



doctor of philosophy
 public administration & policy

Program Handbook

2024-2025

Welcome!

The School of Public Affairs at ASU was recently listed as one of the top 10 graduate programs in Public Affairs by *US News & World Report*. Overall, the School ranks as #10, but we also have nine specialization areas ranked in the top twenty demonstrating the incredible breadth of our excellence. Because of our world-class faculty, emphasis on retention, and our centers of research excellence. The school is ranked:

- 2nd in Homeland /National Security and Emergency Management
- 3rd in Information and Technology Management
- 3rd in Local Government Management
- 5th in Nonprofit Management
- 5th Public Management and Leadership
- 9th in Urban Policy
- 10th in Environmental Policy and Management
- 16th in Public Finance and Budgeting
- 17th in Public Policy Analysis

Our teaching and research focus on the future of governance and public policy, developing new solutions and the next generation of leadership. At both the graduate and undergraduate levels, we provide hands-on experience in problem-solving in the classroom, internships and capstones.

City Management and Innovation - Ranked #3 in local government management, the School houses the Center for Urban Innovation. Faculty research includes areas such as equity in local government, Smart Cities, collaborative service delivery, intergovernmental relations, and big data for local government.

Science and Technology Policy - This is a growing area of distinction for the school. Three centers in the school focus on research in the area of science and technology policy: the Center for Science, Technology and Environmental Policy Studies (CSTEPS) directed by Professor Eric Welch, The Global Center for Technology Transfer co-directed by Don Siegel, and the Center for Organization Research and Design (CORD) directed by Professor Julia Melkers. This builds on the S&T work done by a number of faculty including, Elizabeth Corley, Mary Feeney, Karen Mossberger, and others.

Participatory Governance - The mandate of *the Participatory Governance Initiative* is to promote excellence, collaboration, and innovation in participatory governance research and practice. The Participatory Governance Initiative is a university-wide interdisciplinary space that aims at bringing together academics, students, elected and non-elected government officials, community members and practitioners interested in the theory and practice of participatory governance.

Welcome to the School of Public Affairs! Our faculty and staff are eager to help you thrive and fulfill your potential—for yourself, and for the public interest.

Shannon Portillo, PhD

Director and Professor
School of Public Affairs

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Land Acknowledgement

We acknowledge the 22 tribes who are native to the State of Arizona, whose care and keeping of these lands allow us to be here today. More specifically we honor the Akimel O’odham (PIMA) and Pee Posh (Maricopa) peoples, on whose ancestral homelands the ASU campuses reside.

Program Information

The Doctor of Philosophy (Ph.D.) in Public Administration and Policy is a theoretically grounded research degree designed to prepare students for an academic career. The degree is also appropriate for individuals who want to conduct high-level research and policy development in public and nonprofit agencies, foundations, and research institutes. It is designed for students who seek full-time study.

Our goal is to develop well-rounded, independent scholars who are grounded in the classic and current literatures of public administration and public policy, skilled in research methods, and ready to make a positive and important contribution to the field through teaching and research. We provide a balanced curriculum to ensure mastery of core ideas and materials, as well as the opportunity to develop specialized expertise in a specific subfield as determined by the student and his or her committee. These subfields can focus on any area related to public administration and public policy and can draw on faculty expertise from across the ASU campuses. As a result, upon graduation, our doctoral students are poised for success as productive and active scholars, researchers and teachers.

Admissions

- All applicants are expected to have completed statistics and research methods classes before admission.
- All applicants are expected to have sufficient formal coursework in public administration, public policy, or related discipline to pursue doctoral study in the field.
- Applicants are admitted as a cohort in the fall semester. Admission is competitive, with a limited number of well-qualified applicants being admitted each year.
- Students entering with a master’s degree in a related field may be granted up to 30 blanket credit hours toward the 84 credit hours required for the doctorate. This leaves 24 credit

hours of core courses, 15 credit hours of elective coursework, 3 credit hours of research and 12 credit hours of dissertation (54 credit hours total) to be earned post-admission.

- A **completed** application packet is due by the application deadline, which is listed on our PhD web page - spa.asu.edu/phd
- All applicants must submit/upload the following materials as part of the online application:
 1. An official ASU Graduate application and application fee.
 2. A written statement of educational and career goals that includes a discussion of research interests (online submission);
 3. A current resume or curriculum vitae (online submission);
 4. Three letters of recommendation. These should be primarily from faculty members. All letters should address the candidate's capacity to successfully complete the doctoral program. They should assess the student's capacity for critical and analytic thought, their ability to communicate effectively, both verbally and in writing, and their commitment to completion of the program (online submission);
 5. Samples of research reports and/or papers (online submission);
 6. Official scores on the GRE (verbal, quantitative, analytical) - GRE institution code: 4007. Only test scores from within the past 5 years will be accepted and analytical scores **will** be considered in admissions decisions.
 7. Official transcripts of all undergraduate and graduate work.

