



2025 - 2026

Ph.D in Community Resources and Development Handbook

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ASU Charter

ASU is a comprehensive public research university, measured not by whom we exclude, but rather by whom we include and how they succeed; advancing research and discovery of public value; and assuming fundamental responsibility for the economic, social, cultural and overall health of the communities it serves.

Visit [ASU Charter, Mission and Goals](#) for more information.

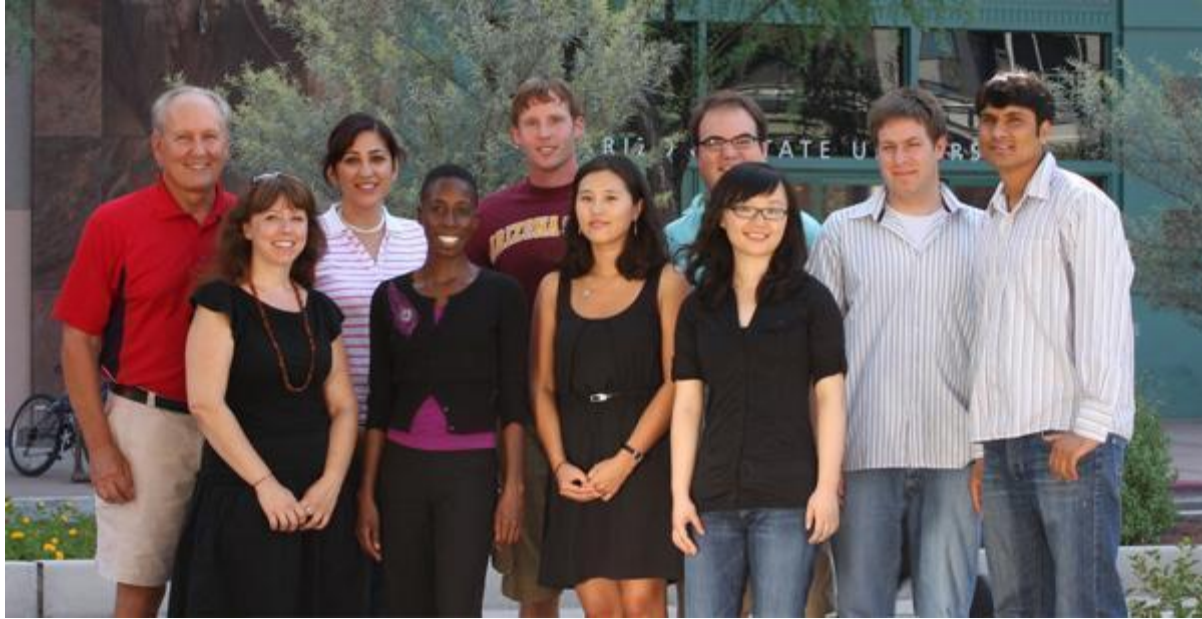
Diversity, Equity, and Inclusion

The School of Community Resources and Development supports all forms of equity, diversity, and inclusion and aims to foster a sense of belonging for all its students, staff and faculty. Diversity and inclusion at SCRD encompass gender identity and expression, race and ethnicity and socioeconomic background, religion, sexual orientation, age, disability status, veteran status, nationality, linguistic background and intellectual perspective. Our unit and the University are deeply committed to building excellence, enhancing access, and having an impact on our communities, state, nation, and the world. This is actualized by our faculty and staff who reflect the intellectual, ethnic, and cultural diversity of our nation and world to ensure that our students learn from the broadest perspectives and are engaged in the advancement of knowledge with the most inclusive understanding possible of the issues that are addressed through our scholarly activities.

Title IX Policy

ASU prohibits all forms of discrimination, harassment and retaliation. To view ASU's policy please see [ACD 401: Prohibition Against Discrimination, Harassment, and Retaliation](#).

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



About Program

The Ph.D. program is a university-wide interdisciplinary degree. The core faculty engaged in this program is housed within the School of Community Resources and Development (SCRD) at the Downtown Phoenix campus. The faculty is composed of diverse individuals with a broad range of scholarly expertise and leadership abilities in the primary areas of study.

There are many aspects of the Ph.D. in Community Resources and Development that make this degree unique among its peers. ASU is located in the Phoenix Arizona metropolitan area, one of the fastest growing and most dynamic areas in the United States. Our location in the heart of the fifth largest city in the U.S. and capital of Arizona provides unprecedented access to a host of organizations, agencies, and businesses. It also provides a living laboratory for the study of issues facing communities today. ASU has a vision to be a New American University, promoting excellence in its research and among its students and faculty, increasing access to its educational resources and working with communities to positively impact social and economic development. This New American University is a single, unified institution comprising four differentiated campuses that positively impact the economic, social, cultural and environmental health of the communities it serves. Its research is inspired by real-world application, blurring the boundaries that traditionally separate academic disciplines. ASU serves over 79,000 students on campus and welcomes students from all fifty states and more than one hundred nations.

In addition, the Ph.D. builds on current collaborations with faculty with related research interests from existing ASU departments, schools and centers with expertise in public administration, urban planning, community development, communication, gerontology, geography, exercise and wellness, human evolution and social change, family studies and human development, marketing, economics, sustainability, social work, criminal justice and criminology, sociology, and life sciences.

