

# 2024-2025 Program Handbook

## Master of Science (MS) in Coastal and Marine Science and Management

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## 1. Purpose of the Handbook

This handbook is designed to guide graduate students admitted to the Master of Science in Coastal and Marine Science and Management (MS CMSM) program in the School of Ocean Futures (SOF) at Arizona State University (ASU). It provides information about degree requirements, resources, and policies and procedures essential to successful completion of the program.

While the handbook serves as an initial resource for answers to common questions, it is not all-inclusive of every college, school, or ASU policy. When necessary, it provides links to review more complete information published elsewhere. Students are also encouraged to consult key faculty and staff when they have questions.

In addition to this handbook, primary references for graduate students are the ASU [Academic Catalog](#), Graduate College's [Policies, Forms, and Deadlines](#) page including the [Policies and Procedures Manual](#), and the [School of Ocean Futures website](#), where an updated version of this handbook is posted each year.

## 2. ASU Charter

ASU is a comprehensive public research university, measured not by whom we exclude, but rather by whom we include and how they succeed; advancing research and discovery of public value; and assuming fundamental responsibility for the economic, social, cultural and overall health of the communities it serves.

## 3. Program Overview

The program overview and admission information can also be found on the [School of Ocean Futures Graduate Degrees](#) webpage.

### 30 Total Credit Hours

#### Required Courses (4 credit hours)

- SEA 591 Current Topics in Ocean Futures (1)
- SEA 585 Graduate Ocean Futures Workshop (3)

#### Customized Selections of Electives or Research (20 credit hours)

For electives, students should see the academic unit for approved coursework that supports their educational and career objectives.

- Must include a methods/quantitative elective (3)

#### Culminating Experience (6 credit hours)

Students choose one of two culminating experience options.

- Capstone Option
  - SEA 596 Ocean Futures Capstone Prep (3)
  - SEA 597 Ocean Futures Capstone (3)

OR

- Thesis Option (6)
  - SEA 599 Thesis

**Sample Schedule:**

**Fall Start:**

<b>Fall</b> Aug - Dec		<b>Spring</b> Jan - May		<b>Summer</b> Jun - Aug
A	B	A	B	A, B or C
SEA 591: Current Topics (1)	Elective (3)*	Elective (3)*	Elective* or Research (3)	Elective courses and research can also be pursued over the summer.
Elective (3)*		Elective (3)*		
7 credit hours		9 credit hours		

<b>Fall</b> Aug - Dec		<b>Spring</b> Jan - May		<b>Graduation</b>
A	B	A	B	
Elective* (3)	SEA 585: Workshop (3)	SEA 586: Capstone Prep (3) OR SEA 599 Thesis (3)	SEA 587: Capstone (3) OR SEA 599 Thesis (3)	Can participate in spring graduation ceremony in <u>May</u>
Elective* or Research (2)				
8 credit hours		6 credit hours		

\*Electives must be 500-level graduate courses.

**Spring Start:**

<b>Spring</b> Jan - May		<b>Summer</b> Jun - Aug
A	B	A, B or C
SEA 591: Current Topics (1)	Elective (3)*	Elective courses and research can also be pursued over the summer.
Elective (3)*	Elective (3)*	
10 credit hours		

<b>Fall</b> Aug - Dec		<b>Spring</b> Jan - May		<b>Graduation</b>
A	B	A	B	
Elective (3)*	SEA 585: Workshop (3)	SEA 586: Capstone Prep (3) OR SEA 599 Thesis (3)	SEA 587: Capstone (3) OR SEA 599 Thesis (3)	Can participate in spring graduation ceremony in <u>May</u>
Elective (3)*	Elective* or Research (3)	Elective* or Research (2)		
12 credit hours		8 credit hours		

\*Electives must be 500-level graduate courses.

## 4. **Admission**

The School of Ocean Futures admits new students to the MS CMSM for Fall Session A and Spring Session A terms. Applications open on September 1 each year. Complete applications are reviewed on a rolling basis up to 2 weeks prior to the start of the semester. Applicants are encouraged to apply early.

All application materials, transcripts, letters of recommendation, and the English proficiency test score (if required) must be viewable to the school by the deadline, which can take 24-48 hours after submission. It is recommended that applicants submit the application and supporting materials at least one month prior to the deadline to allow sufficient processing time for materials and review by the Committee. Technical issues that prevent an applicant from applying by the deadline (ASU tech issues or student tech issues), do not change the application deadline. Regardless of technical issues, the school must be able to review documents by the deadline to be considered for the intended start term.

### 4.1. **Provisional Admission**

Students admitted on a provisional basis must successfully complete at least 7 graduate credit hours in the first semester. Students must take SEA 591: Current Topics in Ocean Futures and 6 credit hours of approved elective coursework. All course grades must be high enough to yield a cumulative grade point average of 3.00, with no grades below C.

Provisional admits who fail to fulfill the requirements outlined above will be dismissed from the university automatically after the first semester. Those who fulfill the requirement will be upgraded to fully admitted (regular) status after the first semester, however, no letter will be sent by ASU. By being able to continue in the program, ASU recognizes that the provision has been lifted.

### 4.2. **Deferring Admission**

Understandably, extenuating circumstances may prevent a student from starting in the term they were admitted. Students may have the opportunity to defer their admission to the next available start date. The MS CMSM program starts twice per year, Fall session A and Spring session A. So, for example, a student admitted to the Fall session A semester may submit a request to defer until the following Spring session A semester only. A student admitted to the Spring session A semester may submit a request to defer until the following Fall session A semester only.

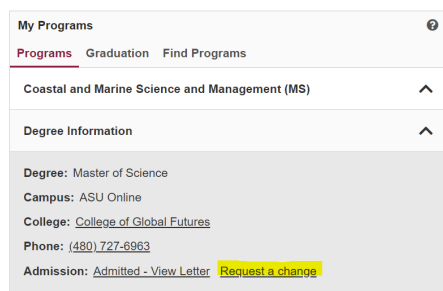
If a student has a grade on their transcript in the semester they were admitted, a deferral request will be denied. This situation may occur when a student drops a course after the drop period and there is a "W" grade on the student's transcript. In this case, the student may be eligible for a Leave of Absence. See the Leave of Absence section of this handbook for more information.

Students will need to inquire with the department by emailing [SOFGradAdvising@asu.edu](mailto:SOFGradAdvising@asu.edu) prior to submitting a deferral request. If the deferral request is denied, the student will need to reapply. Deferral requests exceeding the next available start term will be denied.

Additionally, more than one deferral request will be denied. For example, if a student has an approved deferment from Fall session A to Spring session A and does not start in Spring session A, a second deferral request will be denied. If the student wishes to be

considered for a later semester, they will need to reapply. In all cases, deferral requests must be submitted by the first day of session B of the term they were admitted. This date is located in the [ASU Academic Calendar](#).

Deferral requests are submitted through my.asu.edu using the “Request a change” link. Once students log into their My ASU page, click on the drop-down arrow for Coastal and Marine Science and Management (MS) in the My Programs box. Then click on the drop-down menu for Degree Information. See screenshot below. All courses need to be dropped prior to submitting a change.



## 5. **Role of Faculty and Staff in Advising**

A list of [the school's faculty and instructors](#) can be found on the school's website. Please read the sections below for clarification on different faculty and staff roles students will interact with during their time as a student. Contact the graduate coordinator with any questions.

