

# **GRADUATE HANDBOOK: Online Master's Degree in Sociology**

## **GUIDE TO GRADUATE PROGRAM PROCEDURES**

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**SSFD Homepage:** <https://thesanfordschool.asu.edu>

**Archive of Graduate Handbooks:**  
<https://thesanfordschool.asu.edu/resources/graduate-students/handbook-archives>

**Graduate College Homepage:** <http://graduate.asu.edu>

**ASU Graduate Policies and Procedures:**  
<https://graduate.asu.edu/current-students/policies-forms-and-deadlines/policy-manuals>

**Graduate College Catalog Online:**  
<https://catalog.asu.edu/graduate>

**Graduate School Online Application:**  
<https://webapp4.asu.edu/dgsadmissions/Index.jsp>

**NOTE: APPLICANTS FOR ADMISSION SHOULD COMPLETE THE ONLINE APPLICATION  
VIA THE GRADUATE COLLEGE AFTER READING THROUGH THE ENTIRE HANDBOOK**

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**DIVERSITY, EQUITY, AND INCLUSION STATEMENT**  
**SSFD Online Graduate Programs**

The School of Social and Family Dynamics online graduate programs at Arizona State University values diversity, equity, and inclusion as we strive to lead, model, and teach in a way that challenges social inequalities and injustices as we strive for meaningful equity. We honor [ASU's Diversity Philosophy](#):

Diversity and excellence are inextricably linked at Arizona State University. We endorse the idea that engaging diversity facilitates comprehensive understanding, effective practice, and informed responsiveness to national and global imperatives. As an institution, ASU is committed to these ideals and to creating an environment that promotes inclusion, respect, community, and appreciation for the full tapestry that comprises the human experience.

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 voice among all members of the university community in the areas of scholarship, teaching, learning, and governance.

We recognize that race/ethnicity and gender historically have been markers of diversity in institutions of higher education; we further believe that diversity includes additional categories such as socioeconomic background, religion, sexual orientation, gender identity, age, disability, veteran status, nationality and intellectual perspective.

# **Sociology: Online Master of Arts (MA)**

## *Forging New Expertise in a Complex World*

### **INTRODUCTION**

The MA in Sociology is a non-thesis degree program that focuses on the practical application of research. It does not require a GRE for admission and can be **completed in as little as 15-18 months**, enabling students to enter the job market sooner. Students in this program learn how patterns of social relationships and social interaction impact individuals, family members and workers. Graduates often pursue careers working in social services, crisis intervention, human resources, education, and government.

This **30 credit-hour terminal master's degree** prepares students to help individuals and families succeed in their relationships and achieve positive outcomes working and living within their communities. An applied practitioner-oriented approach teaches students to evaluate and consume research and translate research into best practices. Courses are taught by experienced faculty who are trained in the area and have considerable expertise in delivering high-quality online education.

**This Graduate Handbook supplements the Graduate Catalog and the Graduate College Policies and Procedures (<https://graduate.asu.edu/current-students/policies-forms-and-deadlines/policy-manuals>) distributed by the ASU Graduate College. Graduate students should be familiar with and observe all requirements and procedures as defined in those publications.**

## ADMISSIONS INFORMATION

Admission to the Online MA in Sociology requires the submission of all application materials cited in the *Graduate Catalog*

<https://degrees.apps.asu.edu/masters-phd/major/ASU00/LASOCMA/sociology-ma>

and the program in Sociology. At a minimum, applicants are expected to meet GPA requirements established by the Graduate College. Questions regarding admissions procedures should be directed to the Graduate Coordinator at [graduatesanford@asu.edu](mailto:graduatesanford@asu.edu).

### A. Admission Requirements

Applicants must have a baccalaureate degree from an institution with regional accreditation; in most cases, an undergraduate cumulative GPA of 3.0; evidence of good fit with the program; a strong personal statement, including quality writing; and positive letters of recommendation.

