Welcome to the Innovation in Global Development (IGD) 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.

Wendi Taylor
Graduate Program Academic Advisor
Interdisciplinary B, Room 256
Phone: 480-965-6584
Wendi.Taylor@asu.edu

Dr. Netra Chhetri
Degree Program Chair
Interdisciplinary B, Suite 366
Phone: 480-727-0747
Netra.Chhetri@asu.edu

2020 - 2021
July 2020
TABLE OF CONTENTS

WHAT IS THE INNOVATION IN GLOBAL DEVELOPMENT PHD? ................................................................. 1
SCHOOL FOR THE FUTURE OF INNOVATION IN SOCIETY (SFIS) .......................................................... 3
  WHAT IS SFIS? ................................................................................................................................. 3
  ORGANIZATION OF SFIS ............................................................................................................. 3
  IGD DEGREE PROGRAM EXECUTIVE COMMITTEE ........................................................................... 4
STUDENT RESPONSIBILITIES ........................................................................................................... 5
  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
ADMISSIONS POLICIES FOR INNOVATION IN GLOBAL DEVELOPMENT PHD .............................. 9
  QUANTITATIVE MEASURES ............................................................................................................. 9
  APPLICATION DEADLINE ............................................................................................................. 9
  APPLICATION PROCESS ............................................................................................................... 9
  PROVISIONAL ADMISSION ............................................................................................................. 11
TUITION COSTS AND FINANCIAL ASSISTANCE ........................................................................... 13
  TUITION COSTS and UNIVERSITY FEES ........................................................................................ 13
  RESIDENCY FOR TUITION PURPOSES ........................................................................................ 13
  TUITION ASSISTANCE, SCHOLARSHIPS, and FINANCIAL AID .................................................... 13
STEPS TOWARDS DEGREE ............................................................................................................. 15
  DEGREE REQUIREMENTS .............................................................................................................. 15
  ENROLLMENT ................................................................................................................................ 17
  ENROLLMENT STATUS AND REQUIREMENTS .............................................................................. 17
  FACULTY ADVISOR .......................................................................................................................... 17
  DISSERTATION SUPERVISORY COMMITTEE ................................................................................... 18
  PLAN OF STUDY (POS) .................................................................................................................... 18
  TYPES OF COURSES USED ON THE POS .................................................................................... 18
  THE IGD POS .................................................................................................................................... 19
  POS APPROVAL ............................................................................................................................. 20
  COMMITTEE CHANGES TO POS ..................................................................................................... 20
  COURSE CHANGES TO POS ............................................................................................................ 20
  DISSERTATION PROSPECTUS ......................................................................................................... 21
  DISSERTATION ............................................................................................................................... 22
STUDENT RESOURCES .................................................................................................................... 25
  IGD ADVISING ............................................................................................................................... 25
  IGD STUDENT RESOURCES SITE ................................................................................................. 25
  SFIS GRADUATE STUDENT ORGANIZATION .............................................................................. 25
  TRAVEL FUNDING .......................................................................................................................... 25
  ASU GRADUATE AND PROFESSIONAL STUDENT ASSOCIATION (GPSA) .................................... 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 ................................................................................................................................. 27
  CAMPUS AMENITIES - STORES, BANKS, EATERIES ..................................................................... 28
  DISCRIMINATION COMPLAINTS ..................................................................................................... 28
  CRISIS SERVICES ............................................................................................................................ 28
  TITLE IX ............................................................................................................................................. 29
  DIABILITY RESOURCES .................................................................................................................. 29
WHAT IS THE INNOVATION IN GLOBAL DEVELOPMENT PHD?

Fueled by advances in science and technology, the 20th century brought significant economic growth worldwide. The capacity to use and generate knowledge is increasing outside the western countries; the emergence of BRICS countries as global development players is shining a new light on assumptions about how development happens. There are new sources for financing development initiatives (the new philanthropic foundations, the BRICS countries). Information is more easily shared – at least for those with internet connections – and is sourced from more places. Civil society is forming new transnational alliances to challenge norms and power relations. The very idea of what sustainable development means is being profoundly questioned in terms of current carbon consumption levels; the spheres of influence of the donors are shrinking; and the boundaries between domestic and international policies are becoming blurred as interdependence of nations intensifies.

At Arizona State University (ASU), we take the emerging global context seriously and regularly evaluate what the University can do to nurture the creativity and intellectual vigor of our graduates so that they can address a growing range of social, environmental and economic issues worldwide. By leveraging its expertise in institutional design, acquired through its own successful transformation, in 2015, ASU created a transdisciplinary unit, School for the Future of Innovation in Society (SFIS). At SFIS we see our efforts as part of a larger social fabric – local, regional, national, global – that informs humanities’ future through excellence in teaching and research and making a meaningful social impact in society. To this end, SFIS has established a new doctoral degree in Innovation in Global Development (IGD) to serve students at scale and make positive change in the global development landscape.

By catalyzing innovation in higher education, this student-centric structured Ph.D. program addresses the mismatch between what students of global development are expected to do when they graduate and what schools actually prepare them to do. By offering excellence in teaching and a dynamic research environment, our goal in IGD is to prepare well informed, confident, and deeply motivated graduates, who can think critically about 21st century development challenges, explore solutions, and apply them appropriately. Using the UN’s Sustainable Development Goals (SDGs) as benchmarks, course offerings will have content tailored to the present and future needs of societies, including training in leadership and social responsibilities. IGD’s core courses and curricula go beyond the cognitive mastery of a discipline, and focus on new pedagogical and dialectical approaches that can facilitate the acquisition of skills and competencies that enable communication, creativity, independent thinking, and the ability to work in multicultural contexts.