The program builds on the mission of SCRD where the concept of building sustainable and healthy communities is the unifying principle in the focus areas of parks and recreation management, tourism development and management, nonprofit leadership and management, and community studies. Although students will select one specific track, their scholarship will be interdisciplinary and collaborative.

Research generally occurs within the following two thematic areas:

Sustainable Communities

Sustainability is a university-wide strategic initiative at ASU rather than the province of any single unit, and our School makes unique contributions to sustainability scholarship and education. This theme focuses on work that empowers communities to develop pathways for transformation to a sustainable future. Researchers investigate the individuals, institutions, and policies that define and promote healthy communities and explore fundamental social scientific questions about human-environment interactions. Focus is placed on producing knowledge that informs strategies for community capacity building and maintaining social, cultural, economic, and environmental values. Research empowers communities to utilize natural and cultural resources in a manner that promotes quality of life through economic growth, environmental protection and social equity, including causes and consequences of quality of life. Such a research program examines individual and collective meanings of natural, cultural, and economic environments at multiple scales and including the role of public, private, and nonprofit institutions in sustainable community development.

Community and Economic Development for the Public Good

Research and education in this theme focus on understanding and promoting sustainable community and economic development activities to promote well-being, happiness, enhanced quality of life, and social equity for all residents. Specific projects examine the role of the nonprofit and philanthropic sector; parks, recreation and tourism activities; and community organizations in promoting resilience, empowerment, and adaptive capacity for individuals and communities. This theme also focuses on improving organizational competence, enhancing professional development, and developing research-based knowledge for nonprofit, public and private sector organizations that provide tourism, parks

and leisure, nonprofit, and community programs and services. These community resources are essential components to the quality of life for residents and visitors alike. In particular, the development of entrepreneurial approaches to social enterprise is a growing area of opportunity as communities seek to find new organizational forms that improve the human and community condition.

Admission Information

Students applying to the program are expected to have a Master's degree from an accredited institution. They are expected to have taken at least one master's level research methods and/or statistics class, and have a strong research foundation and interest in research.

Applications are accepted once a year in the spring semester (**due by February 1st**) and students are granted **admission for the fall semester only**. The Ph.D. in Community Resources and Development is designed as a full time, research intensive program. Students are admitted once a year as a cohort and are generally expected to complete the degree in three to four years. A small number of part-time students on a longer completion time frame may be admitted when space is available. The School does not provide funding for part-time students.

The Graduate College application evaluation process takes approximately four weeks before a file is processed and forwarded to the Ph.D. Program Director. You will be notified of the decision by the middle of March. All of the data points will be evaluated as a whole to determine admission. Only complete application files will be reviewed and considered for admission.

Please note: Because ASU receives applications from many highly qualified students, some applicants may be denied admission for reasons not related to their academic performance (e.g., program capacity, mentor availability, program match).

Applicants are encouraged to contact the Ph.D. program director prior to application submission to discuss interests and fit with the program and faculty. They are also encouraged to [contact faculty](#) with similar interests to discuss their fit with the program.

Students must submit the following materials to [ASU Graduate Admissions](#) by February 1st:

- An official [ASU Graduate application](#) (Application fee: \$70 domestic; \$115 international)

- Official transcripts of all undergraduate and graduate work must be sent directly to Admission Services at ASU from the issuing institution's records office either [by mail](#) or electronically through a secured transcript service approved by ASU.
- [Graduate Record Exam \(GRE\)](#) scores taken within the past five years. ASU's GRE Institutional Code is 4007. GRE minimum requirements (new scoring system after August 2011):
 - Combined score of at least 300 (old system 1000);
 - Verbal minimum of 146 (old system 400);
 - Quantitative minimum of 140 (old system 400);
 - Writing 3.5 (same for new and old systems).
- A curriculum vitae or resume
- A written statement of personal academic and professional goals. The statement should be approximately three pages, single-spaced covering the following details:
 - why you have chosen to do a Ph.D. in Community Resources & Development.
 - How this program will fulfill your career goals.
 - Compatibility of your research interests with the educational objectives and capabilities of the Ph.D. program.
- Indicate the faculty member with whom you would like to work with. Please review [faculty profiles](#) to learn their research expertise and contact individual faculty members to discuss your interests before including them in your statement.
- Email addresses for three references who can write about your personal qualities and qualifications for graduate studies, such as career history, credentials, leadership strengths, communication skills and ability to plan and conduct research. Letters from family or personal friends are inappropriate. Recommendations from previous academic professors or supervisors are acceptable. There should be at least two references who are academic professors.
- [International applicants](#) must also submit [proof of English proficiency](#).
- You are also encouraged to provide a copy of your scholarly writing (e.g., thesis abstract, a journal article, seminar paper) that shows your research and writing competence.

If you are applying to the Downtown Phoenix campus,, you will be required to provide [proof of MMR Immunizations](#) before enrolling in any courses.

Defer Admission

Students may defer their initial term of admission to the next term (spring, summer, fall) through their [My ASU](#) page after being admitted to the program. No further deferrals are allowed.

Graduate students may request a deferral of their initial semester of admission to the next semester for which the degree program is admitting students. For current students exploring a leave of absence, refer to the [Graduate Policies and Procedures Handbook](#). If you have not registered for classes, request a deferral by opening the Request Change link under the My Programs and Degree Progress box on [My ASU](#). If you have registered for classes, [drop](#) your classes before submitting the Request Change form. You must withdraw from all classes before the end of ASU's refund period or you will be responsible for all tuition charges.