### 5.1. **Graduate Student Support Coordinator**

The program's Graduate Student Support Coordinator (also called graduate coordinator or staff advisor) is available to advise students about program milestones and requirements, guide students through a range of procedures, and interpret school and university policies. The graduate coordinators also maintain several informational resources for students, including the most recent list of approved electives, program handbooks, and other graduate student success resources.

Any questions about paperwork, university policies, or services should be addressed first to the coordinator, who will answer the questions or make a referral to the appropriate university office or personnel. Students can contact the coordinator by email at [SOFGradAdvising@asu.edu](mailto:SOFGradAdvising@asu.edu). For students pursuing the thesis option, questions regarding coursework or research applied toward the degree should be addressed to the student's faculty mentor, chair, or supervisory committee.

### 5.2. **ASU Success Coach**

ASU Online assigns a success coach to every online student. The assigned coach's contact information can be found in My ASU under “Academic Support Team.” Upon registration for the first credit-bearing class, the student will receive an email and/or a phone call from a success coach. The coach will be with the student throughout the program until graduation. The coach will collaborate with the student to overcome obstacles, discuss work, school, and life balance, and set long and short-term goals.

Each student's experience with their coach will be unique and tailored to the evolving needs of the student as they progress through their program. Success Coaches often set goals with graduate students on time management, life balance, skim reading, career development, repayment of loans, and self-care.

If a major life event happens or if a student thinks they may need to change their enrollment (drop a class or withdraw from one or more classes or from the program or university), then they also need to contact the school's Graduate Support Coordinator before making any changes.

### **5.3. Capstone: Faculty Chair**

Students pursuing the capstone option are required to have one faculty advisor/chair and will list Dr. Roberta Martin, Associate Director of Academics as their advisor/chair in the Faculty Committee section of their plan of study (iPOS).

### **5.4. Thesis: Faculty Supervisory Committee**

Students pursuing the thesis option must have at least three faculty members on their faculty supervisory committee, per university requirements. The Chair or one of the two Co-chairs of the supervisory committee needs to be from the School of Ocean Futures.

Typically, a student's supervisory committee for the thesis option will include at least one chair and two committee members or two co-chairs and one member. Students can have more than three people on their committee, but larger committees often pose additional issues in scheduling conflicts and feedback on writing. Each thesis student must designate a chair or two co-chairs when they submit their plan of study (iPOS) for the first time. The remainder of the committee can be formed later. See the Milestones section of this handbook for deadlines. Committees can include SOF graduate faculty (*link to approved Graduate College list of faculty who can be on a student's committee will be added in the future – in the meantime, here are all [SOF faculty](#), [other ASU faculty](#), faculty at other universities, and other practitioners (with approval) who can lend expertise and mentorship to a student's research and writing.*

#### **5.4.1. Thesis: Graduate Faculty List**

The ASU Graduate College maintains specific, pre-approved lists of faculty who can serve on a student's committee without the need for special permission. The lists are known as the "graduate faculty" lists and are located on the [Graduate College's website](#). All students in the MS MSM program should use the "Ocean Futures PhD" graduate faculty list (*link will be added in the future*). The graduate faculty lists indicate an endorsement (role) that each pre-approved faculty member can hold on the committee:

- **Chair.** This endorsement means the person can be in any role: chair, co-chair, or member.
- **Co-chair.** This endorsement means the person can be a co-chair or member only. The person cannot be the sole chair unless the Graduate College grants special permission. If selecting someone with a co-chair endorsement, then the other co-chair must be endorsed at the full chair level or receive special permission to serve as co-chair with this person.
- **Member.** This endorsement means the person can serve as a member unless the Graduate College grants special permission for them to serve in a higher role.

#### **5.4.2. Thesis: Individual Committee Approval Request**

Students must request permission from the School of Ocean Futures to add a member to their committee who is not on their program's graduate faculty list (*link to be added in the future*). Even if the iPOS system allows the student to add the faculty member, the student will still need to request special permission if that person is not on their graduate faculty list.



If the faculty member is on the list but is not endorsed for the role the student desires, special permission is also required. For example, if the student wants to add a faculty member as a chair but the current endorsement is only for the member role, then the student must request permission.

Students must also request permission to add someone to the committee who is not associated with ASU or is no longer associated with ASU (i.e. faculty who have left ASU).

Post-doctoral fellows may be eligible to serve on master’s committees by Individual Committee Participation Request.

**5.5. SOF Associate Director of Academics & MS CMSM Committee**

The School of Ocean Futures MS CMSM program is overseen by an appointed Associate Director of Academics and a committee of faculty dedicated to the health of academic programs and student success. The committee reviews applications, student petitions, and curricular matters. The associate director and committee work with the graduate coordinator to students’ iPOS, issue probation and dismissal letters, and process appeals made by graduate students in the school. They also review requests to add faculty to supervisory committees or the graduate faculty and revise policies and procedures as needed.

**6. Curriculum**

To complete the MS CMSM program, students must complete a minimum of 30 credit hours. The program culminates with either a capstone project or thesis.

	Capstone	Thesis
Required Courses	4	4
General Electives	17	17
Methods/Quantitative Elective	3	3
Capstone – Culminating Experience	6	0
Thesis – Culminating Experience	0	6
<b>Total Credits Required</b>	<b>30</b>	<b>30</b>

**6.1. Required Courses**

Course	Title	Credits
SEA 591	Current Topics in Ocean Futures	1
SEA 585	Graduate Ocean Futures Workshop	3

SEA 591: Current Topics in Ocean Futures (1 credit hour) is offered in both Fall and Spring Session A and should be taken in the first semester. The course will introduce students to the school’s faculty and their research as well as different forms of science and research being used to address current issues concerning coastal and marine ecosystems, the communities they support, and the management of their resources with an eye on solutions for their sustained future. The course is designed to provide information regarding requirements, processes and procedures for success in the MS CMSM program, exploration of the culture and purpose of graduate study, and develop camaraderie with fellow students and mentors.

SEA 585: Graduate Ocean Futures Workshop (3 credit hours) is only offered in Fall Session B and should be taken after the first semester in the program. The workshop prepares students to become coastal and marine stewards, community leaders, innovators and researchers capable of advancing healthy coastal communities and marine systems through knowledge, partnerships, and innovation. It builds student

capacity to apply knowledge of coastal and marine systems coupled with community partnerships to both locally and globally help shape thriving ocean futures. Students learn and work across disciplines, researching, analyzing, and integrating global and local ocean dynamics, ecosystems, and stressors, with community contexts and livelihoods, and advance culturally appropriate, reciprocal stewardship. The workshop also equips students with the knowledge and skills to work with diverse communities and partners to research and create innovative solutions for the future ocean in our changing world.

## 6.2. Electives

Students select a minimum of 20 credit hours of electives. The high percentage of electives for this program is intended to provide flexibility to meet the needs of each student. This allows for students to come into the program with diverse levels of preparation.

There are a variety of options to support a student's foundational knowledge. For a successful degree path, it's recommended students take a combination of elective courses from the following categories:

- Environmental Sciences
- Methods or Quantitative
- Management, Policy, and Community Engagement

This is the [sample list of electives](#). Each semester, an updated list of electives will be shared. There may be other courses available that are not on the list that are a good option based on a student's education and career goals. Students can propose another elective not on this list by emailing [SOFGradAdvising@asu.edu](mailto:SOFGradAdvising@asu.edu) with the proposed course and why it makes sense to add it to their plan of study.

