

GRADUATE HANDBOOK: Doctoral Program in Sociology

GUIDE TO GRADUATE PROGRAM PROCEDURES

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Graduate School Catalog On-Line:
<https://catalog.asu.edu/>

ASU Graduate School On-Line Application:
<https://webapp4.asu.edu/dgsadmissions/Index.jsp>

NOTE: This handbook is currently under review by the Graduate College and subject to change.

Access archived versions of the handbook at:
<https://thesanfordschool.asu.edu/resources/graduate-students/handbook-archives>

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I. Program Goals

The Ph.D. program in Sociology at Arizona State University (ASU) is housed in the T. Denny Sanford School of Social and Family Dynamics (SSFD). This Doctoral Program in Sociology Graduate Handbook is intended to serve as a guide to both faculty and students in matters related to the doctoral program in sociology. **The information in this Graduate Handbook serves as a supplement to the Graduate College Policies and Procedures set forth by ASU (<https://graduate.asu.edu/current-students/policies-forms-and-deadlines/policy-manuals>).** **All students are expected to be familiar with and observe all requirements and procedures as defined in those publications.**

The program is designed to provide students with grounding in critical sociological theories and training in a wide range of methodological approaches, while providing opportunities to engage in ongoing research projects at ASU. An emphasis is placed on approaching sociological questions through interdisciplinary collaboration. Students in the program are offered diverse and stimulating environments for asking societally important questions and are provided with the theoretical and methodological training, mentoring, and research opportunities for collecting and analyzing data, and disseminating findings. To assist in these efforts, the doctoral program in sociology offers rigorous training that: (1) engages interdisciplinary critical social theories, (2) uses innovative qualitative, quantitative, and mixed methodologies, (3) advances efforts for equity and inclusion in society, and (4) focuses on social issues affecting our immediate communities.

Drawing on the strengths of sociologists across ASU, the program is designed to be flexible enough to accommodate a wide variety of student interests. Currently, the sociology doctoral program specializes in the following substantive areas: inequality, poverty and mobility; race, class, and gender; youth, family, and the life course; community and urban sociology; Latinx sociology; and health disparities.

Students entering the program have diverse academic backgrounds and professional goals. As such, the requirements for the program are designed to be as flexible and individualized as possible. Individual coursework and research plans will be developed by students in consultation with their advisors and with the director of the graduate program. Access to sociologists across ASU allows students to have maximal exposure and access to graduate faculty and the resources available. The innovative and intellectually rich academic environment of the sociology program is designed to facilitate engagement and retention, and to maximize successful outcomes for students in either the academic or non-academic job market.

Doctoral Program in Sociology Graduate Committee

The sociology graduate committee has responsibility for the coordination and administration of such matters as admission of students, examinations, selection and assignment of graduate assistants, standards, and recruitment. The committee assists and guides the students in their graduate work and addresses any questions, problems, or suggestions related to the program. The committee will include at least three members of the sociology graduate faculty from SSFD. The sociology graduate director serves as the chair of the sociology graduate committee.

II. Admissions

Admission to doctoral graduate study in Sociology requires the submission of all application materials cited in the *Graduate College* (<https://webapp4.asu.edu/programs/t5/majorinfo/ASU00/LASOCPHD/graduate/false>). At a minimum, applicants to the PhD program are expected to meet GPA requirements established by the Graduate College.

In addition to the application form and materials (including official transcripts and official TOEFL test results for international applicants) as required by the Graduate College (please see <https://webapp4.asu.edu/dgsadmissions/Index.jsp>), the following information must be submitted for the supplemental application to the doctoral program in Sociology:

- a. Three letters of recommendation, including at least one from an instructor at the applicant's institution where graduate work was completed and at least one from an instructor at the applicant's institution where undergraduate or graduate work was completed. These letters should be from people who know the applicant as a student or in a professional capacity. Letters from family members or friends do not meet this criterion.
- b. Resume or curriculum vitae that summaries academic and employment experiences.
- c. One writing sample.
- d. Personal statement. Must be three pages or less, double-spaced, and address the following:
 - i. State your professional goals and reasons for desiring to enroll in this program.
 - ii. Describe your strengths that will help you succeed in the program and in reaching your professional goals.
 - iii. Describe, in detail, your research experience (include a description of your master's thesis if applicable). Describe the relevant responsibilities you have held.
 - iv. Indicate your personal research interests as specifically as possible.
 - v. Include any additional information that you feel will help the committee evaluate your application.

Optional: Certified scores on the General Graduate Record Examination GRE (verbal, quantitative, analytical).

All materials must be submitted online via the Graduate College. **All completed materials must be received by December 1** to be considered for admission to the fall term of the following academic year. There is no spring admission. ***Acceptance into the doctoral program in sociology is contingent upon completion of a master's degree in sociology or another social science (e.g., anthropology, economics, political science) before the start of the sociology program.*** Applicants with master's degrees in a field other than sociology must demonstrate that their degrees meet the typical sociology program's requirements for completion of the master's degree. Each application will be evaluated individually, and all applicants will be judged on the same criteria.

Credentials submitted by the applicant are evaluated by the Graduate College and by the sociology graduate committee. All applicants who pass the preliminary review qualify for the final review. Top candidates are invited to on-campus visits whenever feasible. The committee recommendation is forwarded to the Graduate College, which makes the final admission decision and notifies both the student and SSFD.

Admission Decisions

There are three possible decisions: admit with regular status, admit with provisional status (which stipulates specific requirements or contingencies for the applicant), or deny admission.

Regular admission is granted when the applicant meets the criteria of adequate area preparation, satisfactory grade point average, favorable letters of recommendation, completed CV and Personal Statement, and when enrollment limits have not been met. Under normal circumstances, only those applicants who can reasonably expect to be funded will be accepted.

Provisional admission is granted *either* when the applicant has less than a satisfactory academic record but shows potential for high achievement as a graduate student as evidenced by high GRE scores and/or strong letters of recommendation, or the applicant meets the criteria for regular admission but has had insufficient preparation for the designated area for the graduate study. In such cases, the conditions for admission are stated on the letter of acceptance. The student must meet these stated conditions prior to advancement to regular status. *The student is responsible for initiating a change in graduate classification after the conditions of provisional admission have been fulfilled.* If the conditions for admission are not met within two semesters of the student's admission, the student will be asked to leave the program. Students who are dropped from the program may reapply for admittance when they can present evidence that the conditions for provisional admission have been met. Presentation of such evidence does not guarantee re-admittance.

Admission is denied when either the student does not meet the requirements necessary for admission, the student does not rank sufficiently high to be selected for available slots, it is deemed that graduate programs fail to match applicants' needs, goals, and interests, or no faculty advisor is available.

III. Doctoral Committee

A student's doctoral committee has three members: (1) the chair of the committee, who must be an SSFD Sociology faculty or a Sociology faculty affiliate, and (2) at least two additional members, one of whom must be an SSFD Sociology faculty if the chair is a sociology affiliate faculty. The committee members may be tenure track, non-tenure track, or academic professionals at ASU. Other academic units include departments and schools on the main campus, other ASU campuses, or faculty from other universities (if approved by the sociology graduate committee and Graduate College). Any member of the doctoral committee who holds a PhD degree may serve as a co-chair. The function of this committee is to provide general guidance to the student in their doctoral dissertation research, advise and direct the dissertation, coordinate the comprehensive exam, proposal defense, and conduct their final oral examination.

