



master of arts

emergency management & homeland security

student handbook

Table of Contents

Program Welcome 3

Advisor Contact Information 4

 EMHS Academic Information 5

 Pace of Program..... 6

 Additional Course Information..... 6

 Applied Project – PAF 593 Information 7

 How to Register for Classes 7

 Arizona State University Charter 7

 Diversity, Equity, and Inclusion 7

Department and University Policies and Procedures 8

 Maintaining Continuous Enrollment..... 8

 Leave of Absence 8

 Interactive Plan of Study (iPOS) 9

 Transfer Coursework 9

 Graduation Procedures..... 9

Academic Policies 10

 Academic Integrity..... 10

 Satisfactory Academic Progress 10

 GPA Policy..... 10

 Program Policies 10

 Grades of Incomplete..... 11

Conduct Policies..... 11

 Student Responsibilities and Policies 11

 Student Conduct and Communication..... 12

 Student Code of Conduct 12

 Academic Grievance Process 12

Useful Websites for University Resources 13

 CIRCLES Group Mentoring 13

 Military/Veteran Resources 15

Program Welcome

Greetings,

New and current students in the Master of Arts in Emergency Management and Homeland Security degree programs: on behalf of the faculty and staff at Arizona State University, I would like to welcome you to the 2023-2024 academic year.

As you know, of course, careers in emergency management, homeland security, public safety, emergency response, and other related fields such as public health, community planning and community sustainability, all represent excellent opportunities for those interested in meaningful public service. Arizona State University is most pleased to assist in your professional development and help further the contributions you make in your home communities.

Indeed, practitioners in these areas are central to the well-being of any community. They contribute directly to overall public safety and community resilience, to the reduction of risk for natural and human-made hazards, to homeland defense and to overall community health and sustainability. And all of this is done in the performance of daily and routine professional responsibilities.

While both the EMHS and PSLA programs are still early in their own development, this represents an important opportunity. Central to the vision of each program is to create an innovative curriculum, maximize engagement with practitioners, be accessible to students of diverse backgrounds and experiences, and to serve as a national leader among higher education institutions. Overall, we consider our central function as building a partnership between the university, its students and the practitioner community in developing leading edge programs that address effectively the complex array of 21st century challenges in safety, security and the management of risks and hazards. These challenges require thoughtful and informed leadership and our degree programs endeavor to address such needs by continually updating content and pursuing opportunities that benefit our students.

Each of you is a key stakeholder in these degree programs. Your commitment to excellence in your studies, more than any other single factor, is what will drive the success of these degree programs.

So again, welcome to ASU and your degree program. We are looking forward to an exciting 2023-2024 academic year and to engaging with each of you.

Warm regards,

Spiro Maroulis PhD
Associate Director
Emergency Management & Homeland Security MA
School of Public Affairs

Advisor Contact Information



Dez Yarbrough

IDPAdvising@asu.edu

602-496-0915

Dezaree (Dez) Yarbrough is your Academic Success Advisor. Ms. Yarbrough graduated in 2014 with a Bachelor's Degree in Criminal Justice, in 2017 from ASU with a Master of Arts in Criminology & Criminal Justice, and most recently a Master of Science in Forensic Psychology, with an emphasis in criminal responsibility defenses and standards. Currently she is studying Addiction Counseling. Prior to working at Arizona State University for Watts College, Interdisciplinary Graduate degree programs, Ms. Yarbrough worked for the Tempe Police Department and was concurrently a teacher's assistant for undergraduate and graduate Psychology courses.

Academic Advising can assist with the following things:

- Directly support students' academic needs.
- Assists students in planning courses through graduation to ensure students are meeting their graduation timeline goals.
- Help with course registration, overrides needed and answer questions about policies and procedures.
- Assist student with options moving forward when the unexpected comes up.
- Some examples of topics that can be covered in an advising appointment include questions related to the iPOS, class schedules, degree checklists, advising holds, etc

If you have a quick question or need an override for a course, simply send an email to idpadvising@asu.edu. **Please use your ASURITE ID for a faster response.** You should receive a response within 2 business days.

