

Graduate Programs Handbook

2023 – 2024



Geography (MA) | Urban and Environmental Planning (MUEP) | Geographic Information Systems (MAS) | Geography (PhD)
Geographic Information Science (PhD) | Urban Planning (PhD) | Transdisciplinary Transportation Studies (Certificate)
Geographical Information Science (Certificate) | Social Science Research Methods (Certificate)

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Table of Contents

Handbook Objective.....	1
Mission	1
Research	1
SGSUP Personnel	2
Program Indicators.....	2
Students Active in Degree Program, 2022-2023 Academic Year.....	2
Selectivity.....	3
Doctoral Time to Completion	3
Resources	3
Facilities	3
Computing	3
Offices and Workspace	4
Academic & Professional Services	4
Student Support Services.....	5
Business Services	7
Campus Amenities	7
Moving to and Living in Arizona	8
Costs (Tuition & Fees)	8
Funding Your Education	10
Fellowships	10
Assistantships	10
Funding Guarantee	15
Research Support Funding (PhD).....	15
MUEP Opportunity Fund	15
SGSUP Policies and Procedures	17
Student Responsibility	17
Advising.....	17
Class Registration.....	18

Program Communications	19
Professional Development.....	20
Code of Conduct	22
Academic Integrity.....	22
Grievances and Appeals.....	22
Probation, Remediation, and Dismissal.....	23
Graduate College Policies.....	26
Plan of Study	26
Satisfactory Academic Progress.....	27
Continuous Enrollment.....	27
Leave of Absence	27
Medical/Compassionate Withdrawal.....	28
Graduation.....	28
PROGRAM SECTIONS.....	29
Geography (MA)	30
About	30
Admission.....	30
Curriculum	31
Sequence & Timeline	32
Accelerated Master's Degree	32
Culminating Experience	33
Geography (PhD).....	35
About	35
Admission.....	35
Curriculum	36
Supervisory Committee Composition.....	37
Sequence & Timeline	38
Research Requirement	41
Master of Arts in Passing (MIP)	41

Comprehensive Exam	42
Dissertation Proposal/Prospectus	43
Dissertation Defense.....	44
Performance and Annual Review	44
Urban and Environmental Planning (MUEP)	45
Mission Statement.....	45
About	45
Admission.....	46
Curriculum	47
Sequence & Timeline	48
Concurrent Degrees.....	48
Accelerated Master's Degree	49
MUEP Advising Requirement.....	49
Culminating Experience Options	49
MUEP Spring Showcase	53
Urban Planning (PhD).....	54
About	54
Admission.....	54
Curriculum	55
Supervisory Committee Composition.....	55
Sequence & Timeline	57
Comprehensive Exam	57
Dissertation Proposal/Prospectus	59
Dissertation Defense.....	60
Performance and Annual Review	60
Geographic Information Systems (MAS)	62
About	62
Admission.....	62
Curriculum	63
Sequence & Timeline	63

Geographic Information Science (PhD)	65
About	65
Admission	65
Curriculum	66
Supervisory Committee Composition	67
Sequence & Timeline	68
Research Requirement	70
Comprehensive Exam	70
Dissertation Proposal/Prospectus	71
Dissertation Defense	72
Performance and Annual Review	72
Certificate Programs	74
Transdisciplinary Transportation Studies Certificate	74
Geographic Information Science Certificate	76
Social Science Research Methods Certificate	77
APPENDICES	78
MUEP Internship	79
NEURUS Study Abroad Program	80
International Student Resources	80
Graduate Wellness Resources	83

Handbook Objective

The objective of this handbook is to provide the School of Geographical Sciences and Urban Planning's (SGSUP) prospective and enrolled graduate students information on policies and procedures required 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 school. Handbooks and plans of study from previous academic years are available in the [Graduate Programs Archive](#).

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. 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 innovative approaches and ideas. Visit the links below to learn more about our research areas and the faculty researchers working in these areas.

[Computational Spatial Science](#)
[Earth Systems & Climate Science](#)

[Place, Identities and Culture](#)
[Sustainability Science & Studies](#)

[Community Development for Social Equity
Spatial and Economic Analysis](#)

[Transportation Planning and Policy
Urban Design and Sustainable Cities](#)

SGSUP Personnel

Led by Director [David Sailor](#), the school's nationally- and internationally-recognized [faculty](#) includes three members of the National Academy of Sciences as well as members of national and international committees and panels such as the National Research Council Geographical Sciences Committee and Intergovernmental Panel on Climatic Change.

Program Indicators

The tables below reflect the most recent data available from [ASU Analytics](#).

Students Active in Degree Program, 2022-2023 Academic Year

By ethnicity

PROGRAM	AMERICAN INDIAN	ASIAN AMERICAN	AFRICAN AMERICAN	HISPANIC	PACIFIC ISLANDER	WHITE	TWO OR MORE RACES	UNKNOWN	INTL.
MUEP	--	8%	10%	16%	--	51%	2%	4%	8%
Geography, MA	--	7%	--	14%	--	57%	14%	--	7%
GIS, MAS	3%	--	--	6%	--	33%	--	3%	55%
Urban Planning, PHD	8%	--	--	--	--	15%	--	--	77%
Geography, PHD	--	3%	--	3%		42%	6%	6%	39%
GISc, PHD	--	--	--	--	--	20%	--	--	80%

By gender

PROGRAM	FEMALE	MALE
Urban & Environmental Planning, MUEP	46%	54%
Geography, MA	60%	40%
Geographic Info Systems, MAS	57%	43%
Urban Planning, PHD	100%	0%
Geography, PHD	55%	45%
Geographic Info Science, PHD	40%	60%

Selectivity

% of applied who were admitted, last three years

PROGRAM	2020-2021	2021-2022	2022-2023
Urban & Environmental Planning, MUEP	89%	92%	80%
Geography, MA	47%	47%	84%*
Geographic Info Systems, MAS	92%	98%	96%
Urban Planning, PHD	29%	29%	14%
Geography, PHD	53%	50%	40%
Geographic Info Science, PHD	--	0%	45%

*Launch of online MA program.

Doctoral Time to Completion

Median, last three years

PROGRAM	2019-2020	2020-2021	2021-2022
Urban Planning, PHD	6.0	5.0	--
Geography, PHD	4.8	5.0	4.0
Geographic Info Science, PHD	--	--	--

Resources

Facilities

The School of Geographical Sciences and Urban Planning is located on the fifth floor of [Lattie F. Coor Hall](#). 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 Mac computers is located on the first level. A second computer lab is 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.

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.

Offices and Workspace

PhD students will be assigned desk space upon arrival. Master's students are not guaranteed desk space but may request to [reserve](#) one of the SGSUP conference rooms as needed, for study groups, TA meetings, or other program-related purposes. MUEP students have access to the MUEP Collaboration space, which is equipped with computers and planning-related resources. The MUEP Collaboration space can be used for meetings or individual study and is available on a first-come, first-served basis. All MUEP students are eligible to access the MUEP Collaborative Space, following completion of the MUEP Office Space Agreement, available from the MUEP Program Coordinator. Use of this space is limited to MUEP students only.

Academic & Professional Services

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 [Design and Arts Library](#) holds over 55,000 items including books, periodicals, CD-ROMs, videos, and microforms. The 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 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](#).

Career Services

[ASU Career Services](#) offers many services and resources, including career advising, assistance with resume writing, interview preparation, networking, and job search. Career Services holds job fairs on-campus every semester and has recently implemented [Handshake](#), an online tool for connecting with prospective employers for internships and employment. The MUEP Program Coordinator assists with the professional development of MUEP students.

Graduate Academic Support Center

ASU offers a dynamic, supportive learning environment and programs for ASU graduate students enrolled in any graduate certificate or graduate degree program.

[The Math Tutoring Center](#) provides any graduate student with free one-on-one appointment-based tutoring for statistics coursework as well as peer guidance on the quantitative analysis portion of thesis, dissertations or other research projects. Graduate students can make an appointment with a consultant to discuss and work on:

- Statistics coursework
- Data cleaning and proper formatting
- How to perform analysis using software such as SPSS, SAS, R, Excel, Minitab and JMP
- How to explain the meaning and significance of your results in writing

Graduate students can work with consultants at the [Writing Centers & Graduate Academic Support Center](#) at any stage of the writing process to hone their writing skills and to receive coaching advice about navigating graduate life. ASU offers online writing tutoring in addition to four on-campus locations to serve ASU graduate students. The Tempe, Thunderbird, West, and Downtown Phoenix campus centers also offer graduate students a place to read and write or to meet with a writing group. ASU Writing Centers also facilitate [Dissertation Writing Camps](#) during the summer.

Pre-award Advising

Applying for a grant this year? Need funding for your dissertation research? The SGSUP research team has proposal resources, can help you find funding, review funding opportunities, go through the basics of the application process, and more! The research team can walk you through how to search for grants and what to expect when applying for funds with ASU. Please reach out to Juliette Dixon (juliette.a.dixon@asu.edu) early with any questions or to have any funding opportunities reviewed.

Student Support Services

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 registered for 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 an 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](#).

Accessibility Resources

[Student Accessibility and Inclusive Learning Services \(SAILS\)](#) 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 SAILS office. Contact SAILS to determine eligibility and submit required documentation.

Veteran's Resources

ASU has a robust veteran student services center. The [Tillman Center](#) offers advising, assistance with GI benefits, military transfer credit and other services. The Tillman Center is staffed almost entirely by veterans who relate to the challenges that new students experience and provide support in navigating complex governmental systems.

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.

Diversity, Equity, and Inclusion

The [Office of Inclusion and Community Engagement](#) works to empower and give voice to all members of the university community in the areas of scholarship, teaching, learning and governance. The office was created to continue ASU's commitment of creating an inclusive environment by providing on-going programming and initiatives for the campus community. There are a wide range of resources and groups at ASU, locally and nationally to support students' educational and individual journeys. [Graduate College Diversity Resources](#) are also available.

Title IX

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

Title IX protects individuals from discrimination based on sex in any educational program or activity operated by recipients of federal financial assistance. As required by Title IX, ASU does not discriminate on the basis of sex in the education programs or activities that we operate, including in admission and employment. Inquiries concerning the application of Title IX may be referred to the Title IX Coordinator or to the U.S. Department of Education, Assistant Secretary, or both. Contact titleixcoordinator@asu.edu

or 480-965-0696 for more information. Office located at 1120 S. Cady Mall, INTDSB 284. For information on making a report please go to www.asu.edu/reportit/.

Business Services

Student Accounts

Student Business Services offers a variety of student account services including tuition and billing, student refunds (including financial aid), receipt and payment processing, support for past due accounts, third party sponsorship assistance and loan repayment. Contact [Student Business Services](#) for assistance with student account questions.

Parking and Transit

ASU offers many parking and transit services, including permitted lot and garage parking, campus shuttles, bike lockers and bike valets. Visit [ASU Transportation](#) for parking maps, shuttle routes, and permit policies. [City of Tempe](#) also has options for traveling to and from campus, including bus, neighborhood circulators, and light rail.

Sun Card

Students must obtain an ASU identification card. The Sun Card is the official student ID for ASU and provides access to campus amenities and services, including secure buildings and elevators as needed. The Sun Card office is in the Memorial Union lower level. Visit [Card Services](#) for more information on the types of cards offered.

Campus Amenities

Dining

There are multiple options for dining on-campus. [Sun Devil Dining](#) manages dining halls, kiosks, restaurants, and convenience stores in the Memorial Union and other locations at the Tempe campus. Students may make purchases with cash or conventional card payment or use meal plan credits. Learn more about meal plans [here](#).

Shopping

Textbooks, supplies, ASU apparel and gifts, and computing technology can be purchased on campus at the [Sun Devil Campus Stores](#). There are two locations at the Tempe campus, on [Orange Street](#) and at the [Sun Devil Marketplace](#).

Entertainment

ASU offers many options for culture and entertainment on campus. From top-rated Broadway shows at [ASU Gammage](#) to PAC-12 [Sun Devil Athletics](#), from the [ASU Art Museum](#) to the [Marston Exploration Theater](#), there is something for everyone.

Moving to and Living in Arizona

The School of Geographical Sciences and Urban Planning does not formally endorse any external resources. However, they can be helpful for students relocating to the Phoenix metro area and wishing to develop community connections.

General

[GPSA Forum](#) (ASU graduate student classifieds)

[Living in metro Phoenix](#)

[ASU subreddit](#)

[Tempe subreddit](#)

[Phoenix subreddit](#)

Housing

[ASU Off Campus Housing](#)

[ASU Off-Campus Students Facebook Group](#)

[ASU Housing, Rooms, Apartments, Sublets Facebook Group](#)

Transportation

[Valley Metro](#) (public transit)

[City of Tempe](#) (bicycle and pedestrian information)

[Bikemap route planner](#)

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)	\$400 / credit hour
Urban and Environmental Planning (MUEP)	\$194 / credit hour (caps at \$1750 / semester)
Geography (MA) – ASU Online	\$100 / credit hour

Use the [Tuition Estimator](#) to calculate estimated total tuition and fees. Refer to the cost per credit hour tables for a more accurate reflection of costs based on actual expected enrollment.

Visit [Standard Cost of Attendance](#) to estimate total costs, including tuition, books, supplies, and living expenses. Students are responsible for understanding the costs of attendance.

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

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

Funding Your Education

There are numerous 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 department nomination; some are open for student application. Information and instructions regarding applying for these awards will be sent to the student [listservs](#) periodically.

The [Graduate and Professional Student Association](#) (GPSA) is a student organization that provides funding opportunities. Visit GPSA's [funding webpage](#) for more information.

