



ASU's School of Public Affairs (SPA) is among the leading schools in the nation, with unique strengths in information technology, science and technology policy, local government management, emergency management and homeland security, nonprofit management, environmental policy, and urban policy.

Public Administration and Policy, PhD

Program Handbook 2020-2021

Welcome!

The School of Public Affairs at ASU was recently listed as one of the best graduate programs by the *US News & World Report*. The school is ranked **14th overall in the country**. Why? Simple. Because of our world-class faculty, new academic programs, emphasis on retention, and our centers of research excellence. The school is also ranked:

- 1st in Homeland /National Security and Emergency Management
- 2nd in Information and Technology Management
- 3rd in Local Government Management
- 4th in Urban Policy
- 7th Public Management and Leadership
- 9th in Nonprofit Management
- 11th in Environmental Policy and Management
- 14th in Public Finance and Budgeting

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 national Alliance for Innovation and the Center for Urban Innovation. The school hosts an annual Municipal Finance Conference and faculty research includes areas such as Smart Cities, collaborative service delivery, and big data for local government.

Science and Technology Policy – Science and technology policy is a growing area of distinction for the school. The Center for Science, Technology and Environmental Policy Studies (CSTEPS) directed by Eric Welch and the Center for Organization Research and Design, directed by Dr. Stuart Bretschneider, conduct research in science and technology policy.

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.

Dr. Don Siegel

Director, School of Public Affairs

Professor of Public Affairs

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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.

Objectives of this Handbook

This handbook has been developed for students who are enrolled in, or considering applying for admission to, the Public Administration and Policy Doctoral Program at the School of Public Affairs (SPA). The objective of this handbook is to provide program specific information regarding admissions, curricular requirements and both university and programmatic policies and procedures. As such, this handbook is complementary to the ASU [Graduate Policies and Procedures Handbook](#) and [TA/RA Policies and Procedures Handbook](#). It is the responsibility of the student to obtain and familiarize themselves with these documents.

Admissions

Eligibility

All applicants are expected to have completed graduate level statistics and research methods classes before admission. Applicants also are expected to have sufficient formal coursework in public administration 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.

Application Process

A **completed** application packet is due by the application by January 11, 2021 for Fall 2021. The Ph.D. in Public Administration and Policy is a fall-only start program.

All applicants must submit/upload the following materials as part of the online application:

- An official ASU Graduate application and application fee.

- A written statement of educational and career goals that includes a discussion of research interests (submit online);
- A current resume or vitae (submit online);
- 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 (submit online);
- Samples of research reports and/or papers (submit online);
- 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.
- Official transcripts of all undergraduate and graduate work (only paper copies are accepted). Please send transcripts to:

Arizona State University
Graduate Admission Services
PO Box 871003
Tempe, Arizona 85287-1003

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.
- 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.

Program of Study

Degree Requirements

84 credit hours, a written comprehensive exam, an oral comprehensive exam, a prospectus and a dissertation

Required Core (24 credit hours)

PAF 601 Advanced Public Policy Seminar (3)

PAF 602 Advanced Research Design for Public Policy and Management (3)

PAF 603 Advanced Economics for Public Administration and Public Policy (3)

PAF 604 Intellectual Foundations of Public Administration (3)

PAF 605 Organization Theory and Behavior Seminar (3)

PAF 609 Advanced Quantitative Methods Seminar (3)

PAF 610 Advanced Qualitative Methods for Public Affairs Research (3)

PAF 620 Public Administration Professional Development Workshop (3)

Electives (12 credit hours)

Research (6 credit hours)

PAF 792 Research (6)

Culminating Experience (12 credit hours)

PAF 799 Dissertation (12)

Additional Curriculum Information

When approved by the student's supervisory committee and the Graduate College, this program allows 30 credit hours from a previously awarded master's degree to be used for this degree.

Curriculum

PAF 601 Advanced Public Policy Seminar

This advanced seminar course in public policy has a single objective: to develop a critical thinking of theoretical perspectives developed to analyze several dimensions of public policy. This class will focus on theories and perspectives across specific policy areas since our objective is to get used to analytical lenses not a specific policy area. This objective will be achieved by reading required books each week. This class requires the ability to analyze critically a body of literature as a prerequisite for advancing that literature. The general format of this course includes reviews of class material and discussion. Prior to each class, students are expected to read the required books listed in the syllabus. Students are responsible for contents included in the readings, even if it is not explicitly reviewed in class.