Program of Study Requirements

The [degree program](#) is organized around a set of integrative experiences for student cohorts that provide knowledge and analytical skills to understand and address contemporary challenges related to building sustainable and healthy communities. These experiences include interdisciplinary coursework, mentoring by faculty, and community involvement. Students are mentored individually and in cohorts by close associations with faculty in teaching and research. Community-based research projects overseen by faculty and professionals are primary experiences for all students throughout their program of study. Consistent with our underlying principle and themes, students demonstrate relevance through linkages made between science and community challenges. Students are expected to work with faculty mentors to devise unique programs of study that focus on important community challenges.

The Ph.D. consists of a minimum of 54 credit hours beyond the master's degree. Students are required to take 24 credits of core coursework. 15 credits are taken with the cohort during their first year. 6 credits of seminars that focus on professional development and research are required in the second year of study. 3 credits advanced statistics or methods course to be chosen in consultation with faculty advisor. Students complete at least 12 credits of elective coursework, including courses from contributing disciplines, selected in consultation with their advisors, to foster the interdisciplinary nature of the degree. Students

also complete at least 6 credits of CRD 792 (Research) and 12 credits of CRD 799 (Dissertation).

Core Courses (24 credit hours):

CRD 502 Statistical and Data Analysis (Fall)
CRD 555 Theoretical Perspectives in Community Development (Fall)
CRD 610 Sustainable Communities (Fall)
CRD 620 Community Research Methods (Spring)
CRD 683 Fieldwork (Spring)
Advanced statistics or methods (Spring)- chosen in consultation with advisor
CRD 640 Research Seminar in Community Resources and Development I (Fall)
CRD 650 Research Seminar II (Spring)

Elective Courses (Minimum 12 credits hours):

Students choose from a range of electives relating to the thematic areas and problem foci they have chosen for their degree program. Courses are selected in consultation with a faculty mentor and supervisory committee. Please use the [ASU catalog](#) to find options for courses. These may include, but are not limited to, graduate courses offered within the School.

Students can take a maximum of 6 credits of independent studies to count toward the required 12 elective credits. Fill out this [form for enrollment approval](#) from the chair and graduate director. Once all signatures are received electronically, you will be given permission to enroll.

For an independent study (CRD 690 Reading and Conference), a student, under the supervision of a faculty member, does specific assignments including literature review, data collection, experimental work, data analysis, or preparation of a manuscript. Students can also sign up for an independent study if a specific course related to content, method, or analysis that is required for their dissertation is not offered through ASU.

Research - CRD 792 (Minimum 6 credits hours):

Students are required to take a minimum of 6 research credits (CRD 792).

Research may include work with a specific faculty member on a research project designed to enhance students' research skills. For research credits, students work under the

supervision of a faculty member to conduct research that is expected to lead to a specific output such as a manuscript for a peer-reviewed journal. Assignments might include data collection, experimental work, data analysis, or preparation of a manuscript. Students cannot take research credit for their dissertation work. Students may also work on research projects conducted by research centers within the unit such as Lodestar Center for Philanthropy & Nonprofit Innovation, the Partnership for Community Development, and the Center for Sustainable Tourism.

An [Independent Study Request Form](#) must be completed. Once all signatures are received electronically you will be given permission to enroll.

Dissertation - CRD 799 (12 Credits)

CRD 799 Dissertation (12 hours) is required of all students. Nontraditional dissertation formats are an option.

Note: students may not take more than 12 credits of Dissertation.

Students cannot sign up for dissertation credit prior to their successful proposal defense. If the proposal is defended in Session A, the student can sign up for up to 6 dissertation credits for session B in the same semester.

Fill out the [Independent Study Request Form](#) for enrollment approval by the chair and graduate director. Once all signatures are received electronically, you will be given permission to enroll.

Comprehensive Exams

Within six months after the completion of 21 credits of core courses (except CRD 650) as outlined in the student's approved Interactive Plan of Study (iPOS), and within the fifth semester of study, students are required to take written and oral comprehensive examinations.

The purpose of these examinations is to assess the student's general knowledge of community resources and development, and their field of specialization. The comprehensive examinations are administered by the student's dissertation committee. The student will be assessed in the following three areas of evaluation: a) research methods; b) theories and concepts; c) and student's specific topic area of research.

Written examinations

- The written sections of the examination will be "open book," but students are not allowed to consult anyone during the examination, including other students or faculty.

- Students take six-hour examinations for three days-- one day each for methods, theories/concepts, and content of the student's area of research. The three days of the written examination must be completed within one calendar week.
- Students will be given two to four questions each day.
- The completed written assignment must follow APA style and not exceed a total of six pages (Times New Roman, 12 pt font, and single spaced) for each day, not including references cited.
- Students must follow academic honesty and integrity. The ideas and concepts presented in the exam should be original. If the student has used the work/ideas/words of others, this has to be appropriately cited or quoted in the text.

Single oral examination

The oral examination, an integral component of the evaluation process, will provide opportunities for the student to explain and defend responses to the written examinations.

The oral examination will be scheduled within two calendar weeks from the last day of the written examination.

