in order to be given priority for admissions and funding decisions. Late applications may be considered with PRIOR approval from the Degree Program Chair.

### 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://admission.asu.edu/graduate>) by creating an account – *remember your log in email and password in case you need to return to the application.*
2. Page 1: My Application Status; "Start New Application"
3. Page 2: Personal Information
4. Page 3: College and University information with majors and GPAs
5. Page 4: Residency information
6. Page 5: Degree Selection; Search by College = College of Global Futures; select "Human and Social Dimensions of Science and Technology (PhD)" then click the "Choose" button; in the pop up indicate "Tempe Campus" and the term for which you wish to apply
7. Page 6: Supplemental Application information
  - Identify any faculty, students or staff you have been in contact with about the degree program.

- Request 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.
  - Prepare and upload a Personal Statement of Research Interest and Goals into the online ASU Graduate Admissions Application. In 1000-1500 words, describe why you wish to enroll in the HSD PhD Program. Please include information on:
    - What areas of research interest you most? As much as possible for your current level of knowledge, include the intellectual questions that excite you. Discuss how do you imagine going about answering these questions.
    - Why you wish to pursue this research in the HSD PhD Program at ASU? What unique features of the HSD program appeal to you in comparison to other programs you have considered?
    - Who are some of the HSD PhD Program faculty members with whom you hope to work? What makes you interested in being mentored by these faculty members? What in their approaches and areas of research do you resonate with and why? (Please familiar yourself with faculty members by reviewing their website, presentations, and publications.)
    - What are your goals for obtaining a degree? How do you hope obtaining this PhD will reshape you intellectually and professionally?
  - Prepare and upload a current Resume. Be sure to list any publications, honors, awards, or society memberships.
  - Prepare and upload a writing sample. *The writing sample **must** be sole author.* Submit a 10-25 page sample of academic writing, such as a course paper, an undergraduate thesis, or an excerpt from a master's thesis.
  - Prepare and upload the Academic Record Form (available for download within the online application or on the [SFIS website](#)).
  - Answer the questions
8. Submit the online ASU Graduate Admissions Application.
  9. Pay the Application Fee (\$70 for domestic students, \$90 for international students).
  10. Have official transcripts\* sent to ASU. One set of official transcripts from every college and university from which a Bachelors or higher degree was earned should be sent to:

**If sending by U.S. Mail, use this address:**

Admission Services Applicant Processing  
 Arizona State University  
 PO Box 871004  
 Tempe, AZ 85287-1004

**If sending by FedEx, DHL or UPS, use this address:**

Arizona State University  
 Admission Services Applicant Processing  
 1150 East University Drive  
 Building C, Room 226  
 Tempe, AZ 85281

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://admission.asu.edu/international/graduate-apply>).

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

All international transcripts must be submitted in the original language accompanied by an official English translation. Translations must be literal, complete versions of the originals and must be

translated by a university, government official or official translation service. You may not complete your own translation.

ASU accepts electronic *official* transcripts – more information is available at <https://admission.asu.edu/transcripts>. For transcripts sent through a secured transcript service, please select Arizona State University from the vendor's dropdown list to ensure the transcript is routed to the correct place. If an email address is requested you can route to [transcripts@asu.edu](mailto:transcripts@asu.edu) or for graduate applicants to [gradtranscripts@asu.edu](mailto:gradtranscripts@asu.edu). Please note that transcripts sent by students to [transcripts@asu.edu](mailto:transcripts@asu.edu) or [gradtranscripts@asu.edu](mailto:gradtranscripts@asu.edu) will not be accepted as official. These addresses are only for transcripts received from secured and approved transcript services.

11. The GRE General Exam is the only standardized test required for this degree application. Have ETS ([Educational Testing Service](https://ets.org)) 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.
12. If appropriate, complete and submit a paper copy of the Financial Guarantee Form (<https://admission.asu.edu/international/student-visa>). 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:**  
Admission Services Applicant Processing  
Arizona State University  
PO Box 871004  
Tempe, AZ 85287-1004  
**If sending by FedEx, DHL or UPS, use this address:**  
Arizona State University  
Admission Services Applicant Processing  
1150 East University Drive  
Building C, Room 226  
Tempe, AZ 85281
13. If you are from a country whose native language is not English, you must provide proof of English proficiency. More information on English Proficiency requirements is available on the Graduate College web site (<https://admission.asu.edu/international/graduate/english-proficiency>).

***Admitted students must have proof of measles immunization on file with Student Health prior to class registration. See the Priorities List in My ASU for more information.***

### **PROVISIONAL ADMISSION**

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

## TUITION COSTS AND FINANCIAL ASSISTANCE

### TUITION COSTS and UNIVERSITY FEES

Tuition is set by ASU and the Arizona Board of Regents every year and tuition costs are subject to change. Estimates below are based on Spring 2020 tuition and health care costs.

For the 2020-2021 academic year estimated ASU Tuition and ASU University Fees for campus-based students are:

- AZ Resident Full Time (7+ credit hours each semester for fall and spring terms) = \$6,304 per semester x 2 semesters = \$12,608 for both semesters
- Out-of-state Full Time (9 credit hours each semester for fall and spring terms) = \$12,216 per semester x 2 semesters = \$24,432
- International Full Time (9 credit hours each semester for fall and spring terms) = \$13,933 for the fall semester + \$14,443 for the spring semester (includes student health insurance) = \$28,376

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

The ASU general tuition and fees schedule is available here: <https://catalog.asu.edu/tuitionandfees>.

The ASU tuition and costs calculator is available here: <https://students.asu.edu/tuition>.

### RESIDENCY FOR TUITION PURPOSES

Students who wish to pursue AZ residency for tuition purposes can find more information on the [University Registrar's website](#). The Residency Navigator will help determine the best category and provide information on what documentation is necessary for the application.

### TUITION ASSISTANCE, SCHOLARSHIPS, and FINANCIAL AID

#### Traditional Financial Aid

Loans and Grants may be available if the student has filed a [FAFSA](#) for the academic year. More information is available on [ASU's Financial Aid website](#).

#### Research Assistant and Teaching Assistant Positions

The HSD Ph.D. Program makes funding offers to eligible students after admission to the program. The program director works with faculty who might serve on a prospective student's advisory committee to develop funding from a variety of campus resources, such as research assistantships funded by faculty grants, teaching assistantships, and fellowships. Prospective students desiring funding should be sure to list three faculty members they may wish to work with in their online application. Students who are awarded a teaching or research assistantship must read and follow the [Teaching Assistant/Research Assistant Handbook](#) policies and guidelines. Additional information for international teaching assistants is available at <https://learnenglish.asu.edu/international-teaching-assistant>.

Graduate students receiving research assistantships must be local to Arizona or Washington, DC offices of ASU and will thus be under the regular supervision of their advisors. It is generally not appropriate for pre-qualified graduate students who are supported by the School or by faculty members to be remote. There are of course reasonable exceptions to this presumption, including, for example, conducting necessary research remotely.

