

PROGRAM HANDBOOK

GEOGRAPHY (MA) | URBAN AND ENVIRONMENTAL PLANNING (MUEP) | GEOGRAPHIC INFORMATION SYSTEMS (MAS)
GEOGRAPHY (PHD) | URBAN PLANNING (PHD)
TRANSPORTATION SYSTEMS (CERTIFICATE) | GEOGRAPHICAL INFORMATION SCIENCE (CERTIFICATE)
SOCIAL SCIENCE RESEARCH METHODS (CERTIFICATE)

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Handbook Objective

The objective of this handbook is to provide School of Geographical Sciences and Urban Planning (SGSUP) prospective and enrolled graduate students information on policies and procedures that must be adhered to for successfully completing a graduate degree at Arizona State University, within SGSUP. This handbook is not all-inclusive of every university policy, nor is it a complete replica of other handbooks or manuals; however, references are made to other handbooks and links provided for students to review full details on policies outside of the department.

Mission

The School of Geographical Sciences and Urban Planning (SGSUP) advances geospatial knowledge for a complex world, emphasizing education, research, and applied solutions to urban and environmental problems.

- We are a distinctive community of physical and social scientists whose blended expertise is producing breakthroughs in geography and urban planning.
- We are committed to the social and environmental well-being of communities, places, and people.
- We are world leaders in spatial science and urban climatology.
- We are emerging leaders in urban planning and social equity, transportation, earth surface processes, urban systems analysis, human environmental systems.

SGSUP is committed to providing an inspiring educational experience for all students. Graduate students earning master's degrees acquire the skills needed to become leaders in their professions. Graduate students earning doctorate degrees develop high-level expertise in scholarship, garnering academic, government, and consulting positions and success as independent scholars. Faculty undertake research that is both useful to society and internationally influential. The School actively interacts with alumni to enhance life experiences and encourage them to creatively offer support for the School. SGSUP is a center of innovation and teacher training in geographic and urban planning pedagogy for Arizona's K-12 education. The School is noted for its distinctive mixing of geography and urban planning in teaching, research, and service.

Research

At the School of Geographical Sciences and Urban Planning, our distinguished faculty members are focused on the world's most-pressing environmental and societal issues, including climate science and policy, water resource management, disaster relief, housing and community development, renewable energy and sustainable growth. With a central focus on location and urban places, we study how places are organized and function, what they mean to the people who live in them, and how they can be best adapted to meet tomorrow's challenges of environmental and societal change.

We offer research opportunities to both undergraduate and graduate students and collaborate with other Schools within the University and beyond to develop new approaches and ideas. The School also includes Editorial Board members for Proceedings of the National Academy of Sciences, Landscape and Urban Planning, Environmental Research Letters, and Annals, Association of American Geographers.

Visit the [SGSUP Research](#) webpage for more information.

SGSUP Personnel

Led by Director [Trisalyn Nelson](#), the school's [faculty](#) currently includes two members of the National Academy of Sciences, one Regents' Professors, a Guggenheim Fellow, Gilbert White Chair, President's Professor, two Fulbright awardees, a National Science Foundation Career award winner, a past executive officer of the Association of American Geographers, a Guggenheim scholar, and members of national and international committees and panels such as the National Research Council Geographical Sciences Committee and Intergovernmental Panel on Climatic Change (IPCC).

Visit the [SGSUP website](#) for a complete directory of SGSUP faculty, students, and staff. We encourage all students to create a profile page, which will appear both in the [ASU Directory](#) and SGSUP's [graduate student directory](#). This will help us get to know you, and is a great way to give yourself a professional web presence. Instructions on how to create or update your profile are available [here](#). For questions, email geoplan.news@asu.edu.

Costs (Tuition & Fees)

The costs of enrollment can be obtained from [ASU Financial Aid and Scholarship Services](#). Tuition and fees are subject to annual approval by the Arizona Board of Regents.

The following programs assess an additional program fee above the posted tuition and university fees:

Program	Fee
Geographic Information Systems (MAS)	\$12,000 / Academic Year
Urban and Environmental Planning (MUEP)	\$1,250 / semester

Use the [Tuition Estimator](#) to calculate estimated total cost of attendance.

For questions about tuition and fees, please contact the [Student Accounts Office](#).

For questions about financial aid and cost of attendance, please contact [Student Financial Assistance](#).

Funding Your Education

There are various opportunities available for funding your educational and research-related travel expenses. [Financial Aid for Graduate Students](#) is a great place to start for need-based state and federal financial aid, including loans and scholarships. International students, while not eligible for state or federal aid, can visit [Financial Aid for International Students](#) for other resources available for funding graduate study at ASU.

Fellowships

Graduate College offers various [fellowships and awards](#) to graduate students. Some awards require faculty nomination; some are open for student application. Information regarding applying for these awards will be sent to the student [listservs](#) periodically. Students are responsible for observing application deadlines.

The [Graduate and Professional Student Association](#) (GPSA) is another organization that can offer funding opportunities for graduate students. Visit GPSA's [funding webpage](#) for more information. Students are responsible for observing application deadlines.

SGSUP also administers various [fellowships and awards](#). Information regarding applying for these awards will be sent to the student [listservs](#) periodically. Students are responsible for observing application deadlines.

Local, national, and international [award opportunities](#) are also available from planning and geographical organizations. Students are responsible for observing application deadlines.

Assistantships

Assistantships with half-time (20 hours per week or .50 FTE) appointments receive a full tuition remission and student health insurance at no cost; however, enrollment in the insurance plan is required each semester. Spring semester insurance coverage includes the summer months.

Assistantships with quarter-time (10 hours per week or .25 FTE) appointments receive a 50 percent reduction in in-state resident tuition. Those with an appointment of quarter-time or more are treated as in-state residents for tuition purposes.

In addition, assistantships pay a small stipend, outlined below. For more information on assistantship benefits, please refer to [Graduate College](#).

We consider all PhD applicants to our school for multi-year funding packages. MUEP students may be considered for TA positions on a semester-by-semester basis. MUEP students may apply for teaching assistantships [online](#) and must do so each semester. Students are responsible for observing application deadlines.

Teaching Assistants/Associates

TAs provide services which may include lecturing, leading discussion groups, serving as assistants to laboratory classes, and grading tests and papers, under the supervision of a faculty supervisor. The graduate [TA Resource Guide](#) offers a wealth of information to help TAs have a successful teaching experience. It contains information on designing syllabi, managing a classroom, student [Code of Conduct](#) and much more.

TA compensation:

	FTE	Duration	Compensation	Note
PhD	0.50	academic year	\$15,000	prorated for .25 FTE appointments and for one-semester appointments
MUEP	0.25	semester	\$3,750	MUEP TAs are appointed by semester

The [Teaching Assistant Development \(TAD\) Program](#) is required for all newly hired TAs and designed to provide new Teaching Assistants/Associates (TAs) with an orientation to ASU and the TA position. The role of the TA varies widely across campus and the TAD program seeks to meet the needs of each TA by providing development that can be customized.

International students who wish to be considered for a teaching assistant position must meet [English proficiency requirements](#). For more information visit the [International Teaching Assistant Program](#) or

contact globallaunchITA@asu.edu.

Research Assistants/Associates

RAs are selected for excellence in scholarship and promise as researchers. They do part-time research as a portion of their training under the direct supervision of regular faculty members. RA appointments are generally only available to PhD students.

RA stipend compensation is based on experience:

	FTE	Duration	Compensation
1 st Year RA	0.50	academic year	\$17,000
2 nd Year RA	0.50	academic year	\$19,000
3 rd Year RA	0.50	academic year	\$21,000

RA stipends are capped at \$21,000 and prorated for .25 FTE appointments and for one-semester appointments.

TA/RA appointments are, by definition, semester appointments. TAs/RAs should not assume that they will be reappointed merely because no notification or termination at the end of the appointment period has been received. Reappointments are subject to and contingent upon the continuing availability of funds and the TA's/RA's satisfactory performance. In considering reappointments, the hiring unit or project director must consider the TA's/RA's contribution to the objectives of the unit or project along with the assistant's/associate's academic progress. Students must maintain [Satisfactory Academic Progress](#) in order to be eligible for an assistantship.

Travel Funding

PhD students are eligible to receive \$350 in travel funding annually. MUEP students may receive up to \$500 in travel funding annually. Travel awards are competitive and subject to availability. Refer to [SGSUP Hub](#) for information on booking and paying for travel with SGSUP.

Funding Guarantee

Selected PhD applicants will be offered up to four years of funding, which will be in the form of research or teaching assistantships, fellowships, or any combination of these. Funding packages are officially offered to selected students in writing upon admission to the program.

Resources

Healthcare & Insurance

All students, whether they have health insurance or not, are eligible to use [ASU Health Services](#).

Graduate students must be enrolled in a graduate degree or certificate program and taking at least three credit hours or one dissertation/thesis hour.

Visit ASU Health Services for additional information and instructions regarding [Student Health Coverage Options, Eligibility & Enrollment](#).

International students will automatically be enrolled in the student health plan upon registration for class.

For students with an RA/TA appointment, refer to the **Benefits** section of the [TA/RA Handbook](#) for additional health insurance information.

All students are required to meet the measles, mumps, and rubella (MMR) [immunization requirement](#) before class registration. You will see a MMR Immunization hold in the **Priority Tasks** module in [My ASU](#) until your MMR information is received and verified. Read [additional information](#) about MMR and other immunization information at [ASU Health Services](#).

Facilities

The School of Geographical Sciences and Urban Planning is located on the fifth floor of Lattie F. Coor Hall, which was opened January 7, 2004. Coor Hall is a modern six-story glass and concrete building stocked with state-of-the-art technology. A computing commons is housed on the first floor and classrooms are located on the southern perimeter of the first floor and in the lower level, beneath the first floor. A computer lab with GIS-equipped Apple-Mac computers is located on the first level. A second computer lab was recently completed on the fifth floor of Coor Hall and both these labs belong solely to SGSUP. Studio space is located in Stauffer Hall, which is located beside and directly north of Coor Hall. Several classrooms on the second floor were renovated to provide two new spacious designated classrooms/workshops/studios.

Computing

With computer-equipped workshop space and two computer laboratories the School is well-served and has the computer capability to successfully support the new technology-based course work. Course fees pay for the purchase and maintenance of this equipment; the computers are state-of-the-art. SGSUP's GIS program computers are cutting edge.

Each designated planning studio/classroom is equipped with eight student-use computers. The computers are available to students for research and study in the open lab time between the classes scheduled in the room.

Between each studio is a small copy room equipped with a network-connected Canon imageRUNNER combination color copier, scanner, and network printer. Students also have use of a poster-size HP Plotter and a network-connected multi-function Canon imageRUNNER 5050.

The [University Technology Office \(UTO\)](#) provides a variety of services and applications, including those required for development, research, and other learning needs. A UTO Systems Support Analyst has offices onsite to provide IT support to SGSUP students, faculty, and staff.

ASU Library

The [ASU Library](#) system has over 3 million volumes and comfortably supports teaching and research for both students and faculty. Reflecting its recent emphasis on shifting to electronic content, ASU Library has aggressively licensed full-text journal packages and databases for use by students and faculty. Accessed from campus or remotely, these materials are available 24 hours a day, 7 days a week. Faculty and

students can electronically request (non-Reserve) books from any of the four campus libraries to be picked up in whichever library is most convenient; these books can be returned to any ASU Library location.

When materials are not available in any of the ASU Library locations, ASU Library provides subsidized inter-library loan services for faculty and students.

The [Architecture and Environmental Design \(AED\) Library](#) holds over 55,000 items including books, periodicals, CD-ROMs, videos, and microforms. The AED Library's subject coverage focuses strongly on Design, including: Architecture, Landscape Architecture, Urban Design, Housing, Planning, Interior Design, Graphic Design, and Industrial Design. It provides access to an excellent collection of books, periodicals, reports, videotapes, DVDs, CDs, microforms, archival drawings and collections all focused to support the Design disciplines.

[Hayden Library](#), the main social sciences and humanities library, constitutes another valuable source of research information, particularly via its collection strengths in subject areas such as: social sciences, social policy, economic development, community development, and in its [Government Documents Collection](#).

The School also is supported by the [Noble Science Library](#) in such subject areas as: transportation technology, environmental sciences, and GIS. It is further supported by the [Map Collection](#) in Noble Library with its extensive assortment of maps and aerial photographs (with particular emphasis on Maricopa County and Arizona -- including contemporary and historic images).

In addition to providing reference assistance in person, by telephone, or by e-mail in all of the ASU Library locations, the ASU Library system offers a 24/7 virtual real-time chat reference service. The subject librarian for Geographical Studies and Urban Planning is [Mimmo Bonanni](#).

Disability Resources

The [Disability Resource Center](#) provides services to qualified students with disabilities on all ASU campuses. Services include testing accommodations, note taking services, on-campus transportation, and more. Students new to ASU must log into [DRC Connect](#) to get started with registering with the DRC office. Visit DRC's [webpage](#) to determine eligibility and submit required documentation.

Counseling Services

Students are eligible for personal counseling services at ASU. [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. They will talk with you, help you identify solutions or support, and connect you with those services at ASU or in the community.

Title IX

ASU is committed to providing an environment free from discrimination based on sex and provides a number of resources and services to assist students, faculty and staff in addressing issues involving sex discrimination, including sexual violence. The university's full statement and policies related to [Title IX](#) are available online.

SGSUP Policies and Procedures

Student Responsibility

It is the responsibility of each student to understand and observe all procedures and requirements specified by Graduate College and the School of Geographical Sciences and Urban Planning. It is a requirement for all SGSUP students to read and understand the SGSUP Handbook, the Graduate College [Policies and Procedures Handbook](#) and the ASU [Academic Catalog](#). Faculty and staff provide academic advising and assistance; however, the ultimate responsibility for meeting degree and other requirements remains with the student.

Class Registration

Students are required to register or drop classes by the deadlines listed on the [Academic Calendar](#). To swap a class or to enroll in a class after the add-drop deadline, complete the [Enrollment Change Request](#) and obtain required signatures.