Re-examination

If the student should fail any of the three areas of evaluation examination, only one re-examination may be administered no sooner than three months and no later than one year from the date of the original examination. Students have to retake the entire examination if they fail in any area of the examinations. Approval for the re-examination must be obtained from the supervisory committee, the Director of the School of Community Resources & Development, and the Dean of the Graduate College.

[Comprehensive Exam Results Form for 4 committee members total](#)

[Comprehensive Exam Results Form for 5 committee members total](#)

Plan of Study

Course	Credit Hrs	Type
Fall #1 (First Semester/First Year)		
CRD 502 Statistical and Data Analysis	3	Core
CRD 555 Theoretical Perspectives/Community Dev	3	Core
CRD 610 Sustainable Communities	3	Core
Spring #1 (Second Semester/First Year)		
CRD 620 Community Research Methods	3	Core
CRD 683 Fieldwork	3	Core
Advanced statistics or research methods class to be chosen in consultation with academic advisor	3	Core
Fall #2 (Third Semester/Second Year)		
CRD 640 Research Seminar in Community Resources and Development I	3	Core
Elective #1	3	Elective
Elective #2	3	Elective
Spring #2 (Fourth Semester/Second Year)		
CRD 650 Research Seminar II	3	Core
CRD 792 Research	3	Research
Elective #3	3	Elective
Fall #3 (Fifth Semester/Third Year)		
Students are required to take written and oral comprehensive examinations		
CRD 792 Research	3	Research
Elective #4	3	Elective
Spring #3 (Sixth Semester/Third Year)		
CRD 799 Dissertation	6	Dissertation
Fall #4 (Seventh Semester/Fourth Year)		
Defend Doctoral Proposal Defense		

CRD 799 Dissertation	6	Dissertation
Spring #4 (Eighth Semester/Fourth Year)		
<i>Defend Dissertation</i>		
CRD 795 Continuing Registration	1	Cont. Reg.
Total Credit Hours for iPOS (Includes 30 Blanket Hours from previous degree)	84	

iPOS

The Interactive Plan of Study (iPOS) is an electronic document used by the graduation office to document and track your progress toward degree completion. It functions as an agreement between the student, the academic unit and the Graduate College. The iPOS contains the requirements below for the respective program you are pursuing. ****You are required to enter all coursework into iPOS as soon as you enroll in the first course.**** Failure to submit the iPOS may result in blocked registration.

The iPOS link will appear when you log into [My ASU](#). It is found under My Programs. You will find instructions for submitting the iPOS in the [How To Guides | Graduate College](#). Once your iPOS is updated and approved in your last semester, you may apply for graduation through [My ASU](#) using the Graduation Tab.

Contact advising for questions regarding your iPOS and program requirements.

Advising Email: scrd@asu.edu

Course Catalog and Descriptions

To learn more about the nonprofit course offerings with descriptions for each course review the [ASU course catalog](#)

Supervisory Committee/Dissertation Committee

A faculty mentor/advisor is assigned when students are admitted to the program. By the **end of the first year of study a supervisory committee also known as a Dissertation committee** is formed. The committee must be composed of at least four members, including

either a chair or two co-chairs. At least one member of the committee must be from outside SCRD. Chair or one of the co-chairs of the committee must be listed as SCRD Graduate faculty.

This committee serves as the intellectual guide for the student and must approve the research/scholarly focus and substance of the dissertation. The members of the dissertation committee have the necessary knowledge and skills to advise the student during the formulation of the research topic and during the completion of the research and the dissertation.

The final committee membership must be formed and approved through iPOS before the student may apply for comprehensive examination. **Students may change their committee before the comprehensive exam with the approval of the school director.** However, it is not recommended to change the committee after the comprehensive exam unless unavoidable circumstances occur. The circumstances will be evaluated by the Graduate Curriculum Committee and must be approved by the School director.

Approved CRD Graduate Faculty

Dissertation chairs and co-chairs must be on the [approved list](#) by the Dean of Graduate College. SCRD may also include highly qualified individuals from outside the university who have been approved to serve on committees. Doctoral students should communicate with the Ph. D. program director to confirm eligibility of faculty to chair or co-chair doctorate committees.

Additional information regarding other ASU Graduate Faculty can be found at [Graduate Faculty](#).

Students should review curriculum vitae and research interests in the [Graduate Faculty Profiles](#) section.

Outside ASU Committee Member Approval

Students may request that a qualified academic outside of ASU's faculty serve on their committee. Students must complete and submit the [Outside Committee Approval Request form](#). The potential member's curriculum vitae will be required as an attachment in the request form. After reviewing the request, the school will forward the request to the Graduate College for review.

Doctoral Proposal Defense

We encourage graduate students to support their peers by attending the proposal and final defenses.

All doctoral students are required to complete and pass defense of a dissertation proposal. **Proposal defense should be defended within two semesters of completing their comprehensive exams and must be on the ASU Downtown Campus.** The results have to be reported to the Graduate College office.

Once you have the date, time, and place, please fill out the [announcement form](#). An announcement must be sent out to the school at least 10 days prior to your defense. If you need help scheduling a conference room, email scrd@asu.edu

Failure of the doctoral dissertation proposal defense is considered final unless the supervisory committee and the head of the academic unit recommend, and the Dean of the Graduate College approves, a second proposal defense. If a petition is approved, the student must submit and pass the new proposal defense by the end of six months. The six months begins from the date that the first doctoral dissertation proposal defense was held. If the School does not grant the student permission to retake the proposal defense, or if the student fails to pass the retake of the proposal defense, the Graduate College may withdraw the student from the degree program.