Send transcripts to:

Arizona State University

Graduate Admission Services

PO Box 871003

Tempe, Arizona 85287-1003

OR

gradtranscripts@asu.edu

English Proficiency Requirement

International students must submit TOEFL or IELTS scores to be considered for admission. ASU's institution code is 4007. You will need this code when you take the TOEFL to ensure your score is transmitted to ASU. ASU accepts only electronic copies of the TOEFL score report.

- The English proficiency requirement is waived for applicants who are U.S. citizens or U.S. permanent residents, or if you are from an approved [English speaking country](#).

- The English proficiency requirement is waived if the applicant has earned a Master's or PhD degree from a regionally accredited college or university in the U.S.
- Minimum TOEFL score is 100 (iBT exam) or 600 (Traditional exam).
- Minimum IELTS score is 7. No institutional code is needed.
- Please note: The School of Public Affairs requires a higher TOEFL/IELTS score than the university.
- Scores must not be over 2 years old. Either the TOEFL or IELTS must have been taken within two years from the beginning of the semester for which you've applied. Example: A student applies for Fall 2019 admission. Classes for Fall 2019 start on Aug 22, 2019. Therefore, any English language proficiency test must have been taken Aug 22, 2017 or later.

Financial Aid

The School of Public Affairs **may** offer a 3-year appointment as a Graduate Research Assistant in the School of Public Affairs.

Continuation of this appointment is contingent upon the following criteria:

- Student remains in the Ph.D. program
- Student progresses at a satisfactory rate in the Ph.D. Program
- Student receives a satisfactory annual performance review from faculty
- Continued availability of funding

The GRA is a half-time appointment (20 hours per week) with a compensatory stipend of \$24,586 for each academic year. Full tuition remission and health insurance (valued at around \$18,000) accompany an appointment, as long as the student is registered for at least 6 credit hours per term. Please note that the GRA tuition remission **does not** cover ASU fees (currently about \$900 per year) or fees associated with courses online or registration of classes hosted in the W. P. Carey School of Business.

In addition to the financial aid detailed above, students may be eligible for funding opportunities during the summer assisting faculty members on research grants or as a teaching assistant for SPA. After the third academic year, students may be eligible to earn a summer teaching stipend through the SPA undergraduate program.

Course Descriptions and Sequence

The following describes our typical course sequence. On occasion, there might be a minor change due to instructor availability or class size.

Year One - Fall (9 credit hours)

1. PAF 602 Advanced Research Design for Public Policy and Administration. The course focuses on logic, design, and conduct of social science research. Traditional scientific explanatory research is a prerequisite for any prescriptive research. The primary objective of the course is to develop social science explanations for public administration and public policy phenomena. Different methodological approaches and data considerations relevant to research design will be discussed and considered. Students will learn how to construct a research design, conceptual modeling, operationalization of complex constructs, selection of data sources and data collection approaches, the use of theory to motivate research questions and hypotheses, sampling, and methodological approaches.

2. PAF 604 Intellectual Foundations of Public Administration. This course explores significant themes and developments in the field of public administration. Important topics include the historical development of public administration as a body of thought and as a branch of political sciences, federalism, the politics and administration dichotomy, democracy and bureaucracy, diversity and representation, privatization of public goods and services, urban America, governance and technology, theories of governance. The course allows doctoral students to refine their abilities to identify, analyze, interpret, critique, evaluate public administration theories and methods. The course ensures that students obtain a solid understanding of public administration theory and practice.

3. Elective Course

Year One - Spring (9 credit hours)

1. PAF 603 Advanced Economics for Public Administration and Public Policy. The course reviews and introduces students to a wide range of macro and micro economic theories relevant in public policy and public administration. Specific topics may include theories of utility and demand, theory of the producer, optimization and maximization, production and marginal analysis, game theory, market competition and equilibrium theory, market failures, risk and uncertainty, contract theory, public goods and taxation, and social welfare.

2. PAF 605 Organization Theory and Behavior Seminar. This course is designed as an advanced survey of organization theory (OT) and organization behavior (OB) literatures for doctoral students in public administration and public policy. The seminar pursues multiple goals. It examines the intellectual foundations and historical progression of OT/OB research and explores the craft of conducting social science research related to OT/OB. The course will specifically analyze how current literature in public management and administration applies organization theory for research. The seminar is designed to develop a research-based understanding of main schools of organization theory so that students gain skills to enable them to engage OT/OB theories in their own research.

3. Elective Course

Year Two - Fall (9 credit hours)

1. PAF 601 Advanced Public Policy Seminar. The course helps students to develop theory-based critical thinking to analyze multiple dimensions of the public policy process. Topics addressed in the course include policy design, policymaking and change, policy adoption, policy diffusion, institutional analysis, program evaluation, policy analysis, and contemporary design challenges. The goal of the class is to develop and apply the theories and perspectives across different policy areas.

