program evaluation and data analytics, PEDA MS

student guide

School of Public Affairs
Arizona State University

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Program Welcome

Dear PEDA Students,

On behalf of the faculty and staff at Arizona State University, we would like to welcome you to the 2023-2024 academic year.

The MS in Program Evaluation and Data Analytics (MS-PEDA) is a degree option to train public and nonprofit sector leaders in data-driven management. The degree combines two important fields – statistical training in causal analysis, econometric techniques, and research design that serve as the foundations of evidence-based management and program evaluation, and data science courses that prepare students to work with complex datasets, effectively visualizing and communicate results, and participate in the data science ecosystem of open source software and collaboration.

Data is ubiquitous in organizations, but it rarely exists in clean spreadsheets. Organizations committed to evidence-based management need employees that can quickly compile data and produce insightful analysis. The ability to generate new datasets from multiple sources using non- standard and unstructured inputs adds value to organizations.

Learning a data programming language is like learning a musical instrument or a foreign language– you need practice to become fluent. You will be immersed in the theory and application of critical thinking using data and receive lots of practice with tools in the data science ecosystem. You will develop expertise to effectively implement projects in real-world organizational settings.

This degree is specifically tailored toward individuals with a background in social sciences and a commitment to public service. The PEDA degree prepares students to work as analysts and managers in public sector or social purpose organizations, as independent evaluators, or transition into PhD programs. Whatever your pathway, we welcome you to the program and look forward to working with you over the next semesters.

Spiro Maroulis PhD

Associate Director

M.S. in Program Evaluation and Data Analytics

School of Public Affairs

Watts College of Public Service and Community Solutions

Arizona State University

Advisor Contact Information

Crystal Ramirez

idpadvising@asu.edu
602-496-1019

Crystal Ramirez is your Academic Success Advisor. Crystal graduated in 2021 with a Masters of Education in Higher Education. She also has a Bachelor's degree in Health Sciences: Public Health. She was previously a Success Coach working at ASU Online with graduate students. Prior to her time at Arizona State University, Crystal worked in the non-profit industry helping high school students through the college process and assisted them in finding scholarships and financial aid. Crystal is the Advisor for both the Masters of Nonprofit Leadership and Administration (MNLM) and Program Evaluation and Data Analytics (PEDA) MS graduate programs.

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/crystal-ramirez/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 5 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)

School of Public Affairs
Program Evaluation and Data Analytics Masters of Science (Online)
Degree Plan (33 Credits Total)
Fall 2023

Required core courses (21 credit hours)			
Course Name	Credits	Semester Taken	Grade
PAF 510 Foundations of Program Evaluation I: Multiple Regression	3		
PAF 511 Foundations of Program Evaluation II: Research Design	3		
PAF 512 Foundations of Program Evaluation III: Advanced Regression Tools	3		
PAF 513 Foundations of Data Science I: Introduction to Data Programming in R	3		
PAF 514 Foundations of Data Science II: Data Wrangling	3		
PAF 515 Foundations of Data Science III: Project Management	3		
PAF 516 Data Analytics Practicum	3		
Restricted Elective course (3 credit hours-choose 1 course. May not take all three since they all have the same concepts taught)			
Course Name	Credits	Semester Taken	Grade
PAF 541 Program Evaluation **OR** NLM 530 Program Eval & Info Mgmt **OR** SWG 623 Program Evaluation	3		
Elective courses (6 credit hours-choose 2 courses)			
Course Name	Credits	Semester Taken	Grade
Elective *	3		
Elective *	3		
Required culminating experience (3 credit hours-taken during your last semester)			
Course Name	Credits	Semester Taken	Grade
PAF 593 Applied Project	3		

A suggested course schedule is available to you on page 11. The required core classes emphasize knowledge and skills all graduates must have. Electives supplement core knowledge and allow you to customize your degree.

***Electives:** You can select two electives in any topic related to evaluation, research methods, data science, or evidence-based management from any other programs available through ASU online. Note that some programs have restrictions on which students can take their classes and pay attention to prerequisites when selecting courses.

