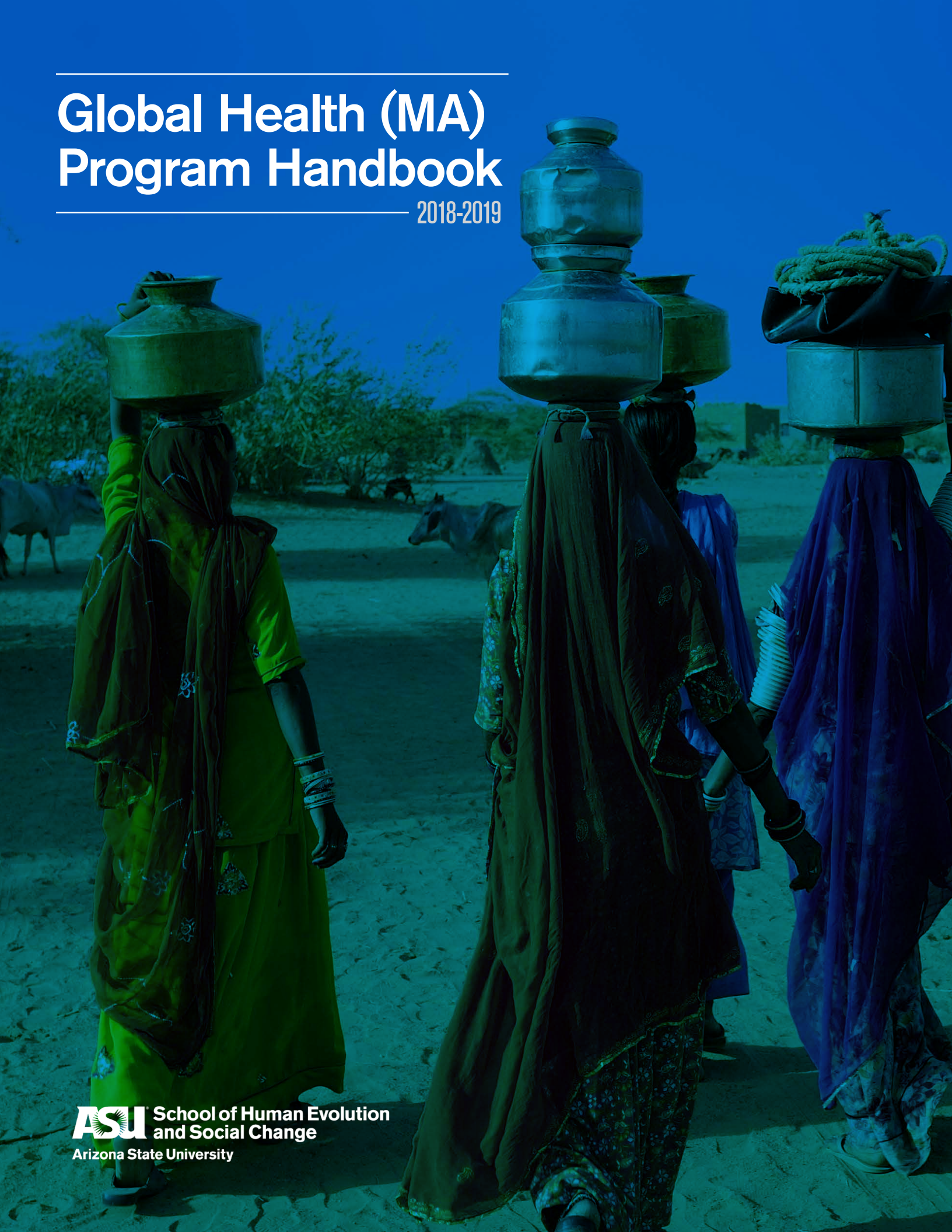


---

# Global Health (MA) Program Handbook

---

2018-2019



**School of Human Evolution and Social Change**

**Global Health MA Handbook**

**Arizona State University**

Last Revision: June 2018

Prepared by:

Andy Drotos, Manager, Student and Academic Services, [andy.drotos@asu.edu](mailto:andy.drotos@asu.edu)

INTRODUCTION.....	3
ADMISSIONS.....	3
Application Information.....	3
Contact Information.....	4
STUDENT ADVISING.....	5
Research Advisor.....	5
Thesis or Supervisory Committee.....	5
M.A. Supervisory Committee.....	6
REGISTRATION AND ENROLLMENT.....	6
Course Load.....	6
Continuous Enrollment.....	6
Grades and Grievances.....	7
Drop/Add and Withdrawal Deadlines.....	8
Medical/Compassionate Withdrawal.....	8
Voluntary Withdrawal.....	8
PROGRAM REQUIREMENTS.....	8
Pre-admission/Transfer Credits.....	9
MA, 30 credits.....	9
Filing the Program of Study.....	10
ACADEMIC AND RESEARCH PERFORMANCE EVALUATIONS.....	11
Annual Review.....	11
End of Semester GPA Review.....	12
Satisfactory Academic Progress.....	12
CULMINATING EVENTS.....	14
PhD Phase I Procedures & Paperwork (pre-MA).....	14
Terminal Master's Procedures & Paperwork.....	14
Paperwork for Special Circumstances.....	15
Pre-admission/Transfer Credits.....	16
The Program of Study.....	17
Resources for Plan of Study (iPOS).....	17
STUDENT CODE OF CONDUCT AND ACADEMIC INTEGRITY.....	17
ASU Email.....	18
Culture of Respect.....	18
Sexual Harassment.....	18
Academic Integrity.....	18
FINANCIAL ASSISTANCE POLICIES AND PROCEDURES.....	20
Financial Aid Policy and Procedures.....	20
School of Human Evolution and Social Change Resources.....	20
Assistantships and Apprenticeships.....	21
Absence and Leave Policies for TAs/RAs.....	21
Academic and Professional Resources.....	22
Subject Librarian.....	22
Collections.....	23
Student Support Services.....	23
International Students.....	23
Disability Services.....	23
Veteran's Services.....	24
Business Services.....	24

## INTRODUCTION

This guidebook outlines the graduate requirements and procedures set forth by the faculty of the School of Human Evolution and Social Change (SHESC) at Arizona State University. These graduate degree programs are directed toward the attainment of excellence in Anthropology, Global Health, Environmental Social Science, and Applied Mathematics for the Life and Social Sciences as demonstrated by accomplishments in research, coursework, and examinations.

This guidebook is a living document and SHESC will refer to the most current version for the enforcement of policy. Any student can petition for a specific exception to the current guidebook if it puts them at a disadvantage.

In addition to the requirements set by SHESC, students must follow the [policies and procedures](#) established by the Graduate College.

## ADMISSIONS

To be eligible for admission to SHESC's graduate programs, applicants must:

- Have earned a bachelor's degree or higher from a regionally accredited institution in the
- U.S. or the equivalent of a U.S. bachelor's degree from an international institution that is officially recognized by that country. Although applicants are not required to have a specific type of bachelor's degree, most admitted students have a degree related to their graduate program of interest.
- Have maintained a "B" (3.00 on a 4.00 scale) grade point average (GPA) in the last 60 semester hours or 90 quarter hours of undergraduate course work. If students do not meet the minimum GPA requirements, their application may still be considered.
- Submit general GRE scores; exam must have been taken within the last 5 years.
- Demonstrate [English proficiency](#) if the applicant's native language is not English.

