



## **Graduate Student Handbook 2021 – 2022**

### Graduate Certificate Programs:

- Addiction and Substance-Use Related Disorders
- Applied Prevention Science

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## Purpose of the Handbook

This handbook is designed to serve as a guide for graduate students admitted to the graduate certificates within the Psychology Department at ASU. It provides information about certificate requirements, resources, and policies and procedures.

Although the handbook serves as an initial resource for answers to common questions, it is not inclusive of every university policy. When necessary, it provides links to details about policies outside the department.

In addition to this handbook, other references for graduate students are as follows:

- The ASU [Academic Catalog](#),
- The Graduate College's [Policies and Procedures Manual](#),
- [The College's website](#)
- [The Psychology Department's website](#)

In some cases, policies differ slightly across the Psychology Department, the Graduate College and The College (The College of Liberal Arts and Sciences). When policies differ, graduate students must adhere to the highest standards.

Note also that program policies and requirements may differ between certificate programs. It is important for students to read the certificate-specific content thoroughly and to check with their certificate director when questions arise. It is the responsibility of each student to understand and observe all requirements and procedures specified by the university and their specific area within the Psychology graduate certificate programs.

Should questions arise that are not answered in this handbook, students should consult the following faculty program director or staff member:

Addiction and Substance-Use Related Disorders (Addiction)

Matthew Meier, program director

[Matt.Meier@asu.edu](mailto:Matt.Meier@asu.edu)

Applied Prevention Science (CAPS)

Armando Pina, program director

[Armando.Pina@asu.edu](mailto:Armando.Pina@asu.edu)

Staff

Katerina Ulmer, Graduate Student Support Coordinator

Email for Addiction program: [addictioncert@asu.edu](mailto:addictioncert@asu.edu)

Email for Prevention program: [prevention@asu.edu](mailto:prevention@asu.edu)

## Student Responsibility

It is the responsibility of each student to understand and observe all procedures and requirements specified by the ASU Graduate College, The College, and the Department of Psychology. It is a requirement for all students to read and understand the Graduate Handbook and the ASU [Academic Catalog](#) 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 account.

### 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, The College, and the Department of Psychology conduct their business and official communications via ASU email only.

### Registration/ Continuous Enrollment

Students are expected to register prior to the start of each semester and adhere to the Continuous Enrollment policy. See the Policy section of this handbook for additional details on the [Registration Enrollment](#) and the [Continuous Enrollment](#) policies.

### 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. Psychology graduate students are representatives of the Department of Psychology and the university. The department expects its students to be good representatives who recognize that poor behavior by one student impacts others by creating a negative perception of the department.

### Sexual Harassment and Discrimination/ Title IX

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.

The Chair of the Department is available to hear any complaint of alleged discrimination in employment, educational programs or activities because of race, color, national origin, religion, sex, sexual orientation, age, disability or Vietnam era veteran status. If a person feels discomfort talking to the Department Chair, an area head, faculty mentor, or anyone else in the department, then a complaint may be filed with the [Office of Equal Opportunity/ Affirmative Action](#) for investigation and resolution.

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](mailto:titleixcoordinator@asu.edu) or

480-965-0696 for more information. Office located at 1120 S. Cady Mall, INTDSB 284. For information on making a report please go to [www.asu.edu/reportit/](http://www.asu.edu/reportit/).

## 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.

In addition to the university's Academic Integrity and Student Code of Conduct policies, the department also expects graduate students to abide by the [APA ethical code of conduct](#).

## Academic Integrity

Academic integrity is a fundamental value because violations of it cause harm to students and their peers, the university, and future employers, clients, or patients. Psychology students are expected to be ethical in their multiple roles as students, researchers, and representatives of the university. When in doubt about appropriate conduct, students should review ASU [Academic Integrity Policies and Resources](#), review [The College's Academic Integrity](#) webpage, and consult an instructor or advisor to seek clarification as needed.

