



master of arts

# criminal justice

student handbook

**ASU**<sup>®</sup> **School of Criminology  
and Criminal Justice**  
**Arizona State University**

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## Program Welcome

Greetings,

Thank you for your interest in the Master of Arts in Criminal Justice Online Program!

The ASU School of Criminology and Criminal Justice is a nationally recognized leader in higher education and is dedicated to providing you with the skills and knowledge necessary to achieve your personal and professional goals. Our program has recently been ranked 6th in the nation by the U.S. News and World Report, which is a testament to the hard work and dedication by our esteemed faculty, staff. There are numerous other online criminal justice degree programs throughout the nation, yet ASU has continually ranked in the Top 10 in the nation!

The Master of Arts in Criminal Justice not only helps prepare you for future challenges in your chosen careers, but prepares you to excel. Our faculty consists of tenured-track and non-tenured track professors and practitioners who emphasize academic rigor and integrity in the classroom, as well as practical application of a variety of criminal justice related topics that you will learn in your program of instruction. Class coursework is designed to cover all of the parts of the criminal justice system, and includes (but is not limited to) research methods, statistics, program evaluation, management, and others. These classes will not only prepare you for a career in criminal justice, but they can also help you achieve lateral transfers or leadership roles in your current job.

The goal of ASU Online and the School of Criminology and Criminal Justice is to provide innovative, high-quality online education. I hope our program meets your expectations, and I look forward to helping you in your academic endeavors and seeing you at your commencement.

Welcome to the Master of Arts in Criminal Justice Online Program! Forks Up!

Sincerely,



Joshua L. Adams, Ph.D., CFE  
Professor of Practice & Director of Online Graduate Programs  
Arizona State University  
School of Criminology & Criminal Justice

**ASU** School of Criminology  
and Criminal Justice  
Arizona State University

## Academic Advising Contact Information

Watts Graduate Online Advising Team [idpadvising@asu.edu](mailto:idpadvising@asu.edu) 602-496-1019

### **Academic Advising can assist with the following things:**

- Directly support students' academic needs.
- Assists students in planning courses through graduation to ensure students are meeting their graduation timeline goals.
- Help with course registration, overrides needed and answer questions about policies and procedures.
- Assist students with options moving forward when the unexpected comes up.
- Some examples of topics that can be covered in an advising appointment include questions related to the iPOS, class schedules, degree checklists, advising holds, etc

If you have a quick question or need an override for a course, simply send an email to [idpadvising@asu.edu](mailto:idpadvising@asu.edu). **Please use your ASURITE ID for a faster response.** You should receive a response within 2 business days.

### **Things to note:**

- If you are not able to keep your appointment, please pull up your appointment confirmation email, and select cancel or reschedule. We appreciate your assistance with this so we can assist other students in a timely manner.
- Please come to your appointment prepared with questions. Most advising information you will need is located in your student handbook.
- Students who schedule an appointment **MUST BE ON TIME**. There are several instances where there are back-to-back appointments. If a call is missed or a student does not join the zoom call, the Academic Advisor will only wait 10 mins for the student to call back or join the zoom call before marking the appointment as a no show.
- If for some reason the days and times for appointments do not align with your schedule, please email [idpadvising@asu.edu](mailto:idpadvising@asu.edu) ASAP so that we can coordinate.

## Department Contact Information

Joshua L. Adams, Ph.D., CFE  
Director of Online Graduate Programs  
[Joshua.Lee.Adams@asu.edu](mailto:Joshua.Lee.Adams@asu.edu)

Faculty contact information along with curriculum vitas, profiles and research interests can be found on our CCJ faculty webpage at: <https://ccj.asu.edu/content/school-directory>

## Program Overview

The Master of Arts in Criminal Justice is a 33-credit hour professional online degree designed to provide criminal justice agency professionals with coursework in criminology and the operation of the criminal justice system. The MACJ online program includes 12 hours of required core courses in theory and research on crime and the criminal justice system, a three-hour capstone project, and 18 hours of electives.