#### Graduate College Funding

The ASU Graduate College offers several funding options for doctoral students. A list of fellowships and awards are available on the [Graduate College website](#). Some fellowships require nomination by SFIS, others are open for students to apply themselves.

#### External Support

The HSD Ph.D. Program encourages all students to seek external support.

- [National Science Foundation – Graduate Research Fellowship Program](#)  
NSF provides 3-year fellowships. Students should apply before they enter graduate school or in the first year. Applicants must not have completed more than 12 months of full-time graduate study or the equivalent to be eligible.
- [Social Science Research Council](#)  
Funding for research abroad.
- [Jacob K. Javits Fellowships Program](#)  
Similar to NSF fellowships, except this program is needs based. It is run by the US Department of Education.

## STEPS TOWARDS DEGREE

### 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 toward the total hour requirement upon approval of the Faculty Advisor and the Degree Program Chair. Each student, with his or her Faculty Advisor and other members of the Dissertation Supervisory Committee, develops a unique plan of study, which the student's Dissertation 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

Requirements	Credit Hours
HSD 601: Human Dimensions of Science and Technology	4
HSD 602: Science, Power and Politics	4
HSD 610: Colloquium	4
HSD 692: Research (Second-Year Research Project)	6
Coursework for Field 1	9
Coursework for Field 2	9
Coursework for Field 3	6
Courses for Methods Training	0-6
Electives or HSD 792: Research	21-27
HSD 790: Dissertation Prospectus	3
HSD 799: Dissertation	12
<b>Total</b>	<b>84</b>

#### 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. Students will complete the research proposal for the Second-Year Project in HSD 602.

#### 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 one or more themed sections of the colloquium is offered for one credit as HSD 610: Colloquium. Students take each of the themes for at least four credits of HSD 610.

#### Second-Year Research Project (6 hours)

By the end of the first term, students should select a faculty member to serve as the Second Year Project Advisor. In most instances, this is the same faculty member as the student's Faculty Advisor. During the second term in the program, the student should select two additional members for the Second Year Project Committee. 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, data collection and analysis, and the

completion of a research paper of publishable quality or an equivalent scholarly work. The final project must be approved in advance by the student's Faculty Advisor, who directs the project. The student's second-year project committee (which may but need not eventually constitute the Dissertation Supervisory 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)**

**NOTE: Any Independent Study courses (ex. HSD 590) as well as any other courses that are used towards completion of a Field must be graded on the A-E letter scale. Pass/Fail is not permitted.**

In consultation with the student's Dissertation 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, with the approval of the student's Faculty Advisor) 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 Dissertation Supervisory Committee. For each field, the Dissertation 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. A field review paper, an exemplary course paper, or another format can also be considered at the discretion of the committee. This may be done as a committee or the committee may assign one or two 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 with the approval of the supervisory committee.

### **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 difference between data gathering methods and data analysis methods
- Grounding one's research in an existing scholarly literature
- The design and crafting of a logically sound and rhetorically compelling analytical argument

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

Students 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 Dissertation 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. More information on the Dissertation Prospectus is available on page 19.

### Dissertation (12 hours)

Each student collects and analyzes data and writes a dissertation. More information on the Dissertation is available on page 20.

### ENROLLMENT

- Students are encouraged to register for at least 15 credit hours each fall and spring term during which they have funding that covers tuition costs. This maximizes the funding available to the student and will prevent the student from having to pay large tuition costs once they are no longer on funding.
- Once admitted to a graduate degree program or graduate certificate program, students must be registered for a minimum of one credit hour during all phases of their graduate education, including the term in which they graduate. Even if a student is only engaged in research, they must still register for at least one credit hour of graduate level credit during that term.
- Registration for every fall semester and spring semester is required. Summer registration is required for students completing culminating experiences or graduating from the degree program.
- The Graduate College has not established a maximum course load for graduate students. Students should consult with their faculty advisor, the Degree Program Chair and/or the Graduate Program Academic Advisor if they have questions.
- To maintain continuous enrollment the credit hour(s) must:
  - Appear on the student's *Plan of Study*, OR
  - Be research (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 registration for a semester or more must submit a **Leave of Absence request via their Interactive Plan of Student (iPOS)**. This request must be submitted and approved before the anticipated semester of non-registration. Students may request a maximum of two semesters of leave during their entire program. Having an approved Leave of Absence by the Graduate College will enable students to re-enter their program without re-applying to the university.
- Students who do not register for a fall or spring semester without an approved Leave of Absence are 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

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

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

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

**For financial aid eligibility, a student must register for at least 5 credit hours during each of the fall, spring and summer terms.**  
**International students are required to maintain full-time enrollment status to maintain their U.S. visa.**

### **FACULTY ADVISOR**

All admitted students are assigned a faculty advisor. The advisor will be their primary faculty point of contact for discussing broader opportunities, challenges and progress as students enter and move through the program. The advisor will be responsible for supporting students in successfully completing the program, and gaining the most benefit from it. They will also be responsible for helping students address issues and challenges as they might arise. Advisors complement the role of the Dissertation Supervisory Committee, which is more focused on the dissertation, and supporting education and expertise within a specific area.

### **DISSERTATION SUPERVISORY COMMITTEE**

The Dissertation Supervisory Committee provides intellectual guidance for the degree. The Faculty Advisor with the close and regular involvement of the committee approves the Plan of Study, approves and evaluates the fields and field exams, oversees the writing and defense of a dissertation prospectus, and guides the writing and defense of a dissertation.

- The Dissertation Supervisory Committee consists of 3 faculty members, including a chair or co-chairs.
- The Chair of the committee and the student's main Faculty 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 provide the Graduate Program Academic Advisor with a current CV for the person they wish to have on their committee, the date of birth of the person, and a memo explaining the importance of that person to the committee. The request must be approved by the Degree Program Chair, the SFIS Head of Academic Unit and the Graduate College.

**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 My ASU (<https://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 Dissertation Supervisory Committee Chair and the Graduate Program Academic Advisor, the student should create and submit the online POS.
- The POS specifies the requirements that students must complete for their degree and is submitted and revised electronically via the online interactive POS system.
- Graduate students with regular status must submit their POS by the time they have enrolled for 50 percent of the minimum credit hours required towards their degree program. For 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 HSDST Milestone Chart in Appendix A) with their advisor and submit it to the HSD Graduate Program Academic 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 Faculty Advisor, Degree Program Chair, 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 HSDST Milestone Chart in Appendix A) with their advisor and submit it to the HSD Graduate Program Academic Advisor for approval.
- **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** (<https://students.asu.edu/forms/incomplete-grade-request>) to the instructor of record for the course. The student must maintain continuous enrollment while completing the work for the incomplete.
  - According to University grading policies (<https://students.asu.edu/grades>), 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 with a calendar year; after that the "I" changes to a permanent "I".
  - The student must complete the **Incomplete Grade Request Form**, available at the link above, and the instructor may set deadlines for the student to complete the work.
  - Students who receive a grade of "I" in graduate courses (500 level or above) have one calendar year to complete the course for a grade. If after one calendar year the student has not completed the courses for a grade, the grade of "I" will become a permanent part of the transcript.
  - Once coursework has been fulfilled, the instructor will assign a final grade for the course. If the student does not complete coursework within the allotted time, the incomplete will become permanent and remain in the student's transcript. If the course is a required course for the degree program, the student will have to re-take the course.
  - To repeat the course for credit, a student must reregister and pay fees. The grade for the repeated course will appear on the transcript but will not replace the permanent "I."
- **Audit Classes**