Some courses require students to request permission to enroll. There are two types of permissions that may be needed. One is through a course line number. The other is an override.

Course Line Number

Some courses may not appear in the published Schedule of Classes, therefore students must request a course line number to enroll in these courses. These courses include:

- Applied Project
- Thesis
- Research
- Reading and Conference
- Dissertation*
- Continuing Registration

The above courses are offered at the 500, 600, and 700 levels. Students wishing to enroll in these classes should use the following guidelines:

Career	Level	Example
Master	500	PUP593 Applied Project
PhD (not yet in candidacy)	600	GCU690 Reading and Conference
PhD (in candidacy)*	700	GPH799 Dissertation

*Dissertation credits must be at the 700 level, even if they are taken prior to reaching candidacy. [Graduate College policy](#) requires 12.0 credits of 799 Dissertation on the doctoral [Plan of Study](#) (refer to Coursework section of **graduate degree requirements** tab).

To request a course line number: complete the *Online Permission Form*, located in the **Forms** area of the [SGSUP Hub](#). Student will receive instructions for registering in the course via email within 5-7 business days.

The course line number is valid only for one semester and must be requested each semester.

Overrides

Some courses will require students to obtain override permission. The most common reasons for students to be unable to enroll in courses are: instructor approval required, department consent required, and course full.

To request an override: obtain written/email approval from faculty member. Forward faculty approval to geoplan.gradadvising@asu.edu. Complete the *Online Permission Form*, located in the **Forms** area of the [SGSUP Hub](#). Student will receive instructions for registering in the course via email within 5-7 business days.

Courses that are outside of SGSUP may also have course permissions that prohibit a student from registering. All inquiries regarding courses that are not offered by SGSUP (GCU, GIS, GPH, PUP) must be directed to the department offering the course.

Program Communications

The program utilizes the following procedures to disseminate new and/or changing information about SGSUP programs:

Email

Email is the official method of university communications. **Students must use their assigned ASU email address or they will miss important program communications.** Program information is disseminated via email through the student listserv to those addresses. Please include your ten-digit ASU ID# in all emailed communications with the SGSUP Graduate Coordinator and Graduate College.

For general inquiries, please use the following email address: geoplan.gradadvising@asu.edu

ASU email can be forwarded to your personal email address by following [these instructions](#). Be aware that this does not work with all communications; automated messages and distribution list messages may not forward properly. Visit this [Knowledge Article](#) to learn more about the potential issues with email forwarding.

Students are responsible for checking email and responding to requests in a timely manner.

Listserv

Program changes and announcements are communicated via the SGSUP listservs. Program staff will add all new students' official ASU email addresses to the appropriate listservs.

List	Subscribers
asugeog@asu.edu	Geography (PhD), Urban Planning (PhD), and Geography (MA)
mueplist@asu.edu	MUEP
gradgsup@asu.edu	All PhD, MA, and MUEP
SGSUP Bulletin	Weekly newsletter sent to all SGSUP students, faculty, and staff

Blackboard

The [SGSUP Hub](#) on Blackboard houses program information, process guides, program handbook, and various forms referenced in this handbook. Program staff will add all new students to the Blackboard site.

Social Media

SGSUP is on Facebook ([@geoplan.asu.edu](https://www.facebook.com/geoplan.asu.edu)) and Twitter ([@ASU_GeoPlan](https://twitter.com/ASU_GeoPlan)).

Professional Development

Student Organizations

Visit SGSUP's [Clubs and Organizations](#) webpage for opportunities to get involved in organizations such as:

- [ASU Chapter, American Society for Photogrammetry and Remote Sensing \(ASPRS\)](#)
- [Gamma Theta Upsilon Geography Honor Society \(GTU\)](#)
- [Student Planning Association at ASU \(SPA\)](#)
- [Students for the New Urbanism at ASU \(SNU\)](#)
- [Upsilon Rho Beta Urban Planning Honor Society \(URB\)](#)

These organizations, sponsored by SGSUP, support the School and foster communication and professional development within the ASU community and beyond.

Graduate Student Committee

SGSUP has an active [Graduate Student Committee](#) with elected representatives. The Committee represents various student interests for academic-track Geography and Urban Planning students. The Committee seeks to meet a diverse set of goals:

1. Improve student life
2. Support institutional memory
3. Increase information flow to graduate students
4. Support graduate student success
5. Strengthen community within the School

Contact [Graduate Student Committee](#)

Central AZ AMS-NWA

The [Central Arizona Chapter](#) has been serving Phoenix, Tempe, and other communities in central Arizona since its founding in 1967. We are the local joint chapter of the American Meteorological Society and the National Weather Association, with an active membership of over 100 operational professionals, broadcast meteorologists, academics, students, and weather enthusiasts.

Founded in 1919, the [American Meteorological Society \(AMS\)](#) is the nation's premier scientific and professional organization promoting and disseminating information about the atmospheric, oceanic, hydrologic sciences. Our more than 13,000 members include scientists, researchers, educators, broadcast meteorologists, students, weather enthusiasts, and other professionals in the fields of weather, water, and climate.

The [National Weather Association \(NWA\)](#) is a professional association supporting and promoting excellence in operational meteorology and related activities since 1975. Members have many

opportunities to share information, news, studies and concerns related to operational meteorology and to network with great people in a wide variety of careers (from well-known senior professionals to weather enthusiasts).

Arizona Planning Association Arizona (APA AZ) Mentorship Program

This career development program offered by the [American Planning Association Arizona Chapter](#) provides ASU planning students an opportunity to network with local planning professionals at regular intervals throughout the school year. The program aims to match students' interests with professionals' areas of expertise by tapping into the Phoenix area's diverse talent pool. Public- and private-sector planners have volunteered to visit with ASU students in one-on-one or small group settings. The overall structure is specifically designed to provide enough guidance to develop meaningful relationships, yet flexible enough to accommodate the specific needs of students and schedules of busy professionals. The program's mentors - ranging from young professionals to seasoned pros – sign on to support career development in a variety of ways, such as:

- Exposing students to a variety of planning specializations;
- Attending a professional development event and/or public meeting together;
- Assisting with course selection;
- Critiquing individual resumes and portfolios;
- Conducting mock interviews and helping to strengthen students' interview skills; and
- Providing pointers to assist in the internship and job search.

In order to join the Mentorship Program, a student must commit to meeting with his or her assigned mentor on a regular basis. Watch your email for an invitation to participate in the APA AZ Mentorship Program.

Planning Career Fair

The ASU Planning Career Fair is held each year in late March or early April, in the late afternoon on a weekday. This event is open to undergraduate and graduate students studying planning.

The Planning Career Fair opens with a panel of professionals who will discuss their insights on career development in planning. The second part of the event is a mixer, with planners seated at conference tables, and students welcome to mingle. Some organizations will be offering internships or recruiting for jobs – and all participants will be happy to talk with you about planning careers.

Code of Conduct

All students are expected to adhere to the [ABOR Student Code of Conduct](#). Violations of the Student Code of Conduct, other than the provision concerning academic dishonesty, are more generally considered inappropriate behavior. The [Office of Student Rights and Responsibilities](#) reviews and sanctions these matters. If a student violates both the academic integrity provision and additional provisions of the Student Code of Conduct, both the college and the Office of Student Rights and Responsibilities will review the matter. Each independently makes determinations concerning violations and appropriate sanctions.

Academic Integrity

ASU has clear definitions of [academic integrity](#). The ASU student academic integrity policy lists violations in detail. These violations fall into five broad areas that include, but are not limited to:

- Cheating on an academic evaluation or assignment
- Plagiarizing (includes self-plagiarism)
- Academic deceit, such as fabricating data or information
- Aiding academic integrity policy violations and inappropriately collaborating
- Falsifying academic records

Violation of these standards can result in course failure or expulsion from the program. Refer to [CLAS Academic Integrity](#) for more information.

Grievances and Appeals

Students who are enrolled in a College of Liberal Arts and Sciences (CLAS) course and believe they have been unfairly or improperly graded may be assured of just treatment and fair consideration. Any such grievance must be started within the regular semester immediately following the course at issue, whether the student is enrolled in the university or not.

There are two stages to the grade grievance process, the informal process and the formal process. Each contains a series of steps. The steps must be followed by any student seeking to appeal a grade. This process does not address academic integrity allegations, faculty misconduct or discrimination.

Refer to the [CLAS Academic Grievance Policy](#) for more information and specific processes.

Probation, Remediation, and Dismissal

All graduate students are expected to make systematic progress toward completion of their degree. This progress includes maintaining [Satisfactory Academic Progress](#), and achieving the milestones and requirements set by the individual degree programs as well as the Graduate College. If a student fails to satisfy the requirements of their degree program and/or the milestones outlined in the [Programs Section](#), the student may be placed on probation or dismissed from their program.

Students are placed on academic probation whenever their overall graduate GPA, cumulative ASU GPA, or iPOS GPA drops below 3.0. Students on academic probation have one semester to raise the GPA to 3.0 or above and thus return to good standing. Students will be notified in writing of their probationary status, and are expected to follow up with their faculty advisor or the SGSUP Graduate Coordinator to discuss remediation plans or other strategies for improving academic performance. Upon meeting the conditions of probation, the student will be notified in writing of their restoration to good academic standing.

No grades of Incomplete may accrue while a student is on probation, and Incompletes received prior to the probationary period must be completed by the end of the probationary period.

A recommended dismissal of a student from the program represents the determination of the faculty that the student has not demonstrated an expected level of performance in academic work, including research tasks, or in other critical areas of professional conduct. At the point of recommended dismissal, the student will not be given additional opportunities to remediate the deficiency. Depending on the circumstances, recommended dismissal might follow a period of academic probation. In other cases, it might not involve probation.

Rules regarding recommended dismissal of a student from the program include the following:

1. The dismissal discussion is confidential.
2. The student may, but is not required to, appear before the faculty, or provide the faculty with a written statement, or both. Any oral or written statement by the student is expected to focus solely on the behavior at issue.
3. Performance standards on which a recommended dismissal could be based are written and made available to students upon entering the program. These standards may be found in a variety of sources internal and external to the program. Internal program documents include course syllabi, evaluation criteria, program milestone deadlines, and comprehensive examination standards. Documents external to the program include university regulations concerning academic or scientific misconduct, and federal regulations regarding the conduct of research with human subjects, as administered by the Institutional Review Board at ASU. Documents external to the program, being subject to change at any time, always supersede internal program documents when there are discrepancies between them.
4. The dismissal recommendation is made by the faculty as a whole on a majority vote, based on examination of the evidence.
5. If the faculty's decision is in favor of dismissal, the recommendation to dismiss the student is communicated in writing to the student and to Graduate College. The Dean of the Graduate College makes the final determination.

Graduate College Policies

Plan of Study

The [Plan of Study](#) specifies the degree requirements such as coursework, committee, and culminating experience that students must complete. It is submitted and revised electronically via the interactive Plan of Study system (iPOS), accessed from the **My Programs** module in MyASU. The Plan of Study functions as a contract between the student, the academic unit, and Graduate College.

Students must submit their iPOS by the time they have enrolled for 50 percent of the minimum credit hours required for their degree program. Students will be notified via MyASU when the iPOS requires submission. If the iPOS is not submitted by Graduate College's deadline, a registration hold will be placed on the student's account.

The iPOS must be approved by the student's faculty advisor, the SGSUP Graduate Coordinator, and Graduate College. Refer to the [Graduate College guide](#) or [How to: iPOS](#) for details on submitting your Plan of Study.

An approved iPOS must be on file prior to completing comprehensive exams, dissertation proposal/prospectus, and thesis/dissertation defense.

Consult with your faculty advisor or the SGSUP Graduate Coordinator to determine what coursework is applicable to your degree and is required on the iPOS. Plan of Study worksheets are also available to assist with planning coursework. Refer to the [Program Sections](#) for degree requirements and curriculum.

Course Waivers

Students who have taken graduate coursework at other universities that may satisfy a program

requirement at ASU may petition the faculty to waive the ASU requirement in favor of the previous coursework. A petition consists of the *Course Waiver Form* (located in the **Forms** area of the [SGSUP Hub](#)), the syllabus of the previously taken course, and any other materials (e.g., course description, reading list, exams) that speak to the nature of the course. The student presents the petition to the advisor, who makes a determination of course equivalence. If the advisor approves, the petition is forwarded to the faculty head for final approval.

Transfer/Pre-Admission Credits

Students who have taken graduate coursework prior to admission to SGSUP may petition to include the transfer or pre-admission credit on the iPOS if the credit has not been used toward a previous degree. A petition consists of the *Petition for Transfer or Interdisciplinary Elective Course* (located in the **Forms** area of the [SGSUP Hub](#)), the syllabus of the previously taken course, and any other materials (e.g., course description, reading list, exams) that speak to the nature of the course. The student presents the petition to the advisor, who makes a determination of course equivalence. The student is required to submit these courses on their iPOS.

No more than 30 hours of previous coursework may be included on the iPOS. Graduate courses taken prior to admission that are included on the iPOS must have been completed within three years of the semester and year of admission to the program. Credits earned prior to admission are subject to ASU Graduate College's policy on [preadmission credits](#).

Satisfactory Academic Progress

A student must achieve a 3.0 grade point average (GPA) or higher on all three GPAs (iPOS GPA, Cumulative ASU GPA, and Overall Graduate GPA) to maintain satisfactory academic progress and graduate. If a 3.0 GPA is not maintained, the student will be placed on [academic probation](#). The student must work with her/his advisor to make meaningful progress toward meeting University and program requirements. Please see [Graduate College Policy and Procedures](#) for greater detail.

- a. **iPOS GPA** is calculated from all courses that appear on the student's approved iPOS
- b. **Cumulative ASU GPA** represents all courses completed at ASU during the graduate career
- c. **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

All work toward the PhD degree must be completed within ten consecutive years. Master's degree programs must be completed within six consecutive years.