### Application Information

SHESC's admissions are made in the fall semester for the MA. Generally, graduate admission applications should follow the following dates:

**December 1** – Submission of online application

**December 15** – Receipt of all application supplemental materials

Prospective students for the MA and Certificate must submit an application for graduate admission, the application fee and the following required materials:

- Official transcripts
- Personal statement outlining educational and professional goals

- Current curriculum vitae or resume
- Official GRE scores
- Three letters of recommendation
- Proof of English proficiency

Applicants may also submit an optional scholarly writing sample not to exceed 20-30 double-spaced pages. More information on submitting your materials is available from the Graduate College.

To be considered, prospective students must have earned a bachelor's or master's degree in the social or life sciences (i.e., anthropology, sociology, gender studies, geography, political science), public health or related fields (i.e., nutrition, human biology), from a regionally accredited institution. Applicants must have a minimum of a 3.00 cumulative GPA (scale is 4.00 = "A") in the last 60 hours of a student's first bachelor's degree program, or applicants must have a minimum of a 3.00 cumulative GPA (scale is 4.00 = "A") in an applicable master's degree program.

Admission is competitive and based on student academic excellence, additional relevant experience and fit with available faculty. Value will be placed on foreign language skills, practical, cross-cultural and international experiences, and prior social science and life science research.

### **Contact Information**

#### **School of Human Evolution and Social Change**

900 S. Cady Mall, Tempe, AZ 85281

**Mailing:** P.O. Box 872402, Tempe, AZ 85287-2402

**Phone:** 480-965-6215 | **Fax:** 480-965-7671

**General Information Email:** [shescinfo@asu.edu](mailto:shescinfo@asu.edu)

#### **Graduate Studies and Graduate School Applications**

Please email [shesc.grad@asu.edu](mailto:shesc.grad@asu.edu) to request information or for questions on the admission process.

#### **Advising Support**

For academic advising – please contact the following Academic Success Specialists:

- Stefanie Bobar, at [Stefanie.bobar@asu.edu](mailto:Stefanie.bobar@asu.edu) or 480-965-6215
- Wondra Lee, at [Wondra.lee@asu.edu](mailto:Wondra.lee@asu.edu) or 480-965-6215
- Andy Drotos, at [Andy.drotos@asu.edu](mailto:Andy.drotos@asu.edu) or 480-727-6137
- Kim Denning, at [Kim.denning@asu.edu](mailto:Kim.denning@asu.edu) or 480-965-6215

As a graduate student, you need to proactively seek a faculty supervisor in your first semester to help you develop an appropriate Plan of Study (see below). Your supervisor must be a member

of the graduate faculty for your program, which you can verify in the [online listings](#). Master's and certificate students are typically advised by the head of their programs.

Our school's academic advisors can guide you through the application process, orientation, funding, course registration, degree progress, various ASU administrative situations and graduation. Faculty members who serve as the head of each approach and degree program serve on the school's graduate committee. If you have questions about any aspect of the program, you are welcome to bring those concerns to the appropriate member of the graduate committee.

## **STUDENT ADVISING**

As a graduate student, you need to contact the program director in your first semester to help you develop an appropriate Plan of Study (see below). Our school's academic advisors can guide you through the application process, orientation, funding, course registration, degree progress, various ASU administrative situations and graduation. If you have questions about any aspect of the program, you are welcome to bring those concerns to the appropriate member of the graduate committee.

During Orientation, which is mandatory and typically occurs the week of or before the fall semester starts, each incoming graduate student will receive general information about the graduate program from the Associate Director of Graduate Studies as well as the Approach Head of their program. Students should meet individually with the Program Director for personalized guidance about the graduate program, advice in first year class selections, and discussion of other related matters. The Associate Director of Graduate Studies is available to assist in advising graduate students at any time, but particularly during this period.

### **Research Advisor**

The student must identify a faculty member (job titles are Assistant Professor, Associate Professor, Professor) of the School of Human Evolution and Social Change who agrees to serve as their research advisor and chair their Thesis/Dissertation Supervisory Committee. Co- advisors and co-chairs are allowed.

### **Thesis or Supervisory Committee**

The student, after consultation with their advisor, will secure the appropriate number of ASU faculty members as members of their Thesis/Dissertation Supervisory Committee. These members in general will be from the [Graduate Faculty](#) — a classification defined and managed by the ASU Graduate College. All SHESC faculty members are on the Graduate Faculty, along with various researchers and lecturers. Most Graduate Faculty can be committee chairs or co- chairs. Personnel may be added to the Graduate Faculty by a request submitted by the SHESC Student Support Specialist with approval from the Associate Director of Graduate Studies. Students who wish to add members to the Graduate Faculty should contact the Student Support Specialist for the procedures.

## **M.A. Supervisory Committee**

This three-person committee shall consist of:

- The research advisor as chair or two research advisors as co-chairs
- Two members of the [Graduate Faculty](#) in the degree program (which includes all SHESC faculty as well as other research staff and faculty from other programs). If a student has co-chairs only one additional committee member is required.
- Additional participants (e.g., academic professionals, adjunct faculty, affiliated faculty, or non-ASU faculty members not on the SHESC Graduate Faculty) may serve only in addition to the three Graduate Faculty members upon approval of the Graduate Committee.

If a student wishes to include non-ASU participants, they should submit the name of the proposed member and a rationale for that choice to the Supervisory Committee for evaluation. Should the Supervisory Committee concur, the outside participant should be contacted by the student and asked to provide their curriculum vitae. The student submits a short memo requesting this addition and presenting the rationale for it along with their curriculum vitae and a [committee approval request form](#) to the Associate Director of Graduate Studies through the Graduate Student Support Specialist. With the Associate Director's approval, the request form is submitted to the Graduate College. Once the Graduate College approves the outside participant, the student should adjust their Program of Study (see below) accordingly.

## **REGISTRATION AND ENROLLMENT**

All students are required to have proof of measles immunizations on file with [Health Services](#) prior to registration. Graduate students register through My ASU according to their enrollment appointment. Details regarding registration and tuition are provided in the [Registration and Tuition Payment Guide](#).

### **Course Load**

Graduate students employed as a Research (RA) or Teaching Assistant (TA) cannot be otherwise employed and must register for a minimum of nine credit hours. SHESC graduate students are limited to a maximum of twelve credit hours per semester. Students supported on work-study, other types of financial aid, or those on a VISA may be required to take a minimum course load of more than nine credit hours but no more than twelve hours per semester.

Students should review the [registration and enrollment guidelines](#) in the Graduate College Policies and Procedures guidebook for more information.