2. PAF 610 Advanced Qualitative Methods. This course explores a number of qualitative research approaches and methods for public administration and public policy research. Topics include developing research questions for qualitative research, integrating qualitative methods in mixed method designs, principles and approaches to a range of qualitative approaches such as ethnography, participant observation, interviews, focus groups, content analysis, discourse analysis, case studies, among others. The course also considers how different approaches are informed by different theoretical and epistemological assumptions, and the relevant ethical considerations associated with their use.

3. Elective Course

Year Two - Spring (9 credit hours)

1. PAF 609 Advanced Quantitative Methods Seminar. This course will provide an opportunity to learn the tools necessary for carrying out empirical work through hands-on data work and analysis. Students will learn how to specify and estimate linear regression models and test

hypotheses about model parameters under different statistical assumptions. Students will become proficient in statistical software.

2. PAF 620 Public Administration and Public Policy Professional Development Workshop. This course prepares doctoral students in public policy and public administration to be productive and effective scholars, teachers, and researchers by introducing them to a wide range of professional development topics. Topics include course design and syllabus creation, public speaking, developing effective presentations, academic and non-academic career paths and job markets, publishing and reviewing and developing independent research projects.

3. Elective Course

Year Three - Fall (18 credit hours) Students going in to year three will be registered by their academic advisor. Make sure to have a plan with your staff advisor if you need to remain a full-time student for any reason. Please note that most funding packages are only for the first three years.

1. PAF 799 Dissertation (12 hours)

2. PAF 792 Research (6 hours)

Year Three - Spring (1 credit hour)

1. PAF 795 Continuing Registration (1 hour)

The program consists of a minimum of 48 credit hours of graduate work beyond the master's degree. Of the 48 credit hours, at least 12 must be research and dissertation credit (of which no more than 9 hours may be dissertation credit). A minimum of 30 credit hours of approved course work, exclusive of dissertation and research, must be taken at ASU after admission to the program. Students must complete PAF 601, 602, 603, 604, 605, 609, 610, and 620 prior to the end of the second year in the program.

Enrollment and Academic Progress

Continuous Enrollment Policy: Once admitted to a graduate degree program, doctoral students *must* be registered for a minimum of one credit hour (not audit) during all phases of their graduate education. This includes periods when they are engaged in research, working on or defending theses or dissertations, taking comprehensive exams, or in any other way using

university facilities or faculty time including the term in which they graduate. This credit must appear on the Plan of Study or must be an appropriate graduate-level course (PAF 795 Continuing Registration). Students planning to discontinue enrollment for a semester or more must request approval for a leave of absence.

Students may petition the Graduate College for a leave of absence for a maximum of two semesters during their entire program. A petition for a leave of absence, endorsed by the members of the student's supervisory committee and the head of the academic unit, must be approved by the Graduate College dean. This request must be filed and approved before the beginning of the enrollment period in which the absence will take place. An approved leave of absence will enable students to re-enter their program without re-applying to the university. **Students who do not enroll for a fall or spring semester without an approved leave of absence by the Graduate College are considered withdrawn from the university under the assumption that they have decided to discontinue their program.** Students removed for this reason may reapply for admission to resume their degree program; the application will be considered along with all other new applications to the degree program. A student on leave is not required to pay fees, but in turn is not permitted to place any demands on university faculty or use any university resources.

Paid Parental Leave: Postdoctoral scholars and graduate students with a .50 FTE research or teaching assistantship (RA/TA) appointment, who have completed at least one academic year's service, are eligible for up to 6 weeks of paid parental leave for the birth or adoption of a child. They will continue to receive their stipend and associated benefits (health insurance and tuition remission) during this six-week period. **If both parents are graduate students or postdoctoral scholars, only one parent may receive the accommodation.** The department is responsible for funding these costs. The RA/TA must maintain a minimum enrollment of six credit hours during the term of paid leave. Any portion of the six-week period that falls outside the appointment term will reduce the amount of available paid parental leave on a pro-rated basis.

Satisfactory Academic Progress: All graduate students are expected to make systematic progress towards completion of their degree. This progress includes meeting the conditions listed below and achieving the benchmarks and requirements set by the individual degree programs. If students fail to meet the requirements of their degree program and/or the benchmarks outlined below, the student may be withdrawn from their program based on recommendations received by the Graduate College. The Graduate College dean makes the final determination.

