ASU School for the **Future of Innovation in Society**

Arizona State University

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

https://sfis.asu.edu/degree-programs/phd-programs/hsd/

Welcome to the Human and Social Dimensions of Science and Technology (HSD) PhD degree program! The program is administered by the School for the Future of Innovation in Society (SFIS). This handbook is designed primarily to guide graduate students through the degree program. It includes specific information about requirements and policies associated with the degree program. Should questions arise that are not answered here, please consult the Degree Program Chair and Graduate Program Academic Advisor.

Graduate Program Academic Advisor
Wrigley Hall, Room 367A
Phone: 480-727-9498

Dr. Erik Johnston
Interim Degree Program Chair
Erik.Johnston@asu.edu

2022-2023
July 2022

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

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

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

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

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

ALUMNI INFORMATION

Most HSD graduates have careers in academia, but a number also work in non-profits, think tanks, and government. Alumni have gone on to become: an information security manager, assistant professor, research and development associate, executive director, director of operations, and an energy social scientist

SCHOOL FOR THE FUTURE OF INNOVATION IN SOCIETY (SFIS)

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

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

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

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

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

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

~ Kathleen Vogel, SFIS Interim Director (21-22)

ORGANIZATION OF SFIS (SUBJECT TO CHANGE 22-23)
- **Interim Director**
  Kathleen Vogel – Kathleen.Vogel@asu.edu
- **Deputy Director**
  Eric Johnston – Eric.Johnston@asu.edu
- **Director of Fiscal and Business Operations**
  Lori Hidinger – Lori.Hidinger@asu.edu
- **Associate Director for Faculty**
  Gary Grossman – Gary.Grossman@asu.edu
- **Associate Director for Academic Programs**
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- **Associate Director for Research**
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- **Associate Director for DC Operations**
  Mahmud Farooque – Mahmud.Farooque@asu.edu
- **Interim HSD Degree Program Chair**
  Erik Johnston - Erik.Johnston@asu.edu
- **Graduate Program Academic Advisor**
  Andra Williams – Andra.Williams@asu.edu – (480) 727-9498

HSD DEGREE PROGRAM EXECUTIVE COMMITTEE

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

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

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

The HSD Executive Committee also serves as a resource when students have academic concerns or problems. The Degree Program Chair provides general problem-solving support to all students in the program, including students having difficulties with their advisors.

STUDENT RIGHTS and RESPONSIBILITIES

PURPOSE OF THE HANDBOOK
The handbook provides an overview of the policies and procedures for students in the HSD degree program. It serves as an initial resource to give guidance and to answer questions, but students are also encouraged to consult with their faculty mentor/advisor, the Degree Program Chair, or the HSD Graduate Program Academic Advisor. The primary references for graduate students on rules and regulations are the Arizona State University Academic Catalog available at https://catalog.asu.edu/ and the Graduate College Policies and Procedures Manual available at https://graduate.asu.edu/sites/default/files/asu-graduate-policies-and-procedures_032019_0.pdfhttp://graduate.asu.edu/academic_policies.html. Each student should become familiar with both.

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

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

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

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

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

COMMITMENT TO JUSTICE, EQUITY, DIVERSITY AND INCLUSION
Arizona State University is going through a process of examining its colonial past and culture and how it has historically benefitted from injustices, inequalities, exclusions, and pressures to conform, as well as how these in turn impact how we think about and behave toward the future. This is a process that requires our faculty, staff, and students to reflect on the intellectual, ethnic, and cultural diversity of our nation, and to become agents of change as we advance Justice, Equity, Diversity, and Inclusion (JEDI) in the world. We aspire to become a space where our students learn from the broadest perspectives and grow empowered and motivated to curb injustice, inequity, uniformity, and exclusion. We engage in the advancement of multiple forms of knowledge with the most inclusive understanding possible of the issues we are addressing through our scholarly activities, promoting openness. At ASU, we believe that diversity involves addressing and redressing unequal power dynamics between different groups, including categories such as race, ethnicity, religion, country of origin, sexual orientation, socioeconomic background, age, cultural identity, intellectual perspective, physical and mental abilities, and veteran experience.

As part of ASU and a broader national and global community that is still impacted by racism, oppression, discrimination and the systematic extermination of non-human life, the College of Global Futures is fully committed to lead by example, and embed Justice, Equity, Diversity, and Inclusion (JEDI) in all aspects of its work. This includes working closely with students to ensure that the courses they take, the environment they work in, and the

experience they have within the College of Global Futures and its associated schools and programs reflect this commitment.

In Fall 2020, the College formed two school-based committees, consisting of faculty, staff, and students, to study current strategies toward justice, equity, diversity, and inclusion; progress toward stated goals; and needs for change. The committees met regularly with individuals and communities, including students, faculty, and staff, and began work toward strategic plans to further address and support JEDI across the college. However, these initiatives will not have any impact unless everyone in our community does their part toward changing the organizational structures and practices of academia and education institutions that still abide by and promote injustices, inequity, uniformity, and exclusion.

Moving forward, the college will continue to invest in and support responsive and impactful JEDI initiatives that engage faculty, staff, and students as we work together to build a just, fair, and sustainable future. Students who wish to join a committee or participate in these conversations should contact their graduate support coordinator or their JEDI committee chair.

STUDENT RESPONSIBILITIES: DIVERSITY AND INCLUSION
ASU is committed to building excellence, enhancing access to exemplary education, and having an impact on our community, state, nation and the world. Doing this requires our faculty, staff, and students to be diverse so that we learn from the broadest perspectives, and engage in the advancement of knowledge with the most inclusive understanding of the issues we address through our scholarly activities.

Diversity is defined in terms of representation and inclusion. Representation reflects the extent to which our students, staff, faculty, and administrators proportionately reflect the regional and national populations served by our public institution. Inclusion encompasses empowerment and amplifying voices among all members of the university community in the areas of scholarship, teaching, learning, and governance. Both are integral to how we ensure a just and equitable environment for everyone who is part of it, and one that is not undermined by bias, prejudice, harassment, or other forms of discriminatory attitudes and behaviors.

As a result, diversity is not only measured by race, ethnicity, country of origin, and gender, but also includes cultural identity, disability, gender identity, intellectual perspective, national origin, physical and mental abilities, religion, sexual orientation, socioeconomic background, veteran experience, and age. These aspects of identity belong to all members of our community and make us richer.

It is imperative that students treat each other and those they interact with, including instructors, faculty, and staff, with respect, kindness, and dignity. Discrimination will not be tolerated.

Resources for exploring diversity and inclusion at ASU are included below. For additional information on discrimination, harassment, and abuse, including what to do if you experience these are become aware of specific instances, the ASU Office of Inclusion Excellence has additional resources, including information about ways to report your concern, such as the ASU Hotline, Incident Report Form, and a Student Advocate you can talk with about your situation.
- Dispelling Stereotypes video series
- To Be Welcoming implicit bias classes from ASU/Starbucks Global Academy (30-60 mins each)
- GPSA Justice, Equity, Diversity, and Inclusion initiatives
- ASU's Office of Inclusion and Community Engagement website

ACADEMIC INTEGRITY
The College of Global Futures takes academic integrity seriously and requires students to:
1. have a good understanding of what academic integrity is and why it's important;
2. understand what types of activities and behaviors violate the student honor code and ASU's academic integrity policy;
3. have an awareness that resources exist to help prevent academic integrity violations

Each college/school has an academic integrity officer who can address questions related to academic integrity. If there are questions about a particular course, students should reach out to officers from the college/school that offers the course.

Newly admitted graduate students will receive a "priority task" in My ASU directing them to complete an online module on academic integrity. The module consists of a PowerPoint that outlines academic integrity and students must take a quiz and pass with an 80% or higher.

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. If you have questions, contact the office at research.integrity@asu.edu.

ADMISSIONS POLICIES FOR HUMAN AND SOCIAL DIMENSIONS OF SCIENCE AND TECHNOLOGY PHD

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

QUANTITATIVE MEASURES

Previous Degree Requirements	Bachelors required
GPA (based on a scale of 4.00)	3.0 minimum Jr/Sr*
GRE Gen: Verbal	Required**
GRE Gen: Quantitative	Required**
GRE Gen: Writing	Required**
GRE SUBJECT	Not required or recommended

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

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

English Proficiency: Applicants whose native language is not English (regardless of where they may now reside) must provide proof of English proficiency. More information on English Proficiency requirements is available on the Graduate College web site at (https://admission.asu.edu/international/graduate/english-proficiency).

In addition, international students may have to achieve minimum scores on the SPEAK test exam, the speaking section of the iBT (internet based TOEFL), the speaking section of the IELTS test, or successfully complete the ITA Teacher Training Course offered by ASU to work in a research laboratory or to be a teaching assistant. Additional information for international teaching assistants is available at https://globallaunch.asu.edu/learn-english/special-programs/international-teaching-assistant.

APPLICATION DEADLINE
Students are only allowed to begin the degree program during the Fall Semester of each year, therefore admissions are conducted for Fall terms only. Applications are reviewed by the HSD Executive Committee. The application deadline is December 1st for admission the following fall semester in order to be given priority for admissions and funding decisions. Late applications may be considered with PRIOR approval from the Degree Program Chair.