The chair for a doctoral committee is established at the initiative of the student, in consultation with the potential chair. Students are encouraged to approach faculty members or meet with the sociology graduate director for guidance in the selection of a chair and committee members. A student's preference for a chair and committee members is based on the student's area of research interest.

The chair is the primary person to whom the student should turn for help or guidance in connection with their doctoral work. The chair:

- a. Serves as curriculum advisor
- b. Supervises the comprehensive exam
- c. Supervises the dissertation project and chairs proposal defense
- d. Administers the final oral defense of the dissertation
- e. Keeps the graduate programs coordinator apprised of any changes in the student's address, status, doctoral committee membership.

Committee chairs must be members listed as graduate faculty in sociology (see Section XVI). Faculty members who are not listed on the graduate faculty in sociology list may apply to the sociology graduate committee to be added to the list of Graduate Faculty (<https://graduateapps.asu.edu/graduate-faculty>). The student's research interests should match the chair's expertise and interests. Emeriti faculty may continue to serve as chair of the doctoral committee for one year upon retirement. The official appointment of the chair and members of the doctoral committee is made by the Graduate College upon the recommendation of the sociology graduate director and director of SSFD.

The student may request a change of committee chair or members at any time. This should be done through a written request to the sociology graduate committee. Official approval and action on this are taken by the Graduate College, after receipt of their official form for this purpose, upon recommendation by the sociology graduate director and the director of SSFD.

IV. Program Requirements

In general, doctoral students in the sociology program whose master's degrees are approved need 54 semester hours to graduate and are expected to complete the program and successfully defend their dissertation in 5 years.

Approval of Plan of Study: A doctoral plan of study should be thoughtfully and carefully worked out with the doctoral supervisory committee so that it meets the goals and objectives of the school, the program, and the student as well as the requirements set forth in this document. Courses are selected by the student according to guidelines for the doctoral program, after consultation with the supervisory committee. Students who have earned an appropriate master's degree at another institution may transfer up to 30 hours from that degree into their doctoral plan of study upon approval of the sociology graduate director. The plan of study should be completed and approved by the supervisory committee by the semester in which students earn 50% of the required hours for degree completion (usually within the first two years of graduate study). Additional information on the iPOS system and submitting your plan of study can be found at: (<https://graduate.asu.edu/current-students/completing-your-degree/your-plan-study-ipos>).

Changes to Plan of Study: Necessary changes can be initiated and petitioned by the student. The change must be approved by the student's supervisory committee chair, the supervisory committee, the school director, sociology graduate director, and by the Graduate College. Per Graduate College policies and procedures, graduate students must be registered for a minimum of one hour of appropriate graduate level credit in the department/school in which they are pursuing their degree program. See Continuous Enrollment, Leave of Absence, and Registration Requirements located in section IX. See Performance Reviews and Student Expectations of this handbook for additional information.

Program of Study

The following Program of Study is recommended:

Year 1

In the first year of the Ph.D. program, students will take *Perspectives in Sociological Inquiry* (SOC 603), a course that provides an overview of core theoretical frameworks and associated analytic approaches in sociology. The course will provide students with foundational and advanced research tools, introduce them to ongoing sociological research at ASU, highlight the distinctive contributions of sociological perspectives to inter- and trans-disciplinary projects and potential opportunities for research collaboration. Students will also take two theory courses. *Sociological Theory* (SOC 585) will expose students to critical sociological theories while *Applied Social Theory* (SOC 685) will expose students to theoretical paradigms and concepts in sociology and their application to specific sociological questions. In addition, students will take a qualitative research methods course, and Multivariate Statistics for Social Sciences (SOC 569 or equivalent). Students will also take at least one Substantive Elective, Theory or additional

Methods course in their first year.

Year 2

In the second year, students continue with substantive, theoretical and methodological coursework in their identified research areas and approaches, including Integrative Research Seminar (SOC 791), define their dissertation focal area, identify a doctoral committee and chair, and develop a bibliography for their comprehensive exam. The Integrative Research Seminar will provide a peer-review workshop setting for the development, refinement and improvement of research ideas, analysis, and writing. Depending on the stage in the doctoral program, this seminar will help students develop a dissertation proposal, a journal article or report, a grant or fellowship application, or some other research product. The seminar will also address strategies for publishing in the social sciences, developing an early career research agenda, and engaging with the scientific community. Students will gain knowledge and experience in the peer-review process, professional norms and disciplinary practices, and research presentations to various audiences.

Year 3

In their third year, students will continue with substantive, theoretical, and methodological coursework in their identified areas and approaches, and enroll in research credit hours to complete their comprehensive exam and dissertation proposal. For the comprehensive exam, students will identify a research problem and provide a critical review of the major theoretical frameworks and extant research addressing that problem. In the comprehensive exam, students will delineate the methodological approach best suited to study the problem they identified for their dissertation study. The dissertation proposal will integrate substantive, theoretical, and methodological approaches informing their dissertation research and provide a discussion of preliminary findings.

Year 4

In the fourth year, students will collect and analyze research data, and begin drafting their dissertation. The dissertation may take the form of an academic monograph, a set of three scholarly articles to be submitted to peer-reviewed journals, or another product to be determined in collaboration between the student, the doctoral committee, and the graduate director. Students working with secondary data are encouraged to complete and defend their dissertation in Year 4.

Year 5

In the fifth year, students will complete and defend the dissertation. Students must be enrolled in at least one credit hour in the semester that they are scheduled to defend, but may require enrollment in additional credits to ensure continued funding.

Coursework Requirements**Required Core:**

3 credits SOC 603: Perspectives in Sociological Inquiry

3 credits SOC 685: Applied Social Theory

Additional Requirements:

3 credits SOC 585: Sociological Theory

3 credits SOC 591: Qualitative Research Methods

3 credits SOC 569: Multivariate Statistics for Social Sciences (or equivalent)

6 credits minimum of Methods (Qualitative Track, Quantitative Track, or a combination)*

12 credits minimum of Substantive or Theory Electives at 500-level or higher*

3 credits minimum of SOC 791: Integrative Research Seminar

3 credits minimum of SOC 790: Reading & Conference

3 credits minimum of SOC 792: Research – additional research credits (2-12 credits) may be required in Year 5

12 credits of SOC 799: Dissertation Hours

Total Credits: 54

* Up to 12 credits of Methods, Substantive Electives or Theory courses may be taken outside SSFD, with approval of the academic advisor.

Students will additionally be offered training, either in the form of credit hours (depending on faculty availability and current course offerings) or regular workshops on publishing in sociological journals, teaching pedagogy and practice, presenting at scholarly conferences, and preparation for academic and non-academic job markets.

Specializations: Reference <https://thesanfordschool.asu.edu/degree/graduate/phd-sociology> for potential specialization options. Students do not have to declare a specialization, but those who do will work with faculty for guidance on coursework selection.