If you have read through the entire handbook and still have questions, you may schedule an appointment with your AA here: <https://calendly.com/dezaree-yarbrough/student-advising-appointment>

Things to note:

- If you are not able to keep your appointment, please pull up your appointment confirmation email, and select cancel or reschedule. We appreciate your assistance with this so we can assist other students in a timely manner.
- Please come to your appointment prepared with questions. Most advising information you will need is located in your student handbook.
- Students who schedule an appointment **MUST BE ON TIME**. There are several instances where there are back-to-back appointments. If a call is missed or a student does not join the zoom call, the Academic Advisor will only wait 10 mins for the student to call back or join the zoom call before marking the appointment as a no show.
- If for some reason the days and times for appointments do not align with your schedule, please email idpadvising@asu.edu ASAP so that we can coordinate.
- Students are responsible for completing the Welcome page of their iPOS, acknowledging Graduate College policy. Furthermore, students are required to complete their iPOS in their first semester (more information can be found on page 15)

EMHS Academic Information

The program of study for the Master of Arts in Emergency Management and Homeland Security (EMHSMA) totals **33 hours** of graduate credits and includes: core courses, concentration courses, and approved electives.

All EMHSMA programs regardless of concentration include the same 7 core courses.

Required Core Courses (21 credit hours)

- **PAF 551** Hazards Governance
- **PAF 558** Program Evaluation for Emergency Management and Homeland Security
- **PAF 550** GIS for Hazards Analysis
- **CRJ 511** Applied Data Analysis in Criminal Justice
- **CRJ 554** Homeland Security
- **PAF 552** Integrated Emergency Management
- **PAF 593** Applied Project (taken in your final semester)

Elective Courses (6 credit hours)

Refer to *Degree Map and Schedule* document for approved electives for your concentration. Connect with your academic advisor at IDPAdvising@asu.edu if you need a new copy.

- **Approved Elective**
- **Approved Elective**

Concentration Courses (6 credit hours)

All concentrations are chosen at the time of applying. If you do not know which concentration you have been admitted to or would like to inquire about potentially switching your concentration, you should reach out to IDPAdvising@asu.edu.

EMHSMA – Emergency Management Concentration

- **PAF 554** Exercises and Planning for Emergency Management and Homeland Security
- **PAF 555** Information Technology in Emergency Management

EMHSMA – Homeland Security Concentration

- **CRJ 553** Terrorism and Weapons of Mass Destruction
- **PAF 557** Inter-Agency and Inter-Sector Coordination for Emergencies and Disasters

EMHSMA – Community Resilience Concentration

- **PAF 560** Community Resilience
- **PAF 553** Hazard Mitigation Planning

EMHSMA – Biosecurity and Threat Management Concentration *

- **PAF 581** Bioterrorism and Health Intelligence
- **PAF 591** U.S. Biodefense Policy and Management

EMHSMA – Cybersecurity Policy and Management Concentration *

- **PAF 563** US Cyber and Information Security Policy
- **PAF 576** Information Assurance Principles

EMHSMA – No Concentration

- **Approved Elective**
- **Approved Elective**

*These concentrations have courses that are taken through the [ASU PLuS Alliance](#) at University of New South Wales.



Pace of Program

Each 16 week semester at ASU is split into two 7.5 week sessions. The A session is the first 7.5 weeks and the B session is the second 7.5 weeks. Most students take at least one A session and one B session course each semester (slower pace). Some students choose to take two A session and two B session courses each semester (one calendar year).

Note: All graduate students must be enrolled in at least 1 credit hour for fall and spring semesters as well as the semester they were admitted. Please refer to page 11 for more details about continuous enrollment. Classes do not need to be taken in a specific order, with the exception of the Applied Project - PAF 593, which must be taken in your final semester. **Not all classes are offered every semester.** Register as soon as possible every semester to ensure you are able to take the classes you want to take when you want to take them.

Check your MyASU page for your upcoming registration date.

For general information about registration dates and other important university dates please visit the Academic Calendar here: students.asu.edu/academic-calendar

Additional Course Information

IMPORTANT NOTE: If you decide to drop or withdraw from courses at any time, be sure to reach out to your advisor as well as financial aid to see how this action can potentially impact you.