A deep understanding of the roles of science, technology and innovation, as well as skills in organizational leadership, are becoming required qualifications for employment in today’s global development workforce. With its fundamental format directed at preparing students primarily for a research career in academia, the graduate education program, especially at the Ph.D. level has failed to stay current, however. Given the diversity of career paths that graduates pursue, coupled with change in the workforce needs of societies, we believe that there is urgent need to ensure that ways by which the scientific literacy is pursued aligns with the need of all students, potential employers, scientific enterprises, and the broader society. Our emphasis in IGD is to create a more inclusive and equitable environment to enable all members of a very diverse student population to thrive; to improve the quality of teaching, advising and mentoring; and to modernize the curriculum and dissertation projects to better focus on core competencies and better reflect the way science is now being done.

Core competencies, the essence of what it means to be IGD graduate, includes both breadth and depth in development literacy and the ability to do original research. It also includes a set of leadership, communication, and professional skills. By providing coursework and real-world exposure to both the successes and failures of past models of development, the program provides opportunities for students to reimagine development policies and practices crucially needed for the world, which includes challenging the orthodoxies around technology and development. By maintaining significant academic rigor while offering an array of course choices, this program produces critical and independent thinkers who provide leadership for innovative solutions to development issues that meet the needs of the present while enhancing the ability of future generations to meet their own needs. Students would gain experience through working in multidisciplinary teams of faculty, typical of 21st century scientific research. Reflecting with the 21st century workforce, IGD students will be encouraged to explore diverse career pathways through courses, seminars, internships, and other kinds of real-life experience.
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

- **Deputy Director**
  Kathleen Vogel – Kathleen.Vogel@asu.edu

- **Associate Director for Academic Programs**
  Jameson Wetmore – Wetmore@asu.edu

- **Associate Director for International Initiatives**
  Nalini Chhetri – Nalini.Chhetri@asu.edu

- **Associate Director for DC Operations**
  Mahmud Farooque – Mahmud.Farooque@asu.edu

- **Assistant Director for Innovation Policy**
  Michael Bennett – Michael.G.Bennett@asu.edu

- **IGD Degree Program Chair**
  Netra Chhetri – Netra.Chhetri@asu.edu – (480) 727-0747

- **Graduate Program Academic Advisor**
  Wendi Taylor – Wendi.Taylor@asu.edu – (480) 965-6584
IGD DEGREE PROGRAM EXECUTIVE COMMITTEE
The IGD Executive Committee oversees the IGD 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.

- Netra Chhetri – IGD Degree Program Chair and Associate Professor, SFIS
- Clark Miller – Professor, SFIS
- Mary Jane Parmenter – Clinical Associate Professor, SFIS
- Lindsay Smith – Assistant Professor, SFIS
- Christy Spackman – Assistant Professor, SFIS

The IGD Executive Committee has three main roles. It sets program policy. It reviews applicants to the degree program and makes admission decisions. It approves IGD faculty.

The IGD 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 IGD 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 IGD 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. 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 IGD 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 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
research.integrity@asu.edu
ADMISSIONS POLICIES FOR INNOVATION IN GLOBAL DEVELOPMENT PHD

All PhD programs are highly competitive and challenging, IGD is no exception. Preference is given to students with clear and convincing evidence of succeeding in a rigorous and challenging environment. It is important to note that the IGD program is only able to select a small number of candidates each year and the admissions are offered to a very limited number of individuals. 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 study is required for applicants, but prior education and experience must provide a relevant foundation for pursuing IGD graduate work. The strongest applicants are likely to have some experience in the field of global development, clear articulation of research ideas, and identification of SFIS and/or ASU faculty to work with. This is not a strict requirement, however.

QUANTITATIVE MEASURES

<table>
<thead>
<tr>
<th>Previous Degree Requirements</th>
<th>Bachelors required</th>
</tr>
</thead>
<tbody>
<tr>
<td>GPA (based on a scale of 4.00)</td>
<td>3.0 minimum Jr/Sr*</td>
</tr>
<tr>
<td>TOEFL (Paper)</td>
<td>550</td>
</tr>
<tr>
<td>TOEFL (Internet)</td>
<td>80</td>
</tr>
<tr>
<td>IELTS</td>
<td>Overall band score of at least 6.5</td>
</tr>
<tr>
<td>Pearson Test of English</td>
<td>60</td>
</tr>
</tbody>
</table>

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

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 as a research assistant or to be a teaching assistant.

Admissions are conducted for Fall and Spring terms.

APPLICATION DEADLINE

Students are allowed to begin the degree program during the Fall or Spring semester. Applications are reviewed by the IGD Executive Committee. The application deadlines are available on the ASU Degree Search web site for the IGD program.

APPLICATION PROCESS

The Innovation in Global Development 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 “Innovation in Global Development (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
   - 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. In one to two pages (single-spaced), describe why you wish to enroll in the IGD PhD Program. Please include information on what areas of research interest you most, why you wish to pursue this research in the IGD PhD Program at ASU, the IGD PhD Program faculty members you hope to work with, and your goals for obtaining a degree. Upload the Statement of Research Interests and Goals into the online ASU Graduate Admissions Application.
• Prepare and upload a current Resume. Be sure to list any publications, honors, awards, or society memberships.
• Answer the questions listed in the application
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.

ASU accepts electronic official transcripts – more information is available at [https://admission.asu.edu/transcripts](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 or for graduate applicants to gradtranscripts@asu.edu. Please note that transcripts sent by students to transcripts@asu.edu or gradtranscripts@asu.edu will not be accepted as official. These addresses are only for transcripts received from secured and approved transcript services.

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

**Applicants from India and China:** Please reach out to SFISgrad@asu.edu for more information on where to send your official transcripts.

11. If appropriate, complete and submit a paper copy of the Financial Guarantee Form ([https://admission.asu.edu/international/student-visa](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
12. 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 IGD 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 IGD 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 IGD 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 IGD 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 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 on time. There are no foreign language requirements, however a student may take coursework in these areas if the faculty mentor determines that it is needed for a particular student's selected dissertation project.