PAF 602 Advanced Research Design for Public Policy and Management

Logic, design, and conduct of applied social research. Traditional scientific explanatory research is a prerequisite for any prescriptive research. The primary orientation of this course is to focus on

development of social science explanations for public administrative phenomena and the development of research designs that permit testing of hypotheses derived from these explanations.

PAF 603 Advanced Economics for Public Administration and Public Policy

Topics include theory of utility and demand, theory of the producer, organization, and operation of product and factor markets, market equilibrium, regulation, risk and uncertainty, general equilibrium and welfare policy, market failure, public goods and taxation, and game theory.

PAF 604 Intellectual Foundations of Public Administration

Explores significant developments and themes in the theory of public administration, especially American public administration. Historical development of public administration as a body of thought and as a theory of politics; the enduring theme of public administration and democracy; various possible unifying themes, theories, and criteria; and prospects for future theory and research. Aimed at encouraging advanced students to refine their abilities to identify, analyze, interpret, critique, evaluate, and contribute to the literature and intellectual developments of this field of scholarship, as well as to place current and emerging trends in broader context. Builds on more basic courses in public administration and is intended in part to assist students in preparation for doctoral preliminary examinations in public administration. Assumes that students have a solid understanding of American government and bureaucracy.

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. 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.

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

PAF 610 Advanced Qualitative Methods

Explores a number of qualitative research approaches and methods, including ethnography, ethnomethodology, participant observation, interviews, focus groups, content analysis, discourse analysis, and some comparative/historical methods. Also explore the important theoretical and ethical issues that bear on these approaches.

PAF 620 PA Professional Development Workshop

Prepares doctoral students to become productive and effective public administration scholars, teachers, and researchers.

Interactive Plan of Study (iPOS)

The [interactive plan of study](#) (iPOS) is the student's official contract with the department and Graduate College. Submit your iPOS by the time you have enrolled in 50 percent of the minimum credit hours required for your degree program. Watch this [video](#) to get an overview of the iPOS and how it will support you as you navigate your degree requirements.

- Consult with your academic program advisor to determine what coursework is applicable to your program and is required on the iPOS.
- Update your iPOS as you progress through your degree requirements
- An approved iPOS must be on file prior to completing comprehensive exams, thesis/dissertation

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. Registration for every fall semester and spring semester is required. Summer registration is required for students taking examinations, completing culminating experiences, conducting a doctoral prospectus, defending theses or dissertations or graduating from the degree program. To maintain continuous enrollment credit hour(s) must appear on the iPOS or be an appropriate graduate-level course (PAF 790, 792, 795, or 799). Students planning to discontinue enrollment for a semester or more must request approval for a leave of absence.

Leaves of Absence (LOA)

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. The Leave of Absence request via your Interactive Plan of Student (iPOS) 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 Ph.D. 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 Ph.D. director, the Doctoral Program Committee, and the Director of the School of Public Affairs. Graduate Education 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 Ph.D. 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.

The examination consists of students developing 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, appointed by the Ph.D. director (in consultation with the Doctoral Program Committee), in addition to faculty mentors/advisors and committee members who had a role in guiding students' papers.

Dissertation Proposal and Candidacy

After completion of the comprehensive exams, students must submit a Doctoral Dissertation Prospectus/Proposal. The first step in this process involves identification of the student's Dissertation Chair or Advisor. Next, students should consult with their Dissertation Chair to identify the committee members for their dissertation committee. Dissertation committees must include at least three tenure-track faculty from the School of Public Affairs, including the Dissertation Committee Chair. Students may also have additional faculty members on the committee if the above requirement is already satisfied.

To complete the proposal, the student must gather their dissertation committee to meet and obtain signatures on the prospectus/proposal form for submission to the Graduate College. 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).

As mentioned above, the dissertation is supervised by a committee of at least three tenure-track faculty members appointed by the Dean of the ASU Graduate College. The chair of the committee must be a member of the ASU School of Public Affairs faculty and approved to chair these committees: <https://graduateapps.asu.edu/graduate-faculty/degree/PPPUBADPHD>.

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 Ph.D. 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 Ph.D. 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](#).

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.

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.

Immediately after students complete their comprehensive examination (at the end of Year 2/beginning of Year 3), they again meet with the Doctoral Program Committee to discuss their progress in the program. Progress of students who are in their third year (and beyond) will be reviewed by the Doctoral Program Committee at the end of each academic year. Only in circumstances where the committee has concern will a meeting with the student be requested.