Enrollment Status: To be considered a full-time graduate student at ASU, you must be enrolled in 9 credit hours during the fall and spring semesters. The number of courses you should take in a given semester depends upon your schedule and comfort level. To choose which classes best fit your schedule, please go to asu.edu/catalog/ and search for the desired semester. Not all future semesters are posted. For information about financial aid eligibility and the number of credits required, please visit: <https://students.asu.edu/faq/credits-financial-aid>

Course Workload: You should plan to do school work for approximately 18 hours per week for every 3 credits. Online courses are just as rigorous as in-person courses. The 18 hours may differ from week to week and even class to class. This is an estimate and you should plan accordingly. Each session class is a condensed version of a semester class (7.5 weeks vs. the traditional 16 weeks).

Applied Project – PAF 593 Information

The Applied Project course serves as the culminating experience for the Master of Arts in Emergency Management and Homeland Security (EMHS) degrees. It is taken in the final semester of your Masters of Arts program.

The overall goal of the Applied Project course is for students to demonstrate the knowledge, skills and abilities (KSAs) acquired in their degree program through their application in a substantively important and original applied program evaluation, service project or policy analytic research project.

An informational packet regarding the [applied project may be obtained here](#)

How to Register for Classes

You may find helpful guides on how to register for courses here: <https://students.asu.edu/register-for-classes>
If you experience any issues enrolling in courses, check your MyASU for any advising holds that are blocking you from registration and check that you are trying to register for the correct semester. If you continue to experience any issues, you can send screenshots of your error to IDPadvising@asu.edu for assistance.

Arizona State University Charter

ASU Charter

ASU is a comprehensive **public research university**, measured not by whom it excludes, but by **whom it includes** 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.

Learn more at president.asu.edu

Diversity, Equity, and Inclusion

ASU promotes equal opportunity through affirmative action in employment and educational programs and activities. Discrimination is prohibited on the basis of race, color, religion, national origin, citizenship, sex, sexual orientation, gender identity, age, disability and qualified veteran status.

ASU's Office of Diversity, Equity and Inclusion supports and fosters a culture of inclusiveness. We promote and assist with equal opportunity and diversity initiatives. We also provide university leadership and hiring officials with clear and accessible employment data, timely and effective consultation and high-impact training.

If you would like to **submit a complaint** visit the [Office of University Rights and Responsibilities](#) or call 480-965-5057.

The initial plan to advance an anti-racist Watts College of Public Service and Community Solutions can be found here: <https://publicservice.asu.edu/content/ensuring-inclusivity>

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. For information on making a report please go to www.asu.edu/reportit/.

Department and University Policies and Procedures

Maintaining Continuous Enrollment

Once admitted to a graduate degree program or graduate certificate program, students must be registered for a minimum of one credit hour during all phases of their graduate education, including the term in which they graduate. This includes periods when students are engaged in research, conducting a doctoral prospectus, working on or defending theses or dissertations, taking comprehensive examinations, taking Graduate Foreign Language Examinations, or in any other way utilizing university resources, facilities or faculty time.

Registration for every fall semester and spring semester is required. Summer registration is required for students who are admitted in summer for their first semester of enrollment, completing culminating experiences, or graduating from the degree program.

To maintain continuous enrollment the credit hour(s) must:

- Appear on the student's *Plan of Study*, OR
- Be research (592, 792), thesis (599), dissertation (799), or continuing registration (595, 695, 795), OR
- Be a graduate-level course.

Grades of "W" and/or "X" are not considered valid registration for continuous enrollment purposes. "W" grades are received when students officially withdraw from a course after the drop/add period. "X" grades are received for audit courses. Additionally, students completing work for a course in which they received a grade of "I" must maintain continuous enrollment as defined previously. Graduate students have one year to complete work for an incomplete grade; if the work is not complete and the grade changed within one year, the "I" grade becomes permanent. Additional information regarding incomplete grades can be found at asu.edu/aad/manuals/ssm/ssm203-09.html.

Leave of Absence

Students are eligible to take a total of two semesters away from the program (summers not included, unless you began in summer) with an approved leave of absence (LOA) on file. If you are thinking about requesting a LOA, please make sure you communicate with your advisor to discuss your eligibility. After you have spoken to your advisor and would like to continue with your request (this is not guaranteed), go to your interactive Plan of Study. Complete the welcome page and then click on the *Petitions link* on the left-hand side. From there click *Add Petition* and select *Leave of Absence* from the drop-down menu.