- Maintain a minimum of 3.00 GPA on both the POS and Graduate GPA. If either GPA falls or both fall below 3.00, the student must raise both of his/her GPA's to 3.00 or better within the time frame identified in departmental policies, but no later than by the end of two full academic semesters following the semester in which the student was put on academic probation. The student is considered to be on academic probation until both GPA's are raised above 3.00.
- Meet all requirements of the graduate degree program. Please see Graduate Policies and Procedures for details: <https://graduate.asu.edu/policies-procedures>.
- Meet the maximum time limit for graduation from the student's graduate degree program (ten years for doctoral). Doctoral students must meet the five-year time limit for graduation after passing the comprehensive examinations.
- Successfully pass exams. Doctoral students must successfully pass all comprehensive qualifying exams, and the oral defense of the proposal/prospectus for the dissertation.
- Students must pass at least 67% of their total attempted ASU credit hours in their current degree level at ASU. Passed credits do not include courses with grades of E, I or W. A passed course, if retaken, will be considered passed only once, yet attempted twice. Audited courses, ungraded courses, remedial no-credit courses and courses with a grade of Z are excluded from this measurement. Measurement of your pace rate will occur once a year at the completion of the spring semester. Students on Financial Aid Suspension due to a pace rate violation are not eligible for federal and state financial aid. This policy is not applicable to scholarships or employee tuition benefits. For more information see <https://students.asu.edu/policies/sap>.
- Maintain departmental satisfactory progress. Measurement of your departmental satisfactory progress will be determined in part by information contained in students' annual activity reports, which are completed during the spring semester.

Exams and Candidacy

Upon completion of core course work, and before undertaking dissertation research, the student completes two comprehensive examinations – one written core and one specialization exam. The specialization exam requires submission of a publishable quality paper and oral

defense of that paper. If the student should fail one or more of these examinations, a re-examination may be administered. Approval for this re-examination must be obtained from the Examination Committee, the Doctoral Director, and the dean of ASU's Graduate College. A second failure of any of these exams is considered final, and dismissal from the program is recommended to the Graduate College. Students must complete and pass all exams within five semesters of matriculation. In exceptional circumstances, the student may petition for an extension. Extensions must be approved by the Doctoral Director, the Doctoral Program Committee, and the Director of the School of Public Affairs. The School of Public Affairs requires that students' dissertation be completed no later than 5 years from completion of the comprehensive examination.

Core Examination

The examination is designed to assess student mastery of public administration theory, organization theory, public policy, and research methodology. Students are expected to demonstrate their ability to integrate ideas and construct logical arguments related to these substantive areas. The examination is prepared, administered, and graded by an Examination Committee that is appointed by the Doctoral Director in consultation with the Doctoral Program Committee.

Specialization Examination

The examination is designed to assess a student's mastery in his/her chosen specialization, including their ability to integrate ideas and construct logical arguments related to their area of focus. Students also must establish their ability to produce academic research that is grounded in theory, and utilizes an appropriate research design and methodologies. Specializations include:

- Education policy
- Energy and environmental policy
- Global governance
- Local governance
- Organization research
- Policy informatics
- Political and social theory
- Public finance and financial management
- Public management
- Science and technology policy
- Social policy
- Urban affairs

Students may petition the Doctoral Director for an ad-hoc specialization. Ad-hoc specializations require that at least two faculty members of the school's graduate faculty have expertise

related to the proposed subject area. Ad-hoc specializations are created in concert with the student's advisor and the relevant graduate faculty affiliated with the proposed specialization.

The examination requires that students develop an original scholarly manuscript of publishable quality that is developed in consultation with the student's mentor/academic advisor. The specialization examination is graded by an Examination Committee. Each student will select two tenured or tenure-track faculty members from the School of Public Affairs to serve on the specialization exam committee. Students typically select their academic advisor to serve as one of these members (and to serve as the Chair of the exam committee). The third member of the specialization exam committee will be a member of the School of Public Affairs Doctoral Program Committee.

Dissertation Proposal and Candidacy

After completion of the comprehensive exams, students must submit and defend a doctoral dissertation prospectus/proposal. To complete the proposal, the student must gather their committee to meet and obtain signatures on the prospectus/proposal form for submission to the Graduate College after the successful completion of the defense. Doctoral students should apply for admission to candidacy immediately after they have met all requirements for the degree, except the dissertation.

A dissertation is required of each student. The dissertation must consist of a fully documented written analysis demonstrating a high level of research skill and substantive competence. Each student must register for 12 (and only 12) credit hours of dissertation (PAF 799).

The dissertation is supervised by a committee of at least three tenure-track or tenured faculty members in the School of Public Affairs (or equivalent faculty appointed by the Dean of the ASU Graduate College). The chair of the committee must be a tenure-track or tenured member of the ASU School of Public Affairs faculty.

The final oral examination in defense of the dissertation is scheduled by the Dean of the ASU Graduate College and conducted by the student's dissertation committee. A candidate must pass the dissertation defense within five years after completing the comprehensive examination. Any exception must be approved by the dissertation committee, the Doctoral Director, and the Dean of the ASU Graduate College.

The student is eligible for graduation when ASU Graduate College requirements have been met, the final defense has been passed, and the dissertation has been approved by the supervisory committee and accepted by the Doctoral Director, and the dean of the ASU Graduate College. Application for graduation must be made by the date specified in the ASU Graduate College calendar: <https://graduate.asu.edu/current-students/policies-forms-and-deadlines/graduation-deadlines>

Advising

There is a formal **orientation** for all entering Ph.D. students at the beginning of each academic year (fall semester). The orientation is attended by faculty, staff, current students, and Ph.D. alumni. The orientation will be scheduled for the first or second week of classes during the fall semester.