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

1. Initiate an online ASU Graduate Admissions Application through the Graduate College web site (https://admission.asu.edu/graduate) by creating an account – *remember your log in email and password in case you need to return to the application*.
2. Page 1: My Application Status; "Start New Application"
3. Page 2: Personal Information
4. Page 3: College and University information with majors and GPAs
5. Page 4: Residency information
6. Page 5: Degree Selection; Search by College = College of Global Futures; select "Human and Social Dimensions of Science and Technology (PhD)" then click the "Choose" button; in the pop up indicate "Tempe Campus" and the term for which you wish to apply
7. Page 6: Supplemental Application information
   - Identify any faculty, students or staff you have been in contact with about the degree program.
   - Request three Letters of Recommendation from people who can evaluate your potential for success in this program. These letters must be submitted using the online application system. As you move

through the steps in the online application, you will be asked to enter the email addresses for the three people who will be writing your recommendations. The ASU Graduate College online application system will automatically contact them with information on how to log in to the online system and upload the Letter of Recommendation.

- Prepare and upload a Personal Statement of Research Interest and Goals into the online ASU Graduate Admissions Application. In 1000-1500 words, describe why you wish to enroll in the HSD PhD Program. Please include information on:
    - What areas of research interest you most? As much as possible for your current level of knowledge, include the intellectual questions that excite you. Discuss how do you imagine going about answering these questions.
    - Why you wish to pursue this research in the HSD PhD Program at ASU? What unique features of the HSD program appeal to you in comparison to other programs you have considered?
    - Who are some of the HSD PhD Program faculty members with whom you hope to work? What makes you interested in being mentored by these faculty members? What in their approaches and areas of research do you resonate with and why? (Please familiar yourself with faculty members by reviewing their website, presentations, and publications.)
    - What are your goals for obtaining a degree? How do you hope obtaining this PhD will reshape you intellectually and professionally?
- Prepare and upload a current Resume. Be sure to list any publications, honors, awards, or society memberships.
- Prepare and upload a writing sample. *The writing sample **must** be sole author.* Submit a 10-25 page sample of academic writing, such as a course paper, an undergraduate thesis, or an excerpt from a master's thesis.
- Prepare and upload the Academic Record Form (available for download within the online application or on the [SFIS website](#)).
- Answer the questions
8. Submit the online ASU Graduate Admissions Application.
9. Pay the Application Fee ($70 for domestic students, $115 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. 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 gradtranscripts@asu.edu. Please note that transcripts sent by students to 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-applyhttp://graduate.asu.edu/admissions/international.html).
* You must have one set of official transcripts from every college and university from which you earned a bachelor's degree or higher sent to ASU. ASU accepts official transcripts that are original academic

credentials issued by the registrar of the institution attended, bearing the original raised or colored seal of the institution and the signature of your institution's registrar, academic official or recognized international organization.

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

ASU accepts electronic *official* transcripts – more information is available at https://admission.asu.edu/transcripts. For transcripts sent through a secured transcript service, please select Arizona State University from the vendor's dropdown list to ensure the transcript is routed to the correct place. If an email address is requested you can route to transcripts@asu.edu 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.

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

12. If appropriate, complete and submit a paper copy of the Financial Guarantee Form (https://admission.asu.edu/international/student-visahttp://graduate.asu.edu/f1j1applicants.html). This form must be completed by anyone who will attend ASU while holding an F-1 or J-1 visa. Send the form to:

    If sending by U.S. Mail, use this address:
    Admission Services Applicant Processing
    Arizona State University
    PO Box 871004
    Tempe, AZ 85287-1004
    If sending by FedEx, DHL or UPS, use this address:
    Arizona State University
    Admission Services Applicant Processing
    1150 East University Drive
    Building C, Room 226
    Tempe, AZ 85281

13. If you are from a country whose native language is not English, you must provide proof of English proficiency. More information on English Proficiency requirements is available on the Graduate College web site (https://admission.asu.edu/international/graduate/english-proficiency).

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

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

TUITION COSTS AND FINANCIAL ASSISTANCE

TUITION COSTS and UNIVERSITY FEES
Tuition is set by ASU and the Arizona Board of Regents every year and tuition costs are subject to change. Estimates below are based on Fall 2022 tuition and university fees, and Spring 2021 health insurance costs, where applicable.

For the 2022-2023 academic year estimated graduate 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, plus university fees) = $6,457, per semester x 2 semesters = $12,914 for both semesters
- Out-of-state Full Time (9 credit hours each semester for fall and spring terms, plus university fees) = $12,699 per semester x 2 semesters = $25,398
- International Full Time (9 credit hours each semester for fall and spring terms, plus university fees and mandatory health insurance) = $14,762 for the fall semester + $15,459 for the spring semester = $30,221

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

The ASU general tuition and fees schedule is available here: https://catalog.asu.edu/tuitionandfees.
The ASU tuition and costs calculator is available here: https://students.asu.edu/tuition.

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

TUITION ASSISTANCE, SCHOLARSHIPS, and FINANCIAL AID

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

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

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

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

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

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

STEPS TOWARDS DEGREE

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

The degree requires completion of 84 credit hours of which 12 hours are for dissertation. Students may apply up to 30 hours from a prior master's degree toward the total hour requirement upon approval of the Faculty Advisor and the Degree Program Chair. Each student, with his or her Faculty Advisor and other members of the Dissertation Supervisory Committee, develops a unique plan of study, which the student's Dissertation Supervisory Committee approves.

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

Coursework

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

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

Colloquium (4 hours)
The colloquium is a regular series designed to create opportunities for the exchange of ideas among all members of the HSD community. It has a range of activities, including student or faculty member presentations, community discussions, and outside speakers. To strengthen the interdisciplinary character of the program and to take advantage of speakers or events of mutual interest, the colloquium may meet jointly with one or more other series on campus. Each semester one or more themed sections of the colloquium is offered for one credit as HSD 610: Colloquium. Students take each of the themes for at least four credits of HSD 610.

Second-Year Research Project (6 hours)
By the end of the first term, students should select a faculty member to serve as the Second Year Project Advisor. In most instances, this is the same faculty member as the student's Faculty Advisor. During the second term in the program, the student should select two additional members for the Second Year Project Committee. During the second year, students pursue a major, guided, original research project, designed to provide them with essential research skills, as well as to demonstrate their mastery of these skills, data collection and analysis, and the

completion of a research paper of publishable quality or an equivalent scholarly work. The final project must be approved in advance by the student's Faculty Advisor, who directs the project. The student's second-year project committee (which may but need not eventually constitute the Dissertation Supervisory Committee) may choose to require an oral presentation and defense of the project, but the program does not require such a defense.

Fields (24 hours)
NOTE: Any Independent Study courses (ex. HSD 590) as well as any other courses that are used towards completion of a Field must be graded on the A-E letter scale. Pass/Fail is not permitted.

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

Methods Training (0-6 hours)
Methods training occurs in two stages.

The yearlong Core Seminar, HSD 601 and HSD 602, provides HSD students with broad introductory knowledge of HSD research methods including:
- The interpretation of work in the major methodological traditions within HSD, including historical, philosophical, policy/political, and ethnographic methods
- The formulation of research questions
- The selection of appropriate research methods for addressing specific research questions
- The development of effective research work plans
- The difference between data gathering methods and data analysis methods
- Grounding one's research in an existing scholarly literature
- The design and crafting of a logically sounds and rhetorically compelling analytical argument

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

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

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

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

Dissertation Prospectus (3 hours)
Each student develops a written Dissertation Prospectus. The written dissertation prospectus must contain, at a minimum, a description of the research question and its significance; a detailed work plan for data collection, analysis, and writing; and a complete bibliography. More information on the Dissertation Prospectus is available on page 22.

Dissertation (12 hours)
Each student collects and analyzes data and writes a dissertation. More information on the Dissertation is available on page 24.

COMPLETION TIME LIMIT
All coursework used to complete an ASU graduate certificate must be completed within a ten-year time limit.

ENROLLMENT
- Students are encouraged to register for at least 15 credit hours each fall and spring term during which they have funding that covers tuition costs. This maximizes the funding available to the student and will prevent the student from having to pay large tuition costs once they are no longer on funding.
- Once admitted to a graduate degree program or graduate certificate program, students must be registered for a minimum of one credit hour during all phases of their graduate education, including the term in which they graduate. Even if a student is only engaged in research, they must still register for at least one credit hour of graduate level credit during that term.
- Registration for every fall semester and spring semester is required. Summer registration is required for students completing culminating experiences or graduating from the degree program.
- The Graduate College has not established a maximum course load for graduate students. Students should consult with their faculty advisor, the Degree Program Chair and/or the Graduate Program Academic Advisor if they have questions.
- To maintain continuous enrollment the credit hour(s) must:
  - Appear on the student's *Plan of Study,* OR
  - Be research (792) or continuing registration (795), OR
  - Be a graduate-level course.
- Courses with grades of "W" and "X" are not considered valid for continuous enrollment purposes.
- Students completing work for a course in which they received an "I" must maintain continuous enrollment during the time in which they are completing the work for that course.
- Students planning to discontinue registration for a semester or more must submit a ***Leave of Absence request via their Interactive Plan of Student (iPOS)***. This request must be submitted and approved <u>before</u> the anticipated semester of non-registration. Students may request a maximum of two semesters of leave during their entire program. Having an approved Leave of Absence by the Graduate College will enable students to re-enter their program without re-applying to the university.
- Students who do not register for a fall or spring semester without an approved Leave of Absence are considered withdrawn from the university under the assumption that they have decided to discontinue their program.
- Students removed for this reason may reapply for admission to resume their degree program. However, there will not be any special considerations for the new application -- the application for re-admission will be evaluated against the pool of current applications for that year and re-admission is NOT guaranteed.