### 6.2.1. Methods or Quantitative Elective

Three (3) credit hours of methods or quantitative elective coursework is required (out of the 20 credit hours of elective credit). Courses that support learning particular skills, approaches, and methods for action will fulfill this requirement.

### 6.2.2. 400-Level Courses

Students can take up to 6 credit hours of 400-level courses and use it towards the elective requirement. Any 400-level courses taken prior to admission and 400-level courses graded as "Pass/Fail" are not acceptable.

### 6.2.3. Independent Study

For elective credit, students can also enroll in up to 9 credit hours of SEA 590 Reading and Conference which is used for individualized, independent study with a faculty member. Students pursuing the thesis option can also enroll in SEA 592 Research but can only use a maximum of 11 credit hours between SEA 590 and 592 on their plan of study.

## 7. Culminating Experience - Capstone

Course	Title	Credits
SEA 596	Ocean Futures Capstone Prep	3
SEA 597	Ocean Futures Capstone	3

Students pursuing the capstone option will complete SEA 596 and 597 for their culminating experience.

SEA 596 Ocean Futures Capstone Prep (3 credit hours) is only offered in Spring Session A and should be taken after completing SEA 585 Graduate Ocean Futures Workshop. This class prepares students for their capstone course. Both courses together engage students in becoming coastal and marine stewards, community leaders, innovators, and researchers capable of advancing healthy coastal communities and marine systems through working with faculty and outside project sponsors on real-world problems. Students work in teams to co-design research, analyze, and apply knowledge gained of coastal and marine systems in collaboration with innovative community partnerships to co-produce culturally appropriate, reciprocal stewardship approaches to local and global challenges.

SEA 597 Ocean Futures Capstone (3 credit hours) is only offered in Spring Session B and should be taken after completing SEA 586 Ocean Futures Capstone Prep. This class reinforces what students learn from previous coursework in becoming coastal and marine stewards, community leaders, innovators, and researchers capable of advancing healthy coastal communities and marine systems through working with faculty and outside project sponsors on real-world problems. Students continue to work in teams to research, analyze, and apply knowledge gained of coastal and marine systems in collaboration with innovative community partnerships to co-produce culturally appropriate, reciprocal stewardship approaches to local and global challenges.

## 8. **Capstone - Thesis**

Course	Title	Credits
SEA 599	Thesis	6

Students pursuing the thesis option will complete 6 credits of SEA 599: Thesis for their culminating experience. Sections of SEA 599 are variable credits, which means the student chooses the number of credits at the time of enrollment and lists their committee chair as the instructor. Students typically take 3-6 credits each semester in their final year of their program or all 6 credits in their final semester, based on the timing of their research and writing. Students cannot enroll in Thesis until they have an approved research proposal on file with the school.

### 8.1. **Research Proposal**

All master's students pursuing the thesis option must present a written research proposal to their committee before they can register for Thesis credits.

For expectations about the proposal contents and formatting, the student must consult with their committee. Most proposal defenses are held informally between the student and the student's committee, but the chair may request the student hold a more formal defense that is open to the public.

Students must inform the Graduate Student Support Coordinator by email of their intention to hold a proposal approval meeting at least two weeks prior to the meeting. The email must include the following information:

- Student name
- Student id
- Meeting date and time
- Degree program

- Anticipated graduation term
- Tentative thesis title
- Name and email of each committee member

The Graduate Coordinator will create a Thesis Proposal Results Form. This form, signed by the entire committee must be received by the Graduate Student Support Coordinator for the student to enroll in SEA 599: Thesis.

## 8.2. Document Format

All dissertation documents must meet a certain standard as a recognizable product of ASU. The [formatting guidelines](#) are set by the Graduate College. The student's committee and department expect to see evidence of careful attention to style and format in the document that the student presents as part of their culminating experience.

## 8.3. Defense

The student's supervisory committee will conduct an oral examination in defense of the thesis.

### 8.3.1. Eligibility

Students must meet the following criteria to be eligible to defend:

- Have an approved research proposal on file with SOF.
- Have a current iPOS on file that lists all classes and committee chair, co-chairs, and members accurately.
- Have a minimum cumulative grade point average of:
  - 3.00 for all classes listed on the iPOS (both undergrad and graduate-level classes).
  - 3.00 cumulative for all graduate classes taken (even if not on the iPOS).
- Be in good standing with the department and university.

### 8.3.2. Procedures and Deadlines

The Graduate College has very specific rules related to [steps and deadlines for defenses](#) on their website. Students must become familiar with this information. Failure to comply with these deadlines may result in delayed graduation and the requirement of an additional semester of registration and tuition payment.

### 8.3.3. Scheduling a Defense

Students will work with the entire committee toward a defense date. The entire committee must review the complete draft before a defense date can be determined to ensure the student is ready for the defense step. Reviews of the draft will take a least two weeks, but the student should submit the draft at least a month prior to the desired defense date. Failure to provide enough review time to the entire committee may result in postponement of the defense date or graduation term.

Defenses are open to all members of the university community. Oral defenses are to be held during regular business hours (Monday-Friday, 8:00 AM – 5:00 PM AZ Mountain Standard Time) and not on an observed holiday to facilitate student, faculty, and public access. Since this is an online program, defenses can be conducted online in line with Graduate College policy. Students are encouraged to defend the thesis or scientific paper during the fall or spring semester since many faculty members are not on campus over the summer and the university has strict rules about committee

members being present at the defense. The Graduate College lists tips on their website for [preparing for the defense](#).

#### **8.3.4. Preparing for Defense**

At least ten business days prior to the oral defense, students defending a thesis must:

1. Send a copy of their complete thesis draft to the Graduate College format review team through the iPOS.
2. Fill out the ASU Design Aspirations page in their iPOS. This page is located under the Format tab (without completing this step students cannot upload their document for format review).
3. Upload their document on the Document Formatting page. This page is also located under the Format tab.
4. Schedule their defense through [My ASU](#).

#### **8.3.5. Thesis Results**

Each committee member enters the defense result in the student's iPOS. If the student has to revise their dissertation, then the chair/co-chairs must indicate this in the iPOS. Students have up to one year to complete required committee revisions, must be continuously enrolled, and must meet the graduation deadlines for the term in which they complete the revisions and graduate.

After the revisions are complete and approved, the chair/co-chairs update the iPOS to indicate that revisions are complete. The final result needs to be entered in the iPOS by the date indicated on the Graduate College [Graduation Deadlines](#) webpage.

### **8.4. Final Format Review & Publication**

Students will work with the Format Team in the Graduate College (likely in several rounds) until the document is approved for publication. Students writing a thesis must submit the approved version of the paper to ProQuest. The deadline is published on the Graduate College's website.

Failure to meet all [Graduate College deadlines](#) on all the aforementioned tasks will result in delayed graduation and will require the student to register for another semester (SEA 595 Continuing Registration for 1 credit) and pay tuition.

## **9. Curriculum Tools and Milestones**

### **9.1. Course Availability List**

The [MS CMSM Course Availability List](#) is updated each semester with preapproved electives. This is a sample list of electives. There may be other electives available that are a good option based on students' education and career goals. To propose another elective not on this list, students can email [SOFGradAdvising@asu.edu](mailto:SOFGradAdvising@asu.edu) with the proposed course and why it makes sense for them to add it to their plan of study.