SGSUP administers various [fellowships and awards](#). Information regarding applying for these awards will be sent to the student [listservs](#) periodically.

Local, national, and international [award opportunities](#) are available from planning and geographical organizations.

Students are responsible for observing application deadlines and eligibility requirements.

Assistantships

Students with teaching or research assistantships (TA/RA) are treated as Arizona residents for tuition billing purposes, regardless of residency.

Assistantships with half-time (20 hours per week or 0.50 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 0.25 FTE) appointments receive a 50 percent reduction in in-state resident tuition. Students with TA/RA appointments are billed at the Arizona resident tuition rate.

University fees are not waived or remitted for TAs/RAs. The MUEP program fee is not waived or remitted for TAs/RAs.

Example estimate with tuition remission.

Tuition and fee cost comparison estimate* for non-resident MUEP student with and without quarter-time (0.25 FTE) TA:

Funding Your Education

WITH QUARTER-TIME (0.25 FTE) TA POSITION		WITHOUT TA POSITION	
\$130.00	graduate student fee	\$130.00	graduate student fee
\$320.00	student initiated fee	\$320.00	student initiated fee
\$1,750.00	MUEP program fee	\$1,750.00	MUEP program fee
\$6,007.00	AZ resident tuition (7+ credit hours)	\$16,328.00	non-resident tuition (12 credit hours)
\$8,207.00	subtotal before TA tuition remission	\$18,528.00	total (per semester)
-			
\$3,003.50	50% TA tuition remission		
\$5,203.50	total (per semester)		

*Estimate only. Assumes 12 credits enrolled, based on the [Tuition Estimator](#). The estimate does not include other charges that students may incur such as student health insurance or class fees (varies depending on specific classes enrolled). This also does not include summer costs, should students choose to enroll during the summer term. Students are responsible for understanding the costs of attendance.

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

International students on F-1 and J-1 visas are eligible for assistantships but should consult with the [International Student Services Center](#) to ensure compliance with university and U.S. immigration policy. Students on H-1B visas are not eligible to hold RA or TA positions.

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.

TA compensation:

	FTE	DURATION	COMPENSATION	NOTE
PhD	0.50	semester	\$12,293.00	prorated for .25 FTE appointments
MUEP	0.25	semester	\$6,146.50	prorated for .50 FTE appointments

Students admitted without funding commitments may be considered for TA positions on a semester-by-semester basis (*for fall and spring only*). Students may apply for teaching assistantships [online](#) and must do so each semester. Information and instructions regarding applying for these positions will be sent to the student [listservs](#) every fall and spring semester. Students are responsible for observing application deadlines.

[Graduate College Training](#) 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 training modules seek to meet the needs of each TA by providing development that can be customized.

Students who are non-native English speakers who wish to be considered for a teaching assistant position must meet [spoken English proficiency requirements](#). This includes students who may have had TOEFL or IELTS requirements waived for admission.

Spoken English proficiency can be demonstrated in four ways:

- SPEAK Test score of 55

Funding Your Education

- TOEFL (iBT) oral portion: score of 26
- IELTS spoken portion: score of 8
- ITA Teacher Training: pass with result of Certified

Requirements must be met prior to starting a TA assignment. For more information visit the [International Teaching Assistant Program](#) or contact globallaunchITA@asu.edu.

General Guidelines on MUEP TA Eligibility and Assignments

- I. Generally, MUEP and PhD Planning students teach/TA PUP or GIS courses; PhD Geography and GISc students teach/TA GCU, GPH, or GIS courses.
- II. Master's students can TA for undergraduate courses only; graduate level courses needing support should be assigned a PhD TA.
- III. Students should be assigned an A and a B session or a C session, so that they have consistent work over the entire term.
- IV. Observe other [RA/TA policy](#) as set by Graduate College.
- V. **Prioritizing MUEP students for TA assignments (A and B considerations listed below occur concurrently):**
 - A. Academic and Funding Status/History
 1. Students with funding commitments.
 2. Second year students that have never received any MUEP TA funding.
 3. First year students that have never received any MUEP TA funding.
 4. Second year students that have received prior MUEP TA funding.
 5. Accelerated students in their graduate year.
 6. First year students that have received prior MUEP TA funding.
 - B. TA Application and Preferences
 1. The student's availability and preferences to TA for specific classes.
 - a. When students submit their [TA applications](#), they are instructed that they are responsible for coordinating their own work and class schedules.
 - b. Students should not apply to TA for a specific course if they will not be available to attend class meetings.
 - c. If a student's schedule or preferences change before the application deadline, it is the student's responsibility to notify SGSUP's graduate support team.
 - d. If a student does not provide sufficient notice before the deadline and is selected to TA for a course that they are no available to attend or they no longer want to TA for,

Funding Your Education

the position will be reassigned, and the student will not be guaranteed a new assignment.

2. The student's relevant skills and experience to TA for specific classes.
 - a. Students should not apply to TA for a specific course if they believe they do not have the necessary skills or experience.
 - b. If a student discovers they do not have the necessary skills or experience to TA a course they selected before the application deadline, it is the student's responsibility to notify SGSUP's graduate support team.
 - c. If a student does not provide sufficient notice before the deadline or it is determined later that the student does not have the necessary skills and experience required to TA the course, the position will be reassigned and the student will not be guaranteed a new assignment.
3. The student's English proficiency.
 - a. Students must be assigned to courses that are appropriate to their proficiency level.
4. A faculty member has notified the graduate support team and received acknowledgment of their general support of a student or having the student TA for their course(s).
 - a. Students with recorded support from faculty are not guaranteed any assignment.
5. The student has actively communicated with and received acknowledgment from the MUEP Director and graduate support team of their need for financial support.
 - a. Students should notify the MUEP Director and graduate support team each semester *before* the TA application deadline outlining their need for financial support.
6. The student's grade point average (i.e., GPA).
7. The student has actively communicated with and received acknowledgment from the MUEP Director and graduate support team of their need for an assignment due to extenuating circumstances.

VI. Guidelines for assigning MUEP students to .50 FTE appointments:

- A. In general, .50 FTE TA positions for MUEP students are *not favored* by SGSUP due to the time commitment.
- B. A student may be offered an additional .25 FTE if no other students are eligible or interested. If more than one student is interested in one available TA assignment, the guidelines above are followed. All things equal, we may consider the following to determine who receives the additional assignment:
 1. Faculty Preference/Support
 2. [Expressed Financial Need \(Submit Form\)](#)
 3. GPA
 4. Any Extenuating Circumstances

Funding Your Education

- C. Students receiving .50 FTE (20 hours/week) should be assigned to a Session C class OR Session A & B courses. Do not assign a student to a C and an A, for example. Also, do not assign a student to two Session A or Session B courses.
- D. MUEP students with .50 FTE should work with the same faculty member for the entire sum of their weekly hours for the assigned session if possible.
- VII. The total number of hours worked per week for the duration of the semester shall not exceed 10 (.25 FTE) or 20 (.50 FTE) regardless of which session(s) (A, B, or C) the TA is assigned to.
- VIII. If a student does not sign and return their offer/appointment letter by the deadline stated on the letter, their assignment will be automatically withdrawn. This will be considered a voluntary forfeit of the position by the student. The position will then be immediately reassigned to another student.
- IX. Students should regularly communicate with the graduate support team and MUEP Director when they have any questions about the status of their funding commitment or the prospect of being assigned a TA in the future.
- X. TA supervisors may submit TA evaluations for MUEP students. The results will be sent and reviewed by the MUEP Director. At the MUEP Director's discretion, a student's past TA performance may impact the student's eligibility for future assignments when no active commitment is present.

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 stipends are 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. TAs/RAs will work directly with a faculty supervisor to coordinate duties and work hours. Faculty supervisors will approve absence and leave requests and will evaluate TA/RA performance at the end of each semester.

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 to be eligible for an assistantship.**

Parental Leave

Postdoctoral scholars and graduate students with a .50 FTE teaching or research assistantship (TA/RA) appointment who have completed at least one academic year's service are eligible for up to six weeks of paid parental leave for the birth or adoption of a child and will continue to receive their stipend and associated benefits (health insurance and tuition remission) during this six-week period.

Funding Your Education

If both parents are postdoctoral scholars or graduate students with a .50 FTE TA/RA appointment who have completed at least one academic year's service, both parents may receive the accommodation.

The TA/RA must maintain a minimum enrollment of six credit hours during the term of paid leave. Any portion of the six-week period that falls outside the appointment term will reduce the amount of available paid parental leave on a pro-rated basis.

Funding Guarantee

Select 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 formally offered to selected students in writing upon admission to the program.

MUEP applicants who apply by the funding deadline are considered for one or two-year funding packages on a merit basis. Funding packages are formally offered to selected students in writing upon admission to the program.

MA Geography and MAS Geographic Information Systems students are not eligible for funding packages, although they may apply for student employment and fellowships as they become available.

Research Support Funding (PhD)

PhD students are eligible to receive up to \$500 in research support funding annually, while they are within their funded period. PhD students who have reached candidacy and are outside their funded period are not eligible for research support funding without explicit approval from the Associate Director of Graduate Programs.

Research support funds may be used for travel, equipment, datasets, and other resources. Students obtain approval from the Manager of Graduate Programs first then submit the [SGSUP Purchasing and Reimbursement Request Form](#) to initiate requests. Funds are paid via reimbursement, not up front.

MUEP Opportunity Fund

The MUEP Opportunity Fund provides MUEP students up to \$400 annually. This funding can be utilized for a variety of expenses, such as (but not limited to): the purchase of data for analysis in a project, specialized software to conduct such analysis, travel to a professional conference to present a paper or to better prepare for post-graduate career or to a field site to conduct research related to a course, thesis, capstone, or applied project.

Funds are paid via reimbursement, not up front. In order to access MUEP Opportunity Funds, a student must complete the following process:

1. Send an email to the MUEP Program Coordinator identifying: your proposed use for funds, the amount, and a brief description of how it will help your professional development.
2. Once approved by the MUEP Program Coordinator, submit the [SGSUP Purchasing and Reimbursement Request Form](#).
 1. For the type of request, select "MUEP Opportunity Funds."
 2. For the Faculty Accounts/Staff (Other) select "Other- MUEP Professional Development."

Funding Your Education

3. For the MUEP Student Professional Development Funding, select the "PG06418- MUEP Account" (currently the only option).
4. Attach the approval email from the MUEP Program Coordinator as the "Additional Documentation."
5. For the Public Purpose and Justification, include the description you provided earlier on your professional development.
6. Hit the blue "Submit" button and send a follow up email to the MUEP Program Coordinator so they know you submitted the request.

Please contact the MUEP Program Coordinator for more information and guidance on the use of these funds as needed.

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 Graduate Programs Handbook, the Graduate College [Policies and Procedures Handbooks](#) 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.

Advising

Faculty Advisors

When PhD and MA (*Immersion*) students are admitted into their degree program, they are assigned a faculty advisor. The advisor-advisee match is made based on mutual research and topical areas of interest. New MUEP students will work with the MUEP Program Coordinator. MUEP students completing an applied project or thesis must identify a faculty advisor by the end of their first year. The online Masters in Geography Coordinator will be assigned as the faculty advisor to new online Geography MA students.

Faculty advisors may provide guidance on elective coursework, applied projects, research, and career advice or support. Students who are completing an applied project, thesis, or dissertation as part of their degree program must consult their faculty advisor to form a supervisory committee made up of members who can contribute to the student's research; the faculty advisor generally acts as chair or co-chair of the committee. Refer to [How to: Advisor and Committee](#) for step-by-step instructions.

Academic Advising

Students are responsible for meeting all degree and program requirements, however, SGSUP graduate support staff are available to assist with interpreting policies and navigating university systems. Graduate support staff provide advising in many areas, including but not limited to:

- Admissions
- New student orientation
- Registration (including overrides/waivers)
- Degree requirements
- Plan of study
- Degree milestones (e.g., exams, defense)
- SGSUP policy
- Graduate College policy
- Funding opportunities (including RA/TA)
- Graduation

Students may access a number of SGSUP graduate student resources at their convenience to get answers to their advising questions, including:

[Plans of Study and Graduate Program Handbook](#). Includes plans of study for all degree and certificate programs, approved electives, and suggested course lists.

[How To, Resources & Links](#). Includes step-by-step how-to guides for common graduate student processes and links to other university resources.

SGSUP Policies and Procedures

[Graduate Student Forms](#). Internal forms for requesting registration, funding, committee, and defense approvals, and more.

Advising Appointments

Advising is available by email or appointment (phone, virtual, or in-person). Students can visit the [graduate advising webpage](#) to make an appointment during a given semester. Students are strongly encouraged to review the SGSUP Graduate Programs Handbook prior to making an advising appointment. MUEP students can visit the [Advising and Career Development](#) webpage for detailed information on who to contact for specific questions. General inquiries sent to SGSUP.gradadvising@asu.edu will be routed to the appropriate person.

PROGRAM	CONTACT
Academic advising (all programs)	Fernanda Quiroz , Graduate Program Student Services Support Coordinator Christopher Clanahan , Manager of Graduate Programs
MUEP career/professional development advising	Samantha Samples , MUEP Program Coordinator Senior Christopher Clanahan , Manager of Graduate Programs
MAS-GIS career/professional development advising	Stephanie Deitrick , MAS-GIS Program Director
Prospective students (all programs)	Sonali Santush , Management Intern

Class Registration

Students are required to register in 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](#) form.