<table>
<thead>
<tr>
<th>Coursework</th>
<th>Requirements</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CORE COURSES</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>IGD 601: Re-thinking Global Development</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>IGD 602: Innovation for Inclusive Development</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>IGD 603: Methods for Research in Global Development</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>IGD 604: Colloquium in Innovation in Global Development</td>
<td></td>
<td>2*</td>
</tr>
<tr>
<td>GTD 505: Research Design in Technology and Development</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>*Students are required to take IGD 604 once for 2 credits as a core course requirement. They may take it one additional time for 2 more credits that can be used towards the Electives.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>CORE COURSE SUB-TOTAL</strong></td>
<td></td>
<td>17</td>
</tr>
<tr>
<td><strong>ELECTIVE COURSEWORK</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Elective Courses can be chosen from applicable courses in the following areas based on the students’ area of interest and with approval from their committee (see Appendix A for a list of possible elective courses):</td>
<td></td>
<td>25</td>
</tr>
<tr>
<td>• School for the Future of Innovation in Society</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• College of Public Service and Community Solutions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• W.P. Carey School of Business</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• School of Human Evolution and Social Change</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• School of Sustainability</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• School of Politics and Global Studies</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Thunderbird School of Global Management</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>ADDITIONAL ELECTIVES AND RESEARCH</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>For students admitted directly from a bachelor's degree, an additional 30 credits of electives and/or IGD 792 research credits are required. Students admitted with a master’s degree may be eligible to receive up to 30 credits in this area towards the degree.</td>
<td></td>
<td>30</td>
</tr>
<tr>
<td>IGD 799: Dissertation</td>
<td></td>
<td>12</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td>84</td>
</tr>
</tbody>
</table>

Core Courses (17 credit hours)

**IGD 601 – Rethinking Global Development**, 4 credit hours

This core course traces and analyzes the origins of international or global development as theory, concept, policy, and practice. Students will study the key theories that have been influential in development conceptualization and policy, within the context of the history in which they arose, evaluate the results, and consider future trends and scenarios considering the critiques of such mainstream approaches.
IGD 602 – Innovation for Inclusive Development, 4 credit hours
Clear advances in economic, social and political development and wealth generation have been uneven, and have resulted, as well, in an increasing gap between wealth and poverty. Continuing in the same direction could exacerbate existing problems, and in this course, we will imagine different future outcomes and how to make policy today for a better future.

IGD 603 – Methods for research in Global Development, 4 credit hours
This course provides students with a practical introduction to research methods and methodologies in global development. Through hands-on exercises, students will be exposed to issues around quantitative and qualitative data collection and management, analysis and interpretation of results, and research ethics and practice in development as well as application of research to policy development and its implications.

IGD 604 – Colloquium in Innovation in Global Development, 2 credit hours
(Students are required to take IGD 604 once for 2 credits as a core course requirement. They may take it one additional time for 2 more credits that can be used towards the Electives.)
This student-centered and faculty-mentored colloquium provides critical opportunities for leadership, organization, planning and implementation of events related to global development studies. It encourages students to propose and plan their own events, focused on issues and topics of importance to them, and utilizing the resources on the ASU campus and Phoenix area.

GTD 505 – Research Design in Technology and Development, 3 credit hours
An examination of the research perspective in technology and development studies emphasizing techniques in the collection of primary data and the effective uses of secondary data sources, with a particular focus on survey research techniques in quantitative applications and on field studies.

Elective Courses (25 credit hours)
Elective Courses can be chosen from applicable courses in the following areas based on the students’ area of interest and with approval from their committee (see Appendix A for a list of possible elective courses):

- School for the Future of Innovation in Society
- College of Public Service and Community Solutions
- W.P. Carey School of Business
- School of Human Evolution and Social Change
- School of Sustainability
- School of Politics and Global Studies
- Thunderbird School of Global Management

Students who wish to use a course that is not on the list toward the Electives’ requirement, may submit a syllabus from the course for approval by the Degree Program Chair.

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

Additional Electives and Research (0-30 hours)
For students admitted directly from a bachelor’s degree, an additional 30 credits of electives and/or IGD 792 research credits are required. Students admitted with a master’s degree may be eligible to receive up to 30 credits towards the degree in this area. Students may 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 used on the plan of study.

Dissertation (12 hours)
Each student collects and analyzes data and writes a dissertation. More information on the Dissertation is available on page 22.
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, 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

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

* An audited course does not count for full-time enrollment.
** For enrollment verification purposes, “graduate assistant” is a generic term that includes teaching assistants, research assistants, teaching associates and research associates.

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

FACULTY ADVISOR

IGD students must have a Faculty Advisor at all times. The advisor must be on the university approved list of faculty members who can serve as a chair for IGD dissertation committees. 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 compliment the role of the Dissertation Supervisory Committee, which is more focused on the dissertation, and supporting education and expertise within a specific area.

All admitted students are assigned an interim faculty advisor. It is the responsibility of the student to formalize this relationship by submitting the information via the Plan of Study (iPOS). A student may change advisors if circumstances dictate; however, a student may not exceed one semester without having a formally identified advisor.

**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 oversees the writing and defense of a dissertation prospectus, and guides the writing and defense of a dissertation.

- The Dissertation Supervisory Committee consists of a minimum 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 IGD Graduate Faculty endorsed by the Graduate College to chair such committees. The list of approved chairs, co-chairs and members eligible to serve as [IGD Graduate Faculty](https://www.asu.edu/graduate) is located on the Graduate College website.
- At least two of the committee members must be members of the [IGD Graduate Faculty](https://www.asu.edu/graduate).
- 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 IGD 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 IGD program approves specific previous credit hours to meet specific IGD requirements. Students
complete the **Applying Master’s and/or Pre-Admission Credit to the IGD PhD POS** form (see Appendix B) with their advisor and submit it to the IGD 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 IGD PhD POS** form (see Appendix B) with their advisor and submit it to the IGD 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 re-take 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 polices (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 IGD POS**

The IGD POS should include the following:

- IGD 601, IGD 602, IGD 603, IGD 604 and GTD 505 for a total of 17 credit hours
- For the IGD 604 colloquium course, the student is required to take it at least once for 2 credit hours but may list it on the POS a second time as an elective
- Elective coursework totaling at least 25 credit hours
- Students admitted without a conferred master’s must take an additional 30 credit hours of electives or IGD 792.
• Student admitted with a conferred master’s may request approval for up to 30 credit hours from the master’s degree to fulfill the addition electives and research requirement.
• Independent Study courses (IGD 590, etc.) must be graded with letter grades, not pass/fail.
• IGD 799 “Dissertation” (12 and only 12 hours of IGD 799 devoted to writing the Dissertation)
• There is no minimum required number of credit hours for IGD 792 “Research.”
• IGD 592, Research, and IGD 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 IGD 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.
  o The POS GPA is based on all courses that appear on the student’s approved POS. IGD PhD students must maintain a 3.2 POS GPA.
  o The Cumulative GPA includes all the coursework on the student’s transcript. IGD PhD students must maintain a 3.2 POS GPA.
  o The Graduate GPA is based on all courses numbered 500 or higher that appear on the transcript. IGD 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 IGD PhD POS (if applicable). If a student wishes to use credit hours from a previous master’s degree towards the IGD PhD the official transcript must be on file with ASU Graduate Admissions.
• Student constructs a preliminary version of the POS using the Plan of Study Template. (See Appendix B)
• 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 IGD Graduate Program Academic Advisor. After review the student makes any needed revisions requested by the IGD 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 IGD Graduate Program Academic Advisor that the iPOS is in the online system and ready for review.
• The IGD Graduate Program Academic Advisor will get the approval of the Committee Chair and the Head of Academic Unit via email.
• The IGD Graduate Program Academic Advisor will forward the online electronic version of the completed iPOS to the Graduate College for final approval. Appendix B 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 IGD Graduate Program Academic Advisor that the request is in the online system and ready for review.
• The IGD Graduate Program Academic Advisor will get the approval of the Committee Chair and the Head of Academic Unit.
• The IGD 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 IGD Graduate Program Academic Advisor that the request is in the online system and ready for review.
- The IGD Graduate Program Academic Advisor will get the approval of the Committee Chair and the Head of Academic Unit.
- The IGD Graduate Program Academic Advisor will forward the online electronic version of the Course Change request to the Graduate College for final approval.

DISSERTATION PROSPECTUS

IGD students advance to candidacy when they successfully write and defend a dissertation prospectus—written plan for the research the student intends to complete. The written dissertation prospectus must contain, at a minimum, a review of scholarly development literature, description of theoretical framework along with research question(s) and its significance, a description of specific research method(s) for collection and analyzing data; a detailed work plan for data collection, analysis and writing. The dissertation prospectus should also provide working bibliography, not just cited in the prospectus but everything consulted (with committee) at this point. Students should prepare a dissertation prospectus and defend by the end of year two in the IGD degree program. During the prospectus defense students share their dissertation research ideas with faculty and colleagues, and receives suggestions feedback to research and write dissertation.

The written prospectus is also the student’s written comprehensive exam and student must defend the prospectus in an oral examination. So, the defense of the prospectus is also the student’s oral comprehensive exam. In a separate document, student should outline her(his) talking points, select visuals or other examples, and anticipated challenges during the research process. Student should also outline basic schedule when she/he plan to complete each part of dissertation and it can be as detailed as the student or committee thinks is necessary.

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 IGD Graduate Program Academic Advisor of the defense date several weeks before the defense. IGD 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.
- Make a presentation and answer questions.
- Deliver signed form to the IGD 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 IGD Graduate Program Academic Advisor of the defense date several weeks before the defense. The IGD 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 IGD 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 IGD 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 IGD PhD is a dissertation that that the student orally defends. These are original works of research and scholarship. The Graduate College’s process for defending a dissertation or thesis and completing an ASU graduate degree has numerous strict deadlines. These are summarized below. In addition, be sure to consult the Graduate College’s web site several months before the anticipated completion of a degree for specific deadlines and process changes.
Process

1. The Dissertation should be successfully defended by end of year four in the IGD degree program. Once students have completed 2-3 dissertation chapters (or peer review papers), they should contact their committee to set up a time for a Preliminary Dissertation Seminar to present their research to their committee and the IGD program faculty and students. The committee chair, as many of the committee member as possible, and other IGD 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 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 B) signed by the committee and Head of Academic Unit. The completed form should be submitted to the IGD 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

IGD ADVISING
The IGD 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 dissertation, as well as research applied toward the degree should be directed to the student’s Faculty Advisor or Dissertation Supervisory Committee.

IGD STUDENT RESOURCES SITE
All current IGD students will be given access to an IGD Student Resources site. The IGD academic advisor will inform students on how to access the site. The site contains handbooks and examples of program milestones, as well as other information for graduate students within SFIS.

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:

<table>
<thead>
<tr>
<th>Downtown Phoenix campus</th>
<th>Tempe campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>University Center Building, Room 130</td>
<td>Memorial Union, Lower Level, Room 75</td>
</tr>
<tr>
<td>602-496-0152</td>
<td>480-965-7723</td>
</tr>
<tr>
<td>480-522-3058 Fax</td>
<td>480-522-3058 Fax</td>
</tr>
<tr>
<td>Hours of Operation</td>
<td>Hours of Operation</td>
</tr>
<tr>
<td>Mon. – Fri.: 8 a.m. – 5 p.m.</td>
<td>Mon. – Thur.: 8 a.m. – 6 p.m.</td>
</tr>
<tr>
<td>665-522-3058 Fax</td>
<td>Fri.: 8 a.m. – 5 p.m.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Polytechnic campus</th>
<th>West campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration Building</td>
<td>University Center Building, Room 120</td>
</tr>
<tr>
<td>480-727-2773</td>
<td>602-543-8220</td>
</tr>
<tr>
<td>480-522-3058 Fax</td>
<td>480-522-3058 Fax</td>
</tr>
<tr>
<td>Hours of Operation</td>
<td>Hours of Operation</td>
</tr>
<tr>
<td>Mon. – Fri.: 8 a.m. – 5 p.m.</td>
<td>Mon. – Fri.: 8 a.m. – 5 p.m.</td>
</tr>
</tbody>
</table>

**INTERNATIONAL STUDENTS**

The International Students and Scholars Center (ISSC) is the resource for international students who need information on maintaining SEVIS 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 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.