### **9.2. Interactive Plan of Study (iPOS)**

The [interactive plan of study](#) (iPOS) functions as an agreement between the student, the School of Ocean Futures, and the Graduate College. The iPOS contains certain requirements such as coursework, a faculty advisor or committee, and a culminating experience, which must be specified before the final plan of study can be approved. The graduate coordinator is the primary contact for questions regarding the iPOS.

[The Graduate College Policy Manual](#) stipulates that graduate students are required to complete their iPOS in their first enrolled semester. The School of Ocean Futures therefore requires that students submit the iPOS, including one chair by the end of the first semester. Capstone students will list Dr. Roberta Martin as their chair. Thesis students need to have lined up a thesis chair to submit the iPOS. For thesis students, the remaining committee members must be added by March 31 of the first year. This allows the graduate coordinators, faculty chairs, and director of graduate studies time to review plans of study before the end of the first spring semester. The committee must be faculty that are pre-approved to serve on graduate program ocean futures committees.

Upon approval, students are expected to keep the iPOS up to date by checking it at the start of each semester and making changes as needed. At a minimum, students must check and update (if needed) the iPOS by March 1 each year as part of the annual review process. See the Annual Review of Student Performance section of this handbook for more details.

Students can update iPOS courses (add and remove classes) and adjust their committees at any time unless on an approved leave of absence from the university.

Courses with grades of “D”, “E”, or “W” and audited courses (graded as “X”) cannot be included on an iPOS. Courses applied to a previously awarded degree cannot be included on an iPOS unless the student is enrolled in an approved course-sharing degree program.

### 9.3. Milestones

The MS CMSM Committee has developed a list of milestones and deadlines to keep students on track with meeting university and school requirements. The table lists the major milestones. Students’ capstone instructors may have additional milestones for individual students to complete.

Milestone	Deadline
Start program coursework	Fall or Spring
Create a tentative plan for electives and submit iPOS.	By end of first semester
Update iPOS	Every semester
Thesis Students: Approved Research Proposal	Prior to semester enrolling in thesis credits and no more than 1 year after enrollment
Apply for graduation	February 15 for spring graduates June 15 for summer graduates October 1 for fall graduates
Final semester	Complete all requirements for culminating experience as outlined in this handbook.

Complete details on milestones are listed throughout the handbook in related sections.

#### 9.4. Suggested, Continuous Actions for Success

- Build networks with faculty and other students.
- Pass core classes and electives with a “C” or better.
- Pass final capstone class and thesis credits with a “B” or better.
- Maintain a cumulative GPA of 3.0 or higher every semester.
- Consider taking a study abroad class, completing an internship, and participating in a mentorship program.
- Maintain an updated LinkedIn account and curriculum vita. [College of Global Futures Career Advising](#) can help with both items.

### 10. Unique Opportunities

#### 10.1. Concurrent Degrees

For the MS CMSM program, a concurrent degree is not recommended, and it is not likely for students in the program to pursue a concurrent degree. However, requests for concurrent degrees will be considered.

Students must meet eligibility requirements, apply to, be admitted to, and receive approval from both units to pursue the two programs simultaneously. Approval must also be received from ASU's Graduate College. The main benefit of pursuing concurrent degrees is the opportunity to share a percentage of credit hours between the two programs, allowing students to earn two master's degrees in two to three years. The Graduate College's [Policies and Procedures Manual](#) outlines the many details associated with pursuing two degrees simultaneously. Students considering this option should take time to read through these details carefully and consult an advisor in both academic units. Some degrees have different tuition and program fees.

If cost is a concern, a concurrent degree option may not be ideal. This is because students enrolled in 2 programs sometimes have to pay program fees for all classes taken, regardless if the credits count toward one degree or the other.

If students choose to pursue a concurrent degree, the MS CMSM program may accept a total of six (6) 500-level credits from the other degree towards graduation requirements in the MS as long as the grades are a “C” or better. Pass/fail courses will not apply.

#### 10.2. Graduate Certificates

The Graduate College's [Policies and Procedures Manual](#) outlines the many details associated with pursuing a certificate at the same time as a graduate degree. ASU has a variety of certificates to choose from. Students can explore possibilities using [Degree Search](#).

Students must meet eligibility requirements, apply to, and be admitted to the certificate program. Students considering this option should take time to read these details carefully and consult an advisor in both the unit that offers the degree program and the unit that offers the certificate.

If cost is a concern, pursuing a graduate certificate at the same time as the MS program may not be ideal. This is because students enrolled in 2 programs sometimes have to pay program fees for all classes taken, regardless if the credits count toward one degree or the other.

If students choose to pursue a graduate certificate, the MS CMSM program may accept a total of six (6) 500-level credits from the certificate towards graduation requirements in the MS as long as the grades are a “C” or better. Pass/fail courses will not apply.

### **10.3. Study Abroad**

There are several exciting [study abroad](#) opportunities that may be of interest to graduate students. New opportunities are posted regularly.

### **10.4. Internships**

The College of Global Futures Career Services team keeps the [Careers Connect](#) portal up to date to ensure students in the program can connect with meaningful opportunities like internships, fellowships, and full-time jobs. This resource is curated to align with the unique outlook and values of students studying in the College of Global Futures.

## **11. Policies**

### **11.1. Academic Calendar and Time Zone**

Students should pay careful attention to dates outlined in ASU's [Academic Calendar](#). Important dates, such as the start, end and withdrawal deadlines for each session are included in this calendar.

Assignments and assessments will not be due on observed holidays. However, due to the accelerated nature of online courses, online students should not plan to take time off from studying and coursework due to holidays.

All timeframes used in class follow Arizona Mountain Standard Time. Arizona does not observe daylight saving time from March through November; therefore, the time in Arizona will not align with other places that are on MST for half the year.

### **11.2. Time Limit**

It's strongly recommended that students complete the degree program within two years. In some instances, students may need additional time to complete the culminating experience or concurrent degree programs; the time limit for these students should not exceed three years.

Per Graduate College policy, all work toward a master's degree must be completed within six consecutive years. The six years begin the semester and year of admission to the program. Graduate courses taken prior to admission that are included on the Interactive Plan of Study (iPOS) must have been completed within three years of admission to the program.

Any exception to the time limit policy requires approval by the unit and the Graduate College. The Graduate College may withdraw students who are unable to complete all degree requirements and graduate within the allowed maximum time limits.

### **11.3. Enrollment and Leave Policies**

The academic unit and university have firm policies related to continuous enrollment and requesting leaves of absence. The most common enrollment issues and questions are addressed below. Additional information can be found in the Graduate College's [Policies and Procedures Handbook](#).



### 11.3.1. Registration & Enrollment

Students register for classes through My ASU. If a student cannot register, they may have a registration hold on their account, which would be noted in My ASU. In My ASU, the student can click on the hold title and a box with additional information about the hold will appear, including information on resolving it.

### 11.3.2. Drop/Add Deadline

The [Academic Calendar](#) lists specific dates and deadlines for each semester. The School of Ocean Futures does not allow requests to drop courses past the drop/add deadline. Instead, a student who no longer wishes to take a course will need to withdraw from it. A withdrawal will result in a “W” grade on the student’s transcript. A “W” grade may negatively impact students receiving student loans and lower the student’s pace rate, which is a measurement of credit hours *attempted* versus credit hours *successfully completed*. The only way to avoid a “W” grade is to drop the class during the university’s add-drop period. The School does not back-date course drop paperwork.