Initial advising occurs upon admission. Students are assigned a faculty mentor, based upon similarities in research interests. Faculty mentors provide guidance and counseling and are generally available throughout the course of a doctoral student's study. Students are also encouraged to seek mentoring and advice from any faculty member with whom they may share a research interest. A student's faculty mentor may become the advisor of their program of study, specialization exam, and/or dissertation chair. However, students may also select other faculty members to serve in this role.

Annual Review occurs at the end of the first year. Students meet with the Doctoral Program Committee to discuss their progress in the program. The committee will use the Satisfactory Academic Progress benchmarks and requirements described earlier in this document to assess student progress.

Program of Study Committee

During the first year of the program, each student must form his or her Program of Study Committee. The Program of Study Committee consists (at minimum) of a chair and two additional faculty members. The chair of the program of study committee serves as the student's graduate advisor. All three committee members (including the Chair) must be tenured or tenure-track members of the ASU School of Public Affairs faculty.

The chair of the student's committee assumes primary responsibility in assessing the student's progress towards completing their doctoral course work, and in assessing the relationship between the student's course work and their area of doctoral research. Student progress is also reviewed annually by the Doctoral Director and the Doctoral Program Committee.

The role of the Program of Study committee is to help the student prepare an Interactive Plan of Study (iPOS) and subsequently approve it. Students must submit their iPOS by May 1 of their first year in the doctoral program. The iPOS is a plan of when students anticipate completing their course work in the doctoral program, and which courses will form their chosen area of specialization. A student may take as many specialization courses as the student and/or Program of Study Committee feel are appropriate, as long as the approved minimums are met. The iPOS must be approved by the ASU Graduate College. Any deviations in course work from that specified on the official iPOS must be approved by the Program of Study Committee, the Doctoral Director and the dean of the Graduate College. It is the responsibility of the Program of Study Committee to advise and supervise the student through the completion of classes listed on the iPOS.

Specialization Exam Committee

The role of this committee is to help the student develop an original scholarly manuscript of publishable quality. Each student will select two tenured or tenure-track faculty members from the School of Public Affairs to serve on the specialization exam committee. Students typically select their academic advisor to serve as one of these members (and to serve as the Chair of the exam committee). The third member of the specialization exam committee will be a member of the School of Public Affairs Doctoral Program Committee.

Dissertation Committee

The role of the dissertation committee is to advise the student's dissertation research. Students are recommended to consult with their dissertation committee regularly throughout their dissertation development process. The Graduate College provides specific guidelines regarding (a) whom, in general, is eligible to participate in doctoral committees at Arizona State University, (b) in what capacity they may participate, and (c) the manner by which interested parties may apply for and be approved for doctoral and graduate committee work. These policies should be the first ones consulted in making determinations regarding eligibility for doctoral committee work.

All dissertation committees must be approved by the Doctoral Director and the Dean of the Graduate College. The chair of the Dissertation Committee must be a tenured or tenure-track member of the ASU School of Public Affairs. If all faculty are appropriate and available, the student's Program of Study Committee often serves as the dissertation committee. The Doctoral Program Committee may also choose to grant a one-time, ad hoc permission for an individual to serve on a committee in lieu of granting Graduate Faculty status.

The School of Public Affairs stipulates that requests for additions to Ph.D. Graduate Faculty in the School of Public Affairs from individuals outside the School must satisfy the Graduate College's requirements, and be vetted and evaluated by the School's Doctoral Program Committee and the Dean of the Graduate College. Faculty with split appointments must also be authorized to chair dissertation committees pursuant to relevant Memorandum of Understanding between academic units.

Students' Rights and Responsibilities

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

ASU E-mail

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

Anti-Racism / Diversity, Equity, and Inclusion Statement

The School of Public Affairs in the Watts College of Public Service and Community Solutions at Arizona State University upholds, values, and cherishes student, staff, and faculty diversity, no matter the circumstance. As members of the ASU Community, we are charged with challenging injustices and social inequities of any kind through education. These values are an integral part of our standing as an institution and must be upheld by all members of the ASU community,

including but not limited to all School of Public Affairs staff, faculty, and students. The call is clear and present at ASU for every member of our community to do their part in fostering a culture of inclusive excellence that contributes meaningfully to lasting equity for all. For students and faculty alike, this culture of inclusive excellence creates role models, broadens perspectives, combats negative stereotyping, and enables policymakers, public servants, planners, and administrators of the 21st century to think creatively, critically, and above all, compassionately about our impact on the world at large.

Arizona State University welcomes all students regardless of race/ethnicity, gender identities, gender expressions, sexual orientation, socio-economic status, age, disabilities, religion, regional background, Veteran status, citizenship status, nationality, and other diverse identities. Each of us bear intersectional perspectives that are born out of our backgrounds and identities, and each of us has a contribution to make towards our culture of inclusive excellence.