Leave of absence requests are due one week before the start of each semester. If you do not submit this request and do not enroll in any fall or spring session class, you will be discontinued from the program and will need to re-apply.

As long as you enroll in at least one class per semester, it does not matter if it is an A session, B session, or both, you will be meeting the continuous enrollment policy and do not need to submit this form. This form is

only required if you will not be able to take any classes at all during the fall and/ or spring semesters.

Interactive Plan of Study (iPOS)

The Interactive Plan of Study (iPOS) is the set of classes that is recognized by ASU, Graduate Education, and the Watts College of Public Service and Community Solutions as sufficient to grant a degree. The Program of Study totals 33 credit hours of graduate credit and includes core courses, approved electives, and a culminating project – PAF 593. Your faculty chair will be Dr. Spiro Maroulis.

In order to graduate, each student must submit an Interactive Program of Study (iPOS). The iPOS should be submitted the first semester of the program. While the iPOS is a contract between the Graduate College, Department, and student, changes can be made after approval. Courses entered in the iPOS are not guaranteed to be offered the semester the student has chosen to take them. This is why updates will probably need to be made in future terms as registration opens. This link will explain how to fill it out:

https://graduate.asu.edu/sites/default/files/ipos_student_guide.pdf.

Transfer Coursework

Graduate level transfer coursework may be considered in place of an elective course. We cannot accept any transfer or substitute courses in place of core courses. For your potential transfer coursework, if the class(es) you are hoping to transfer in were used to complete a graduate level degree at another institution, then unfortunately, we cannot use them toward your ASU degree.

ASU has a strict no double dipping policy for classes that have already been used toward a degree either at ASU or elsewhere. If you did not earn a degree, the university permits academic units to evaluate up to 12 credits to be transferred. However, given the structure of our program, we only allow transfer credits to be used for electives. Thus, with the exception of the no-concentration option, the maximum number of credits that may be transferred is six 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 program to be accepted.

If you meet either of these criteria, please submit **the syllabus from each class** you would like to be considered to IDPAdvising@asu.edu. The Director of the EMHSMA program will review the syllabi to determine which, if any courses we could use them in place of.

Graduation Procedures

After all coursework has been completed and Graduate Education requirements have been met, the student is eligible for graduation. Application for graduation should be made no later than the date specified by Graduate College for the appropriate graduation semester. Deadlines can be found here: <https://students.asu.edu/graduation-apply>

Additional late fees are assessed if the application is submitted after the date specified. **Students must be enrolled in at least one credit hour during the intended semester of graduation.** Please visit ASU's graduation website at <https://students.asu.edu/graduation> for information regarding ceremonies, diplomas, and other important information.



Academic Policies

Academic Integrity

At Arizona State University academic honesty is expected of all students in all examinations, papers, academic transactions and records. The possible sanctions include, but are not limited to: appropriate grade penalties, loss of registration privileges, disqualification and dismissal. ASU strictly adheres to the academic integrity policy. This policy sets forth the ASU Student Academic Integrity Policy and appeal procedures. For more information on this policy, please visit: <https://provost.asu.edu/node/20>.

Satisfactory Academic Progress

Admission and Satisfactory Progress for Degree-Seeking Students

- Admitted students may be granted either regular or provisional admission status upon their acceptance to the Master of Arts in Emergency Management and Homeland Security (EMHS). All admitted students are expected to satisfy the university and program policies outlined below.
- Provisionally admitted students must satisfy the provisional conditions specified in their admission letter. Provisional status will be changed to regular standing when completing those terms specified in the provisional admittance letter.
- The Graduate College will withdraw any student from the university who fails to meet the full conditions of a provisional admission.