Students are required to register for at least one semester hour of credit that appears on the iPOS or one hour of appropriate graduate-level credit during the fall, spring or summer session in which they conduct their doctoral defense. Typically students enroll in CRD 795.

Doctoral Dissertation

The dissertation research experience culminates in a final oral exam, commonly known as the “dissertation defense.” Students should be sure to review the [Critical information to know before scheduling your defense](#). Students should also refer to the [Graduation Deadlines](#) in order to meet all deadlines and requirements.

Dissertation Format

The dissertation should be completed using one of two formats: (a) traditional dissertation; or (b) three original and distinct empirical articles.

For the traditional dissertation option, the student should include an introduction, literature review, method, results, discussion, and conclusion chapters. For the empirical articles option, the student should include an introduction that provides the broad theoretical rational, statement of the problem and how it will be divided into three studies, and integration of the three articles/studies. Following the introduction, the student needs to provide three distinct articles almost ready for submission to a top-tier journal, followed by an integrative discussion and conclusion chapter. This chapter should tie together and synthesize all three articles. For the empirical article option, the end result must be articles that are ready for submission to appropriate journals, but the articles do not need to be submitted or reviewed to complete the dissertation requirements.

The doctoral dissertation must be the product of original scholarship and must make a significant contribution to knowledge and demonstrate the student's mastery of research methods in the field. The dissertation goes beyond the master's thesis in both originality and scope, and typically requires a year or more to complete. Formal work on the dissertation cannot begin until the comprehensive examination has been passed. Each student must register for a minimum of 12 semester hours of dissertation credit.

You must have a completed, defense-ready document for format evaluation. Please refer to [Formatting your Thesis or Dissertation](#) for more information on this process.

Doctoral Dissertation Defense

Final public dissertation defense is **required, and is held at the Downtown Phoenix campus**. An exception for medical/or other extenuating reasons can be requested via iPOS.

Your defense must be scheduled officially in the iPOS at least 10 business days before your anticipated defense. Please see the [10-working-day calendar](#) for permissible defense dates. Defenses that are held without being scheduled with the Graduate College are considered invalid. Once you have the date, time, and place, please fill out the [announcement form](#). An announcement must be sent out to the school at least 10 days prior to your defense. If you need help scheduling a conference room, email scrd@asu.edu

You must upload your complete, **defense-ready document** to your iPOS for format review at least **10 business days before your defense**.

Committee Member Attendance Required

Make certain all committee members will be in attendance (required). If you have members who cannot be physically present at the defense because of extenuating circumstances,

please refer to the [Absent Committee Member Procedures](#). Students must be physically present at the oral defense of their dissertation. During the semester that the student defends the dissertation he or she is required to meet continuous enrollment policy. Typically students are enrolled in Dissertation (CRD 799) or Continuing Registration (CRD 795).

Revisions to the Dissertation

Revisions to the dissertation following final defense are typical and must be completed in a timely manner. Complete your format revisions. Check your ASU email regularly for communication from the Format Advisors. You may email them at gradformat@asu.edu with any questions.

Submit final document to ETD/ ProQuest

You must have completed the following before you can upload final documents to ProQuest:

- All final defense results must be submitted by the committee with a full “Pass” or “Revisions Complete” (indicating that all revisions required by committee/chair were completed).
- Received approval from the Graduate College (Ready for ETD/ProQuest) to upload to ProQuest.
- Please ensure you are following official [Deadlines](#) in order to meet graduation requirements.

Failure to complete revisions

If the student is unable to complete revisions to the dissertation and submit to ETD/ProQuest by the deadline for the semester in which the defense is held, the student must complete the revisions, remain continuously enrolled, and present the final document to UMI/ProQuest within one year of the defense. Failure to do so will require the re-submission of the document for format review and may result in re-defense of the dissertation to ensure currency of the research.

Graduate Student Canvas Site

View the [canvas site](#) for more resources.

Grade Appeal Policy

The [general informal and formal process at Watts](#) is linked for your review and also outlined below.

1. As a first step, students should schedule an appointment with the faculty member to discuss concerns and discuss the problem openly.
2. If the grading dispute is not resolved, the instructor level in above step the student may appeal to the Standards and Appeals Committee.
 - Students will use the [Standards Petition](#) to submit the appeal.
 - The Senior Program Manager will notify the student that the case is in committee review.
 - The committee **may** reach out to the instructor or student, **as needed**, to better understand the dispute before a decision is made.
 - The committee will reach a decision in 10 working days.
 - The committee's decision will be communicated with all parties via email.
3. If a satisfactory resolution is not achieved, the student may confer with the Dean's Designee regarding the case. To do so, students should email: WattsAcademicGrievance@asu.edu
4. If the grievance has not been successfully cleared at this time, the student may request the Dean to refer the matter to the College Academic and Student Affairs Committee. The Committee will convene for the specific purpose of hearing a student academic grievance as needed. At this point, further evaluation of the case will follow the Formal Process. Students can review details about the formal process [here](#)

1.