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 members. The chair of the program of study committee serves as the student's graduate advisor, and must be a member of the ASU School of Public Affairs faculty. Affiliated faculty may serve as co-chairs, alongside a member of the ASU [School of Public Affairs Faculty](#).

Committee members may be part of the School's faculty or other campus departments. The chair of this 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 Ph.D. director and the Doctoral Program Committee.

The role of the Program of Study committee is to help the student prepare an integrated program 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 Ph.D. 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. Please view the details of the specialization exam at <https://spa.asu.edu/doctoral-examinationprocess>.

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 Ph.D. director and the dean of the Graduate College. The chair of the Dissertation Committee must be a member of the ASU School of Public Affairs faculty or affiliated faculty (<https://graduate.asu.edu/graduate-faculty>). There must be at least three (3) tenured track SPA faculty on the committee. If all faculty are appropriate and available, the student's Program of Study Committee typically 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 Graduate College's requirements, and be vetted and evaluated by the School's Doctoral Program Committee and the dean of the Graduate College. The committee may approve an applicant to become (a) a member of the School's Graduate Faculty and/ or (b) endorse the applicant to co-chair a research or dissertation committee. Tenured or tenure-track faculty must hold at least a 50% appointment in the School of Public Affairs in order for the Doctoral Program Committee to endorse an applicant for School PhD Graduate Faculty to chair research or dissertation committees. Faculty with split appointments must also be authorized to chair dissertation committees pursuant to relevant Memorandum of Understanding between academic units.

Steps to Enrollment

1. Activate your ASURITE ID

- MyASU is the University's secure, real-time website that provides you with access to your 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, you must activate your ASURITE ID. You will need your ASURITE ID and activation code, provided to you in the first letter sent by ASU Graduate Admissions. If you have discarded or misplaced the letter, please contact computer accounts at 1-855- 278-5080 or help.asu.edu to have a

new activation code created for you. With your ASURITE ID and activation code, go to asu.edu/asurite and follow the guided steps.

2. Login to MyASU

- When your account is active, you may login to myASU at my.asu.edu and proceed to the next step of enrollment. When you activate your ASURITE, you will be prompted to set up your ASU e-mail account. We require each student to have an active ASU email account - this is the university's primary means of communication with you. You should check your ASU email regularly, or forward it to an account you check frequently.

3. Submit proof of immunization

- In order to register for classes, you 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 students.asu.edu/health/immunization. To verify that ASU has received and recorded your immunization documentation, go to myASU (my.asu.edu), log in with your ASURITE ID and password, and look under Priority Tasks. If MMR documentation has not been recorded with the Student Health and Wellness Center, you will see a message requesting that you submit documentation. Should you have a notification called MMR Immunization, click on the notification and follow the steps listed. If there is no message, your documentation has been received and recorded. Please be aware that it takes approximately two days from the time ASU receives your documentation to record it in the system. Therefore, you must send/fax your MMR documentation well in advance of when you plan to register for classes. (Please note: If you were born before 1/1/1957, verification is not required.)

4. Register for classes

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

Adding, Dropping, and Withdrawing from Classes

You are responsible for your own academic schedule. Each semester, you will enroll and make adjustments to your schedule. Your academic calendar is available to assist you. The "My Classes" section of your MyASU allows you to add, drop, and withdraw from classes. You need to be familiar with the academic calendar, which changes every semester. The academic calendar contains key dates of when you can make course adjustments, withdraw from classes with a tuition refund, etc. Current and future academic calendars can be found at students.asu.edu/registrar-semester-calendar. If you must withdraw from a class due to

circumstances beyond your control, please review procedures for a Medical/Compassionate Withdrawal at students.asu.edu/forms/medical-compassionate-withdrawal-request.

Residency Verification

Although not a prerequisite for enrollment, you 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 your citizenship status cannot be automatically verified, you will see a Finances item on your student center (below the Priority Tasks section referenced above). You will then need to submit a completed Citizenship Verification Form and a legible copy of acceptable documentation to a registrar location at any campus.