See page 12 for additional information about electives.

Program Overview

Arizona State University's Master of Science in Program Evaluation and Data Analytics provides you with a solid grounding in the applied and conceptual tools of conducting program evaluations. It is designed to provide graduate level instruction and experience in conducting evaluation research with training in a broad spectrum of evaluation research methods. With increasing frequency organizations are required to demonstrate effectiveness of programs for continued funding and accountability to constituents.

This program was developed by the College of Public Service & Community Solutions in response to the increasing demands for accountability in the public, nonprofit and private sectors. The demand for professionals trained in evaluation research is particularly strong in local and state government but is also increasingly critical for nonprofits and NGOs. Upon graduation, you will be a specialist in this area of research and your training will have broad applicability for public and private sector programs and policies, as well as programs and policies initiated by nonprofit and non-governmental organizations.

You will receive instruction in program assessment and evaluation, research methods, quantitative techniques, and policy analysis. You will also choose advanced courses from quantitative methods, qualitative methods, or geospatial methods. The final applied project requires an evaluation of a specific program, policy, or practice chosen from the cognate areas of specialization.

The program prepares you to conduct sound and methodologically appropriate program evaluations. By the end of the program you will be able to successfully conduct a program evaluation using the appropriate research design, methods and analysis. You will have acquired the skills needed to work conduct evaluations in any number of specific fields.

Tenants of Success

Online education is a rapidly-evolving space that provides flexible opportunities for professional development and intellectual enrichment. You may be new to online education, or you may be familiar with other models (each program is organized differently). We want to take a moment to emphasize a few important principles that will help you plan for the program and be successful.

- Online programs offer the convenience of working from anywhere, but they are not easier or faster than in-person degrees. ASU recommends that students budget 18 hours per week for each 3-credit course. This will vary greatly by your familiarity with topics and personal proclivities. Be sure to allocate adequate time for classes until you are comfortable with the program pace.
- Weekly readings and lectures are designed to be consumed iteratively while working through labs. Each unit will typically provide a concise introductory lecture to the topic and more detailed content for reference. We find that technical material is processed better while immersed in a lab because the vocabulary will not always make sense until you have a concrete problem for context. Most students will read or watch the introductory lecture, start the lab, then read more content and work

through sample problems when stuck.

- This is an active and immersive program organized around weekly assignments. Labs are not strictly procedural – they require problem solving and synthesis of prior material, which means you will get stuck. Start labs early, work with classmates, and ask questions in course forums.
- You are encouraged to collaborate on assignments and post questions in course discussion boards. You will find that asking questions requires you to be precise and provide reproducible examples, so they are helpful learning tools. You will find that when you need to pick up new skills as a professional you will rely more on discussion boards like Stack Overflow than textbooks, manuals, or colleagues. Learning the protocols for interacting in these forums will allow you to be an active member of a global data science community.
- It is important to recognize that this program exists at the intersection of management, public policy, computer science, and statistics. Students come from many different undergraduate degree programs and career paths. Disciplinary diversity is a strength of the program, but it also means people will have different levels of experience and expertise on each topic. We actively promote a positive learning environment that values disciplinary diversity, prioritizes growth over mastery, and does not force students to compete for points. The interdisciplinary nature of the student body is reflective of the interdisciplinary nature of teams you will likely encounter in your career.
- The student that earn the highest marks in the program tend to be the students that actively participate in discussions and review sessions. The students that struggle are often those that are too shy to ask questions. Don't be too proud to struggle, you will cheat yourself out of opportunities to learn.
- Do not hesitate to schedule virtual office hours if a concept is not clear. If you have a specific question about an error in code or a calculation use the discussion boards. If your question is about a concept or broad principle, schedule a Zoom call with an instructor. A 15-minute call to identify a point of confusion is more productive than posting questions on the discussion board when the answers do not make sense.
- 7.5 week semesters move quickly and can be unforgiving if you get sick or have to travel for work. Most courses try to build in a buffer so that you can drop a lab or regain some points so that learning models can accommodate the lives of real people.
- If you are falling behind reach out as soon as possible. Content is cumulative, so you cannot skip an assignment and start fresh on the next lab without catching up first. Deadlines can snowball quickly if you get behind.
- Vocabulary is an important part of your training because it is necessary for collaboration on interdisciplinary teams, documenting your work, and searching for help on the internet. We avoid jargon when possible but use a lot of necessary terminology throughout the program. Embracing the vocabulary is an important part of joining the global community of data science professionals.
- Technical knowledge is never clear the first time you learn it. Courses are sequenced so that content learned in one class will be applied in subsequent classes. Foundations of Program Evaluation I covers mechanics of regression models, for example. Evaluation II and III revisit these concepts by replicating regression models from published studies, giving you a chance to revisit material from Evaluation I. The short semesters move quickly and cover a lot of content, so don't be nervous if concepts are not perfectly clear the first time you encounter them.