Continuous Enrollment Policy

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

Registration for every fall semester and spring semester is required. Summer registration is required for students taking comprehensive examination, proposal defense, dissertation defense, or graduating from the degree program during the summer.

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

- Appear on the student's iPOS, OR
- Be research (792), dissertation (799), or continuing registration (595, 695, 795), OR
- Be a graduate-level course.

Grades of "W" and/or "X" are not considered valid registration for continuous enrollment purposes. "W" grades are received when students officially withdraw from a course after the drop/add period. "X" grades are received for audit courses. Students completing work for a course in which they received a grade of "I" must still maintain continuous enrollment.

Satisfactory Academic Progress

In addition to the Graduate College Satisfactory Academic Progress Policy, SCR D has additional requirements outlined below. If a student fails to satisfy the SCR D requirements or the benchmarks outlined below, SCR D will recommend the Graduate College to dismiss the student from the program. The Dean of the Graduate College makes the final determination.

1. Maintain a minimum of 3.00 GPA every semester and on both the iPOS and Graduate GPAs.
2. If a student's GPA is below 3.0 for a given semester, the student will be placed on academic probation and will receive a probation letter from the School of Community Resources & Development. The student must develop, with his or her advisor, an academic performance improvement plan that includes the conditions and timeframes for making satisfactory academic progress in the degree program.
3. The student will be required to raise the semester GPA and overall GPA to a minimum of 3.0 within one semester.
4. Course work such as research or dissertation that earns a Z or a Y grade cannot be counted to raise the GPA.
 - The iPOS GPA is calculated from all courses that appear on the student's approved iPOS.
 - The Graduate GPA is calculated from all courses numbered 500 or higher that appear on the transcript.
 - The student is considered to be on academic probation until the conditions specified in the academic performance improvement plan are met and both GPAs (semester and overall) are above 3.00.
 - If the student fails to raise the GPA within the given timeframe in the probation letter, the School will recommend the Graduate College for the student's withdrawal from the program.
 - The student may appeal actions concerning dismissal by petitioning the Director of the School of Community Resources & Development within 10 business days of receiving the withdrawal notice.

- Transfer credits and some courses taken in the Sandra Day O'Connor College of Law are not calculated on the iPOS GPA or the Graduate GPA.
 - Courses with grades of "D" (1.00) and "E" (0.00) cannot appear on the iPOS but will be included when calculating the Graduate GPA. Courses with an "I" grade cannot appear on the iPOS.
 - Courses identified as deficiencies in the original letter of admission.
5. The maximum time limit for graduation is 10 years. Students must complete their degrees before hitting the maximum limit.
 6. Students must comply with the five-year time limit for graduation after passing the comprehensive examinations.
 7. Students must pass comprehensive exams, the dissertation proposal defense, and the oral defense of the dissertation.
 8. Doctoral students must stay continuously enrolled in their degree program. Failing to do so without a Graduate College approved Request to Maintain Continuous Enrollment is considered to be a lack of academic progress and may lead to automatic dismissal of the student from the degree program.
 9. Persistent "W" and "I" grades during multiple semesters on a plan of study or transcript may reflect lack of academic progress.

Incomplete Grades

An [Incomplete form](#) must be filled out electronically. List your instructor for the course in the requested field.

A doctoral student cannot accumulate more than two incompletes at any given time while completing a graduate program of study.

- If a student accumulates two or more incompletes at any given time, the student will be placed on [academic probation](#) and receive a notice from the School.
- The student will be required to complete all incompletes within one semester. Any appeals to modify the length of time to complete the initial incomplete requires a request in writing to the graduate director. The SCRD Graduate Committee will review this request only if written approval with remaining coursework and new deadlines from original instructor is included

- If the student fails to complete all incompletes within the required time frame, the student will receive a letter from the School notifying him/her that he/she will be recommended for withdrawal from the Program.
- Additionally, students completing work for a course in which they received a grade of “I” must maintain continuous enrollment as defined previously. Doctoral students have one year to complete work for an incomplete grade; if the work is not complete and the grade changed within one year, the “I” grade becomes permanent and will remain on the students’ transcripts. Additional information regarding incomplete grades can be found at asu.edu/aad/manuals

Student Expectations and Performance Review

In addition to the required coursework and dissertation work, SCRD encourages and expects doctoral students to do the following:

- [Review SCRD Graduate Student Resource Site on canvas](#)
- Maintain good academic standing within the degree program. Doctoral students are expected to complete their [comprehensive exam](#) by the designated deadlines (i.e., 5th semester) and thoroughly prepare for the proposal defense by the recommended dates (i.e., 5th or 6th semester at the latest). Furthermore, the students should primarily focus on advancing their research projects and achieving publications.
- Submit (with the goal of publication) at least one scholarly paper in recognized peer refereed journals.
- Present at least two papers at significant scholarly conferences. SCRD partially supports travel related Expenses and Graduate College offers similar funding that students need to apply for. ([Graduate Student Travel](#))
- Write or contribute to the writing of at least one research funding proposal with a faculty member. Writing a dissertation proposal or research proposal for a course requirement would not meet this expectation, but if a student submits the proposal for funding, that meets the criteria.
- Participate in a research project (other than their dissertation work) by themselves or with a faculty member.
- Participate in instruction activities, including guest lecturing, assisting teaching, or teaching a class.