### **Continuous Enrollment**

Once admitted to a graduate degree program or graduate certificate program, students must be registered for a minimum of one credit hour during all phases of their graduate education, including

the term in which they graduate. This includes periods when students are engaged in research, conducting a doctoral prospectus, working on or defending theses or dissertations, taking comprehensive examinations, taking Graduate Foreign Language Examinations, or in any other way utilizing university resources, facilities or faculty time.

Registration for every fall semester and spring semester is required. Summer registration is required for students taking examinations, completing culminating experiences, conducting a doctoral prospectus, defending theses or dissertations, or graduating from the degree program. To maintain continuous enrollment the credit hour(s) must:

- Appear on the student's Plan of Study, OR
- Be research (592, 692, 792), thesis (599), dissertation (799), or continuing registration (595, 795), OR
- Be a graduate-level course.

Grades of "W" (withdrawal) or "X" (audit) are not valid for continuous enrollment purposes or minimum registration requirements. "W" grades are received when students officially withdraw from a course after the course drop deadline or they do not successfully complete an audited class. "X" grades are received when a student successfully completes audited courses.

Additionally, students completing work for a course in which they received a grade of "I" (incomplete) must maintain continuous enrollment as defined previously. Graduate students have one year to complete work for an [incomplete grade](#); if the work is not complete and the grade changed within one year, the "I" grade becomes permanent. The [Student Services Manual](#) provides more information about incomplete grades.

If a program of study must be interrupted, the student may apply for leave status for a maximum of two semesters during their graduate program. The research advisor, Supervisory Committee, Associate Director of Graduate Studies, and the Graduate College must endorse an application for leave status. This request must be filed and approved the semester before the anticipated absence. The form and the policies related to continuous enrollment are located on the [Graduate College website](#). The student should briefly state the reason for needing leave status and the duration (not to exceed two semesters per Graduate College guidelines). This petition should be turned in to the Graduate Student Support Specialist once all committee members have signed the form. A student on leave is not required to pay fees, but is also not permitted to place any demands on university faculty or use any university facilities.

Failure to maintain continuous enrollment without prior approval will result in the student being discontinued from the graduate program. A student removed from a graduate program for failure to maintain continuous enrollment may re-apply for admission. The application will be considered along with all the other new applications to the degree program. There is no guarantee of admission and not all prior credits or culminating events may count.

### **Grades and Grievances**



The final passing grade for research (AML/ASB 592/792) and dissertation (AML/ASB 799) is a Y. Research grades will be assigned at the end of each semester. Thesis and dissertation grades will be assigned after the student has successfully defended. SHESC students should refer to the Academic and Research Performance Evaluations section for more information regarding GPA and letter grade expectations.

Students who are seeking to appeal a grade should refer to the College of Liberal Arts and Sciences [Academic \(Grade\) Grievance procedures](#). Grade appeals should be addressed by the student as soon as possible after the grade in question is awarded.

### **Drop/Add and Withdrawal Deadlines**

Registration deadlines determine the last day a student is able to [add, drop or withdraw](#) from classes. Each class has its own set of registration deadlines which are based on the length of the class as well as the session in which the class is held. The drop/add/withdrawal deadlines listed on the [Academic Calendar](#) apply to classes scheduled in the regular A/B/C sessions. If a class does not follow the A/B/C session timelines, the drop/add/withdrawal deadlines are prorated. The best way for a student to determine the registration deadlines for a class in which they are registered is to sign in to My ASU and click on the calendar icon next to the class in the My Classes box. To determine the registration deadlines of a class for which the student has not yet registered, students should use the online [Class Search](#) to search for the class and click on the Dates column in the search results.

### **Medical/Compassionate Withdrawal**

If a student experiences a serious illness, injury or other significant personal situation that is preventing progress in classes or research, and the standard withdrawal options for the student are not appropriate for the situation, the student may request a [medical/compassionate withdrawal](#). All applications for the medical/compassionate withdrawal require thorough and credible documentation and must be approved by the College of Liberal Arts and Sciences Dean's Office. The student must complete all of the required steps in order to be considered for a medical/compassionate withdrawal.

### **Voluntary Withdrawal**

Students may voluntarily withdraw from a specific degree program or from ASU at any time. Students who wish to withdraw should submit a [voluntary complete withdrawal form](#) to Graduate Admission Services. Submission of this form will not withdraw students from course(s) for any semester. Students may choose to complete the course(s) for which they are currently enrolled. If a student needs to withdraw from course(s) currently in progress or course(s) in the upcoming semester, the student should contact the Registrar's Office.

## **PROGRAM REQUIREMENTS**

The [Program of Study \(iPOS\)](#) is an official academic plan for students that maps the requirements

for degree completion. It includes coursework, the student's Dissertation Supervisory Committee and any additional milestones.

### **Pre-admission/Transfer Credits**

Graduate-level credits taken at ASU or other accredited institutions prior to admission to a SHESC graduate degree program are considered pre-admission credits (which is the same as transfer credits). Graduate students are allowed to include a maximum of 12 semester hours of pre-admission credit toward a Program of Study (iPOS) per approval by the student's advisor. Such courses must be acceptable for inclusion in graduate degree programs at that institution. Pre-admission courses must have been taken within three years of admission to the ASU degree program. Only graduate-level courses with "B" grade or higher that were not used toward a previous degree may be eligible to apply toward the current degree program. See the [Graduate College guidelines](#) for more details regarding pre-admission credits (refer to ASU pre-admission section under graduate degree requirements section).

Students enter this program with diverse backgrounds and varied career goals, and we remain flexible in helping students plan the most appropriate academic path. Curricular tracks will tend to be individualized and final determination of the most appropriate course of study or how each requirement should be met will be made by your advisory committee in consideration of your research and career goals.

### **MA, 30 credits**

All students will take the following courses:

#### ***Core Courses***

- ASB 510 Health: Social and Biocultural Theories (3 credits)
- ASB 500 Ethnographic Research Methods (3 credits)
- ASB 503 Medical Anthropology (3 credits)
- ASB 512 Social Science Applications in Community Health (3 credits)

#### ***Internship or practicum***

Students will complete at least six credits.

- ASB 580 Practicum (1-6 credits)
- ASB 583 Fieldwork (1-6 credits)
- ASB 584 Internship (1-6 credits)

#### ***Approved Elective Courses***

Choose from the following courses (6 credits):

- ASB 443 Cross-cultural Studies in Global Health
- ASB 410 Poverty, Social Justice & Global Health
- ASB 462 Medical Anthropology: Culture & Health

- SSH 402 Community Partnerships for Global Health
- ASM 414 Urban and Environmental Health
- ASB 502 Health of Ethnic Minorities
- ASB 512 Social Science Applications in Community Health
- ASB 580 Practicum
- ASB 583 Fieldwork
- ASB 584 Internship
- ASM 546 Principles of Human Genetics
- ESS 513 Institutions
- ESS 514 Urban and Environmental Health
- SGS 531 Global Health Governance
- SSH 511 Ethics in Health Social Science Research
- SSH 584 Instructional Internship
- SSH 514 Infectious Disease and Human Evolution
- WST 710 Women and Health

### ***Applied Project***

- SSH 593 Applied Project (6 credits)

### ***Accelerated BA/MA Program***

This degree is also offered as an accelerated degree with the global health BA program.