Culture of Respect

ASU is a community and a professional work environment. Graduate students are expected to treat peers, teachers, students, staff, and members of the ASU community with respect and to work with them in a professional manner, both in person and online. Public Affairs graduate students are representatives of the School of Public Affairs and the university. SPA expects its students to be good representatives who recognize that poor behavior by one student impacts others by creating a negative perception of the school.

Sexual Harassment

The university prohibits sexual harassment by employees and students and will not tolerate sexual harassment that interferes with an individual's work or educational performance or creates an intimidating, hostile, or offensive working, learning, or residential environment. Please visit ASU's [Sexual Violence Awareness and Response](#) site to learn more about rights and responsibilities, how to report an incident and how to get immediate assistance and confidential support.

Student Code of Conduct

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

Discrimination, Harassment and Retaliation

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

Title IX protects individuals from discrimination based on sex in any educational program or activity operated by recipients of federal financial assistance. As required by Title IX, ASU does not discriminate on the basis of sex in the education programs or activities that we operate, including in admission and employment. Inquiries concerning the application of Title IX may be referred to the Title IX Coordinator or to the U.S. Department of Education, Assistant Secretary, or both. Contact titleixcoordinator@asu.edu or 480-965-0696 for more information. Office located at 1120 S. Cady Mall, INTDSB 284. For information on making a report please go to www.asu.edu/reportit/.

Academic Integrity

The School of Public Affairs takes academic integrity seriously and requires students to:

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

Each college/school has an [academic integrity officer](#) who can address questions related to academic integrity. If there are questions, students should reach out to officers from the college/school that offers the course students have questions about.

Steps to Enrollment

1. Activate ASURITE ID

MyASU is the university's secure, real-time website that provides students with access to their student records. In order to login to MyASU and take advantage of its many uses, including class registration, making payments, and changing your contact information, students must activate their ASURITE ID. Students will need their ASURITE ID and activation code, provided to them in the first letter sent by ASU Graduate Admissions. If students have discarded or misplaced the letter, they may contact computer accounts at 1-855- 278-5080

or help.asu.edu to have a new activation code created. With their ASURITE ID and activation code, students may go to asu.edu/password/activation and follow the guided steps.

2. Login to MyASU

When the account is active, students may login to MyASU at my.asu.edu and proceed to the next step of enrollment. When students activate their ASURITE, they will be prompted to set up their ASU e-mail account. Each student is required to have an active ASU email account. This is the university's primary means of communication with students. Each student should check their ASU email regularly, or forward it to an account that they check frequently.

3. Submit proof of immunization

In order to register for classes, students must have verification of two MMR (measles [rubella] /mumps/rubella) immunizations on record at ASU. The Immunization Records Submission Form can be found online at asu.edu/health/parents/immunization. To verify that ASU has received and recorded the immunization documentation, students may go to MyASU (my.asu.edu), log in with their ASURITE ID and password, and look under Priority Tasks. If MMR documentation has not been recorded with the Student Health and Wellness Center, students will see a message requesting that they submit documentation. If students have a notification called MMR Immunization, they may click on the notification and follow the steps listed. If there is no message, then the documentation has been received and recorded. It takes approximately two days from the time ASU receives the documentation to record it in the system. Therefore, students must send/fax their MMR documentation in advance of when they plan to register for classes. (Please note: If students were born before 1/1/1957, verification is not required.)

4. Register for classes

After activating the ASURITE ID and submitting proof of two MMR immunizations, students will be able to register for classes. To register, students may go to MyASU (my.asu.edu) and login using their ASURITE ID and password. On the left side of the MyASU page, there is a box labeled "My Classes." Students may select the tab for the semester and year for which they wish to register. After clicking the "Registration" link, they may then click the "Add" link. Students may search for courses or enter the 5-digit class number for each class they want to add. Student should make sure they click "Finish Enrolling" to complete the course registration.

Adding, Dropping, and Withdrawing from Classes

Students are responsible for their own academic schedule. Each semester, students will enroll and make adjustments to their schedule. The academic calendar is useful during this process. The “My Classes” section of MyASU allows students to add, drop, and withdraw from classes. Students need to be familiar with the academic calendar, which changes every semester. The academic calendar contains key dates, such as deadlines for making course adjustments and withdrawing from classes with a tuition refund. Current and future academic calendars may be found at students.asu.edu/registrar-semester-calendar. If students must withdraw from a class due to circumstances beyond their control, they may find the procedures for a Medical/Compassionate Withdrawal at students.asu.edu/forms/medical-compassionate-withdrawal-request.

Residency Verification

Although not a prerequisite for enrollment, students may also be required to provide evidence of U.S. citizenship, permanent resident status or lawful immigration status in order to be eligible for consideration for in-state tuition or financial assistance funded in whole or part by state monies. If citizenship status cannot be automatically verified, students will see a Finances item on their student center (below the Priority Tasks section referenced above). They will then need to submit a completed Citizenship Verification Form and a legible copy of acceptable documentation to a registrar location at any campus.