Graduate students may register to audit one or more courses with the approval of the Dissertation 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.”)
- Independent Study courses (HSD 590, etc.) that are used to fill Field requirements must be graded with letter grades, not pass/fail
- 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 the POS GPA, Cumulative GPA, and the Graduate GPA.
  - 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.
  - The Cumulative GPA includes all the coursework on the student’s transcript. HSD PhD students must maintain a 3.2 POS GPA.
  - 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 Dissertation Supervisory Committee Chair (Faculty Advisor) and/or Co-Chairs (co-Faculty Advisor), 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 HSD Graduate Program Academic Advisor. After review the student makes any needed revisions requested by the HSD Graduate Program Academic Advisor and resubmits the forms.
- If everything is in order the student may submit the ***Interactive Plan of Study (iPOS)*** through the online system in [My ASU](#). After submitting the iPOS online, the student should notify the HSD Graduate Program Academic Advisor that the iPOS is in the online system and ready for review.
- The HSD Graduate Program Academic Advisor will get the approval of the Committee Chair and the Head of Academic Unit via email.
- The HSD Graduate Program Academic Advisor will forward the online electronic version of the completed iPOS to the Graduate College for final 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 iPOS has been approved by the Graduate College, the student will need to submit an ***online Committee Change request*** through the iPOS web site to officially add or change members of the Dissertation Supervisory Committee.
- After submitting the online Committee Change Request, the student should notify the HSD Graduate Program Academic Advisor that the request is in the online system and ready for review.
- The HSD Graduate Program Academic Advisor will get the approval of the Committee Chair and the Head of Academic Unit.
- The HSD Graduate Program Academic 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 iPOS system to remove courses from the iPOS that the student did not take and/or to add courses that the student did take that were not originally listed on the iPOS.
- After submitting the online Course Change Request, the student should notify the HSD Graduate Program Academic Advisor that the request is in the online system and ready for review.
- The HSD Graduate Program Academic Advisor will get the approval of the Committee Chair and the Head of Academic Unit.
- The HSD Graduate Program Academic 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 regularly with their Faculty Advisor and at least once with their full committee the semester before the formal prospectus defense to prepare for the defense. The student should provide a draft of the prospectus to the committee at least ten (10) full days in advance of this preparatory meeting. 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 and planning for recruiting and protecting human research subjects, if relevant
- 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 HSD Graduate Program Academic Advisor of the defense date several weeks before the defense. HSD Graduate Program Academic Advisor 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 HSD Graduate Program Academic Advisor 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.
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.
4. Students meet with their committees to discuss a draft prospectus in the semester before defense of the prospectus.
5. The student schedules the prospectus defense.
6. The student notifies the HSD Graduate Program Academic Advisor of the defense date several weeks before the defense. The HSD Graduate Program Academic Advisor 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.
8. The HSD Graduate Program Academic Advisor will create the SFIS **“Report of Doctoral Comprehensive Examinations and Approval of the PhD Dissertation Prospectus”** form. It is the student’s responsibility to pick up the form and take it to the defense.
9. The student defends the prospectus.
10. The committee determines the outcome of the defense and records the outcome on the form along with the evaluation rubric on page two. The student obtains all signatures from the committee and the Degree Program Chair’s signature, then delivers the form to the HSD Graduate Programs staff. SFIS Graduate Advisor enters the results of the exams into the student’s electronic record.
11. Students should receive a Letter of Doctoral Candidacy from the University Registrar after the results are processed.

### DISSERTATION

The culminating experience of the HSD PhD is a dissertation 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. Once students have completed 2-3 dissertation chapters, they should contact their committee to set up a time for a **Preliminary Dissertation Seminar** to present their research to their committee and the HSD program faculty and students. 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. Contact the SFIS Graduate Academic Advisor to assist with finding a room for your preliminary seminar.
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 My ASU 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 My ASU. The deadline for registration is about a month before commencement. See the Graduate College web site for specific deadlines.
8. Once the Dissertation 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 HSD Graduate Program Academic 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 My ASU. In the "Defense" tab click on the "Schedule my defense" link that goes to the electronic schedule form. If the link does not appear on My ASU, the student should verify that every item below has been completed and contact the academic unit if they need assistance.

The student must:

- be defending a Thesis or Dissertation
  - have an approved iPOS (no pending changes or petitions)
  - have met all minimum 3.0 GPA requirements (iPOS and Graduate)
  - have an approved full committee on the iPOS (no pending changes)
  - have satisfied all milestone requirements (for example, written comprehensive examination, foreign language examination, etc.)
  - have reached candidacy
  - be an active student and currently enrolled
11. Preparing for format review - The document submitted for format approval must be a complete, defense-ready document. Student should choose a style guide in consultation with their faculty advisor and dissertation supervisory committee, write an abstract that meets the Graduate College guidelines, and thoroughly check the document for consistency, grammar, punctuation, etc. It is recommended that students use the ASU Format Advising Tool. Review the [ASU Graduate College Format Manual](#) (Format Manual) before creating the dissertation document.
  12. The student must submit a **complete** draft of the dissertation document at least ten (10) calendar days before the defense date by uploading a Word or PDF document as an attachment through their iPOS on the Format tab. If you are attaching multiple files, the documents must be submitted as a compressed zip file. Be sure to check the Graduate College web site for the specific deadline to submit these materials that corresponds to the defense date. Please note that it is expected there will be content revisions needed after receiving feedback from the supervisory committee. However, it is also expected that the document is ready to defend, meaning that there is full text in each section and the student has utilized the Format Tool prior to submission to the format office. PhD students must also submit the [Survey of Earned Doctorates](#) through the website link. More information about the format approval process is available on the [Graduate College website](#).  
NOTE: 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 the student without review.**
  11. The "Announcement and Report for Doctoral Dissertation Defense" form (commonly called the Pass/Fail form) will be made available to the dissertation committee via an email with a link to the form in DocuSign.
  12. After the defense the committee members indicate the Pass/Fail status of the defense and all sign the form electronically through DocuSign.
  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.

14. The committee reviews the revisions and, when satisfied, the committee chair signs the revision section of the Pass/Fail form electronically through DocuSign.
15. The student completes any format revisions required by the Graduate College and re-submits the document for final format approval, if required.
16. Once the student has received the Graduate College final format approval, the student submits a copy of the final thesis/dissertation to UMI/ProQuest. The student will receive an email from the Graduate College format advisor notifying them that their document is ready for electronic submission through UMI/ProQuest.