The accelerated BA/MA in global health program allows the most talented global health undergraduates to acquire advanced skills in this field.

Students must apply to this program their junior year – admission is competitive. Students work closely with faculty and student peers, gaining supervised practical experience in the application of core skills to the solution of basic global health problems.

Students accepted into the accelerated BA/MA program apply three credits of 400-level coursework from the BA to the MA, and six credits of 500-level coursework from the MA to the BA. This "saves" nine credit hours of work for the degrees combined.

### **Filing the Program of Study**

The student is expected to meet with their Supervisory Committee shortly after its appointment to formulate and approve their iPOS. The iPOS must be filed before their Annual Self-Evaluation is due. Annual Evaluations should cover student progress over a calendar year. It is the student's responsibility to submit and update a POS (found in "My Programs" section of My ASU) as necessary and to include the iPOS requirements as noted in this guidebook depending on their degree. The student must turn in the iPOS "courses" and "approval" pages signed by their advisor to the Graduate Student Support Specialist for approval by the Associate Director for Graduate Education. The iPOS will then be forwarded to the Graduate College for approval. Final approval of the iPOS by the Graduate College confirms the appointment of the Dissertation Supervisory

Committee and the approval of coursework toward degree requirements.

iPOS coursework requirements for the Cert., M.A. and Ph.D. degrees will be listed in upcoming sections. The iPOS coursework and/or Supervisory Committee may need to be updated as the student advances toward completion of their studies. Ph.D. students must have an approved iPOS on file before taking comprehensive oral exams. Students must notify the Graduate Student Support Specialist when any changes are made to the iPOS.

## **ACADEMIC AND RESEARCH PERFORMANCE EVALUATIONS**

A graduate student is considered to be performing satisfactorily when:

- Student maintains a “B” average (3.0 GPA) or better in graduate coursework approved by the Graduate Committee or the student’s Supervisory Committee, excluding research, thesis or dissertation credits. The minimum must be maintained on all GPA’s: Plan of Study (iPOS) GPA, Overall Graduate GPA and Cumulative GPA. The iPOS GPA is calculated on all courses that appear on the student’s approved iPOS (with the exception of LAW and Transfer credits). Cumulative ASU GPA represents all courses completed at ASU during the graduate career. Students have a “career” for each admission (degree or non-degree). The cumulative GPA is the GPA within each “career”. The Overall Graduate GPA is based on all courses numbered 500 or higher that appear on the transcript after admission (degree or non-degree). This includes shared coursework if in an approved accelerated bachelor’s/master’s program. Students can find all three GPAs in the ‘Programs’ tab under the ‘My Programs’ section of My ASU.
- Student research is progressing satisfactorily as determined through the annual report process.
- The performance of duties related to any appointment the student may hold (e.g., teaching or research assistantship) is satisfactory. Students in a TA position will be evaluated by the faculty instructor of the assigned course(s). Students in an RA position will be evaluated by the faculty member funding the assistantship.
- Requirements and responsibilities outlined in the following sections for examinations, technical reviews, and defense of dissertation are completed within the allowed time period.

### **Annual Review**

The Graduate Committee of SHESC reviews the progress of all graduate students annually. All students with one or more semesters completed are required to submit the following materials to the Graduate Committee through the SHESC Graduate Student Blackboard by December 1 (details of the submission process will be sent in advance of the due date):

- The SHESC Progress Report form (found at the end of this document) signed by the Supervisory Committee. Signatures can be obtained by scanning a signed hard copy, coordinating an email indicating signature by the advisor, or by using electronic

signatures.

- An updated CV
- An unofficial copy of your most recent ASU transcript
- The Courses and Approval pages of your approved PhD iPOS

The student must meet with their Supervisory Committee (as many members as possible; virtual presence is permitted) for an annual review of academic progress before the report is due on December 1. Students who defended their dissertation during the annual period are exempt from submitting a report. After reviewing all student submitted Progress Report Forms, Faculty will return an Evaluation Letter to the student and Graduate Student Support Specialist informing the student of their 'satisfactory' or 'unsatisfactory' status within their program.

Failure to submit an annual research report will result in a meeting with the Graduate Committee to discuss the student's progress in more detail, and may also result in loss of office space, low priority for funding, or termination from the graduate program.

### **End of Semester GPA Review**

The Graduate College requires all students (M.A. and PhD) to maintain a 3.0 GPA in order to be in good academic standing. Graduate students who do not meet these GPA requirements will go on academic probation.

At the end of each semester, SHESC will conduct a review of graduate student GPAs. The purpose of this review is to identify students who do not meet the minimum GPA requirements set forth by the Graduate College. Students will receive an academic probation letter if any of their GPAs fall below the minimum requirements.

Students who are on academic probation will not be allowed to complete any major milestones until their GPAs meet these minimum requirements. These milestones include but are not limited to: comprehensive exams, technical reviews, defenses and graduation.

Continuing academic probation beyond two semesters, students may result in loss of office space, low priority for funding, or termination from the graduate program.

Students with an approved iPOS can verify their GPAs in the 'My Programs' section of My ASU.

### **Satisfactory Academic Progress**

As a graduate student in the College of Human Evolution and Social Change, it is your responsibility to be aware not only of your program's requirements, but also policies set in place by the Graduate College. A few key policies to keep in mind are, but are not limited to, academic integrity, maintaining good academic standing, maintaining continuous enrollment, and time to degree. Please be aware of current ASU Graduate Policies and Procedures that influence your degree progress.

Graduate students must maintain a minimum 3.00 grade point average (GPA) to maintain satisfactory academic progress and to graduate. The minimum 3.00 GPA must be maintained on all GPA's (Plan of Study (iPOS) GPA, Overall Graduate GPA and Cumulative GPA). The iPOS GPA is calculated on all courses that appear on your approved iPOS. Cumulative ASU GPA represents all courses completed at ASU and the overall Graduate GPA is based on all courses numbered 500 or higher that appear on the transcript after admission to a graduate program or graduate non-degree. This includes shared coursework if in an approved accelerated bachelor's/master's program.

All graduate students are expected to make systematic progress toward completion of their degree. This progress includes satisfying the conditions listed below, and achieving the benchmarks and requirements set by the School of Human Evolution and Social Change as well as the Graduate College. If a student fails to satisfy the requirements of their degree program and/or the benchmarks outlined below, the student may be dismissed from their program based on the academic unit's recommendation to Graduate College at which time the Dean for Graduate College makes the final determination.