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

Class Number

Some courses do not appear in the published Schedule of Classes; therefore, students must request a class number to enroll in these courses. These “omnibus” courses include:

- Applied Project (593)
- Thesis (599)
- Research (592, 692, 792)
- Reading and Conference (590, 690, 790)
- Dissertation (799)
- Continuing Registration (595, 695, 795)

To request a class number: complete the [Request to Enroll in Omnibus Course](#) form. Students will receive instructions for registering in the course via email. Students must allow for processing time when submitting this request (e.g., if the request is submitted two days before the add-drop deadline, it may not be processed in time to enroll by the deadline).

The class number is valid only for one semester and must be requested each semester registration is desired.

SGSUP Policies and Procedures

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. Most SGSUP students should be able to enroll in school-offered courses without an override.

To request an override: obtain written/email approval from the instructor. Complete the [Override Request](#) form. Students will receive instructions for registering in the course via email. Students must allow for processing time when submitting this request (e.g., if the request is submitted two days before the add-drop deadline, it may not be processed in time to enroll by the deadline).

Courses that are outside of SGSUP may also have course permissions that restrict registration. All inquiries regarding courses that are not offered by SGSUP (GCU, GIS, GPH, PUP) must be directed to the school offering the course.

Program Communications

The school utilizes the following methods 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 support staff and Graduate College.

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

ASU email can be forwarded to your personal email address, however, be aware that this does not work with all communications. Automated messages and distribution list messages may not be forwarded 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

asugeog@asu.edu
mueplist@asu.edu
gradgsup@asu.edu
masgis@asu.edu

Subscribers

PhD, Geography MA, and relevant staff/faculty
MUEP and relevant staff/faculty
PhD, MA, and MUEP students only
MAS-GIS and relevant staff/faculty

Social Media

Follow SGSUP on social media:

- Facebook [@asu.sgsup](#)
- Instagram [@asu.sgsup](#)
- Twitter [@ASU_SGSUP](#)
- YouTube [@ASU.SGSUP](#)

Join the SGSUP student-only [Slack channel](#) by providing your ASU address.

SGSUP Policies and Procedures

Professional Development

Student Organizations

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

- [Gamma Theta Upsilon Geography Honor Society \(GTU\)](#)
- [Student Planning Association at ASU \(SPA\)](#)

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

Graduate Student Representative

SGSUP has an active Graduate Student Representative who serves as a liaison between graduate students, staff, and faculty. The responsibilities of the representative include to:

1. Increase information flow between faculty, staff, and graduate students
2. Represent the graduate student body at faculty meetings (typically monthly)
3. Share important updates and news from these meetings with the graduate student body
4. Voice graduate student concerns to department administrators
5. Support institutional memory
6. Strengthen community within the school

The Graduate Student Representative will send news, updates, and information to students via the listservs throughout the academic year. An election will be held in December to select the new representative for the upcoming calendar year.

Graduate & Professional Student Association

The [Graduate and Professional Student Association \(GPSA\)](#) exists to advocate for and provide support and services for the graduate and professional student community of Arizona State University. GPSA advocates on behalf of graduate and professional students at local, state, and national levels, provides a forum for open dialogue between the graduate and professional student body and the university, aids in student organization and involvement, and administers services, resources, and benefits for the larger graduate body.

GPSA provides resources for graduate students including:

- Funding
- Events and activities
- Professional development
- Wellness programs
- Volunteer opportunities

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.

SGSUP Policies and Procedures

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.

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.

Career Development in SGSUP

SGSUP provides career and professional development opportunities to students. The [Careers in Geography, GIS & Planning](#) webpage provides job and internship postings, career development resources, sample job titles, alumni stories, and much more.

Career Navigator

Industry leaders share how they use geography, GIS, and urban planning in their careers. Visit [Career Navigator](#) for more information.

Planning Career Meet and Mingle

The Planning Career Meet and Mingle is held each year during the Spring semester. This event is open to undergraduate and graduate students studying urban planning.

The Planning Career Meet and Mingle is an opportunity for urban planning students to meet and network with planning professionals in a casual networking environment. This event is an opportunity to talk with

SGSUP Policies and Procedures

planning professionals about their work and to expand their professional network. Some organizations in attendance may also be offering internships or full-time employment opportunities, providing a chance to learn more about positions ahead of applying and interviewing.

Planning Practitioner Lecture Series

Each academic year, two professional planning practitioners are invited to give a lecture on recent work for all our planning students. The evening lectures are followed by a social hour, providing students an opportunity to meet and talk with current planning practitioners in the region.

Student Business Cards

The school does not provide business cards for students, but students can order their own. All business cards are required to be printed through ASU Print Lab to ensure branding standards and correct identification. Students can access the portal to create, submit and pay for business cards at <https://asuprintonline.asu.edu/students>. MUEP students can use the MUEP Opportunity Funds to cover the costs for business cards.

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 [The College Academic Integrity](#) and [Academic Integrity at ASU](#) for more information.

Grievances and Appeals

Students who are enrolled in a College of Liberal Arts and Sciences (The College) 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.

SGSUP Policies and Procedures

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 College 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.

Warning

Students will receive a written warning under the following circumstances:

- Nonresponse on the PhD Student Annual Review
- Unsatisfactory performance on the PhD Student Annual Review
- Not meeting with the MUEP Program Coordinator during the required semesters (*MUEP only*)
- Not completing a thesis or applied project after 6 months from the signed scope of work (*MUEP only*)
- Missed Milestones
- Unprofessional or nonresponsive communication with faculty, students, and/or staff
- The student is within one year of the maximum degree time limit as defined by the Graduate College (i.e., six years for masters and certificates and ten years for doctoral)
- PhD, Thesis, or Applied Project faculty advisor not identified or lapsed
- Not submitting a complete iPOS by the end of their first semester

Faculty advisors and/or relevant SGSUP leadership will receive a copy of the warning. Student must work with the faculty advisor or relevant SGSUP leadership to correct the deficiency within the time limit outlined in the warning.

Failure to address the deficiency outlined in the warning may result in the following:

- Academic Probation
- Withdrawal of faculty member from role as advisor

Academic Probation

Students are placed on academic probation under the following circumstances:

1. Whenever their overall graduate GPA, cumulative ASU GPA, or iPOS GPA drops below 3.0, as per Graduate College policy. Students on this type of probation have one semester to raise their GPA to 3.0 or above and thus return to good standing.
2. Upon failure to correct a situation outlined in a prior warning. This may include: nonresponse on the PhD Student Annual Review, unsatisfactory performance on the PhD Student Annual Review, missed milestones, not meeting with the MUEP Program Coordinator during the required semesters (*MUEP only*), not completing a thesis or applied project after 6 months from the signed

SGSUP Policies and Procedures

scope of work (*MUEP only*), unprofessional or nonresponsive communication with faculty, students, and/or staff, failure to maintain PhD, Thesis, or Applied Project faculty advisor relationship, or for not submitting the iPOS on time as required by the Graduate College.

Students will be notified in writing of their probationary status and are expected to follow up with their faculty advisor or program's leadership 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 (I) may accrue while a student is on Academic Probation, and incompletes received prior to the probationary period must be completed by the end of the probationary period. Any Incomplete not resolved by the end of the probationary period will be changed to E.

A student may appeal their probation based on reasons in #2 above if there are extenuating circumstances. The student must provide justification for the deficiency, which can include support from their faculty advisor(s) and/or program's leadership, to the SGSUP Graduate Committee who will make the final determination. **Probation based on GPA deficiency may not be appealed.**

Failure to address the deficiency outlined in the probation notice may result in the following as determined by the SGSUP Graduate Committee:

- Loss of partial or full school financial support, including RA/TA appointments or research/travel funds
- Loss of assigned office space
- Suspension of approval to enroll in omnibus courses such as research, reading and conference, or dissertation
- Recommendation for dismissal from the program
- Limits on the ability for the student to reserve rooms or other spaces
- Ineligible for SGSUP awards

Dismissal

A recommended dismissal of a student from the program represents the determination of the SGSUP Graduate Committee, through consultation with program leads, 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 academic probation.

Dismissal Criteria

Possible causes for recommended dismissal include the following:

- Failure to maintain satisfactory academic progress as defined by SGSUP and Graduate College
- Violation of academic integrity policy as defined by ASU
- Deception or falsification of statements in the admissions application
- Unauthorized periods of absence from the graduate program
- Seriously compromising the relations of the school with the public

SGSUP Policies and Procedures

- Breaches of ethical judgment or professional responsibility
- Breaches of academic or scientific honesty (e.g., plagiarism, falsification of research data)
- Serious instances of personality or character traits or behaviors inappropriate for the professional roles for which the student is attempting to prepare him/herself
- Serious misuse of school or university facilities

Rules regarding recommended dismissal

The dismissal discussion is confidential.

The student may, but is not required to, appear before the SGSUP Graduate Committee, or provide the committee with a written statement, or both. Any oral or written statement by the student is expected to focus solely on the matter under consideration.

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.

The dismissal recommendation is made by the SGSUP Graduate Committee on a majority vote based on examination of the evidence. In the event of a tie, the SGSUP Director makes the final decision in consultation with non-conflicted faculty in the student's area of study. In the event a clear conflict of interest exists with any members on the Graduate Committee, those members must abstain from voting. Examples of a clear conflict of interest include serving as the student's faculty advisor, co-advisor, or they are actively funding the student. If Graduate Committee members must abstain from voting, they will be temporarily replaced on the committee by non-conflicted faculty in the student's area of study, as appointed by the SGSUP Director.

If the committee'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 Associate 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 are required to complete their iPOS in their first enrolled semester. Students will be notified via MyASU when the iPOS requires submission. If the iPOS is not submitted by Graduate College's deadline, both the Graduate College and unit will contact the student via their ASU email. If the iPOS is not completed after the deadline and these notices, the student may be subject to an academic warning or probation.

The iPOS must be approved by the unit 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, Manager of Graduate Programs, Graduate Support Coordinator, or MUEP Program 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 requirements and curriculum for each degree or certificate program.

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](#), 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. Program faculty will determine course equivalence.

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](#), 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. Program faculty will determine whether the course may be counted. The official transcript of the institution where these credits were earned must be on file with Graduate Admissions.

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 pre-admission 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 collaborate 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, except for 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 (10) consecutive years. Students must defend and graduate within five (5) years of completing comprehensive exams.

Master's degree programs must be completed within six (6) consecutive years.

Continuous Enrollment

Once admitted to a graduate degree program, students must be registered for a minimum of one (1) 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) credit of Continuing Registration to meet the continuous enrollment policy. Refer to [Class Registration](#) for enrollment 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 visa status.

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. 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](#) must verify that students meet all degree and certificate 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. Summer graduates wishing to attend Commencement are eligible to participate in the following Fall semester ceremony. For Convocation, summer graduates may attend either the preceding Spring or following Fall semester.

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 \(MAS\)](#)

[Geographic Information Science \(PhD\)](#)

[Graduate Certificates](#)

Geography (MA)

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](#)

[Place, Identities and Culture](#)

[Earth Systems and Climate Science](#)

[Sustainability Science and Studies](#)

Admission

Application Deadline (<i>Immersion</i>)	January 15 (fall admission)
Application Deadlines (<i>ASU Online</i>)	July 20 (fall admission) December 11 (spring admission) April 19 (summer admission)
Application Materials	Graduate Admission online application Personal Statement Resume or CV Official undergraduate transcript(s) Three (3) letters of recommendation English Proficiency for non-native English speakers (TOEFL , IELTS , or PTE)

[Geography \(MA\) Application Instructions](#)

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

Geography (MA)

Curriculum

The Geography (MA) degree requires a minimum of 30 credit hours and either the completion of the [capstone course](#) (*online students only*) or a defense of a master's [thesis](#) (*immersion students only*).

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

Coursework

COURSE	TITLE	CREDITS
GCU 585	Geographic Research Design & Proposal Writing (<i>Immersion</i>) <u>OR</u>	3
GCU 596	Geographic Research Methods (<i>ASU Online</i>)	
GCU 528	Geographic Problems and Context (<i>ASU Online</i>) <u>OR</u>	3
GCU 529	Contemporary Geographic Thought (<i>Immersion</i>)	
GCU/GPH 591	Seminar: Geography Colloquium	1
GCU/GPH 591	Seminar: Geography Colloquium	1
	Approved Methods and Statistics Course	3
GPH 597	Geography Capstone (<i>ASU Online</i>) <u>OR</u>	3
GCU/GPH 599	Thesis (<i>Immersion</i>)	6
Total Required Credit Hours		11
Total Elective Credit Hours		13 or 16
Total Credit Hours Required for Geography (MA)		30

Electives

Between 13 and 16 credit hours of additional elective coursework and/or research is required. Any graduate level GCU, GIS, GPH, or PUP course may be taken as elective, including Research and Reading & Conference credits. Interdisciplinary courses may be taken but must be approved by the Associate Director of Graduate Programs (*Immersion*) or Program Director (*ASU Online*). Submit the [Petition for Transfer or Interdisciplinary Elective Courses](#) form to request approval. A maximum of six (6) credits of 400-level coursework may be included in the plan of study.

Use the [Geography \(MA\) Plan of Study](#) to assist in planning coursework.

Geography (MA)

Sequence & Timeline

The following is the recommended course sequence and timeline of milestones for the Geography (MA) program. Work with the faculty (mentor, committee chair or supervisory committee) and academic advisors to determine classes to take in order to complete the degree beyond the core required courses. New online students are on the non-thesis track and are not required to form a supervisory committee.