## STUDENT RESOURCES

### HSD ADVISING

The HSD Graduate Program Academic Advisor in SFIS is available to help explain department and university policies and procedures. Questions about paperwork or university policies should be addressed to the Program Academic Advisor first. At times it might be necessary to refer the student to someone else or another unit. Questions regarding what courses a student should take, topics for the second-year project, fields and dissertation, as well as research applied toward the degree should be directed to the student's Faculty Advisor or Dissertation Supervisory Committee.

### HSD STUDENT RESOURCES CANVAS SITE

All current HSD students will be granted access to the HSD Student Resources Canvas site. Students can access the site through My ASU (<https://my.asu.edu>) by clicking on the Canvas icon in the left side bar. The site contains the HSD handbook, samples of Second Year Projects, a list of Field Topics and associated coursework, and other resources to assist in graduate success.

### SFIS GRADUATE STUDENT ORGANIZATION

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

### TRAVEL FUNDING

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

### ASU GRADUATE AND PROFESSIONAL STUDENT ASSOCIATION (GPSA)

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

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

### ASU GRADUATE WRITING CENTERS

[ASU Writing Centers](#) offer a dynamic, supportive learning environment for undergraduate and graduate students at any stage of the writing process. Tutors from a wide range of majors help students hone writing skills and gain confidence in their writing.

#### Benefits of Writing Tutoring

All writers — all ASU undergraduate or graduate students — can benefit from visiting the Writing Center to:

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

#### In-Person Writing Tutoring

ASU students can schedule a 30-minute, in-person [appointment](#) for one-on-one writing tutoring. Writing tutoring for walk-ins may be limited and is subject to tutor availability. Please be sure to call the appropriate campus writing center if you need to change or cancel your appointment. Please click on the campus names below to view the

centers' locations, hours of operation, and phone numbers. To schedule a one-on-one writing appointment in one of the writing centers, please [view the schedule](#) of available sessions and select an appointment time.

For information about graduate student writing appointments, please schedule an appointment by visiting [Graduate Writing Center](#).

### ASU LIBRARIES

[ASU Library](#) is home to seven library facilities across five ASU campuses, providing students access to millions of information resources, world-class collections, outstanding study spaces and research centers, and a suite of maker services. Locations are available here <https://lib.asu.edu/locations>.

### CAREER SERVICES, INTERNSHIPS, AND PROFESSIONAL DEVELOPMENT

[ASU Career Services](#) offers students the opportunity to speak with a career advisor and well as multiple career events that students may attend throughout the year. Internship postings are available to students who have an ASU “handshake” account. The office also offers assistance with resumes, cover letters and interviews.

The [ASU Graduate College](#) offers many avenues of professional development. Graduate students develop the professional identities needed to build enduring careers with academic integrity and university support programs that foster scholarly collaboration, career pathway exploration, and are encouraged to take advantage of the Graduate College's knowledge mobilization initiatives.

### VETERANS AND MILITARY

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

The [Pat Tillman Veterans Center](#) provides guidance and support for students who are veterans, active-duty military or military dependents. Six locations are available for ASU military students:

<b>Downtown Phoenix campus</b> University Center Building, Room 130 602-496-0152 480-522-3058 Fax Hours of Operation Mon. – Fri.: 8 a.m. – 5 p.m.	<b>Tempe campus</b> Memorial Union, Lower Level, Room 75 480-965-7723 480-522-3058 Fax Hours of Operation Mon. – Thur.: 8 a.m. – 6 p.m. Fri.: 8 a.m. – 5 p.m.
<b>Polytechnic campus</b> Administration Building 480-727-2773 480-522-3058 Fax Hours of Operation Mon. – Fri.: 8 a.m. – 5 p.m.	<b>West campus</b> University Center Building, Room 120 602-543-8220 480-522-3058 Fax Hours of Operation Mon. – Fri.: 8 a.m. – 5 p.m.

### INTERNATIONAL STUDENTS

The [International Students and Scholars Center](#) (ISSC) is the resource for international students who need information on maintaining SEVEIS status, visa and travel, employment, and advising. The ISSC offers an orientation every fall and spring term for new international students as well as appointments for advising and counseling.

### HEALTH AND FITNESS

All ASU students enrolled in an in-person campus-based program have access to Sun Devil Fitness facilities on all campuses. For more information about facilities, membership and group fitness classes, please visit: <https://fitness.asu.edu/>.

In cooperation with Arizona Board of Regents and ASU Health Services, ASU offers an [affordable medical insurance policy](#) to students. This insurance provides access to the health and counseling services at any ASU

Health Service location. The insurance plan is designed to provide group coverage to students that are currently uninsured, need a less expensive alternative or need an Arizona provider network. The Health Insurance Office is located in the Health Services building, at the Tempe campus and can be reached at 480-965-2411 or [insurance@asu.edu](mailto:insurance@asu.edu) to answer questions about this policy.

[ASU Health Services](#) is dedicated to the well-being and educational success of each individual student by providing high quality health care that is accessible, affordable, and compassionate. More than 20 physicians and nurse practitioners are board-certified in emergency medicine, family medicine, internal medicine, neurology, orthopedics, rheumatology, and sports medicine. Students, whether they have health insurance or not, are eligible to use ASU Health Services. However, we strongly advise every student to maintain adequate health insurance to cover unexpected medical expenses.

In addition, [ASU Counseling Services](#) offers confidential, personal counseling, and crisis services for students experiencing emotional concerns, problems in adjusting, and other factors that affect their ability to achieve their academic and personal goals. Health Services are for any Sun Devil, regardless of race, gender, sexual orientation, age, student status, religion, ability, size, financial situation, the issue you're dealing with or whether you've had health care before. Appointments can be scheduled [online](#), [in person](#) or by phone. For immediate concerns, walk-in appointments are available.

## PARKING AND TRANSIT

Students, faculty and staff may purchase annual and semester permits through [ASU Parking and Transit Services](#). Sun Devils who choose not to purchase a permit, as well as campus visitors, may use various daily and hourly parking options. ASU Parking and Transit Services has offices on four campuses. If you are unsure of which campus to contact or have questions, [email PTS](#) or call 480-965-6124.

Campus	Address	Office hours	Parking information
<a href="#">Downtown Phoenix</a>	University Center - UCENT 411 N. Central Ave - Suite 116 Phoenix, AZ 85004	Mon–Fri 8 a.m.–4:30 p.m.	<a href="#">Campus information</a>
<a href="#">Polytechnic</a>	QUAD 4 7107 E. Tiburon, Bldg. 4 Mesa, AZ 85212	Mon–Fri 8 a.m.–4:30 p.m.	<a href="#">Campus information</a>
<a href="#">Tempe</a>	University Towers 525 S. Forest Ave. Tempe, AZ 85281 Entrance located on Fifth St.	Mon–Fri 7:30 a.m.–4:30 p.m.	<a href="#">Campus information</a>
<a href="#">West</a>	North Services Building - NSB 4766 W. University Way North Glendale, AZ 85306	Mon–Fri 8 a.m.–4:30 p.m.	<a href="#">Campus Information</a>

[ASU intercampus shuttles](#) transport students, faculty and staff between the Downtown Phoenix, Polytechnic, Tempe and West campuses.