Sample Plan of Coursework*

Year 1 (18 Credits)	Fall	Spring
	SOC 603 Perspectives in Social Inquiry (3 credits) SOC 585 Sociological Theory (3 credits) SOC 591 Qualitative Research Methods (3 credits)	SOC 569 (or equivalent) Multivariate Statistics for Social Sciences (3 credits) SOC 685 (or equivalent) Applied Social Theory (3 credits) 3 credits of Methods or Substantive Elective
Year 2 (18 Credits)	Fall	Spring
	9 credits of Methods and/or Substantive or Theory Electives	SOC 791 Integrative Research Seminar (3 credits) 3-6 credits of Methods, Substantive or Theory Electives
Year 3 (12-18 Credits)	Fall	Spring
	3-6 credits of Methods, Substantive or Theory Electives SOC 790 Reading & Conference: Comprehensive Exam Preparation (3-6 credits)	SOC 792 Research: Proposal (6-9 credits)
Year 4 (12-18 Credits)	Fall	Spring
	SOC 799 Dissertation Hours (6 credits)	SOC 799 Dissertation Hours (6 credits)
Year 5 (12-18 Credits)	Fall	Spring
	SOC 792 Research (6-9 credits)	SOC 792 Research (6-9 credits)

*This is only a general guide. Course offerings vary from year to year.

V. Comprehensive Examination

The comprehensive exam allows students to independently demonstrate the breadth and depth of their theoretical, substantive, and methodological knowledge in their chosen area of study and their ability to think critically and synthesize major theoretical and methodological approaches in that area and apply them to their focal area. The comprehensive exam should challenge students to utilize and integrate what they have learned in their coursework and independent study. To fulfill the requirement of the comprehensive exam, students will

prepare a document that includes: (1) a critical review that integrates major theoretical frameworks and research in a substantive topic and a conceptual model (if applicable), and (2) a critical examination of the methodologies used to address the substantive topic, and a research design for their proposed topic. The student's doctoral committee reads and evaluates the comprehensive exam and the student will discuss and present this exam at an oral defense.

The comprehensive exam begins by presenting a pre-proposal that includes a detailed outline of the proposed paper that will constitute the comprehensive exam, including the goals of the paper (research problem, significance, and major theoretical perspectives), the methodological approach to be used, as well as a bibliography to the doctoral committee. The outline should be sufficiently detailed so that the committee can provide feedback and guidance. The pre-proposal is to be included (as a part of the appendices) when the student submits the comprehensive exam to the committee. After submitting the pre-proposal, a meeting is scheduled with the doctoral committee to provide feedback to the student and to decide whether the committee approves the pre-proposal. If the pre-proposal is approved, committee members sign the approval form and the student begins writing his/her comprehensive exam. If the pre-proposal is not approved, the student must revise the pre-proposal based on committee feedback and schedule a new meeting.

Once the doctoral committee approves the pre-proposal the student will begin writing the comprehensive exam and will have three months to complete and submit to all committee members. This theoretical portion of the comprehensive exam consists of a critical review of the major theories and research in the student's chosen area of study and must include the research problem, significance, and major theoretical perspectives. The methodological portion of the exam consists of a research design that includes a comprehensive examination of methodologies used to study the research problem stated in the theoretical portion of the exam. Committees may recommend the student passes, passes with minor revisions, passes with major revisions or fails to pass the theoretical portion of the exam. Students who fail the comprehensive exam may retake it once with the approval of the sociology graduate committee in consultation with the doctoral committee chair.

Timeline. The pre-proposal is to be presented to the doctoral committee at or near the completion of the Ph.D. course work, and preferably at the end of their second year. The comprehensive examination itself should be completed during the third year in the program.

Time to completion of the degree is determined by the date of the comprehensive examination; *students must complete all doctoral program requirements within five years of passing the comprehensive exam.*

A student may experience circumstances that make it difficult to finish the comprehensive exam within the expected timeline (e.g. accident, severe illness). In these rare circumstances, the student and the doctoral committee chair may apply for an extension by submitting a written request that details the reasons for an extension and proposes a new deadline to the sociology graduate committee.

The examination environment. The comprehensive examination is to reflect solely the efforts and abilities of the individual student. Students are allowed to consult their doctoral committee about issues that arise while writing their exam. Consulting with committee members, however, is to be done at the general rather than the specific level. Procedural questions should be submitted to the director of the sociology graduate committee by the student's doctoral committee chair. Consultation about the proposal is limited to these sources.

VI. Dissertation Proposal

After successful completion of the comprehensive examination, the student should prepare a dissertation proposal. At a minimum, the proposal should state the general ideas of the dissertation; present a literature review that assesses what research closely related to the chosen subject has been conducted by other researchers; give a brief exposition of the overall theoretical approach and central questions guiding the study; indicate the type of data to be used and their availability; outline the steps involved in primary data collection, if any; include preliminary findings, and summarize the predicted contributions to knowledge. The structure and content of the proposal will vary depending on the nature of the dissertation, the student's professional goals, and the preference of the doctoral committee chair. Students should consult with their committee early and frequently to determine the most appropriate format of the proposal. It is suggested that the dissertation be completed using one of two formats: (a) traditional dissertation or (b) three original and distinct empirical articles.

For the traditional dissertation option, the proposal should include a statement of the problem, the purpose and significance of the proposed study, a scholarly literature review, the research design and methods, discussion of the specific means by which the data will be analyzed, and preliminary (pilot study) findings. The inclusion of the preliminary findings will ensure that the study is feasible: data collection is accessible, available, and collectable; instruments or statistical measures are tested, refined, and are ready to be implemented, and IRB approval has been secured.

For the empirical articles option, the proposal should include a statement of the problem, the purpose and significance of the proposed study, a scholarly literature review, the research design that includes the particular research questions, specific methods and plan of analysis for each of the three empirical chapters, preliminary findings, and a plan for the integration of the three studies. The inclusion of the preliminary findings will ensure that the study is feasible: data collection is accessible, available and collectable, instruments or statistical measures are tested, refined, and are ready to be implemented, and IRB approval has been secured. Subsequently, the doctoral committee will meet to evaluate, request revisions to, and approve the student's dissertation proposal. In the case of the empirical articles option, it is the responsibility of the doctoral committee to ensure the three empirical articles are distinct (e.g., identical studies that differ only in their dependent variable would be unlikely to be published as distinct articles) and draw on different bodies of scholarship and literatures. After the doctoral committee has approved the dissertation proposal, the student will apply to the Graduate College for admission to candidacy.

As a style manual for dissertations, the Sociology program uses the reference format given in the *American Sociological Review*. Approval of the format for dissertations, and related assistance, should be obtained from the Graduate College.

In general, and if appropriate, students should strongly consider submitting this proposal for outside funding.

Dissertation Proposal Defense

The student should complete the report of the doctoral comprehensive exams form after all of the following have been *completed*:

- a. Completion of all required course work other than the dissertation.
- b. Completion of the comprehensive examination.
- c. Scheduling of the dissertation proposal defense – this oral defense will be conducted after the successful completion of the comprehensive examination. The student and their doctoral committee determine the date of the oral defense of the proposal.

The oral defense of the dissertation proposal consists of an examination of the student's dissertation proposal. The passing of this defense constitutes a "go-ahead" on the dissertation project. The student's doctoral committee conducts the oral defense.

VII. Candidacy

After the successful completion of the dissertation proposal oral defense, the student will submit to the graduate programs staff member the required report/form signed by the doctoral committee who will then submit to the Graduate College on their behalf. Upon receipt of this form, the Graduate College will write a letter admitting the student to candidacy. Students have the responsibility to consult the Graduate College for the timing of obtaining format approval, filing for graduation, and scheduling the dissertation defense. Each must be completed within a specified time period prior to the commencement exercise.