Transfer Credits (aka pre-admission credits)

Graduate credits completed at ASU, from another regionally accredited US institution, or international institution officially recognized by that country, before the semester and year of admission to an ASU graduate degree program, are referred to as pre-admission credits. With the approval of the MPA/MPP Director and the Graduate College, students may include a maximum of 12 graduate-level credit hours with grades of “B” or better that were not used towards a previous degree. Pre-admission credits must have been taken within three years of admission to the ASU degree program to be accepted.

Academic Grievance and Appeal

The grade grievance must be started within the regular semester immediately following the course at issue, whether students 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's director or assigned designee. The student should provide a written statement, including:

A heading including

- Student 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

- Student 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.

Students may review the complete Watts College of Public Service and Community Solutions [Academic Greivance Process](#) that outlines the steps students must follow in seeking a grade

appeal.

Faculty

For a comprehensive listing of School of Public Affairs faculty, including bios, research interests, CVs, and Google Scholar pages, please see our [online Faculty Directory](#).

Research and Centers

The School engages in a broad research program, including non-funded individual faculty research, applied public service, contract, and grant funded research. Several units exist in the School for the purpose of furthering research in the public sector and linking that research to the effective management of public organizations and advancing effective public policy and urban governance. In addition, the School is partners with several organizations to advance public sector knowledge. For more information, please review our [Centers and Initiatives web page](#).

Student Resources

International Students and Scholars Center

To maintain visa status and avoid possible enrollment conflicts, students should follow the guidance of the International Students and Scholars Center (ISSC), located on the Tempe campus. This office should be the first stop regarding any question students have about visas, financial guarantees, I-20s and other required forms, and other International- related topics. Students may visit the [ISSC web site](#) to learn about (1) maintaining a full course of study,(2) international student enrollment requirements, (3) acceptable enrollment session combinations, and (4) important information for government-sponsored students.

Contact Information

International Students and Scholars Center

Student Services Building in Tempe

Room 170

480-727-4776

issc@asu.edu

ASU Bookstore

It is recommended that students purchase all textbooks for their SPA classes through the [ASU bookstore](#). Textbooks for SPA courses can easily be purchased at the Downtown Phoenix campus bookstore.

Information Commons

The Information Commons is located on the lower level of the University Center Building, and serves as the central site for multiple academic and student support services at the Downtown Phoenix campus. It houses the DPC library, a computing site with over 45 laptops for student, faculty, and staff use, and several types of study spaces (including common, quiet and silent study zones and private and group study rooms). The Downtown Phoenix Campus Library provides access to books and other research resources focusing on materials of particular interest to majors in the anchor fields taught at the Downtown campus.

Doctoral student space is available in University Center (UCENT) 422. This space is open to all doctoral students in the School of Public Affairs during the business day. Access to the floor is restricted in evenings and weekends. Students are welcome to study, relax, or simply converse with other students. Desk space is also available to students.

Teaching Preparation

Preparing Future Faculty (PFF) is a nationally recognized professional development program for doctoral students interested in pursuing a faculty position upon graduation. Through this program, students learn the many roles of faculty members (research/scholarship, teaching, service) and are given an insider's perspective by distinguished faculty and administrators at ASU and other institutions. The PFF program is comprised of two one-year (fall and spring) two-credit courses (one credit per semester). The second year is optional, but highly encouraged.

School of Public Affairs' Career Services Office

The SPA Career Services Office was established to cultivate employer relations, leverage alumni engagement, and provide specific career and professional development for students and graduates seeking entry or transition in the fields of public administration and policy analysis. The Career Services Manager works with individual students and alumni to determine career goals and strategies for achievement. Appointments are available for Ph.D. students to discuss career exploration, development and implementation which is tailored to the individual's talents, experiences, and desired academic or professional goals.

SPA Career Services Office is located in the University Center at the Downtown Phoenix campus:

411 N. Central Avenue, Suite 400
Phoenix, AZ 85004
Phone: 602.496.0450
E-mail: spa_careerservices@asu.edu

University Career Services

ASU Career Services Office is a partner with the School of Public Affairs Career Services Office and assists with career exploration, development and implementation. This partnership provides additional opportunities for students 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, social media presence) in the exciting urban environment of the Downtown Phoenix campus.

University Career Services' Contact Information

The Downtown Career Services Center is located in the historic post office, on the southwest corner of Fillmore St. and Central Ave.

Web: <https://career.asu.edu/>

Phone: 602.496.2350

Email: careerservices@asu.edu

Sports & Recreation

At ASU, you can participate in sports and recreational activities by cheering on the Sun Devils to another victory or playing toward victory on your own team through intramurals or sport clubs. For the fitness minded, ASU offers recreation centers at each campus.

ASU Athletics - thesundevils.com

ASU Fitness - fitness.asu.edu

Student Organizations

Get involved in your community and your university through a variety of student organizations and clubs.