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

As outlined by ASU policy, a student may be found to have engaged in academic dishonesty if, in connection with any Academic Evaluation or academic or research assignment (including a paid research position), he or she:

1. Engages in any form of academic deceit, such as fabricating data or information;
2. Refers to materials or sources or uses devices (e.g., memory cards or drives, audio recorders, camera phones, text messages, crib sheets, calculators, solution manuals, materials from previous classes, or commercial research services) not authorized by the instructor for use during the Academic Evaluation or assignment;
3. Possesses, reviews, buys, sells, obtains, or uses, without appropriate authorization, any materials intended to be used for an Academic Evaluation or assignment in advance of its administration;
4. Acts as a substitute for another person in any Academic Evaluation or assignment;
5. Uses a substitute in any Academic Evaluation or assignment;
6. Depends on the aid of others, including other students or tutors, in connection with any Academic Evaluation or assignment to the extent that the work is not representative of the student's abilities;
7. Provides inappropriate aid to another person in connection with any Academic Evaluation or assignment, including the unauthorized use of camera phones, text messages, photocopies, notes or other means to copy or photograph materials used or intended for Academic Evaluation;
8. Engages in any form of plagiarism, including self-plagiarism (the act of taking work or ideas, passing them off as one's own and/or not giving credit to the source);
9. Uses materials from the Internet or any other source without full and appropriate attribution;
10. Permits his or her work to be submitted by another person in connection with any Academic Evaluation or assignment, without authorization;

11. Claims credit for or submits work done by another;
12. Signs an attendance sheet for another student, allows another student to sign on the student's behalf, or otherwise participates in gaining credit for attendance for oneself or another without actually attending;
13. Falsifying or misrepresenting hours or activities in relationship to an internship, externship, field experience, clinical activity or similar activity; or
14. Attempts to influence or change any Academic Evaluation, assignment or academic record for reasons having no relevance to academic achievement.

Academic honesty is expected of all students in all examinations, papers, academic transactions and records. Possible sanctions for academic dishonesty include, but are not limited to the following: appropriate grade penalties, loss of registration privileges, disqualification, and dismissal.

Students have the responsibility to understand and uphold the highest standards of academic integrity. The department has a zero-tolerance policy for any form of academic dishonesty and follows the university's [policies and procedures](#) when responding to an academic integrity complaint and determining sanctions.



# Addiction and Substance-Use Related Disorders

## Program Overview

Substance use and addiction constitute one of the largest preventable health problems facing the U.S. today, but less than 20% of those in need receive any substance use treatment, and only a small fraction of those in treatment receive evidence-based treatment. The online graduate certificate in Addiction and Substance-use Related Disorders was developed to address this gap between treatment research and current clinical practices. State of the art training will improve the transfer of scientific knowledge to clinical practice, increase competence to address the opioid crisis and marijuana legalization, develop expertise to work with special populations and individuals with co-occurring disorders, and expand the use of evidence-based treatments, resulting in an increase in the effectiveness of substance abuse treatment. The certificate program consists of seven courses, totaling 21 semester credit hours. The courses cover the core addiction-related content areas required for licensure in Arizona, as well as most other states.

## Admission Criteria

Applicants are eligible to apply to the program if they have an earned bachelor's, master's, or doctoral degree in any health, behavioral health, or counseling related field from a regionally accredited institution or an equivalent degree from an international institution that is officially recognized by that country. The minimum GPA requirement is 3.0 (on a 4.0 scale) in the last 60 hours of the identified bachelor's degree program. Additional application requirements are listed on the ASU [Degree Search](#) page for this program.

## Curriculum

The Addiction certificate curriculum is designed to meet the core educational content requirements for licensure in Arizona and most other states. It is also designed to meet national certification requirements. However, licensure as a substance abuse counselor typically has additional requirements, such as supervised experience and a passing score on a licensing exam, which are not included in the certificate program. The Addiction Certificate program cannot guarantee licensure in any jurisdiction, and students should refer to their state licensing bodies for additional information.