VIII. Dissertation

The doctoral dissertation must be the product of original scholarship and must make a significant contribution to knowledge in the field and demonstrate the student's mastery of systematic research methods. The dissertation may take the form of an academic monograph, a set of three scholarly articles to be submitted to peer-reviewed journals, or another product to be determined in collaboration between the student and the doctoral committee. Students must register for a total of 12 semester hours of dissertation credit.

A copy of the format manual for filing the dissertation is available online at <https://graduate.asu.edu/current-students/completing-your-degree/formatting-your-thesis-or-dissertation/asu-graduate-college>. A careful review of this document well in advance of the preparation of the final copy of the dissertation is strongly recommended, as it outlines all

relevant procedures. Format evaluation of the final copy must be obtained prior to its submission to the Graduate College for the oral defense.

Human Subjects

According to university policy, the University Human Subject Institutional Research Board (IRB) must approve all research involving human subjects. Therefore, if the data to be collected for the research projects involve human subjects, a research proposal must be submitted to the student's supervisory chair for approval prior to submitting the application to the IRB. The graduate student should obtain a copy of the application for the conduct of research involving human subjects (available at <https://researchintegrity.asu.edu/human-subjects>). After approval by the student's supervisory chair, the application is forwarded to the university committee IRB for final approval. The student and the dissertation chair submit the proposal to the IRB together.

Grading of Dissertation Credits

The grades for research credit for dissertation work (course number 799) are handled differently than grades for course work. A mark of Z (i.e., course in progress) will be given for all dissertation credits taken prior to the oral defense. Once the oral defense is completed, all Z's will be changed to Y's (i.e., satisfactory) or E's (i.e., fail) when the faculty member assigns a non-Z grade for the final dissertation credits.

Final Oral Defense

A final oral dissertation defense is required. This examination is conducted by the doctoral committee. A simple majority of votes cast is required for a successful defense. The final oral examination in defense of the dissertation must be held on the Arizona State University campus. The oral defense will be scheduled by the committee with the approval of the Graduate College. *Final oral defense of the dissertation must be taken within five years after passing the comprehensive examinations.* Please see the Graduate College website for the policies and procedures involved in scheduling your final dissertation defense (<https://graduate.asu.edu/current-students/completing-your-degree/about-your-defense>). You will work the graduate programs staff member to schedule your defense and submit final paperwork. The examination must be held on the Arizona State University campus and will be publicized through appropriate channels to the ASU community. The oral defense will be scheduled by the student via the Graduate College and must be approved by the Graduate College. The final dissertation, as approved by the doctoral committee, is submitted electronically using ProQuest.

IX. Performance Reviews and Student Expectations

Timelines

Students in the sociology doctoral program are reviewed each year. The sociology graduate

committee will review progress toward the degree in regard to course completion, GPA, comprehensive examination, and the dissertation. Each year, at the end of the spring semester, students will submit a self-assessment that will detail their accomplishments, while also noting areas where more faculty support would be helpful. Students' advisors will also be asked to submit assessment forms. Students not making satisfactory progress or not in good standing, as described below, will be notified by official letter with the requirement of meeting with a member of the sociology graduate committee to discuss what might be inhibiting progress and a plan to get back on track. If necessary, recommendations regarding continuation, conditions for continuation, and/or funding awards will be made to SSFD director. Benchmarks for timely and satisfactory progress in the doctoral program are described below.

To maintain timely progress toward degree completion, doctoral students are expected to complete all program requirements and defend their dissertation in five years. To complete the program within five years, there are two important benchmarks. First, the comprehensive exam (theoretical and methodological reviews) must be completed in Year 3. Second, the dissertation proposal must be defended in Year 3. Students who fail to complete either of these benchmarks will receive a letter from the sociology graduate committee notifying them that they are not making satisfactory progress toward completion, and will be required to meet with a member of the sociology graduate committee or doctoral committee. If a plan to make progress is not followed, the student may be at risk of dismissal from the program.

A student may appeal actions concerning dismissal by petitioning the program. If there are unusual circumstances that prevent a student from completing the requirements according to the timeline specified above (such as problems accessing a research site or data), the student must submit, in writing, a request for an extension to the sociology graduate director. The request should include the reason that the benchmark is not attainable and a revised timeline. A letter of support for this revised timeline from the student's faculty advisor should also be included. This request for an extension must be submitted no later than the end of the student's third year in the sociology program.

Maintaining Satisfactory Academic Progress

Doctoral students are required to maintain a minimum of 3.0 GPA in (a) all coursework taken for graduate credit (courses numbered 500 or higher; Graduate GPA), (b) all coursework in the student's approved plan of study (including those 400 level courses that are taken for graduate credit; Plan of Study GPA), and (c) all coursework taken at ASU post baccalaureate (Overall GPA). If a student's GPA falls below a 3.0, the student generally is no longer eligible for funding in SSFD.

- a. If any of the Graduate GPA (i.e., GPA for all courses 500 level or higher), the Plan of Study GPA, or the Overall GPA falls below 3.0, the student will be placed on academic probation and receive a deficiency notice from the sociology graduate committee in .
- b. The student will be required to raise the Graduate GPA, the Plan of Study GPA, and the Overall GPA to a minimum of a 3.0 within 9 credit hours or two semesters, whichever comes first. Coursework such as research or dissertation registration that earn either a Z or a Y grade cannot be counted to raise the GPA.

- c. If the student fails to raise the Graduate GPA, the Plan of Study GPA, and the Overall GPA to a minimum of a 3.0 within the allotted time (as defined in b above), the student will receive a letter from the Graduate Committee notifying him/her that he/she will be recommended for withdrawal from the Program.
- d. A student may appeal actions concerning dismissal by petitioning the School Director within 10 business days of receiving the withdrawal notice from the Graduate Committee. Appeals will be reviewed by the School Director and a decision will be rendered. Graduate College policies and procedures will determine whether the student will be withdrawn from the program. Students should refer to the official ASU Graduate Policies and Procedures document for details: <https://graduate.asu.edu/current-students/policies-forms-and-deadlines/policy-manuals>

Incomplete Grades

A grade of “I” (incomplete) is given at the discretion of the instructor only when a student doing acceptable work is unable to complete a course because of illness or other conditions beyond the student’s control. The student and instructor must complete a Request for Grade of Incomplete form (<https://students.asu.edu/forms/incomplete-grade-request>). The grade of “I” should be granted only when the student can complete the unfinished work with the same instructor. If after one calendar year the student has not completed the course for a grade, the grade of “I” will become a permanent part of the transcript. The student will have to re-register and pay fees for the course to receive credit. The grade for the repeated course will appear on the transcript but will not replace the permanent “I.”

If a student has been absent from the program for 7 or more years and wants to return to complete the program, they need to become current and meet current standards of knowledge in the discipline based on their previous progress in the program. If the student enrolled for continuing registration credits but did not enroll in or complete any coursework, in order to become current, the student needs to satisfy certain requirements. Specifically, they would have to take or re-take a written comprehensive examination in the student’s area of research interest. If the student did not enroll in any courses or in continuing registration units, they would need to re-apply for the program and be readmitted. In that case, the sociology graduate committee would recommend the appropriate revised program of study for the student.