GPA Policy

- **Graduate students must maintain a minimum 3.00 grade point average (GPA) to maintain satisfactory academic progress and to graduate from Arizona State University.** The minimum 3.00 GPA must be maintained on all GPA's (iPOS GPA, Cumulative GPA, and Overall Graduate GPA).
 - The iPOS GPA is calculated on all courses that appear on the student's approved iPOS
 - Cumulative ASU GPA represents all courses completed at ASU.
 - The Overall Graduate GPA is based on all courses numbered 500 or higher that appear on the transcript after admission to a graduate program or graduate non-degree.
- Courses with grades of "D" and "E" cannot appear on the iPOS but will be included when calculating the Graduate GPA. Courses with an "I" grade cannot appear on the iPOS.
- All coursework used towards the completion of an EMHSMA must be completed within six consecutive years.
- Graduate students must remain continuously enrolled for both fall and spring semesters upon admission to the university. Failing to do so without a Graduate College approved request is considered to be lack of academic progress and will result in dismissal from the university.

Program Policies

- Students in the EMHSMA degree program must successfully complete the culminating experience course with a letter grade of at least a "B"; failure to meet that threshold grade for the culminating experience course will require a re-take of the course before a student is able to proceed to program completion. A student is only allowed to retake the culminating experience course two times after the initial course enrollment; the university policy on cumulative GPA still obtains with the permitted course retake option.
- Students in the EMHSMA degree program are permitted a maximum of two grades with "C" or "C+" on the iPOS. Further, a student's final cumulative GPA's must meet the university minimum standard for graduation (3.00).

- Dismissal from the EMHSMA degree program may be recommended by the program's Academic Director if a student has received three "C+" or lower grades in coursework taken after admission to the program.
- An enrollment hold will be placed on any EMHSMA students account who fails to meet the university minimum cumulative GPA (3.00) requirement in a given semester. This hold will prevent future registration and can only be removed by the academic advisor. Failure to communicate with the academic advisor upon enrollment hold placement may result in a failure to maintain continuous enrollment which may result in dismissal from the university.

Grades of Incomplete

A grade of "I" is given by the instructor only when a student who is otherwise doing acceptable work is unable to complete a course. A Request for Grade of Incomplete form must be submitted by the student with the understanding that the work is to be completed by the date given by the Faculty member but no more than one calendar year. This timeline is up to the Faculty member of the course. If you are working on completing a course for an "I" grade, you must be enrolled in at least one graduate-level credit to maintain continuous enrollment. The credit hour(s) used to maintain continuous enrollment can be a graduate-level course, research (592, 792), thesis (599), dissertation (799), or continuing registration (595, 695, 795). A student does not have to register or pay additional fees for a course where a grade of incomplete has been received in order to complete the course. If the work has not been completed after one calendar year, the mark of incomplete remains an "I" and becomes a permanent part of the transcript. To repeat the course for credit, a student must re-register and pay tuition and fees. The grade for the repeated courses will appear on the transcript but will not replace the permanent "I". No student may have more than two (2) incompletes at any one time. A student is barred from taking further coursework until one or more of the incompletes is removed. Additional information regarding ASU grading policies may be found at [Grades and Grading Policies](#)

ASU Email Policy

Arizona State University policy requires that students obtain an ASU email address once admitted to the university. ***This email address is the official email address to which the university sends email communications and is recorded in the university's electronic directories.*** Students may suppress their email address from these directories by completing forms available at: <https://students.asu.edu/forms/registration>

Students are expected to check their email on a daily and consistent basis to stay current with university related communications. Faculty who choose to use email in their classes expect students to use their ASU email account for all class email communication unless otherwise stated. Further information can be found in each course's syllabus. Occasionally, we will contact you through email with important information concerning the graduate program. Students are responsible for all information communicated through the ASU email system.

Conduct Policies

Student Responsibilities and Policies

As a graduate student in the Watts College of Public Service and Community Solutions, you must adhere to all policies for ASU graduate students. You may find these in the Graduate Policies and Procedures manual found here: <https://graduate.asu.edu/policies-procedures>

Students are responsible for being aware of the content of this document, so we suggest that you read it at the time of your admission, and remain familiar with it throughout your course of study.



Student Conduct and Communication

In addition to high academic standards, students are also expected to maintain a healthy and respectful communication and discussion with their peers, instructors, and program staff. A basic principle of professional conduct in the program is that faculty and staff afford students courtesy and respect during all interactions. In turn, students in the program are expected to afford that same courtesy and respect to their peers in the program, to staff, and to faculty during all interactions.