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

**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](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 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
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.

DISABILITY 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.

<table>
<thead>
<tr>
<th>Downtown Phoenix</th>
<th>Polytechnic</th>
</tr>
</thead>
<tbody>
<tr>
<td>Post Office, Suite 201</td>
<td>Sutton Hall - Suite 201</td>
</tr>
<tr>
<td><strong>Hours:</strong> Monday - Friday, 8 a.m. - 5 p.m.</td>
<td><strong>Hours:</strong> Monday - Friday, 8 a.m. - 5 p.m.</td>
</tr>
<tr>
<td>Disability Resource Center</td>
<td>Disability Resource Center</td>
</tr>
<tr>
<td>522 N Central Ave, Ste 201</td>
<td>6049 S. Backus Mall</td>
</tr>
<tr>
<td>Phoenix, AZ 85003</td>
<td>Mesa, AZ 85212</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Tempe</th>
<th>West</th>
</tr>
</thead>
<tbody>
<tr>
<td>Matthews Center building, 1st floor</td>
<td>University Center Building, Room 304</td>
</tr>
<tr>
<td><strong>Hours:</strong> Monday - Friday, 8 a.m. - 5 p.m.</td>
<td><strong>Hours:</strong> Monday - Friday, 8 a.m. - 5 p.m.</td>
</tr>
<tr>
<td>Disability Resource Center</td>
<td>Disability Resource Center</td>
</tr>
<tr>
<td>PO Box 873202</td>
<td>PO Box 37100, MC 1050</td>
</tr>
<tr>
<td>Tempe, AZ 85287-3202</td>
<td>Phoenix, AZ 85069-7100</td>
</tr>
</tbody>
</table>

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.

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

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

If you are not able to apply online:
- **Apply in person.**
  - Print and complete the Application for Graduation.
  - 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. At the end of each semester, the Graduate Academic Advisor reviews the students’ academic records to ensure that students have met the degree, SFIS and Graduate College satisfactory progress policies. In addition, each student must submit an annual progress report for review by their faculty advisor and the Degree Program Chair. 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 put on probation or withdrawn from their program based on recommendations submitted by the academic unit to the Graduate College.

Academic Progress based on Graduate College Policies and Procedures
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. Schedule at least one meeting each semester with Faculty Advisor/Dissertation Committee
6. Meet all DEADLINES stated in the section above, Steps Toward Degree
7. Satisfy all requirements of the graduate program and successfully complete the culminating experience
8. Meet the stated time limit for graduation from the degree program – maximum 10 years of consecutive fall
   and spring term enrollment

Milestone Progress based on IGD Executive Committee Policies and Procedures
In order to support timely progression through the IGD PhD degree program, milestones should be completed
according to the following timeline:

<table>
<thead>
<tr>
<th>Milestone</th>
<th>Entering with a master’s degree</th>
<th>Entering without a master’s degree</th>
</tr>
</thead>
<tbody>
<tr>
<td>Final Draft of Written Dissertation Prospectus</td>
<td>4th semester (end of year two)</td>
<td>6th semester (end of year three)</td>
</tr>
<tr>
<td>Oral Defense of the Dissertation Prospectus</td>
<td>5th semester</td>
<td>7th semester</td>
</tr>
<tr>
<td>Dissertation Document Submission to Committee</td>
<td>7th semester</td>
<td>9th semester</td>
</tr>
<tr>
<td>Dissertation Defense</td>
<td>Within 3 months of submitting dissertation draft to committee (completed and graduated by end of year four)</td>
<td>Within 3 months of submitting dissertation draft to committee (completed and graduated by end of year five)</td>
</tr>
</tbody>
</table>

ANNUAL REVIEWS
To ensure that students are making progress towards their degree in a timely manner, and to ensure the student is
taking responsibility for meeting the requirement for satisfactory progress, the student’s faculty advisor, RA/TA
faculty supervisor(s), and the IGD Degree Program Chair will review student progress annually. The annual review
process is an opportunity to address any extenuating circumstances that may contribute to delays in completing
milestones as stated above. If there are extenuating circumstance, students must work with their faculty advisor to
make a plan and timeline for getting back on track. This information must be included in the Annual Review. The
IGD Degree Program Chair will email the annual Student Progress Report (see Appendix B), instructions, and
deadlines to students early in the spring semester.

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 IGD 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 IGD 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.
• IGD Degree Program Chair evaluation. The Degree Program Chair makes the final determination of each student's standing in the IGD 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 IGD 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 IGD degree. Submitted annually, until admitted to candidacy.

ACTIONS TAKEN FOR STUDENTS NOT MAKING SUCCESSFUL PROGRESS

Warning

Under the following circumstances, a student will receive a written warning from the IGD Degree Program Chair:

• Failure to submit the Annual Progress Report
• Unsatisfactory performance on the Annual Progress Report
• Missed milestones
• Unprofessional or nonresponsive communication with faculty advisor, committee, and/or IGD Degree Program Chair
• Faculty advisor not identified or lapsed

Faculty advisors will receive a copy of the warning. The student must work with the faculty advisor to correct the deficiency within the time limit outlined in the warning.

Failure to address the deficiency outlined in the warning may result in the following:

• Academic probation
- Temporary loss of partial or full department financial support, including RA/TA appointments or research/travel funds
- Suspension of approval to enroll in omnibus courses such as Research, Reading & Conference, or Dissertation
- Withdrawal of faculty member from role of advisor

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 coursework, the Dissertation Prospectus, and/or the Dissertation as indicated by their Faculty Mentor and/or their Dissertation Supervisory Committee
- Failure to correct a situation outlined in a prior warning as described above.

Students will be notified in writing of their probationary status, and are expected to follow up with their faculty advisor to discuss remediation plans or other strategies for improving academic performance. Upon meeting the conditions of probation, the student will be notified in writing of their restoration to good academic standing.