- Serve their profession, community, and the university including, but not limited to, reviewing abstracts for conferences and journals, moderating session for conferences, assisting communities by providing their expertise or engaging in community events, and serving on the SCRD Graduate Club or other clubs within ASU.
- Attend the [SCRD Graduate Seminar](#) regularly and participate in leadership of the [SCRD grad student club](#).
- Maintain an active office on the 5th floor of UCENT (i.e., working in the grad student designated areas) to allow for opportunities of important informal learning through chance encounters in the hallways, with peers, faculty, visiting scholars, community partners, etc.
- Submit an [Annual Review](#).

Graduate Seminars

The School, in collaboration with the SCRD graduate student club, organizes three or four seminars every semester. The main purpose of these seminars is to create an environment for graduate students' intellectual and professional development. The seminars include a range of topics that would help graduate students be successful both within and beyond graduate school. Attempts are made to invite at least one outside speaker each semester. The seminars also aim to create a social environment where graduate students can learn not only from interactions with faculty and outside speakers, but also from each other.

The success of these seminars largely depends on the regular presence and active participation of the graduate students and faculty. The graduate seminar is an integral part of the graduate program and all doctoral students are expected to attend at least two out of four seminars each semester. When doctoral students complete their [annual portfolio](#), they need to list the seminars they attended. Other graduate students in the School are also welcome to attend the seminars.

Annual Portfolio Preparation

All doctoral students beyond the first year of study are required to submit an Annual Portfolio every fall semester. Students who fail to submit their Annual Portfolio by the deadline will be placed on probation until the portfolio is submitted. A student who receives unsatisfactory evaluations in any one of the criteria, will receive a letter from the School and is required to develop, with his/her advisor, an academic performance improvement plan for making satisfactory progress. If the student fails to make progress within the given timeframe, the School will recommend the Graduate College for the student's withdrawal from the program.

The information students provide will be available to their advisor, the Graduate Support Staff, the Graduate Program Director, and the Graduate Faculty in the School of Community Resources and Development.

The goal of this process is to help students keep on track, regularly communicate with their advisor, and ensure doctoral completion. Begin the Annual Review Process by following the steps below:

1. Schedule an annual review meeting between November 1 and November 15, with your advisor.
 - You will discuss the information you submit in the annual review form and overall progress in the program.
 - If you or your advisor is out of town, a telephone/email conversation is acceptable.
 - You should try to reach mutual understandings about your general level of progress, specific strengths and weaknesses of your work, your future schedule of progress and goals, and your expectations of help or support from your advisor.
2. Submit the [Annual Review Form](#) by **October 31, including the following:**
 - Be prepared to attach your vitae in the format required.
 - Unofficial ASU Transcript.
 - The date your review meeting is scheduled.
3. Your advisor will review the submitted Annual Review Form between November 15 and November 30 and take the opportunity to reflect on your evaluation. If he or she desires, your advisor may seek input on your progress from other instructors or committee members.
4. Your final signature on the Annual Review Report is due December 10.

Graduate Assistantships

All Graduate Teaching Assistants and Associates (TAs), and Graduate Research Assistants and Associates (RAs) must register for a minimum of six semester hours of appropriate credit during each academic term of their appointment. The six hours cannot include audit enrollment.

TAs and RAs are treated as residents for tuition purposes. To be eligible for tuition remission, TAs and RAs must be employed a minimum of 10 hours per week (25 percent Full Time Equivalency {FTE}). TAs/RAs working 10-19 hours per week (25-49 percent FTE) receive a 50 percent remission of tuition for the semester or summer session of their employment. TAs/RAs working 20 hours per week (50 percent FTE) do not pay tuition during the semester or summer session of their employment. In addition, the university pays the individual health insurance premium for those TAs and RAs working 20 hours per week (50 percent FTE).

Due to federal regulations, international students on F-1 and J-1 visas are allowed to work a maximum of 20 hours per week while school is in session (fall and spring semesters). International students are allowed to work 40 hours per week during summer sessions. International students typically are not allowed to seek employment outside the university; students must consult with the International Student and Scholars Center (ISSC).

Detailed information and application procedures regarding Graduate Assistantships can be found at [Graduate Appointments and Assistantships](#).

Doctoral students are encouraged to work with their advisors on writing and publishing research as well as presenting research outcomes at various academic conferences. Similarly, doctoral students are encouraged to teach undergraduate classes. The combination of research and teaching experience will enable students to be more competitive on the job market. In relation to teaching, doctoral candidates will be mentored into a class or two during their first two years. Mentorship can occur in a formal context in which the student is a teaching assistant (TA) for the class, informally via regular meetings with the instructor of the class or a combination of the two. Mentorship in teaching will allow the School to maintain its record of high teaching quality. Teaching assignments will only be awarded to doctoral students who can showcase proof of teaching mentorship, ability to communicate effectively, and successful completion of comprehensive exams. Existing teaching materials, developed by SCRD will be shared with doctoral students who are teaching a class.

SCRD related funding in 4th year and beyond is not guaranteed. When available, it is granted to students who have made steady progress throughout their time in the program.

Conference Travel Funding

All graduate students, especially doctoral students, are encouraged to present their papers at reputed national and international conferences of their fields. Funding resources are available from both the school and graduate college to help cover costs. Funding is not guaranteed and dependent on the available resources below.