Continuous Enrollment

Once admitted to a graduate degree program, students must be registered for a minimum of one graduate-level (500 or higher) credit hour for every fall and spring semester. Failure to register for any fall or spring term may result in being discontinued from the program. Refer to [Graduate College](#) for additional details.

If enrollment is required but no course credit is needed, students may enroll in one (1.0) credit of Continuing Registration to meet the continuous enrollment policy. Refer to [Class Registration](#) for course number guidelines.

Additional credit hours over the one may be required for students with RA/TA appointments, fellowships, or international students. Students are responsible for knowing the terms of their own employment, awards, or immigration documents.

Summer registration is only required for students who are in any way using university facilities or faculty time during the summer. This includes:

- completing any culminating experience
- working on or defending the applied project or capstone
- doing an internship for credit
- taking a comprehensive exam
- defending a prospectus
- defending a thesis or dissertation
- having an RA/TA appointment
- graduating from the degree program

Leave of Absence

Students may request up to two semesters of non-enrollment during their entire program. Submit a [Leave of Absence](#) petition via the iPOS. A petition for a leave of absence, endorsed by the student's faculty advisor, the members of the student's supervisory committee, and the SGSUP Graduate Coordinator (master's students) or the School Director (PhD students), must be approved by Graduate College. This request must be submitted and approved before the anticipated semester of absence.

Medical/Compassionate Withdrawal

Students may be eligible for a medical or compassionate withdrawal due to extenuating circumstances such as a serious physical or mental illness (medical withdrawal) or the death/serious illness of a family member (compassionate withdrawal). Refer to the College of Liberal Arts and Sciences for [withdrawal procedures](#). For more information regarding University medical and compassionate withdrawal policies, visit the [Office of the Registrar](#).

Graduation

Students must apply for graduation via MyASU when ready; degree conferral does not happen automatically. Credentials evaluators in the [Office of the Registrar](#) confirm that students meet all degree requirements. All SGSUP program and [Graduate College requirements](#) must be met.

[Commencement](#) is a University ceremony; [Convocation](#) is a College ceremony. These are held twice annually, in the Fall and Spring. Attendance is not required but students must RSVP via MyASU if they wish to attend.

Commencement regalia (cap, gown, hood, stole) is available from the [Sun Devil Campus Stores](#). Visit their website after applying for graduation to order your regalia. Some items are available in store during the weeks leading up to commencement, but supplies are limited. It is recommended that students order their items during the [Grad Fair](#).

PROGRAM SECTIONS

[Geography \(MA\)](#)

[Geography \(PhD\)](#)

[Urban and Environmental Planning \(MUEP\)](#)

[Urban Planning \(PhD\)](#)

[Geographic Information Systems \(MAS\)](#)

[Certificate Programs](#)

Geography (MA)

About

The Geography (MA) program is designed to offer specialized academic and professional training in geographical sciences that enables students to secure a sound graduate background for further specialization or for immediate employment. The program has sufficient flexibility to allow for the individual needs and the interests of students.

Faculty and graduate students focus their research in one of four broad interdisciplinary themes:

[Computational Spatial Science](#)

[Earth Systems & Climate Science](#)

[Place, Identities and Culture](#)

[Sustainability Science & Studies](#)

Admission

[Geography \(MA\) Admission FAQs](#)

- Application Deadline** December 15 priority deadline for admission the following Fall.
 January 15 final deadline (Applications received after January 15 may be reviewed if space is available in the program).
- Application Materials** Graduate College [online application](#)
[Essay questions](#)
 Resume or CV
 Official undergraduate transcript
 Three (3) letters of recommendation
[GRE](#) Score Report (competitive applicants achieve the following scores or higher):
- | Fall 2016 admits (average) | | Fall 2017 admits (average) | |
|-----------------------------------|-----|-----------------------------------|-----|
| Verbal & Quantitative combined | 312 | Verbal & Quantitative combined | 311 |
| Writing | 3.5 | Writing | 3.5 |
- [English Proficiency](#) for non-native English speakers ([TOEFL](#) or [IELTS](#))

Curriculum

The Geography (MA) degree requires a minimum of 30 credit hours and defense of master’s [thesis](#).

Students are expected to complete all requirements for the MA degree in two years; this includes the final milestone of defending the thesis defense and the requirements associated with this step.

Core (Required) Coursework

Course	Title	Credits
GCU 529	Contemporary Geographic Thought	3.0
GCU 585	Geographic Research Design and Proposal Writing	3.0
GCU/GPH 591	Seminar: Geography Colloquium (semester 1)	1.0
GCU/GPH 591	Seminar: Geography Colloquium (semester 2)	1.0
GCU/GPH 591	Seminar: Special Topic	3.0
GCU/GPH 599	Thesis	6.0
Total Core (Required) Credit Hours		17.0
Total Elective Credit Hours		13.0
Total Credit Hours Required for Geography (MA)		30.0

Additional (Elective) Coursework

At least 13.0 credit hours of additional elective coursework and/or research is required.

Use the *Geography (MA) Plan of Study Worksheet* (located in the **Masters** section of the **Program Specific Information** area of the [SGSUP Hub](#)) to assist in planning coursework.

Sequence & Timeline

The following is the recommended course sequence and timeline of milestones for the Geography (MA) program. Work with faculty (mentor, committee chair or supervisory committee) to determine classes to take in order to complete the degree beyond the core required courses.

Year One	<u>Fall (1st Semester)</u> GCU 529 Contemporary Geographic Thought GCU/GPH 591 Seminar: Special Topic GCU/GPH 591 Seminar: Geography Colloquium	<u>Spring (2nd Semester)</u> GCU 585 Geographic Research Design and Proposal Writing GCU/GPH 591 Seminar: Special Topic (if not taken in first semester) GCU/GPH 591 Seminar: Geography Colloquium
	<u>Fall (3rd Semester)</u> Elective coursework (in consultation with faculty advisor) GCU/GPH 592 Research GCU/GPH 599 Thesis	<u>Spring (4th Semester)</u> GCU/GPH 599 Thesis Milestone: Thesis Defense

Thesis

The student is required to work with the [supervisory committee](#) to develop the written thesis. With chair and committee approval, the student may schedule the oral thesis defense.

Thesis Defense: Upon approval of the thesis manuscript by the supervisory committee, the student will schedule an oral defense of the completed thesis, in consultation with committee chair and members. Students must complete all non-thesis coursework and resolve all incomplete grades before the oral defense. The student should adhere to all [Graduate College](#) procedures and deadlines for scheduling the defense and submitting the completed thesis.

Refer to [How to: Thesis/Dissertation](#) for step-by-step instructions.

Geography (PhD)

About

The Geography (PhD) program offers a path to building the skills, knowledge and aptitudes needed for a career focused in research or post-secondary teaching in geographical sciences. In addition to innovative coursework, graduate students also have opportunities to work with exceptional faculty on interesting and diverse research projects.

The program admits students who have completed a master's degree, and also offers an option for students with strong potential to enter the PhD program directly after completing a bachelors' degree.

Faculty and graduate students focus their research in one of four broad interdisciplinary themes:

[Computational Spatial Science](#)

[Earth Systems & Climate Science](#)

[Place, Identities and Culture](#)

[Sustainability Science & Studies](#)

Admission

[Geography \(PhD\) Admission FAQs](#)

Application Deadline December 15 priority deadline for funding consideration and admission the following Fall.

January 15 final deadline (Applications received after January 15 may be reviewed if space is available in the program).

Application Materials Graduate College [online application](#)

[Essay questions](#)

Resume or CV

Official undergraduate transcript

Official graduate transcript (if entering with a master's degree)

Three (3) letters of recommendation

[GRE](#) Score Report (competitive applicants achieve the following scores or higher):

Fall 2016 admits (average)

Fall 2017 admits (average)

Verbal & Quantitative combined	317	Verbal & Quantitative combined	316
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Writing	3.5	Writing	3.5
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[English Proficiency](#) for non-native English speakers ([TOEFL](#) or [IELTS](#))

Curriculum

Entering with a master's degree:

The Geography (PhD) degree requires a minimum of 54 credit hours taken at ASU, completion of the [Research Requirement](#), completion of written [comprehensive examination](#), and defense of doctoral [prospectus](#) and [dissertation](#). Students should apply up to [thirty \(30\) credit hours](#) from a previously awarded master's degree toward their doctoral Plan of Study, for a total of 84 earned credit hours.

The PhD program is designed to be completed in four years; this includes the final milestone of defending the dissertation and the requirements associated with this step.

Entering without a master's degree:

The Geography (PhD) degree requires a minimum of 84 credit hours, completion of the [Research Requirement](#), completion of written [comprehensive examination](#), and defense of doctoral [prospectus](#) and [dissertation](#).

The PhD program is designed to be completed in five years; this includes the final milestone of defending the dissertation defense and the requirements associated with this step.

Core (Required) Coursework

Course	Title	Credits
GCU 529* ¹	Contemporary Geographic Thought	3.0
GCU 585	Geographic Research Design and Proposal Writing	3.0
GCU/GPH 591	Seminar: Geography Colloquium (semester 1)	1.0
GCU/GPH 591	Seminar: Geography Colloquium (semester 2)	1.0
GCU/GPH 591	Seminar: Special Topic	3.0
GCU/GPH 591	Seminar: Special Topic	3.0
GCU/GPH 799	Dissertation	12.0
Total Core (Required) Credit Hours		26.0
Total Elective Credit Hours (entering without master's degree)		58.0
Total Elective Credit Hours (entering with master's degree)		28.0
Total Master's Degree Credit Hours (entering with master's degree, maximum permitted)		30.0
Total Credit Hours Required for Geography (PhD)		84.0

*GCU 529 may be waived and substituted with an alternative course, subject to department approval. Please submit the *Course Waiver Form*, located in the **Forms** area of the [SGSUP Hub](#), to check for waiver eligibility.

¹GCU 529 is a required course for the [Master of Arts in Passing](#). Students entering the program without a master's degree, who are planning on applying for the MIP, should take GCU 529.

Additional (Elective) Coursework

Additional elective coursework and/or research is required to meet the minimum number of hours (28.0 hours if entering with a master's degree, 58.0 hours if entering without a master's degree).

Use the *Geography (PhD) Plan of Study Worksheet* (located in the **PhDs** section of the **Program Specific Information** area of the [SGSUP Hub](#)) to assist in planning coursework.

Sequence & Timeline

The following is the recommended course sequence and timeline of milestones for the Geography (PhD) program. Work with faculty (mentor, committee chair or supervisory committee) to determine classes to take in order to complete the degree beyond the core required courses.

Year One	<p><u>Fall (1st Semester)</u></p> <p>GCU 529 Contemporary Geographic Thought (or alternative course)</p> <p>GCU/GPH 591 Seminar: Special Topic</p> <p>GCU/GPH 591 Seminar: Geography Colloquium</p>	<p><u>Spring (2nd Semester)</u></p> <p>GCU 585 Geographic Research Design and Proposal Writing</p> <p>GCU/GPH 591 Seminar: Special Topic</p> <p>GCU/GPH 591 Seminar: Geography Colloquium</p>
Year Two	<p><u>Fall (3rd Semester)</u></p> <p>Elective coursework (in consultation with faculty advisor)</p>	<p><u>Spring (4th Semester)</u></p> <p>Elective coursework (in consultation with faculty advisor)</p> <p>Milestone: Research Requirement</p> <p>Milestone: Master's in Passing (entering <u>without</u> master's degree)</p>
Year Three	<p><u>Fall (5th Semester)</u></p> <p>Elective coursework (in consultation with faculty advisor)</p>	<p><u>Spring (6th Semester)</u></p> <p>Elective coursework (in consultation with faculty advisor)</p> <p>Milestone: Comprehensive Exam (entering <u>with</u> master's degree)</p> <p>Milestone: Dissertation Proposal/Prospectus (entering <u>with</u> master's degree)</p>
Year Four	<p><u>Fall (7th Semester)</u></p> <p>Elective coursework (in consultation with faculty advisor)</p> <p>GCU/GPH 792 Research</p> <p>GCU/GPH 799 Dissertation</p>	<p><u>Spring (8th Semester)</u></p> <p>Elective coursework (in consultation with faculty advisor)</p> <p>Milestone: Comprehensive Exam (entering <u>without</u> master's degree)</p> <p>Milestone: Dissertation Proposal/Prospectus (entering <u>without</u> master's degree)</p> <p>Milestone: Dissertation Defense (entering <u>with</u> master's degree)</p>
Year Five	<p><u>Fall (9th Semester)</u></p> <p>Elective coursework (in consultation with faculty advisor)</p> <p>GCU/GPH 792 Research</p> <p>GCU/GPH 799 Dissertation</p>	<p><u>Spring (10th Semester)</u></p> <p>Elective coursework (in consultation with faculty advisor)</p> <p>Milestone: Dissertation Defense (entering <u>without</u> master's degree)</p>

Research Requirement

The Research Requirement must be completed by the end of the 4th semester. There are two options for fulfilling this requirement: Research Examination (RE); or Submitted Paper (SP). Student should discuss with their faculty advisor which option is best suited to their specialization and overall research interests.

Research Examination (RE) Option

The research examination tests the ability to do independent research. PhD students who choose to do the research exam will prepare a statement of their area of specialization in geography and complete an intensive two-week research project culminating in a written paper, administered by the Graduate Research Examination Committee and the student's advisor. The examination is appraised on the ability to:

- refine and hone a question into a manageable research problem
- couch the research problem in appropriate literature(s)
- acquire, organize, and synthesize relevant field information and data
- demonstrate technical competence in geographic skills
- express ideas, concepts, and lines of argumentation through clear, effective writing

One re-examination may be permitted pending approval by the examining committee and the School Director.

Submitted Paper (SP) Option

The submitted (or published) paper option requires that the student submit a paper meeting the following requirements:

- first-authored manuscript
- in English
- submitted to a peer-reviewed journal (not a book chapter or conference proceeding)
- prepared in accordance with the journal's requirements
- Reviewed and approved by the student's advisor

Any previously published paper meeting all requirements can satisfy the SP option. This includes papers written at another department or university, co-authored with non-ASU authors, or based on a master's thesis completed elsewhere.