Several public transportation options are available to students and employees across the ASU campuses. City buses and light rail, discounted transit passes, Eco-Passes and car-sharing allow Sun Devils to travel quickly, easily and affordably throughout the greater-Phoenix area. More information is available at <https://cfo.asu.edu/transit>.

## STUDENT ACCOUNTS

[Student Business Services](#) offers a variety of student account services including tuition and billing, student refunds (including financial aid), receipt and payment processing, support for past due accounts, third party sponsorship assistance and Perkins Loan repayment. Student may call 1-855-278-5080 or email [sbs@asu.edu](mailto:sbs@asu.edu) for information on their accounts. Office hours and locations are:

Monday - Friday

8:15 a.m. - 4:30 p.m.

Closed Saturday, Sunday and [university holidays](#).

## ASU ID CARDS

ASU requires all students, employees and qualifying university affiliates to obtain an official ASU ID card. With the exception of eligible new employees, the ASU ID card is issued for a fee. Online students must have an approved photo on file with Sun Devil Card Services. Students may choose between the [Pitchfork ID](#), complete with Sun Devil Checking exclusively from MidFirst Bank, or the basic Sun Card to use as their official university ID card. The Pitchfork ID is two cards in one: an official photo ID for ASU® students - and a Visa® debit card. The Pitchfork ID must be created at one of the [MidFirst Bank locations](#). The basic [Sun Card](#) for on-campus students can be created by uploading a photo and then picking up the completed card at the Sun Card campus location. ID card FAQs are available at <https://cfo.asu.edu/cardservices-faqs>.

## CAMPUS AMENITIES - STORES, BANKS, EATERIES

The [Sun Devil Campus Stores](#) sell textbooks, used books, academic supplies, art supplies and ASU logo clothing and gifts. Students can rent textbooks, or enjoy the convenience and savings of digital textbooks and ebooks. Thesis and dissertation binding is available, as are medical and nursing reference materials. The campus store is located on Orange Street, east of Computing Commons on the Tempe Campus.

[Sun Devil Dining](#) offers quality, value, variety and convenience with over [50 dining locations](#) including dining halls, fast casual restaurants, cafes and on-campus markets. Dining on campus plays an integral role in the college experience. Students may participate in the [meal plan program](#), which saves money and gives great value.

The [Memorial Union \(MU\)](#) is a one-stop campus hub. The MU features dozens of dining options, ATMs and full-service banking operations, meeting space, lounge and study space, a full-service salon, copy center, and market.

## 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/DEI>).

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

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

## CRISIS SERVICES

ASU Counseling Services prioritize immediate access to services to ensure that all students who request or need services can be seen the same day- no appointment is necessary. 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.

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

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

**For Life threatening emergencies, please call 911.**

### **If You Are Concerned About a Student**

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

### **TITLE IX**

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

### **DIASBILITY RESOURCES**

The Disability Resource Center (DRC) facilitates a comprehensive range of academic support services and accommodations for qualified students with disabilities. Qualified students with disabilities may be eligible to receive academic support services and accommodations. *Eligibility is based on qualifying documentation and assessment of individual need.* **Students who believe they have a current and essential need for disability accommodations are responsible for requesting accommodations and providing qualifying documentation to the DRC.** Every effort is made to provide reasonable accommodations for qualified students with disabilities.

Qualified students who wish to request an accommodation for a disability should contact the DRC by going to <https://eoss.asu.edu/drc>, calling 480-965-1234, or emailing [DRC@asu.edu](mailto:DRC@asu.edu).

<b>Downtown Phoenix</b> <a href="#">Post Office, Suite 201</a> <b>Hours:</b> Monday - Friday, 8 a.m. - 5 p.m. Disability Resource Center 522 N Central Ave, Ste 201 Phoenix, AZ 85003	<b>Polytechnic</b> <a href="#">Sutton Hall - Suite 201</a> <b>Hours:</b> Monday - Friday, 8 a.m. - 5 p.m. Disability Resource Center 6049 S. Backus Mall Mesa, AZ 85212
<b>Tempe</b> <a href="#">Matthews Center building, 1st floor</a> <b>Hours:</b> Monday - Friday, 8 a.m. - 5 p.m. Disability Resource Center PO Box 873202 Tempe, AZ 85287-3202	<b>West</b> <a href="#">University Center Building, Room 304</a> <b>Hours:</b> Monday - Friday, 8 a.m. - 5 p.m. Disability Resource Center PO Box 37100, MC 1050 Phoenix, AZ 85069-7100

### **GRADUATE WELLNESS RESOURCES**

[Graduate Wellness Resources](#) is a one-page guide to Financial, Social, Emotional, and Physical Health and Wellness Resources for ASU Graduate Students was developed by the GPSA.

### **10 BEST PRACTICES IN GRADUATE STUDENT WELLBEING**

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

## 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 My ASU (<https://my.asu.edu/>).

### APPLY FOR GRADUATION

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

If you are graduating in.....	Your deadline is....
Fall	October 1
Spring	February 15
Summer	July 15

- 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](#).
  - Complete the Graduation Survey.
  - Submit completed application, payment receipt and completed graduation survey to the [University Registrar Services](#)
- **Apply by mail.**
  - Print and complete the [Application for Graduation](#).
  - Mail the completed application and applicable payment to the address listed on the application.

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

**Your Application Status**—Check your application status from your [My ASU](#) page. Your status will be one of the following

**Applied:** Your application for graduation has been received and is being processed. If your application cannot be processed your status will change to either denied or withdrawn and you will be notified by email. Review your Plan of Study regularly to ensure that all requirements will be met. Unless you are denied or withdrawn, your status will appear as applied until your degree is posted, which occurs approximately 4-6 weeks after the degree conferral date.

**Denied:** Your application for graduation has been denied because you will not meet one or more degree requirements by the degree conferral date. Review your Plan of Study and contact either your academic advisor or department chair to review your degree requirements and discuss your options.

**Withdrawn:** Your application for graduation has been withdrawn because you have not completed all coursework (including incompletes) and degree requirements listed on your Degree Audit or Plan of Study by

the degree conferral date. Review your Degree Audit Report or Plan of Study and contact either your academic advisor or department chair to review your degree requirements and discuss your options.

### **COMPLETE ALL DEGREE REQUIREMENTS**

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

Refer to Graduate College Graduation Deadlines (<https://graduate.asu.edu/current-students/policies-forms-and-deadlines/graduation-deadlines>).



## 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. Satisfy all requirements of the graduate program and successfully complete the culminating experience
7. 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. The Graduate Program advisor will email out the annual Student Progress Report (see Appendix A) to students early in the spring semester. Students are expected to complete an annual progress report by April 1<sup>st</sup> of each year.