To add a class after the drop/add deadline, students can fill out an [Enrollment Change Request](#). The student needs to collect all signatures on the form and send it to the unit(s) where the courses are offered.

### 11.3.3. Continuous Enrollment

Once admitted to a graduate degree or certificate program, students must register for a minimum of one credit each fall and spring (and sometimes summer) of their graduate education, including the term in which they graduate. This includes periods when students are engaged in research, writing, a thesis defense, or other work beyond the completion of coursework requirements or are in any way utilizing university resources, facilities, or faculty time.

Grades of “W” (withdrawal) or “X” (audit) are not considered valid registration for continuous enrollment purposes. “W” grades are received when students officially withdraw from a course after the course drop deadline. “X” grades are received for audit courses. Additionally, students completing work for a course in which they received a grade of “I” (incomplete) must maintain continuous enrollment as defined previously.

### 11.3.4. Leave of Absence

Graduate students planning to discontinue registration for a semester or more must submit a Leave of Absence request via their Interactive Plan of Student (iPOS). It is preferred that this request be submitted and approved before the anticipated semester of non-registration. Students may request a maximum of two semesters of leave during their entire program. Having an approved Leave of Absence by the Graduate College will enable students to reenter their program without re-applying to the university. Students do not have to submit a Leave of Absence request for summer sessions. Leave of Absence requests are for fall and spring only.

A student on leave is not required to pay fees, but in turn, is not permitted to place any demands on university faculty or use any university resources. Examples of utilizing university resources can be found in the [Graduate College’s Policies and Procedures Handbook](#).

Students who do not enroll for a fall or spring semester without an approved leave of absence by Graduate College have “broken enrollment” and are considered withdrawn from the university under the assumption that they have decided to discontinue their program. Students removed for this reason may reapply for admission to resume their degree program in a later cohort; the application will be considered along with all other new applications to the degree program. Although a student who has broken enrollment might be able to register for the next semester without reapplying, the Registrar’s Office will discover the lapse in continuous enrollment no later than graduation. A student who has broken enrollment cannot graduate without reapplying, being readmitted, and possibly repeating classes due to the ASU pre-admission credit policy, found in the [Graduate College Policies and Procedures Handbook](#).

If a student has an approved interactive plan of study (iPOS) on file, then they submit the leave request through the iPOS system’s petition section. If they do not have an approved iPOS on file, they can visit their iPOS, check the box on the welcome page indicating they have read, understand, and will abide by all Graduate College policies, click on save, and then submit the leave request on the petition page.

If a student is not registered and does not have an approved Leave of Absence in a fall or spring semester, the student will be dismissed from the university.

#### 11.4. Pre-Admission and Transfer Credits

Credit hours completed at ASU or at another regionally accredited U.S. institution or international institution officially recognized by that country, before the semester and year of admission to an ASU graduate degree program, are considered pre-admission credits.

With the approval of the academic unit and the Graduate College office, students may include a maximum of 12 graduate-level credit hours with grades of “B” or better that were not used towards a previous degree. Preadmission credits must have been taken within three years of admission to the ASU degree or certificate program to be accepted.

For more details, review the Graduate College’s [Policies and Procedures Manual](#).

#### 11.5. Grades

Students must reach out to their instructors for any classes where grades have not been entered or where they do not match the passing grades listed below. Incorrect grades can delay or prevent conferral of a degree. The graduate coordinator will work with the scheduler to post grades prior to graduation in cases where faculty are unable to post them. The table below indicates the grades needed to pass specific classes. Any “NR” (not recorded) grade on a transcript will prevent a student from graduating.

Course	Title	Final Passing Grade
SEA 590	Reading and Conference	“Y” or “A” through “C”, if taking for a letter grade
SEA 592	Research	“Y”
SEA 595	Continuing Registration	“Z” (This is the only class where a “Z” is the final grade)
SEA 597	Ocean Futures Capstone	Must be a “B” or higher to graduate
SEA 599	Thesis	“Y”

A “Z” grade for Research and Thesis means the thesis work is still in progress. “Z” grades are often used for these classes until the student is about to graduate and has finished the culminating experience requirements and is no longer “in progress” of completing the degree.

SEA 595 – Continuing Registration cannot be added to the iPOS.

### **11.6. Incomplete Grades**

An instructor can only give an “I” grade (incomplete) when a student, who is otherwise submitting acceptable work, is unable to finish required coursework by the end of the semester due to illness or other unforeseen circumstances. Unfinished work must be completed with the same instructor, except under extenuating circumstances.

Incompletes are given at the discretion of the instructor of a course and should not be expected. Students granted an incomplete must submit a [Request for a Grade of Incomplete](#). This form serves as a contract with the instructor, outlining the work required and the timeline for completion. The timeline cannot exceed one calendar year (e.g. end of fall 2024 to end of fall 2025), but the instructor may (and most of the time does) choose an earlier completion date.

Once coursework has been fulfilled, a grade will be assigned. The grade must be entered within the calendar year, so the student should allow a few weeks for the instructor to grade each assignment. If the student does not complete coursework within the period stipulated by the instructor (on the contract), then the student may receive an unsatisfactory or failing grade for the course.

In the case that the professor gives the student the full calendar year within which to complete the course, and the course is not complete within that time, then the incomplete will become permanent, and the student will have to re-take the course if it is a required course. The School of Ocean Futures permits only two incompletes on a student’s transcript at any time. More than two incompletes are cause for academic probation. More than two permanent incompletes are grounds for dismissal from the program.

### **11.7. Grade Appeal and Academic Grievance Process**

The College of Global Futures follows the [university policy for grade appeals](#). Outlined on the college’s website are the steps a student can take if they wish to appeal a grade or the results of a defense or exam. This process only applies to courses and programs offered through the College of Global Futures. If the course or program is offered through another unit, the student will need to reference that unit’s process. Students can find information about which unit offers a course by clicking “Full Class Details” on the course in the course search tool and the unit is listed next to “Offered by”.

It is recommended that this process be pursued in the semester following the issuance of the grade in dispute (but before commencement) to protect the student from retaliation. Students who believe they are victims of retaliation should immediately contact the Associate Dean of the college.

## **12. Satisfactory Academic Progress (SAP) Policy**

### **12.1. Grade Point Averages (GPAs)**

Graduate students must maintain the following minimum grade point average (GPA) requirements to maintain satisfactory academic progress and graduate:

- The iPOS GPA must be 3.00 or higher and includes all courses that appear on the student’s approved iPOS.

- The Overall Graduate GPA must be 3.00 or higher. The Overall Graduate GPA includes all courses numbered 500 or higher that appear on the transcript after admission to the graduate program.
- The Cumulative GPA must be 3.00 or higher. The Cumulative GPA includes all courses completed at ASU during the student's graduate career.

Grades lower than a "C" for core and elective courses and a "B" for SEA 597 cannot appear on the iPOS but will be included when calculating the Overall Graduate and Cumulative GPAs. Courses with an "I" grade cannot appear on the iPOS.

## 12.2. Satisfactory Academic Progress Policy

Academic excellence is expected of students doing graduate work. Failure to adhere to the policies below may result in academic probation or a recommendation to the Graduate College for withdrawal from the degree program.