Failure to complete the Research Requirement by the end of the 4th semester may result in the loss of \$350 in annual travel funds.

Reporting completion of the Research Requirement: submit the *Research Exam Requirement Form*, located in the **Forms** area of the [SGSUP Hub](#), to the SGSUP Graduate Coordinator. It must be signed by the supervisory chair. For the SP option, students must also upload a PDF of the paper and a copy of the confirmation letter or email from the journal to the *Geography Research Requirement Upload* link, located in the **Forms** area of the [SGSUP Hub](#).

Master of Arts in Passing (MIP)

Doctoral students can earn a Master of Arts (MA) in Geography en route to their PhD. Requirements consist of 30 credits of coursework already taken as part of the doctoral curriculum and completion of the [Research Requirement](#).

Required courses for Master's in Passing:

Course	Title	Credits
GCU 529	Contemporary Geographic Thought	3.0
GCU 585	Geographic Research Design and Proposal Writing	3.0
GCU 591	Seminar: Geography Colloquium (semester 1)	1.0
GCU 591	Seminar: Geography Colloquium (semester 2)	1.0
GPH/GCU 591	Seminar	3.0
Elective coursework/research hours		min 19.0
Total		30.0

Students with [30 credit hours](#) from a previously awarded master's degree on their iPOS are not eligible.

Procedure

- Submit doctoral [iPOS](#)
- After iPOS is approved, student submits a [Master's in Passing Request Form](#) to SGSUP Graduate Coordinator
 - Should be submitted once student has completed at least 15 credits toward MIP requirements, at least one semester prior to the planned completion of the [Research Requirement](#)
 - In **Part 2** of the MIP Request Form, student must check "Exam 1 - Written" option, with anticipated Research Requirement completion date supplied
- Graduate College reviews and approves MIP request and contacts student with next steps
 - Student must initiate a separate iPOS for the MIP
 - MIP iPOS should only list completed and graded coursework (see list above)
- After MIP iPOS is approved by Graduate College, student must apply for graduation from the MIP program
 - Student [must be enrolled](#) during the term in which they intend to graduate, including summer
 - Master's in passing degrees are awarded at the end of the semester for which they applied

Comprehensive Exam

Written Exam

Students take a written comprehensive exam intended to assess their mastery of geographic thought and methods, and their field of specialization. The comprehensive examination is administered by the student's [supervisory committee](#) and consists of essay questions posed by each committee member. The questions may have multiple parts and may be specifically related to the member's discipline. The written exam

should be completed by the end of the sixth semester (if entering with a master's degree) or the end of the eighth semester (if entering without a master's degree).

Two options to satisfy the comprehensive examination:

- An eight-hour "closed book" exam
- A three-day take-home exam, at the discretion of the student's supervisory committee

The essay question length and complexity will vary depending on which option is taken.

Reporting completion of the Written Comprehensive Exam: submit the *PhD Comprehensive Exam Results Form*, located in the **Forms** area of the [SGSUP Hub](#), to the SGSUP Graduate Coordinator. It must be signed by all committee members.

Oral Exam

After approval by the doctoral committee of the written comprehensive exam, students may have an oral exam intended to test a student's mastery of geographic thought and methods, and area of specialization. The oral exam requirement is at the supervisory chair's discretion. The oral exam (if required) will be based on the written portion of the exam, and students will be expected to be able to articulate and clarify the content of the written component. The oral exam is an assessment of whether a student is ready to participate in scholarly discussions, to proceed towards candidacy, and to submit a dissertation proposal.

If required, the oral exam should be completed by the end of the sixth semester (if entering with a master's degree) or the end of the eighth semester (if entering without a master's degree). Students that fail to pass the oral exam will be given a second and final opportunity for an additional oral exam. A student that fails to pass the second oral exam will be recommended for dismissal from the PhD program.

Reporting completion of the Oral Comprehensive Exam: submit the *PhD Comprehensive Exam Results Form*, located in the **Forms** area of the [SGSUP Hub](#), to the SGSUP Graduate Coordinator. It must be signed by all committee members.

Dissertation Proposal/Prospectus

After passing the comprehensive written (and oral, if required) exam, the student is required to submit a written dissertation proposal to the [supervisory committee](#). As part of the dissertation proposal, the student is required to submit a publication plan (including research question(s) posed and motivation, assumptions made and methods employed, and anticipated time to completion) indicating the strategy for completing publishable papers, intended for the peer-review literature, from the dissertation. Upon successful defense of the proposal, the student advances to candidacy for the PhD.

Students must complete all non-dissertation coursework and examination requirements and resolve all incomplete grades (other than PhD research credit hours) before the oral examination.

The dissertation proposal defense should be completed by the end of the sixth semester (if entering with a master's degree) or the end of the eighth semester (if entering without a master's degree).

Reporting completion of the Proposal/Prospectus: submit the *Results of the Dissertation Proposal or Prospectus Form*, located in the **Forms** area of the [SGSUP Hub](#), to the SGSUP Graduate Coordinator. It must be signed by all committee members.

Dissertation Defense

Dissertation Defense: Upon approval of the dissertation manuscript by the supervisory committee, the student will schedule an oral defense of the completed dissertation. The student should adhere to all [Graduate College](#) procedures and deadlines for scheduling the defense and submitting the completed dissertation.

Refer to [How to: Thesis/Dissertation](#) for step-by-step instructions.

Performance and Annual Review

To ensure that students are making progress towards their degree in a timely manner, and to ensure the student's responsibilities are being met, the Associate Director, student's faculty advisor and RA/TA faculty supervisors will review students' progress annually. Students who are not making satisfactory progress or meeting their obligations may be dismissed from the program, placed on probation, or lose funding opportunities provided by the department. Reviews are completed every spring, and the required paperwork is due to the SGSUP Graduate Coordinator by May 1st. More specific information and required forms can be found in the [SGSUP Hub](#), and an announcement will be sent to the student listserv in advance of the deadline.

If the [Research Requirement](#) is not met by the end of the fourth semester, students may lose their annual \$350 travel award.

Unsatisfactory reviews may result in the following:

- Warning
- Losing partial or full department financial support, including RA/TA appointments
- With the recommendation of the School Director a student can lose guaranteed funding or be [dismissed](#) from the graduate program.

Urban and Environmental Planning (MUEP)

Mission Statement

The MUEP's mission is to serve the planning profession and the public good by advancing knowledge and preparing students to assume leadership roles to foster inclusive, equitable, healthy, and sustainable communities, cities, and regions.

-PAB Accreditation Report, 2017

About

The MUEP program is accredited by the [Planning Accreditation Board](#). It is an interdisciplinary, professional degree designed to prepare students for leadership roles in planning in the public, private, and non-profit sectors. The curriculum includes a common core of required courses that provide linkage between knowledge and practice and fundamental theories and skills.

As active scholars and teachers in an accredited planning program, our faculty have a wide range of interests and expertise, including in the areas of:

- climate change
- disasters and resilience
- environmental planning
- housing and community development
- infrastructure planning
- international development
- public engagement
- the sharing economy
- smart cities
- social equity
- sustainability
- transportation and land use

Faculty research and teaching interests especially focus on the following broad interdisciplinary topical areas:

- City Building and Urban Structure
- Environmental and Resiliency Planning
- Spatial Analytics and Smart Cities
- Housing, Neighborhoods, and Community Development
- Transportation Planning and Policy

The MUEP program offers a unique opportunity to integrate urban and environmental aspects of planning in a rapidly developing metropolitan area. Individual practical experience in planning is provided through an optional [internship program](#) and applied research. In addition to the planning faculty, the program is enriched by the interdisciplinary participation of faculty from other academic units of the university and leading planning practitioners from the Phoenix area.

For more information on outcomes, certification, and employment data for MUEP graduates, visit the [MUEP website](#) and click on the **Program Indicators** tab.

Admission

[Urban and Environmental Planning \(MUEP\) Admission FAQs](#)

- Application Deadline** January 15 deadline for admission the following Fall. Applications received after January 15 will be considered on a rolling basis until the program is full.
- Application Materials** Graduate College [online application](#)
[Statement of intent](#)
 Resume
 Official undergraduate transcript
 Three (3) letters of recommendation
[GRE](#) Score Report* (competitive applicants achieve the following scores or higher):
- | | |
|--------------|-----|
| Verbal | 158 |
| Quantitative | 147 |
| Writing | 3.5 |
- [English Proficiency](#) for non-native English speakers ([TOEFL](#) or [IELTS](#))
**waived for [4+1 applicants](#)*
- Prerequisites** Students must have successfully completed a course in statistics before entering into the MUEP program. The curriculum assumes a general knowledge of statistics. The statistics course must be completed with a grade of “C” or above and must be on an official transcript. Statistics courses can be completed at any accredited university or community college. The statistics prerequisite cannot be used towards meeting the 47 credit hours required for the MUEP program. Below are some suggested statistics courses at ASU. Please note that this list is not exhaustive or comprehensive. These are suggested courses only:
- | | |
|---------|---|
| COE 502 | Introduction to Data Analysis |
| EDP 454 | Statistical Data Analysis in Education |
| PLB 430 | Statistical Analyses in Environmental Science |
| POS 401 | Political Statistics |
| PSY 330 | Statistical Methods |
| SOC 390 | Social Statistics I |
| STP 420 | Introductory Applied Statistics |

Curriculum

The MUEP degree requires a minimum of 47 credit hours and completion of a capstone or [culminating experience](#) ([planning workshop](#), [applied project](#), or [thesis](#)).

Students are expected to complete all requirements for the MUEP degree in two years; this includes the final milestone of completing the selected [capstone project](#).

Core (Required) Coursework

Course	Title	Credits
PUP 501	Planning History and Theory	3.0
PUP 520	Planning Practice, Ethics & Processes	3.0
PUP 571	Socio-Economic Impact Analysis	3.0
PUP 531	Planning & Development Control Law	3.0
PUP 544	Urban Land Use Planning	3.0
PUP 576*	GIS Workshop for Planners	3.0
PUP 642	Urban and Regional Land Economics	3.0
PUP 580/593/599	Culminating Experience (choose one)	5.0 or 6.0
Total Core (Required) Credit Hours		26.0 or 27.0
Total Elective Credit Hours		21.0
Total Credit Hours Required for Urban and Environmental Planning (MUEP)		47.0

*PUP 576 may be waived with ample GIS experience. Please submit the *Course Waiver Form*, located in the **Forms** area of the [SGSUP Hub](#), to check for waiver eligibility.

Additional (Elective) Coursework

At least 21.0 credit hours of additional elective coursework and/or research is required. Elective courses may be taken inside or outside of SGSUP. Refer to [MUEP Approved Electives](#) for a list of planning-related courses outside of SGSUP.

Use the *MUEP Plan of Study Worksheet* (located in the **Masters** section of the **Program Specific Information** area of the [SGSUP Hub](#)) to assist in planning coursework.

***We strongly recommend that MUEP students enroll in **PUP 542 Environmental Planning** as one of their elective classes. PUP 542 will be a required course effective Fall 2018.

Sequence & Timeline

The following is the recommended course sequence and timeline of milestones for the MUEP program. Students should work with faculty mentor to determine classes to take in order to complete the degree beyond the core required courses. Students wanting to specialize in one of the five topical areas should work with the lead faculty for that area in planning their course of study.

Year One	<p><u>Fall (1st Semester)</u></p> <p>PUP 501 Planning History and Theory</p> <p>PUP 520 Planning Practice, Ethics & Processes</p> <p>PUP 571 Socio-Economic Impact Analysis</p>	<p><u>Spring (2nd Semester)</u></p> <p>PUP 531 Planning & Development Control Law</p> <p>PUP 544 Urban Land Use Planning</p> <p>PUP 576 GIS Workshop for Planners</p> <p>Elective coursework (in consultation with faculty advisor)</p>
Year Two	<p><u>Fall (3rd Semester)</u></p> <p>PUP 642 Urban and Regional Land Economics</p> <p>Elective coursework (in consultation with faculty advisor)</p>	<p><u>Spring (4th Semester)</u></p> <p>Elective coursework (in consultation with faculty advisor)</p> <p>PUP 580 Planning Workshop <u>OR</u></p> <p>PUP 593 Applied Project <u>OR</u></p> <p>PUP 599 Thesis</p> <p>Milestone: Complete Capstone Experience</p>

Concurrent Degrees

Three concurrent degree programs combining the Master in Urban and Environmental Planning (MUEP), and the Master in Sustainable Solutions (MSUS), Master of Public Policy (MPP), or Master of Public Administration (MPA) are available. There is strong evidence of the critical importance of incorporating sustainability or public administration/policy into planning education, curricula and practice. A demonstrated demand for a concurrent program where a student may obtain two master’s degrees in planning and sustainability or public administration/policy in three years has resulted in this offering.

Students wishing to apply for the concurrent degree in Planning and Sustainability or Public Administration/Policy will have to apply to and be accepted by both programs. After being admitted, students must inform both programs that they wish to enter the concurrent degree program.

Each school will send a letter to Graduate College informing them that the student is enrolled in their degree program and wishes to enter the concurrent degree program for Planning and Sustainability or Public Administration/Policy. Graduate College will then register the student in the concurrent degree program.

For more information about concurrent degree programs:

MUEP/MSUS

[Website](#)

[MSUS Advisor](#)

MUEP/MPA

[Website](#)

[MPA Advisor](#)

MUEP/MPP

[Website](#)

[MPP Advisor](#)

Accelerated Degree (4+1)

The School of Geographical Sciences and Urban Planning’s fast track approach allows highly qualified students who are finishing their Bachelor of Science in Planning (BSP) to be enrolled simultaneously in the Master of Urban and Environmental Planning degree program. These students are permitted to take up to 18 credits of graduate courses as undergraduates after admission to the fast track, coursework that would be shared between the two degrees’ programs of study.

Visit the Accelerated BSP-MUEP Program [website](#) for more information.