***In order for a student to be eligible for funding from SFIS for the next academic year, they must have submitted the Annual Progress Report for the previous academic year by the stated deadline.***

### 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

SFIS reviews the progress of all students annually. Each student prepares review materials and submits them to the HSD Graduate Program Academic 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



- Form. Students complete the **Student Progress Report** form. The HSD Graduate Program Academic Advisor will email out the form at the beginning of each spring semester for submission by a deadline set by the Degree Program Chair. Must be submitted each year.
- 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 Dissertation 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 Dissertation Supervisory Committee.

If initiated by the Dissertation 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 Dissertation 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, Graduate, and/or Cumulative 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 Dissertation Supervisory Committee.

The student may appeal this action by 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 Dissertation 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 Dean of the Graduate College can withdraw a student who is not progressing satisfactorily. Only the Dean of the Graduate College may withdraw students from a graduate program due to lack of compliance with satisfactory academic progress policies.

Students who have been withdrawn from a graduate program due to lack of compliance with published departmental or Graduate College policies, or lack of satisfactory academic progress are eligible to apply for admission to the same program only after one year has passed from the term of the withdrawal.

Students who have been withdrawn from a graduate program due to an Academic Integrity violation are not eligible for readmission to Arizona State University.

## 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.

Any exception must be approved by the Dissertation Supervisory Committee, the head of the academic unit and the Dean of the Graduate College. 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 Academic Advisor.

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

### POLICIES and DEADLINES

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

- The Graduate Catalog -- <https://catalog.asu.edu/>
- Graduate College Policies and Procedures -- [https://graduate.asu.edu/sites/default/files/asu-graduate-policies-and-procedures\\_032019\\_0.pdf](https://graduate.asu.edu/sites/default/files/asu-graduate-policies-and-procedures_032019_0.pdf)
- The Current Students page on Graduate College web site -- <https://graduate.asu.edu/>
- Graduation Deadlines and Procedures -- <https://graduate.asu.edu/current-students/policies-forms-and-deadlines/graduation-deadlines>

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 AND FORMS**  
(begins on the following page)

# HSDST DEGREE MILESTONE CHART

## After Admission to the Program

- Newly admitted students are assigned an interim advisor at the time of admission. Communicate with your advisor on a regular basis prior to starting the degree program and work together to determine the classes you need to take during your first term.
- Continue regular communication with your interim/dissertation committee faculty advisor during your time in the degree program.

**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)

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**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)

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**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 the HSD Graduate Program Academic Advisor in INTDSB 256.

# Human and Social Dimensions of Science and Technology

## ***Second-Year Project Prospectus Approval Form***

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

### **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 HSD Graduate Program Academic Advisor in INTDSB 256.

### **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**

Date	
Please Type Names of Committee	Signatures
Advisor	
Member	
Member	

### **Part III. Program Approval**

HSD Degree Program Chair Name (printed)	Signature	Date

**STUDENT:** Student must complete BOTH PAGES of the form. Fill in all the information on pages 1 and 2. **Schedule a committee meeting with your supervisory committee to review your progress. ATTACH THESE ITEMS:** Current CV, separate document with Self-Evaluation and Goals for the Coming Year, copy of Plan of Study (if POS has been filed/approved by Graduate College) and all milestone paperwork to date (second year project, fields, etc).

**FACULTY MENTOR:** Faculty Mentor must enter his/her comments on page 2 (include comments from committee members), review the form with the student, get the student's signature, and submit the completed form to the Graduate Program Advisor in the School for the Future of Innovation in Society, [andra.williams@asu.edu](mailto:andra.williams@asu.edu).

**STUDENT INFORMATION**

LAST NAME		FIRST NAME		M.I.	DATE (00/00/0000)
ASU AFFILIATE ID (10-DIGIT)		ASU EMAIL ADDRESS		ALTERNATE EMAIL ADDRESS	
SEMESTER, SESSION, & YEAR ADMITTED TO DEGREE PROGRAM		DATE PLAN OF STUDY WAS SUBMITTED BY STUDENT DATE PLAN OF STUDY RECEIVED FINAL APPROVAL			
GRADUATE COURSEWORK GPA (all courses on ASU transcript 500 level and above)		PLAN OF STUDY GPA (all courses listed on POS)			
CUMULATIVE GPA (all post-baccalaureate coursework on ASU transcript)		COURSE CREDIT HOURS COMPLETED TOWARDS DEGREE			

**FACULTY MENTOR INFORMATION**

LAST NAME	FIRST NAME
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**CORE COURSES (8 credits)**

Course	Term/Session/Year Taken	Grade
HSD 601		
HSD 602		

**COLLOQUIUM (4 credits)**

Course	Term/Session/Year Taken	Grade
HSD 610		
HSD 610		
HSD 610		
HSD 610		

**SECOND YEAR PROJECT PROSPECTUS APPROVAL FORM SUBMITTED – Date**

**SECOND YEAR PROJECT COMPLETION FORM SUBMITTED – Date**

**FIELDS PROPOSAL FORM SUBMITTED – Date**

**MAJOR FIELD 1 Title:**

**Field Completion Form Submitted**

Course	TITLE	Term/Session/Year Taken	Grade

**MAJOR FIELD 2 Title:**

**Field Completion Form Submitted**

Course	TITLE	Term/Session/Year Taken	Grade

**MINOR FIELD 3 Title:**

**Field Completion Form Submitted**

Course	TITLE	Term/Session/Year Taken	Grade

## COMPREHENSIVE EXAMS/DISSERTATION PROSPECTUS

- “Approval to Schedule Dissertation Prospectus Defense Form” Submitted – Date
- Dissertation Prospectus Defense
  - ☐ Completed
  - ☐ Scheduled – Day, Time & Location
- “Report of Doctoral comprehensive Examinations and Approval of the PhD Dissertation Prospectus” form submitted – Date
- Evaluation Rubric for Dissertation Prospectus submitted – Date

## DISSERTATION

Preliminary Dissertation Seminar

- ☐ Completed
- ☐ Scheduled – Day, Time & Location -

Dissertation Defense

- ☐ Completed
- ☐ Scheduled – Day, Time & Location -

## INTENDED GRADUATION

Year: ☐ Spring ☐ Summer ☐ Fall

### FACULTY MENTOR COMMENTS (attach separate sheet of paper if necessary)

Faculty Mentor Assessment of progress:

- ☐ Student is making timely progress towards degree.
- ☐ Student is not making satisfactory progress and needs to address the issues above.

**Student Signature acknowledging that he/she reviewed the completed form with Faculty Mentor:**

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Faculty Mentor Signature \_\_\_\_\_ Date \_\_\_\_\_

Head of Academic Unit Name:

- ☐ Student is making timely progress
- ☐ Student is not making satisfactory progress

Head of Academic Unit Signature \_\_\_\_\_ Date \_\_\_\_\_



## 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 My ASU**.
  - **Email** the THREE forms above to the HSD Graduate Program Academic Advisor 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.
  - Schedule your **oral presentation and defense of your Second-year Project** prior to the end of the term.
  - Complete all requirements for the Second-year Project – written research paper and oral presentation.
  - 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**.
  - 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.
  - **Complete your first field mastery exam** by the end of the fourth term.
  - 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 the HSD Graduate Program Academic Advisor in INTDSB 256.