Maintaining satisfactory academic progress means satisfying all requirements of the graduate program as described in this handbook, including:

- **Continuous Enrolment:** Maintaining continuous enrollment each fall and spring semester of the program.
- **Grade Point Averages:** Maintaining minimum iPOS, Graduate, and Cumulative GPAs as outlined in the preceding section of this handbook.
- **Individual Course Grades:** Grades lower than "C" are not allowed for any courses listed on a student's plan of study. If a student receives a grade of "D" or lower, then they must re-take the course (if required course) or receive permission to remove and replace the course in their iPOS (if elective course).
- **Capstone Grade:** Per Graduate College policy, students must earn a "B" or higher in SEA 597. If a student fails to receive this grade, they must retake the course.
- **Thesis Grade:** Per Graduate College policy, SEA 592: Research and SEA 599 Thesis may only receive grades of "Z" (research in progress), or "Y" (research is satisfactorily complete). In order to graduate, required research and thesis hours must have "Y" grades posted.
- **Incomplete Grades:** The School of Ocean Futures permits only two incompletes on a student's transcript at any time. More than two incompletes is cause for academic probation. More than two permanent incompletes is grounds for dismissal from the program.
- Meet all program deadlines, including:
  - **Time Limit for Completing the Thesis Proposal:** Thesis students should submit their research proposal before the start of their third semester, but no later than the end of the third semester if they intend to graduate in two years.
  - **Time Limit for Completing the Program:** Most students complete the program in two years (three years if enrolled concurrently in another graduate program). Failure to complete the program within three years may result in probation or dismissal from the program. If an extension is granted, students must complete all program requirements within a consecutive six-year period, which begins with the semester of admission to the program. The Graduate College dismisses students who are unable to complete all degree requirements and graduate within the allowed maximum time limits.

## 12.3. Academic Probation and Dismissal Policy

A student may be placed on academic probation if they meet any of the following criteria:

- The student does not meet the GPA as outlined in the satisfactory academic progress policy.

- The student does not meet grade requirements as outlined in the satisfactory academic progress policy.
- The student has more than two incompletes on their transcript since starting the program.
- The student does not meet milestones specified in the graduate handbook by the deadlines expressed therein.
- The student fails to complete the program within the time to completion specified in the graduate handbook.

Students will be notified by email when placed on probation. Students typically have one semester to advance to good standing. Failure to return to good standing within the time limit set in the probation letter may result in dismissal from the academic program.

A student may be dismissed from a graduate program with or without first being placed on probation if:

- The student is on academic probation because their GPA has fallen below the minimum GPA as outlined in the Satisfactory Academic Progress Policy section or below 3.00 for all post-baccalaureate courses taken at ASU, and the student fails to bring the GPA to required levels by the deadline specified in the probation letter.
- The student receives a lower grade than what is required while on academic probation.
- The student has more than two permanent incompletes since starting the program.
- The student fails to meet milestones specified in the graduate handbook.
- The student fails to meet conditions stipulated in their probation letter; or
- The student violates terms of the [Student Code of Conduct](#).

Students will be notified by email and letter (sent to the student's listed mailing address) if they are being recommended for dismissal from the program.

A student may appeal any action concerning academic probation and withdrawal by petitioning the Graduate Committee within 10 business days, using the [College of Global Futures Grade Appeal and Academic Grievance Form](#). Approval of petitions is not guaranteed.

Appealing probation status follows the Grade Appeal and Academic Grievance Process section of this handbook. The dismissal appeal process follows the process outlined below. Students may voluntarily withdraw from their degree program at any time during the dismissal/appeal process, thereby avoiding having a dismissal on their record.

### **12.3.1. Dismissal Appeal Process – School Level:**

The designated person or committee within the school reviews the student's appeal. Possible outcomes include:

1. If the student does not appeal within the specified timeline in their letter, the school designee will notify the student in writing that they will be recommended to the Graduate College for dismissal.
2. The school designee notifies the student in writing of a successful appeal. The letter should include any stipulations or restrictions. For example, if the student is allowed to continue in the program under the condition of academic probation, the letter must outline specifically what the student needs to accomplish and in what timeframe to obtain academic good standing.
3. The school designee notifies the student in writing of an unsuccessful appeal. The letter will state that the school is recommending dismissal.

from the degree program. The student has the right to appeal the recommendation of dismissal to the college and they should send their appeal to the college's Associate Dean for Student Success, Sharon Hall ([sharonjhall@asu.edu](mailto:sharonjhall@asu.edu)), and copy Lisa Murphy ([lisa.m.murphy@asu.edu](mailto:lisa.m.murphy@asu.edu)) and the point of contact they have been working with, in the school, within 10 business days.

### **12.3.2. Dismissal Appeal Process – College Level:**

The school provides the college-level designee with a letter recommending dismissal of the student, along with supporting documentation. The designated person or committee within the college reviews the student's appeal. Possible outcomes include:

1. If the student does not appeal within the specified timeline in the letter, the college designee will notify the student in writing that they will be recommended to the Graduate College for dismissal.
2. If the student does appeal within the specified timeline in the letter, the college designee will notify the student in writing that the college-level appeal was received and will be reviewed.
3. The college designee notifies the student in writing of a successful appeal. The letter should include any stipulations or restrictions (e.g. if the student is allowed to continue in the program under the condition of academic probation, the letter must outline specifically what the student needs to accomplish and the timeframe to obtain academic good standing).
4. The college designee notifies the student in writing of an unsuccessful appeal and that they will be recommended to Graduate College for dismissal.

### **12.3.3. Graduate College Review of Dismissal:**

If the student does not appeal at the college level, or if the appeal is denied, the college designee sends a recommendation for dismissal to the Graduate College along with supporting documentation. Graduate College reviews the case, notifies the student of the final dismissal decision and sends copies of the notification to the school and college.

## **13. Student Rights and Responsibilities**

It is the responsibility of each student to understand and observe all procedures and requirements specified by the ASU Graduate College and the School of Ocean Futures. All students are required to read and understand the Graduate Handbook and ASU's [Graduate Policies and Procedures](#) and to adhere to the [Student Code of Conduct](#). Faculty and staff provide academic advice and assistance, but the ultimate responsibility for meeting degree and other requirements remains with the student. Students should frequently check their My ASU page for notifications about enrollment, billing and financial aid, and other reminders.

### **13.1. ASU Email**

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

### **13.2. Culture of Respect**

ASU is a community and a professional work environment. Graduate students are expected to treat peers, teachers, students, staff, and members of the ASU community with respect and to work with them in a professional manner, both in person and online.

Ocean Futures graduate students are representatives of the School of Ocean Futures and the university. SOF expects its students to be good representatives who recognize that poor behavior by one student impacts others by creating a negative perception of the school.

### **13.3. Title IX and Sexual Harassment**

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 based on 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](mailto: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/](http://www.asu.edu/reportit/).

### **13.4. Student Code of Conduct**

The [Arizona Board of Regents \(ABOR\) Student Code of Conduct](#) sets forth the standards of conduct expected of students who join the university community. Students who violate such standards will be subject to disciplinary sanctions to promote personal development, protect the university community, and maintain order and stability on campus and in associated learning environments.

### **13.5. Academic Integrity**

The College of Global Futures takes academic integrity seriously and requires students to:

- have a good understanding of [what academic integrity is](#) and [why it's important](#);
- understand what types of activities and behaviors violate the [student honor code](#) and [ASU's academic integrity policy](#);
- have an awareness that [resources](#) exist to help prevent academic integrity violations; and
- [report all academic integrity violations](#) as soon as they arise.