ENROLLMENT STATUS AND REQUIREMENTS

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

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

*** For enrollment verification purposes, "graduate assistant" is a generic term that includes teaching*
assistants, research assistants, teaching associates and research associates.
For financial aid eligibility, a student must register for at least 5 credit hours during each of the fall,
spring and summer terms.
International students are required to maintain full-time enrollment status to maintain their U.S. visa.

FACULTY ADVISOR

All admitted students are assigned an interim faculty advisor. The interim advisor will be their primary faculty point of contact until the student had established a Dissertation Supervisory Committee. The advisor will be responsible for supporting students in successfully completing the beginning stages of 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.

DISSERTATION SUPERVISORY COMMITTEE

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

- The Dissertation Supervisory Committee consists of 3 faculty members, including a chair or co-chairs.
- The Chair of the committee and the student's main Faculty Advisor must be a member of the HSD Graduate Faculty endorsed by the Graduate College to chair such committees. The list of approved chairs, co-chairs and members eligible to serve as HSD Graduate Faculty is located on the Graduate College website.
- At least two of the committee members must be members of the HSD Graduate Faculty.
- Most regular ASU faculty and emeritus faculty can be committee members.
- ASU Adjunct Faculty and Research Faculty may serve as committee members through a special approval process, but they may not serve as Chairs or Co-Chairs. See the SFIS Graduate Advisor for more information.
- If the student wishes to have someone on their committee who is not currently approved by the Graduate College, they will need to provide the Graduate Program Academic Advisor with a current CV for the person they wish to have on their committee, the date of birth of the person, and a memo explaining the importance of that person to the committee. The request must be approved by the Degree Program Chair, the SFIS Head of Academic Unit and the Graduate College.
  NOTE: This information MUST be submitted at the same time as the original Plan of Study.

DISSERTATION COMMITTEE CHAIR, CO-CHAIR AND MEMBER FOR HSD

Graduate College Faculty Guidelines

Graduate Faculty Policy Established for HSDST PhD

The Program in Human and Social Dimensions of Science and Technology (HSD) welcomes applications to become members of the HSD Graduate Faculty. Applications are evaluated by the HSD Executive Committee according to the criteria listed below and are conditional on ongoing satisfaction of the designated responsibilities of HSD Graduate Faculty. HSD Graduate Faculty may also request to be endorsed to either co-chair or chair doctoral dissertation committees.* Applications for endorsement to chair or co-chair are also evaluated by the Executive Committee according to additional criteria listed in the appropriate sections below, and each is conditional on meeting on an ongoing basis the additional responsibilities listed in the appropriate sections below.

Graduate Faculty: *Membership*

Criteria to be admitted to the HSD Graduate Faculty as a Member
Graduate Faculty applications are evaluated by the HSD Executive Committee according to the following criteria:
- Members of the HSD Graduate Faculty must either:
  - Hold an earned doctorate or equivalent degree, or
  - Have appropriate, relevant, and high-quality research or practical experience in the field of the human and social dimensions of science and technology.
- Members of the HSD Graduate Faculty must have a demonstrated, current, and on-going record of expertise in research or scholarly achievements in the human and social dimensions of science and

technology (e.g. publication of books, chapters or monographs reviewed and accepted by an academic publishing company, publication of articles in refereed or invited journals, journal editing, or presentations at conferences).

Responsibilities of HSD Graduate Faculty
- Members of the HSD Graduate Faculty must commit to provide mentorship to HSD students, either individually, informally or by serving on committees, or through graduate teaching of courses with substantial content in the human and social dimensions of science and technology.

Graduate Faculty: Criteria for Endorsement to: *Doctoral Committee Co-Chair*

Additional Criteria to be Endorsed to Co-Chair HSD Doctoral Committees
To be endorsed to co-chair graduate student committees in the HSD program, a faculty member must meet the criteria to be a member of the HSD Graduate Faculty. In addition, the faculty member must meet the following criteria:
- Members of the HSD Graduate Faculty Endorsed to Co-Chair must have experience teaching graduate courses, serving as a research mentor, or advising graduate students.

Additional Responsibilities of HSD Graduate Faculty Endorsed to Co-Chair
- Members of the HSD Graduate Faculty Endorsed to Co-Chair must actively participate in HSD activities, such as colloquia, classes, and events, or administration of programs that benefit HSD students.

Graduate Faculty: Criteria for Endorsement to: *Doctoral Committee Chair*

Additional Criteria to be Endorsed to Chair HSD Doctoral Committees
To be endorsed to co-chair graduate student committees in the HSD program, a faculty member must meet be a member of the HSD Graduate Faculty. In addition, the faculty member must meet the following criteria:
- Members of the HSD Graduate Faculty Endorsed to Chair must hold an earned doctorate or equivalent.
- Members of the HSD Graduate Faculty Endorsed to Chair must have a record of expertise in research or scholarly achievements that is current, ongoing, and substantial.
- Members of the HSD Graduate Faculty Endorsed to Chair must have experience teaching graduate courses, serving as a research mentor, and advising graduate students.
- Members of the HSD Graduate Faculty Endorsed to Chair must have experience serving on Master's or Doctoral-level Committees.
- Members of the HSD Graduate Faculty Endorsed to Chair must have two years experience as a member of the HSD Graduate Faculty or comparable experience.

Additional Responsibilities of HSD Graduate Faculty Endorsed to Co-Chair
- Members of the HSD Graduate Faculty Endorsed to Chair must actively participate in HSD activities, such as colloquia, classes, and events, or administration of programs that benefit HSD students.

* Doctoral dissertation committees in the HSD program are comprised of three to five members, one of whom must be endorsed to chair, and at least 50% of whom must be members of the HSD Graduate Faculty.

PLAN OF STUDY (POS)
- Each student must submit a *Doctoral Degree Plan of Study* (POS) for approval by the end of the first term in the program. A link to the student POS 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.
- 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 <u>maximum</u> of six credit hours of 400 level coursework may be used on an approved POS. 400 level courses taken prior to admission and/or graded as Pass/Fail cannot be included on a POS.
- **Applying a previously awarded master's degree to a PhD POS**
  - Students with a relevant master's degree can apply to have 30 hours credited towards their PhD POS. The HSD program approves specific previous credit hours to meet specific HSD requirements. Students complete the *Applying Master's and/or Pre-Admission Credit to the HSD PhD POS* form (see the HSDST Milestone Chart in Appendix A) with their advisor and submit it to the HSD Graduate Program Academic Advisor for approval.
  - If the student receives approval to use a previous master's degree, they should select the blanket 30 hours of credit option in the POS online system. If fewer than 30 hours are approved for use, the approved hours are considered Pre-Admission Credits.
- **Pre-Admission Credits used towards degree**
  - Credit hours completed at ASU and/or from another regionally accredited US institution or international institution officially recognized by that country, before the semester and year of admission to an ASU graduate degree program.
  - With the approval of the Faculty Advisor, Degree Program Chair, and the Graduate College office, students may include a maximum of 12 graduate-level credit hours with grades of "B" or better that were not used towards a previous degree. Preadmission credits must have been taken within three years of admission to the ASU degree program to be accepted.
  - Students complete the *Applying Master's and/or Pre-Admission Credit to the HSD PhD POS* form (see the HSDST Milestone Chart in Appendix A) with their advisor and submit it to the HSD Graduate Program Academic Advisor for approval.
- **Individual Course Grades**
  - Courses with grades of "C", "D", "E", or "W" and audited courses (graded as "X") cannot be included on an iPOS.
- **Repeating ASU Courses**
  - Graduate students may retake any course at ASU, but all grades remain on the student transcript as well as in all GPA calculations.
- **Incomplete Grades**
  - If a student is unable to complete coursework during the allotted time, the student must submit the *Incomplete Grade Request Form* (https://students.asu.edu/forms/incomplete-grade-request) to the instructor of record for the course. The student must maintain continuous enrollment while completing the work for the incomplete.
  - According to University grading 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 HSD POS
The HSD POS should include the following:
- HSD 601 & HSD 602
- At least 4 hours of HSD 610, Colloquium (Additional credits for HSD 610 may be used as "electives" with approval of the advisor.)
- HSD 692 "Second Year Project" (The POS will have 6 and only 6 hours of HSD 692. All research other than the second-year project should be registered for under HSD 792 "Research.")
- Independent Study courses (HSD 590, etc.) that are used to fill Field requirements must be graded with letter grades, not pass/fail
- HSD 790 "Dissertation Prospectus" (3 and only 3 hours devoted to writing the Dissertation Prospectus)
- HSD 799 "Dissertation" (12 and only 12 hours of HSD 799 devoted to writing the Dissertation)
- There is no minimum required number of credit hours for HSD 792 "Research"
- HSD 592, Research, and HSD 599, Thesis, are for master's degree students only. These should not appear on a PhD POS.
- Normally, students will take all research, dissertation prospectus, and dissertation hours under the HSD prefix.
- Students cannot use courses with grades lower than "B-" on a POS.
- Students cannot use courses with grades of "I" (Incomplete), "X" (Audit), or "W" (Withdrawn) on a POS.
- Graduate students must maintain minimum GPAs to maintain satisfactory academic program and to graduate. Minimum GPAs must be maintained on the POS GPA, Cumulative GPA, and the Graduate GPA.
  - The POS GPA is based on all courses that appear on the student's approved POS. HSD PhD students must maintain a 3.2 POS GPA.
  - The Cumulative GPA includes all the coursework on the student's transcript. HSD PhD students must maintain a 3.2 POS GPA.
  - The Graduate GPA is based on all courses numbered 500 or higher that appear on the transcript. HSD PhD students must maintain a 3.2 POS GPA.