1 ST SEMESTER		CREDITS	2 ND SEMESTER	CREDITS
Year One	GCU 528 Geographic Problems and Context (<i>ASU Online</i>) <u>OR</u> GCU 529 Contemporary Geographic Thought (<i>Immersion</i>)	3	GCU 585 Geographic Research Design & Proposal Writing (<i>Immersion</i>) <u>OR</u> Elective Coursework	3
	GCU/GPH 591 Seminar: Geography Colloquium	1	GCU/GPH 591 Seminar: Geography Colloquium	1
	GCU 596 Geographic Research Methods (<i>ASU Online</i>) <u>OR</u> Elective Coursework <u>OR</u> Approved Methods or Statistics Course	3	Elective Coursework <u>OR</u> Approved Methods or Statistics Course	3
	Total	7	Total	7
3 RD SEMESTER		CREDITS	4 TH SEMESTER	CREDITS
Year Two	Elective Coursework	10	GCU/GPH 599 Thesis (<i>Immersion</i>) <u>OR</u>	6
			GPH 597 Geography Capstone (<i>ASU Online</i>)	3
			Elective Coursework (<i>ASU Online</i>)	3
	Total	10	Total	6

Thesis credits may be taken in any combination that adds up to six (6), but students are recommended to take them in the final year of the program. Students should consult with faculty advisor prior to enrolling in thesis.

Accelerated Master's Degree

The School of Geographical Sciences and Urban Planning's fast track approach allows highly qualified students who are finishing their Bachelor of Arts or Science in Geography (BA/BS in Geography & BS Geography (Meteorology-Climatology)) to be enrolled simultaneously in the Master of Arts in Geography degree program. These students are permitted to take up to 12 credits of graduate courses as undergraduates after admission to the fast track.

Visit the [Accelerated BA/BS-MA Program website](#) and refer to the [Accelerated MA Plans of Study](#) for more information.

Geography (MA)

Culminating Experience

Geography Capstone

This course is offered to **online** Geography MA students who have completed, or are expected to complete, all required courses for the degree by the session this course is taken. This geography capstone course builds upon program completed work that allows for the student to apply learned concepts to real-world geographic problems while building upon their professional tools to further their careers. Students will complete a professional portfolio of work that includes a written report and an oral presentation. **This course is only offered during the B session in the fall and spring semesters.** Students must earn a grade of B or better to be used toward the MA degree.

Thesis

A thesis is an individual student effort; 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.

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 should first identify a research question and a core SGSUP faculty advisor (i.e., a tenured or tenure track faculty member with at least 50% appointment or tenure home in SGSUP) to serve as thesis chair or co-chair. Faculty with less than 50% appointment may be authorized on a case-by-case basis by the Director. SGSUP affiliate faculty and members with no affiliation with SGSUP may be endorsed to serve as co-chair but not chair. If a SGSUP affiliate faculty member or non-SGSUP member is selected as co-chair, the other co-chair must be a core SGSUP faculty member.

It is the responsibility of the student to recruit two other faculty members who can serve on the supervisory committee. At least 50% of the committee must be from within the School of Geographical Sciences and Urban Planning. This may require adding a fourth committee member. Faculty categories that count towards this 50% requirement include: the core SGSUP faculty (as defined above), teaching professors, research faculty, clinical faculty, emeriti faculty, and professors of practice at the rank of assistant, associate, or full. Other faculty categories may be authorized on a case-by-case basis by the Director. At least three committee members must hold a PhD or other terminal degree.

Non-SGSUP committee members may be approved to serve on a supervisory committee with justification. Students electing to have Non-SGSUP members, including those from outside of ASU, must submit the [External Committee Member Request](#) form for each outside member. The endorsement of non-SGSUP committee members is done on a one-time, individual basis (i.e., per student). This process can take a week or more to complete, so the early endorsement of members is encouraged to avoid potentially delaying the start of milestones.

The supervisory committee is not officially established until the student's iPOS is completed and approved by the Graduate College. It is the responsibility of the student to complete the iPOS. This will require listing each supervisory committee member in the iPOS and ensuring all members are endorsed to serve their respective roles as Graduate Faculty. Until the iPOS has been approved by the Graduate College, the student and committee cannot schedule the final defense since the committee has not yet been formalized.

Geography (MA)

The committee is expected to help the student focus on a topic that meets the student's academic goals and is feasible. The student must develop a thesis proposal, which summarizes the research problem and approach. The student then submits the thesis proposal to the thesis chair, ideally by the late spring of the first year. In the event 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.

Students must complete or be actively completing 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.

Suggested Timeline

YEAR 1

<i>Fall (by end of semester)</i>	<i>Spring (by end of semester)</i>	<i>Summer</i>
Identify thesis topic and committee chair	Submit thesis proposal to committee	Conduct research
Form committee	Schedule proposal defense for Fall	
Start writing proposal	Begin conducting research	

YEAR 2

<i>Fall (by end of semester)</i>	<i>Spring (by end of semester/Graduate College deadlines)</i>
Defend proposal	Finish writing
Complete data collection and analysis	Hold oral defense

Refer to [How to: Develop a Research Question](#), [How to: Thesis/Dissertation](#) and [How to: Advisor and Committee](#) for step-by-step instructions.

Geography (PhD)

Geography (PhD)

About

The Geography (PhD) program offers a path to building the skills, knowledge and aptitudes needed for a career focused on 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 while also offering an option for students with strong potential to enter the PhD program directly after completing a bachelors' degree. Students entering directly from an undergraduate degree program can elect to earn the Geography MA in passing.

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

[Computational Spatial Science](#)

[Place, Identities and Culture](#)

[Earth Systems and Climate Science](#)

[Sustainability Science and Studies](#)

Admission

Application Deadline	December 15
Application Materials	Graduate Admission online application Personal Statement Resume or CV Official undergraduate transcript Official graduate transcript (if entering with a master's degree) Three (3) letters of recommendation English Proficiency for non-native English speakers (TOEFL , IELTS , or PTE)

[Geography \(PhD\) Application Instructions](#)

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

Geography (PhD)

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 [comprehensive examination](#), and defense of doctoral [prospectus](#) and [dissertation](#). Students should apply thirty (30) credit hours from the 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 when entering with a master's degree; 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 [comprehensive examination](#), and defense of doctoral [prospectus](#) and [dissertation](#).

The PhD program is designed to be completed in five years when entering without a master's degree; this includes the final milestone of defending the dissertation and the requirements associated with this step.

Coursework

COURSE	TITLE	CREDITS
GCU 585	Geographic Research Design and Proposal Writing	3
	Methods or Statistics Electives	6
	Skills Electives	6
	Specialization Electives	9
GCU 529* ¹	Contemporary Geographic Thought	3
GCU/GPH 591	Seminar: Geography Colloquium	1
GCU/GPH 591	Seminar: Geography Colloquium	1
GCU/GPH 799	Dissertation	12
Total Required Credit Hours		41
Total Elective Credit Hours (entering <u>without</u> master's degree) OR		43
Total Elective Credit Hours (entering <u>with</u> master's degree) AND		13
Total Master's Degree Credit Hours (entering <u>with</u> master's degree)		30
Total Credit Hours Required for Geography (PhD)		84

*GCU 529 may be waived and substituted with an alternate course, subject to approval by the Associate Director of Graduate Programs. Please submit the [Course Waiver Form](#).

¹GCU 529 is a required course for the [Master of Arts in Passing](#) (MIP). Students entering the program without a master's degree, who are planning to apply for the MIP, may not waive GCU 529.

Geography (PhD)

Electives

This program requires some electives to be taken from a pre-approved list for each category identified (i.e., Methods & Statistics, Skills, and Specialization). The approved lists are available on the [Plans of Study and Handbook](#) webpage, in the Approved Electives and Suggested Course Lists section.

For all other elective coursework, any graduate level GCU, GIS, GPH, or PUP course may be taken; this includes Research and Reading & Conference credits.

Interdisciplinary courses may be taken but must be approved by the Associate Director of Graduate Programs. Submit the [Petition for Transfer or Interdisciplinary Elective Courses](#) form to request approval. A maximum of six (6) credits of 400-level coursework may be included in the plan of study.

Use the [Geography \(PhD\) Plan of Study](#) to assist in planning coursework.

Supervisory Committee Composition

In nearly all instances, doctoral 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. Students are encouraged to consult with their advisor prior to registering for classes each semester to ensure classes will contribute to academic and career goals. Students will also consult their faculty advisor to form a supervisory committee made up of members who can contribute to the student's research.

Typically, the faculty advisor serves as the supervisory committee chair or as one of the co-chairs. Every PhD supervisory committee should include a chair or co-chair who is a tenured or tenure track faculty member with at least 50% appointment or tenure home in SGSUP (i.e., core SGSUP faculty). Faculty with less than 50% appointment may be authorized on a case-by-case basis by the Director. SGSUP affiliate faculty and members with no affiliation with SGSUP may be endorsed to serve as co-chair but not chair. If a SGSUP affiliate faculty member or non-SGSUP member is selected as co-chair, the other co-chair must be a core SGSUP faculty member.

It is the responsibility of the student to recruit at least two other faculty members who can serve on the supervisory committee. At least 50% of the committee must be from within the School of Geographical Sciences and Urban Planning. This may require adding a fourth committee member. Faculty categories that count towards this 50% requirement include: the core SGSUP faculty (as defined above), teaching professors, research faculty, clinical faculty, emeriti faculty, and professors of practice at the rank of assistant, associate, or full. Other faculty categories may be authorized on a case-by-case basis by the Director. At least three committee members must hold a PhD or other terminal degree.

Non-SGSUP committee members may be approved to serve on a supervisory committee with justification. Students electing to have Non-SGSUP members, including those from outside of ASU, must submit the [External Committee Member Request](#) form for each outside member. The endorsement of non-SGSUP committee members is done on a one-time, individual basis (i.e., per student). This process can take a week or more to complete, so the early endorsement of members is encouraged to avoid potentially delaying the start of milestones.

Geography (PhD)

The supervisory committee is not officially established until the student's iPOS is completed and approved by the Graduate College. It is the responsibility of the student to complete the iPOS. This will require listing each supervisory committee member in the iPOS and ensuring all members are endorsed to serve their respective roles as Graduate Faculty. Until the iPOS has been approved by the Graduate College, the student and committee cannot move forward with the comprehensive exam, prospectus/proposal defense, and final defense since the committee has not yet been formalized.

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 which classes to take in order to complete the degree beyond the core required courses. Supervisory committee members should be selected by the end of the second semester (PhD students with a master's degree) or by the end of the fourth semester (PhD without a master's degree).

Geography (PhD)

Entering with Master's Degree

	FALL (1 ST SEMESTER)	CREDITS	SPRING (2 ND SEMESTER)	CREDITS
Year One	GCU 529 Contemporary Geographic Thought	3	GCU 585 Geographic Research Design and Proposal Writing	3
	Methods or Statistics Elective <u>OR</u> Skills Elective <u>OR</u> Specialization Elective <u>OR</u> Other Elective	3	Methods or Statistics Elective <u>OR</u> Skills Elective <u>OR</u> Specialization Elective <u>OR</u> Other Elective	3
	GCU/GPH 591 Seminar: Geography Colloquium	1	GCU/GPH 591 Seminar: Geography Colloquium	1
	Total	7	Total	7
	FALL (3 RD SEMESTER)	CREDITS	SPRING (4 TH SEMESTER)	CREDITS
Year Two	Methods or Statistics Elective <u>OR</u> Skills Elective <u>OR</u> Specialization Elective <u>OR</u> Other Elective	7	Methods or Statistics Elective <u>OR</u> Skills Elective <u>OR</u> Specialization Elective <u>OR</u> Other Elective	7
			Milestone: Research Requirement	
			Milestone: Comprehensive Exam	
	Total	7	Total	7
	FALL (5 TH SEMESTER)	CREDITS	SPRING (6 TH SEMESTER)	CREDITS
Year Three	Methods or Statistics Elective <u>OR</u> Skills Elective <u>OR</u> Specialization Elective <u>OR</u> Other Elective	7	Methods or Statistics Elective <u>OR</u> Skills Elective <u>OR</u> Specialization Elective <u>OR</u> Other Elective	7
	Milestone: Dissertation Proposal/Prospectus			
	Total	7	Total	7
	FALL (7 TH SEMESTER)	CREDITS	SPRING (8 TH SEMESTER)	CREDITS
Year Four	GCU/GPH 799 Dissertation	6	GCU/GPH 799 Dissertation	6
			Milestone: Dissertation Defense	
	Total	6	Total	6

Geography (PhD)

Entering without Master's Degree

	FALL (1ST SEMESTER)	CREDITS	SPRING (2ND SEMESTER)	CREDITS
Year One	GCU 529 Contemporary Geographic Thought	3	GCU 585 Geographic Research Design and Proposal Writing	3
	Methods or Statistics Elective <u>OR</u> Skills Elective <u>OR</u> Specialization Elective <u>OR</u> Other Elective	3	Methods or Statistics Elective <u>OR</u> Skills Elective <u>OR</u> Specialization Elective <u>OR</u> Other Elective	3
	GCU/GPH 591 Seminar: Geography Colloquium	1	GCU/GPH 591 Seminar: Geography Colloquium	1
	Total	7	Total	7
	FALL (3RD SEMESTER)	CREDITS	SPRING (4TH SEMESTER)	CREDITS
Year Two	Methods or Statistics Elective <u>OR</u> Skills Elective <u>OR</u> Specialization Elective <u>OR</u> Other Elective	10	Methods or Statistics Elective <u>OR</u> Skills Elective <u>OR</u> Specialization Elective <u>OR</u> Other Elective	10
			Milestone: Research Requirement	
			Milestone: Master's in Passing	
	Total	10	Total	10
	FALL (5TH SEMESTER)	CREDITS	SPRING (6TH SEMESTER)	CREDITS
Year Three	Methods or Statistics Elective <u>OR</u> Skills Elective <u>OR</u> Specialization Elective <u>OR</u> Other Elective	10	Methods or Statistics Elective <u>OR</u> Skills Elective <u>OR</u> Specialization Elective <u>OR</u> Other Elective	10
			Milestone: Comprehensive Exam	
	Total	10	Total	10
	FALL (7TH SEMESTER)	CREDITS	SPRING (8TH SEMESTER)	CREDITS
Year Four	Methods or Statistics Elective <u>OR</u> Skills Elective <u>OR</u> Specialization Elective <u>OR</u> Other Elective	10	Methods or Statistics Elective <u>OR</u> Skills Elective <u>OR</u> Specialization Elective <u>OR</u> Other Elective	8
	Milestone: Dissertation Proposal/Prospectus			
	Total	10	Total	8
	FALL (9TH SEMESTER)	CREDITS	SPRING (10TH SEMESTER)	CREDITS
Year Five	GCU/GPH 799 Dissertation	6	GCU/GPH 799 Dissertation	6
			Milestone: Dissertation Defense	
	Total	6	Total	6

Geography (PhD)

Dissertation credits may be taken in any combination that adds up to twelve (12), but students are recommended to take them in the final year of the program. Students should consult with their faculty advisor prior to enrolling in dissertation.