All seven courses are required. A graduate-level ethics course in counseling may be accepted for transfer. See the [Pre-Admission and Transfer Credits](#) section of this handbook for more details.

Course	Title	Credit Hours
PSY 570	Psychopharmacology	3
PSY 591	Seminar: Ethics	3
PSY 601	Addiction and Substance Abuse: Assessment and Diagnosis	3
PSY 602	Comorbidity in Substance Use Related Problems	3
PSY 603	Evidence-Based Interventions for Substance Use Related Problems	3
PSY 604	Multicultural Issues Related to Substance Use Related Problems	3
PSY 605	Group Therapy for Substance Use Related Problems	3
<b>Total Credit Hours Required</b>		<b>21</b>

Use the [Course Catalog](#) to find course descriptions.

## Annual Course Schedule

Students must plan their classes carefully to ensure they complete the program during the desired timeframe. Classes will be offered only during the semester and session listed below. For example, if a class is listed as being fall session A, then students can only take it in fall session A; they cannot take it in spring session B, for example. See the [course session section](#) of this handbook for more details.

Course	Title	Semester	Session
PSY 602	Comorbidity in Substance Use Related Problems	Fall	A
PSY 605	Group Therapy for Substance Use Related Problems	Fall	A
PSY 601	Addiction and Substance Abuse: Assessment and Diagnosis	Fall	B
PSY 591	Seminar: Ethics	Fall	B
PSY 604	Multicultural Issues Related to Substance Use Related Problems	Spring	A
PSY 603*	<i>Evidence-Based Interventions for Substance Use Related Problems</i>	Spring	A
PSY 570	Psychopharmacology	Spring	B
PSY 603*	<i>Evidence-Based Interventions for Substance Use Related Problems</i>	Summer	C

\*PSY 603 is the only class offered twice a year. Students admitted to the program in summer are required to take PSY 603 in summer (or they can request a deferral to start the program in fall). Students who start in fall or spring can take PSY 603 in spring or summer. If they take it in spring, then they will not need to enroll in summer.

Use the [Course Catalog](#) to find course descriptions.

## Addiction Practicum

Some states require a supervised practicum experience be completed, with oversight by an educational institution. The elective course, PSY 680 – Addiction Practicum, is offered to fulfill this requirement. The course provides a structured clinical experience in a professional substance use disorder treatment program. The practicum experience is supervised by a licensed addictions counselor in the setting in which services are provided. A concurrent weekly didactic seminar is held with an addictions program faculty member. The course is open to students enrolled in the addiction certificate program, and who are concurrently enrolled in behavioral health master's/doctoral program or have completed a behavioral health master's/doctoral degree.

## Program Length

The program takes one year to complete when attending full-time, or up to two years if attending part-time. Most classes are offered only one time per year.

## Campus Offerings

Courses for this program are offered for both ASU Online and ground campus students (iCourses); however, only ASU Online students can apply to the program currently. The department is working on creating an option for ground campus students to officially be in the program.

# Applied Prevention Science

## Program Overview

The certificate program in Applied Prevention Science offers foundational and theoretical knowledge necessary in the field of Prevention Science, a field that seeks to prevent maladjustment and promote psychosocial and physical health prevention and promotion.

The certificate can be done as a stand-alone program or in conjunction with a graduate degree program.

The program does not offer a licensure exam nor is associated with any licensure exam.

## Admission Criteria

Applications are currently on hold (the department is not accepting applications) for this program as of summer 2021.

## Curriculum

The program is comprised of five courses and students must complete all five courses with a passing grade to earn the certificate.