### B. Application Requirements

The School of Social and Family Dynamics (SSFD) application process is completed online through ASU Graduate Admissions. In addition to the application form and materials required by the Graduate College, including official transcripts and official TOEFL test results for international applicants (please see <https://admission.asu.edu/international/graduate/english-proficiency>), the following information must be submitted for the supplemental application to the Master's program in Sociology. All materials must be submitted online via the Graduate College by the deadlines posted on the program website.

Requirements for the Supplemental Application to the master's program in Sociology:

- a. Two letters of recommendation. These letters should be from people who know you as a student or in a professional capacity. **Letters from family members or friends do not meet this criterion.**
- b. A resume that summarizes the academic and employment experiences of the applicant, as well as applicable community involvement.
- c. A 2-3 page, double-spaced personal statement addressing the following:
  - State your professional goals, interests, and reasons for desiring to enroll in this program,
  - Describe your strengths that will help you succeed in the program and in reaching your professional goals,
  - Describe the significant responsibilities you have held,
  - Include any additional information that you feel will help the committee evaluate your application.

### C. Processing of Applications

Credentials submitted by the applicant are evaluated by the Graduate College and by the Online Graduate Committee.

### D. Concurrent Degrees

A student may pursue concurrent masters/doctoral degrees provided the degree programs are in different areas with prior written approval from the head of the academic unit for each degree program and the Graduate College. A separate online application is required for each degree program.

Students cannot pursue both Sociology and Family and Human Development Master's degrees from ASU.

#### **E. Preadmission Credit**

A Master's degree from ASU requires, at a minimum, 30 credit hours of approved graduate-level coursework. Credit hours used towards a previous degree cannot count towards these 30 credit hours. With approval of SSFD and the Graduate College, students may complete select courses within the online master's degree in Sociology prior to admission to the program. Should a student be admitted to the program within three years of completing this coursework, a maximum of 12 of these hours may be counted towards the master's program given the student earned grades of "B" or better in the courses and they were not used towards a previous degree. Please see the ASU Graduate Policies and Procedures (<https://graduate.asu.edu/current-students/policies-forms-and-deadlines/policy-manuals>) for further information regarding Academic Requirements and Pre-Admission Credit.

#### **F. Transfer Credit**

Transfer credits, either from within ASU or from another institution, are not accepted. SOC 500 and SOC 501 may be replaced by equivalent graduate courses in the program (with FAS, CDE, or SOC prefixes) with approval by the program director/academic advisor.

#### **G. Admission and Denial Criteria**

The Online Graduate Committee will review completed applications and make recommendations for admission or denial, which will be forwarded to the Graduate College. Criteria for admission will include:

- a. Evidence of outstanding potential from previous academic record, and previous experience as addressed in the applicant's personal statement;
- b. Professional goals that are compatible with the Online Master's program;
- c. The decision of the committee will be one of the following:

**Regular admission** is granted when the applicant meets the criteria of adequate area preparation, satisfactory grade point average, favorable letters of recommendation, completed Supplementary Information Form and Personal Statement, and when enrollment limits have not been met.

**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 GPA 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 the allotted amount of time, 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 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, or it is deemed that the graduate program does not match an applicant's needs, goals, and interests.

Students who decide to reapply can do so during the next admission term or apply to a different program for the same term in which admission was denied.

## H. Tuition and Residency Requirements

Students can estimate tuition and fee costs online by visiting <https://students.asu.edu/tuition>. Select the appropriate academic year and residency status. ‘My student status’ will be graduate; ‘my location’ will be online; ‘my college’ will be Liberal Arts & Sciences, The College of; and leave None/Not Listed for ‘academic programs’. There are no residency requirements or out-of-state tuition for ASU Online students.

## I. Faculty

Learn more about our faculty at <https://thesanfordschool.asu.edu/people/faculty>.

## PROGRAM REQUIREMENTS

### A. Course Requirements

All courses required by a graduate program must be at least 500-level. For elective courses, master’s students may count up to 6 hours of 400-level FAS, CDE, or SOC coursework. Enrollment in a 400-level course may require an override and advisor consent (depending on course prerequisites). To obtain an override, email the academic advisor detailing the course number, name, and session to start the override process.