The program is designed to provide students with advanced training in program planning and management, policy analysis, and program evaluation. Students are required to complete a capstone course Theory and Practice in Criminal Justice in their last semester of study. Students will integrate material from required and elective coursework to design an action plan for the implementation of a policy or program in a specific criminal justice agency with the goal of reducing or preventing crime.

The courses for the MACJ online program are offered in six available sessions each year – two sessions in Spring, Summer and Fall semesters. The program is flexible and is offered to both part-time and full-time students and is ideal for the working criminal justice professional or for students who are interested in pursuing a career in the criminal justice field.

## Student Learning Objectives

Graduates of the MACJ online program will:

- understand the conceptual and theoretical frameworks that inform the study of crime and the criminal justice system;
- have the ability to critically analyze, apply and test theoretical perspectives on criminal behavior and the operation of the criminal justice system;
- be able to summarize and synthesize research findings and to identify the limitations of the extant research;
- be able to analyze the effectiveness of crime reduction/prevention strategies using statistical, database, and planning and evaluation skills;
- be able to develop research proposals designed to address the theoretical and methodological limitations of existing research;
- be able to design and to implement research projects that address critical questions in the discipline and/or that improve the operation of the criminal justice system;
- understand the assumptions of, and be able to use and interpret the results of, quantitative and qualitative statistical techniques;
- be prepared for careers in the criminal justice; and
- assume leadership roles and act as change agents in the criminal justice system.

## Pace of Program and Options

Each 16 week semester at ASU is split into two 7.5 week sessions. The A session is the first 7.5 weeks and the B session is the second 7.5 weeks. Most students take at least one A session and one B session course each semester (slower pace). Some students choose to take two A session and two B session courses each semester (one calendar year). CRJ 505 Theory and Practice in Criminal Justice is a session C course (16 weeks). **Please note that CRJ 505 cannot be taken concurrently with any other courses in your program of study.**

Note: All graduate students must be enrolled in at least 1 credit hour for fall and spring semesters as well as the semester they were admitted. Please refer to page 11 for more details about continuous enrollment. Be sure to work with your academic advisor to discuss a preferred order of classes based on course availability and offerings.

**Not all classes are offered every semester.** Register as soon as possible every semester to ensure you are able to take the classes you want to take when you want to take them.

Check your MyASU page for your upcoming registration date.

For general information about registration dates and other important university dates please visit the Academic Calendar here: [students.asu.edu/academic-calendar](https://students.asu.edu/academic-calendar)



Watts College of Public Service and Community Solutions  
Masters of Arts in Criminal Justice (Online)

**Curriculum and Graduation Checklist (33 Credits)**

2024-2025

Required core courses (12 credit hours)			
Course Name	Credits	Semester Taken	Grade
<b>CRJ 501 Seminar in Criminal Justice</b> ( <i>Must take in the first semester</i> )	3		
<b>CRJ 502 Seminar in Criminology</b>	3		
<b>CRJ 510 Criminal Justice Planning and Program Evaluation</b>	3		
<b>CRJ 511 Applied Data Analysis in Criminal Justice</b>	3		
Required electives (18 credit hours)			
Course Name	Credits	Semester Taken	Grade
<b>CRJ 5XX Elective*</b>	3		
<b>CRJ 5XX Elective*</b>	3		
<b>CRJ 5XX Elective*</b>	3		
<b>CRJ 5XX Elective*</b>	3		
<b>CRJ 5XX Elective*</b>	3		
<b>CRJ 5XX Elective*</b>	3		
Required culminating experience (3 credit hours taken during your last semester)			
Course Name	Credits	Semester Taken	Grade
<b>CRJ 505 Theory and Practice in Criminal Justice</b>	3		

Course descriptions can be found here: <https://catalog.apps.asu.edu/catalog/classes>

\*Students select a minimum of 18 hours of elective coursework at the CRJ 5XX level. Students can develop specializations in areas such as policing, corrections and management by combining required and elective coursework. Elective classes are offered on a rotating basis. Elective options can be found here:

[https://ccj.asu.edu/sites/default/files/macj\\_graduate\\_checksheets\\_2019\\_with\\_electives.pdf](https://ccj.asu.edu/sites/default/files/macj_graduate_checksheets_2019_with_electives.pdf)

Please reach out to our advising team at [ipadvising@asu.edu](mailto:ipadvising@asu.edu) with any questions.