Research Requirement

The Research Requirement should be completed by the end of the 4th semester. There are two options for fulfilling this requirement: Research Examination (RE); or Submitted Paper (SP). Students 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 assesses 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 student's supervisory committee. 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's 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 school or university, co-authored with non-ASU authors, or based on a master's thesis completed elsewhere.

Reporting Completion of the Research Requirement

Submit the [Research Requirement Results](#) form; students will need faculty supervisor's name and email address in order to initiate the document. For the SP option, students must upload a PDF copy of the document. Once the chair signs, the results will be sent to the Manager of Graduate Programs for reporting to the Graduate College.

Master of Arts in Passing (MIP)

Doctoral students can earn a Master of Arts (MA) in Geography en route to their PhD. Requirements

Geography (PhD)

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
GCU 585	Geographic Research Design and Proposal Writing	3
Elective coursework/research hours		24
Total		30

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, request Master's in Passing from Manager of Graduate Programs. The request should be submitted once the student has completed or enrolled in 30 credits toward the MIP and reported completion of the [Research Requirement](#).
- Graduate College reviews and approves MIP requests and contacts students with next steps.
 - The 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, the student must apply for graduation from the MIP program.
 - The 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.
 - Students earning the MIP are permitted to participate in [commencement](#) activities and must follow Graduate College and The College procedures accordingly.

Comprehensive Exam

The Comprehensive Exam should be completed by the end of the fourth semester (if entering with a master's degree) or the end of the sixth semester (if entering without a master's degree). To take the comprehensive exam, the student must have an approved iPOS by the Graduate College. Prior to the exam, the student should also have completed the Research Requirement and completed all required courses.

Geography (PhD)

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, informed by a research statement provided by the student. The questions may have multiple parts and may be specifically related to the member's discipline.

Two options to satisfy the comprehensive examination:

- An eight-hour "closed book" exam
- A three-day take-home exam

The essay question's length and complexity will vary depending on which option is taken. The student's supervisory committee has discretion on how the exam is administered and conducted.

Oral Exam

After approval by the doctoral committee of the written comprehensive exam, students will have an oral exam intended to test a student's mastery of geographic thought and methods and area of specialization. The oral exam 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.

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 Comprehensive Exam

Submit the [Comprehensive Exam Results](#) form; students will need committee members' names and email addresses in order to initiate the document. Once the chair signs, the next committee member should sign, then the next, and so forth. Finally, the Manager of Graduate Programs will report the results to the Graduate College. In the event the committee requires the student to make revisions, the form should not be submitted until the committee determines that the exam is complete (i.e., the committee determines that they are ready to input the results as pass or fail).

Dissertation Proposal/Prospectus

After passing the comprehensive 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 or be actively completing all non-dissertation coursework, completed all examination requirements, and resolved all incomplete grades (other than PhD research credit hours) before the oral examination.

Geography (PhD)

The dissertation proposal defense should be completed by the end of the fifth semester (if entering with a master's degree) or the end of the seventh semester (if entering without a master's degree), or within six months of completing the comprehensive exam.

Scheduling the Proposal/Prospectus Defense

Consult with your supervisory committee members to select the proposal defense day and time. Committee members may attend the defense remotely if necessary. The student is responsible for coordinating any equipment or technology required to accommodate this. Visit [SGSUP Room Reservations](#) to request a room for the defense. Include set-up and break-down time in the reservation request. After the room is confirmed, submit the [Schedule Prospectus/Proposal Defense](#) form.

Reporting completion of the Proposal/Prospectus

Submit the [Prospectus Defense Results](#) form; students will need committee members' names and email addresses in order to initiate the document. Once the chair signs, the next committee member should sign, then the next, and so forth. Finally, the Manager of Graduate Programs will report the results to the Graduate College.

Dissertation Defense

The dissertation for a PhD in Geography 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. For the three article-length papers option, the research papers:

- Should be led by the student (generally reflected by the first authorship of the student)
- Should have journal article quality as determined by the student's committee
- Do not need to be submitted for publication or published to be considered complete
- Should include a comprehensive introduction and conclusions chapters that tie the three papers together (see [here](#))

Upon approval of the dissertation 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](#) and [How to: Advisor and Committee](#) for step-by-step instructions.

Performance and Annual Review

To ensure that PhD students are making progress towards their degree in a timely manner, and to ensure the student's responsibilities are being met, SGSUP's Graduate Committee, the student's faculty advisor and any RA/TA faculty supervisors will review the student's progress annually. The Annual Review is an opportunity to address any extenuating circumstances that may contribute to delays in completing milestones. Students must work with their faculty advisor to develop a plan and timeline for getting back on track and include this in the Annual Review. Reviews are conducted every spring; SGSUP's Graduate Services Support team will send instructions and deadlines to students at the appropriate time.

Unsatisfactory reviews or failure to submit the annual review may result in a written warning. Refer to [Probation, Remediation, and Dismissal](#) for details.

Urban and Environmental Planning (MUEP)

Mission Statement

The Master of Urban and Environmental Planning (MUEP) program's mission is to improve public wellbeing by providing the knowledge and tools needed by professional planners to shape places that are responsive to climate change and promote the health and prosperity of diverse communities.

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 [MUEP Public Information](#).

Urban and Environmental Planning (MUEP)

Admission

Application Deadline January 15 priority deadline for funding consideration. Applications received after the priority deadline will be considered on a rolling basis until the program is full or up until the start of the fall semester (whichever comes first).

**Application
Materials**

Graduate Admission [online application](#)

Personal Statement

Resume

Official undergraduate transcript

Three (3) letters of recommendation

[English Proficiency](#) for non-native English speakers ([TOEFL](#), [IELTS](#), or [PTE](#))

The GRE is not required for admission into the MUEP program. However, prospective students may submit GRE scores if they feel it will strengthen their application. Examples of situations in which applicants may choose to submit GRE scores include:

- Returning students (more than 5 years after completing undergraduate degree)
- Cumulative GPA is between 2.5 and 3.0
- Bachelor's degree in unrelated field

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

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

Urban and Environmental Planning (MUEP)

Curriculum

The MUEP degree requires a minimum of 47 credit hours and completion of a 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 culminating experience.

Coursework

COURSE	TITLE	CREDITS
PUP 501	Planning, History and Theory	3
PUP 520	Planning Practice, Ethics & Processes	3
PUP 571	Planning Methods I	3
PUP 531	Planning & Development Control Law	3
PUP 542	Environmental Planning*	3
PUP 544	Urban Land Use Planning	3
PUP 576	GIS Workshop**	3
PUP 579	Planning Methods II	3
PUP 642	Urban and Regional Economic Analysis	3
PUP 580/593/599	Culminating Experience ***	5 or 6
Total Required Credit Hours		32 or 33
Total Elective Credit Hours		14 or 15
Total Credit Hours Required for Urban and Environmental Planning (MUEP)		47

*PUP 542 may be waived for students who took PUP 442 as part of their ASU undergraduate coursework. Submit the [Course Waiver](#) form to check for waiver eligibility. A substitute course for PUP 542 must be chosen from the [Approved Environmental Planning Course](#) list.

**PUP 576 may be waived with sufficient GIS experience. A formal education (degree, certificate, minor) in GIS or specific ASU undergraduate coursework (GIS 211 and/or GIS 311) automatically qualifies students for the waiver. Any other circumstances (other coursework, internship, volunteer, or work experience) must be petitioned. Submit the [Course Waiver](#) form to check for waiver eligibility. A substitute course for PUP 576 must be chosen from the [Approved Method Courses](#) list.

***PUP 580 Planning Workshop is the default culminating experience. Students may choose an alternative option in consultation with the MUEP Program Coordinator and their faculty advisor.

Electives

At least 14 credit hours of additional elective coursework and/or research is required. Any graduate level GCU, GIS, GPH, or PUP course may be taken as an elective. Interdisciplinary courses may be taken, but must be approved by the school if they are not on the [Approved MUEP Electives](#) list. Submit the [Petition for Transfer or Interdisciplinary Elective Courses](#) form to request approval. A maximum of 6 credits of 400-

Urban and Environmental Planning (MUEP)

level coursework may be included in the plan of study but must be approved by the Associate Director of Planning. Use the [MUEP Plan of Study](#) to assist in planning coursework.

Sequence & Timeline

The following is the recommended course sequence for the MUEP program. Students should work with the MUEP Program Coordinator, faculty, and the academic advisors to determine which 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 MUEP Program Coordinator. **Most classes are offered only once per year (Fall only or Spring only).** If students need to deviate from the below plan, contact the MUEP Program Coordinator to review options.

	FALL (1 ST SEMESTER)	CREDITS	SPRING (2 ND SEMESTER)	CREDITS
Year One	PUP 501 Planning, History and Theory	3	PUP 544 Urban Land Use Planning	3
	PUP 520 Planning Practice, Ethics & Processes	3	PUP 576 GIS Workshop	3
	PUP 571 Planning Methods I	3	PUP 579 Planning Methods II	3
	Elective Coursework*	3	Elective Coursework	3
	Total	12	Total	12
	FALL (3 RD SEMESTER)	CREDITS	SPRING (4 TH SEMESTER)	CREDITS
Year Two	PUP 642 Urban and Regional Economic Analysis*	3	PUP 531 Planning & Development Control Law	3
			PUP 542 Environmental Planning	3
	Elective Coursework	9	PUP 580 Planning Workshop <u>OR</u> PUP 593 Applied Project <u>OR</u> PUP 599 Thesis	5 or 6
	Total	12	Total	11 or 12

*Students wishing to participate in [NEURUS](#) research exchange program in Year Two are required to take PUP 642 in their first semester. Information on NEURUS is available at <https://sgsup.asu.edu/student-life/study-abroad>. If PUP 642 is not taken during the first semester, it will need to be taken in the third semester to stay on the two-year track.

Concurrent Degrees

Three concurrent degree programs combining the Master in Urban and Environmental Planning (MUEP), and the Master of Sustainability Solutions (MSUS), Master of Public Policy (MPP), or Master of Public Administration (MPA) are available. There is compelling 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.

Urban and Environmental Planning (MUEP)

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 admitted to their degree program and wishes to enter the concurrent degree program. Graduate College will then register the student in the respective concurrent degree program.

For more information about concurrent degree programs:

MUEP/MSUS

[Website](#)

[MSUS Advising](#)

[Plan of Study](#)

MUEP/MPA

[Website](#)

[MPA Advising](#)

[Plan of Study](#)

MUEP/MPP

[Website](#)

[MPP Advising](#)

[Plan of Study](#)

Accelerated Master's Degree

The School of Geographical Sciences and Urban Planning's fast track approach allows highly qualified ASU students who are finishing their undergraduate degrees to be enrolled simultaneously in the Master of Urban and Environmental Planning degree program. Students may share 18 credits between the undergraduate and graduate degrees. Students must apply for preliminary admission in the spring of their junior year.

Accelerated degree pathways

[BS Planning + MUEP](#)

[BA/BS Geography + MUEP](#)

[BS Geographic Information Sciences + MUEP](#)

MUEP Advising Requirement

MUEP students are required to meet with the MUEP Program Coordinator virtually or in-person at least once in their second (2nd) and third (3rd) semesters. In the event a MUEP student takes a leave of absence (LOA), medical withdrawal, or other brief absence from the program, the student is required to meet with the MUEP Program Coordinator at least once during the next fall or spring semester in which they return. Failure to meet the requirements outlined in this section may result in a written warning or academic probation. To schedule an appointment with the MUEP Program Coordinator, please refer to the [SGSUP Graduate Advising](#) webpage.

Culminating Experience Options

The Planning Workshop is the default culminating experience for MUEP students. Students preferring to pursue an individualized culminating experience project (applied project, thesis) must be aware that:

- Individualized culminating experiences require significant effort, initiative, and discipline by the student
- Students are responsible for identifying a client/project or research question

Urban and Environmental Planning (MUEP)

- Faculty advisors will supervise the project or thesis; they will not they will not match the student with a client/project or assign a research topic/question

Refer to [How to: Choose a Culminating Experience](#) for assistance, or contact the MUEP Program Coordinator for advising.