POS APPROVAL
- The POS must be approved by the student's Dissertation Supervisory Committee Chair (Faculty Advisor) and/or Co-Chairs (co-Faculty Advisor), the Head of the Academic Unit, and the Vice Provost for the Graduate College. The POS becomes a contract between the University and the student that guides the student in completing degree requirements.
- The student completes the *Applying Master's and/or Pre-Admission Credit to the HSD PhD POS* (if applicable).
- In conjunction with the advisor, the student defines fields and completes the *Fields Proposal Form*. (See the *HSD Milestones Chart* in Appendix A)
- Student constructs a preliminary version of the POS using the *Plan of Study Template*. (See the *HSD Milestones Chart* in Appendix A)
- Student and committee review the preliminary POS and the student makes any needed revisions.
- Student sends all the forms above that comprise the preliminary POS to the HSD Graduate Program Academic Advisor. After review the student makes any needed revisions requested by the HSD Graduate Program Academic Advisor and resubmits the forms.
- If everything is in order the student may submit the **Interactive Plan of Study (iPOS)** through the online system in My ASU. After submitting the iPOS online, the student should notify the HSD Graduate Program Academic Advisor that the iPOS is in the online system and ready for review.
- The HSD Graduate Program Academic Advisor will get the approval of the Committee Chair and the Head of Academic Unit via email.
- The HSD Graduate Program Academic Advisor will forward the online electronic version of the completed iPOS to the Graduate College for final approval. The *HSD Milestones Chart* (see Appendix A) contains the necessary forms and covers the necessary steps to submit the POS.

COMMITTEE CHANGES TO POS
- Once the original iPOS has been approved by the Graduate College, the student will need to submit an **online *Committee Change* request** through the iPOS web site to officially add or change members of the Dissertation Supervisory Committee.
- After submitting the online Committee Change Request, the student should notify the HSD Graduate Program Academic Advisor that the request is in the online system and ready for review.

- The HSD Graduate Program Academic Advisor will get the approval of the Committee Chair and the Head of Academic Unit.
- The HSD Graduate Program Academic Advisor will forward the online electronic version of the Committee Change request to the Graduate College for final approval.
- **NOTE:** *Committee Approval Request* forms and CVs for members not already approved to serve on doctoral committees must be submitted and approved prior to submitting the online Committee Change request.
- As a matter of professional courtesy, when you make changes to your committee please discuss the change in advance with both the old and the new members. This same courtesy should be extended to members of second-year project and field committees as well. If you have concerns about having this discussion, please reach out to the HSD Chair, member of the HSD Executive Committee, or a trusted faculty member for advice.

COURSE CHANGES TO POS
- Submit a *Course Change* **request** through the online iPOS system to remove courses from the iPOS that the student did not take and/or to add courses that the student did take that were not originally listed on the iPOS.
- After submitting the online Course Change Request, the student should notify the HSD Graduate Program Academic Advisor that the request is in the online system and ready for review.
- The HSD Graduate Program Academic Advisor will get the approval of the Committee Chair and the Head of Academic Unit.
- The HSD Graduate Program Academic Advisor will forward the online electronic version of the Course Change request to the Graduate College for final approval.

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

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

Students should meet regularly with their Faculty Advisor and at least once with their full committee the semester before the formal prospectus defense to prepare for the defense. The student should provide a draft of the prospectus to the committee at least ten (10) full days in advance of this preparatory meeting. The committee should provide suggestions for improvement and in particular should assure that the student has compiled an appropriate bibliography for the project.

The dissertation prospectus defense consists of a 25-30-minute presentation followed by roughly an hour of questions. The presentation should cover:
- The research question
- The significance of the question
- A summary of current scholarly literature in the area (a synopsis of the literature review)
- A work plan for data collection and analysis and planning for recruiting and protecting human research subjects, if relevant
- A work plan for dissertation writing (chapters, timeline)
- Outstanding questions, areas of needed advice

The examination following the presentation will include questions on:
- The presentation
- The written document
- The student's knowledge of the scholarly literature relevant to the project
- The viability of the plans for conducting the research and writing

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

Roles

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

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

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

Process

1. When students have essentially completed the course work in an approved POS, they should prepare and defend a dissertation prospectus.
2. Students must enroll for at least one credit in the semester they defend the dissertation prospectus.
3. The Graduate College must approve the POS before the student may defend a dissertation prospectus. In addition, the student must appoint the full dissertation committee through the electronic iPOS system and have the committee members approve 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. When the student's committee feels the student is ready to proceed with the prospectus defense, the student must complete the *"Approval to Schedule the Dissertation Prospectus Defense"* form, get approval from all committee members, and submit the form to the HSD Graduate Program Academic Advisor.
6. The HSD Graduate Program Academic Advisor will do an audit of the student's records to make sure all University and Graduate College requirements have been met to this point and the student can schedule the prospectus defense.
7. The student schedules the prospectus defense in consultation with their committee.
8. The student notifies the HSD Graduate Program Academic Advisor of the defense date several weeks before the defense.
9. The student provides the revised written prospectus to the committee at least two weeks before the prospectus defense.
10. The HSD Graduate Program Academic Advisor will create the SFIS *"Report of Doctoral Comprehensive Examinations and Approval of the PhD Dissertation Prospectus"* form and email it to the Chair of the student's committee prior to the prospectus defense.
11. The committee determines the outcome of the defense and records the outcome on the form along with the evaluation rubric on page two. The student obtains all signatures from the committee and the Degree Program Chair's signature, then delivers the form to the HSD Graduate Programs staff. SFIS Graduate Advisor enters the results of the exams into the student's electronic record.
12. Students should receive a Letter of Doctoral Candidacy from the University Registrar after the results are processed.

DISSERTATION

The culminating experience of the HSD PhD is a dissertation that 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.

Students wishing to use previously published or publishable works in their dissertation (sometimes referred to as the 3 paper dissertation, must review the requirements on the Graduate College website: Policy on using Previously Published or Publishable Work in a Culminating Experience Document.

Process

1. Once students have completed 2-3 dissertation chapters, they should contact their committee to set up a time for a **Preliminary Dissertation Seminar** to present their research to their committee and the HSD program faculty and students. The committee chair, as many of the committee member as possible, and other HSD program faculty, staff, and students attend. This presentation gives students valuable feedback on successfully finalizing the project. Contact the SFIS Graduate Academic Advisor to assist with finding a room for your preliminary seminar.

2. Students meet with their committees to discuss a draft prospectus in the semester before defense of the prospectus.

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

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

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

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

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

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

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

10. No later than 10 working days before the scheduled defense, the student schedules the defense with the Graduate College online through My ASU. In the "Defense" tab click on the "Schedule my defense" link that goes to the electronic schedule form. If the link does not appear on My ASU, the student should verify that every item below has been completed and contact the academic unit if they need assistance.

    The student must:
    - be defending a Thesis or Dissertation
    - have an approved iPOS (no pending changes or petitions)
    - have met all minimum 3.0 GPA requirements (iPOS and Graduate)
    - have an approved full committee on the iPOS (no pending changes)
    - have satisfied all milestone requirements (for example, written comprehensive examination, foreign language examination, etc.)
    - have reached candidacy
    - be an active student and currently enrolled

11. Preparing for format review - The document submitted for format approval must be a complete, defense-ready document. Student should choose a style guide in consultation with their faculty advisor and dissertation supervisory committee, write an abstract that meets the Graduate College guidelines, and thoroughly check the document for consistency, grammar, punctuation, etc. It is recommended that students use the ASU Format

Advising Tool. Review the [ASU Graduate College Format Manual](#) (Format Manual) before creating the dissertation document.

12. The student must submit a **complete** draft of the dissertation document at least ten (10) calendar days before the defense date by uploading a Word or PDF document as an attachment through their iPOS on the Format tab. If you are attaching multiple files, the documents must be submitted as a compressed zip file. Be sure to check the Graduate College web site for the specific deadline to submit these materials that corresponds to the defense date. Please note that it is expected there will be content revisions needed after receiving feedback from the supervisory committee. However, it is also expected that the document is ready to defend, meaning that there is full text in each section and the student has utilized the Format Tool prior to submission to the format office. PhD students must also submit the [Survey of Earned Doctorates](#) through the website link. More information about the format approval process is available on the [Graduate College website](#).

   NOTE: The Grad Format team will not review incomplete documents or those that have not been formatted according to the format manual. **If students submit a partial or incomplete document, the document will be returned to the student without review.**

11. The dissertation defense final approval form (commonly called the Pass/Fail form) will be made available to the dissertation committee via email and through a link in the committee member's My ASU account.

12. After the defense the committee members indicate their pass/fail status of the defense through the student's online Interactive Plan of Study.

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 or co-chairs submit their final approvals via the student's online Interactive Plan of Study.

15. The student 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.

MASTER'S IN PASSING DEGREE

A Master's in Passing (MIP) request is for students in a doctoral degree program that have not previously completed a Master's degree in that area. Students in this situation can request a Master's degree be awarded once they have completed the required number of credits and culminating event for the Master's program. Students with an existing master's degree with the same major are not eligible.