## Additional Course Information

**IMPORTANT NOTE:** If you decide to drop or withdraw from courses at any time, be sure to reach out to your advisor as well as financial aid to see how this action can potentially impact you.

**Enrollment Status:** To be considered a full-time graduate student at ASU, you must be enrolled in 9 credit hours during the fall and spring semesters. The number of courses you should take in a given semester depends upon your schedule and comfort level. To choose which classes best fit your schedule, please go to [asu.edu/catalog/](https://asu.edu/catalog/) and search for the desired semester. Not all future semesters are posted. For information about financial aid eligibility and the number of credits required, please visit: <https://students.asu.edu/faq/credits-financial-aid>

**Course Workload:** You should plan to do school work for approximately 18 hours per week for every 3 credits. Online courses are just as rigorous as in-person courses. The 18 hours may differ from week to week and even class to class. This is an estimate and you should plan accordingly. Each session class is a condensed version of a semester class (7.5 weeks vs. the traditional 16 weeks).

## Capstone – CRJ 505 Information

For the Master's of Arts in Criminal Justice, the culminating experience course is CRJ 505. This course is the capstone course for the MACJ program and will be taken during the student's last semester of coursework. Students must register for and complete CRJ 505. CRJ 505 cannot be replaced with any previously taken courses. All students must participate in a culminating experience course in order to graduate. Students will integrate material from required and elective coursework and will complete an applied research project that focuses on a criminal justice policy or practice. **A final grade of "B" (i.e., 80 Points) or higher is required for this course per Graduate College policy.**

At the completion of this course, students will be able to:

1. Identify & evaluate appropriate research sources and techniques.
2. Master the APA referencing and formatting system.
3. Select an appropriate topic for research.
4. Demonstrate appropriate academic writing.
5. Apply criminological theory to crime problems and criminal justice practice.
6. Evaluate criminal justice strategies in light of criminological theory.
7. Develop a criminal justice strategy based on criminological theory.
8. Produce a concept paper, introduction, outline, reference list, and completed project that demonstrates praxis, the meeting of theory and practice, by applying criminology and/or criminal justice theory to real world policies, practices, or programs.

## How to Register for Classes

You may find helpful guides on how to register for courses here: <https://students.asu.edu/register-for-classes>  
If you experience any issues enrolling in courses, you can send screenshots of your error to [idp advising@asu.edu](mailto:idp advising@asu.edu) for assistance.

## Arizona State University Charter

### **ASU Charter**

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

Learn more at [president.asu.edu](https://president.asu.edu)

### Diversity, Equity, and Inclusion

ASU promotes equal opportunity through affirmative action in employment and educational programs and activities. Discrimination is prohibited on the basis of race, color, religion, national origin, citizenship, sex, sexual orientation, gender identity, age, disability, and qualified veteran status.

ASU's Office of Diversity, Equity, and Inclusion supports and fosters a culture of inclusiveness. We promote and assist with equal opportunity and diversity initiatives. We also provide university leadership and hiring officials with clear and accessible employment data, timely and effective consultation, and high-impact training.

If you would like to **submit a complaint** visit the [Office of University Rights and Responsibilities](#) or call 480-965-5057.

The initial plan to advance an anti-racist Watts College of Public Service and Community Solutions can be found here: <https://publicservice.asu.edu/content/ensuring-inclusivity>

### Title IX

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. For information on making a report, please go to [www.asu.edu/reportit/](http://www.asu.edu/reportit/).