PUP 580 Planning Workshop

The course is offered to second year MUEP students who have completed all or most of the required courses for the MUEP degree. This capstone project 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 expected and crucial to the development of the project. The **Planning Workshop is offered only in the spring semester and should be taken in the student's last semester of study.** Students must earn a grade of B or better to pass the Planning Workshop.

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 identify a potential project and client. 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, with 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 an [Applied Project Scope Statement](#) prior to beginning work on the applied project.

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 the 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. Students must earn a grade of B or better to pass the Applied Project. Applied projects will be evaluated using the [Applied Project Assessment Rubric](#).

Refer to [How to: MUEP Applied Project](#) for step-by-step instructions.

Urban and Environmental Planning (MUEP)

Applied Project Scoping Statement Requirement

Students must have an Applied Project Scoping Statement signed by all committee members on file to proceed with an applied project by the time they 1) have earned 75% of the credits required for the MUEP and 2) expect to enroll in their final semester, including the culminating experience credits (PUP 593). Students who do not meet these criteria must 1) change their Plan of Study degree requirements to PUP 580 Planning Workshop culminating experience and 2) enroll in the next semester that it is offered.

Satisfactory Progress Requirement

Students will have one year to make satisfactory progress on their culminating experience after their signed Applied Project Scoping Statement is filed. If satisfactory progress is not made within one year, then the student must 1) change their Plan of Study degree requirements to PUP 580 Planning Workshop culminating experience and 2) enroll the next semester that it is offered.

A student achieves satisfactory progress by:

- Submitting all deliverables by deadlines mutually agreed upon by the committee and student;
- Addressing committee feedback and/or requested revisions at each project stage;
- Maintaining professional and timely communication with the committee regarding project status, including priorities, successes, setbacks, and challenges; and
- Attending project status check-ins as required by the committee.

Exceptions

In exceptional circumstances, a student may request a one-semester extension for 1) completion of their Applied Project Scoping Statement or 2) achievement of satisfactory progress, with approval granted by the Associate Director of Planning. Exceptions include, but are not limited to, experiencing illness or disability, death of a loved one, or increased caretaking responsibilities.

PUP 599 Thesis

A thesis is an individual student effort; 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 identify a research question and a planning faculty advisor to serve as thesis chair. It is the responsibility of the student to recruit two other planning faculty members who can serve on the supervisory committee. Non-SGSUP committee members may be

Urban and Environmental Planning (MUEP)

approved with justification, but at least 50% of the committee must be from within the school. The committee is expected to help the student focus on a topic that meets the student's academic goals and is feasible. The student must develop a thesis proposal, which summarizes the research problem and approach. The student then submits the [Thesis Proposal](#) to the thesis chair, ideally by the late spring of the first year. If 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.

Students must complete or be actively completing 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. The final thesis will be evaluated using the [Thesis Assessment Rubric](#).

Suggested Timeline

YEAR 1

<i>Fall (by end of semester)</i>	<i>Spring (by end of semester)</i>	<i>Summer</i>
Identify thesis topic and committee chair	Submit thesis proposal to committee	Conduct research
Form committee	Schedule proposal defense for Fall	
Start writing proposal	Begin conducting research	

YEAR 2

<i>Fall (by end of semester)</i>	<i>Spring (by end of semester/Graduate College deadlines)</i>
Defend proposal	Finish writing
Complete data collection and analysis	Hold oral defense

Refer to [How to: Develop a Research Question](#), [How to: Thesis/Dissertation](#) and [How to: Advisor and Committee](#) for step-by-step instructions.

Thesis Scoping Statement Requirement

Students must have a [Thesis Proposal](#) signed by all committee members on file to proceed with a thesis by the time they 1) have earned 75% of the credits required for the MUEP and 2) expect to enroll in their final semester, including the culminating experience credits (PUP 599). Students who do not meet these criteria must 1) change their Plan of Study degree requirements to PUP 580 Planning Workshop culminating experience and 2) enroll in the next semester that it is offered.

Satisfactory Progress Requirement

Students will have one year to make satisfactory progress on their culminating experience after their signed Thesis Proposal is filed. If satisfactory progress is not made within one year, then the student must 1) change their Plan of Study degree requirements to PUP 580 Planning Workshop culminating experience and 2) enroll the next semester that it is offered.

Urban and Environmental Planning (MUEP)

A student achieves satisfactory progress by:

- Submitting all deliverables by deadlines mutually agreed upon by the committee and student;
- Addressing committee feedback and/or requested revisions at each project stage;
- Maintaining professional and timely communication with the committee regarding project status, including priorities, successes, setbacks, and challenges; and
- Attending project status check-ins as required by the committee.

Exceptions

In exceptional circumstances, a student may request a one-semester extension for 1) completion of their Thesis Proposal or 2) achievement of satisfactory progress, with approval granted by the Associate Director of Planning. Exceptions include, but are not limited to, experiencing illness or disability, death of a loved one, or increased caretaking responsibilities.

MUEP Spring Showcase

Each spring, the MUEP program holds a showcase to present the culminating experience work from students graduating that spring/summer. **Students completing the Planning Workshop, Applied Project, or Thesis are required to participate and present their final work as part of their culminating experience.** The event includes presentations from each student project and is an opportunity to celebrate the work of our graduating MUEP students. Attendees for this event include current MUEP students, faculty, project committees, and the Planning Advisory Board.

Urban Planning (PhD)

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 solid 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

Application Deadline	December 15
Application Materials	Graduate Admission online application Personal Statement Resume Official undergraduate and graduate transcripts (minimum master's GPA 3.4) Three (3) letters of recommendation English Proficiency for non-native English speakers (TOEFL , IELTS , or PTE)

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

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

Urban Planning (PhD)

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.

Coursework

COURSE	TITLE	CREDITS
PUP 710	Current Planning Theory and Practice	3
PUP 724	Planning Methods	3
PUP 701	Urban Planning Colloquium	1
PUP 701	Urban Planning Colloquium	1
PUP 799	Dissertation	12
Total Required Credit Hours		20
Total Elective Credit Hours		34
Total Master's Degree Credit Hours		30
Total Credit Hours Required for Urban Planning (PhD)		84

Electives

At least 34 credit hours of additional elective coursework and/or research is required to meet the minimum number of hours. Any graduate level GCU, GIS, GPH, or PUP course may be taken as elective; this includes Research and Reading & Conference credits. Suggested lists are available at the [Plans of Study and Handbook](#) webpage, in the Approved Electives and Suggested Course Lists section.

Interdisciplinary courses may be taken but must be approved by the Associate Director of Graduate Programs. Submit the [Petition for Transfer or Interdisciplinary Elective Courses](#) form to request approval.

Use the [Urban Planning \(PhD\) Plan of Study](#) to assist in planning coursework.

Supervisory Committee Composition

In nearly all instances, doctoral 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. Students are encouraged to consult with their advisor prior to registering for classes each semester to ensure classes will contribute to academic and career goals. Students will also consult their faculty advisor to form a supervisory committee made up of members who can contribute to the student's research.

Urban Planning (PhD)

Typically, the faculty advisor serves as the supervisory committee chair or as one of the co-chairs. Every PhD supervisory committee should include a chair or co-chair who is a tenured or tenure track faculty member with at least 50% appointment or tenure home in SGSUP (i.e., core SGSUP faculty). Faculty with less than 50% appointment may be authorized on a case-by-case basis by the Director. SGSUP affiliate faculty and members with no affiliation with SGSUP may be endorsed to serve as co-chair but not chair. If a SGSUP affiliate faculty member or Non-SGSUP member is selected as co-chair, the other co-chair must be a core SGSUP faculty member.

It is the responsibility of the student to recruit at least two other faculty members who can serve on the supervisory committee. At least 50% of the committee must be from within the School of Geographical Sciences and Urban Planning. This may require adding a fourth committee member. Faculty categories that count towards this 50% requirement include: the core SGSUP faculty (as defined above), teaching professors, research faculty, clinical faculty, emeriti faculty, and professors of practice at the rank of assistant, associate, or full. Other faculty categories may be authorized on a case-by-case basis by the Director. At least three committee members must hold a PhD or other terminal degree.

Non-SGSUP committee members may be approved to serve on a supervisory committee with justification. Students electing to have Non-SGSUP members, including those from outside of ASU, must submit the [External Committee Member Request](#) form for each outside member. The endorsement of Non-SGSUP committee members is done on a one-time, individual basis (i.e. per student). This process can take a week or more to complete, so the early endorsement of members is encouraged to avoid potentially delaying the start of milestones.

The supervisory committee is not officially established until the student's iPOS is completed and approved by the Graduate College. It is the responsibility of the student to complete the iPOS. This will require listing each supervisory committee member in the iPOS and ensuring all members are endorsed to serve their respective roles as Graduate Faculty. Until the iPOS has been approved by the Graduate College, the student and committee cannot move forward with the comprehensive exam, prospectus/proposal defense, and final defense since the committee has not yet been formalized.

Urban Planning (PhD)

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. Supervisory committee members should be selected by the end of the second semester.

	FALL (1 ST SEMESTER)	CREDITS	SPRING (2 ND SEMESTER)	CREDITS
Year One	PUP 710 Current Planning Theory and Practice	3	PUP 724 Planning Methods	3
	PUP 701 Urban Planning Colloquium	1	PUP 701 Urban Planning Colloquium	1
	Elective Coursework	3	Elective Coursework	3
	Total	7	Total	7
	FALL (3 RD SEMESTER)	CREDITS	SPRING (4 TH SEMESTER)	CREDITS
Year Two	Elective Coursework	7	Elective Coursework	7
			Milestone: Comprehensive Exam	
	Total	7	Total	7
	FALL (5 TH SEMESTER)	CREDITS	SPRING (6 TH SEMESTER)	CREDITS
Year Three	Elective Coursework	7	Elective Coursework	7
	Milestone: Dissertation Proposal/Prospectus			
	Total	7	Total	7
	FALL (7 TH SEMESTER)	CREDITS	SPRING (8 TH SEMESTER)	CREDITS
Year Four	PUP 799 Dissertation	6	PUP 799 Dissertation	6
			Milestone: Dissertation Defense	
	Total	6	Total	6

Dissertation credits may be taken in any combination that adds up to twelve (12), but students are recommended to take them in the final year of the program. Students should consult with their faculty advisor prior to enrolling in dissertation.

Comprehensive Exam

The Comprehensive Exam should be completed by the end of the fourth semester. To take the comprehensive exam, the student must have an approved iPOS by the Graduate College.

Written Exam

The written portion of the comprehensive exam consists of three papers. The papers are intended to

Urban Planning (PhD)

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 student's supervisory committee has discretion on how the exam is administered and conducted. 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.

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.

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 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

Urban Planning (PhD)

in the student's chosen area of planning specialization. To accomplish this, the 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

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.

Oral Exam

After approval by the doctoral committee of the written comprehensive exam papers, students will have an oral exam intended to assess a student's mastery of planning theory, research methods, and area of specialization. The oral exam 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.

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 Comprehensive Exam

Submit the [Comprehensive Exam Results](#) form; students will need committee members' names and email addresses in order to initiate the document. Once the chair signs, the next committee member should sign, then the next, and so forth. Finally, the Manager of Graduate Programs will report the results to the Graduate College.

Dissertation Proposal/Prospectus

After passing the comprehensive 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.

Urban Planning (PhD)

Students must complete or be actively completing all non-dissertation coursework, completed the comprehensive examination requirement, and resolved 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 fifth semester, or within six months of the comprehensive exam.

Scheduling the Proposal/Prospectus defense

Consult with supervisory committee members to select defense day and time. Committee members may attend the defense remotely if necessary. The student is responsible for coordinating any equipment or technology required to accommodate this. Visit [SGSUP Room Reservations](#) and request a room for the defense. Include set-up and break-down time in the reservation request. After the room is confirmed, submit the [Schedule Prospectus/Proposal Defense](#) form. The Manager of Graduate Programs will contact the student with the next steps.

Reporting completion of the Proposal/Prospectus

Submit the [Prospectus Defense Results](#) form; students will need committee members' names and email addresses in order to initiate the document. Once the chair signs, the next committee member should sign, then the next, and so forth. Finally, the Manager of Graduate Programs will report the results to the Graduate College.

Dissertation Defense

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. For the three article-length papers option, the research papers:

- Should be led by the student (generally reflected by the first authorship of the student)
- Should have journal article quality as determined by the student's committee
- Do not need to be submitted or published to be considered complete
- Should include a comprehensive introduction and conclusions chapters that tie the three papers together (see [here](#))

Upon approval of the dissertation 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](#) and [How to: Advisor and Committee](#) for step-by-step instructions.

Performance and Annual Review

To ensure that PhD 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. The Annual Review is an opportunity to address any extenuating circumstances that may contribute to delays in completing milestones. Students must work with their faculty advisor to develop a plan and timeline for getting back on track and include

Urban Planning (PhD)

this in the Annual Review. Reviews are conducted every spring; the Manager of Graduate Programs will send instructions and deadlines to students at the appropriate time.

Unsatisfactory reviews or failure to submit the annual review may result in a written warning. Refer to [Probation, Remediation, and Dismissal](#) for details.

Geographic Information Systems (MAS)

Geographic Information Systems (MAS)

About

The Master 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 Admission online application Resume or CV Personal statement Official undergraduate transcript Two (2) letters of recommendation English Proficiency for non-native English speakers (TOEFL , IELTS , or PTE)

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

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

Geographic Information Systems (MAS)

Curriculum

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

Use the [Geographic Information Systems \(MAS\) Plan of Study](#) to assist in planning coursework.