Aggressive, disrespectful, and/or profane verbal and written communication and behavior will not be tolerated. Any student that does not adhere to the university's standard of respectful communication may be subject to sanctions from the Dean of Students Office which can include removal from the program. (Please also see information on Arizona State University's general code of conduct for students later in this document.)

Student Code of Conduct

In any learning environment, respectful interaction is pivotal to an individual's success whether online or in person. Violations of the ASU 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. For more information about the rules, regulations and enforcement procedures outlined in the ASU Student Code of Conduct please visit: <https://students.asu.edu/srr/code>.

Academic Grievance Process

The grade grievance must be started within the regular semester immediately following the course at issue, whether you are enrolled in the university or not. Student academic grievance procedures in the School of Public Affairs normally consider matters where the relief sought impacts the student's final grade. The following steps must be followed by any student seeking to appeal a grade. This process does not address academic integrity allegations, faculty misconduct or discrimination.

Step 1: An aggrieved student must first confer with the instructor, state the evidence, if any, and reasons for questioning that the grade received was not given in good faith. The instructor must review the matter, explain the grading procedure used and show how the grade in question was determined.

Step 2: If the grading dispute is not resolved in Step 1, the student may appeal to the School of Public Affairs' director or assigned designee. The student should provide a written statement, including:

A heading including

- Your name and ASU ID number
- The course number, title, 5-digit class number, the year and term, and the session in which the course was taught (A, B, or C)
- The instructor's name

Communication with instructor

- Date of discussion with the instructor
- Summary of discussion with the instructor

Your statement should address

- Your reason for questioning the grade
- The remedy you are requesting

The complete grade appeal and any supporting evidence should be e-mailed to the School of Public Affairs Assistant Director of Academic Services, Joe Kaufman, at Joe.Kaufman@asu.edu. The director or assigned designee may confer with the instructor.

Step 3: If the matter is not resolved after completing Steps 1 and 2, the student may request the Dean to refer the matter to the College Academic and Student Affairs Committee. The Committee will convene for the specific purpose of hearing a student academic grievance as needed. Any students who believe they have a grievance should first utilize the informal process outlined in steps 1 and 2 as listed above.

You can review the complete [Watts College of Public Service and Community Solutions Academic Grievance Process](#) that outlines the steps students must follow in seeking a grade appeal.

Useful Websites for University Resources

ASU Online Welcome: <http://online-student-welcome.asu.edu/>

ASU Graduate Policies and Procedures: <https://graduate.asu.edu/policies-procedures>

ASU Cost of Attendance: <https://students.asu.edu/tuition>

ASU Student and Business Services: <https://students.asu.edu/tuitionandbilling>

ASU Financial Aid: <https://students.asu.edu/financialaid>

Types of ASU Financial Aid: <https://students.asu.edu/financialaid/types>

ASU Scholarship and Aid Search: <https://scholarships.asu.edu/scholarship-search>

FinAid Scholarships: <http://www.finaid.org/scholarships/>



CIRCLES Group Mentoring

CIRCLES is a peer-led group mentoring framework that offers space for exploration, discussion, collective problem-solving, co-learning and mentoring connection for graduate students based on shared identities or interests in an informal small-group setting. They offer identity-based groups to support graduate students from traditionally underrepresented communities, including first-generation graduate students, students of shared ethnic or cultural identities, and LGBTQIA+ communities.

You can find more information here: <https://graduate.asu.edu/current-students/enrich-your-experience/mentoring/circles-group-mentoring>

Student Accessibility and Inclusive Learning Services

The Student Accessibility and Inclusive Learning Services (SAILS) facilitates access for qualified students with disabilities through the provisions of reasonable and effective accommodations, and serves as an information hub for ASU and the community. Students are encouraged to visit the SAILS office and make it an integral part of the education pursuits. Please contact SAILS at 480-965-1234 or Student.Accessibility@asu.edu for more information. Their website can be found here: <https://eoss.asu.edu/accessibility>

Financial Aid

Graduate students seeking loans or financial aid counseling should contact the ASU Student Financial Aid Office at <https://students.asu.edu/financialaid> or the Watts College of Public Service and Community Solutions Student Financial Resource Coordinator at <https://connect.publicservice.asu.edu/finaid>.