Capstone Options

PUP 580 Planning Workshop

The planning workshop is offered to second year MUEP students who have completed all or most of the required courses and all of the core courses for the MUEP degree. This planning workshop immerses students in a real-world planning context to provide an integrative academic and professional experience. The final products for the course typically consist of a professional report and presentation. The instructor will stress individual accountability for all MUEP students involved in the planning workshop although group work is typically involved. The planning workshop is offered only in the spring semester, and should be taken in the student's last semester of study.

PUP 593 Applied Project

The applied project involves the application of advanced planning methodologies to a specific, real-world planning problem and is prepared for a planning-related organization (the client). An applied project typically involves defining a problem; reviewing, selecting and applying appropriate methodologies to address the problem; and identifying a solution or recommendations, if applicable. The major objective of the applied project is to give students the opportunity to develop their planning problem solving abilities in a real-world setting.

Students contemplating an applied project should first discuss possible topics with faculty members and potential clients. The student will then select a [supervisory committee](#). The committee is composed of at least three advisors, two of whom must be regular ASU faculty members, a member from the planning faculty serving as chair or co-chair, and at least one planning professional from the client's office. The committee is expected to help the student focus on a topic that meets the student's professional goals and is feasible. Both the student and the committee must clearly understand their mutual expectations with respect to the amount of work to be done. Students must submit a *Proposal Approval Form* to the MUEP Program Director, Dr. Deirdre Pfeiffer, ideally by the late fall of their second year. It also is recommended that the student and committee develop a Memorandum of Understanding (MOU) detailing the scope, timeline, and deliverables of the applied project prior to beginning work.

The student is responsible for knowing and meeting all deadlines, submitting the applicable paperwork, establishing a committee, and preparing the project in the proper format, as determined by the client. The student will enroll in the PUP 593 Applied Project course under his/her committee chair during the last semester of his program. Normally, the project will involve five credit hours during the final semester of meeting the MUEP degree requirements. Students contemplating an applied project should be aware that this option may require a time commitment beyond that of the more typical course requirements. The applied project is always an individual student effort and solely authored by the student. All fees and expenses associated with the applied project are the student's responsibility.

Reporting completion of the Applied Project: The student's supervisory committee reviews the project upon completion. The project must meet the committee's standards for quality, accuracy, and scope, (e.g., as defined by the MOU). The committee chair submits the grade for the PUP 593 Applied Project course once all committee members are in agreement that the project is complete. The student submits the *Report of Final Master's Culminating Experience*, located in the **Forms** area of the [SGSUP Hub](#), to the SGSUP Graduate Coordinator. It must be signed by all committee members.

PUP 599 Thesis

A thesis is a creative, scholarly work developed from independent research. The research includes a literature review to delineate a problem or gap in knowledge, statement of objectives, formulation of hypotheses, explanation of methods, collection and analysis of data, report of results, discussion of conclusions, and an abstract. The major objective of the thesis is to provide students the opportunity to develop their creative abilities in one or more of the following areas:

- Defining and understanding urban planning problems or opportunities;
- Developing new knowledge and planning methods or strategies to address urban planning problems and opportunities;
- Understanding the structure and function of urban systems.

Thesis results must be 1) presented orally in a public forum to the faculty and students, 2) presented in written format, and 3) potentially publishable in a peer-reviewed journal.

Students contemplating a thesis should first discuss possible topics with faculty members. It is the responsibility of the student to recruit three faculty members who are able to serve on the [supervisory committee](#). One of the faculty must agree to serve as the committee chair. The committee is expected to help the student focus on a topic that meets the student's academic goals and is feasible. The student and committee must develop a thesis proposal, which summarizes the research problem and approach. The student then submits the thesis proposal to the MUEP Program Director, Dr. Deirdre Pfeiffer, ideally by the late spring of the first year. In the event that a student's summer research/professional work has the potential of becoming a thesis, a student may submit a proposal no later than the second week of September in the fall semester.

Reporting completion of the Thesis Proposal: submit the *Results of the Thesis Proposal Form*, located in the **Forms** area of the [SGSUP Hub](#), to the SGSUP Graduate Coordinator. It must be signed by all committee members.

Thesis Defense: Students must complete all non-thesis coursework and resolve all incomplete grades before the oral defense. The student's thesis committee reviews the thesis manuscript. It must meet the committee's standards for quality, accuracy, and scope. Upon approval of the thesis manuscript by the supervisory committee, the student will schedule an oral defense of the completed thesis. The student should adhere to all [Graduate College](#) procedures and deadlines for scheduling the defense and submitting the completed thesis.

Refer to [How to: Thesis/Dissertation](#) for step-by-step instructions.

Urban Planning (PhD)

About

The Urban Planning (PhD) program will educate scholars for positions in leading universities, research institutions, nongovernmental organizations, international multilateral institutions, national, state and local governments, and high-level consulting firms. The program will provide a strong foundation for undertaking research in planning, urbanism, urban design and urban sustainability.

While topics and methods will be wide-ranging and will include spatial, theoretical and urban design inquiry, the focus of the doctorate will be on the built environment, its problems and potential solutions that improve the quality of life of urban residents.

Research Opportunities

All graduate students benefit from a wide variety of course work and research opportunities in five broad interdisciplinary themes that span the expertise of the faculty within the School of Geographical Sciences and Urban Planning:

- City Building and Urban Structure
- Environmental and Resiliency Planning
- Spatial Analytics and Smart Cities
- Housing, Neighborhoods, and Community Development
- Transportation Planning and Policy

Partnerships

The planning program works closely with the [School of Sustainability](#), and many of our faculty have joint appointments in that school. We also have close relationships with many of the communities in the Phoenix metropolitan area.

Admission

[Urban Planning \(PhD\) Admission FAQs](#)

Application Deadline	December 15 priority deadline for funding consideration and admission the following Fall. January 15 final deadline (Applications received after January 15 may be reviewed if space is available in the program).
Application Materials	Graduate College online application Statement of intent Resume Official undergraduate and graduate transcripts (minimum master's GPA 3.4) Three (3) letters of recommendation GRE Score Report (competitive applicants achieve the following scores or higher): Verbal 160 Quantitative 148 Writing 3.5 English Proficiency for non-native English speakers (TOEFL or IELTS)

Curriculum

The Urban Planning (PhD) degree requires a minimum of 54 credit hours taken at ASU, completion of written and oral [comprehensive examination](#), and defense of doctoral [prospectus](#) and [dissertation](#). Students should apply up to [thirty \(30\) credit hours](#) from a previously awarded master's degree toward their doctoral Plan of Study, for a total of 84 earned credit hours.

The PhD program is designed to be completed in four years; this includes the final milestone of defending the dissertation and the requirements associated with this step.

Core (Required) Coursework

Course	Title	Credits
PUP 501	Planning History and Theory	3.0
PUP 710	Current Planning Theory and Practice	3.0
PUP 724	Planning Methods	3.0
PUP 701	Seminar: Urban Planning Colloquium (semester 1)	1.0
PUP 701	Seminar: Urban Planning Colloquium (semester 2)	1.0
PUP/GCU 799	Dissertation	12.0
Total Required Credit Hours		23.0
Total Elective Credit Hours		31.0
Total Master's Degree Credit Hours (maximum permitted)		30.0
Total Credit Hours Required for Urban Planning (PhD)		84.0

Additional (Elective) Coursework

At least 31.0 credit hours of additional elective coursework and/or research is required to meet the minimum number of hours.

Use the *Urban Planning (PhD) Plan of Study Worksheet* (located in the **PhDs** section of the **Program Specific Information** area of the [SGSUP Hub](#)) to assist in planning coursework.

Sequence & Timeline

The following is the recommended course sequence and timeline of milestones for the Urban Planning (PhD) program. Work with faculty (mentor, committee chair or supervisory committee) to determine classes to take in order to complete the degree beyond the core required courses.

Year One	<p><u>Fall (1st Semester)</u></p> <p>PUP 501 Planning History and Theory PUP 710 Current Planning Theory and Practice PUP 701 Seminar: Urban Planning Colloquium</p>	<p><u>Spring (2nd Semester)</u></p> <p>PUP 724 Planning Methods PUP 701 Seminar: Urban Planning Colloquium Elective coursework (in consultation with faculty advisor)</p>
Year Two	<p><u>Fall (3rd Semester)</u></p> <p>Elective coursework (in consultation with faculty advisor)</p>	<p><u>Spring (4th Semester)</u></p> <p>Elective coursework (in consultation with faculty advisor)</p> <p>Milestone: Comps: Planning Theory Paper</p>
Year Three	<p><u>Fall (5th Semester)</u></p> <p>Elective coursework (in consultation with faculty advisor)</p> <p>Milestone: Comps: Planning Methods Paper Milestone: Comps: Topical Research Paper</p>	<p><u>Spring (6th Semester)</u></p> <p>Elective coursework (in consultation with faculty advisor)</p> <p>Milestone: Dissertation Proposal/Prospectus</p>
Year Four	<p><u>Fall (7th Semester)</u></p> <p>Elective coursework (in consultation with faculty advisor)</p> <p>PUP 792 Research PUP/GCU 799 Dissertation</p>	<p><u>Spring (8th Semester)</u></p> <p>Elective coursework (in consultation with faculty advisor)</p> <p>PUP 792 Research PUP/GCU 799 Dissertation Milestone: Dissertation Defense</p>

Comprehensive Exam

Written Exam

The written portion of the comprehensive exam consists of three papers. The papers are intended to demonstrate advanced knowledge of the planning field. The written exam is not focused on the student's dissertation topic, but is intended to test general knowledge in the student's general areas of interest. All papers shall be approved by the [supervisory committee](#). The papers shall cover the following three topics:

Planning theory

Goal: The goal of this paper is to situate oneself within one of the sub-disciplines of planning and discuss in some detail two areas of specialization within this sub-discipline. To accomplish this, students should:

- demonstrate a deep understanding of the two chosen areas of the literature
- highlight key research problems in these areas
- link his or her own research interests and plans to existing work in these areas, as well as to broader planning problems

To begin, the paper should broadly situate the student's research interest within a planning sub-discipline and then proceed to spend the majority of the paper discussing the two areas of specialization selected. Towards the close of the paper the student should situate their dissertation interest within the two selected topics. This discussion should not constitute a majority of the paper.

Due Date: The end of the fourth semester of study or a date agreed upon by the exam committee and School Director.

Length: 7,500 to 10,000 words

Sample Prompt: In consultation with the exam committee, the student will identify key works in each of two areas of specialization within the planning literature to which their research interests pertain. For each area, the student will write a concise discussion of how these works build upon and relate to one another, and identifies key research problems – both those that have been addressed as well as outstanding questions. The paper should conclude with a brief statement of the student's own research interests and plans, and a discussion of where these fit into the works discussed. This paper should be accompanied by a list of references cited in APA citation format. It is expected that the paper be original material. It may not be composed of reconstituted papers from previous courses.

Planning methods

Goal: The goal of this paper is to demonstrate understanding of the research methods used in the student's areas of specialization indicated in the theory paper submitted in the fourth semester.

Due Date: The end of the fifth semester of study or a date agreed upon by the exam committee and School Director.

Length: 5,000 to 6,000 words

Sample prompt: In this paper, the student will discuss a research problem in his or her area of specialization, with a focus on identifying and describing at least three methods that have been or could be used to investigate this research problem. The problems and prospects of each method should be discussed, both in general and with specific reference to the research problem at hand. While this may include some discussion of data collection methods, it is expected that the main focus will be on methods

of data analysis -quantitative and/or qualitative. This paper should be accompanied by a list of references cited in APA citation format. It is expected that the paper be original material. It may not be composed of reconstituted papers from previous courses.

Substantive topic

Goal: The purpose of this paper is to demonstrate the ability to conceive and execute a research project in the student's chosen area of planning specialization. To accomplish this, student should:

- Construct a research question
- Summarize prior work pertaining to that research question
- Choose an appropriate dataset for the research question
- Use appropriate methods to answer the question
- Present results
- Discuss conclusions and tie them to existing work in the field

Due date: This paper is due by the end of the fifth semester of study or a date agreed upon by the exam committee and School Director. Students who have submitted a manuscript for peer-reviewed publication as the sole or first author have satisfied this requirement, as indicated by a memo from their faculty advisor.

Length: 6,500 and 10,000 words

Sample Prompt: In this paper, the student will pose a research question, review relevant literature, collect and analyze evidence, explain how the results answer the research question, and conclude with a discussion that includes the implications of the results for planning practice, limitations of the research, and possible next steps. This work should be topically situated in the student's area of specialization. Tables and figures should be included to present results where appropriate. This paper should be accompanied by a list of references cited in APA citation format.

Reporting completion of the Written Comprehensive Exam: submit the *PhD Comprehensive Exam Results Form*, located in the **Forms** area of the [SGSUP Hub](#), to the SGSUP Graduate Coordinator. It must be signed by all committee members.

Oral Exam

After approval by the doctoral committee of the written comprehensive exam papers, students may have an oral exam intended to test a student's mastery of planning theory, research methods, and area of specialization. The oral exam requirement is at the supervisory chair's discretion. The oral exam (if required) will be based on the written portion of the exam, and students will be expected to be able to articulate and clarify the content of all three papers. The oral exam is an assessment of whether a student is ready to participate in scholarly discussions, to proceed towards candidacy, and to submit a dissertation proposal.

If required, the oral exam should be completed by the end of the fifth semester. Students that fail to pass the oral exam will be given a second and final opportunity for an additional oral exam by the end of the 6th semester. A student that fails to pass the second oral exam will be recommended for dismissal from the PhD program.

Reporting completion of the Oral Comprehensive Exam: submit the *PhD Comprehensive Exam Results*

Form, located in the **Forms** area of the [SGSUP Hub](#), to the SGSUP Graduate Coordinator. It must be signed by all committee members.

Dissertation Proposal/Prospectus

After passing the comprehensive written (and oral, if required) exam, the student is required to submit a written dissertation proposal to the [supervisory committee](#). As part of the dissertation proposal, the student is required to submit a publication plan indicating the strategy for completing publishable papers from the dissertation. Upon successful defense of the proposal, the student advances to candidacy for the PhD.