### Department and University Policies and Procedures

#### Maintaining 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 engaged in research, conducting a doctoral prospectus, working on or defending theses or dissertations, taking comprehensive examinations, taking Graduate Foreign Language 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 who are admitted in summer for their first semester of enrollment, completing culminating experiences, or graduating from the degree program.

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

- Appear on the student's *Plan of Study*, OR
- Be research (592, 792), thesis (599), 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. Additionally, students completing work for a course in which they received a grade of "I" must maintain continuous enrollment as defined previously. Graduate 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. Additional information regarding incomplete grades can be found at [asu.edu/aad/manuals/ssm/ssm203-09.html](https://asu.edu/aad/manuals/ssm/ssm203-09.html).

### **Leave of Absence**

Students are eligible to take a total of two semesters away from the program (summers not included, unless you began in summer) with an approved leave of absence (LOA) on file. If you are thinking about requesting a LOA, please make sure you communicate with your advisor to discuss your eligibility. After you have spoken to your advisor and would like to continue with your request (this is not guaranteed), go to your interactive Plan of Study. Complete the welcome page and then click on the *Petitions link* on the left-hand side. From there click *Add Petition* and select *Leave of Absence* from the drop down menu.

**Leave of absence requests are due one week before the start of each semester. If you do not submit this request and do not enroll in any fall or spring session class, you will be discontinued from the program and will need to re-apply.**

As long as you enroll in at least one class per semester, it does not matter if it is an A session, B session, or both, you will be meeting the continuous enrollment policy and do not need to submit this form. This form is only required if you will not be able to take any classes at all during the fall and/or spring semesters.

### **Interactive Plan of Study (iPOS)**

The Interactive Plan of Study (iPOS) is the set of classes that is recognized by ASU, Graduate Education, and the Watts College of Public Service and Community Solutions as sufficient to grant a degree. The Program of Study totals 33 credit hours of graduate credit and includes core courses, approved electives, and a culminating project. Your faculty chair will be Dr. Joshua Adams.

In order to graduate, each student must submit an Interactive Program of Study (iPOS). The iPOS should be submitted the first semester of the program. While the iPOS is a contract between the Graduate College, Department, and student, changes can be made after approval. Courses entered in the iPOS are not guaranteed to be offered the semester the student has chosen to take them. This is why updates will probably need to be made in future terms as registration opens. This link will explain how to fill it out: <https://graduate.asu.edu/current-students/completing-your-degree/your-plan-study-ipos>.

No more than twelve credit hours of graduate courses before admission to the College and approved by a student's supervisory committee can be included in the Plan of Study. Students from institutions other than ASU may transfer a maximum of six credit hour to their Watts College of Public Service and Community Solutions program. The Criminal Justice MA Director must approve any transfer credit. Students have six years from the term of their first Criminal Justice MA class to complete the degree.

### **Transfer Coursework**

**Graduate level transfer coursework may be considered in place of an elective course.** We cannot accept any transfer or substitute courses in place of core courses. For your potential transfer coursework, if the class(es) you are hoping to transfer in were used to complete a graduate level degree at another institution, then unfortunately, we would not be able to use them toward your ASU degree. The School of Criminology and Criminal Justice requires that courses must have been taught by an instructor with a terminal degree (e.g., Ph.D. /J.D.).

**ASU has a strict no double dipping policy for classes that have already been used toward a degree either at ASU or elsewhere.** If you did not earn a degree, then we can consider up to six graduate-level credit hours with grades of "B" or better that were not used towards a previous degree. Preadmission credits must have been taken within three years of admission to the ASU degree program to be accepted.

If you met either of these criteria, then we would just **need the syllabus from each class** you would like to be considered and transcripts. Then the Criminal Justice MA Director would look the syllabi over to determine which, if any courses we could use them in place of.