In order for a student to qualify for a Master's in Passing (MIP), the following conditions must be met:
- Students must have an approved iPOS from the doctoral program on file.
- Students cannot use the blanket 30 credits from a previously awarded master's degree on the iPOS of the doctoral program.
- All coursework for the Master's in Passing must be completed after the admission to the doctoral program, including the culminating event required for the MIP.
- For students required to complete a formal thesis defense, the MIP form can be submitted during the semester in which the thesis defense has been scheduled.

The requirements for the MIP in HSDST are:
- HSD 601 HSD I: Human Dimensions of Science and Technology (4 credits)
- HSD 602 HSD II: Science, Power and Politics (4 credits)
- HSD 610 Colloquium (1 credit, required for 4 semesters for a total of 4 credits)
- HSD 692 Second Year Project (6 credits)
- Major Field #1 Coursework (9 credits)
- Major Field #2 Coursework (9 credits)
- Minor Field #3 Coursework (6 credits)
- HSD 693 Applied Project as the culminating experience for the MIP (3 credits)
  TOTAL 45 credits

The request for a Master's in Passing must be approved by the student's full supervisory committee, the HSD Degree Program Chair and the SFIS Head of Academic Unit.

- Student confers with the Academic Unit regarding completion requirements for the MIP.
- Once student has completed culminating experience for the MIP, the advisor completes the Master's in Passing Request form through the Graduate College.
- The Master's in Passing Request form is routed to the Graduate College coordinator assigned to that unit for processing.

When the completed DocuSign form has been processed by the Graduate College, the student will receive an email containing instructions to complete the MIP iPOS. The contact person in the Academic Unit is copied on this email also.
- The student submits their MIP iPOS to the Academic Unit for approval.
- The Academic Unit approves or denies the MIP iPOS.
- If the student's MIP iPOS is approved by the Academic Unit, the iPOS will be forwarded to the Graduate College for review.
- If the student's iPOS is approved by the Graduate College, the student may apply to graduate.

STUDENT RESOURCES

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

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

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

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

INTERNATIONAL TRAVEL REQUIREMENTS
All ASU students participating in University-Related Travel outside of the United States and its territories* must register their travel with the university. University-Related Travel includes, but is not limited to, the following activities:

- Research, experiential learning (e.g., international internships, co-ops, volunteering, service-learning), independent study done abroad, or any other international travel that is part of an ASU class or for which the student receives ASU resident credit;
- International travel sponsored by or affiliated with ASU or an ASU student organization (this applies to both affiliated and independent student organizations registered with EOSS);
- Any other international travel by students for the purposes of officially representing ASU, such as participation in an academic or professional conference.

Students/faculty/staff traveling abroad on programs administered by the ASU Study Abroad Office are registered in a separate system.

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.

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

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.

Virtual career advising appointments are available for all online students. Appointments can be made through Handshake. Virtual career fairs, workshops, and internship assistance are also available along with resume assistance.

The College of Global Futures has a career advisor dedicated to helping the college's degree-seeking students discuss career options and perform company and occupational research. The advisor also assists with resumes and cover letters, interview preparation, job search strategy, and other employment-related topics. Full time opportunities are communicated through the School for the Future of Innovation in Society internal LinkedIn group, which you are strongly encouraged to join. Additional employment, internship, career fair, and mentorship opportunities are available through ASU's career resource, Handshake.

Graduate students can also pursue internships, either for elective credit or no credit. There are many local sustainability internship opportunities posted on SustainabilityConnect. These have been curated for the undergraduate sustainability program, but are open to any College of Global Futures student.

The school also offers a Job SHARE Program, which allows students to shadow alumni in their jobs for a day. Information is sent out in fall and spring to students about how to participate in the program.

To book an appointment, please visit the College of Global Futures Advising site.

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:

Downtown Phoenix campus	Tempe campus
University Center Building, Room 130 602-496-0152 480-522-3058 Fax Hours of Operation Mon. – Fri.: 8 a.m. – 5 p.m.	Memorial Union, Lower Level, Room 75 480-965-7723 480-522-3058 Fax Sun Devil Stadium, Suite 500 (in the East Sideline building) Hours of Operation Mon. – Fri.: 8 a.m. – 5 p.m..
Polytechnic campus	West campus
Administration Building, Suite 10 480-727-2773 480-522-3058 Fax Hours of Operation Mon. – Fri.: 8 a.m. – 5 p.m.	University Center Building, Room 120 602-543-8220 480-522-3058 Fax Hours of Operation Mon. – Fri.: 8 a.m. – 5 p.m.

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

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

In cooperation with Arizona Board of Regents and ASU Health Services, ASU offers an affordable medical insurance policy to students. This insurance provides access to the health and counseling services at any ASU Health Service location. The insurance plan is designed to provide group coverage to students that are currently uninsured, need a less expensive alternative or need an Arizona provider network. The Health Insurance Office is located in the Health Services building, at the Tempe campus and can be reached at 480-965-2411 or insurance@asu.edu to answer questions about this policy.

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

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

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

Campus	Address	Office hours	Parking information
Downtown Phoenix	University Center - UCENT 411 N. Central Ave - Suite 116 Phoenix, AZ 85004	Mon–Fri 8 a.m.–4:00 p.m.	Campus information
Polytechnic	Student Affairs Complex – QUAD 4 7107 E. Tiburon, Bldg. 4 Mesa, AZ 85212	Mon–Fri 8 a.m.–4:00 p.m.	Campus information
Tempe	University Towers 525 S. Forest Ave. Tempe, AZ 85281 Entrance located on Fifth St.	Mon–Fri 7:30 a.m.–4:00 p.m.	Campus information
West	North Services Building - NSB 4766 W. University Way North Glendale, AZ 85306	Mon–Fri 8 a.m.–4:00 p.m.	Campus Information

ASU intercampus shuttles transport students, faculty and staff between the Downtown Phoenix, Polytechnic, Tempe and West campuses.

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

STUDENT ACCOUNTS
Student Business Services https://students.asu.edu/tuitionandbillingcontact 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 photo on file with Sun Devil Card Services. Students may choose between the Pitchfork ID, complete with Sun Devil Checking exclusively from MidFirst Bank, or the basic Sun Card to use as their official university ID card. The Pitchfork ID is two cards in one: an official photo ID for ASU® students - and a Visa® debit card. The Pitchfork ID must be created at one of the MidFirst Bank locations. The basic Sun Card for on-campus students can be created by uploading a photo and then picking up the completed card at the Sun Card campus location.

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)](link) 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](link) 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](link) 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
ASU prohibits all forms of discrimination, harassment and retaliation. To view ASU's policy please see https://www.asu.edu/aad/manuals/acd/acd401.html.

Title IX protects individuals from discrimination based on sex in any educational program or activity operated by recipients of federal financial assistance. As required by Title IX, ASU does not discriminate on the basis of sex in the education programs or activities that we operate, including in admission and employment. Inquiries concerning the application of Title IX may be referred to the Title IX Coordinator or to the U.S. Department of Education, Assistant Secretary, or both. Contact titleixcoordinator@asu.edu or 480-965-0696 for more information. Office located at 1120 S. Cady Mall, INTDSB 284. For information on making a report please go to www.asu.edu/reportit/.

STUDENT ACCESSIBIILTY AND INCLUSIVE LEARNING SERVICES

Qualified students who wish to request an accommodation for a disability should contact the Student Accessibility and Inclusive Learning Services (SAILS) by going to https://eoss.asu.edu/accessibility, calling 480-965-1234, or emailing student.accessibility@asu.edu.

Downtown Phoenix Post Office, Suite 201	**Polytechnic** Wanner Hall - Suite 201
Tempe Matthews Center building, 1st floor	**West** University Center Building, Room 304

GRADUATE WELLNESS RESOURCES

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

10 BEST PRACTICES IN GRADUATE STUDENT WELLBEING

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

MOVING TOWARDS GRADUATION

REGISTRATION DURING GRADUATION SEMESTER
Students are required to register for at least one semester hour of credit that appears on the iPOS or one hour of appropriate graduate-level credit during the fall, spring or summer session in which they complete their culminating experience.

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

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

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

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

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

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

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

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

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

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

ACADEMIC STANDARDS

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

To be considered as making satisfactory progress toward the degree objective, a student must:
1. Remain continuously enrolled in the degree program.
2. Maintain a cumulative GPA of 3.2 or higher in all classes included in the Plan of Study
    (Those students who have not yet filed a program of study must maintain a combined GPA of 3.2 or higher for all courses taken since entering the current degree program and all courses numbered 500 and above completed since the last degree.)
3. Maintain a Graduate GPA of 3.2 or higher in all classes on their transcript numbered 500 or above
4. Maintain an overall cumulative GPA of 3.2 or higher
5. Meet all DEADLINES stated in the section above, Steps Toward Degree and included in the ***HSDST MILESTONE CHART*** (see Appendix A)
6. Satisfy all requirements of the graduate program and successfully complete the culminating experience
7. Meet the stated time limit for graduation from the degree program.

ANNUAL REVIEWS
The annual review process is meant to facilitate timely and productive progress through the degree program. The Graduate Program advisor will email out the annual Student Progress Report (see Appendix A) to students early in the spring semester. Students are expected to complete an annual progress report by April 1st of each year.