		Credit Hours
<b><u>1. Required Courses</u></b>		<b><u>12</u></b>
SOC 585	Sociological Theory	3
SOC 586	Masters Professional Development	3
SOC 500	Research Methods	3
SOC 501	Social Statistics	3
 <b><u>2. Electives*</u></b>		 <b><u>15</u></b>
SOC 563	Diversity and Social Inequalities	3
 <b><u>3. Culminating Experience (see below for more details)</u></b>		 <b><u>3</u></b>
SOC 588	Capstone Culminating Experience	
Total Credits:		<b><u>30</u></b>

\* This program requires fifteen (15) credit hours of electives to support academic and professional interests including an approved Diversity course such as SOC 563 Diversity and Social

Inequalities. Students should consult with the Graduate Academic Success Coordinator for the current approved elective list.

## **B. Capstone and Culminating Experience Courses**

### **1. Overview**

The Online Master's degree in Sociology has a non-thesis culminating experience as its capstone. This applied capstone and culminating experience consists of 2 courses: Masters Professional Development and Capstone Culminating Experience. Masters Professional Development is about professional development, no matter what stage students are in their career. The final culminating experience is the opportunity to put the students' goals into action. The final culminating experience is as varied as the student's interests and individual circumstances and ultimately will provide students with a deeper understanding of social needs, issues, and behavior, as well as professional competencies and insights.

### **2. Masters Professional Development (SOC 586; 3 credits)**

Masters Professional Development allows students to explore and specify their professional goals and means of obtaining those goals. This process of professional exploration and goal specification will help with identifying potential field experiences and career paths post-masters.

### **3. Capstone Culminating Experience (SOC 588; 3 credits).**

Graduate College Policy requires students to earn a grade of "B" or better in a culminating experience course. In this master's program, SOC 588: Capstone Culminating Experience is considered the actual culminating experience course; therefore, a grade of B or better is required in SOC 588: Capstone Culminating Experience. Students who fail to achieve a final grade of "B" or better in SOC 588: Capstone Culminating Experience must retake the course.

SOC 588 Culminating Capstone Experience allows students to embark upon a field experience project that provides them with real-world experience, as well as engagement with a professional in the field. Activities that fulfill the field experience requirement are vast and varied, matching the professional interests of the students, and the needs of the field organization or mentor. As this is the final culminating experience in the master's program, the Culminating Capstone Experience is taken in a student's last session of coursework. Assignments in the Culminating Capstone Experience course align with the goals and objectives of this final experience. Proposals need to be submitted and approved prior to starting SOC 588: Culminating Capstone Experience; deadlines are provided prior to the start of each semester and must be followed. Permission to enroll in SOC 588: Culminating Capstone Experience will not be granted until the proposal has been approved.

## **C. Plan of Study (iPOS)**

### **1. Approval of Plan of Study**

A Master's plan of study should be carefully worked out with the School so that it meets the requirements set forth in this document. To assist with this process, course maps and step by step instructions for completing the Plan of Study can be found on the SSFD Sociology MA Community Canvas site (students are added to this organization upon admission to the program). The graduate advisor can provide guidance on completing the Plan of Study and can



be contacted by emailing [gradadvisingsanford@asu.edu](mailto:gradadvisingsanford@asu.edu). The Plan of Study should be completed by the student by the semester in which the student earns 50% of the required hours for degree completion. The Plan of Study is then submitted to the graduate advisor and Online Graduate Program Director of Sociology in SSFD for approval and to the Graduate College for final approval.

## **2. Changes in Plan of Study**

Necessary changes can be initiated and petitioned by the student. The changes must be pre-approved by the Online Graduate Program Director of Sociology and the Graduate College. Students should be aware that changes to the Plan of Study can extend the time a student is in the program, impact ability to qualify for financial aid, or both.

## **D. Advising**

The graduate advisor is available to advise students about course schedules, program milestones and requirements, guide students through a range of procedures, and provide guidance on school and university policies. Any questions about coursework, paperwork, policies, or university services should be addressed to the graduate advisor at [gradadvisingsanford@asu.edu](mailto:gradadvisingsanford@asu.edu).