- ASU-ICMA: Student Chapter of the International City/County Managers Association - <https://spa.asu.edu/content/involvement-opportunities>
- Student Involvement - <https://eoss.asu.edu/student-and-cultural-engagement>
- Downtown Devil - <https://downtowndevil.com/>
- Graduate & Professional Student Association - <https://gpsa.asu.edu/>

Professional Development

The International City/County Management Association (ICMA) is *the* professional organization for local government professionals. Arizona State University's ICMA (ASU-ICMA) Student Chapter was founded in 2012, and has organized several events each year, including tours of facilities in the Phoenix Metro Area, discussions with active and retired managers, regional conferences, socials, career-related events, internship seminars, and other learning opportunities. The chapter continues to grow in undergraduate and graduate student members, and seeks opportunities to connect student members with School of Public Affairs (SPA) alumni and local government representatives for career guidance, mentoring, and networking opportunities throughout the academic year.

Student Accessibility and Inclusive Learning Services

ASU Student Accessibility and Inclusive Learning Services provides support and access to students with disabilities for programs and services, consultation and guidance for faculty and staff, and training and engagement opportunities to increase awareness and ensure accessibility. Student Accessibility facilitates access for qualified students with disabilities through the provision of reasonable and effective accommodations. Students are encouraged to visit the Student Accessibility and Inclusive Learning Services office and make it an integral part of their educational pursuits.

Student Accessibility and Inclusive Learning Services Information:

Post Office (POST), Suite 201

Phone: 480-965-1234

E-mail: Student.Accessibility@asu.edu

<https://eoss.asu.edu/accessibility>

Parking and Transit Services

Students may purchase a decal to park in any of ASU's parking lots. There are several parking lots to choose from at the Downtown campus and lots vary in price. Decal purchases can be made online at <https://cfo.asu.edu/parking> or in person at the Parking office in the Downtown campus' University Center, Suite 116, between 8:00 am – 4:30 pm.

If student purchase a Downtown Phoenix Campus parking permit, they may also park on the Tempe Campus in the Reciprocal Parking Lots north of Rio Salado and Packard Drive (Lot 59 North) and on Rural Road between Rio Salado and University Drive (Lot 59 East). If students already have an ASU Tempe parking permit, they may use it to park in the Reciprocal Parking

Lot for the Downtown Phoenix Campus, located at 320 N. 4th Ave. Rates, lot locations, and much more information can be found at <https://cfo.asu.edu/parking>.

Pay lots - Hourly parking is available in the lot north of the Cronkite Building.

Metered parking - Visitors to ASU who need short-term parking can use one of the many metered parking areas.

Intercampus options - For travel between the Tempe and Downtown Phoenix campuses, ASU students and employees are encouraged to take the METRO light rail. Students and employees can ride the light rail for deeply discounted rates by obtaining an ASU U-Pass. Additionally, the West-Tempe intercampus shuttle makes a stop at the Downtown Phoenix Campus. See cfo.asu.edu/pts-shuttles for schedule.

U-Pass - The ASU U-Pass offers unlimited access on Valley Metro bus routes and the METRO light rail. For more information on public transportation options, see <https://cfo.asu.edu/transit>

Money Matters and Sun Card

Students may view tuition receipts, charge history, payments, refunds, and more by clicking on the “Finances” tab of the MyASU page. Semester-specific payment options and deadlines are described in the University Academic Calendar at: students.asu.edu/academic-calendar. If tuition is not paid or financial aid is not awarded by the deadline, you will automatically be enrolled in the Tuition Installment Plan and charged a nonrefundable fee of \$100 for resident students (\$200 for non-residents). Students may pay for your tuition a number of ways. There is more information at: students.asu.edu/tuitionandbilling

Sun Card

The Sun Card is the official photo ID of all Arizona State University students, faculty and staff. Learn more at <https://cfo.asu.edu/cardservices>. Be sure to obtain an ID card prior to the start of classes. Entrance to university buildings is by card access only.

School of Public Affairs Contact Information

Faculty Directory

Contact information for the School of Public Affairs faculty, along with faculty curriculum

vitae, research interests, and profiles, can be found on our [faculty page](#).

Program Faculty and Staff

Shannon Portillo

Professor & School Director

s.portillo@asu.edu

602-496-0450

Julia Melkers

Professor & Doctoral Director

Julia.Melkers@asu.edu

Margaretha Bentley

Associate Director & Clinical Assistant Professor

Margaretha.Bentley@asu.edu

602-496-0539

Joe Kaufman

Assistant Director of Academic Services

Joe.Kaufman@asu.edu

602-496-0465

Katherine Bonnesen

Academic Success Advisor

Katherine.Bonnesen@asu.edu

602-496-0450

Maryjo Douglas Zunk

Program Manager, Career Development & Placement

maryjo.zunk@asu.edu

602-496-0450

About Arizona State University

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.