International Student Class Registration

To maintain your visa status and avoid possible enrollment conflicts, follow the guidance of the International Student and Scholar Center (ISSC), located on the Tempe campus. This office should be your first stop regarding any question you have about visas, financial guarantees, I-20s and other required forms, and other International-related topics. Please 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 Bldg., Room 170
480-727-4776 | issc@asu.edu

Requesting a Reduced Course Load

To maintain F-1 status, international students must be enrolled in a full course of study at the start of the fall and spring semesters. You may request a [Reduced Course Load \(RCL\)](#) in the following circumstances:

- Graduate students with less than 9 credits remaining to complete their degrees may submit the [Reduced Course Load \(RCL\)](#) eForm via the ISSC eForm Portal. See information on [determining your completion date](#).

Transfer Credits (Pre-Admissions)

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. Preadmission credits must have been taken within three years of admission to the ASU degree program to be accepted.

Faculty

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

Funding

Travel Grants

Travel grants are available through the Graduate Professional Student Association (GPSA) to support individual student travel to conferences, trainings, workshops, and other activities related to your program of study or professional development. For information about how to apply for the travel grants, see the following website: <https://gpsa.asu.edu/funding/travel/>. ASU's Graduate College also offers travel awards to support graduate student travel to conferences. Please see the following link for additional information: <https://graduate.asu.edu/pay-for-college/travel-awards> finally, there is also sometimes money to support travel available directly from The School of Public Affairs. Please contact the SPA graduate program chair for additional information.

Fellowships

A fellowship provides financial support to graduate students without any associating teaching or research responsibilities. They are most typically awarded from a competitive applicant pool on the basis of merit. Some fellowship opportunities are described on the Funding Opportunities website at: <https://graduate.asu.edu/current-students/funding-opportunities/awards-and-fellowships>. The site is regularly updated and is intended to be representative of a broad set of funding options, but should not be considered an exhaustive list. Interested students should work with their advisor/co-advisors to identify appropriate opportunities.

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 Sustainability. 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 Email

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

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 Sustainability 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.

Academic Integrity

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

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

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

Resources

Campus

State-of-the-art living and learning facilities are found in the heart of Arizona's capital city. Woven into the downtown business and professional community, ASU's downtown Phoenix campus creates strong learning and career connections for more than 14,000 students with media, health care, corporate and government organizations. The School of Public Affairs (SPA) administrative and faculty offices are on the 4th floor of the University Center (UCENT) building. Each PAF course you take will be either taught at the downtown campus or online.

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. The Information Commons houses the Downtown Phoenix Campus (DPC) library, a computing site with over 45 laptops, and several types of study spaces, including common, quiet and silent study zones and private and group study rooms. The DPC Library provides access to books and other research resources focusing on materials of particular interest to majors in the degree programs taught at the Downtown campus.

More details about the Information Commons can be found on the [downtown Phoenix campus library web site](#).

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](#)
- [ASU Fitness](#)

Disability Resource Center

The Disability Resource Center (DRC) facilitates access for qualified students with disabilities through the provision of reasonable and effective accommodations, and serves as an information hub for ASU and the community. Students are encouraged to visit the DRC and make it an integral part of their educational pursuits.

DRC Contact Information
Post Office (POST), Suite 104
Phone: 480-965-1234
Email: drc@asu.edu

Parking and Transit Services

You can purchase a decal to park in any of ASU's parking lots. There are several parking lots to choose from at the Downtown campus, lots vary in price. Decal purchases can be made online or in person at the [Parking office](#) in the Downtown campus' University Center, suite 116, between 8:00am – 4:30pm.

If you elect to buy a Downtown Phoenix Campus parking permit, you 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 you already have an ASU Tempe parking permit, you 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 on the [Parking and Transit Services web site](#).

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 schedule](#).

U-Pass

The [ASU U-Pass](#) offers unlimited access on Valley Metro bus routes and the METRO light rail.

Money Matters and Sun Card

View your tuition receipts, charge history, payments, refunds, and more by clicking on the "Finances" tab of your MyASU. 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). You can pay for your tuition a number of ways. [Learn more](#).

Sun Card

The [Sun Card](#) is the official photo ID of all Arizona State University students, faculty and staff.

- Present a legal photo identification, including U.S. driver's license, passport, military identification or high school ID card, to verify who you are when your Sun Card is created.
- Fill out a card with your name, 10-digit ASU ID number and classification. Afterward, your picture is taken and your Sun Card produced on the spot.
- The process takes 3-5 minutes, and you will walk away with your new Sun Card.

School of Public Affairs Contact Information

Contact information for the School of Public Affairs faculty, along with faculty curriculum vitas, research interests, and profiles, can be found on our [faculty page](#).

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