Each college/school has an [academic integrity officer](#) who can address questions related to academic integrity. If there are questions about a particular course, students should reach out to officers from the college/school that offers the course. Students can learn more on the [College of Global Futures Academic Integrity](#) page.

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

### **13.6. Inclusive Excellence**

Arizona State University is deeply committed to our position as a New American University by enabling academic excellence, accessibility, and impact in communities around the world. This commitment is rooted in an academic experience in which our students are exposed to and learn from ideas and solutions from a wide range of perspectives.

It is imperative that students treat each other and those they interact with, including instructors, faculty, and staff, with respect, kindness, and dignity. Learn more through the [ASU Office of Inclusive Excellence](#).

For additional information on discrimination, harassment, and abuse, including what to do if students experience these or become aware of specific instances, there is an [ASU Hotline](#), [Incident Report Form](#), and a [Student Advocate](#) the student can talk with about their situation.

## 14. Tuition, Fees, and Financial Support

### 14.1. Tuition and Fees

Students can estimate [tuition and fee costs](#) online. In addition to tuition, enrolled students are responsible for paying several required student fees. Tuition and fees are set by the Arizona Board of Regents and are subject to change. Some courses have additional course fees and courses offered by other departments may charge a different tuition rate. Students are required to pay all tuition and fees for any registered courses unless canceled in accordance with [ASU's tuition refund policy](#).

MS CSM tuition is based on residency status. Tuition does not include the cost of an admissions application, student ID card, any equipment needed to access the online learning modules, convocation regalia, graduation application, and books.

### 14.2. Financial Support

Funding is never guaranteed. Students seeking financial support should investigate all funding opportunities within and beyond the School. Students are responsible for finding and securing funding to pay for their education. Students are encouraged to visit the [ASU Online Financial Aid website](#) to identify student funding resources that may be available to ASU Online students. The site includes a link to explore scholarships.

#### 14.2.1. Student Loans and Need-Based Grants

Students who require funding assistance are encouraged to apply for [federal financial aid](#) if they are eligible (US citizens or Permanent Residents) and need funding assistance. The required form is called the [Free Application for Federal Student Aid](#) (FAFSA) and is free to submit. When students fill out a FAFSA, they are also automatically considered for need-based grant awards. Any questions related to student loans should be addressed to the [ASU Financial Aid office](#). Note that graduate-level student loans are all unsubsidized, which means students accrue interest on the loans while they are enrolled in school.

#### 14.2.2. SAP Review

To remain eligible for student loans, students must meet specific GPA requirements and make satisfactory academic progress (pace rate) toward degree completion. A course withdrawal "W" on a transcript, even if it is a medical or compassionate withdrawal, will negatively impact the pace rate.



Any student who receives a financial aid hold (seen in My ASU) for GPA or pace rate violations will have a Priority Task to fill out a [Satisfactory Academic Progress \(SAP\) Review](#) prior to the next term. Submitting the form after the next term begins may result in no funds, delayed funds, or receiving a lesser amount. The Financial Aid Office must approve the SAP form. Approval is not guaranteed.

- [SAP Review Form \(GPA\)](#)
- [SAP Review Form \(Pace Rate\)](#)

### **14.2.3. Employer Reimbursement/Tuition Assistance**

Students are encouraged to speak to their employers about eligibility for tuition assistance or reimbursement. If assistance is available, important questions to ask may include:

- Does the employer pay tuition upfront or after grades are posted?
- If grades are required, what percentage of the course is covered for each grade (A, B, C, etc.)? Is there a minimum grade required for reimbursement?
- How soon will the employer reimburse the student after grades are posted?
- Is there a maximum amount the employer will pay for tuition per year?
- If there is a maximum amount per year, is it calculated on a calendar or fiscal year?
- If the maximum amount is per fiscal year, when does the fiscal year begin and end?
- Will the employer pay for additional fees or expenses such as books?
- What documentation is required after the course is complete?

### **14.3. Scholarships, Grants and Fellowships**

College of Global Futures also offers scholarships, fellowships, and grants for both current and incoming graduate students. The general application for scholarship consideration for the following academic year is due in spring each year for current and newly admitted students. Specific deadlines can be found on the [College of Global Futures Financial Support](#) webpage.

### **14.4. ASU Employment**

Some students seek employment at ASU to help pay for their education expenses or may already be employed by ASU. Not all employment positions provide a tuition benefit, so students should ask questions as needed. ASU offers a [qualified tuition reduction program](#) for certain types of positions. Additionally, students can explore employment through the [Careers at ASU](#) page.

Management Intern is a generic title for a wide variety of jobs. Click on the job link to read about the specific job duties and qualifications. These jobs often include health insurance and tuition reduction benefits.

## **15. Graduation**

### 15.1. Applying to Graduate

Every student is required to [apply for graduation](#) the semester in which they plan to complete their degree. The university lists graduation application deadlines on the [Academic Calendar](#). Students can apply after the deadline but will have to pay a late fee. A separate application is required for each degree or certificate program. Students will not be able to apply to graduate if they are not in good standing or have issues on the interactive plan of study (iPOS). Students must update their mailing address in My ASU prior to applying for graduation so the diploma gets mailed to the correct address.

### 15.2. Completing Program Requirements

To be approved for graduation, all students must meet the following requirements. Failure to meet these requirements will delay or prevent graduation.

- Update the iPOS to ensure all program requirements are met and the correct faculty advisor/committee members are listed (for thesis, this can not be changed after a defense is scheduled).
- Complete any course requirements for incomplete classes required by the plan of study and classes taken in the final semester.
- Ensure all grades listed on the transcript meet program/university requirements.
- Pass the final capstone course or thesis defense and submit all related paperwork.
- Check My ASU for any remaining fees or holds and remedy them.

Please see the related sections of this handbook and contact the graduate student support coordinator for more information on each requirement listed above.

### 15.3. Commencement and Convocation

There are two main ceremonies during graduation week, each requiring separate RSVPs:

- **Commencement** is the university-wide graduation ceremony (the graduate students' ceremony is separate from the undergraduates' ceremony), facilitated by the President of the University. Degrees are conferred at this ceremony.
- **Convocation** is the College of Global Futures graduation ceremony. Graduates walk across the stage in front of a smaller audience. Hoods are already worn since degrees are conferred at Commencement. The College of Global Futures will send additional information about graduation directly to graduation-eligible students. Additional information can also be found [here](#).

There are also [special interest and cultural convocations](#) in which students can participate.

Graduation regalia (cap with tassel, gown, and hood) is required for all students to participate in these ceremonies and are not provided by ASU. These items are available to purchase either on campus or online. Students are responsible for ordering, purchasing, and picking up their regalia.

### 15.4. Diploma and Transcripts

ASU mails diplomas shortly after the conferral date, provided that there are no holds preventing the generation of the diploma (e.g. no pending graduation application on file, a balance on the student's account, or missing grades).

If a graduate needs verification of program completion in the interim before the diploma is received, they may submit a [Graduation Letter Request](#) to obtain an official letter stating that the requirements of the program have been met. The website also includes directions on completing an Enrollment Verification form if this is something required by any hiring agencies.

Students may also request their unofficial or official [transcripts](#) on My ASU. Transcripts will not show that the degree is completed until the degree conferral date, which can be found on the [Academic Calendar](#).

## 16. **Resources**

Arizona State University and the School of Ocean Futures provide numerous resources to assist students. The following list includes some of the [many resources](#) that may be beneficial for graduate students while pursuing a degree.