Prior to Program Start

It is important to acquire course materials and requisite technologies prior to the start of class.

Technology

We don't have a specific technology package that is recommended for the program, but since many of the courses are online and data-intensive it is suggested that students use hardware suitable for the coursework ahead.

Laptops:
All core courses will make heavy use of the R program, which requires a decent amount of computing power. We suggest that your primary computer for labs and projects have the following specs:

- 8 or 16 GB of RAM (you can operate with 4, but it will be slow)
- 64 bit operating systems
- 100 GB of **free** storage space for projects and labs
- All else equal, faster processors are better

You will be spending a lot of time on your computer over the next year, so having a fast and reliable machine will make your life easier. You do not have to buy the latest Macbook Pro – you can find a decent laptop that meets these specifications for under $500.

Operating Systems:
Both Windows and Mac machines are fine, though there is better support for Windows environments.

The software should function fine in Linux environments, but no support is provided for this OS. Chromebooks and tablets are not appropriate for the type of work we will do in this program.

Internet Setup and Hardware:
Make sure you have a reasonable internet speed to participate in online sessions, to stream video, and to download data needed for assignments. It should be above 100 Mbps.

You will need a webcam and a functional computer microphone to participate in online sessions. Make sure that your laptop equipment is working properly or purchase a camera and headset that can be plugged into your computer's USB. Feel free to reach out if you are getting a computer for the program and you have questions about appropriate technology.

Software

Prior to the program start make sure you have the following software installed:

Data Analytics

We will be using R extensively for core courses in the program. R is a free open-source program developed specifically for statistics and data analytics. Download the most recent version here: https://cran.rstudio.com/

R Studio provides a nice user interface and some powerful tools to extend R. Install the free version of R Studio Desktop: https://www.rstudio.com/products/rstudio/

GitHub

GitHub is a collaboration tool for data analytics. We will use the platform for distributing course materials and hosting review sessions. You will need a GitHub account for some course work. If you do not already have one, register here: https://github.com/join

Pre-Requisites

Math

The PAF 510, 511, and 512 course sequence will build solid foundations for using regression tools to determine whether programs and policies are achieving impact in communities. These courses draw on work from experimental design in statistics and psychology, causal modeling from applied econometrics, and quasi-experimental techniques from a variety of social sciences.

As much as possible we emphasize intuition over mathematics. We will use algebra extensively and variations of mathematical notation that are common in statistics such as Greek symbols for model parameters. We will NOT, however, use calculus, matrix algebra, or proofs in courses.

Statistics

Admissions criteria requires that students have completed an undergraduate course in inferential statistics. Anything that covers basic hypothesis-testing is suitable. You should have a working knowledge of the following:

- Standard errors
- t-scores / z-scores and t-tables
- Confidence intervals
- Null hypothesis
- p-values and the meaning of "statistically significant"

We will review these concepts in the context of regression, but it is expected that you understand the basics of inferential statistics – formulating a hypothesis test and interpreting the statistics reported in a typical t-test, ARNOVA table, or regression model.