### **Graduation Procedures**

After all coursework has been completed and Graduate Education requirements have been met, the student is eligible for graduation. Application for graduation should be made no later than the date specified by Graduate College for the appropriate graduation semester. Deadlines can be found here: <https://students.asu.edu/graduation-apply>

Additional late fees are assessed if the application is submitted after the date specified. **Students must be enrolled in at least one credit hour during the intended semester of graduation.** Please visit ASU's graduation website at <https://students.asu.edu/graduation> for information regarding ceremonies (commencement and convocation options), diplomas, and other important graduation information.



## **Academic Policies**

### **Academic Integrity**

At Arizona State University academic honesty is expected of all students in all examinations, papers, academic transactions and records. The possible sanctions include, but are not limited to: appropriate grade penalties, loss of registration privileges, disqualification, and dismissal. ASU strictly adheres to the academic integrity policy. This policy sets forth the ASU Student Academic Integrity Policy and appeal procedures. For more information on this policy, please visit: <https://provost.asu.edu/academic-integrity/policy>.

## **Satisfactory Academic Progress**

### **Admission and Satisfactory Progress for Degree-Seeking Students**

- Admitted students may be granted either regular or provisional admission status upon their acceptance to the Master's of Arts in Criminal Justice. All admitted students are expected to satisfy the university and program policies outlined below.
- Provisionally admitted students must satisfy the provisional conditions specified in their admission letter. Provisional status will be changed to regular standing when completing those terms specified in the provisional admittance letter.
- The Graduate College will withdraw any student from the university who fails to meet the full conditions of provisional admission.

### **GPA Policy**

- **Graduate students must maintain a minimum 3.00 grade point average (GPA) to maintain satisfactory academic progress and to graduate from Arizona State University.** The minimum 3.00 GPA must be maintained on all GPA's (iPOS GPA, Cumulative GPA, and Overall Graduate GPA).
  - The iPOS GPA is calculated on all courses that appear on the student's approved iPOS
  - Cumulative ASU GPA represents all courses completed at ASU.
  - The Overall Graduate GPA is based on all courses numbered 500 or higher that appear on the transcript after admission to a graduate program or graduate non-degree.
- Courses with grades of "D" and "E" cannot appear on the iPOS but will be included when calculating the Graduate GPA. Courses with an "I" grade cannot appear on the iPOS.
- All coursework used towards the completion of a MSCA degree must be completed within six consecutive years.
- Graduate students must remain continuously enrolled for both fall and spring semesters upon admission to the university. Failing to do so without a Graduate College approved request is considered to be lack of academic progress and will result in dismissal from the university.

### **Academic Probation**

A student will be placed on academic probation if the student fails to maintain a 3.0 or higher GPA every semester in all GPAs. The student is considered to be on academic probation until the conditions specified in the academic performance improvement plan are met and all GPAs (iPOS, Graduate, Cumulative) are above 3.00.

### **Program Policies**

Students in the Criminal Justice MA degree program must successfully complete the culminating experience course (CRJ 505 Theory and Practice in Criminal Justice) with a letter grade of at least a "B"; failure to meet that threshold grade for the culminating experience course will require a re-take of the course before a student is able to proceed to program completion.

### **Grades of Incomplete**

A grade of "I" is given by the instructor only when a student who is otherwise doing acceptable work is unable to complete a course. A Request for Grade of Incomplete form must be submitted by the student with the understanding that the work is to be completed by the date given by the Faculty member but no more than one calendar year. This timeline is up to the Faculty member of the course. If you are working on completing a course for an "I" grade, you must be enrolled in at least one graduate-level credit to maintain continuous

enrollment. The credit hour(s) used to maintain continuous enrollment can be a graduate-level course, research (592, 792), thesis (599), dissertation (799), or continuing registration (595, 695, 795). If the work has not been completed after one calendar year, the mark of incomplete remains an “I” and becomes a permanent part of the transcript. To repeat the course for credit, a student must reregister and pay tuition and fees. The grade for the repeated courses will appear on the transcript but will not replace the permanent “I”. Additional information regarding ASU grading policies may be found at [Grades and Grading Policies](#)

## **ASU Email Policy**

Arizona State University policy requires that students obtain an ASU email address once admitted to the university. ***This email address is the official email address to which the university sends email communications and is recorded in the university’s electronic directories.*** Students may suppress their email address from these directories by completing forms available at: <https://students.asu.edu/forms/registration>

Students are expected to check their email on a daily and consistent basis to stay current with university related communications. Faculty who choose to use email in their classes expect students to use their ASU email account for all class email communication unless otherwise stated. Further information can be found in each course’s syllabus. Occasionally, we will contact you through email with important information concerning the graduate program. Students are responsible for all information communicated through the ASU email system.