Coursework

COURSE	TITLE	CREDITS
GIS 601	Introduction to Geographic Information Systems	2
GIS 602	Intermediate GIS	2
GIS 603	Spatial Statistics and Modeling	2
GIS 604	Implementation in the Corporate and Public Sectors	2
GIS 605	GIS Project Planning and Implementation	2
GIS 606	GIS Project Presentation	2
GIS 610	Programming the GIS Environment	3
GIS 630	GIS Technologies	3
GIS 640	GIS for Business	3
GIS 650	GIS for the Internet	3
GIS 684	Internship	3
GIS 693	Applied Project <u>OR</u>	3
GPH 693	Applied Project	
Total Required Credit Hours		30
Total Credit Hours Required for MAS-GIS		30

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 in the evenings, and the curriculum is highly adaptable to the work environment; thus, the master's degree is achievable in a one-year period.

Geographic Information Systems (MAS)

FALL (1ST SEMESTER)	CREDITS	SPRING (2ND SEMESTER)	CREDITS	SUMMER (3RD SEMESTER)	CREDITS
GIS 601 Introduction to Geographic Information Systems	2	GIS 610 Programming the GIS Environment	3	GIS 684 GIS Internship	3
GIS 602 Intermediate GIS	2	GIS 630 GIS Technologies	3	GIS/GPH 693 GIS Capstone	3
GIS 603 Spatial Statistics and Modeling	2	GIS 640 GIS and Business	3		
GIS 604 Implementation in the Corporate and Public Sectors	2	GIS 650 GIS for the Internet	3		
GIS 605 GIS Project Planning and Implementation	2				
GIS 606 GIS Project Presentation	2				
Total	12	Total	12	Total	6

Geographic Information Science (PhD)

Geographic Information Science (PhD)

About

The Geographic Information Science (PhD) program offers a path to building the skills, knowledge and aptitudes needed for a career focused on 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 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 our broad interdisciplinary themes:

[Computational Spatial Science](#)

[Earth Systems and Climate Science](#)

[Sustainability Science and Studies](#)

[Transportation Planning and Policy](#)

Admission

Application Deadline	December 15
Application Materials	Graduate Admission online application Personal Statement Resume or CV Official undergraduate transcript Official graduate transcript (if entering with a master's degree) Three (3) letters of recommendation English Proficiency for non-native English speakers (TOEFL , IELTS , or PTE)

[Geographic Information Science \(PhD\) Application Instructions](#)

[Geographic Information Science \(PhD\) Admission FAQs](#)

Geographic Information Science (PhD)

Curriculum

Entering with a master's degree:

The Geographic Information Science (PhD) degree requires a minimum of 54 credit hours taken at ASU, completion of the [Research Requirement](#), completion of [comprehensive examination](#), and defense of doctoral [prospectus](#) and [dissertation](#). Students should apply thirty (30) credit hours from the 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 when entering with a master's degree; this includes the final milestone of defending the dissertation and the requirements associated with this step.

Entering without a master's degree:

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

The PhD program is designed to be completed in five years when entering without a master's degree; this includes the final milestone of defending the dissertation and the requirements associated with this step.

Coursework

COURSE	TITLE	CREDITS
GIS 520	GIScience Issues and Debates	3
GIS 521	Geographic Information Science Programming	3
GIS 571	Spatial Statistics for Geography and Planning	3
GCU 585	Geographic Research Design and Proposal Writing	3
GCU/GPH 591	Seminar: Geography Colloquium	1
GCU/GPH 591	Seminar: Geography Colloquium	1
	Remote Sensing Course	3
GIS 799	Dissertation	12
Total Required Credit Hours		29
Total Elective Credit Hours (entering <u>without</u> master's degree) OR		55
Total Elective Credit Hours (entering <u>with</u> master's degree) AND		25
Total Master's Degree Credit Hours (entering <u>with</u> master's degree)		30
Total Credit Hours Required for Geographic Information Science (PhD)		84

Remote sensing

Students should choose a remote sensing course in consultation with faculty advisor. A list of pre-approved courses is available at the [Plans of Study and Handbook](#) webpage, in the Approved Electives and Suggested Course Lists section.

Geographic Information Science (PhD)

Electives

Elective coursework is required to meet the minimum number of hours. Any graduate level GCU, GIS, GPH, or PUP course may be taken as elective; this includes Research and Reading & Conference credits. Suggested lists are available at the [Plans of Study and Handbook](#) webpage, in the Approved Electives and Suggested Course Lists section.

Interdisciplinary courses may be taken but must be approved by the Associate Director of Graduate Programs. Submit the [Petition for Transfer or Interdisciplinary Elective Courses](#) form to request approval. A maximum of six (6) credits of 400-level coursework may be included in the plan of study.

Use the [Geographic Information Science \(PhD\) Plan of Study](#) to assist in planning coursework.

Supervisory Committee Composition

In nearly all instances, doctoral 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. Students are encouraged to consult with their advisor prior to registering for classes each semester to ensure classes will contribute to academic and career goals. Students will also consult their faculty advisor to form a supervisory committee made up of members who can contribute to the student's research.

Typically, the faculty advisor serves as the supervisory committee chair or as one of the co-chairs. Every PhD supervisory committee should include a chair or co-chair who is a tenured or tenure track faculty member with at least 50% appointment or tenure home in SGSUP (i.e., core SGSUP faculty). Faculty with less than 50% appointment may be authorized on a case-by-case basis by the Director. SGSUP affiliate faculty and members with no affiliation with SGSUP may be endorsed to serve as co-chair but not chair. If a SGSUP affiliate faculty member or Non-SGSUP member is selected as co-chair, the other co-chair must be a core SGSUP faculty member.

It is the responsibility of the student to recruit at least two other faculty members who can serve on the supervisory committee. At least 50% of the committee must be from within the School of Geographical Sciences and Urban Planning. This may require adding a fourth committee member. Faculty categories that count towards this 50% requirement include: the core SGSUP faculty (as defined above), teaching professors, research faculty, clinical faculty, emeriti faculty, and professors of practice at the rank of assistant, associate, or full. Other faculty categories may be authorized on a case-by-case basis by the Director. At least three committee members must hold a PhD or other terminal degree.

Non-SGSUP committee members may be approved to serve on a supervisory committee with justification. Students electing to have Non-SGSUP members, including those from outside of ASU, must submit the [External Committee Member Request](#) form for each outside member. The endorsement of Non-SGSUP committee members is done on a one-time, individual basis (i.e. per student). This process can take a week or more to complete, so the early endorsement of members is encouraged to avoid potentially delaying the start of milestones.

Geographic Information Science (PhD)

The supervisory committee is not officially established until the student's iPOS is completed and approved by the Graduate College. It is the responsibility of the student to complete the iPOS. This will require listing each supervisory committee member in the iPOS and ensuring all members are endorsed to serve their respective roles as Graduate Faculty. Until the iPOS is approved by the Graduate College, the student and committee cannot move forward with the comprehensive exam, prospectus/proposal defense, and final defense since the committee has not yet been formalized.

Sequence & Timeline

The following is the recommended course sequence and timeline of milestones for the Geographic Information Science (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. Supervisory committee members should be selected by the end of the second semester (PhD students with a master's degree) or by the end of the fourth semester (PhD without a master's degree).

Entering with Master's Degree

	FALL (1 ST SEMESTER)	CREDITS	SPRING (2 ND SEMESTER)	CREDITS
Year One	GIS 520 GIScience Issues and Debates	3	GCU 585 Geographic Research Design and Proposal Writing	3
	Elective Coursework	3	GIS 571 Spatial Statistics for Geography and Planning	3
	GCU/GPH 591 Geography Colloquium	1	GCU/GPH 591 Geography Colloquium	1
	Total	7	Total	7
	FALL (3 RD SEMESTER)	CREDITS	SPRING (4 TH SEMESTER)	CREDITS
Year Two	Remote Sensing Course	3	GIS 521 GIS Programming	3
			Elective Coursework	4
	Elective Coursework	4	Milestone: Research Requirement	
			Milestone: Comprehensive Exam	
	Total	7	Total	7
	FALL (5 TH SEMESTER)	CREDITS	SPRING (6 TH SEMESTER)	CREDITS
Year Three	Elective Coursework	7	Elective Coursework	7
	Milestone: Dissertation Proposal/Prospectus			
	Total	7	Total	7
	FALL (7 TH SEMESTER)	CREDITS	SPRING (8 TH SEMESTER)	CREDITS
Year Four	GIS 799 Dissertation	6	GIS 799 Dissertation	6
			Milestone: Dissertation Defense	
	Total	6	Total	6

Geographic Information Science (PhD)

Entering without Master's Degree

	FALL (1 ST SEMESTER)	CREDITS	SPRING (2 ND SEMESTER)	CREDITS
Year One	GIS 520 GIScience Issues and Debates	3	GCU 585 Geographic Research Design and Proposal Writing	3
	Elective Coursework	3	GIS 571 Spatial Statistics for Geography and Planning	3
	GCU/GPH 591 Seminar: Geography Colloquium	1	GCU/GPH 591 Seminar: Geography Colloquium	1
	Total	7	Total	7
	FALL (3 RD SEMESTER)	CREDITS	SPRING (4 TH SEMESTER)	CREDITS
Year Two	Remote Sensing Course	3	GIS 521 Geographic Information Science Programming	3
	Elective Coursework	7	Elective Coursework	7
			Milestone: Research Requirement	
	Total	10	Total	10
	FALL (5 TH SEMESTER)	CREDITS	SPRING (6 TH SEMESTER)	CREDITS
Year Three	Elective Coursework	10	Elective Coursework	10
			Milestone: Comprehensive Exam	
	Total	10	Total	10
	FALL (7 TH SEMESTER)	CREDITS	SPRING (8 TH SEMESTER)	CREDITS
Year Four	Elective Coursework	10	Elective Coursework	8
			Milestone: Dissertation Proposal/Prospectus	
	Total	10	Total	8
	FALL (9 TH SEMESTER)	CREDITS	SPRING (10 TH SEMESTER)	CREDITS
Year Five	GIS 799 Dissertation	6	GIS 799 Dissertation	6
			Milestone: Dissertation Defense	
	Total	6	Total	6

Dissertation credits may be taken in any combination that adds up to twelve (12), but students are recommended to take them in the final year of the program. Students should consult with their faculty advisor prior to enrolling in dissertation.

Research Requirement

The Research Requirement should be completed by the end of the 4th semester. There are two options for fulfilling this requirement: Research Examination (RE); or Submitted Paper (SP). Students 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 assesses 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 geographic information science and complete an intensive two-week research project culminating in a written paper, administered by the student's supervisory committee. 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 school or university, co-authored with non-ASU authors, or based on a master's thesis completed elsewhere.

Reporting Completion of the Research Requirement

Submit the [Research Requirement Results](#) form; students will need faculty supervisor's name and email address in order to initiate the document. For the SP option, students must upload a PDF copy of the document. Once the chair signs, the Manager of Graduate Programs will report the results to the Graduate College.

Comprehensive Exam

The Comprehensive Exam should be completed by the end of the fourth semester (if entering with a master's degree) or the end of the sixth semester (if entering without a master's degree). To take the comprehensive exam, the student must have an approved iPOS by the Graduate College. Prior to the

Geographic Information Science (PhD)

exam, the student should also have completed the Research Requirement and completed all required courses.

Written Exam

Students take a written comprehensive exam intended to assess their mastery of geographic information science 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, informed by a research statement provided by the student. The questions may have multiple parts and may be specifically related to the member's discipline.

Two options to satisfy the comprehensive examination:

- An eight-hour "closed book" exam
- A three-day take-home exam

The essay question's length and complexity will vary depending on which option is taken. The student's supervisory committee has discretion on how the exam is administered and conducted.

Oral Exam

After approval by the doctoral committee of the written comprehensive exam, students will have an oral exam intended to assess a student's mastery of geographic information science thought and methods, and area of specialization. The oral exam 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.

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 Comprehensive Exam

Submit the [Comprehensive Exam Results](#) form; students will need committee members' names and email addresses in order to initiate the document. Once the chair signs, the next committee member should sign, then the next, and so forth. Finally, the Manager of Graduate Programs will report the results to the Graduate College. In the event the committee requires the student to make revisions, the form should not be submitted until the committee determines that the exam is complete (i.e., the committee determines that they are ready to input the results as pass or fail).

Dissertation Proposal/Prospectus

After passing the comprehensive 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 or be actively completing all non-dissertation coursework, completed all

Geographic Information Science (PhD)

examination requirements, and resolved 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 fifth semester (if entering with a master's degree) or the end of the seventh semester (if entering without a master's degree), or within six months of completing the comprehensive exam.

Scheduling the Proposal/Prospectus Defense

Consult with supervisory committee members to select defense day and time. Committee members may attend the defense remotely if necessary. The student is responsible for coordinating any equipment or technology required to accommodate this. Visit [SGSUP Room Reservations](#) and request a room for the defense. Include set-up and break-down time in the reservation request. After the room is confirmed, submit the [Schedule Prospectus/Proposal Defense](#) form. The Manager of Graduate Programs will contact the student with the next steps.

Reporting Completion of the Proposal/Prospectus

Submit the [Prospectus Defense Results](#) form; students will need committee members' names and email addresses in order to initiate the document. Once the chair signs, the next committee member should sign, then the next, and so forth. Finally, the Manager of Graduate Programs will report the results to the Graduate College.

Dissertation Defense

The dissertation for a PhD in Geographic Information Science 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. For the three article-length papers option, the research papers:

- Should be led by the student (generally reflected by the first authorship of the student)
- Should have journal article quality as determined by the student's committee
- Do not need to be submitted or published to be considered complete
- Should include a comprehensive introduction and conclusions chapters that tie the three papers together (see [here](#))

Upon approval of the dissertation 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](#) and [How to: Advisor and Committee](#) for step-by-step instructions.