## **EXPECTATIONS, POLICIES, AND PROCEDURES**

### **A. Enrollment and Tuition**

Graduate students register through MyASU according to their enrollment appointment. Details regarding registration and course drop/add procedures are provided in the Registration and Tuition Payment Guide at <https://students.asu.edu/registration-and-tuition-payment-guides>.

### **B. Timelines**

#### **1. Deadlines**

In accordance with Graduate College policy, students must successfully complete all requirements for the Master's degree within 6 years of admission to the Master's program. The Online Graduate Program Director of Sociology, the head of the academic unit, and the dean of the Graduate College must approve exceptions. The Online Graduate Committee will recommend students who do not successfully complete all of the requirements of the Master's program within these timelines for withdrawal from the Master's program. A student may appeal actions concerning dismissal by petitioning the School Director within 10 business days of receiving the withdrawal notice from the Online Graduate Committee. In this circumstance, the Graduate Director/School Director will review student appeals. 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.

#### **2. Dates**

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 (online and on-ground) can be found at <https://graduate.asu.edu/current-students/policies-forms-and-deadlines/graduation-deadlines>.

## C. Maintaining Satisfactory Academic Progress

### 1. GPA and Academic Probation

Graduate 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).

- a. If a student's Graduate GPA, Plan of Study GPA, and/or Overall GPA falls below a 3.0, the student will be placed on academic probation and receive a deficiency notice from the Online Graduate Committee.
- 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 one semester. Any coursework that earns 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 Online 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 first petitioning the School Director within 10 business days of receiving the withdrawal notice from the Online Graduate Committee. In this circumstance, the Graduate Director/School Director will review student appeals. At the discretion of the Graduate Director/School Director, probation may be extended by one semester under certain circumstances. Students should refer to the official ASU Graduate College Academic Progress Guidelines (<https://graduate.asu.edu/current-students/policies-forms-and-deadlines/policy-manuals>) for additional details.

### 2. Continuous Enrollment, Leave of Absence, and Registration Requirements

All graduate students enrolled in the Online Master's program 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. Registration for every fall semester and spring semester is required. According to Graduate College Policy, 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. For students admitted during the summer semester, registration is required for that summer semester. 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 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.

### 3. 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.

- a. Students who receive a grade of “I” in graduate courses (500 level or above) may have up to one calendar year to complete the course for a grade, although the specific time allotted to complete coursework depends on the requirements of the incomplete set forth by the instructor (see the Request for Grade of Incomplete form: <https://students.asu.edu/forms/incomplete-grade-request>). Students completing work for a course in which they received a grade of “I” must continue to maintain continuous enrollment.
  - i. 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.”

### 4. Withdrawal from Classes and Program

a. **Course Drop/Withdrawal.** Students may remove a class from their current schedule by dropping/withdrawing from it up until the appropriate deadline for that class. Students 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. Please refer to the Tuition Refund Policy to determine if dropping or withdrawing from classes will generate a tuition refund. The timing of the 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.

- *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.

- *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.

b. **Complete Session Withdrawal.** If students no longer plan on attending or completing their classes in a given session, they can remove all of them from their 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. Please refer to the Tuition Refund Policy (<https://students.asu.edu/tuition-refund-policy>) to

determine if dropping/withdrawing from classes will generate a tuition refund and carefully consider the Continuous Enrollment policy as it relates to a complete session withdrawal/drop. The timing of the request determines whether it is a drop or a withdrawal. Note that according to Graduate College Policy, 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 of admission. Applications to graduate from the program will not be approved by the Graduate College if there is a break in continuous enrollment. Students are strongly encouraged to contact the graduate advisor at [gradadvisingsanford@asu.edu](mailto:gradadvisingsanford@asu.edu) if completely withdrawing from a session would result in a break in continuous enrollment.

c. **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>). 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.

## 5. 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>

## D. Academic (Grade) Grievance

Students wishing to appeal a final course grade will begin the process by conferring with the instructor, stating the evidence, if any, and reasons for questioning that the grade received was not given in good faith. The instructor will review the matter, explain the grading procedure used and show how the grade in question was determined. If the grading dispute is not resolved, the student may appeal to the Online Graduate Program Director of Sociology, who may confer with the instructor to handle the problem. Additional details regarding this process are available at <https://thecollege.asu.edu/resources/academic-grievance>.