Course	Title and Link to Description	Credit Hours
PSY 563	Prevention Planning and Evaluation in Service Settings	3
PSY 564	Prevention Education, Communication, and Service Delivery	3
PSY 567	Prevention Organization and Community Change	3
PSY 569	Professional Ethics, Growth and Responsibility in Prevention	3
PSY 678	Preventive Psychosocial Interventions That Work	3
<b>Total Credit Hours Required</b>		<b>15</b>

## Program Length

The program can be completed in one semester or over the course of one year.

## Campus Offerings

The program accepts applications for both ASU Online and ground campus students (iCourses).

## Interactive Plan of Study (iPOS)

The [interactive plan of study](#) (iPOS) is the student's official contract between the department and the university. It lists all the classes the student plans to take to complete the program, when each class will be taken, who the committee chair is (the certificate program director), and the anticipated graduation term.

Students are encouraged to submit their iPOS in their first semester to avoid missing key deadlines. Students who plan to complete the Applied Prevention Science certificate in one semester need to submit the iPOS in the first two weeks of the program to avoid missing key deadlines.

Upon approval, students are expected to keep the iPOS up-to-date by checking it at the start of each semester and making changes as needed. The student can update the courses (add and remove classes) at any time unless the iPOS is in review with the academic unit or the Graduate College.

Students are not able to graduate if they have missing grades (NR), incomplete grades (I), course errors or grades below "C" on their iPOS. Students who earn a grade below a "C" in a core course must retake the class and earn a "C" or higher. It is the student's responsibility to ensure their iPOS is accurate at the time of graduation to avoid having to extend the graduation date to a later semester.

Additionally, ASU requires the following three GPAs to each be a minimum of 3.0 or higher in order for the student to be in good standing. If one or more are below 3.0, then the student cannot graduate until all meet the minimum. All three GPAs are listed in the student's iPOS once a complete and approved iPOS is on file.

### Cumulative GPA

This is the grade point average of all courses taken at ASU, including graduate and undergraduate courses. If a student completed a bachelor's degree at ASU, the semester following the bachelor's completion will restart the GPA calculation.

### Graduate GPA

This is the grade point average of graduate-level (numbered 500 or higher) courses taken at ASU. This GPA does not include undergraduate coursework.

### iPOS GPA

This is the grade point average of courses listed on the specific iPOS only. It may include graduate and undergraduate classes. Although a student can have a "C" grade on the iPOS, a 3.0 GPA ("B" average) is still required. Therefore, students with a "C" grade will need "A" grades to have the average meet the minimum.

## Satisfactory Academic Progress Policy

It is the graduate student's responsibility to be aware of the program's requirements as well as policies set in place by the ASU Graduate College that influence the degree progress, specifically the Graduate College's [Key Policies](#).

Students must meet the university [Continuous Enrollment](#) policy as well as the following progress policies:

1. Students must maintain a minimum 3.00 grade point average (GPA) to remain in good academic standing. The GPA applies to the three GPAs mentioned in the [iPOS section](#) of this handbook.
2. In most cases, the program faculty expect that students will complete their courses by the end of the first year, or soon thereafter.
3. If the courses are not completed by the end of the student's first year, the student may be asked to discontinue involvement in the program.
4. The student may petition the program faculty for release from the time frame requirements and propose an alternate schedule, to be voted on by the program faculty.

### Academic Probation and Dismissal Policy

Students who fail to meet satisfactory academic progress policy standards may be placed on probation, which comes in a written notification to the student's ASU email account and will describe the conditions necessary for ending the probationary period, including time limits and requirements.. Failure to fulfill probation requirements may result in a recommendation to the Graduate College for the student's dismissal from the program.

Students have 10 working days to appeal this recommendation in writing to the program director who will review the request with the department's Director of Graduate Studies. See the Academic Grievance section of this handbook for additional details.