If you have NOT completed this requirement, please contact your program director for instructions. We have identified courses that you can take to fulfill this requirement prior to taking PAF 510.

If you would like to review material prior to classes as a refresher you might try CHs 8-10 in the OpenStax Introductory Statistics text: https://openstax.org/details/books/introductory-statistics

Data Analytics

The courses in this program are designed to help you become proficient in a data programming language. In order to promote sound pedagogy, we have selected one language to use for all of the required core courses: the R language. It is extremely powerful, supports thousands of custom tools in the CRAN library, and is completely free.

There are no computer science or programming pre-requisites for this degree. We start the data science sequence (PAF 513-515) with the assumption that you might be new to programming.

If you have not used R in the past it is helpful to complete the following free tutorial to familiarize yourself with some basics: https://www.datacamp.com/tracks/r-programming

We will use "data-driven documents" extensively in courses. These are document formats that help you integrate analysis with regular text and provide the results in a variety of formats (traditional reports, websites, dashboards, etc.). Preview the following material on data-driven documents.

http://ds4ps.org/dp4ss-textbook/ch-030-data-driven-docs.html

http://ds4ps.org/dp4ss-textbook/ch-031-markdown.html

These tutorials will make sure that you are familiar with some basic concepts before we get started.

Pace of Program and Options

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 14 for more details about continuous enrollment. Some courses need to be taken in a specific order and the Applied Project PAF 593 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

First semester courses:

Option 1: If you want to complete the program in one calendar year, you should register for the following courses for Fall 2023:	
Course Name	Session
PAF 510 Foundations of Program Evaluation I: Multiple Regression	A Session
PAF 513 Foundations of Data Science I: Introduction to Data Programming in R	A Session
PAF 516 Data Analytics Practicum	B Session
PAF 511 Foundations of Program Evaluation II: Research Design	B Session

Option 2: If you want to go through the program at a slower pace, you should register for the following courses for Fall 2023:	
Course Name	Session
PAF 510 Foundations of Program Evaluation I: Multiple Regression	A Session
PAF 511 Foundations of Program Evaluation II: Research Design	B Session

PEDA Sample Schedule Options

(May differ depending on course availability and course offerings):

To complete the program in one year:	
Semester	Course Name
Fall 2023	**PAF 510** Foundations of Program Evaluation I: Multiple Regression
	PAF 513 Foundations of Data Science I: Introduction to Data Programming in R
	PAF 516 Data Analytics Practicum
	PAF 511 Foundations of Program Evaluation II: Research Design
Spring 2024	**PAF 514** Foundations of Data Science II: Data Wrangling
	Restricted Elective Program Evaluation
	PAF 512 Foundations of Program Evaluation III: Advanced Regression Tools
	PAF 515 Foundations of Data Science III: Project Management
Summer 2024	**PAF 593** Applied Project Practicum
	Elective
	Elective

To complete the program at a slower pace:	
Semester	Course Name
Fall 2023	**PAF 510** Foundations of Program Evaluation I: Multiple Regression
	PAF 511 Foundations of Program Evaluation II: Research Design
Spring 2024	**PAF 516** Data Analytics Practicum
	PAF 513 Foundations of Data Science I: Introduction to Data Programming in R
Summer 2024	**PAF 512** Foundations of Program Evaluation III: Advanced Regression Tools
	Restricted Elective Program Evaluation
Fall 2024	**PAF 514** Foundations of Data Science II: Data Wrangling
	PAF 515 Foundations of Data Science III: Project Management
Spring 2025	**Elective**
	Elective
Summer 2025	**PAF 593** Applied Project

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).

PEDA MS Elective Options

You can select two electives in any topic related to evaluation, research methods, data science, or evidence-based management from any other programs available through ASU online. Note that some programs have restrictions on which students can take their classes and pay attention to prerequisites when selecting courses. All electives are offered outside of the department. The PEDA advisor cannot give you an override to enroll in any of these courses. While they are approved to be used as electives in this program, this does not mean the hosting department will approve you to take their course. Not all courses are offered every semester and some may have been discontinued since this was updated. You may view electives that have already been approved by the department below.