Professional Conduct

All graduate students admitted to the sociology program are subject to the general standards of academic good standing of the university. However, academic standards do not necessarily guarantee that a student will graduate from the program. Because students obtaining a degree from the school are often placed in positions dealing with the public, they must also demonstrate the requisite qualifications for successful professional performance, including interpersonal skills, basic communication skills, appropriate professional conduct, and satisfactory performance in field experiences. Please refer to ASU’s Student Code of Conduct: <https://eoss.asu.edu/dos/srr/codeofconduct>. The sociology graduate committee will review students who demonstrate behaviors or characteristics that make it questionable that they can

succeed in the profession. The committee's review may result in a decision to disqualify the student or the specification of conditions under which continued participation is permitted (e.g. probation). Students who wish to appeal the decision of the sociology graduate committee may do so in writing to the Dean of the Graduate College. The sociology graduate committee must approve any exceptions to the retention and disqualification policies and procedures.

Continuous Enrollment, Leave of Absence, and Registration Requirements

All graduate students enrolled in the doctoral program (including students who are doing research, working on theses or dissertations, taking comprehensive or final examinations, or who are using university facilities or faculty time) must be registered for a minimum of one hour of appropriate graduate level credit in the department/school in which they are pursuing their degree program. According to Graduate College policies and procedures, a graduate student who does not enroll at any point during one calendar year (Fall/Spring semesters) is automatically withdrawn from their program. Grades of "W" and/or "X" are not considered valid registration for continuous enrollment purposes. Applications to graduate from the program will not be approved by the Graduate College if there is a break in continuous enrollment.

Graduate students planning to discontinue registration for one semester or more (i.e., take a leave of absence) must submit a *Leave of Absence* request via their iPOS (Interactive Plan of Study) using the Petitions tab and selecting 'Leave of Absence' from the drop down menu when adding a petition. This request must be submitted and approved before the anticipated semester of non-registration. Students may request to maintain continuous enrollment without course registration for a maximum of two semesters during their entire program. Students who do not register for a fall or spring semester without an approved Leave of Absence request 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 by submitting a new application to resume their degree program; the application will be considered along with all other new applications to the degree program. Students should refer to the official ASU Graduate Policies and Procedures document (<https://graduate.asu.edu/current-students/policies-forms-and-deadlines/policy-manuals>) for details.

Withdrawal from Classes and Program

Course Drop/Withdrawal. You may remove a class from your current schedule by dropping/withdrawing from it up until the appropriate deadline for that class. You can request a drop/withdrawal from a class by signing into My ASU, clicking on the Registration link in your My Classes box, and selecting Drop/Withdrawal. The timing of when you make your request determines whether it is a drop or a withdrawal. The Academic Calendar (<https://students.asu.edu/academic-calendar>) lists specific dates and deadlines for each semester.

- a. Before the drop/add deadline: A drop/withdrawal request made prior to the drop/add deadline for your class will be considered a drop. A drop will remove the class from your

current schedule with no record of your enrollment in the class on your official transcript.

- b. After the drop/add deadline: A drop/withdrawal request made after the drop/add deadline for your class will be considered a withdrawal. A withdrawal will remove the class from your current schedule and will result in a grade of “W” on your official transcript. The grade of “W” has no impact on your GPA. A “W” grade does lower the student’s pace rate, which is a measurement of credit hours *attempted* versus credit hours *successfully completed*. The only way to avoid a “W” grade is to drop the class during the university’s add-drop period.

Complete Session Withdrawal. If you no longer plan on attending or completing your classes in a given session, you can remove all of them from your current schedule by requesting a complete session drop/withdrawal up until the appropriate deadline. This should be viewed as a last resort as there may be serious academic and financial consequences. Carefully consider the Continuous Enrollment policy as it relates to a complete session withdrawal/drop. The timing of your request determines whether it is a drop or a withdrawal. Note that according to Graduate College policies and procedures, admitted graduate students are required to be registered for a minimum of one appropriate graduate level credit hour during all phases of their graduate education, including the semester he/she is admitted. Applications to graduate from the program will not be approved by the Graduate College if there is a break in continuous enrollment. You are strongly encouraged to contact the graduate programs staff member if completely withdrawing from a session would result in a break in continuous enrollment.

Voluntary Complete Withdrawal from a Graduate Degree Program. Students who wish to entirely withdraw from a graduate degree program can do so using a Voluntary Complete Withdrawal from a Graduate Degree Program form (<https://students.asu.edu/voluntary-withdrawal-form>). International students should also contact the International Student and Scholars Center (ISSC) before submitting a *Voluntary Withdrawal* form, as it most likely will affect their visa status. Once processed, students must fully re-apply and be re-admitted to the university to resume graduate enrollment. Note that this form/procedure does not withdraw students from courses for any semester. Students may choose to complete the courses in which they are currently enrolled or must contact the Registrar’s Office to withdraw from courses for which they are registered.

Compassionate and Medical Withdrawals

Due to unfortunate circumstances, students sometimes need to withdraw from courses. The policy for medical/compassionate withdrawals is listed at the following location:

<https://thecollege.asu.edu/resources/medical-withdrawal>

X. Time Limits and Registration Requirements for Ph.D. Students

Maximum Time Limit

Candidates must take the final oral defense of the dissertation within *five years* after passing

the comprehensive examination. Exceptions must be approved by the doctoral committee, the head of the academic unit and the Graduate College, and ordinarily will involve passing new comprehensive examinations.

Registration

All graduate students doing research, working on theses or dissertations, taking comprehensive or final examinations, or who are using university facilities or faculty time, must be registered for a minimum of one hour of appropriate graduate level credit in the department/school in which they are pursuing their degree program.

Dates and Deadlines

Students should pay careful attention to dates outlined in ASU's Academic Calendar (<https://students.asu.edu/academic-calendar>). Important dates, such as the start, end, and withdrawal deadlines for each session are included in this calendar. Check these and other dates carefully. Specific dates and deadlines that apply to all graduate students can be found at <https://graduate.asu.edu/current-students/policies-forms-and-deadlines/graduation-deadlines>.

When in doubt, check your graduate catalog or visit with a staff member in the Graduate College.

XI. Financial Support

A doctoral applicant for ASU financial aid must be regularly admitted to a degree program before being appointed to an assistantship. Students on provisional admission will not be eligible for this type of support. There are two primary sources of financial support for graduate students that are available through SSFD. These include teaching and research assistantships. Both teaching and research assistantships provide a stipend, student health insurance, and tuition. All students are required to seek in-state residency status as soon as possible. Residency requirements can be found at:

<https://students.asu.edu/residency>. The number of research and teaching assistantships vary from year to year depending upon the number of current and entering graduate students who are eligible for support and the financial support available to the school. Research assistantships also vary depending upon funding levels and the number and types of research grants with which faculty are involved.

The following guidelines are designed to help the school provide financial support for the maximum number of eligible students while recruiting the strongest possible students into the program and simultaneously encouraging completion of graduate programs within a reasonable time frame.

Students admitted to the doctoral program receive priority for assistantship support. Support is limited to up to five years of funding with the time period beginning the first semester of enrollment in the program for doctoral students, provided that (1) students remain in good

standing, (2) students are making timely progress toward degree completion, and (3) budgets allow for assistantships.

Teaching Assistantships

Students with these awards assist faculty in a variety of ways to prepare for, teach, and/or manage undergraduate and graduate courses.

Research Assistantships

Research assistantships provide students with support to work with a faculty mentor on research projects. These awards are available from individual faculty when grant moneys allow and from funds within the school. The scope and nature of work varies from project to project. Faculty will recruit for these positions. There are no limits on number of years research assistantships can be held.

Please also review the TA/RA Handbook found at <https://graduate.asu.edu/current-students/policies-forms-and-deadlines/policy-manuals>.