### *Probation or Dismissal Criteria*

Some categories of possible causes for probation or dismissal aside from GPA and completing courses in a timely manner according to program requirements are:

1. deception or falsification of statements in the admission application
2. unauthorized periods of absence from the graduate program
3. seriously compromising the relations of the department with the public
4. breaches of ethical judgment or professional responsibility
5. breaches of academic or scientific honesty (e.g., plagiarism, falsification of research data)
6. a pattern of behavior indicating poor judgment in carrying out professional roles, including inappropriate/disrespectful interactions with faculty, staff, student peers, undergraduates, and the scientific community within and beyond ASU
7. serious misuse of departmental or university facilities
8. lack of satisfactory academic progress

# Graduation

## Apply to Graduate

Every student is required to [apply for graduation](#) in the semester in which they plan to complete their master's, doctorate, or graduate certificate. Students in multiple programs can postpone graduation from one program until a later date as long as they maintain continuous enrollment for the other program. ASU requires a separate graduation application for each program.

The university lists the graduation application deadline on the [Academic Calendar](#). Students can apply after the deadline but will have to pay a late fee in addition to the graduation application fee. It is important for students to make sure their mailing address is correct prior to applying for graduation so the diploma gets mailed to the correct address.

Students must be registered for at least 1-credit at the graduate-level during their graduation semester. For most students, they finish their last course of the program in this semester. However, students who have missing or incomplete grades cannot graduate until all grades are complete and meet university policy for good academic standing and GPA standards. Students who complete their certificate classes but are completing incomplete work or have low GPAs will need to enroll in future graduate-level credits to maintain continuous enrollment while they work to complete requirements to be able to graduate. They will need to adjust their graduation term with the Registrar's Office as well.

## Diploma and Transcripts

The university does not issue diplomas for certificate programs; however, the department will create an unofficial "certificate of completion" for each student who completes the program.

ASU lists completed certificate programs on the student's official transcript.

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

# Policies

## Enrollment Policies

The academic unit and the university have firm policies related to students needing to enroll each semester (including summer sometimes) and paperwork needed for requesting a leave. Below are the most common enrollment issues or questions graduate students encounter. Additional information can be found in Graduate College's [Policies and Procedures Manual](#).

### *Registration Enrollment*

Students register for classes through MyASU. If a student cannot register, then they may have a registration hold on their account, which would be noted in MyASU. If a student has a hold, they can click on the hold title and a box with additional information will appear, including contact information for resolving that specific hold.

Full time enrollment for graduate students is 9 or more credit hours each fall and spring semester. On campus international F-1 and J-1 students are required to maintain full-time enrollment status each fall and spring semester. Student loans and some fellowships may also require a full-time standing.

### *Drop/Add Deadline*

The [Academic Calendar](#) lists specific dates and deadlines for each semester. The College does not allow requests to drop courses past the drop/ add deadline. Instead, the student would need to withdraw from the course if they no longer wished to take it. A withdrawal will result in a "W" grade on the student's transcript. A "W" grade may negatively impact students receiving student loans. A "W" grade lowers the student's pace rate, which is a measurement of credit hours *attempted* versus credit hours *successfully completed*. The only way to avoid a "W" grade is to drop the class during the university's add-drop period. The College does not back-date course drop paperwork. However, students can fill out an Enrollment Change Request to add a class after the deadline, but would need to collect all the appropriate signatures before submitting to the PSY graduate advising office. The Enrollment Change Request form is on the Registrar's [Registration Forms](#) webpage.

The add/ drop deadline for session A and B classes in fall and spring is the second day of the course. The add/ drop deadline for session A, B, and C classes in summer is the second day of the course.

### *Course Sessions*

ASU offers courses in one of three session options each semester. Below is an explanation and visual representation of how the sessions coincide with each other.

The certificate classes are offered in session A and B format in fall and spring; in session C format in summer. Students only need to register for one session to meet the continuous enrollment policy. For example, a student can register for just session B and not worry about breaking continuous enrollment.

Students with busy schedules can still complete two classes in a semester by taking one class in session A and one class in session B. Students can take multiple classes a semester, in the sessions available to them, according to course offerings on the Schedule of Classes website.