Approved Electives:

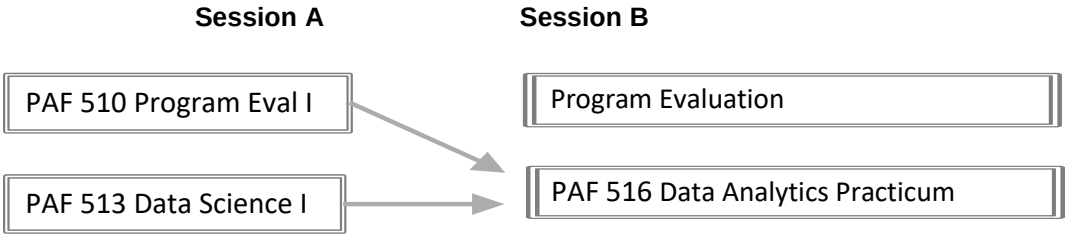
BMI 603 Health Informatics Database Modeling and Applications
BMI 605 Health Information Systems and Applications
BMI 613 Workflow Analysis & Redesign
BMI 616 Clinical Decision Support and Evidence-Based Medicine
HCI 554 Outcomes Evaluation
HCR 562 Data Management & Technology
OGL 575 Quantitative Data Analysis
PAF 508 Organization Behavior
SPE 566 Appl Beh Analysis Inclus Set
STC 510 Data Wrangling
STC 527 Ethics & Policies of Social Data
TAM 530 Data & Digital Transformation
TEM 505 Quantitative Data Analysis
TWC 511 Principles of Visual Communication
TWC 514 Visualizing Data & Information
TWC 531 Principles of Technical Editing
TWC 544 User Experience
TWC 546 Technical and Scientific Reports
TWC 551 Copyright & Intellectual Property in the Electronic Age
TWC 552 Information in the Digital Age

You can use the class search to explore these courses and see when they are usually offered: https://webapp4.asu.edu/catalog/

You are also free to identify whichever courses fit your program goals that are related to the topics mentioned above. Any courses not on the list need to be approved by your advisor/director. For fast review, send course information with a current syllabus to IDPAdvising@asu.edu. ASU Online is a dynamic environment with new courses being added every semester and some courses not offered regularly.

Data Analytics Practicum (PAF 516)

The first two courses in the program focus on foundations of regression and data programming. As such, they are organized around labs that build knowledge of concepts, conventions, and tools that will be used throughout the program.



B session offers an opportunity to take a step back and put these technical skills into context. The Program Evaluation (Restricted Elective) course introduces students to the broad field of evaluation including professional standards and practices specific to the discipline. The Data Analytics Practicum (PAF 516) is designed as an opportunity to review and extend data programming skills by applying the methods toward a real-world problem (modeling neighborhood change over a 10-year time horizon). You will be introduced to census data and GIS packages in R.

Applied Project – PAF 593 Information

The Applied Project course serves as the culminating experience for the degree. The goal is for students to demonstrate the knowledge, skills and tools acquired in the program through work on a substantive evaluation or data analytics project with a real-world client.

You will work with the course instructor to determine an appropriate topic for your applied project. Typically, there will be opportunities for students to propose projects through their own relationships with potential clients, or join existing teams. Projects using existing employers as the client are sometimes allowed if a partner within the organization can serve as the contact for the term and evaluate the quality of the final deliverables.

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 cores. 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 met 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 PEDAMS 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 (commencement and convocation options), diplomas, and other important graduation 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 Science in Program Evaluation and Data Analytics (PEDA). 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 PEDA-MS 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 PEDA-MS 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 PEDA-MS 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 PEDA-MS 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 PEDA-MS 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 reregister 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 Affair's 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 qualifies 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