Other Sources of Funding

Doctoral students are also strongly encouraged to seek pre-doctoral fellowships and dissertation research funding beyond those opportunities available in the school. Sources of funding include federal grant programs, professional organizations, and foundations. Students should consult with their faculty advisors about their plans to seek external funding.

Travel grants may be available for graduate students whose papers have been accepted for presentation at national or regional meetings. Usually SSFD provides some funding and matching funding may be available from the Graduate College or through the Graduate and Professional Student Association (GPSA). Go to the Graduate College web page for details on travel funds and other sources of funding for graduate students (currently found as: <https://graduate.asu.edu/current-students/funding-opportunities>). It is the student's responsibility to follow instructions provided, fill out the appropriate forms, and ensure confirmation of being approved for award.

Other Financial Resources

Financial Aid and Scholarship Services: <https://students.asu.edu/contact/financialaid>

FASS cost of education: <https://students.asu.edu/financialaid/costs>

- Student Budget Worksheet: <https://students.asu.edu/financialaid/budget>
- Graduate Student Cost of Attendance: <https://students.asu.edu/standard-cost-attendance#graduate>

Funding opportunities as listed on the Graduate College website:

<https://graduate.asu.edu/current-students/funding-opportunities>

Resources from International Students and Scholars Center (ISSC) for international students

- General resources: <https://issc.asu.edu/departments/faculty-staff/resources-students>
- Financial aid: <https://students.asu.edu/financialaid/apply/international>
- Tax information: <https://issc.asu.edu/content/tax-information>

Tuition and Fees

Tuition is set by ASU and the Arizona Board of Regents each year. Students can estimate tuition and fees costs online: <https://students.asu.edu/tuition>. While many students in the program receive teaching and/or research assistantships during the academic year (fall/spring) that provides tuition remission (fees are the responsibility of the student), tuition and fees are not covered for summer sessions. If a student is not awarded an assistantship and has not obtained other funding that offers a tuition waiver, the student is responsible for tuition and fees for the program. Tuition and fees vary depending on residency status; residency requirements can be found at: <https://students.asu.edu/residency>.

Student Accounts

Students can use the Finances tab in My ASU to access information about student accounts, including account charges, financial aid, and scholarships. For assistance, students are encouraged to contact Student Business Services (<https://students.asu.edu/contact-tuition-billing>). They can answer questions about tuition and billing, student refunds (including financial aid disbursement), receipt and payment processing, support for past due accounts, third party sponsorship assistance, and Perkins Loan repayment. Students are responsible for verifying the accuracy of their student accounts and refunds received. If any overawards (<https://students.asu.edu/policies/overawards>) or overpayments occur, it is the student's responsibility to rectify their account.

Rights, Duties, and Responsibilities of Graduate Assistants

A half-time assistantship requires 20 hours of work per week, and a quarter-time assistantship requires 10 hours of work per week. Please refer to the ASU TA/RA Policies and Procedure Handbook: <https://graduate.asu.edu/current-students/policies-forms-and-deadlines/policy-manuals>.

All teaching and research assistants are expected to report for work at the beginning of the academic year (approximately August 16 through May 15) to the faculty to whom they are assigned. Their term of employment runs for the full academic year for those assigned assistantships for both semesters, for the full semester for those assigned an assistantship for a single semester. All graduate assistants must enroll in at least 6 hours of course work each semester.

Graduate assistants must clear vacation time and time away from their assistantship duties with their assigned faculty prior to making plans. Assistants should remember that they are paid throughout the academic year and are responsible for fulfilling their duties during this time period. This includes the periods of the academic year when classes are not in session (e.g.,

Spring Break).

All graduate assistants will be assigned to one or more faculty for a set amount of hours. Students may request specific assignments if they desire and efforts will be made to grant these requests. Graduate assistants should maintain logs of hours worked and duties performed. Graduate assistants are required to be available to faculty for the number of hours per week they are assigned. In some instances, this will require that they keep a flexible schedule. Working outside of one's graduate assistantship is strongly discouraged. If graduate assistants have outside employment, it is expected that their assistantship responsibilities take precedence.

Each assistant has the responsibility of contacting the faculty member or members to whom they have been assigned during the week before the semester begins to discuss their duties and obligations. The assistant's attitude and behavior in the performance of duties reflect not only upon themselves, but also upon the school and university.

It is very important that graduate assistants accept and meet their responsibilities in a dependable manner. Failure to do so can result in the graduate assistantship not being renewed for future semesters. Each faculty member has, of course, the responsibility of maintaining realistic expectations regarding the amount and nature of work to be contributed by the assistant. At the end of each semester, graduate assistants are required to fill out an evaluation form to discuss performance with their assigned faculty member(s).

In the event of any grievance with a faculty member, graduate assistants should feel free to consult any member of the sociology graduate committee. If that person cannot resolve the problem, the matter may be brought before the entire committee. The SSFD director could then, or earlier, be consulted. Appeal procedure beyond the school is by petition of the student to the Graduate College (see the *Graduate Catalog* for more information).

Administrative Matters Relating to Assistantships

Teaching assistants are expected to report for duty the first day of orientation and advisement. The Graduate College holds a university-wide orientation for new teaching assistants before the semester begins, as well as seminars throughout the semester. New TAs are *required* to attend the orientation.

Graduate assistants must complete various payroll forms. Deadlines for this are quite early in order for the first check to be received on time. Assistants should inquire about these deadlines from SSFD business manager.

Assistantships are ordinarily awarded on the basis of one academic year. Renewal of the assistantship is *not* automatic, but is based upon the graduate assistant's accomplishments, performance, and progress during the preceding year, as well as on the availability of funds. Graduate assistants not wishing to be considered for renewal should inform the sociology graduate director by March 1st. Each year graduate assistants will be evaluated periodically, and

especially when applying for renewal of the assistantship.

Teaching Assistants' Duties and Responsibilities

Normal responsibilities for teaching assistants can include but not be limited to advising, lecture preparation, lecturing, exam preparation, proctoring exams, grading, supervising group projects, meeting with students, and other relevant activities related to teaching. Duties are assigned to graduate assistants in the interest of contributing to their professional education. Each assistant has an obligation to work the assigned number of hours. Each teaching assistant should meet with their assigned faculty member(s) prior to the start of classes each semester to establish what will be required of them.

If a graduate assistant is required to attend lectures or read preparatory material for a faculty member's class, the time spent in classroom or reading the required material counts toward the total assigned hours.

Throughout the semester, every effort should be made by both the graduate assistant and the faculty member(s) to plan and coordinate the assignment of duties and hours so that no undue burden exists for either person. This includes planning around the times required for specific duties, e.g., proctoring examinations, attendance at required meetings, etc. During the last two weeks of a semester, this coordination of duties is considered to be especially important.

Research Assistants' Duties and Responsibilities

The duties and responsibilities for research assistants revolve around normal activities involved in conducting research. These can include, but not be limited to library searches, research proposal preparation, laboratory work, instrument development, gathering data, computer work, data analysis, manuscript preparation and writing, and related activities. Research assistants are expected to meet with their assigned faculty member prior to the start of classes to establish what specifically will be required of them.