Graduate students must maintain:

1. A minimum 3.00 grade point average (GPA) to maintain satisfactory academic progress and to graduate. The minimum 3.00 GPA must be maintained on all GPA's (Plan of Study (iPOS) GPA, Overall Graduate GPA and Cumulative GPA). If any GPA falls below 3.00, the student must develop, with their advisor, an academic performance improvement plan that includes the conditions and timeframes for making satisfactory academic progress in their degree program.
2. The iPOS GPA is calculated from all courses that appear on the student's approved iPOS.
3. Cumulative ASU GPA represents all courses completed at ASU during the graduate career.
4. The Overall Graduate GPA is calculated from all courses numbered 500 or higher that appear on the transcript, with the exception of courses counted toward an undergraduate degree at ASU (unless shared with a master's degree in an approved bachelor's/master's degree program); and courses identified as deficiencies in the original letter of admission. The student is considered to be on academic probation until the conditions specified in the academic performance improvement plan are met and both GPAs are above 3.00.
5. Satisfy all requirements of the graduate degree program.
6. Satisfy the maximum time limit for graduation from the student's graduate degree program (six years for master's, ten years for doctoral).

Doctoral students must also:

1. Doctoral students must comply with the five-year time limit for graduation after passing the comprehensive examinations.
2. Successfully pass comprehensive exams, qualifying exams, foreign language exams and the oral defense of the proposal/prospectus for the thesis or dissertation.

3. Successfully complete the culminating experience and, if required, the oral defense of the culminating experience.

## **CULMINATING EVENTS**

The majority of SHESC graduate programs are PhD programs. Students without an MA/MS degree accepted into PhD programs begin in Phase I. Phase I culminates with a Master's degree (known as a "Master's-in-passing" or simply MIP) that is posted to the transcript. Pending approval of the culminating experience and receipt of the MIP, such students continue into Phase II of the PhD program. Students with MA/MS degrees accepted into PhD programs begin in Phase II. All graduate students at ASU are subject to the [Office of Graduate Education policies](#).

### **PhD Phase I Procedures & Paperwork (pre-MA)**

Identify your faculty advisor during fall of year 1. File PhD Plan of Study (iPOS) during spring of year 1 (see below for information on how to file your iPOS). Notify the Academic Success Specialist via email of your intention to earn the MIP at the beginning of the semester in which you intend to earn the degree (include your ID number in the email) and then identify remainder of master's committee and submit the [SHESC Committee formation](#) document to the Academic Success Specialist along with a memo from your chair explaining committee membership and a one-page statement from you regarding your research interests. Notice that your MIP committee should have 3 members total. To facilitate the process, co-chairs, external members, and 4-person committees are not recommended for the MIP. Thus, your MIP committee may be somewhat different from your eventual PhD committee.

The Academic Success Specialist submits an MIP request form to Graduate Education, at which point the MIP iPOS is generated and appears in MyASU. Graduate Education will not generate an MIP iPOS unless the PhD iPOS has been approved. Complete the MIP iPOS as soon as possible after it has been generated. You cannot apply to graduate with the MIP until your MIP iPOS has been approved. You can apply to graduate (via MyASU). Be sure you apply to graduate with the Master's degree, not the PhD. The deadline to apply to graduate is posted online with other [graduation deadlines](#), but occurs in early October in fall and early February in spring. There is a \$50 application fee, but if you do not graduate in the semester you pay the fee it will roll forward; you only have to pay the fee once per degree.

### ***Complete research paper/portfolio and present at MA Symposium***

Turn in the signed [MA/MS culminating experience](#) paperwork to the Academic Success Specialist upon successful completion of requirements.

### **Terminal Master's Procedures & Paperwork**

Students in Museum Studies and Global Health are accepted into their respective terminal MA programs. Upon completion of the Master's, such students have completed their graduate work at SHESC (i.e., they do not automatically continue on into a PhD). These students may apply to

a PhD program in SHESC according to the normal process and deadlines; if accepted, they would enter in Phase II.

- Complete the iPOS by the time you have earned 50% of the credits required for the degree.
- Apply to graduate (via MyASU) by the posted deadline for the semester in which you intend to graduate.
- The deadline to apply to graduate is posted online with other [graduation deadlines](#), but occurs in early October in fall and early February in spring.
- There is a \$50 application fee, but if you do not graduate in the semester you pay the fee it will roll forward; you only have to pay the fee once per degree.
- Complete the relevant culminating experience.
- Global health students take applied project credit so a culminating experience form is not required; however, make sure that your chair contacts the Academic Success Specialist for any grade changes to applied project credit from prior semesters.

### **Paperwork for Special Circumstances**

**Student Committee Approval:** If one or more of your committee members is outside SHESC or ASU and you are unable to add them to your iPOS, please fill out the [Student Committee Approval](#) form and turn it in to the Academic Success Specialist along with that individual's most recent CV. Per SHESC policy, at least 50% of your committee must be regular SHESC faculty. So if you have 2 external members you need a 4-person committee. Your [PhD Supervisory Committee](#) formation documents must be correct and on file with the Academic Success Specialist to add an external member.

Request to maintain continuous enrollment (a.k.a. "leave of absence"). There are separate versions of the [form for doctoral students](#) and [master's/certificate students](#). Graduate students planning to discontinue registration for a semester or more must request approval to maintain continuous enrollment. 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. By requesting to maintain continuous enrollment without course registration, you affirm that you will not be making use of any University resources for the time period indicated. These resources include University Libraries, laboratories, recreation facilities or faculty time. A leave of absence does not stop your time to degree "clock." For a doctoral degree, you have 10 years total or 5 years after your written comprehensive exam, whichever is less. For a master's degree, you have 6 years total. For a certificate, you have 3 years total. Generally approved reasons for a leave of absence include illness of yourself or a close family member.

**Request for an extension:** Fill out a [petition to Graduate Education](#), have it signed by your committee, and turn it in to the Academic Success Specialist. The specialist will get the head of academic unit signature and submit it to Grad Education. The petition should include:



- The reason you have been unable to complete the degree by your deadline.
- A timeline of the work remaining until degree completion, including specific dates.
- A statement acknowledging that you understand only one extension of time to degree may be granted. If you do not complete the remaining work and graduate according your timeline, [no further extensions will be granted](#) and you will be terminated from the degree program.
- Generally speaking, you must be advanced to candidacy in order for a petition for an extension to be considered.
- The maximum extension granted is typically one year.

**Enrollment and Degree Verification for Outside Agencies and Third Parties:** Arizona State University has contracted with the [National Student Clearinghouse](#) to process all enrollment and degree verification requests for employers, employment agencies, background search firms, and various other businesses that offer products or services based on the individual's status as an enrolled student.

If you need assistance, contact National Student Clearinghouse directly at 703-742-4200. If the National Student Clearinghouse can confirm the degree or enrollment, the response is immediate and requestors will be able to print or obtain a PDF version of the verification. Enrollment verifications for each term will be available starting the first week of classes for that term. A fee will be charged for this service. To request an [Enrollment Verification](#):

- Go to your MyASU and navigate to your My Classes box
- Select Grades & Transcripts
- Select Transcripts & Test Scores
- Select Enrollment Verification

If you need special information on your enrollment verification, or if you need a specialty verification form completed such as the Canadian or Alaskan form, submit an [Enrollment Verification Request Form](#) (see instructions on form) to any [registration location](#) (photo ID required for in person visits.)