Students must complete all non-dissertation coursework and examination requirements and resolve all incomplete grades (other than PhD research credit hours) before the oral examination.

The dissertation proposal defense should be completed by the end of the sixth semester.

Reporting completion of the Proposal/Prospectus: submit the *Results of the Dissertation Proposal or Prospectus Form*, located in the **Forms** area of the [SGSUP Hub](#), to the SGSUP Graduate Coordinator. It must be signed by all committee members.

Dissertation Defense

Dissertation Defense: Upon approval of the dissertation manuscript by the supervisory committee, the student will schedule an oral defense of the completed dissertation. The student should adhere to all [Graduate College](#) procedures and deadlines for scheduling the defense and submitting the completed dissertation.

Dissertation Format: The dissertation for a PhD in Urban Planning may take the form of a single monograph or three article-length papers. This is to be decided in consultation with the supervisory committee members.

Refer to [How to: Thesis/Dissertation](#) for step-by-step instructions.

Performance and Annual Review

To ensure that students are making progress towards their degree in a timely manner, and to ensure the student's responsibilities are being met, the Associate Director, student's faculty advisor and RA/TA faculty supervisors will review students' progress annually. Students who are not making satisfactory progress or meeting their obligations may be dismissed from the program, placed on probation, or lose funding opportunities provided by the department. Reviews are completed every spring, the required paperwork is due to the SGSUP Graduate Coordinator by May 1st. More specific information and required forms can be found in the [SGSUP Hub](#), and an announcement will be sent to the student listserv in advance of the deadline.

Unsatisfactory reviews may result in the following:

- Warning
- Losing partial or full department financial support, including RA/TA appointments
- With the recommendation of the School Director a student can lose guaranteed funding or be [dismissed](#) from the graduate program.

Geographic Information Systems (MAS)

About

The Masters of Advanced Study in Geographic Information Systems (MAS-GIS) is a compact one-year non-thesis degree program fostering advanced study in the management and use of GIS technology in public and corporate environments. The degree meets important educational needs of working professionals and recent college graduates seeking to improve their career standing.

The program provides a comprehensive professional degree that balances work in the theoretical aspects of GIS, the technical side of the discipline, and the applications domain. Students are exposed to cutting-edge technology, with a focus on building invaluable problem-solving skills, and the opportunity to work on real-world GIS projects.

Admission

- Application Deadline** Applications are accepted on a rolling basis until start of academic year.
- Application Materials** Graduate College [online application](#)
Statement of Interest
Official undergraduate transcript
Two (2) letters of recommendation
[English Proficiency](#) for non-native English speakers ([TOEFL](#) or [IELTS](#))

Curriculum

The Geographic Information Systems (MAS) degree requires 30 credit hours including an applied project capstone.

Course	Title	Credits
GIS 601	Introduction to Geographic Information Systems	2.0
GIS 602	Intermediate GIS	2.0
GIS 603	Spatial Statistics and Modeling	2.0
GIS 604	Implementation in the Corporate and Public Sectors	2.0
GIS 605	GIS Project Planning and Implementation	2.0
GIS 606	GIS Project Presentation	2.0
GIS 610	Programming the GIS Environment	3.0
GIS 630	GIS Technologies	3.0
GIS 640	GIS and Business	3.0
GIS 650	GIS for the Internet	3.0
GIS 684	GIS Internship	3.0
GIS 693	GIS Capstone	3.0
Total Credit Hours Required for MAS-GIS		30.0

Sequence & Timeline

The following is the recommended course sequence and timeline for the Geographic Information Systems (MAS) program. Students are expected to complete all requirements for the MAS degree in one year. Courses are held evenings and weekends, and the curriculum is highly adaptable to the work environment; thus, the master's degree is achievable in a one-year time period.

Fall (1st Semester)	Spring (2nd Semester)	Summer (3rd Semester)
GIS 601 Introduction to Geographic Information Systems	GIS 610 Programming the GIS Environment	GIS 684 GIS Internship
GIS 602 Intermediate GIS	GIS 630 GIS Technologies	GIS 693 GIS Capstone
GIS 603 Spatial Statistics and Modeling	GIS 640 GIS and Business	
GIS 604 Implementation in the Corporate and Public Sectors	GIS 650 GIS for the Internet	
GIS 605 GIS Project Planning and Implementation		
GIS 606 GIS Project Presentation		

Certificate Programs

Transportation Systems Certificate

Transportation has emerged as one of the highest priority issues for policymakers, planners, employers, and citizens. The [Transportation Systems certificate program](#) enhances the education of current and future transportation professionals to respond to this challenging environment. It builds upon existing programs in a variety of disciplines offered from four colleges, and two campuses, in the ASU system. The program approaches the subject from an integrated systems perspective and exposes students to a range of transportation alternatives and the interrelationships between transportation and economics, social equity, land use, technology, policy, energy, and the environment.

The certificate program offers current ASU graduate students and transportation professionals the opportunity to pursue a wide range of transportation-related issues from a multimodal, interdisciplinary perspective. Students are expected to attend transportation-related seminars and events offered by the different disciplines. Requirements to attend a certain number of these events will be built into PUP 591 and PUP 593 class requirements.

Students wishing to apply for the Transportation Certificate will have to submit an application to Graduate College in the same manner as they applied to their degree program. The Graduate College has a strict policy for transferring non-ASU credits and counting previously taken ASU courses for certificate credit. No more than six (6.0) pre-admission credit hours may be applied to the certificate plan of study, including courses in progress at the time of admission to the certificate program. Refer to the [Graduate College](#) certificate policy under **other graduate educational opportunities**. For example, if you took a qualifying elective in Spring Year 1, and were taking PUP 591 and a second elective in Fall Year 2, and you do not apply for the certificate until the middle of Fall Year 2, you will not be able to count all three courses towards the certificate. For this reason, it helps to discuss your options with the SGSUP Graduate Coordinator and apply as early as possible in order to be able to count as much coursework as possible towards the certificate.

The certificate is intended to be a specialization within an existing graduate degree program.

Certificate Requirements

Course	Title	Credits
PUP 591	Seminar: Transportation Systems Pro Seminar	3.0
Elective coursework*		9.0
PUP 593	Applied Project: Transportation Capstone**	3.0
Total Credit Hours		15.0

*Choose electives from an approved list of transportation-related courses. Must include at least one from a field outside the student's degree program and a course in methods or techniques applicable to transportation systems planning.

**The Applied Project consists of an in-depth capstone research paper or professional project. In developing a capstone paper, students are encouraged to work with transportation professionals in their area of interest to identify a topic that is of interest to the broader public.

A thesis, dissertation, or *individual* applied professional project that focuses *primarily* on transportation may substitute for a capstone paper, if approved by the Director of the certificate program. In such cases:

1. The student must still register for and pass the PUP 593 requirement by attending scheduled class meetings, submitting a copy of their completed thesis, dissertation, or individual applied professional project, and presenting it in the capstone final presentations.
2. Since no additional work is being done other than the presentation, the student and Director will agree on an additional three-credit transport-related course.

Students also must be aware that the transportation certificate capstone paper does not replace a final culminating experience for a MUEP degree (thesis, applied project, or capstone).

Be in touch regularly with the certificate director to let them know you have applied to earn the certificate and to verify the courses you are taking meet the requirements. For more information regarding the Transportation Certificate, please contact the Director, Michael Kuby, at mikekuby@asu.edu or visit the [website](#).

Geographical Information Science Certificate

The [Geographical Information Science \(GIS\) certificate program](#) is a structured interdisciplinary program offered through the School of Geographical Sciences and Urban Planning. Students earn the certificate through GIS coursework taught at ASU. The program complements existing degree programs. Students who earn the certificate will exit the program with standardized skill sets based on "learning outcomes" associated with each required course. This program provides students with the training and experience necessary to compete, work, and teach in the GIS arena in both public and private sectors.

Students wishing to apply for the GIS Certificate will have to submit an application to Graduate College in the same manner as they applied to their degree program. No more than six (6.0) pre-admission credit hours may be applied to the certificate plan of study, including courses in progress at the time of admission to the certificate program. Refer to the [Graduate College](#) certificate policy under **other graduate educational opportunities**.

The certificate is intended to be a specialization within an existing graduate degree program.

Certificate Requirements

Course	Title	Credits
Choose one:		3.0
GIS 501	Fundamentals of GIScience	
PAF 571	Geographic Information Systems (GIS) and Analysis	
PUP 576/GIS 515	GIS Workshop for Planners	
Choose two (must be from different categories):		6.0
Geographical Spatial Analysis (2A)		
ABS 485	GIS in Natural Resources	
GIS 471	Geographic Information Analysis	
GIS 562	Location Analysis and Modeling	
Building a GIS from Data Creation to Display (2B)		
GPH 598	Geographic Information Science II	
GIS Application Design, Development, and Distribution (2C)		
GIS 521	Geographic Information Science III	
GIS 561	Optimization Fundamentals for Spatial Analysis	
Remote Sensing and Analysis (2D)		
ABS 586	Remote Sensing in Environmental Resources	
GPH 569	Digital Analysis of Remotely Sensed Data	
Elective coursework*		6.0
GIS/GPH 591	Seminar: GIS Capstone**	1.0
Total Credit Hours		16.0

*Choose electives from an approved list of GIS-related courses

** Students will present a GIS project to the GIS Certificate Working Committee. All students will be responsible for demonstrating how GIS technology has enabled them to address a spatial problem more effectively.

For more information on the GIS Certificate program, please contact Shea Lemar at shea.lemar@asu.edu or visit the [website](#).

Social Science Research Methods Certificate

This program is designed for applicants who hold a minimum of a bachelor’s degree from regional, national, or internationally accredited institutions, and in any field/discipline (e.g. anthropology, sociology, human development, sustainability, geography, political science, or other fields with approval of the academic unit).

The [Social Science Research Methods certificate program](#) prepares students and professionals to acquire, manage, and analyze a broad range of data on human thought and human behavior. Data can be qualitative (e.g. text, images, sound) or quantitative (e.g. direct observation, surveys, geospatial). Data acquisition skills may include the downloading and managing of information from online sources or the primary collection of data in surveys or in direct observation. A key feature of this program is a focus on data analysis, so students and professionals will be able to analyze and interpret any data that they collect. All students in this program will demonstrate skills in statistical analysis plus skills in selection of methods related to their interests.

Students wishing to apply for the SSRM Certificate will have to submit an application to Graduate College in the same manner as they applied to their degree program. No more than seven (7.0) pre-admission credit hours may be applied to the certificate plan of study, including courses in progress at the time of admission to the certificate program. Refer to the [Graduate College](#) certificate policy under *other graduate educational opportunities*.

Applicants must have completed an introductory statistics course in statistics (e.g., STP 530 Applied Regression Analysis, CRJ 504 Statistical Tools for Criminology and Criminal Justice, POS 603 Polimetrics I, NUR 617 Foundational Concepts in Science and Statistics, or equivalent with approval of the academic unit) before admission to the program.

Certificate Requirements

Course	Title	Credits
Choose one:		3.0
SOC 508	Structural Equations Analysis for the Social Sciences	
STP 533	Applied Multivariate Analysis	
FAS 505	Applied Regression Analysis	
POS 604	Polimetrics II	
Other multivariate course of your choosing		
Elective coursework*		12.0
GCU 593	Applied Project	3.0
Total Credit Hours		18.0

*Choose electives from an [approved list](#) or consult with faculty advisor

For more information on the Social Science Research Methods Certificate program, visit the [website](#) or email issrweb@asu.edu.

APPENDICES

[MUEP Approved Electives](#)

[MUEP Internship](#)

[NEURUS Study Abroad Program](#)

[International Student Resources](#)

[How to: iPOS](#)

[How to: Advisor and Committee](#)

[How to: Thesis/Dissertation](#)

[How to: Format](#)

MUEP Approved Electives

Refer to the following list of pre-approved electives while planning your coursework. These courses are offered outside of SGSUP and therefore are subject to change. View the [Schedule of Classes](#) for the most current course offerings.

Subject	Catalog Number	Course Title	Credit Hours	Term usually offered	Course Description
AMT	525	Airport Planning and Design	3	Spring	Completion of various phases of airport master planning process. Provides guidance for logical and timely development of airports. Project work groups assigned.
CEE	507	Urban Infrastructure Anatomy	3	Spring	Understanding how built environment infrastructure systems interact with ecosystem services is critical for policies and decisions directing urban sustainability. Brings together students from several disciplines to develop a semester-long research project focused on a particular urban sustainability problem in Phoenix. During the semester, students are given background on how infrastructure systems work and are interdependent, and explore tools and methods for urban sustainability assessment with peers from several disciplines. As a class, students evaluate a particular urban sustainability problem for Phoenix, interact with local policy and decision makers in developing solutions, and present their findings at the end of the semester to the ASU community.
CEE	573	Transportation Operations	3	Fall	Students will learn driver, vehicle, and roadway characteristics; traffic control devices; traffic engineering studies; and transportation system management measures. Prereq: Must be a CEE Graduate Student - Request Override
PAF	502	Public Service Research II	3	Fall Spring	Quantitative techniques including multivariate analysis, data analysis, decision making, and computer applications in public affairs. Prereq: PAF 501 - Check with faculty to see if this can be waived
PAF	504	Microeconomics of Public Policy I	3	Fall Spring	Provides key principles of microeconomics. Places particular emphasis on developing the analytic tools of economic reasoning and using these tools to examine policy interventions of interest to public managers.
PAF	506	Public Budgeting and Finance	3	Fall Spring	Students will learn the legal, social, economic, political, institutional, and ethical foundations of governmental finance, budgets, and budgeting. Prereq: PAF 504 - Check with faculty to see if this can be waived
PAF	521	Managing Public Money	3	Spring	Overview of public financial management, including budget planning and execution; capital budgeting, debt management and administration; funds management and investment; and financial control. Prereq: Must be an MPA student - Request Override
PAF	522	Advanced Governmental Financial Management	3	Fall	Focuses on capital budgeting and infrastructure financing. Covers information required to finance a capital improvement plan, specifically for infrastructure items such as streets, parks, public utilities, airports, highways, bridges and tunnels, and other public works. Combining strategy as well as process, examines financial management from different perspectives. Prereq: Must be an MPA student - Request Override
PAF	523	The City and County Manager	3	Fall	Students will learn manager's role and resources in the differing forms of administrative, legislative, and community sectors.