#### Fall and Spring

Session A: accelerated course offered over the first 7.5 weeks of the full academic semester

Session B: accelerated course offered over the last 7.5 weeks of the full academic semester

Session C: full semester-length course (16-week course)

Layout of the Three Sessions: Fall and Spring	
Session A (7.5 weeks)	Session B (7.5 weeks)
Session C (16 weeks)	

### Summer

Session A: accelerated course offered over the first 6 weeks of summer

Session B: accelerated course offered over the last 6 weeks of summer

Session C: 8-week course that starts the same time as session A but ends after session B has begun

Layout of the Three Sessions: Summer	
Session A (6 weeks)	Session B (6 weeks)
Session C (8 weeks)	

### *Continuous Enrollment*

Once admitted to a graduate degree program or graduate certificate program, students must be registered for a minimum of one credit hour during all phases of their graduate education, including the term in which they graduate. This includes periods when students are in any way utilizing university resources, facilities or faculty time.

Registration for every fall semester and spring semester is required. Summer registration is only required for students whose admit term to the certificate or their graduation term is summer. Note that some courses may only be offered in summer (check the Schedule of Classes or contact the program director if uncertain), in which case students will need to take those classes to complete the certificate on time.

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

### *Re-Admittance*

Students who violate the Continuous Enrollment policy must reapply to the university and program before they are able to resume taking classes. The nonrefundable application fee is required in this situation and the student will be in competition with all new applicants to the program. Re-admission is not guaranteed for students who have broken enrollment. Additionally, students who are readmitted may be subject to the pre-admission and transfer credit policy.

### *Pre-Admission and Transfer Credits*

Pre-Admission credits are classes completed at ASU prior to the admit term for the program. For example, classes taken as a non-degree student may be used toward the program after the student is officially admitted to the program. Also, if a student is in master’s program in fall and takes a class they want to have



count toward their certificate but they are not admitted to the certificate program until spring, then the class is counted as pre-admission credit because it was taken prior to the student's admit term for the certificate.

Transfer credits are classes taken at another university either before being admitted to the ASU program or while pursuing the certificate or degree at ASU.

For graduate certificates, the university will only allow up to 40% of pre-admission, of which no more than 20% can be transfer credit from another institution and must meet transfer credit policies.

The Graduate College also requires the coursework be graduate-level, have a letter grade of "B" or higher and have been completed within three years of starting the program. For more details, review Graduate College's [Policies and Procedures Manual](#).

## Leave Policies

### *Leave of Absence and Military Leave of Absence*

Having an approved leave of absence by Graduate College will enable students to re-enter their program without re-applying to the university. Students may request a leave of absence for a maximum of two semesters during their entire program. This request must be filed and approved before the start of the semester in which the student wants to do the leave, e.g., before the first day of the semester.

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

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

To request a leave of absence, the student must get approval from their mentor or entire supervisory committee and possibly the program area head before submitting the form. The form is an online petition within the student's [interactive plan of study](#) (iPOS). The iPOS does not have to be completed in order to submit the leave request; however, it is best practice to have an approved iPOS on file within the first semester. Students should submit the request at least two weeks before the start of the term in which they plan to be on leave. Failure to meet this deadline may result in a denied request or one that is not processed in time. The student's alternative is to register for the PSY 595 Continuing Registration. This is a placeholder class, which is one credit hour, and will keep the student actively enrolled for the semester. Tuition is required for Continuing Registration but there is no course work required.

Military students who receive deployment orders should contact [PsychGrad@asu.edu](mailto:PsychGrad@asu.edu) to discuss the Military Leave of Absence procedures. They are similar to the information listed above but do not count against the two semesters (for a regular leave request), can be longer than two semesters, can be filed after the semester begins, and may need to be done in conjunction with the Pat Tillman Veteran's Center.