Verification of Full-Time/Half-Time Status. If you have advanced to candidacy, will be registered for fewer than 6 credit hours in a given semester, and have student loans you would like to keep "in school," please fill out [this form](#) and put it in Academic Success Specialist's mailbox so that they may get the signatures and submit to the Registrar. This form does not permit new borrowing.

### **Pre-admission/Transfer Credits**

Graduate-level credits taken at ASU or other accredited institutions prior to admission to a SHESC graduate degree program are considered pre-admission credits (which is the same as transfer credits). MA students are allowed to include a maximum of 9 semester hours of preadmission credit toward an Interactive Program of Study (iPOS) per approval by the program director. Such courses must be acceptable for inclusion in graduate degree programs at that institution.

Preadmission courses must have been taken within three years of admission to the ASU degree program. Only graduate-level courses with “B” grade or higher that were not used toward a previous degree may be eligible to apply toward the current degree program. See the Graduate College guidelines for more details regarding pre-admission credits (refer to ASU pre-admission section under the graduate degree requirements section).

### **The Program of Study**

The student is expected to meet with the program director shortly after acceptance into the program to formulate and approve their POS. It is the student’s responsibility to submit and update an iPOS (found in “My Programs” section of My ASU) as necessary and to meet the iPOS requirements, which are:

- Complete the iPOS by the time you have earned 50% of the credits required for the degree.
- Apply to graduate (via myASU) by the posted deadline for the semester in which you intend to graduate.
- The deadline to apply to graduate is posted online with other graduation deadlines, but occurs in early October in fall and early February in spring.
- There is a \$50 application fee, but if you do not graduate in the semester you pay the fee it will roll forward; you only have to pay the fee once per degree.
- For MA students this includes completing their culminating experience (i.e., a research portfolio and presentation), and turning in the MA Culminating Experience form to the Academic Success Specialist once complete.

### **Resources for Plan of Study (iPOS)**

The iPOS is a list of all coursework and credits taken that will be counted toward the degree. As described above, it must be filed by the time 50% of the credits for the degree have been earned. If it is not filed by that point, your registration will be cut off until your iPOS is complete. For more information, see [Graduate College's iPOS page](#). For a walk-through of the iPOS process that includes screen shots, see the [iPOS Training Manual](#).

**Access your iPOS.** You can access it via *myASU* → *My Programs and Degree Progress* box → *iPOS* tab → Graduate Interactive Plan of Study

## **STUDENT CODE OF CONDUCT AND ACADEMIC INTEGRITY**

It is the responsibility of each student to understand and observe all procedures and requirements specified by the ASU Graduate College and SHESC. **It is a requirement for all students to read and understand the Graduate Handbook and the ASU Academic Catalog as well as adhere to the Student Code of Conduct.** Faculty and staff provide academic advice and assistance; however, the ultimate responsibility for meeting degree and other requirements remains with the student. Students should frequently check their MyASU account. All ASU students are required

to have an active ASU email.

### **ASU Email**

Students may forward their ASU email to another preferred account. It is important that students check the ASU email account at least once per week, so they do not miss important notices. Arizona State University and the SHESC conduct their business via ASU email only.

### **Culture of Respect**

ASU is a community and a professional work environment. Graduate students are expected to treat their peers, teachers, students, staff, and members of the ASU community with respect and work with them in a professional manner. SHESC graduate students are representatives of the School and the University; SHESC expects its students will be good representatives who recognize that poor behavior on the part of one student impacts all by creating a negative perception of the School.

### **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. Additional information about sexual harassment can be found [online](#).

### **Academic Integrity**

ASU School of Human Evolution and Social Change students are expected to be ethical in their multiple roles as students, researchers and representatives of the University. When in doubt about appropriate conduct, students should review ASU Academic Integrity Policies and Resources and consult an instructor or advisor to seek clarification as needed. As outlined by ASU's policy, a student may be found to have engaged in academic dishonesty if they:

1. Engage in any form of academic deceit;
2. Refer to materials or sources or use devices (e.g., computers, audio recorders, camera phones, text messages, crib sheets, calculators, solution manuals, materials from previous classes, or commercial research services) not authorized by the instructor for use during the Academic Evaluation or assignment;
3. Possess, review, buy, sell, obtain, or use, without appropriate authorization, any materials intended to be used for an Academic Evaluation or assignment in advance of its administration;
4. Act as a substitute for another person in any Academic Evaluation or assignment;
5. Use a substitute in any Academic Evaluation or assignment;
6. Depend on the aid of others, including other students or tutors, in connection with any Academic Evaluation or assignment to the extent that the work is not representative of the student's abilities;

7. Provide inappropriate aid to another person in connection with any Academic Evaluation or assignment, including the unauthorized use of camera phones, text messages, photocopies, notes or other means to copy or photograph materials used or intended for Academic Evaluation;
8. Engage in Plagiarism;
9. Use materials from the Internet or any other source without full and appropriate attribution;
10. Permit his or her work to be submitted by another person in connection with any Academic Evaluation or assignment, without authorization;
11. Claim credit for or submit work done by another;
12. Sign an attendance sheet for another student, allow another student to sign on the student's behalf, or otherwise participate in gaining credit for attendance for oneself or another without actually attending;
13. Falsify or misrepresent hours or activities in relationship to an internship, externship, field experience, clinical activity or similar activity; or
14. Attempt to influence or change any Academic Evaluation, assignment or academic record for reasons having no relevance to academic achievement.

Students have the responsibility to understand and uphold the highest standards of academic integrity.

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

The School of Human Evolution and Social Change has a zero-tolerance policy for any form of academic dishonesty. Penalties for unethical behavior range from failing grades to dismissal from the program. The School follows the University's policies and procedures when responding to an academic integrity complaint and determining sanctions.

The following links can assist in understanding academic integrity, student code of conduct, the policies surrounding these topics, and the impact and resources available to you.

#### **Understanding Academic Integrity**

<https://provost.asu.edu/academic-integrity>

#### **Policy surrounding Academic Integrity**

<https://provost.asu.edu/academic-integrity/policy>

#### **Protecting the ASU Community**

<https://provost.asu.edu/academic-integrity/impact>

#### **Resources for students, faculty, staff and teaching assistants to help avoid academic integrity violations**

<https://provost.asu.edu/academic-integrity/resources>

# FINANCIAL ASSISTANCE POLICIES AND PROCEDURES

## Financial Aid Policy and Procedures

ASU has many forms of financial aid available, including scholarships, grants, federal work-study and loans. Check out these [options](#) to get started and get an idea of some of the financial awards you could be eligible for.

In addition to financial aid packages with federal grants and loans, students can apply for scholarships specific to the university and the College of Liberal Arts and Sciences to help pay for college costs. The School of Human Evolution and Social Change also offers a collection of awards and fellowships for graduate students.

The Financial Aid office is available 24 hours/day, 7 days/week. Call toll free at: 855-278-5080.