Performance and Annual Review

To ensure that PhD students are making progress towards their degree in a timely manner, and to ensure the student's responsibilities are being met, the SGSUP faculty graduate committee, student's faculty advisor and RA/TA faculty supervisors will review students' progress annually. The Annual Review is an opportunity to address any extenuating circumstances that may contribute to delays in completing milestones. Students must work with their faculty advisor to develop a plan and timeline for getting back

Geographic Information Science (PhD)

on track and include this in the Annual Review. Reviews are conducted every spring; the Manager of Graduate Programs will send instructions and deadlines to students at the appropriate time.

Unsatisfactory reviews or failure to submit the annual review may result in a written warning. Refer to [Probation, Remediation, and Dismissal](#) for details.

Transdisciplinary Transportation Studies (Certificate)

Certificate Programs

Transdisciplinary Transportation Studies Certificate

Transportation has emerged as one of the highest priority issues for policymakers, planners, employers, and citizens. The [Transdisciplinary Transportation Studies 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 564 and PUP 593 class requirements.

Students wishing to earn the certificate must apply to Graduate Admissions. Refer to the [Graduate College Policies and Procedures Handbook](#) for certificate policy. The certificate is intended to be a specialization within an existing graduate degree program, but a master's degree is not required for admission.

Certificate Requirements

COURSE	TITLE	CREDITS
PUP 564	Transportation Systems Professional Seminar	3
CEE 591	Interdisciplinary Transportation Seminar	1
Elective coursework*		9
PUP 593	Applied Project: Transportation Capstone	3
Total Credit Hours		16

* The certificate is intended as a transdisciplinary program. Students should choose transportation-related electives following these guidelines:

1. 3 credits from any school in The College of Liberal Arts and Sciences (e.g., *School of Geographical Sciences and Urban Planning*)
2. 3 credits from a college outside of The College of Liberal Arts and Sciences (e.g., *Fulton Schools of Engineering*)
3. 3 credits from a third subject prefix not fulfilled by #1 or #2 above (ex. *AMT, CEE, GCU, GIS, PAF, PUP, SOS*)

Course Requirements

The listed classes are required and cannot be waived or substituted. A maximum of 5 credits of 400-level coursework may be included on the plan of study but must be approved by the Transdisciplinary Transportation Studies certificate program coordinator.

Transdisciplinary Transportation Studies (Certificate)

Pre-admission Credit

No more than 6 credits taken prior to admission into the certificate program may be included in the plan of study.

Capstone

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.

The transportation certificate capstone paper does not replace a final culminating experience for a MUEP degree (thesis, applied project, or capstone)

Use the [Transdisciplinary Transportation Studies certificate Plan of Study](#) to assist in planning coursework. Suggested elective lists are available at the [Plans of Study and Handbook](#) webpage, in the Approved Electives and Suggested Course Lists section.

For more information regarding the Transdisciplinary Transportation Studies Certificate, please contact the Director, Michael Kuby, at mikekuby@asu.edu.

Geographic Information Science (Certificate)

Geographic Information Science Certificate

The [Geographic 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. 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 earn the GIS Certificate must apply to Graduate Admissions. Refer to the [Graduate College Policies and Procedures Handbook](#) for certificate policy. Eligible applicants must be currently enrolled in a graduate program at ASU or be a practicing professional with a previously earned master's degree.

Certificate Requirements

COURSE	TITLE	CREDITS
Choose one:		
PAF 571	Geographic Information Systems (GIS) and Analysis	3
PUP 576	GIS Workshop	
Choose two:		
ABS 485	GIS in Natural Resources	
GIS 571	Spatial Stats for Geography and Planning	
GIS 521	GIS Programming	
GIS 561	Fundamentals of Spatial Optimization	6
GIS 562	Location Analysis and Modeling	
GIS 591	Data Mining and Data Driven Geography	
GIS 563	Local Statistical Modeling	
Elective Coursework*		6
Total Credit Hours		15

* Choose electives from the [approved list](#).

Course Requirements

A maximum of 5 credits of 400-level coursework may be included in the plan of study but must be approved by the GIS certificate program coordinator.

Pre-admission Credit

No more than 6 credits taken prior to admission into the GIS certificate program may be included in the plan of study.

Use the [GIS certificate Plan of Study](#) to assist in planning coursework.

For more information on the GIS Certificate program, please contact Shea Lemar at shea.lemar@asu.edu.

Social Science Research Methods (Certificate)

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 approved fields).

The [Social Science Research Methods \(SSRM\) 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.

Students wishing to earn the SSRM Certificate must apply to Graduate Admissions. Refer to the [Graduate College Policies and Procedures Handbook](#) for certificate policy. Applicants must have completed an introductory course in statistics before admission to the program.

Certificate Requirements

COURSE	TITLE	CREDITS
Choose one:		
FAS 508	Structural Equations Analysis for the Social Sciences	3 or 4
SOC 508	Structural Equations Analysis for the Social Sciences	
PSY 531	Multiple Regression in Psychological Research	
STP 530	Applied Regression Analysis	
STP 531	Applied Analysis of Variance	
STP 533	Applied Multivariate Analysis	
Elective or Research Coursework*		11 or 12
GCU 593	Applied Project: Social Science Research Methods Capstone	3
Total Credit Hours		18

* Choose electives from the [approved list](#).

Course Requirements

The listed classes are required and cannot be waived or substituted. A maximum of 6 credits of 400-level coursework may be included in the plan of study but must be approved by the SSRM certificate program coordinator.

Pre-admission Credit

No more than 7 credits taken prior to admission into the SSRM certificate program may be included in the plan of study.

Use the [SSRM certificate Plan of Study](#) to assist in planning coursework.

For more information on the Social Science Research Methods Certificate program, please contact Sherry Thurston at sherry.thurston@asu.edu.

APPENDICES

[MUEP Internship](#)

[NEURUS Study Abroad Program](#)

[International Student Resources](#)

[Graduate Wellness Resources](#)

[Best Practices in Graduate Student Wellbeing](#)

Appendices

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.

For students interested in obtaining an internship:

- Explore [Internships](#) and [Employment Opportunities](#) on the school website
- Watch for other job and internship announcements sent via email
- Attend the [Planning Meet and Mingle](#), held each year in late March or early April
- Make an appointment with [Samantha Samples](#), MUEP Program Coordinator Sr.

Earning Credit

In order to earn credit for an internship, MUEP students must enroll in PUP 584 Internship, a variable credit course that counts as an elective. Up to six (6) elective credits may be earned via internship.

PUP 584 INTERNSHIP CREDITS EARNED	HOURS WORKED PER WEEK (APPROX.)	TOTAL SEMESTER HOURS WORKED
3	9	135
6	18	270

Additional Requirements

Students must complete an [Internship Plan](#) prior to starting the internship.

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.

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 samantha.samples@asu.edu, sgsup.careeradvising@asu.edu, or visit the [internship website](#).

Appendices

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, [Corvinus University of Budapest](#) in Hungary, [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 [Sara Meerow](#) 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 sponsorbilling@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

Appendices

- [Maintaining Enrollment](#)
- [Reducing Course Load](#)
- Taking a [Leave of Absence](#)
- [On-campus Employment](#)
- [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.
 - Students who receive a bachelor's, master's, or doctoral degree in an approved STEM field are eligible for an additional 24 months of OPT. The MAS-GIS program and the Geographic Information Science PhD programs are STEM-designated degrees.
- [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 you use more than 12 months of full-time CPT. When you use 12 months 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.

International Teaching & Research Assistants

International students on F-1 or J-1 visas may hold teaching or research assistantships. H-1B visa holders are not eligible for TA/RA appointments. Please refer to [ASU Human Resources](#) for more information.

The [International Teaching Assistant \(ITA\) Program](#) provides resources for international students related to teacher training, testing, and language support. The SPEAK Test, SPEAK Workshops, and the ITA Teacher Training Course are administered through the ITA program.

English language Proficiency

- Non-native English speakers may be eligible for a teaching assistant appointment if they can demonstrate spoken English proficiency as outlined by ITA
- There are four ways a student can fulfill the English language requirement. Any of the following will fulfill the language requirement:
 1. Pass SPEAK test with score of 55+ for full certification or a score of 50 for certified with qualifications
 2. Pass iBT (internet-based TOEFL) with score of 26 for full certification or a score of 24 for certified with qualifications

Appendices

3. Pass IELTS with score of 8 for full certification or a score of 7.5 for certified with qualifications
4. Complete ITA Teacher Training Course with score of 'certified.'

Important information about TOEFL waivers – The TOEFL waiver offered to students for admission purposes **does not** extend to spoken English certification. To become certified to teach, demonstrating spoken English comprehensibility through one of the four above-mentioned methods is required.

Visit the [ITA website](#) for more details and how to enroll in SPEAK or ITA Teacher Training Course.

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 to coordinate and consolidate activities of international students while promoting understanding among the various cultures within the university and community at large.

GRADUATE WELLNESS RESOURCES

FINANCIAL WELLNESS

ASU Financial Aid & Scholarship Services
<https://students.asu.edu/contact/financialaid>, 855-278-5080

MoneyMoments: A short online course from ASU and Financial Aid and Scholarship Services
<https://students.asu.edu/moneymoments>

iGrad: A website for financial literacy
<https://asu.igrad.com/>

ASU Graduate College Funding Opportunities
<https://graduate.asu.edu/current-students/funding-opportunities>

Live Well to Succeed: Student employee wellness program
<https://wellness.asu.edu/student-employee-wellness>

ASU Student Business Services: Billing, payments, payment plans
<https://students.asu.edu/tuitionandbilling>

PHYSICAL WELLNESS

Live Well @ ASU
wellness.asu.edu; LivingWell@asu.edu

Sun Devil Fitness Complex
fitness.asu.edu

Health Services
asu.edu/health; 480-965-3349

Sexual Violence Awareness, Prevention and Response
<https://sexualviolenceprevention.asu.edu/>

EMOTIONAL WELLNESS

ASU Counseling Services
<https://eoss.asu.edu/Counseling>, 480-965-6146

EMPACT's 24-hour ASU-dedicated crisis hotline
480-921-1006

Use CRISIS TEXTLINE
Text HOME To 741741

TAO Connect: A self-help tool for emotional well-being
<https://thepath.taoconnect.org/local/login/index.php>

Center for Mindfulness, Compassion and Resilience
<https://mindfulnesscenter.asu.edu/>

SOCIAL WELLNESS

SunDevilSync: A resource for more information on Grad Student Orgs
<https://orgsync.com/login/arizona-state-university>

Disability Resource Center
<https://eoss.asu.edu/drc>, 480-965-1234, DRC@asu.edu

ASU Police (Non-emergencies)
480-965-3456, <https://cfo.asu.edu/police>

The office of **Student Advocacy and Assistance** sees students with any challenge and refers them to the appropriate resource.
<https://eoss.asu.edu/dos/srr/StudentAdvocacyandAssistance>

GPSA Graduate and Professional
Student Association @ ASU

ASU Graduate
College
Arizona State University

10 Best Practices in Graduate Student Wellbeing

Graduate school necessarily stretches us. When we strive to achieve experiences, content and context expertise, and professional mastery, we rely on every part of our intellectual, emotional, physical and purposeful self. Stretching in these ways is inherently stressful, and according to the National College Health Assessment (NCHA) graduate students report stress, feeling exhausted, and anxiety to be factors that can surface in different ways than they did in undergrad.

Read up on some of the ways you can care for yourself through increasing academic rigor and demands.



Create a sleep routine for 7-9 hours at the same time every night. Our bodies crave routine for resting; we engage in our best sleep when our bodies follow the routine we set.



Get out of your study/writing/lab space every day and **sit or walk outside for 15 minutes.** Give yourself a break that includes natural light and a change of environment.



Choose an **exercise routine that matches your needs.** Do you need to laugh and be social? Do you need alone time? Do you need vigorous exercise or movement that includes meditation? Your needs may change, so open yourself to the variety of ways to move your body that meet what you are needing during your week. Sun Devil Fitness is free for students and offers many different paths to keep active and centered.



Learn a good breathing technique for calming your body. Breathing is the one physiological part of your body that you can consciously control, and it impacts all other physiological functioning. Try a 4-7-8 breath a couple times a day to lower your body's reaction to stress.



Remind yourself of the **bigger meaning** in your work. What are you learning? How will this challenge help you or how will it make you stronger in the future?



Become aware of **how to fuel your body** to be your best. What types of food and drink do you consume, and at what frequency? These decisions impact your overall energy. Our bodies tell us we are impacted by stress when our sleep and fueling routines change.



Identify your **circle of trust.** These are the few people who you can be totally yourself with, who you can call and not skip a beat, those who you can name exactly how you are feeling, and who will provide an honest check in that you'll trust, even if it stings. These people remind you of who you are and remind you of what you are striving so hard to achieve.



Connect with other graduate students. ASU has hundreds of graduate student programs, leaving a wide array of communities in which to connect.



Ask your mentors/supervisors what they need/want/expect from you in your role. Generate conversation about their answer in an authentic way. Having **clear communication** from the start will help you return to conversations in the future.



Do something that isn't graduate school every week. You have **many identities**, and one of them is graduate student. Ensure you are supporting your whole self through this journey. Make this form of self-care important enough to schedule into your calendar.

Live Well
@ASU
wellness.asu.edu

graduate.asu.edu

PO Box 871003 Tempe, AZ 85287-1003 p: 480-965-3521 t: 480-965-0375

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