### *Medical/ Compassionate Withdrawal*

In some cases, students experience a serious illness, injury or other significant personal situation that prevents them from continuing classes and they are unable to drop courses because the add/drop deadline passed. In these situations, students can apply for a medical or compassionate withdrawal, either of which requires paperwork and documentation. Complete details and instructions are listed on The College's [Medical/ Compassionate Withdrawal](#) webpage.

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

If students feel there is an issue with their grade or they have an academic grievance, they need to follow The College's [Academic \(Grade\) Grievance](#) policy. It is recommended that students make every attempt to resolve the grade dispute or grievance informally, as outlined in steps 1 through 3. If a formal approach is needed, students will refer steps 4 through 8. Students may start the process at any stage of the 8 steps.

# Tuition, Fees and Financial Support

## Tuition and Fees

ASU posts current and past tuition rates on the [Tuition and Fees Schedule](#). Rates for graduate students are broken into three categories: resident, non-resident, and international. Students who wish to change their status to resident (for tuition purposes) must work with the Registrar's Office, which has a webpage dedicated to [Residency for Tuition Purposes](#). Updating the status may be a lengthy and complex process.

## Fellowships, Scholarships, and Student Loans

The Financial Aid Office offers a series of brochures regarding scholarships, fellowships, grants, loans, etc. Students applying for need-based awards must have a Free Application for Federal Student Aid (FAFSA) on file for the academic year to be eligible. Any need-based aid awarded to students can be impacted, such as taken away, if the student's need changes due to receiving an additional source of funding. Taking out student loans may impact the eligibility to receive or continue receiving a need-based award. Additionally, students must meet qualifications to continue receiving student loans or work with the PSY graduate advising office to fill out a Satisfactory Academic Progress plan (SAP plan) for consideration of future loan awards. Students can contact the Financial Aid Office for questions and information on various opportunities.

## Teaching and Research Assistantships

At this time, these opportunities are not available to students in the certificate programs. If a certificate student is also enrolled in one of the Department of Psychology's other graduate programs, then they should refer to that program's graduate handbook on details related to these opportunities.

## Resources

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

### PSY Graduate Student Resources Webpage

The Department of Psychology's [Graduate Certificate Resources](#) web page contains key information about department policies, procedures, and related forms. Department staff will often refer students to this page.

### Graduate College Policies and Procedures Manual

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

### PSY Graduate Student Handbook

The current graduate handbook and archived versions are available on the department's [Graduate Certificate Resources](#) web page.

### PSY Graduate Student Council

Each of the six training areas elect a student leader for the academic year. These six student leaders make up the PSY Graduate Student Council and participate in the Graduate Studies Committee meetings throughout the fall semester and a few meetings at the end of the spring semester. They also coordinate a student project that is completed by the end of the spring semester. The Graduate Student Council serves as a resource to graduate students in their area. Graduate students can bring any issues, ideas, or concerns that they have to their elected representative.

### Graduate and Professional Student Association

The [Graduate and Professional Student Association](#) (GPSA) is ASU's student government. GPSA is a great way for students to get involved on campus and serve the campus community. GPSA has several grants for which students may apply at different times of the year. GPSA's "GradAd" email listserv is a way for students to buy and sell items, look for roommates, promote or find volunteer opportunities, etc.

### Graduate College Wellness Tools

#### *Graduate Wellness Resources*

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

#### *10 Best Practices in Graduate Student Wellbeing*

This is a [one-page guide](#) of proven ways to help graduate students better care for themselves under the increasing demands of graduate school

### Campus Safety

To report an emergency on campus, students can simply dial 911 or use one of the emergency call boxes found on campus. These call boxes can be identified by their blue light. Non-emergency ASU police or campus safety matters should be directed to 480-965-3456.

ASU Alerts and information about life-threatening situations such as a major fire or armed suspect on campus are sent via three methods:

- [ASU LiveSafe](#) mobile app
- Email to all ASU student, faculty, and staff accounts
- Text message using the mobile phone numbers listed on your MyASU profile

Best practices include completing your student profile with your mobile telephone number, enabling push notifications on your phone, and turning on location services. GPS data may provide ASU police more information if you report an incident or make a call, and it will allow you to receive geo-fenced advisory messages.