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

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

Process
SFIS reviews the progress of all students annually. Each student prepares review materials and submits them to the HSD Graduate Program Academic Advisor. The progress report is forwarded to the student's advisor. After reviewing the materials, the advisor provides an assessment. The Degree Program Chair makes the final determination of each student's standing in the HSD Program.
*   Student annual self-evaluation. Student submits annual review materials.
*   Advisor evaluation. Advisors review the review materials of each advisee and provide assessments of the students' academic progress.
*   HSD Degree Program Chair evaluation. The Degree Program Chair makes the final determination of each student's standing in the HSD Program (progress, probation, or program removal) based on students' review materials and advisors' assessments. The Degree Program Chair conveys the evaluation outcome to each student and to the SFIS Associate Director of Programs. The Degree Program Chair also coordinates with the SFIS Associate Director of Programs and the Graduate College when a student is placed on probation or recommended for removal from the program.

Materials Submitted

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

ACADEMIC PROBATION and DISMISSAL PROCESS

A student may be placed on academic probation if they meet any of the following criteria:

- The student does not meet GPA or grade requirements as outlined in the satisfactory academic progress policy;
- The student has more than 2 incompletes on their transcript since starting the program;
- The student does not meet milestones specified in the graduate handbook by the deadlines expressed therein; or
- The student fails to complete the program within the time to completion specified in the graduate handbook.

Students will be notified by email by their program when placed on probation and may be required to complete a probation agreement with their faculty advisor and the program chair. Students typically have one semester to advance to good standing before dismissal is considered. The student will be notified in writing if/when they advance to good standing. Failure to return to good standing within the time limit set in the probation letter may result in dismissal from the academic program.

A student may be dismissed from a graduate program with or without first being placed on probation if:

- The student is on academic probation because their GPA has fallen below the minimum GPA as outlined in the Satisfactory Academic Progress Policy section or below 3.00 for all post-baccalaureate courses taken at ASU, and the student fails to bring the GPA to required levels by the deadline specified in the probation letter;
- The student receives a lower grade than what is required while on academic probation;
- The student has more than 2 permanent incompletes since starting the program;
- The student fails to meet conditions stipulated in their probation letter; or
- The student violates terms of the Student Code of Conduct.

Students will be notified by email and letter (sent to the student's listed mailing address) if they are being recommended for dismissal from the program. For a ground campus International student to be dismissed effective immediately, the school's advisor must provide a written document to the international student (as early in the process as possible) letting them know that being withdrawn from a degree program can have immediate consequences regarding their visa status.

Academic Probation and Dismissal Appeal Process
A student may appeal any action concerning academic probation or dismissal by petitioning through their school within 10 business days, using the College of Global Futures Grade Appeal and Academic Grievance Form.

Appealing probation status follows the Grade Appeal and Academic Grievance Process. The dismissal appeal process follows the process outlined below. Students can voluntarily withdraw from their degree program at any time during the dismissal/appeal process, thereby avoiding having a dismissal on their record.

Dismissal Appeal Process – School Level:
The designated person or committee within the school reviews the student's appeal. Possible outcomes include:
1. If the student does not appeal within the specified timeline in their letter, the school designee will notify the student in writing that they will be recommended to the Graduate College for dismissal.
2. The school designee notifies the student in writing of a successful appeal. The letter should include any stipulations or restrictions. For example, if the student is allowed to continue in the program under the condition of academic probation, the letter must outline specifically what the student needs to accomplish and in what timeframe to obtain academic good standing.
3. The school designee notifies the student in writing of an unsuccessful appeal. The letter will state that the school is recommending dismissal from the degree program. The student has the right to appeal the recommendation of dismissal to the college and they should send their appeal to the college's Associate Dean for Student Success and copy the Director of Academic Services, as well as the point of contact they've been working with in the school within 10 business days.

Dismissal Appeal Process – College Level:
The school provides the college-level designee with a letter recommending dismissal of the student, along with supporting documentation. The designated person or committee within the college reviews the student's appeal. Possible outcomes include:
1. If the student does not appeal within the specified timeline in letter, the college designee will notify the student in writing that they will be recommended to the Graduate College for dismissal.
2. If the student does appeal within the specified timeline in the letter, the college designee will notify the student in writing that the college-level appeal was received and will be reviewed.
3. The college designee notifies the student in writing of a successful appeal. The letter should include any stipulations or restrictions (e.g. if the student is allowed to continue in the program under the condition of academic probation, the letter must outline specifically what the student needs to accomplish and the timeframe to obtain academic good standing).
4. The college designee notifies the student in writing of an unsuccessful appeal and that they will be recommended to Graduate College for dismissal.

Graduate College Review of Dismissal:
If the student does not appeal at the college level, or if the appeal is denied, the college designee sends a recommendation for dismissal to the Graduate College along with supporting documentation. Graduate College reviews the case, notifies the student of the final dismissal decision and sends copies of the notification to the school and college.

GRADE APPEAL and ACADEMIC GRIEVANCE PROCESS
The College of Global Futures follows the university policy for grade appeals. Outlined on the college's website are the steps a student can take if they wish to appeal a grade or the results of a defense or exam. This process only applies to courses and programs offered through the College of Global Futures. If the course or program is offered through another unit, the student will need to reference that unit's process. You can find information about which unit offers a course by clicking "Full Class Details" on the course in the course search tool and you will see the unit next to "Offered by".

It is recommended that this process be pursued in the semester following the issuance of the grade in dispute (but before commencement) to protect the student from retaliation. Students who believe they are victims of retaliation should immediately contact the Dean of the college..

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.pdf
- The Current Students page on Graduate College web site -- https://graduate.asu.edu/
- Graduation Deadlines and Procedures -- https://graduate.asu.edu/current-students/policies-forms-and-deadlines/graduation-deadlines

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

APPENDIX A: HSDST MILESTONE CHART AND FORMS
(begins on the following page)

HSDST PHD DEGREE MILESTONE CHART

After Admission to the Program

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

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

YEAR 1

TERM 1

RECOMMENDED CREDITS = 15
REQUIRED CLASSES:
- ☐ HSD 601 "Human Dimensions of Science and Technology" core class (4)
- ☐ HSD 610 "Colloquium" (1)
- ☐ Other coursework applicable to your anticipated fields (discuss with your advisor) or research credits (list class name and credits below)

_____
_____
_____

GETTING STARTED; COMPLETE FIELDS PROPOSAL FORM, and SUBMIT PLAN OF STUDY
- ☐ Discuss possible **Second Year Project** topics with your advisor. Work on finding a faculty member to serve as your **Second-year Project Advisor** by the end of the first term and begin discussions with them on the project.
- ☐ Begin to discuss and develop **Fields** with your advisor so you know what classes to take next term.
- ☐ Develop a *Fields Proposal Form* in consultation with your Faculty Mentor**.** Submit completed form to HSD Academic Advisor in SFIS.
- ☐ File *Plan of Study* by the end of the term. Submit completed forms below to HSD Academic Advisor in SFIS:
    - ▪ *Applying Master's and/or Pre-Admission Credit to the HSD Ph.D. POS*
    - ▪ *Fields Proposal Form*
    - ▪ *Plan of Study Template Form* (in consultation with your Faculty Mentor)
- ☐ After the HSD Academic Advisor approves the forms, enter the information from the **Plan of Study Template i**nto the **online iPOS through My ASU** for approval by the Graduate College.

TERM 2

RECOMMENDED CREDITS = 15
REQUIRED CLASSES:
- ☐ HSD 602 "Science, Power and Politics" core class (4)
- ☐ HSD 610 "Colloquium" (1)
- ☐ Other coursework applicable to your anticipated fields (discuss with your advisor) or research credits (list class name and credits below)

_____
_____
_____

SECOND-YEAR PROJECT PROSPECTUS and WORK ON FIELDS
- ☐ Schedule regular meetings with your **Second-year Project Advisor** during the term.
- ☐ Select **TWO** additional members for your **Second-year Project Committee**.
- ☐ Write a **Prospectus for a Second-year Project** during HSD 602 and get it approved by the Second-year Project committee members. Attach a copy of the prospectus to the *Second-year Project Prospectus Approval Form,* get approval from your committee members, and submit to the degree program chair for approval. Then submit to the HSD Academic Advisor in SFIS.
- ☐ At the end of the Term, you will receive an **Annual Progress Report** to complete and return to the HSD Academic Advisor in SFIS.

Human and Social Dimensions of Science and Technology
Fields Proposal Form

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

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

Name: ID Number: Date:

Part I. Major Field 1

Field title:

Short description of field content

Courses:

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

Part II. Major Field 2

Field title:

Short description of field content

Courses:

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

Part III. Minor Field

Field title:

Short description of field content

Courses:

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

Part IV. Approvals

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

Human and Social Dimensions of Science and Technology
Applying Master's and/or Pre-Admission Credit to the HSD Ph.D. POS

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

Name: ID Number: Date:

Part I. Considerations

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

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

(complete Parts II and III on page 2)

Part II. Hours to be applied to HSD Ph.D. POS

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

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

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

Part III. Approvals

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

Human and Social Dimensions of Science and Technology
Example of POS Excel Template

Plan of Study Template						
STUDENT NAME:				**ASU ID:**		

Student: Use this tab to formulate your plan of study before you officially enter it online into the MyASU iPOS system. Consult with your faculty advisor and committee on the POS. Once they approve what is shown below, please email your graduate academic advisor to let them know that your POS template is ready for review. Your graduate academic advisor will let you know if this information is ready to enter into the online iPOS. You must officially file your iPOS online by the time you have completed 42 credits towards the HSD degree program.