# Human and Social Dimensions of Science and Technology

## ***Applying Master's and/or Pre-Admission Credit to the HSD Ph.D. POS***

### **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 HSD Graduate Program Academic Advisor in INTDSB 256.

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 master's 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 Conferral Date:

Institution:

Total master’s hours:

☐ CHECK THIS BOX 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

HSD Requirement	Prefix & No.	Title	Hrs	Instructor(s)	Semester	Grade	From previous degree? (Yes/no)	Pre-admission credits? (Yes/no)

Part III. Approvals

Name	Signature	Date
Faculty Advisor Name:		
HSD Degree Program Chair Name:		

# Human and Social Dimensions of Science and Technology

## *Fields Proposal Form*

**NOTE: Any Independent Study courses (ex. HSD 590) that are used towards completion of a Field must be graded on the A-E letter scale. Pass/Fail is not permitted.**

### 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 HSD Graduate Program Academic Advisor in INTDSB 256.

Name:

ID Number:

Date:

### Part I. Major Field 1

Field title:

Short description of field content

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Courses:

Prefix & No.	Title	Hrs	Instructor(s)	Semester	Grade

### Part II. Major Field 2

Field title:

Short description of field content

--

Courses:

Prefix & No.	Title	Hrs	Instructor(s)	Semester	Grade

### Part III. Minor Field

Field title:

Short description of field content

--

Courses:

Prefix & No.	Title	Hrs	Instructor(s)	Semester	Grade

### Part IV. Approvals

Name	Signature	Date
Faculty Advisor name:		
HSD Degree Program Chair Name:		

# Human and Social Dimensions of Science and Technology

## *Plan of Study Template*

### 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 HSD Graduate Program Academic Advisor 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, then notifies the HSD Graduate Program Academic Advisor in INTDSB 256.

Name:

ID Number:

Date:

Requirement	Prefix & No.	Title	Hrs	Instructor(s)	Semester	Grade	From previous degree? (Yes/no)	Pre-admission credits? (Yes/no)
<b>HSD 601: Core Seminar (4 hrs)</b>								
	HSD 601	Core Seminar	4					
<b>HSD 602: Core Seminar II (4 hrs)</b>								
	HSD 602	Core Seminar	4					
<b>HSD 692: Second-year Project (6 hrs)</b>								
	HSD 692	Research						
	HSD 692	Research						
<b>HSD 610: Colloquium (4 hrs)</b>								
	HSD 610	Colloquium	1					
	HSD 610	Colloquium	1					
	HSD 610	Colloquium	1					
	HSD 610	Colloquium	1					

Requirement	Prefix & No.	Title	Hrs	Instructor(s)	Semester	Grade	From previous degree? (Yes/no)	Pre-admission credits? (Yes/no)
<b>Coursework for Field 1 (9 hrs)</b>								
<b>Coursework for Field 2 (9 hrs)</b>								
<b>Coursework for Field 3 (6 hrs)</b>								
<b>Courses for Methods Training (0-6 hrs)</b>								
<b>Electives or HSD 792: Research (21-27 hrs)</b>								
<b>HSD 790: Dissertation Prospectus (3 hrs)</b>								
	HSD 790	Reading and Conference	3					
<b>HSD 799: Dissertation (12 hrs exactly)</b>								
	HSD 799	Dissertation						
	HSD 799	Dissertation						

# Human and Social Dimensions of Science and Technology

## ***Second-Year Project Completion Form***

### 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 be 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 HSD Graduate Program Academic Advisor in INTDSB 256.

**ATTACH A COPY OF THE SECOND YEAR PROJECT DOCUMENT.**

### Part I. Project Information

Name:

ID Number:

Date:

Project title:

Abstract:

### Part II. Second-Year Project Committee Approval

Date	
Please Type Names of Committee	Signatures
Advisor	
Member	
Member	

### Part III. Program Approval

HSD Degree Program Chair Name	Signature	Date

# Human and Social Dimensions of Science and Technology

## ***Field Completion Form***

(use one form for each field)

**NOTE: Any Independent Study courses (HSD 590, etc.) as well as any other courses that are used towards completion of a Field must be graded on the A-E letter scale. Pass/Fail is not permitted.**

### **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 HSD Graduate Program Academic Advisor in INTDSB 256.

**ATTACH A COPY OF THE FIELD DOCUMENT.**

### **Part I. Field Description**

Name:

ID Number:

Date:

Field title:

Major Field? ☐ Minor Field? ☐

Short description of field content

--

Courses:

Prefix & No.	Title	Hrs	Instructor(s)	Semester	Grade

### **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.

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### **Part IV. Committee Approval**

Date	
Please Type Names of Committee	Signatures
Advisor	
Member	
Member	
Member	
Member	

### **Part V. Program Approval**

HSD Degree Program Chair	Signature	Date



# 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 **content 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 Prospectus draft**. If the committee feels you are ready to defend your Prospectus, complete the **Approval to Schedule Dissertation Prospectus Defense form** and submit to the HSD Graduate Program Academic Advisor in INTDSB 256.
- ☐ **Schedule** the Oral Defense for your Prospectus.
- ☐ As soon as the defense is scheduled with your committee, **notify the HSD Graduate Program Academic Advisor of the date** of your 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 HSD Graduate Program Academic Advisor in INTDSB 256.
- ☐ All committee members must be represented at the defense. If one or more committee members will attend remotely, notify HSD Graduate Program Academic Advisor in INTDSB 256. 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.)
- ☐ **Begin dissertation research.**
- ☐ At the end of the Term, you will receive an **Annual Progress Report** to complete and return to the HSD Graduate Program Academic Advisor in INTDSB 256.

# Human and Social Dimensions of Science and Technology

## ***Approval to Schedule Dissertation Prospectus Defense***

### 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 HSD Graduate Program Academic Advisor in INTDSB 256.

Name:

ID Number:

Date:

### Part I. Requirement completion

Requirement	Date completed	HSD Form Filed
iPOS, including full committee		na
HSD 601, Core Seminar I		na
HSD 602, Core Seminar II		na
Second-Year Project		<input type="checkbox"/>
Field 1 (major)		<input type="checkbox"/>
Field 2 (major)		<input type="checkbox"/>
Field 3 (minor)		<input type="checkbox"/>
Draft dissertation prospectus		na

### Part II. Committee Approval

Date	
Please Type Names of Committee	Signatures
Advisor	
Member	
Member	
Member	
Member	

### Part III. Program Approval

HSD Degree Program Chair	Signature	Date

### Instructions and Process

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 form into the SFIS Graduate Staff.

**PLEASE NOTE: The Chair and/or Co-Chairs must also complete and sign page 2.**

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 My ASU) showing you have advanced to candidacy.

