

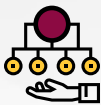
Preparing Effective Graduate Program Handbooks

Program handbooks help students become familiar with their program's visions, requirements and expectations, as well as life on campus, practical aspects of receiving a graduate education at ASU, and their responsibilities as students. The Graduate College requires all programs to create handbooks and distribute them to students upon enrollment. Handbooks should be made accessible and readily available to download as a PDF on program or department websites. We recommend that program handbooks allude to and build on the general [Graduate College handbook \(graduate.asu.edu/policies-procedures\)](#). This is a ready reference for minimum requirements and general policies that apply to all graduate programs at ASU. Individual program handbooks should ensure all requirements align with the current catalog, and contain the following basic elements:



1. Program Overview

A brief introduction to the program's vision and mission, including its purpose and unique characteristics, as well as potential career outlook.



2. Program General Admissions Information

- Admission requirements and application processes.
- Tuition costs, fees, and residency requirements.
- Contact information for graduate program coordinators and key advisors.
- List or overview of faculty.



3. Program Requirements

- Required coursework and electives.
- Other elements that constitute the degree program, such as internships, practicum, research credits, language requirement, candidacy guidelines, etc.
- Options for specializations and certifications.
- Satisfactory academic progress (e.g., program requirements beyond [Graduate College standards](#)).
 - Provisional acceptance guidelines.
 - GPA and course grade minimums (may be stricter than minimums outlined in the [Graduate College handbook](#)).
 - Time-to-degree requirements if shorter than Graduate College standards.
- Details about exams (deadlines, evaluations, etc.).
- Graduation requirements.



4. Information About Culminating Events

- Culminating experience guidelines and deadlines.
- Procedures for selecting a faculty advisor and master's or doctoral committee.
- Roles and responsibilities of graduate students and committee members, including mentoring and evaluations along the way.



5. Student Code of Conduct and Academic Integrity

- [Student Code of Conduct](#) summary and appropriate links.
- Criteria for what constitutes a violation of professional standards.
- Link to the [University's Academic Integrity Policy](#).



6. Department and University Procedures and Policies

- Registration and withdrawal from program/class.
- Transferring credits from other programs.
- Continuous enrollment policy ([forms](#)).
- Interactive plan of study ([iPOS](#)) and other graduation procedures.
- Policies for leaves of absence from coursework.
- Dismissal criteria.
- [Arizona Board of Regent's Code of Conduct](#).



7. Financial Assistance Policies and Procedures

- Graduate fellowships and assistantships (teaching, research).
- Links to appropriate policy guides for assistantships.
- Use of departmental resources.
- Absence and leave policies for assistantships.
- Performance evaluation processes.



8. Conduct and Conflict Resolution

Clearly describe all grievance and appeal procedures. Note that these must correspond to school and university policies.



9. Department and University Resources

- Academics and professional development (e.g., libraries, writing centers, career services, professional development workshops and opportunities).
- Student support services (e.g., [International Student Services](#), [Housing](#), [Health](#), [Counseling](#), [Disability Resources](#), [Veterans](#), [Graduate and Professional Student Association](#)).
- Business and Finance services (e.g., [parking and transit](#), [student accounts](#), [ID cards](#)).
- Campus amenities (e.g., stores, banks, eateries).
- Contact information (e.g., [Provost's Office](#), [Graduate College](#), [GPSA Outreach](#), [IT Help Office](#), department's assigned librarian, emergency services).



10. Archiving and Graduate College Standards

Graduate College policy requires programs to:

- Date the handbook upon each update, notify students about the update, and send a copy to the Graduate College.
- Archive all prior versions of handbooks and make them accessible to students who are under grandfathered-clauses.
- Provide students information about access to archived versions of handbooks.

Program Handbook Exemplars

ASU Programs

Sandra Day O'Connor College of Law, Statement of Student Policies

law.asu.edu/sites/default/files/statement_of_student_policies.pdf

Computer Science PhD Graduate Handbook

cidse.engineering.asu.edu/wp-content/uploads/2012/05/CSE-PHD-GRAD-HANDBOOK-2016-2017-FINAL.pdf

School of Sustainability Graduate Handbook

static.sustainability.asu.edu/sosMS-uploads/sites/58/2017/08/16134957/2017-2018-MA-MS-Handbook.pdf

Department of Supply Chain Management, W.P. Carey School of Business, PhD Program Handbook

wpcarey.asu.edu/sites/default/files/phd_handbook_revised_2017_august.pdf

Psychology, Master of Science Program Handbook

newcollege.asu.edu/sites/default/files/advising/documents/ms_program_handbook_2016_1.2.pdf

Mechanical and Aerospace Engineering Graduate Program, Graduate Student Handbook

semte.engineering.asu.edu/docs/graduate/handbooks/MAE%20Graduate%20Student%20Handbook%202014-15.pdf

ASU Theatre for Youth MFA Handbook

filmdancetheatre.asu.edu/sites/default/files/mfa-theatreforyouth-handbook.pdf

Peer Institutions

Doctoral/Specialist Inclusive Program in School Psychology, University of Washington

education.uw.edu/sites/default/files/programs/grad/docs/SchoolPsychologyProgramStudentHandbook2016-17.pdf

MS Finance program at Urbana-Champaign University of Illinois

business.illinois.edu/msf/wp-content/uploads/sites/30/2016/08/Handbook_Class_2017_Aug.-REVISED-August-15docx-1.pdf

University of Maryland School of Music Academic Handbook

www.music.umd.edu/sites/music.umd.edu/files/16-17-handbook.pdf

Department of Communication Michigan State University

comartsci.msu.edu/sites/default/files/documents/student/handbook-communication-masters.pdf

Intensive English Program and Business Certificate, University of Washington Educational Outreach, International and English Language Programs

www.ielp.uw.edu/pdfs/handbook.pdf

University of Connecticut School of Engineering

me.engr.uconn.edu/wp-content/uploads/2017/05/Graduate_Handbook_2015-16.pdf

For a PDF with live links visit graduate.asu.edu/bestpractices