XII. Student Responsibility

It is the responsibility of each student to understand and observe all procedures and requirements specified by the ASU Graduate College and the School of Social and Family Dynamics. All students are required to read and understand the Doctoral Program in Family and Human Development Handbook and ASU's [Graduate Policies and Procedures](https://graduate.asu.edu/sites/default/files/asu-graduate-policies-and-procedures.pdf) (<https://graduate.asu.edu/sites/default/files/asu-graduate-policies-and-procedures.pdf>) and to adhere to the [Student Code of Conduct](https://eoss.asu.edu/dos/srr/codeofconduct) (<https://eoss.asu.edu/dos/srr/codeofconduct>). Faculty and staff provide academic advice and assistance, but the ultimate responsibility for meeting degree and other requirements remains with the student. Students should frequently check their MyASU page for notifications about enrollment, billing and financial aid, and other reminders and are responsible for the information and deadlines stated on their MyASU page.

ASU Email

All ASU students are required to have an active ASU email address. Students may forward their ASU email to another preferred account. It is important that students check their ASU email frequently, so they do not miss important notices. Arizona State University and the School of Social and Family Dynamics conduct their business via ASU email only.

Sexual Harassment

The university prohibits sexual harassment by employees and students and will not tolerate sexual harassment that interferes with an individual's work or educational performance or creates an intimidating, hostile, or offensive working, learning, or residential environment. Please visit ASU's Sexual Violence Awareness and Response site (<https://sexualviolenceprevention.asu.edu/>) to learn more about rights and responsibilities, how to report an incident and how to get immediate assistance and confidential support.

Student Code of Conduct

The Arizona Board of Regents (ABOR) Student Code of Conduct (<https://public.azregents.edu/Policy%20Manual/5-308-Student%20Code%20of%20Conduct.pdf>) sets forth the standards of conduct expected of students who join the university community. Students who violate such standards will be subject to disciplinary sanctions in order to promote personal development, protect the university community, and maintain order and stability on campus and in associated learning environments.

Academic Integrity

The School of Social and Family Dynamics takes academic integrity seriously and requires students to:

- a) have a good understanding of what academic integrity is (<https://provost.asu.edu/academic-integrity>) and why it is important (<https://provost.asu.edu/academic-integrity/impact>); and
- b) understand what types of activities and behaviors violate the student honor code (<https://provost.asu.edu/academic-integrity/honor-code>) and ASU's academic integrity policy (<https://provost.asu.edu/academic-integrity/policy>) as well as have an awareness that resources (<https://provost.asu.edu/academic-integrity/resources/students>) exist to help prevent academic integrity violations.

Each college/school has an academic integrity officer (<https://provost.asu.edu/academic-integrity/officers>) who can address questions related to academic integrity. If there are questions, students should reach out to officers from the college/school that offers the course students have questions about.

Finances

Students are responsible for verifying the accuracy of their student accounts, such as payments made and refunds received. If any overawards (<https://students.asu.edu/policies/overawards>)

or overpayments occur, it is the student's responsibility to rectify their account. Financial aid polices can be found here: <https://students.asu.edu/financialaid/policies>.

XIII. Miscellaneous

Upon arrival on campus, the new graduate student should contact the associate sociology director of SSFD. In addition, graduate students will be provided electronic copies and/or links of this manual and other relevant material. Normally, the associate sociology director or sociology graduate director will have an orientation meeting for new graduate students during the week before classes begin.

XIV. SSFD Facilities

Teaching and research assistants may use the space and equipment provided in the Graduate Student Center (Cowden 206). Students are not to install software onto school computers without the expressed permission of the School Director and the University Technology Office (UTO). The copy and fax machines in the school office are available for use only when authorized by the supervising faculty. Any abuse of these privileges can result in disciplinary action and may result in the student being charged for inappropriate use. Slide projectors, overhead projectors, VCR's, and tape recorders are also available for use by graduate assistants for school related activities authorized by supervising faculty. Supplies such as letterhead and envelopes, paper, note pads, pens and pencils, etc. can be obtained through the front office personnel only with the authorization of supervising faculty. Seminar and meeting rooms are available by reservation for conferences, presentations, meetings, or oral defenses. Reservations are made through the front office personnel or online system. Phones are available for local calls only. Any long distance call must be pre-approved by the supervising faculty and the school administrative assistant. Office space, desks, and mailboxes are provided for all graduate assistants in the Graduate Student Center (Cowden 206). Desks, computers, and rooms are available on a first-come basis and are not permanently assigned.

XV. Graduate and Professional Students Association

Graduate and Professional Students Association (GPSA) represents all ASU graduate students, regardless of location, and provides useful resources and support to graduate students. Visit <https://gpsa.asu.edu> to learn more.

XVI. First Year Advisors

All incoming sociology doctoral students are assigned a First Year Advisor. The First Year Advisor is a faculty member who serves as a temporary resource to help guide a first year student's activities. The faculty advisor is expected to meet with the student at least once at the beginning of the semester (or more often as needed). The advising relationship may evolve into a mentoring one over time by upon mutual agreement by the student and faculty member. This assignment is initially temporary and serves as a formal point of contact for new students.

XVII. Ph.D. Program in Sociology Faculty

A current listing of graduate faculty in sociology, along with their unit affiliations, research areas, and endorsement to chair dissertations, can be found at <https://thesanfordschool.asu.edu/degree/graduate/phd-sociology>

XVIII. Graduation

iPOS completion: The interactive plan of study (iPOS; <https://graduate.asu.edu/current-students/completing-your-degree/your-plan-study-ipos>) is the student's official contract with the department and the university. It lists all the classes the student plans to take to complete the degree and indicates who is on the student's supervisory committee. The Graduate College states that the deadline is when the student has completed 50 percent of their coursework. The iPOS must have a committee chair listed when it is first submitted and the remaining committee members must be added once the committee for the comprehensive exams has been established. Upon approval, students are expected to keep the iPOS up-to-date by checking it at the start of each semester and making changes as needed.

The student must have a completed iPOS on file in order to apply to graduate. An iPOS must not show any errors generated by the system, no "I", "Z", "D", or "E" grades, and must be approved by the School and the Graduate College before applying to graduate.

Applying to Graduate: After confirming the iPOS has been approved, students can log onto MyASU and click on "Graduation" under the "My Programs and Degree Progress" module, where students will find a link to the Graduation Application. Students must follow graduation application deadlines shown by the graduation application link on MyASU. If students apply after the deadline, a late fee will be imposed on the application by the Graduation office. After completing the graduation application form online, the registrar will review the student's iPOS to make sure that they meet degree requirements. The Registrar is not, however, in charge of events and ceremonies.

Graduation Ceremonies: Graduating students have a number of choices when it comes to selecting which ceremony or ceremonies to attend. Typically, these ceremonies are held at varying times/dates so students can choose to attend one, all, or none of the ceremonies described below. Tickets and a timely RSVP are typically required in order to attend the following ceremonies. Be sure to review the appropriate websites and my.asu.edu in order to RSVP and request tickets for guests. You can view a summary of available ceremonies and ceremony dates and times by visiting <https://graduation.asu.edu/ceremonies/latest>.

- a. *Graduate Commencement:* This ceremony, hosted by the Graduate College, is for all graduate students who are graduating from ASU. This is the ceremony at which President Crow addresses those in attendance and officially confers degrees upon all graduates. Student names are called and students walk across the stage in honor of their graduation. Please review <https://graduation.asu.edu/ceremonies/latest> for the latest ceremony information.
- b. *The College Convocation:* The College of Liberal Arts and Sciences (The College) holds a

convocation ceremony specifically for The College students. At this ceremony, the student's name will be called and the student will be allowed to walk across stage. Students can learn more about The College Convocation by visiting <https://thecollege.asu.edu/resources/student/graduation>.