### Part I: Student Information - to be completed by the Student

NAME OF STUDENT (Last name, first name, middle initial)		10 DIGIT ASU AFFILIATE ID#
DOCTOR OF PHILOSOPHY	MAJOR: Human, Social Dimensions of Science and Technology	

### Part II: Examination Dates (MM/DD/YY) – to be completed by Committee Chair

DATE ORAL COMPREHENSIVE EXAMINATION TAKEN	DATE WRITTEN COMPREHENSIVE EXAMINATION TAKEN
---	--

### Part III: Examination Results

PLEASE TYPE NAMES OF COMMITTEE	SIGNATURES	PASSED (✓)	FAILED (✓)
CHAIR		<input type="checkbox"/>	<input type="checkbox"/>
MEMBER		<input type="checkbox"/>	<input type="checkbox"/>
MEMBER		<input type="checkbox"/>	<input type="checkbox"/>
MEMBER		<input type="checkbox"/>	<input type="checkbox"/>
MEMBER		<input type="checkbox"/>	<input type="checkbox"/>
MEMBER		<input type="checkbox"/>	<input type="checkbox"/>

### Part IV: Final Results - to be completed by the Head of the Academic Unit

PASSED <input type="checkbox"/>	FAILED <input type="checkbox"/>	SIGNATURE, HEAD OF ACADEMIC UNIT	DATE
---------------------------------	---------------------------------	----------------------------------	------

### Part V: Approval of the Dissertation Prospectus

TITLE OF THE DISSERTATION			
DATE: (MM/DD/YY)			
PLEASE TYPE NAMES OF COMMITTEE	SIGNATURES	PASSED (✓)	FAILED (✓)
CHAIR		<input type="checkbox"/>	<input type="checkbox"/>
MEMBER		<input type="checkbox"/>	<input type="checkbox"/>
MEMBER		<input type="checkbox"/>	<input type="checkbox"/>
MEMBER		<input type="checkbox"/>	<input type="checkbox"/>
MEMBER		<input type="checkbox"/>	<input type="checkbox"/>
MEMBER		<input type="checkbox"/>	<input type="checkbox"/>

**GRADUATE DISSERTATION SUPERVISORY COMMITTEE.** If the Graduate Dissertation Supervisory Committee, as listed above, is different than the committee listed on the approved Plan of Study, the student should submit a Graduate Dissertation Supervisory Committee Change Form through My ASU to officially change the committee BEFORE the defense.

## Dissertation Prospectus Assessment

### Part I: Student Information - to be completed by the Student

NAME OF STUDENT (Last name, first name, middle initial)		10 DIGIT ASU AFFILIATE ID#
Degree PhD	MAJOR Human & Social Dimensions of Science and Technology	
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						
	AREAS OF PERFORMANCE	Excellent	Good	3 Satisfactory	2 Poor	1 Unsatisfactory
1.	Justification - Identifies and justifies an important theoretical problem					
2.	Methods - Presents a well designed plan for collecting and analyzing data					
3.	Feasibility - Documents the feasibility of the size and scope of the project					
4.	Organization – Presents justification and feasibility in a compelling narrative structure					
5.	Completeness – Includes all of the necessary components of the proposal as spelled out in the call for proposals					
6.	Grammar and Rhetoric – follows the proper rules of writing and uses words and language appropriately					

CHAIR/CO-CHAIRS of DISSERTATION SUPERVISORY COMMITTEE	SIGNATURE	DATE
CHAIR (CO-CHAIR)		
CO-CHAIR (if applicable)		

# Human and Social Dimensions of Science and Technology

## ***Graduation Guidelines and Permission to Schedule Dissertation Defense***

### 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 HSD Graduate Program Academic Advisor in INTDSB 256.

Name:

ID Number:

Date:

### Part I. Requirement completion

Requirement	Date completed	HSD Form Filed
iPOS, including full committee		na
HSD 601, Core Seminar I		na
HSD 602, Core Seminar II		na
Second-Year Project		<input type="checkbox"/>
Field 1 (major)		<input type="checkbox"/>
Field 2 (major)		<input type="checkbox"/>
Field 3 (minor)		<input type="checkbox"/>
Written Comprehensive Exam		<input type="checkbox"/>
Oral Comprehensive Exam		<input type="checkbox"/>
Dissertation Prospectus		<input type="checkbox"/>

### Part II. Committee Approval

Date	
Please Type Names of Committee	Signatures
Advisor	
Member	
Member	
Member	
Member	

### Part III. Program Approval

HSD Degree Program Chair	Signature	Date

## YEARS 4 and 5

### TERMS 7-9

REQUIRED CREDITS for each TERM = 1  
RECOMMENDED CREDITS for each TERM = 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 HSD Graduate Program Academic Advisor in INTDSB 256 to schedule your seminar.
- ☐ **Review your Plan of Study** to make sure your transcript matches your Plan of Study. If not, contact the HSD Graduate Program Academic Advisor in INTDSB 256 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 HSD Graduate Program Academic Advisor in INTDSB 256.

### FINAL TERM 10

REQUIRED CREDITS = 1  
RECOMMENDED CREDITS = 1

#### REQUIRED CLASSES:

- ☐ HSD 799 Dissertation (1 )

#### 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 the HSD Graduate Program Academic Advisor to **reserve a room for your Dissertation Defense**.
- ☐ If you have committee members who cannot attend in person, notify the HSD Graduate Program Academic Advisor in INTDSB 256. (<https://graduate.asu.edu/sites/default/files/absent-committee-member-procedures.pdf>)
- ☐ Immediately after you reserve your room, go into your My ASU 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/current-students/policies-forms-and-deadlines/graduation-deadlines>)
  - o Sign in to My ASU
  - o Locate the "My Programs and Degree Progress" box
  - o Select the "Defense" tab
  - o Click on the "Next Steps" link
  - o Click on the "Schedule my defense" link
- ☐ Once you have submitted the request to schedule a defense through your My ASU, the **request must be approved by your academic unit**; your defense is not officially scheduled until approved.

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**(FINAL TERM 10 continued)**

- ☐ 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 upload to your iPOS under the Format tab within 10 calendar days of your defense.
- ☐ Complete the **Survey of Earned Doctorates**.
- ☐ **Apply for Graduation** through My ASU (pay attention to deadline!).
- ☐ **RSVP for Graduation Ceremonies**. You are welcome to attend any application ceremonies, but you should definitely RSVP for Graduate Commencement.
- ☐ **Defend your Dissertation and make sure all committee members sign the DocuSign “Announcement and Report for Doctoral Dissertation Defense” Pass/Fail form**. 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 in order to receive final format approval.
- ☐ The committee will review any requested revisions and, when satisfied, the Committee Chair signs the DocuSign Pass/Fail form again under the revision section of the **“Announcement and Report for Doctoral Dissertation Defense” form**.
- ☐ **Submit final Dissertation document to UMI/ProQuest**. You must have completed the following before you can upload to ProQuest:
  - Signed DocuSign **“Announcement and Report for Doctoral Dissertation Defense” Pass/Fail form completed** (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