84 CREDIT HOURS REQUIRED FOR THE DEGREE (including the blanket 30 and/or pre-admission credits if you have an approved,

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

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

PREVIOUS MASTER'S BEING USED AS BLANKET 30 CREDITS TOWARD THE 84 REQUIRED FOR		0	
TRANSCRIPT SHOWING CONFERRED MASTER'S ON FILE WITH GRADUATE ADMISSIONS? (select			
UNIVERSITY NAME:			
SUBJECT OF MASTER'S DEGREE:			

PRE-ADMISSION CREDITS (maximum 12 credits of graduate level coursework with a grade of B or

Class prefix and Number	Status – Does this class	Title	Credit Hours	Grade	Semester and Year Taken

COURSEWORK TAKEN AT ASU FOR THE HSD DEGREE PROGRAM					
COURSE STATUS	**CLASS PREFIX and NUMBER**	**TITLE**	**CREDIT HOURS**	**GRADE**	**SEMESTER and YEAR**
CORE CLASSES = 8 credits					
Core Class #1	HSD 601	Human Dimensions of Science and Technology	4		
Core Class #2	HSD 602	Science, Power and Politics	4		
HSD COLLOQUIUM = 4 credits					
Colloquium #1	HSD 610	HSD Colloqium	1		
Colloquium #2	HSD 610	HSD Colloqium	1		
Colloquium #3	HSD 610	HSD Colloqium	1		
Colloquium #4	HSD 610	HSD Colloqium	1		

SECOND YEAR PROJECT = 6 credits					2YP Faculty Mentor Name:	
TITLE of Second Year Project:					2YP Committee Member #1:	
Project #1	HSD 692	Second Year Project	3		2YP Committee Member #2:	

Human and Social Dimensions of Science and Technology
Second-Year Project Prospectus Approval Form

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

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

Part I. Project Information

Name: ID Number: Date:

Project title:

Abstract:

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

Part II. Second-Year Project Committee Approval

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

Part III. Program Approval

HSD Degree Program Chair Name (printed)	Signature	Date

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

FACULTY MENTOR: Faculty Mentor must enter his/her comments on page 2 (include comments from committee members), review the form with the student, get the student's signature, and submit the completed form to the HSd Academic Advisor in the School for the Future of Innovation in Society.

STUDENT INFORMATION

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

FACULTY MENTOR INFORMATION

LAST NAME	FIRST NAME

CORE COURSES (8 credits)

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

COLLOQUIUM (4 credits)

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

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

FIELDS PROPOSAL FORM SUBMITTED – Date

MAJOR FIELD 1 Title:
Field Completion Form Submitted

Course	TITLE	Term/Session/Year Taken	Grade

MAJOR FIELD 2 Title:
Field Completion Form Submitted

Course	TITLE	Term/Session/Year Taken	Grade

MINOR FIELD 3 Title:
Field Completion Form Submitted

Course	TITLE	Term/Session/Year Taken	Grade

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

DISSERTATION
Preliminary Dissertation Seminar
- ☐ Completed
- ☐ Scheduled – Day, Time & Location -

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

INTENDED GRADUATION
Year: ☐ Spring ☐ Summer ☐ Fall

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

Faculty Mentor Assessment of progress:
- ☐ Student is making timely progress towards degree.
- ☐ Student is not making satisfactory progress and needs to address the issues above.

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

Student Signature _____ Date _____

Faculty Mentor Signature _____ Date _____

Head of Academic Unit Name:
☐ Student is making timely progress   ☐ Student is not making satisfactory progress

Head of Academic Unit Signature _____ Date _____

YEAR 2

TERM 3

RECOMMENDED CREDITS = 15
REQUIRED CLASSES:
- ☐ HSD 610 "Colloquium" (1)
- ☐ HSD 692 "Second-year Project" (3)
- ☐ Classes appropriate towards your Fields (list classes and credits below)

_____
_____
_____

FINALIZE DISSERTATION COMMITTEE, and WORK ON SECOND-YEAR PROJECT

- ☐ Select **Dissertation Supervisory Committee Chair** and finalize all members of your **Dissertation Supervisory Committee** by end of term 3.
- ☐ Research and work on the **Second-year Project**.
- ☐ Continue to work on *Field* coursework and preparation to show mastery of your fields.

TERM 4

RECOMMENDED CREDITS = 15
REQUIRED CLASSES:
- ☐ HSD 610 "Colloquium" (1)
- ☐ HSD 692 "Second-year Project" (3)
- ☐ Classes appropriate towards your fields – refer to your approved POS from Term 3 (list classes and credits below)

_____
_____
_____

COMPLETE THE SECOND-YEAR PROJECT and FIRST FIELD EXAM

- ☐ Finish the **Second-year Project**.
  - ○ Complete all requirements for the Second-year Project by end of term 4.
  - ○ Complete the ***Second-year Project Completion Form***, attach a copy of your project, and get the approval of your **Second-year Project Committee members**. Submit the completed paperwork to the HSD Academic Advisor in SFIS.
- ☐ Study for and complete the mastery requirements for at least one **Field**.
  - ○ Hold a meeting with your **Dissertation Supervisory Committee** and agree on the **format for field mastery exams. Schedule** your first field mastery exam.
  - ○ **Complete your first field mastery exam** by the end of the fourth term.
  - ○ Submit your approved ***Field Completion Form*** for this first field with the HSD Academic Advisor.
- ☐ At the end of the Term, you will receive an **Annual Progress Report** to complete and return to the HSD Academic Advisor in SFIS.

Human and Social Dimensions of Science and Technology
Second-Year Project Completion Form

Form instructions:
1. The student completes Part I, enters names of committee members, prints form and *attaches completed second-year project*. (Note: The second-year project committee does not have to the same as the dissertation committee or formally appointed through the iPOS system.)
2. Committee members sign indicating approval of final project.
3. HSD Degree Program Chair signs indicating program approval of project.
4. Student delivers form to HSD Graduate Program Academic Advisor in SFIS.

ATTACH A COPY OF THE SECOND YEAR PROJECT DOCUMENT.

Part I. Project Information

Name: ID Number: Date:

Project title:

Abstract:

Part II. Second-Year Project Committee Approval

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

Part III. Program Approval

HSD Degree Program Chair Name	Signature	Date

Human and Social Dimensions of Science and Technology
Field Completion Form
(use one form for each field)

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

Form instructions:
1. In consultation with committee, student completes all sections of the form other than signatures.
2. Committee members and HSD Degree Program Chair sign indicating the student's successful completion of the field.
3. Student delivers form to HSD Graduate Program Academic Advisor in SFIS.

ATTACH A COPY OF THE FIELD DOCUMENT.

Part I. Field Description

Name: ID Number: Date:

Field title:

Major Field? ☐   Minor Field? ☐

Short description of field content

Courses:

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

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

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

Part IV. Committee Approval

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

Part V. Program Approval

HSD Degree Program Chair	**Signature**	**Date**

YEAR 3

TERM 5

RECOMMENDED CREDITS = 15
REQUIRED CLASSES:

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

_____
_____
_____

COMPLETE FIELDS AND DRAFT DISSERTATION PROSPECTUS

☐ Consult with your field committees and **Schedule** your second and third field mastery exams.
☐ Complete your **second and third field mastery exams** by the end of the fifth term.
☐ Submit your approved *Field Completion Forms* (one for each field; form on previous page) for the second and third fields to the HSD Academic Advisor in SIFS.
☐ In consultation with your Dissertation Supervisory Committee, **complete an initial draft of your Dissertation Prospectus**.

TERM 6

RECOMMENDED CREDITS = 15
REQUIRED CLASSES:

☐ HSD 792 Research (as needed)
☐ HSD 799 Dissertation (12)

DEFEND DISSERTATION PROSPECTUS and CONTINUE DISSERTATION RESEARCH

☐ Hold a meeting with your **Dissertation Supervisory Committee** to **review committee feedback on your Prospectus draft**. If the committee feels you are ready to defend your Prospectus, complete the *Approval to Schedule Dissertation Prospectus Defense form* and submit to the HSD Academic Advisor in SFIS.
☐ **Schedule** the Oral Defense for your Prospectus.
☐ As soon as the defense is scheduled with your committee, **notify the HSD Graduate Program Academic Advisor of the date** of your defense.
☐ Two weeks before the defense, provide your committee with a **final copy of the Dissertation Prospectus**. If any additional revisions are needed, make those before the defense.
☐ All committee members must be represented at the defense. If one or more committee members will attend remotely, notify HSD Academic Advisor in SFIS. For more information see "Completing Your Degree - Defenses."
☐ The HSD Academic Advisor in SFIS will send the *Report of Doctoral Comprehensive Examinations and Approval of the PhD Dissertation Prospectus* to the committee prior to the defense and collect the completed form.
☐ **Finalize and defend your Dissertation Prospectus**. *(This satisfies the Oral and Written Comprehension Exam requirements for the Graduate College and the University, as well and advances you to candidacy.)*
☐ **Continue research for your dissertation.**
☐ At the end of the Term, you will receive an **Annual Progress Report** to complete and return to the HSD Academic Advisor in SFIS.

Human and Social Dimensions of Science and Technology
Approval to Schedule Dissertation Prospectus Defense

Form instructions:
1. The student completes all sections of the form other than signatures.
2. Committee members sign indicating the student may schedule the dissertation prospectus defense.
3. HSD Degree Program Chair signs indicating program approval.
4. Student delivers form to HSD Graduate Program Academic Advisor in SFIS.