- c. *Special Interest Ceremonies*: Special Interest and cultural convocations are a time for smaller groups to gather and celebrate students' graduation. The smaller setting provides the opportunity for individual recognition. For more information about a particular special interest convocation, please visit <https://graduation.asu.edu/ceremonies/special>.
- d. *The Ceremonies Office*: The ceremonies office is the office that manages the ceremonies, and can be contacted at commence@asu.edu, 480-965-3565 or Office of University Ceremonies
ASU Fulton Center, 4th Floor
P.O. Box 877705, Tempe, AZ 85287-7705

Attire (Cap and Gown): All attire is provided by the ASU bookstore and a third party vendor. SSFD will not provide the attire for the students and students will have to contact the ASU bookstore and vendor if they have questions about sizing and receiving their order. Please see <https://graduation.asu.edu/graduates/dressing> for more information on attire.

Receiving your Diploma: Diplomas are mailed to students approximately six to eight weeks after the degree conferral date (please check academic calendar for deferral dates for each semester). Graduates will receive an email notification via their ASU emails account when their diploma is mailed. Diplomas are mailed to the home address on file with the University Registrar services. You can find more details on getting your diploma at: <https://students.asu.edu/diploma>.

SUPPORT SERVICES AND POLICIES FOR GRADUATE STUDENTS

Academic Integrity information – <https://thecollege.asu.edu/resources/academic-integrity> & <https://provost.asu.edu/academic-integrity/policy>

ASU Libraries: <https://lib.asu.edu/> - locate all your research resources and speak with specialized librarians to help you find what you need to succeed in your program.

ASU Parking and Transit – <https://cfo.asu.edu/parking> - Find options for parking or public transportation around ASU campuses.

ASU Student Business Services - <https://students.asu.edu/contact-tuition-billing> - Account services such as tuition and billing, student refunds (including financial aid), receipt and payment processing, support for past due accounts and more.

Campus Amenities –

SunDevil Dining - <https://sundevildining.asu.edu/> - explore dining options at different ASU campuses as well as Dining halls and meal plans for ASU students.

Banks and ATMs - https://eoss.asu.edu/mu/whats_in/banks - ASU currently works with MidFirst Bank in the Tempe and Downtown Phoenix campuses, as well as OneAZ Credit Union at the Tempe campus.

Engrained - <https://sundevildining.asu.edu/hours-and-locations/tempe/engrained> - fast-casual, full-service restaurant located at the Memorial Union at the Tempe Campus; features both vegan and vegetarian options as well as seasonal/local fresh fruits and vegetables.

Memorial Union – <https://eoss.asu.edu/mu> - main multi-purpose hub of the Tempe campus at ASU; provides event space for conferences, student organization meetings, student entertainment, dining options, space for meditation/religious practices and yoga.

Sun Devil Fitness and Wellness - <https://fitness.asu.edu/> - find recreation, fitness, and sport options including intermurals, group fitness, personal training, sport clubs and instruction classes on campuses.

Career and Professional Development Services – <https://career.asu.edu/> - ASU's own career services department can help you with your resume, cover letters, and even provide a portal to find potential future job placements.

Code of Conduct – <https://eoss.asu.edu/dos/srr/codeofconduct> - Information on the general code of conduct for all students at ASU.

The College of Liberal Arts and Sciences – Grade Grievance Procedures:

<https://thecollege.asu.edu/resources/academic-grievance> - policies and procedures in relation to submitting grievances on grades.

Compassion/Medical Withdrawal – <https://thecollege.asu.edu/resources/medical-withdrawal> - information and steps on how to request a compassionate/medical withdrawal

Continuous Enrollment/Enrollment Requirements – <https://graduate.asu.edu/current-students/policies-forms-and-deadlines/policy-manuals> - stay informed on being continuously enrolled throughout your program.

Counseling @ ASU - <https://eoss.asu.edu/counseling> - ASU Counseling Services offer confidential time-limited professional 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.

Graduate Academic Support Center - <https://tutoring.asu.edu/student-services/graduate> - University Academic Success Programs offers a dynamic, supportive learning environment and programs for ASU graduate students enrolled in any graduate certificate or graduate degree program. Graduate Writing Tutoring, Statistics tutoring, writing groups, and workshops and webinars are available.

Graduate Professional Development - <https://graduate.asu.edu/current-students/enrich-your-experience/professional-development> - Take advantage of the resources offered by the Graduate College to help you develop your professional skills in your program. Also access academic, career, community, and miscellaneous organizations and information on graduate support at ASU under the Resources and Services tab.

Graduate Professional Student Association - <https://gpsa.asu.edu/> - Join a prestigious team of graduate students at ASU who can help with graduate project funding and travel grants, and get involved with the community at ASU and around the phoenix metropolitan area.

Graduate Student Best Practices - <https://graduate.asu.edu/resources-faculty-and-staff/best-practices> - Link to Graduate College newsletter and articles on best practices while being a graduate student.

Graduate Student Veteran Services - <https://graduate.asu.edu/current-students/enrich-your-experience/resources-and-services/veteran-services> - find out more information on Graduate College's support for veterans and more links to other resources around campus.

Health Services on Campus – <https://eoss.asu.edu/health?destination=health> – find a location on a campus to help you with your health needs (doctor's appointments, wellness checks, flu shots, etc.)

Incomplete Grade Request – <https://students.asu.edu/forms/incomplete-grade-request> - form to request an incomplete and formulate a plan to complete a course with an “incomplete” as a grade.

International Student Services – <https://issc.asu.edu> – Resources and information for international students.

Mentoring Resources – <https://graduate.asu.edu/current-students/enrich-your-experience/gradconnect-mentoring> - Find information on mentoring programs throughout ASU.

Off Campus Student Housing - <https://eoss.asu.edu/offcampushousing> - Resource for finding information on off campus housing for ASU Students.

Prohibition Against Discrimination, Harassment, and Retaliation - 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 Accessibility and Inclusive Learning Services (SAILS) - <https://eoss.asu.edu/accessibility> - provides services and access to qualified students with disabilities for programs and services, consultation and guidance for faculty and staff, and training and engagement opportunities to increase awareness and ensure accessibility on all ASU campuses. Prior to receiving disability accommodations, verification of eligibility from SAILS is required. Students can establish eligibility for disability accommodations by contacting SAILS at 480-965-1234 (V), 480-965-9000 (TTY), or by email at Student.Accessibility@asu.edu. For additional information, visit: <https://eoss.asu.edu/accessibility>. Disability information is confidential.

Student Support Services - <https://eoss.asu.edu/dos/supportservices> - Provided by the Dean of Students, this page specializes as a one-stop for all your support needs as an ASU student. Links to the bookstores, commuter services, computing services, and much more are located here.

SunCard Services - <https://cfo.asu.edu/cardservices> - Find information about your SunCard (replacement, fees, locations, etc.)

Veteran and Military Services – <https://veterans.asu.edu/> & <https://military.asu.edu> – find information and resources for veterans and military affiliated students.

Wellness Resources - 10 Best Practices in Graduate Student Wellbeing (https://graduate.asu.edu/sites/default/files/student_well_being_best_practice.pdf); and Graduate Wellness Resources (https://graduate.asu.edu/sites/default/files/wellness_resources.pdf)