## E. Professional Conduct

### 1. Expectations and Committee Review

All graduate students admitted to a Master's 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 Master's degree from the program are often placed in positions of dealing with the public, they must also demonstrate the requisite qualifications for successful professional performance, including sound mental health, interpersonal skills, basic communication skills, appropriate professional conduct, and satisfactory performance in field experiences.

- a. The Online Graduate Committee will review graduate students who demonstrate behaviors or characteristics that make it questionable that they can succeed in the profession.
- b. 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).

- c. Students who wish to appeal the decision of the Online Graduate Committee may do so in writing to the School Director within 10 business days of receiving the decision from the Online Graduate Committee. In this circumstance, the Graduate Director/School Director will review student appeals.

## **2. Code of Conduct**

The Student Code of Conduct sets forth the standards of conduct expected of students who choose to join the university community. Students should be familiar with ASU's Code of Conduct (<https://eoss.asu.edu/dos/srr/codeofconduct>) and the Arizona Board of Regent's Code of Conduct (<https://public.powerdms.com/ABOR/documents/1491961>).

## **3. Academic Integrity & Dishonesty**

ASU's Academic Integrity policy (<https://thecollege.asu.edu/resources/academic-integrity>, <https://provost.asu.edu/academic-integrity/policy>) holds students to a code of conduct that defines academic dishonesty to include, but are not limited to: cheating, plagiarism, academic deceit, falsifying records, and inappropriate collaboration. Academic honesty is expected of all students in all coursework, academic transactions, and records. The possible sanctions include, but are not limited to, appropriate grade penalties, course failure (indicated on the transcript as a grade of E), course failure due to academic dishonesty (indicated on the transcript as a grade of XE), loss of registration privileges, disqualification and dismissal.

## **4. Policy Against Threatening Behavior**

All incidents and allegations of violent or threatening conduct by an ASU student (whether on or off campus) must be reported to the ASU Police Department (ASU PD) and the Office of the Dean of Students. If either office determines that the behavior poses or has posed a serious threat to personal safety or to the welfare of the campus, the student will not be permitted to return to campus or reside in any ASU residence hall until an appropriate threat assessment has been completed and, if necessary, conditions for return are imposed. ASU PD, the Office of the Dean of Students, and other appropriate offices will coordinate the assessment in light of the relevant circumstances.

## **5. Sexual Harassment and Violence**

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

## STUDENT RESOURCES

### A. Academic and Professional Development Resources

- Student Support Services – <https://eoss.asu.edu/dos/supportservices>
- Libraries: <https://lib.asu.edu>
- University Academic Success Programs: <https://tutoring.asu.edu>
- Online Tutoring: <https://tutoring.asu.edu/student-services/online-tutoring>
- Online Writing Center: <https://tutoring.asu.edu/student-services/online-writing-tutoring>
- Career and Professional Development Services: <https://career.asu.edu/>
- Graduate Student Professional Development and Resources: <https://graduate.asu.edu/current-students/enrich-your-experience/professional-development>
- Graduate Wellness Resources: [https://graduate.asu.edu/sites/default/files/wellness\\_resources.pdf](https://graduate.asu.edu/sites/default/files/wellness_resources.pdf)
- 10 Best Practices in Graduate Student Wellbeing:  
[https://graduate.asu.edu/sites/default/files/student\\_well\\_being\\_best\\_practice.pdf](https://graduate.asu.edu/sites/default/files/student_well_being_best_practice.pdf)

### B. Graduate and Professional Student 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.

### C. Student Business Services

Student Business Services offers a variety of student account services including tuition and billing, student refunds (including financial aid), receipt and payment processing, support for past due accounts, third party sponsorship assistance and Perkins Loan repayment. Visit <https://students.asu.edu/contact-tuition-billing>, call 1-855-278-5080, e-mail [sbs@asu.edu](mailto:sbs@asu.edu) or start a chat through the My ASU Service Center.