If you have additional questions regarding financial aid, check out these frequently asked questions. <https://students.asu.edu/financialaid/faq>

## SCHOOL RESOURCES

Within the School of Human Evolution and Social Change, we have a variety of resources to help students succeed in their program. We know that a fulfilling academic career includes a sense of community and opportunities to help shape your school's future, as well as your own. That is why we sponsor an award-winning graduate student club and offer facilities and prospects promoting student collegiality and advancement.

*Association of All Graduate Students (AAGS):* This student-led association provides a number of activities on the student's behalf and serve as a forum where they can voice their concerns as a graduate student, as well as acting as a direct link with the school's faculty, administration and other ASU graduate students with regard to student life.

*Graduates in Integrative Society + Environment Research (GISER):* GISER is an ASU-wide graduate student organization that provides opportunities for graduate students to engage in short-term, student-driven interdisciplinary research related to society and environment. This is accomplished through monthly plenary meetings for students and faculty, which often includes panel discussions on interdisciplinary topics such as objectivity in science. Often these are product-oriented projects; typically receiving funding and academic credit for participation.

*Graduate Lounge:* Located in the School of Human Evolution and Social Change Building, Room 111, this room provides a space where you can socialize or study while on campus. The lounge has tables and chairs for studying, couches for relaxing and refrigerators for food. In addition, informal collaborative meetings are conducted here.

*Graduate Town Halls:* Each semester, SHESC holds Graduate Town Halls, which serve a dual purpose. They provide an open forum for graduate students to ask questions or raise concerns

directly to the school's directorate, while also providing the opportunity for the directorate to update graduate students on important trends, policies and issues affecting your academic career, research and teaching. Your AAGS approach representative is another individual who can address your concerns and help bring them directly to the appropriate individuals.

### **Assistantships and Apprenticeships**

The teaching and research assistant/associate role is an important one to the ASU community. A TA/RA appointment provides graduate students with professional development opportunities that are unique to academia while also supporting the university's teaching, research and service missions. See the [Graduate College TA/RA Handbook](#) for more information.

There are two kinds of assistantships or associateships at ASU; teaching assistantships or associateships (TAs) and research assistantships or associateships (RAs).

The first is the teaching assistantships/associateships (TAs). The teaching assistant is an enrolled student appointed part-time by the university whose primary responsibility is in an instructional capacity. Teaching assistants may lecture, lead discussion groups, serve as an assistant to laboratory classes, tutor students, proctor examinations, grade tests and papers, and provide general assistance in the instructional process under the direct supervision of a faculty member.

The teaching associate is an enrolled graduate student appointed part-time by the university under the direct supervision of a faculty member whose primary responsibility is in an instructional capacity and who holds a master's degree or its equivalent. The roles of the teaching associate are similar to those of the teaching assistant, but may differ in terms of responsibilities (e.g., course level). Departments may consider students who have completed a master's degree or its equivalent (30 hours of graduate work) for a teaching associateship.

The second is the research assistantships/associateships (RAs). The research assistant is an enrolled student appointed part-time by the university whose primary responsibilities are research related. Graduate research assistants may assist faculty members in research and creative activities, perform administrative or editorial duties directly connected to research and creative activities, develop and evaluate instructional materials and/or curricula, or assume responsibilities for a designated research area under the direct supervision of a faculty member.

The research associate is an enrolled student appointed part-time by the university under the direct supervision of a faculty member whose primary responsibilities are research related. Research associates are similar to research assistants but generally have a higher degree of research responsibility. Departments may consider students who have completed a master's degree or its equivalent (30 hours of graduate work) for a research associateship.

### **Absence and Leave Policies for TAs/RAs**

A TA/RA should notify their supervisor in advance of an absence and, when possible, assist in obtaining a replacement or rearrangement of the duties. Excessive absences, regardless of the

reason, are cause for termination before the end of the appointment period. TAs/RAs should consult with the supervising faculty member about specific policies regarding absence from service.

A supervising faculty member or academic unit can terminate a TA/RA who has abandoned their position. A TA/RA who has not reported for their assignment for three or more, consecutive business days (or 3/5 of a regular week's workload) has abandoned their position. The supervising faculty member should send a letter via mail (return receipt requested) or e-mail (read receipt requested) outlining the details in the original appointment letter, including the start date of the appointment and the length of time the TA/RA has failed reporting for duty. The letter should – at a minimum – outline the TA/RA responsibilities and the length of time in which they were not in communication with the faculty advisor, as well as any other difficulties or conflicts the faculty member experienced. The TA/RA then has two days (or 2/5 of a normal workweek) to reply and address the concern. After the two days, the appointing unit should send a confirming letter or email terminating the TA/RA appointment due to the abandonment.

Appointing units have the right to rescind or modify TA/RA offers prior to the beginning of the appointment term, given reasonable cause. Reasons for the rescinding or modification of offers may include, but are not limited to the following: change in academic unit's financial situation; student misconduct; change in student's academic discipline or enrollment status; failure of student to accept offer by deadline indicated in offer letter; and failure of student to complete required orientations or trainings as indicated in offer letter. Appointing units must issue a formal letter outlining causes for resending or modifying an offer.

## **ACADEMIC AND PROFESSIONAL RESOURCES**

There are many academic services available to you as a graduate student in the School of Human Evolution and Social Change. Below is a list of resources that can help guide you through your academic journey.

### **Subject Librarian**

The School of Human Evolution and Social Change Subject Librarian serves as the main library contact for the school, handling anthropology and archaeology, global health and museum studies. The Subject Librarian is available to help students with their research needs by assisting in locating specialized resources, using RefWorks to manage citations and create custom bibliographies, and providing consultations for theses and dissertations, as well as research/teaching assistant duties. The School of Human Evolution and Social Change has the following library guides for your use:

- Anthropology + Archaeology
- Global Health
- Museum Studies

## **Collections**

Our school and its Center for Archaeology and Society manage extensive archaeological, ethnographic and evolutionary anthropology collections, primarily from Arizona but also representing Mesoamerica, Africa and Asia. Of the more than 250,000 individual and bulk specimens available for research, teaching and exhibitions, about 200,000 are digitized. Type and comparative collections are also available in a variety of materials: ceramics, fauna, pollen, seeds, non-human primates, fossil hominid, and dental casts. Individual faculty members also maintain artifacts, human remains and/or related digital materials relevant to their teaching and research. See the Program Directors and the Curator of Collections at the School's Alameda Repository for more information and opportunities for practicums and hourly work.

## **STUDENT SUPPORT SERVICES**

### **International Students**

The School of Human Evolution and Social Change offers international students a prestigious academic home in the heart of a culturally rich and diverse university. With well over 100 countries represented in ASU's student body and a host of programs centered on not only learning about – but also finding solutions to – today's biggest global challenges, it's easy to see why the Institute of International Education named ASU the #1 public university chosen by international students. Study global health, learn to use your mathematical aptitude to tackle real-life issues, or dig into the past, present and future of the human condition through anthropology.