The [SCRD Travel Application](#) is required along with the abstract and acceptance letter. This process is electronic. Participation in the [graduate seminars](#) will be taken into account for funding decisions. Once your form has been approved by your Advisor, Grad Director and School Director you will need to complete the forms/processes below most applicable to your request:

- **For overnight travel, utilize the following resources:**
 - [Concur](#)
 - [My ASU TRIP TRIP Manual](#).
- **For travel without an overnight component, utilize the following resources:**
 - Travel Reimbursement and Payment via [ServiceNow](#).
 - [Navigating to Watts manual](#)

[Travel Awards Graduate College](#) - Graduate students can apply directly to receive funding for in-person or remote attendance at professional development conferences and events. Monies toward registration fees, ASU international registration fees and/or airfare. Funds for other expenses are not permissible.

Please refer to ASU [travel guidelines](#) for the most recent policies and processes for planning travel as an ASU student.

Student Responsibilities

Graduate Students are responsible for familiarizing themselves with all university, school, and [Graduate Policies and Procedures](#) as well as adhere to the [Student Code of Conduct](#). Faculty and staff provide academic advice and assistance; however, the ultimate responsibility for meeting degree and other requirements remains with the student. Students

should frequently check their [My ASU](#) account. All ASU students are required to have an active ASU email.

ASU Email

Students may forward their ASU email to another preferred account. It is important that students check the ASU email account at least once per week, so they do not miss important notices. Arizona State University conducts their business via ASU email only.

My ASU Page

Information is provided to students via [My ASU](#). Students should frequently check their My ASU account for the most up-to-date information regarding their status, holds, items to attend to and other important information.

Culture of Respect

ASU is a community and a professional work environment. Graduate students are expected to treat their peers, teachers, students, staff, and members of the ASU community with respect and work with them in a professional manner. The educational process is ideally conducted in an environment that encourages reasoned discourse, intellectual honesty, openness to constructive change, and respect for the rights of all individuals. Self-discipline and a respect for the rights of others in the university community are necessary for the fulfillment of such goals.

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. Additional information about sexual harassment can be found [online](#).

Academic Integrity

The highest standards of [academic integrity](#) and compliance with the university's [Student Code of Conduct](#) are expected of all graduate students in academic coursework and research activities. The failure of any graduate student to uphold these standards may result in serious consequences including suspension or expulsion from the university and/or

other sanctions as specified in the academic integrity policies of individual colleges as well as the university.

Student Health and Wellbeing

It is important that you take care of both your physical and mental health. For some students, the stress of work, life and school can feel overwhelming. Please read through these ASU guides to help you stay healthy.

[10 Best Practices in Graduate Student Wellbeing](#)

[Graduate Wellness Resources](#)

If you experience stress from any source, please know you have access to emotional health and well-being support. In person services are available at the Downtown Phoenix Historic Post Office Building, Suite 208, Phone: 480-965-6146. **[ASU Counseling Services](#) are confidential and free of charge for ASU students.**

ASU Counseling Services includes 24/7/365 Open Call and Open Chat and telehealth individual sessions for Sun Devils anywhere in the world, at any time of day or night. To learn more, visit [Open Call and Open Chat](#) and [Where to Start](#).

Cost and Financial Assistance

The cost of your program can be reviewed via the [Tuition Calculator](#).

The Graduate College provides funding and support to a number of [awards, fellowships](#), training and development opportunities for entering and continuing students. Schools and departments at ASU often combine these along with other types of funding to offer competitive financial packages designed to attract and retain outstanding and diverse graduate students.

You can pay for college in a variety of ways, but one of the most important is with financial aid. You are encouraged to review the resources offered through ASU's [Student Financial Aid Office](#). This office contains valuable tools and advice, such as cost calculators, loan options, money management tips, and frequently asked questions. Students should review important [Financial Aid information for Graduate Students](#) and [contact](#) the Financial Aid office with questions.

***To receive federal financial aid (grants, loans and work-study) you must submit the Free Application for Federal Student Aid each year.
<https://admission.asu.edu/cost-aid/graduate>***

Graduate College Important Links

ASU Graduate College: <https://graduate.asu.edu/>
Graduate Policies: [Policy Manuals | Graduate College](#)
Graduate College Forms: [Student Forms | Graduate College](#)
Plan of Study Instructions (iPOS): [How To Guides | Graduate College](#)
My ASU: <https://my.asu.edu/>

SCRD Graduate Student Forms

*All forms are electronic and processed with electronic signatures.

[Report of Dissertation Proposal Form for 5 committee members total](#)

[Report of Dissertation Proposal Form for 4 committee members total](#)

[Outside ASU Committee Member request](#)

[Comprehensive Exam Results Form for 4 committee members total](#)

[Comprehensive Exam Results Form for 5 committee members total](#)

[Thesis/Individual/Independent Instruction Course - Examples CRD 792/CRD 690/CRD 799](#)

[Incomplete Form](#)

[SCRD Travel Application Form](#)

[Proposal Announcement Form Dissertation Defense Announcement Form](#)

[Application for Graduation form](#)

Graduate Faculty Profiles

Contact information for the School of Community Resources and Development Faculty, along with curriculum vitae and profiles, can be found on our Faculty Page at [Tenure-Track Faculty](#). [List of faculty approved by Graduate College Dean](#) to serve as Chairs.

Contact Information

Advising

All questions: scrd@asu.edu

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