No grades of Incomplete may accrue while a student is on Academic Probation, and Incompletes received prior to the probationary period must be completed by the end of the probationary period. Any Incomplete not resolved by the end of the probationary period will be changed to E.

A student may, with their faculty advisor, appeal probation if there are extenuating circumstances. The faculty advisor must provide justification for the deficiency to the IGD Degree Program Chair, who will make a determination.

Probation based on GPA deficiency may not be appealed.

Failure to address the deficiency outlined in the probation notice may result in the following:
- Loss of partial or full department financial support, including RA/TA appointments or research/travel funds
- Suspension of approval to enroll in omnibus courses such as Research, Reading & Conference, or Dissertation
- Recommendation for dismissal

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 in 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.

Dismissal
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.

A recommended dismissal of a student from the program represents the determination of the IGD Executive Committee that the student has not demonstrated an expected level of performance in academic work, including research tasks, or in other critical areas of professional conduct. At the point of recommended dismissal, the student will not be given additional opportunities to remediate the deficiency.

Depending on the circumstances, recommended dismissal might follow a period of academic probation. In certain instances, students may be recommended for dismissal without a probationary period (e.g. egregious behavior during an internship, failure to successfully write and defend the dissertation prospectus, plagiarism, etc.)

Dismissal Criteria
Possible causes for recommended dismissal include the following:
- Failure to maintain satisfactory academic progress as defined by IGD Program and the Graduate College
- Deception or falsification of statements in the admissions application
- Unauthorized periods of absence from the graduate program
- Seriously compromising the relations of the School for the Future of Innovation in Society with the public
- Breaches of ethical judgment or professional responsibility
- Breaches of academic or scientific honesty (e.g., plagiarism, falsification of research data)
- Serious instances of personality or character traits or behaviors inappropriate for the professional roles for which the student is attempting to prepare him/herself
- Serious misuse of school or university facilities

Rules regarding recommended dismissal
The dismissal discussion is confidential.

The student may, but is not required to, appear before the IGD Executive Committee, or provide the faculty with a written statement, or both. Any oral or written statement by the student is expected to focus solely on the matter under consideration.

Performance standards on which a recommended dismissal could be based are written and are available to students from various sources. These standards may be found in a variety of sources internal and external to the program. Internal program documents include course syllabi, evaluation criteria, program milestone deadlines, and the IGD handbook. Documents external to the program include university regulations concerning academic or scientific misconduct, and federal regulations regarding the conduct of research with human subjects, as administered by the Institutional Review Board at ASU. Documents external to the program, being subject to change at any time, always supersede internal program documents when there are discrepancies between them.
The dismissal recommendation is made by the IGD Executive Committee on a majority vote, based on examination of the evidence.

If the committee’s decision is in favor of dismissal, the recommendation to dismiss the student is communicated in writing to the student and to Graduate College. The Dean of the Graduate College makes the final determination.

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
- 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: Example of Courses that may be taken as electives

Students are required to take 25 credit hours of electives.

Elective courses can be chosen from applicable courses in the following areas based on the students’ area of interest and approval from their committee:

- School for the Future of Innovation in Society
- College of Public Service and Community Solutions
- W.P. Carey School of Business
- School of Human Evolution and Social Change
- School of Sustainability
- School of Politics and Global Studies
- Thunderbird School of Global Management

Other electives may be used with approval from the academic unit.

Sample of Electives List

- AML 520 - Agent-based modeling
- ASM 568 - GID and Spatial Technologies
- CRD 572 - Community and Social Innovation
- ESS 502 - Political Ecology
- GTD 508 - Technology and Development in Latin America
- GTD 598 - Gender, Technology and Development
- GTD 507 - Technology and Development in the Middle East
- GTD 598 - Technology and Development in Global Education
- IGD 604 - Colloquium – (students may take this a second time for credit)
- NLM 530 - Program Evaluation and Information Management
- NLM 560 - Leadership/Ethics- Nonprofit Sector
- NLM 562 - Social Entrepreneurship
- NLM 570 - International NGO
- NLM 598 - International Community Planning & Development
- POS 560 - International Relations
- POS 586 - International Political Economy
- POS 598 - Politics of Transnational Justice
- POS 664 - War, Peace, and Conflict Processes
- SCM 542 - Logistics, Globalization, and Economic Development
- SOS 503 - Operationalizing Sustainability
- SOS 514 - Human Dimensions of Sustainability
- SOS 525 - Social-Ecological-Technical Systems (SETS): Domains and Interfaces
- SOS 530 - International Development and Sustainability
- SOS 540 – Statistical Modeling for Sustainability
- SOS 533 - Sustainable Water
- SOS 591 - Topic: Adaptation, Resilience & Transformation
- SOS 591 - Sustainable Development Goals
- SOS 598 - Topic: Approaches to Development
- TGM 504 - Managing Organizations from a Global Perspective
- TGM 507 - Global Organizational Consulting: Basics
- TGM 530 - Big Data in the Global Economy
- TGM 532 - Leading Global Projects
- TGM 545 - Advanced Perspectives on Global Leadership and Strategy
APPENDIX B: IGD PhD Forms
(begins on the next page)

- Student Progress Report
- Applying Master’s and/or Pre-admission Credit to the IGD Ph.D. Plan of Study
- Plan of Study Template
- Approval to Schedule Dissertation Prospectus Defense
- Report of Doctoral Comprehensive Examinations and Approval of the Ph.D. Dissertation Prospectus
- Graduation Guidelines and Permissions to Schedule Dissertation Defense
**STUDENT PROGRESS REPORT**