ASU Library

All graduate students have access to the ASU Library. You can use the library to find research tools, download e-books, access peer-reviewed articles and utilize a subject librarian.

Main Library site: <https://lib.asu.edu/>

Graduate Library site: <https://lib.asu.edu/services/graduate-students>

Ask a Librarian: <https://askalibrarian.asu.edu/>

Graduate Wellness

“[Graduate Wellness Resources](#)” – a one-page guide to Financial, Social, Emotional, and Physical Health and Wellness Resources for ASU Graduate Students was developed by the GPSA

“[10 Best Practices in Graduate Student Wellbeing](#)” – proven ways to help graduate students better care for themselves under the increasing demands of graduate school

360 Life Services

360 Life Services is a comprehensive support program that offers free, 24/7 counseling and crisis intervention in person or by phone. You can also chat at your convenience with topic specialists in legal, personal finance, childcare, education and more. This confidential resource supports your education, career and personal needs. You can connect by calling 833-223-9883 or visiting <https://goto.asuonline.asu.edu/360lifeservices/>

Career and Professional Development Services

ASU Career and Professional Development Services (CPDS) assist with career exploration, development and implementation. This provides opportunities for student and alumni to consult with career professionals for advice and resources on self-assessment, career planning, and developing job search strategies or self-marketing tools (i.e. resume, interviewing skills, and social media presence). Online students have access to use all CPDS resources and [Handshake accounts](#) (An online hub to find internships and jobs, schedule career advising appointments, discover events and more) as soon as they are admitted to ASU and continue to have access even after graduation. For more information visit: <https://career.asu.edu/>

Graduate Online Tutoring

University Academic Success Program’s academic support for graduate students offers a dynamic, supportive learning environment and programs for ASU students enrolled in any graduate degree program. <https://tutoring.asu.edu/student-services/graduate>

Graduate Statistics Tutoring: Graduate students can make an appointment with a tutor 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 and, how to explain the meaning and significance of your results in writing.

Graduate Writing Tutoring: Graduate students can work with graduate writing tutors at any stage of the writing process to hone their writing skills and to receive coaching advice about navigating graduate life.

Military/Veteran Resources

ASU is proud to design and deliver quality online programs that meet the needs of military personnel stationed anywhere in the world. For additional information about veteran and military resources available to ASU students, please visit <https://veterans.asu.edu/>.

For newly admitted students, please review the steps provided by the Tillman Center: <https://veterans.asu.edu/benefits/admitted>.

For continuing students, specific steps must be completed prior to the start of each semester to ensure any benefits will continue: <https://veterans.asu.edu/benefits/continuing-transfer-students>.

ASU Online provides military liaisons for support. Please contact ASU Online Student Services at 480-884-1906 or militaryonline@asu.edu if you have any questions.

If a student plans to use VA benefits for any given semester, they may be required to submit forms to the Pat Tillman Veterans Center. Academic advising will not know which forms are required for a specific student. The student can connect with the Pat Tillman Veteran Center with questions. Below are the steps to complete the required PTVC forms.

1. Students are required to fill out their portion of the forms.
2. Students send the completed form to an advisor (if applicable) at IDPAdvising@asu.edu.
3. Once the advisor has completed their part of the form, they will send it back to the student.
4. It is the responsibility of the student to send the form to the Pat Tillman Veterans Center once completed (see instructions outlined on individual forms).

All Veteran Forms can be found here: <https://veterans.asu.edu/forms>

Graduate Program of Study Form: https://veterans.asu.edu/sites/default/files/2021-10/graduate_pos.pdf

This form is required for all students who are admitted to a graduate program and intend to use VA benefits for any given semester. This form will no longer be needed if an interactive Program of Study (iPOS) is established.

Prior Credit Evaluation Form:

<https://veterans.asu.edu/sites/default/files/Prior%20Credit%20Eval%20%281%29.pdf>

This form is required for all students who are admitted to a graduate program and intend to use VA benefits for any given semester. The VA requires that all prior courses, credits and military training/experience be evaluated for potential transfer credit toward a student's degree program

Completed forms should be sent to the Pat Tillman Veterans Center at ptvcforms@asu.edu