## MyASU Portal

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

## Canvas

Arizona State University provides online courses and course material through a Learning Management System (LMS). The LMS used by ASU is called [Canvas](#). Students access Canvas through their MyASU portal.

## Sun Card

The [Sun Card](#) is Arizona State University's official photo ID card. Students may [upload a photo](#) and either pick up the Sun Card in the Sun Devil Card Services Office or have the Sun Card delivered by mail. Students will be charged \$25 for the card. A Sun Card is required to access some locations on campus.

## Housing

There is some housing available at the Tempe campus for graduate students, which can be found under [Upper Division Housing](#) on the University Housing site. However, most graduate students live off campus and the [Off Campus Housing](#) webpage has helpful information for students seeking housing options.

## Health Services and Insurance

ASU [Health Services](#) provides a number of services focused on the health and well-being of students, including [student health insurance](#). International students are automatically enrolled in the ASU student health insurance plan. All other students must take steps to enroll in an insurance plan (if desired). Students can register through the Campus Services section of their MyASU page.

## ASU Parking and Transit Services

Students can find information about parking permits and rules about parking at other campuses on the [Parking and Transit Services](#) webpage, including the free Tempe campus bus, The Flash/ Flashback, and the free Tempe bus system, The Orbit.

## Campus Amenities

The hub of student life at the Tempe campus is the [Memorial Union](#) (MU). Students can find restaurants, live music, a gaming lounge, bank automated teller machines (ATM), and much more.

## Student Organizations

ASU has over 1,000 student clubs and organizations, providing every student an opportunity to get involved. Students can also form their own group. Explore all the options on the [Student Organizations](#) website.

## Tutoring and Writing Center

ASU provides free assistance with writing and offers tutoring in a variety of subjects. For complete details, please visit [University Academic Success Programs](#). Students are strongly encouraged to meet with a graduate writing tutor while drafting major deliverables such as proposals, presentations, and papers to ensure they meet the standards expected of graduate students.

## ASU Libraries

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

## Student Accessibility and Inclusive Learning Services (SAILS)

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

## Counseling Services

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

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

- Visit or call any of the [four campus locations](#)

Outside of business hours:

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

For life-threatening emergencies:

- Dial 9-1-1

To search for community mental health providers:

- Use the [ASU Community Link](#)

## Veterans Services

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

## International Student and Scholars Center

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

## Registrar's Office

The [Registrar's Office](#) provides a variety of services, such as enrollment or degree verification letters. Most notably, students who want to be coded as an Arizona resident for tuition purposes must contact the Registrar's Office on the timeline and process for getting their tuition rate status changed.

## Student Accounts (Billing)

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

## ASU Mobile App

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

## Technical Support

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

## Department IT Support

Students who need to request help from the department IT team must submit a ticket (request) online. First, go to [Service Now](#). Next, click on the "Get Help (contact support)" icon in the middle of the page. Finally, complete and submit the web form with details about the issue and contact information. An IT staff member should follow-up within a day or two.

## Software

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

## Contact Information for Various University Offices

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

### [Emergency Services](#)

To report an emergency, dial 911  
To reach ASU Police, dial 480-965-3456; press 1 for dispatch  
ASU Emergency Information line 1-844-864-8327

### [Graduate College](#)

Interdisciplinary B, Suite 285  
Phone: 480-965-3521; Email: [Grad-gps@asu.edu](mailto:Grad-gps@asu.edu)

### [Office of the University Provost](#)

Fulton Center, Suite 420  
[Contact Form](#)

### [Psychology Specialist](#), [ASU Librarians](#)

Deborah Abston  
Phone: 602-496-0307;  
Email: [Deborah.Abston@asu.edu](mailto:Deborah.Abston@asu.edu)