### 16.1. **My ASU Portal**

[My ASU](#) is an interactive, customized portal to a diverse range of student services, from financial aid to academic advising and course registration. Through the site, students can access their ASU email account and online course materials. My ASU also serves as a portal to the ASU Library and the source for downloadable software.

### 16.2. **Sun Card**

[ASU Mobile ID](#) is the official form of university identification. While ASU Online students must have an approved photo on file, they are not required to have an ASU ID card. However, they have the option to purchase an ASU ID Card with a digital copy in the ASU Mobile App. Once their photo is approved, they will receive directions on how to have the card mailed to them. Students will be charged \$25 for the card.

### 16.3. **Graduate College Policies and Procedures Manual**

The Graduate College oversees all graduate programs at ASU and upholds university and graduate program rules and policies. All graduate students are responsible for familiarizing themselves with the [Graduate College Policies and Procedures Handbook](#) in addition to those specific to the academic unit.

### 16.4. **Canvas**

Arizona State University provides online courses and course material through [Canvas](#), a Learning Management System (LMS). Students should utilize the [Canvas Student Guide](#) to learn how to navigate and use Canvas tools and resources, and follow the status of Canvas operational incidents and outages on the [Instructure Status page](#). Students can use My ASU or the Canvas Mobile app to access courses. Students can access their Canvas courses for 1 year after they are no longer an ASU student, unless the course is over 2 years old. ASU Canvas will retain courses for 2 years after the course is completed.

### 16.5. **Online Tutoring and Writing Support**

ASU provides free [tutoring and writing](#) support. Graduate students are strongly encouraged to utilize writing support services.

### 16.6. **ASU Libraries**

ASU has several libraries and hosts impressive online and hardcopy collections. The Tempe campus is home to [Hayden Library](#), the main library on campus, as well as the [Design and the Arts Library](#), the [Music Library](#), and the [Noble Science Library](#). Students can research past theses and dissertations through the ProQuest database, request documents from other libraries around the world, or search online article databases. Hayden Library also provides free creative equipment and tools through [mkrservices](#) and [mkrstudio](#). Online access is available through [My ASU](#).

The ASU [Digital Repository](#) is home to scholarly papers and theses in addition to cultural heritage materials, historical photographs, and music performances.

### **16.7. ASU Mobile App**

The [ASU Mobile App](#) provides access to features such as My ASU, email, maps, and library resources. Students can also access maps and find out about campus events and athletics. Students can download the app from the Apple app store or Google Play.

### **16.8. Technical Support**

Students can use ASU's IT Knowledge Base and find answers to frequently asked questions through the Service tab on My ASU. Students also have access to 24/7 technical support via chat, and [getprotected.asu.edu](http://getprotected.asu.edu) provides information to reduce online vulnerability to viruses, malware, and phishing attacks.

### **16.9. Software**

ASU students can access and use powerful software applications for free through [MyApps](#), which can be accessed online or through My ASU. All students may get a free license to Microsoft Office for use on a personal computer. Students also have access to cloud storage on Google Drive, Dropbox for Education, and OneDrive for Business through their ASU account. Software and technical requirements may vary for individual courses.

### **16.10. Student Accounts**

Students can use the Finances tab in My ASU to access information about student accounts, including account charges, financial aid, and scholarships. For assistance, students are encouraged to contact [Student Business Services](#). They can answer questions about tuition and billing, student refunds (including financial aid disbursement), receipt and payment processing, support for past due accounts, third-party sponsorship assistance, and Perkins Loan repayment. Students may also submit questions through the Service tab in My ASU, email [sbs@asu.edu](mailto:sbs@asu.edu), or call 1-855-278-5080.

### **16.11. Student Accessibility and Inclusive Learning Services (SAILS)**

Student Accessibility and Inclusive Learning Services (SAILS) provides services to qualified students with disabilities on all ASU campuses. Eligibility is based on qualifying disability documentation and assessment of individual needs. Every effort is made to provide reasonable accommodations for qualified students with disabilities. Qualified students who wish to request an accommodation for a disability should contact [SAILS](#).

### **16.12. Counseling Services**

ASU [Counseling Services](#) offers professional counseling and referrals for all members of the ASU community, regardless of race, gender, sexual orientation, age, student status, religion, ability, size, financial situation, personal concern, or previous counseling. Support is available 24/7 and no appointment is necessary. First appointments are free, and fee waivers are available for ongoing services.

During business hours (Mon-Fri, 8:00 am-5:00 pm, Arizona time):

- Visit or call any of the [four campus locations](#) 24/7 Open Call, Open Chat, and telehealth individual sessions for Sun Devils anywhere in the world, at any time of day or night. To learn more, visit [Open Call and Open Chat](#) and [Where to Start](#).

Outside of business hours:

- Call EMPACT's 24-hour ASU-dedicated crisis hotline at (480) 921-1006

For life-threatening emergencies:

- Dial 9-1-1

To search for community mental health providers:

- Use the [ASU Community Link](#)

### **16.13. Wellness**

ASU and the School of Ocean Futures are committed to the health and wellness of our graduate students. The Graduate Student Government (GSG) Graduate and Professional Students Association (GPSA) has compiled a brief guide to [Graduate Wellness Resources](#) that includes information about financial, social, emotional, and physical health and wellness resources available to ASU students. The ASU Graduate College has also compiled a list of [10 Best Practices in Graduate Student Wellbeing](#) to help students care for themselves through increasing academic rigor and demands.

### **16.14. Veterans Services**

The ASU [Pat Tillman Veterans Center](#) provides services specifically for all students who are current or former US military.

### **16.15. International Student and Scholars Center**

[The International Student and Scholars Center](#) (ISSC) provides a variety of services for ASU's international population of students, scholars, and faculty.

### **16.16. Graduate Student Government**

The [Graduate Student Government](#) (GSG) provides resources and services to help graduate students with their academic and professional development. Volunteering with GSG is a great way to serve the graduate student community.

### **16.17. College of Global Futures Career Services and Internships**

The College of Global Futures has a career services team dedicated to helping students discuss career options and perform company and occupational research. To book an appointment, please visit the [College of Global Futures Advising](#) site.

### **16.18. ASU Online Events, Clubs and Organizations**

There are numerous online events hosted year-round. See [ASU Online Events](#) to find events of interest. In addition, students may elect to join various online clubs and organizations through [Sun Devil Sync](#).

### **16.19. College of Global Futures Alumni Network**

The [College of Global Futures Alumni Network](#) strives to Empower College of Global Future alumni with enduring connections, education, and resources to be a voice and force for a thriving, sustainable world.

### **16.20. Contacts**

Students may sometimes need to contact other offices on campus for assistance. This is a partial list of offices that provide useful resources for students.

- [Emergency Services](#)  
To report an emergency, dial 911  
To reach ASU Police, dial 480-965-3456; press 1 for dispatch  
ASU Emergency Information line 1-844-864-8327
- [Graduate College](#)  
Interdisciplinary B, Suite 285  
480-965-3521  
[Grad-gps@asu.edu](mailto:Grad-gps@asu.edu)

- [Graduate Student Government](#) (GSG)  
Center for Family Studies (CFS) Building  
480-727-9870  
[gpsa@asu.edu](mailto:gpsa@asu.edu)
- [ASU Enterprise Technology](#)  
1-855-278-5080  
[Ask ASU: Support](#)