PAF	530	Management of Urban Government	3	Spring	Students will learn administrative practices and behavior within the urban political administrative environment. Functional areas such as citizen participation, urban planning, urban transportation, and the conflicts between urban politics and administrative efficiency.
PAF	531	Community Conflict Resolution	3	Spring	Interdisciplinary approach to understanding the dynamics of community conflict. Strategic considerations in policy design and advocacy; potential reaction to conflict. Relevant models and research findings generated by both case studies and comparative methods.
PAF	534	Urban Services Infrastructure	3	Fall	Provides an overview of the network of services being provided in the urban environment by a variety of governmental and nongovernmental agencies. Discusses coordination, cooperation and overlap of services by local, special district, county, regional and state levels, alternate delivery methods including nonprofits, and the evolving relationship of these services.
PAF	540	Advanced Policy Analysis	3	Fall	Emphasizes the structure of policy problems, forecasting policy alternatives, optimizing resources, and reducing uncertainty in policy making. Prereq: PAF 505 - Check with faculty to see if this can be waived
PAF	546	Environmental Policy and Management	3	Fall	Analyzes environmental policy and planning issues and principles related to the analysis and management of natural and urban/regional resources.
PAF	560	Community Resilience	3	Spring	Examines community resilience from a systems perspective, embracing governments, private, nonprofit and civic roles. Presents research, case studies, and strategies for policy planning and implementation. Provides an understanding of how community members respond to the need to prepare for, endure and recover from disasters and the ability to utilize multiple communication methods to help community members before, during and after these emergencies.
PAF	566	Participatory Governance & Civic Engagement	3	Spring	Examines classic and current theoretical debates on participatory governance and civic engagement, discusses theoretical and practical implications, and analyzes different models of participatory governance.
PAF	570	Microeconomics of Public Policy II	3	Spring	Provides the policy tools to solve economic problems such as market concentrations, market failures and externalities, and asymmetric information. Increasingly, government interventions are moving away from a command-and-control-style of direct provision of goods and services and toward a large menu of indirect approaches implemented through a complex system of third-party actors. Government intervention in private markets now entails loans and loan guarantees, grants-in-aid, contracts, vouchers, social and economic regulation, and many other policy tools. Each of these instruments involves vastly different behavioral distortions, policy technologies, political considerations and technical sophistication. Analyzes the economics of four policy interventions: grants, tax expenditures, social regulation and vouchers. Provides an overview of each tool (including its key design features) and combines economic theory with background information on how public policies actually operate. Prereq: PAF 504 - Check with faculty to see if this can be waived
PAF	571	Geographic Information Systems (GIS) and Analysis	3	Fall Spring	Provides foundational information related to application of GIS technology to meet various needs within governmental operations, administration, and public policy. MUEP Note: Only can be taken if there is an unavoidable conflict with PUP 576, petition must be completed

PAF	573	Applied Econometrics	3	Fall	Applied treatment of the most important modern econometric methods used to evaluate public policies. Help students become savvy consumers of econometric methodology and develops the methodological skills necessary for implementing quantitative evaluations of public policies. Accordingly, course stresses critical thinking and creativity. Prereq: PAF 502 - Check with faculty to see if this can be waived
PAF	574	Diversity, Ethics, Public Change	3	Fall	Focuses on leadership, ethics, and benefits and tensions of the multicultural city to develop leadership and multicultural competence.
PAF	591	Seminar: Policy Studio: Evaluation, Design, and Delivery	3	Fall	This course is designed to provide students with practical experience in student-led program and policy evaluation services of public programs. Students will work under the direction of Morrison Institute for Public Policy analysts and College of Public Service and Community Solutions faculty to: Learn about program evaluation and accompanying research methods; Evaluate a government or non-profit program; Work directly as professional consultants with the client organization. This course provides an opportunity for students to apply classroom learning to real-life program evaluation projects. Through this course, students will: Build their resumes by engaging in meaningful projects for public and non-profit organizations; Boost their team-building skills; Gain professional consulting experience; Enhance written and oral presentation skills; Network with Arizona public and non-profit employers. Due to space limitations and the rigor of the course, students will be selected to enroll in this course through a competitive application process.
PAF	591	Seminar: Ending Homelessness through Public Policy	3	Fall	The aim of this course is to examine the multifaceted issues surrounding homelessness in an urban environment with a special focus on downtown Phoenix. This course will examine how public policy decisions have shaped the issue in our community; and explore the impact of federal, state, and local policy formulation on our population of person's experiencing homelessness. We will investigate multiple ways in which homelessness can be mitigated through research, service intervention analysis, services system design, and reframe many long held assumptions about homelessness. Students will be empowered to think about solving homelessness in innovative and creative ways and through the lens of multiple stakeholders. Service learning opportunities are available.
SOS	514	Human Dimensions of Sustainability	3	Spring	Concepts and definitions of the human dimensions of sustainability; the role of attitudes and values in shaping sustainability goals, practices, and programs; the diversity of values and socio-cultural contexts relating to sustainability; bottom-up and top-down sustainable policy development, social data collection methodologies.
SOS	532	Sustainable Urban Dynamics	3	Fall	Human and physical processes shaping urban ecologies and environments; human-environment interactions in the context of an urban region; effect of the institution and regulatory framework on the ability of social and urban-ecological systems to be resilient and sustainable; urban design, materials, transport, planning, and regulation.

SOS	540	Statistical Modeling for Sustainability	4	Spring	Equips students with sufficient knowledge of statistical theory and methods of applied data analysis to begin conducting empirical analyses in their domains of interest; bring students to a high level of competency in using a cutting-edge statistical software package (Stata) for data management and data analysis tasks; expose students to applications of statistical methods in the economics/policy/social science sustainability literatures in order to develop an understanding for how statistical tools are operationalized in the research world; and develop an appreciation for the careful synthesis of social and natural science theory, knowledge of data and its limitations and command of statistical tools that constitute quality empirical research.
SOS	577	Interdisciplinary Writing Seminar	2	Spring	If you want your work to make a difference in the world, you need to be able to communicate your ideas to diverse audiences in a way that is interesting and accessible. Teaches students to write clearly, persuasively, and ethically to people in your discipline, in other disciplines, and outside academia. Approaches writing as a way to think critically and refine ideas, as well as to communicate them to others.
SOS	594	Conference and Workshop: Urban Sustainable Redevelopment	3	Fall	In this online workshop, students will collaborate with practitioners and other stakeholders to redesign a declining historic block with infill opportunity in the city of Peoria, AZ. Using proactive methods to integrate sustainability and urbanism, students will apply key concepts of new urbanism and sustainable urban design. The project will include creating concepts and design ideas for the block area redevelopment. Students will be asked to create a valuable deliverable for the city. The class will begin with a review of key basic concepts of new urbanism and sustainable urban redevelopment. The class will consider how sustainable practices can be integrated into the design of the space, the architecture, and the opportunities for developing public private partnerships. They will also consider the role of businesses, the use of public art and historic architecture to create a thriving space in an older declining area of downtown. Policy considerations will have an impact on final design elements.
SOS	594	Conference and Workshop: Global Sustainability Research	3	Fall	This workshop course offers students an interactive, engaging way to get hands-on experience in solutions-oriented sustainability research while developing professional skills and opportunities. Students will learn solutions-oriented research methods while working on one or other of two real-world research projects (Transformational Water Solutions or Urban Food Systems Solutions"). Students will identify, analyze, and evaluate a variety of potential solutions (projects, programs, policies) to these challenges and develop and communicate transformational strategies. The course includes interacting with guest experts (local and international), engaging with local stakeholders, performing local field research, and delivering final work products to an external client panel.
SOS	594	Conference and Workshop: Sustainable Neighborhoods for Happiness	3	Fall	Neighborhoods, both domestic and international, serve as drivers of a sustainable and happy future. In this workshop, we will focus our efforts on continuing the revitalization of a local neighborhood through research, design and implementation that simultaneously improves sustainability and residential happiness. The class involves collaboration with other students, community residents and stakeholders to move toward sustainability. Nine student led groups will each focus on one of the following areas: waste management, energy management, water management, business and economic development, community governance, food management, transportation, buildings and neighborhood environment.

SOS	594	Conference and Workshop: Urban Sustainability. Best Practices/Applications	3	Fall	There is a dearth of documented sustainability best practices in urban systems in the sectors of sustainable energy, water, waste management, urban forestry, food systems, transportation and health in arid and semi-arid environment. Practitioners and policy makers seek best practices and case studies to draw information from and for comparative purposes for improved decision making. In this workshop, students will collaborate with stakeholders from cities and municipalities, and shadow selected officials to design, explore, verify and disseminate activities that are being currently implemented and have not been documented. Using standardized practices this highly collaborative work will form the basis of the cities' real time case studies and best practices in any chosen sector. The final vetted products will be posted on designated websites at ASU for wider dissemination.
SOS	594	Conference and Workshop: Designing a Living Building	3	Fall	This workshop course will utilize the LBC as a framework for researching and creating a conceptual design for a future ASU building that treats 90% of the wastewater from campus naturally through plants for re-use in the campus cooling towers. The goal is to infuse as many concepts as possible to exude ASU, sustainability, research, education and engagement goals. Course is intended for an inter-disciplinary cohort of students from Sustainability, Engineering (including Construction Management), Design (including energy modeling, architecture, interior and landscape design), Urban Planning, and Behavioral Science in order to address LBC integrated needs.
SOS	594	Conference and Workshop: Sustainable Development Action	3	Spring	This workshop course is designed to build the bridge between academic and practice-oriented skills needed to address sustainability challenges in developing countries in Asia and Africa. It takes a problem driven, culturally sensitive, and solution oriented approach to these challenges. Teams of graduate and senior undergraduate students will get the opportunity to work in collaboration with international partners on project design, monitoring, and assessment.
SOS	598	Special Topics: Approaches to Development	3	Spring	This course will provide students with a basic grounding in key concepts of market-based approaches and rights-based approaches as the next strategies for advancing sustainability and tackling issues of poverty and climate change. It will explore the role the private sector, government, international institutions, civil society and the primary change agents, revealing the complex relationships between these actors and the enabling environment for these relationships to become beneficial for the change agents and financially attractive for the private sector actors.
SOS	598	Special Topics: Green Building Practices	3	Spring	This course will critically review several of the Green Building Practices that are currently in operation in the U.S. To date these practices have been primarily voluntary, however recently several regulatory standards have been developed. On the voluntary side we have; U.S. Green Building Council's (USGBC) Leadership in Energy and Environmental Design (LEED) System, The Green Building Initiative's (GBI) Green Globes, International Living Future Institute's Living Building Challenge and the EPA's Energy Star. On the regulatory side we have the ASHRAE 189.1 Standard, International Green Construction Code (IGCC), California's CalGreen Code as well as several Federal Executive Orders. Students will come away from this course with a very good understanding of these practices and how they could apply them to practice.

MUEP Internship

The MUEP Internship Program provides students the opportunity to go into the professional community and develop their working skills. An internship also gives insights about the professional planning world and its demands, and about a particular community or focus area. While this is a practical experience, we also encourage students to reflect on what they have learned.

In order to earn credit for an internship, MUEP students must enroll in PUP 584 Internship, a 3.0 credit course that counts as an elective in the MUEP program.

For students interested in obtaining an internship:

- Explore [Internships](#) and [Employment Opportunities](#) on the school website
- Watch for job and internship announcements in the [SGSUP Bulletin](#), sent weekly on Fridays via email
- Contact [Barbara Trapido-Lurie](#), school internship coordinator
- Attend the [Planning Career Fair](#), held each year in late March or early April

Hours of work

In order to earn credit, the intern must work at least 135 hours at the internship site. If the internship is carried out from start to end of a Fall or Spring semester, this amounts to 9 hours per week.

Additional requirements

Students must complete a [Letter of Intent and Work Plan](#) prior to the internship or at the latest within the first two weeks of the internship. The completed Letter and Work Plan should be submitted to the internship coordinator.

The intern will keep a weekly Work Log indicating the type of tasks he/she is performing, and the hours worked. On completion of the internship, the intern's supervisor will sign the Work Log to confirm its accuracy. The supervisor will also complete an evaluation form to give feedback on the quality of the intern's work.

By the end of the semester in which the student is registered for PUP 584, he/she will write a short paper that reflects on the internship experience.

It is the intern's responsibility to represent the School of Geographical Sciences and Urban Planning positively through conscientious and professional behavior, attitude and appearance.

For more information, contact [Barbara Trapido-Lurie](#), or visit the [internship website](#).

NEURUS Study Abroad Program

SGSUP students have the opportunity to study a regional, planning, or urban studies issue of interest in Europe through the [Network for European and United States Regional and Urban Studies \(NEURUS\)](#) program, which promotes scholarly exchange among students and faculty from around the globe. ASU participants travel to Europe in the fall, where they conduct original research, study the host country's language, and participate in a workshop on research design and methods with the European students. Potential host universities include the [University of Groningen](#) in the Netherlands, [Humboldt University Berlin](#) in Germany, and [Vienna University of Economics and Business Administration](#) in Austria.

European students then travel to the U.S. in the spring to conduct research and take part in a workshop on the interpretation and application of comparative research with the U.S. students. At the conclusion of the program, participants typically have completed their thesis or applied project and built a network of international planning contacts.

Interested students should contact [Deirdre Pfeiffer](#) in the fall of the year prior to when they'd like to participate to discuss potential projects, sites, and logistics. Research proposal development and host university pairing typically occur in the late spring, with travel commencing the following fall. Funding to defer travel costs is available through SGSUP and ASU. ASU tuition and fees cover those at the host university. The NEURUS program is conducted in English; no knowledge of the host country's language is required. More information on the NEURUS program is provided on the program [webpage](#).