**INNOVATION IN GLOBAL DEVELOPMENT PHD**

Report for Academic Year  -

**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.

**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, wendi.taylor@asu.edu.

**STUDENT INFORMATION**

<table>
<thead>
<tr>
<th>LAST NAME</th>
<th>FIRST NAME</th>
<th>M.I.</th>
<th>DATE (00/00/0000)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ASU AFFILIATE ID (10-DIGIT)</th>
<th>ASU EMAIL ADDRESS</th>
<th>ALTERNATE EMAIL ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SEMESTER, SESSION, &amp; YEAR ADMITTED TO DEGREE PROGRAM</th>
<th>DATE PLAN OF STUDY WAS SUBMITTED BY STUDENT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>GRADUATE COURSEWORK GPA (all courses on ASU transcript 500 level and above)</th>
<th>PLAN OF STUDY GPA (all courses listed on POS)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CUMULATIVE GPA (all post-baccalaureate coursework on ASU transcript)</th>
<th>COURSE CREDIT HOURS COMPLETED TOWARDS DEGREE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**FACULTY MENTOR INFORMATION**

<table>
<thead>
<tr>
<th>LAST NAME</th>
<th>FIRST NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**CORE COURSES (17 credits)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Term/Session/Year Taken</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>IGD 601</td>
<td></td>
<td></td>
</tr>
<tr>
<td>IGD 602</td>
<td></td>
<td></td>
</tr>
<tr>
<td>IGD 603</td>
<td></td>
<td></td>
</tr>
<tr>
<td>IGD 604</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GTD 505</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**ADDITIONAL ELECTIVES AND RESEARCH CREDITS**

Where you approved to use a blanket 30 credit hours from a previously conferred master's degree?

- [ ] YES  
- [ ] NO

**ELECTIVE COURSEWORK (25 credits)**

<table>
<thead>
<tr>
<th>Course</th>
<th>TITLE</th>
<th>Term/Session/Year Taken</th>
<th>Credit Hours</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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

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 __________________
Innovation in Global Development PhD

*Applying Master’s and/or Pre-Admission Credit to the IGD 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 IGD Degree Program Chair sign, indicating approval.
3. Student delivers form to IGD Graduate Program Academic Advisor in INTDSB 256.

**Name:**

**ID Number:**

**Date:**

**Part I. Considerations**
The IGD program allows Ph.D. students to apply hours from a previously conferred master’s degree and/or graduate hours taken before beginning the IGD 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 IGD 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 IGD Ph.D. POS.
3. 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 IGD Program.

*(complete Parts II and III on page 2)*
Part II. Hours to be applied to IGD 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

<table>
<thead>
<tr>
<th>IGD Requirement</th>
<th>Prefix &amp; No.</th>
<th>Title</th>
<th>Hrs</th>
<th>Instructor(s)</th>
<th>Semester</th>
<th>Grade</th>
<th>From previous degree? (Yes/no)</th>
<th>Pre-admission credits? (Yes/no)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Part III. Approvals

<table>
<thead>
<tr>
<th>Name</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty Advisor Name:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>IGD Degree Program Chair Name:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Innovation in Global Development PhD

**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 IGD Graduate Program Academic Advisor for program review.
3. When the template is approved, the student enters exactly the approved courses into the online iPOS, then notifies the IGD Graduate Program Academic Advisor in INTDSB 256.

**Name:**

**ID Number:**

**Date:**

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Prefix &amp; No.</th>
<th>Title</th>
<th>Hrs</th>
<th>Instructor(s)</th>
<th>Semester</th>
<th>Grade</th>
<th>From previous degree? (Yes/no)</th>
<th>Pre-admission credits? (Yes/no)</th>
</tr>
</thead>
<tbody>
<tr>
<td>CORE 1</td>
<td>IGD 601</td>
<td>Re-thinking Global Development</td>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CORE 2</td>
<td>IGD 602</td>
<td>Innovation for Inclusive Development</td>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CORE 3</td>
<td>IGD 603</td>
<td>Methods for Research in Global Development</td>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CORE 4</td>
<td>IGD 604</td>
<td>Colloquium in Innovation in Global Development</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CORE 5</td>
<td>GTD 505</td>
<td>Research Design in Technology and Development</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**ELECTIVES**

**Minimum 25 Credit Hours**
<table>
<thead>
<tr>
<th>Requirement</th>
<th>Prefix &amp; No.</th>
<th>Title</th>
<th>Hrs</th>
<th>Instructor(s)</th>
<th>Semester</th>
<th>Grade</th>
<th>From previous degree? (Yes/no)</th>
<th>Pre-admission credits? (Yes/no)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELECTIVES (cont’d)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ADDITIONAL ELECTIVES and RESEARCH</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Minimum 30 Credit Hours Without prior Master’s</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>IGD 799: Dissertation</td>
<td>IGD 799</td>
<td>Dissertation</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>12 Credit Hours exactly</td>
<td>IGD 799</td>
<td>Dissertation</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td>IGD 799</td>
<td>Dissertation</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td>IGD 799</td>
<td>Dissertation</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

### Approvals

<table>
<thead>
<tr>
<th>Name</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty Advisor Name:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>IGD Degree Program Chair Name:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Page 2 of 2
**Innovation in Global Development PhD**

**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. IGD Degree Program Chair signs indicating program approval.
4. Student delivers form to IGD Graduate Program Academic Advisor in INTDSB 256.

Name: ___________________  ID Number: ___________________  Date: ________________

---

**Part I. Requirement completion**

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Status</th>
<th>Status Date or Semester/Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>iPOS, including full committee</td>
<td>Approved by Grad College?</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Yes ☐ No ☐</td>
<td></td>
</tr>
<tr>
<td>IGD 601 – Core Course 1</td>
<td>Completed? ✓ Yes ☐ No</td>
<td></td>
</tr>
<tr>
<td>IGD 602 – Core Course 2</td>
<td>Completed? ✓ Yes ☐ No</td>
<td></td>
</tr>
<tr>
<td>IGD 603 – Core Course 3</td>
<td>Completed? ✓ Yes ☐ No</td>
<td></td>
</tr>
<tr>
<td>IGD 604 – Core Course 4</td>
<td>Completed? ✓ Yes ☐ No</td>
<td></td>
</tr>
<tr>
<td>GTD 505 – Core Course 5</td>
<td>Completed? ✓ Yes ☐ No</td>
<td></td>
</tr>
</tbody>
</table>