Name: ID Number: Date:

Part I. Requirement completion

Requirement	Date completed	HSD Form Filed
iPOS, including full committee		na
HSD 601, Core Seminar I		na
HSD 602, Core Seminar II		na
Second-Year Project		☐
Field 1 (major)		☐
Field 2 (major)		☐
Field 3 (minor)		☐
Draft dissertation prospectus		na

DATE, TIME and TITLE of the Dissertation Prospectus Defense
Date
TIME
TITLE of the PROSPECTUS

Part II. Committee Approval

Date	
Please Type Names of Committee	**Signatures**
Dissertation Committee Chair or Co-Chair #1	
Co-Chair #2 (if applicable)	
Member	
Member	
Member	
Member	

Part III. Program Approval

HSD Degree Program Chair	Signature	Date

ASU School for the Future of Innovation in Society
Arizona State University

Instructions and Process

1. Part I. The student should complete Part I and bring the form to their Comprehensive Exams. Before the exams the student should have an approved iPOS and full committee appointed. The supervisory committee listed below should match the approved Plan of Study.
2. Part II. After the exams the Committee Chair will fill in Part II with the dates you passed your exams.
3. Part III. The examining committee members complete Part III by signing the form and indicating their votes of Passed or Failed.
4. Part IV. The Head of the Academic Unit completes Part IV noting the final result of the examinations. The final result is based on a majority vote.
5. Part V. If student is completing their Dissertation Prospectus at the same time as the comprehensive exams, they would have their committee sign Part V before turning the form into the SFIS Graduate Staff.
   PLEASE NOTE: The Chair and/or Co-Chairs must also complete and sign page 2.
6. All test results including failure in any one of the required examinations, should be reported. Failure in the comprehensive examinations is considered final unless the student petitions for a re-examination, the supervisory committee and the head of the academic unit recommend, and the Vice Provost for the Graduate College approves the re-examination.
7. Candidacy. Upon successful completion of Comprehensive Exams and Dissertation Prospectus, the Vice Provost for the Graduate College will send you a letter (viewable in your My ASU) showing you have advanced to candidacy.

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

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

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

DATE ORAL COMPREHENSIVE EXAMINATION TAKEN	DATE WRITTEN COMPREHENSIVE EXAMINATION TAKEN

Part III: Examination Results

PLEASE TYPE NAMES OF COMMITTEE	SIGNATURES	PASSED (✓)	FAILED (✓)
CHAIR		☐	☐
MEMBER		☐	☐
MEMBER		☐	☐
MEMBER		☐	☐
MEMBER		☐	☐
MEMBER		☐	☐

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

PASSED ☐	FAILED ☐	SIGNATURE, HEAD OF ACADEMIC UNIT	DATE

Part V: Approval of the Dissertation Prospectus

TITLE OF THE DISSERTATION

DATE: (MM/DD/YY)

PLEASE TYPE NAMES OF COMMITTEE	SIGNATURES	PASSED (✓)	FAILED (✓)
CHAIR		☐	☐
MEMBER		☐	☐
MEMBER		☐	☐
MEMBER		☐	☐
MEMBER		☐	☐
MEMBER		☐	☐

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

Dissertation Prospectus Assessment

NAME OF STUDENT (Last name, first name, middle initial)		10 DIGIT ASU AFFILIATE ID#

Degree	MAJOR
PhD	Human & Social Dimensions of Science and Technology

DISSERTATION PROSPECTUS TITLE	COMPLETION DATE – MM/DD/YYYY

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

DISSERTATION PROSPECTUS EVALUATION RUBRIC

AREAS OF PERFORMANCE	4 EXCEPTIONAL (Professional Level Work)	3 MEETS EXPECTATION (Above Average)	2 BORDERLINE MEETS EXPECTATION (Average Performance Level)	1 BELOW EXPECTATION	0 INFORMATION NOT PRESENT
	Rarely but occasionally seen	Meets expectations of the degree program for passing and is extremely well done	Met the average expectation but not sufficient for passing	Promising, but not quite there	Not enough work completed to score
1. **Justification** - Identifies and justifies an important theoretical problem					
2. **Feasibility** - Documents the feasibility of the size and scope of the project					
3. **Methods** - Presents a well designed research plan for collecting, collating, and analyzing data					
4. **Grammar and Rhetoric** – follows the proper protocol of writing and appropriate words and language					
5. **Written Communication** – Presents the justification, methods, and feasibility proposal in a coherent and compelling narrative structure					
6. **Oral Communication** – Clearly presents and debates the prospectus in a coherent and knowledgeable manner					

Average Score over all six Areas of Performance _____ **(average score of 3 required for passing)**

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

YEARS 4 and 5

TERMS 7-9

REQUIRED CREDITS for each TERM = 1
RECOMMENDED CREDITS for each TERM = 1
REQUIRED CLASSES:

☐ HSD 799 Dissertation (1 each term)

CONTINUE DISSERTATION RESEARCH

☐ Hold a meeting *each term* with your **Dissertation Supervisory Committee** to review progress.

☐ Once you have completed 2-3 dissertation chapters, contact your committee to set up a time for a **Preliminary Dissertation Seminar** to present your research to your committee and the HSD program faculty and students. Contact HSD Academic Advisor in SFIS to schedule your seminar.

☐ **NOTE: Students are required to use the ASU Graduate College Format Wizard for their dissertation.**

☐ **Review your Plan of Study** to make sure your transcript matches your Plan of Study. If not, contact the HSD Academic Advisor in SFIS to help you with POS reviews.

☐ **At the end of each Spring Term**, you will receive an **Annual Progress Report** to complete and return to HSD Academic Advisor in SFIS.

FINAL TERM 10

REQUIRED CREDITS = 1
RECOMMENDED CREDITS = 1
REQUIRED CLASSES:

☐ HSD 799 Dissertation (1)

DEFEND DISSERTATION

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

☐ **Submit a draft dissertation** to your committee by the *beginning of the term* in which you plan to defend.

☐ Hold a meeting at the **beginning of the term** with your **Dissertation Supervisory Committee** to plan the **schedule and process for defending your dissertation**.

☐ Get feedback from your committee on your draft dissertation and make revisions.

☐ As soon as you have a date for your dissertation defense, submit the **"Permission to Schedule Dissertation Defense"** form and work with the HSD Graduate Program Academic Advisor to **reserve a room for your Dissertation Defense**.

☐ If you have committee members who cannot attend in person, notify the HSD Academic Advisor in SFIS. (https://graduate.asu.edu/sites/default/files/absent-committee-member-procedures.pdf)

☐ Immediately after you reserve your room, go into your My ASU and **officially schedule the defense through the Graduate College**. This must be done no later than 10 working days prior to the scheduled defense date (https://graduate.asu.edu/current-students/policies-forms-and-deadlines/graduation-deadlines)

  o Sign in to My ASU
  o Locate the "My Programs and Degree Progress" box
  o Select the "Defense" tab
  o Click on the "Next Steps" link
  o Click on the "Schedule my defense" link

☐ Once you have submitted the request to schedule a defense through your My ASU, the **request must be approved by your academic unit**; your defense is not officially scheduled until approved.

(continued on next page)

(FINAL TERM 10 continued)

☐ Once your committee agrees that you have a defense ready dissertation draft, and you have scheduled your defense, you must **submit your complete, defense ready document** both to your committee, at least two weeks before the defense, and upload to your iPOS under the Format tab within 10 calendar days of your defense.

☐ Complete the **Survey of Earned Doctorates**.

☐ **Apply for Graduation** through My ASU (pay attention to deadline!).

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

☐ **Defend your Dissertation and make sure all committee members approve the "Doctoral Dissertation Defense Pass/Fail" form within your online Plan of Study.** If revisions are required, make sure you complete them before the deadline.

☐ Remember that you will have to go through the Graduate College format approval after revisions in order to receive final format approval.

☐ The committee will review any requested revisions and, when satisfied, the Committee Chair/Co-Chairs will go back into your online Plan of Study to approve the final revisions.

☐ **Submit final Dissertation document to UMI/ProQuest**. You must have completed the following before you can upload to ProQuest:
  o **Final Pass/Fail approval from all committee members** (all revisions required by committee/chair must be completed at this point)
  o **Receive approval from the Graduate College** (Ready for ETD/ProQuest) to upload to ProQuest

Human and Social Dimensions of Science and Technology
Graduation Guidelines and Permission to Schedule Dissertation Defense

Form instructions:
1. The student completes all sections of the form other than signatures.
2. Committee members sign indicating the student may officially schedule the final dissertation defense with the Graduate College.
3. HSD Degree Program Chair signs indicating program approval.
4. Student submits form to HSD Graduate Program Academic Advisor.

Name: ID Number: Date:

Part I. Requirement completion

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

Part II. Dissertation Defense Details

Defense Date:

Defense Time:

Defense Type: ☐ Zoom ☐ ASU Sync ☐ In-Person

If ASU Sync or In-Person, how many people to do expect to attend? (needed to secure a room)
NOTE: Defenses are scheduled into ASU Classrooms. Masks are required. NO food or drink allowed in the classroom.

Part III. Committee Approval

Date	
Please Type Names of Committee	**Signatures**
Committee Chair (or Co-Chair #1)	
Co-Chair #2 (if applicable)	
Member	
Member	
Member	

Part IV. Program Approval

HSD Degree Program Chair	Signature	Date