International students who have been admitted to ASU must go to the International Students Office (<http://students.asu.edu/international/issc>) located inside the 1<sup>st</sup> floor of the Student Services Building in Room #170, with their passport and immigration documents as soon as they arrive on campus. During the first week or so, carry a few photocopies of your passport's photo page; various offices will need a copy of this. International students must be enrolled full-time throughout the academic year (9 credit hours). Your passport and I-20 or DS-2019 must be kept valid at all times. You will also need to ask the International Students Office about how to obtain a social security card. Their website is a great source for information (<https://global.asu.edu>). International students must also attend the mandatory international student orientation on the Tuesday before classes start.

### **Disability Services**

The ASU Disability Resource Center (DRC) is a great resource for students with disabilities. The Disability Resource Center provides services to qualified students on all ASU campuses: Downtown, Polytechnic, Tempe, and West.

If you are new to ASU, please take a moment to log into DRC Connect to get started with registering with the DRC office. If you are already registered, please sign in to DRC Connect to start requesting your accommodations. If you have any questions or experience any difficulties with this process, please contact our office for assistance. We seek to establish equal access for



all students and look forward to working with you.

### **Veteran's Services**

Career and Professional Development Services is proud to offer assistance for veterans on resume writing, interviewing prep, job search strategies and employment services. In partnership with the Pat Tillman Veterans Center, CPDS supports veterans in their professional development and career exploration and offers the following services:

- Career Advising
- Career Events
- Major and Career Exploration
- Resume and Cover Letter Reviews
- Interviewing Techniques and Practice
- Career Assessments
- Career Workshops and Webinars
- Hands-on Learning Opportunities
- Job and Internship Search Strategies
- Employer Information Sessions
- On-campus Interviews
- Job and Internship Postings
- Test Preparation for Grad School Applications
- Personal Statement Assistance
- Connection to Service Opportunities
- Networking Tips
- Virtual Services and Resources
- Professional Mentoring

Many veteran friendly employers actively recruit in Handshake, ASU's online career and internship portal. In addition to the resources below, this office is available to assist you virtually and in-person with a variety of career-related topics including job and internship search strategies, resume writing, interviewing and career exploration. To meet with a Career Advisor, you can log into Handshake to schedule an in-person or virtual appointment.

### **Business Services**

#### ***Student Accounts***

With your ASU admission letter, you will receive an ASURITE UserID, an activation code and instructions to go to <http://www.asu.edu/asurite> to activate your account. This site will allow you to activate your ASURITE UserID from an off-campus computer and create your own password. After asking you to review our policies and security information, the system will verify your identity by requesting your date of birth. You will then be required to select your password. Please use letters in upper and lower case, numbers and symbols in your password for security reasons.

The system will then ask you if you have an e-mail account. If you want to continue using your current email system, be sure to select "Yes, I have an e-mail account" and then enter the address of your personal e-mail mailbox. This will ensure that you get all correspondence ASU sends you.

If you want to use ASU email as your primary email, you have two options. First, ASU has partnered with Google to provide ASU email via a gmail interface. More information can be found at <http://www.asu.edu/emailsignup/>. Some students love this interface, whereas others prefer to use another client program. In this case, ASU Gmail can be configured for IMAP. You can also set up ASU email on your smartphone, and use email forwarding. More info at <http://help.asu.edu>.

### ***ID Card/Sun Card***

The ASU student ID card, often referred to as the Sun Card – will be issued after you register for classes. This card is your student identification card, library card, copy card, and sometimes your building and elevator key. You will also be able to use it like a credit card for things like vending machines, charging items to your student account, and paying for phone calls, if you sign up for this service. Your Sun Card gets you into the Student Recreation Complex (i.e., the gym) and, when validated, gets you into some ASU athletic and cultural events for free or at a reduced rate. Validation for the current semester can be obtained at the Gammage Center or University Athletic Center ticket offices.

Your ASU Sun Card can be obtained at the beginning of the semester after you register for classes. The Sun Card office is in the Lower Level of the Memorial Union (south end) inside Union Station, MU 59 (the first couple weeks of classes, Sun Card office offers their services on the 2<sup>nd</sup> floor of the MU). You will be asked to fill out a card with your name, ASU ID number, and classification (Student, Faculty/Staff, or Other). Students pay \$25 for their card and they accept cash, check, Visa, MasterCard, or you can have the charge posted to your University Student Account. You must show a valid photo ID such as a U.S. Driver's License, Passport, or high school ID, so they can verify who you are before your Sun Card is created. Afterward, they take your picture and produce your card right on the spot. The process takes about three to five minutes (without lines) and you will walk away with your new Sun Card. More information is available at <http://cfo.asu.edu/cardservices>.

### ***Bus and Light Rail Passes***

ASU offers the U-Pass, an annual transit pass that grants unlimited access on all Valley Metro bus routes and the METRO light rail. With the U-Pass, you can travel between the Tempe at Downtown Phoenix campuses, hitch a ride to the airport or arrive at nearly any destination in the greater-Phoenix area. Many students park at light rail stations, and ride the light rail into campus. These passes can be obtained from the Parking and Transit Services office in the University Towers by the Sun Devil stadium at any time, or a few other locations at the beginning of each semester (look for emails about locations). You can find a bus schedule at <http://www.valleymetro.org/bus/>. For more information about transit services at ASU, visit <https://cfo.asu.edu/transit>.

### ***Parking and Biking***

As on many large campuses, parking is a hassle and is expensive. The best alternative is to live

near campus and ride your bike. Tempe is, however, a very busy city so it is essential to keep highly alert for bad drivers, wear a helmet, and obey all bike laws – you can get an expensive ticket for violations (e.g., for riding on the sidewalk against vehicle traffic or not having a front light on at night. We strongly urge bike riding, bussing or walking if you live near campus.

If you must drive, you can purchase parking decals for the year (August 16th through August 15<sup>th</sup> of next year) from the Parking and Transit Services Office (<http://www.asu.edu/parking/>) in the University Towers by the Sun Devil stadium. The price of parking decals ranges from \$210 (lot 59E, open air parking 15-20 minute walk from main campus) to \$780 (for several covered parking structures). If you'll be using one of the lots daily, obtain the sticker as soon as possible after your arrival on campus to get as close to the Life Sciences buildings as possible (Structure 2 or 3). You'll need to sign (or provide proof) that your car has a current emissions certificate, as well as provide your registration (out-of-state is fine) and picture ID. Check <http://uabf.asu.edu/parking> information for more details.

For quick loading and unloading trips, you can park for 20 minutes in one of the two loading zone spaces behind the SHESC building (turn South on Forest from University).

### ***Other Transit Options***

ASU provides free on-campus shuttles at the Tempe Campus that transport students from outlying parking areas and campus buildings to other on-campus destinations, as well as free intercampus shuttles that connect all four ASU campuses. Bike racks are conveniently located around campus and accommodate thousands of bikes each day at ASU for those who choose biking as a transportation option. And, the City of Tempe's Orbit Shuttle system is a free neighborhood circulator that makes stops at the Tempe campus as well as nearby restaurants, shopping centers and other local points of interest. The City of Phoenix operates a similar free shuttle called the DASH. If you have any questions, you can call (480) 727-7053 or visit <http://cfo.asu.edu/pts>