International Student Resources

Admission

[Graduate Admissions](#) provides resources for international students, including:

- [Immigration Steps](#) (includes immigration document and task checklist, with deadlines)
- [English Proficiency](#) requirements

Financial Guarantee

International students must submit valid [financial guarantee](#) to ASU. You will receive a notification in your **Priority Tasks** module in MyASU when this is required. A registration hold will be placed on your account until the documents are received. Newly admitted students should submit financial guarantee documents to Admissions at fg@asu.edu.

International Students and Scholars Center

Support for admitted international students is largely provided by the [International Students and Scholars Center \(ISSC\)](#). Visit ISSC for assistance with:

- [maintaining legal status](#) in the United States
- [SEVIS Registration](#)
- changing or extending [I-20/DS-2019](#)
- [passport and travel](#)
- enrollment concerns related to
 - [maintaining enrollment](#)
 - [reducing course load](#)
 - taking a [leave of absence](#)
- [Optional Practical Training \(OPT\)](#)
 - OPT is an employment authorization benefit for F-1 students to gain practical experience in their field of study by working off-campus for a total of twelve months.
 - The 12-month OPT can be obtained while school is in session, after completion of a degree program, and during the summer.
- [Curricular Practical Training \(CPT\)](#)
 - CPT is an off-campus employment authorization for F-1 students who must complete an internship course in order to graduate from their current degree program
 - Employment starts at the beginning of the semester or summer session and completes at end of the semester or summer session.

- The use of CPT does not impact eligibility for Optional Practical Training (OPT) unless your use more than 12 months of full-time CPT. When you use 12 month of full-time CPT, you will not be eligible for OPT.

[Advising](#) is available by appointment or walk-in. Various documents and forms are available at the [ISSC Document Request](#) webpage.

Student and Cultural Engagement

[International Student Engagement](#) provides students with many opportunities to get involved through a variety of co-curricular programs and activities. Resources available include:

- [International Student Guide](#) (information on visa, housing, finances, recreation, and more)
- [Coalition of International Students](#) promotes communication among all international student organizations in order to coordinate and consolidate activities of international students while promoting understanding among the various cultures within the university and community at large.

How to: iPOS

Initial Plan of Study Submission

Students will be notified by Graduate College via the **My Programs** module in MyASU when the iPOS must be completed

- Required by the time you have enrolled in 50% of minimum credit hours required by program
- You will not be able to register for classes if iPOS is not complete by deadline (set by [Graduate College](#))
- Use the *Plan of Study Worksheet*, located in the **Program Specific Information** area of the [SGSUP Hub](#), to plan coursework and enter classes into iPOS
- Thesis and Dissertation credits may be taken during multiple semesters but must add up to exactly 6.0 hours (thesis) or 12.0 hours (dissertation)
- Up to 6.0 credits of 400-level coursework may be included on the iPOS for Geography PhD, Geography MA, and MUEP students
- Steps:
 1. Submit iPOS via MyASU (Refer to Graduate College guide on [how to submit Plan of Study](#) or *Managing Your Plan of Study* PowerPoint in [SGSUP Hub](#) for instructions)
 2. SGSUP Graduate Coordinator approves iPOS; iPOS automatically forwards to Graduate College for final approval
 3. If iPOS is returned for revision, SGSUP Graduate Coordinator will email your ASU email account with instructions
 4. If you need to make revisions to your iPOS while approval for an earlier submission is still pending, email the SGSUP Graduate Coordinator to ask for the iPOS to be returned for revision

Pre-Admission Credit

- Pre-admission credits are credit hours that are completed prior to the semester and year of admission to an ASU graduate degree program
- Up to 12.0 credit hours of pre-admission graduate coursework can be counted towards a degree. Pre-admission undergraduate coursework may not be included on the iPOS.
- Courses cannot have counted towards a previously earned degree
- Required core courses must be taken at ASU. They may be taken pre-admission but must be earned at ASU.
- Courses must:
 - have a grade of B or better

- have been completed at a regionally accredited US institution or international institution officially recognized by that country
- have been taken within 3 years of admission to the ASU graduate degree
- Exceptions apply to students in the accelerated MUEP program. Refer to the *Plan of Study Worksheet* for 4+1 students or see the SGSUP Graduate Coordinator

Blanket 30 Policy (PhD students only)

- Students can apply up to thirty (30) credit hours from a previously awarded master's degree toward their doctoral Plan of Study (not considered pre-admission credit)
 - Final, official master's transcript must be on file in order to include on iPOS
 - Admissions must have posted the master's degree
- When entering classes into iPOS, select **Prev Degree** option and follow the prompts
- If you earned a master's degree at another institution, submit the *Petition for Transfer or Interdisciplinary Elective Course*, located in the **Forms** area of the [SGSUP Hub](#), to receive approval to add these credits to the doctoral Plan of Study
- Courses must:
 - have a grade of B or better
 - have been completed at a regionally accredited US institution or international institution officially recognized by that country
 - have been taken within 3 years of admission to the ASU graduate degree

Course Changes

- Submit changes to iPOS
- If changes are significant, SGSUP Graduate Coordinator will send screenshot of change request to faculty advisor, requesting approval
- SGSUP Graduate Coordinator reviews and approves changes

Petitions

Submit a petition if you are requesting any sort of waiver or exemption of Graduate College policy. These are the most commonly-used petitions:

Leave of Absence

- All students must [maintain continuous enrollment](#) during all Fall and Spring semesters (registered for a minimum of 1.0 credit) while in the program
- Submit if you need one semester of non-enrollment; no more than two Leaves of Absence are permitted

- If you don't submit the Leave of Absence and then you fail to enroll, you will be discontinued from the program in accordance with Graduate College policy

Request to Change Degree Requirements

- Submit if you are a MUEP student changing your capstone project

Retake Written Examination

- Submit if you are a PhD student who needs to resubmit the comprehensive exam. Only one retake is permitted.

Waive non-degree/transfer limit

- Submit if you are requesting to add more than 12.0 pre-admission credits to your iPOS
- If you are a PhD student applying 30 credits from a master's degree program to your iPOS, do not submit this petition; refer to [Blanket 30 Policy](#) above

Waive 3-year prior to admit

- Submit if you are requesting to add pre-admission credit that was not taken within three years prior to admission

How to: Advisor & Committee

In nearly all instances, students will have a faculty advisor/mentor established at the time of admission. However, this can change during the time of the student's graduate career.

Students work with their faculty advisor to map out their entire degree progression ([Plan of Study](#)). Students are encouraged to consult with their advisor prior to registering for classes each semester to ensure classes will contribute to degree completion.

Students will also consult their faculty advisor to form a supervisory committee made up of members who can contribute to the student's research. Students who are completing an applied project, thesis, or dissertation as part of their degree program must select a supervisory committee.

Supervisory Committee Guidelines

- Committees must have a minimum of three members, including the faculty advisor, who usually serves as chair of the committee
- At least 50% of the committee members must be SGSUP faculty
- All committee members must hold a PhD
- Committee members should be selected by the end of the second semester (MA and MUEP thesis/applied project students and PhD students with master's degree) or by the end of the fourth semester (PhD students without a master's degree).

Establishing the Committee

1. Confirm directly with the committee chair and members that each person is willing and able to participate on the committee. The *Supervisory Committee Form*, located in the **Forms** area of the [SGSUP Hub](#), should be completed and submitted to the SGSUP Graduate Coordinator. In addition, the student must add each committee member on the [iPOS](#) to officially establish the committee with the university.
2. If committee changes are needed, submit the *Supervisory Committee Change Form* located in the **Forms** area of the [SGSUP Hub](#). Committee changes must also be submitted on the iPOS.
3. Student must contact the SGSUP Graduate Coordinator to add committee members outside SGSUP if the individual does not appear in the iPOS committee member search function.
4. To verify that a faculty member is approved to serve on PhD committees, visit [Graduate Faculty](#). If the student is unsure if a faculty member is approved, or they know special approval is required to serve on the student's committee, the student must contact the SGSUP Graduate Coordinator.

How to: Thesis/Dissertation

The following is an outline to assist you through the defense process. Visit [Graduate College](#) for additional information and clarification. If you have questions about any of the steps and procedures below, please contact the SGSUP Graduate Coordinator.

Preparing to schedule your defense

Prior to scheduling your defense, ensure that you meet the following requirements:

- Approved iPOS on file (no pending changes or petitions)
- All minimum 3.0 [GPA requirements](#) met (iPOS, Graduate, and Cumulative. SGSUP Graduate Coordinator can assist as needed)
- Approved full committee on iPOS (no pending changes)
- No incomplete grades on iPOS
- All milestone requirements have been satisfied (Doctoral students must have reached candidacy: comprehensive exams submitted and proposal/prospectus accepted)
- Enrolled in a minimum of 1.0 credit hour during the semester in which you are defending, including summer

Additionally, you will not be able to make changes to your iPOS once you have passed your defense, so this is the best time to make sure everything is accurate.

Selecting a Date

Review the Graduate College [10 Working Day Calendar](#) for deadlines, such as last day to schedule a defense, last day to hold a defense, and blackout dates. Contact your supervisory committee members and ask for the days and times they are available to meet for your defense. It is best to give them a one or two-week time frame that works for you as well. Skype or other web conferencing is permitted for committee members, but at least 50% of your committee must be physically present for your defense. The chair (or at least one co-chair) must be physically present. All defenses must be held on ASU campus.

Scheduling a Room

Contact [SGSUP Front Desk Coordinator](#) and request a room for your public defense. In your email include the date, time, and if you are inviting friends, family, colleagues, and other professionals and academics. If you need to reschedule your defense, follow all directions found on the [Graduate College](#) website under the **defenses** tab.

Scheduling Your Defense

After you and your committee have agreed upon a day and time and your room is reserved, schedule your defense via the **My Programs** module in MyASU. If you have questions, please contact the SGSUP Graduate Coordinator or Graduate College. After your defense is approved by Graduate College, the *Announcement and Report of Doctoral Dissertation Defense* or *Report for Master's Thesis Defense* (aka

Pass/Fail form) will be sent to your supervisory committee, the SGSUP Graduate Coordinator and your **My Programs** module in MyASU.

ProQuest Document Ready Check (10 days before your defense)

No less than 10 days before your defense you must submit your completed thesis/dissertation document to Graduate College via [Dropbox](#). This is a pre-check to make sure your document is ready to be published in the ProQuest system. Before submitting, double-check your document using the guidelines on the [Graduate College](#) website under the **format/submit your document** tab. [Refer to How to: Format](#) for additional information.

Submitting an Abstract (at least one week prior to defense)

Once your defense date has been approved, the SGSUP Graduate Coordinator will request that you create an announcement that includes an abstract of your thesis/dissertation. Approximately one week prior to your defense, the SGSUP Graduate Coordinator will send an announcement to the SGSUP listservs. If you would like the announcement to be sent sooner than one-week out, please notify the SGSUP Graduate Coordinator.

Holding the Defense

The oral defense is a public meeting that includes the student, chair, committee, and anyone else who would like to attend. As the defense is also an examination of the student's research, most of the meeting is devoted to the student's presentation of the research and the committee's questions to the student. The chair serves as the facilitator of the defense and determines whether, and when, those not on the committee can ask questions or offer comments. When the committee is determining the outcome of the defense, the student and non-committee members are asked to leave the room. Possible outcomes of the defense, as specified and defined on Pass/Fail form are pass, pass with minor revisions, pass with major revisions, or fail. Once the student has successfully defended the dissertation, the committee must sign the Pass/Fail form. Students must complete required revisions before the chair signs the form and submits it to the SGSUP Graduate Coordinator.

Pass/Fail Form Due (within 10 business days after defense)

The Pass/Fail form must be signed by all supervisory committee members. If a member of your supervisory committee is absent, please follow the [Absent Committee Member Procedures](#). The Pass/Fail Form and any approval emails from absentee committee members must be submitted to the SGSUP Graduate Coordinator within 10 business days of holding your defense. Once your Pass/Fail form is submitted you cannot make any changes to your iPOS, so it is imperative that it be correct and complete before holding your oral defense.

After Your Defense

After the Pass/Fail form is processed, you will receive a prompt in MyASU to upload your document to ProQuest. If you have revisions to your document, visit the [Graduate College](#) website and refer to the **after your defense** tab for instructions on revisions. If you have changes from your committee, discuss them with your committee chair. Formatting revisions should be made in consultation with a [Format](#)

[Advisor](#) and in line with the [Format Manual](#). You are responsible for meeting all deadlines, which can be found under the ***graduation deadlines/procedures*** tab. Refer to [How to: Format](#) for additional information.

How to: Format

Students completing a thesis or dissertation must submit the written document to Graduate College in a specific format for publication. Refer to the [Format Manual](#) for specific requirements, processes and deadlines.

Format Review Process

1. Submit document to Graduate College Format [Dropbox](#) at least ten days prior to defense
 - a. Student will receive automated email acknowledging receipt of document
 - b. MyASU Format Status: **Pending Review**
2. Format Advisor contacts student after first format review is complete
 - a. Revisions are usually required; sometimes multiple rounds
 - b. MyASU Format Status: **Revisions Required** (this status remains the same for first, second, third, etc. round of revisions)
3. Once Pass/Fail form is processed by Graduate College after the defense, Format notifies student via MyASU and email to upload document to ProQuest
 - a. Instructions on upload will be provided
 - b. MyASU Format Status: **Ready for ETD/ProQuest**
4. ProQuest reviews and approves document for publication
 - a. Student receives confirmation email with ProQuest ID #
 - i. Keep this email for your records; you cannot graduate without your ProQuest ID# posted
 - ii. In the event that it does not get automatically updated in your official record, the SGSUP Graduate Coordinator will contact you for your ProQuest approval confirmation
 - b. MyASU Format Status: **Format Approved**

For additional questions regarding Format, contact a [Format Advisor](#).