### D. Student ID Cards, SunCard Services

Although ASU Online students can obtain a student ID card online (<https://cfo.asu.edu/cardservices>), online students are not required to have a student ID card. In classes that require identification for testing procedures, other official forms of identification (such as a driver's license) are acceptable.

### E. Health Services

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. Learn more at <https://eoss.asu.edu/health>.

### F. Counseling Services

ASU Counseling Services offers confidential, time-limited, 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. Counseling services can help students identify solutions or support and connect students with those services at ASU or in the community. Contact the counseling services office at 480-965-6146 or visit <https://eoss.asu.edu/counseling>. *ASU's 24-hour crisis hotline can be reached at 480-921-1006.*

### G. Disability Accommodations

The Student Accessibility and Inclusive Learning Services (SAILS) provides support and access to 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. Qualified students with disabilities who will require disability accommodations in a class are encouraged to make their requests to instructors at the beginning of the semester. 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](mailto:Student.Accessibility@asu.edu). For additional information, visit: <https://eoss.asu.edu/accessibility>. Disability information is confidential.

## **H. Veterans Services**

Arizona State University and ASU Online consistently rank among the top universities for veterans because we want veterans, active military members and their families to succeed, achieve their goals and move on to the next chapter in their lives. We welcome and value the leadership skills and ability to meet challenges that you honed while serving. We are your new team and we're here to support you, encourage you and have your back at every step. Visit <https://veterans.asu.edu> and <https://military.asu.edu> to learn more.

## **I. IT Help Desk**

Visit <https://uto.asu.edu> for information on how to receive immediate technical support, view a knowledge base, or submit a request for service.

## **J. International Students and Scholars Center (ISSC)**

The ISSC works to facilitate the success of international students and scholars during their time in the United States. Contact the ISSC at 480-727-4776, [issc@asu.edu](mailto:issc@asu.edu), or visit <https://issc.asu.edu/>.

# **GRADUATION**

## **A. iPOS Completion**

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 SSFD and the Graduate College before applying to graduation.

## **B. 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. Additional information can be found at <https://graduation.asu.edu/graduates/apply>.

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.

## **C. 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](http://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>.

### **1. 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. Please review <https://graduation.asu.edu/ceremonies/latest> for the latest ceremony information.

### **2. 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>.

### **3. 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>.

### **4. The Ceremonies Office**

The ceremonies office is the office that manages the ceremonies, and can be contacted at [commence@asu.edu](mailto:commence@asu.edu), 480-965-3565 or  
Office of University Ceremonies  
ASU Fulton Center, 4<sup>th</sup> Floor  
P.O. Box 877705, Tempe, AZ 85287-7705

## **D. 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.

## **E. 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 email 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>.



**APPENDIX A: Sample Plan of Coursework for Student Beginning Program Fall A**

[Note that actual course offerings may vary; students should consult with the academic advisor at [gradadvisingsanford@asu.edu](mailto:gradadvisingsanford@asu.edu) to develop a personalized course plan upon being admitted to the program]

<b>Year in Program</b>	<b>Fall Semester</b>	<b>Spring Semester</b>	<b>Summer Semester</b>
<b>Year 1</b>	<p><b>Session A</b> SOC 585: Sociological Theory (3 hours)</p> <p><b>Session B</b> SOC 500: Research Methods (3 hours)</p>	<p><b>Session A</b> SOC elective (3 hours)</p> <p><b>Session B</b> SOC 501: Social Science Statistics (3 hours)</p> <p>SOC 586: Masters Professional Development (3 hours)</p>	<p><b>Session A</b> SOC 563: Diversity and Social Inequalities (3 hours)</p> <p><b>Session B</b> SOC 564: Social Change and Innovation (3 hours)</p> <p>SOC elective (3 hours)</p>
<b>Year 2</b>	<p><b>Session A</b> SOC 560 Social Justice, Programs and Policies (3 hours)</p> <p><b>Session B</b> SOC 588: Culminating Capstone Experience (3 hours)</p>		