Number of Elective Credit Hours Completed as of this date: N/A

Number of Additional Electives and Research Completed as of this date: N/A

Draft dissertation prospectus to committee for review: N/A

---

**Part II. Committee Approval**

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

---

**Part III. Program Approval**

<table>
<thead>
<tr>
<th>IGD Degree Program Chair</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
1. Part I. The student should complete Part I and bring the form to their Comprehensive Exams. Before the exams the student should have an approved iPOS and full committee appointed. The supervisory committee listed below should match the approved Plan of Study.
2. Part II. After the exams the Committee Chair will fill in Part II with the dates you passed your exams.
3. Part III. The examining committee members complete Part III by signing the form and indicating their votes of Passed or Failed.
4. Part IV. The Head of the Academic Unit completes Part IV noting the final result of the examinations. The final result is based on a majority vote.
5. Part V. If student is completing their Dissertation Prospectus at the same time as the comprehensive exams, they would have their committee sign Part V before turning the 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 showing you have advanced to candidacy.

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

<table>
<thead>
<tr>
<th>NAME OF STUDENT (Last name, first name, middle initial)</th>
<th>10 DIGIT ASU AFFILIATE ID#</th>
</tr>
</thead>
<tbody>
<tr>
<td>DOCTOR OF PHILOSOPHY</td>
<td>MAJOR</td>
</tr>
<tr>
<td>PHILOSOPHY</td>
<td>Innovation in Global Development</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>DATE ORAL COMPREHENSIVE EXAMINATION TAKEN</th>
<th>DATE WRITTEN COMPREHENSIVE EXAMINATION TAKEN</th>
</tr>
</thead>
</table>

### Part III: Examination Results

<table>
<thead>
<tr>
<th>PLEASE TYPE NAMES OF COMMITTEE</th>
<th>SIGNATURES</th>
<th>PASSED (✓)</th>
<th>FAILED (✗)</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHAIR</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MEMBER</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MEMBER</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MEMBER</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MEMBER</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MEMBER</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>PASSED</th>
<th>FAILED</th>
<th>SIGNATURES</th>
<th>DATE</th>
</tr>
</thead>
</table>

### Part V: Approval of the Dissertation Prospectus

<table>
<thead>
<tr>
<th>TITLE OF THE DISSERTATION PROSPECTUS</th>
<th>DATE: (MM/DD/YY)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>PLEASE TYPE NAMES OF COMMITTEE</th>
<th>SIGNATURES</th>
<th>PASSED (✓)</th>
<th>FAILED (✗)</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHAIR</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MEMBER</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MEMBER</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MEMBER</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MEMBER</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MEMBER</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

GRADUATE DISSERTATION SUPERVISING 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.
### Part I: Student Information - to be completed by the Student

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

<table>
<thead>
<tr>
<th>Degree</th>
<th>MAJOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>PhD</td>
<td>Innovation in Global Development</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DISSERTATION PROSPECTUS TITLE</th>
<th>COMPLETION DATE – MM/DD/YYYY</th>
</tr>
</thead>
</table>

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

**DISSERTATION PROSPECTUS EVALUATION RUBRIC**

<table>
<thead>
<tr>
<th>AREAS OF PERFORMANCE</th>
<th>5 (Excellent)</th>
<th>4 (Very Good)</th>
<th>3 (Satisfactory)</th>
<th>2 (Poor)</th>
<th>1 (Unsatisfactory)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Justification - Identifies and logically justifies an important global development problem</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Feasibility - Documents the feasibility of scope and assumptions of the research</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Methods - Presents a well-designed research plan for collecting, collating, and analyzing data</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Grammar and Rhetoric – follows the proper protocol of writing and appropriate use of words and languages</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Written Communication – Presents the justification, methods, and feasibility of proposal in a coherent and compelling narrative structure</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Oral Communication – Clearly presents, debates the prospectus in a coherent and knowledgeable manner</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**CHAIR/CO-CHAIRS of DISSERTATION SUPERVISORY COMMITTEE**

<table>
<thead>
<tr>
<th>CHAIR (CO-CHAIR)</th>
<th>SIGNATURE</th>
<th>DATE</th>
</tr>
</thead>
</table>

| CO-CHAIR (if applicable) | |
|--------------------------||

*Updated 11/2017*
Innovation in Global Development PhD
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. IGD Degree Program Chair signs indicating program approval.
4. Student delivers form to IGD Graduate Program Academic Advisor in INTDSB 256.

Name: ID Number: Date:

### Part I. Requirement completion

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Status</th>
<th>Status Date or Semester/Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>iPOS, including full committee</td>
<td>Approved by Grad College?</td>
<td>Yes ☐ No ☐</td>
</tr>
<tr>
<td>IGD 601 – Core Course 1</td>
<td>Completed?</td>
<td>Yes ☐ No ☐</td>
</tr>
<tr>
<td>IGD 602 – Core Course 2</td>
<td>Completed?</td>
<td>Yes ☐ No ☐</td>
</tr>
<tr>
<td>IGD 603 – Core Course 3</td>
<td>Completed?</td>
<td>Yes ☐ No ☐</td>
</tr>
<tr>
<td>IGD 604 – Core Course 4</td>
<td>Completed?</td>
<td>Yes ☐ No ☐</td>
</tr>
<tr>
<td>GTD 505 – Core Course 5</td>
<td>Completed?</td>
<td>Yes ☐ No ☐</td>
</tr>
</tbody>
</table>

- Number of Elective Credit Hours Completed as of this date: N/A
- Number of Additional Electives and Research Completed as of this date: N/A
- Draft dissertation prospectus to committee for review: N/A
- Written Comprehensive Exam Completed?: Yes ☐ No ☐
- Oral Comprehensive Exam Completed?: Yes ☐ No ☐
- Dissertation Prospectus Completed?: Yes ☐ No ☐

### Part II. Committee Approval

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

### Part III. Program Approval

<table>
<thead>
<tr>
<th>IGD Degree Program Chair</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
</table>