## **Conduct Policies**

### **Student Responsibilities and Policies**

As a graduate student in the Watts College of Public Service and Community Solutions, you must adhere to all policies for ASU graduate students. You may find these in the Graduate Policies and Procedures manual found here: <https://graduate.asu.edu/policies-procedures>

Students are responsible for being aware of the content of this document, so we suggest that you read it at the time of your admission, and remain familiar with it throughout your course of study.

### **Student Conduct and Communication**

In addition to high academic standards, students are also expected to maintain a healthy and respectful communication and discussion with their peers, instructors, and program staff. A basic principle of professional conduct in the program is that faculty and staff afford students courtesy and respect during all interactions. In turn, students in the program are expected to afford that same courtesy and respect to their peers in the program, to staff, and to faculty during all interactions. Aggressive, disrespectful, and/or profane verbal and written communication and behavior will not be tolerated. Any student that does not adhere to the university’s standard of respectful communication may be subject to sanctions from the Dean of Students Office which can include removal from the program. (Please also see information on Arizona State University’s general code of conduct for students later in this document.)

## **Student Code of Conduct**

In any learning environment, respectful interaction is pivotal to an individual's success whether online or in person. Violations of the ASU Student Code of Conduct, other than the provision concerning academic dishonesty, are more generally considered inappropriate behavior. The Office of Student Rights and Responsibilities reviews and sanctions these matters. If a student violates both the academic integrity provision and additional provisions of the Student Code of Conduct, both the college and the Office of Student Rights and Responsibilities will review the matter. Each independently makes determinations concerning violations and appropriate sanctions. For more information about the rules, regulations and enforcement procedures outlined in the ASU Student Code of Conduct please visit:

<https://students.asu.edu/srr/code>.

## **Academic Grievance Process**

Student Academic Grievance Procedures Standing Rules (As revised by the College Assembly, April 1, 1994) Watts College of Public Service & Community Solutions

These procedures are intended to facilitate a fair hearing of any student academic grievance issue by the College Academic and Student Affairs Committee convened to hear such grievances. When convened to hear a student academic grievance, decisions of the Committee will be by majority rule, provided a quorum (4) of the membership is present, including at least three faculty members.

Student grade appeals must be processed in the regular semester immediately following the issuance of the grade in dispute (by commencement for fall or spring), regardless whether the student is enrolled at the university. It is university policy that students filing grievances and those who are witnesses are protected from retaliation. Students who believe they are victims of retaliation should immediately contact the dean of the college or school in which the course is offered.

The Committee shall have the power and/or responsibility only to make recommendations to the Dean of the Watts College of Public Service & Community Solutions in a hearing regarding a grade dispute, or other academic issue.

Any students who believe they have a grievance should first utilize the informal process as listed below.

### **Informal Process**

1. Initially, the aggrieved student should schedule an appointment with the faculty member concerned and discuss the problem openly.
2. If this discussion does not result in a satisfactory resolution, the student may appeal to the Director of Online Graduate Programs, Dr. Joshua Adams, who will employ department/school approved procedures to resolve the grievance.
3. If a satisfactory resolution is not achieved, the student may confer with the Dean (or Dean's designee) who will review the case.

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. Further information about the Formal Process can be found here: <https://publicservice.asu.edu/student-life/academic-grievances>

## Useful Websites for University Resources

**ASU Online Welcome:** <http://online-student-welcome.asu.edu/>

**ASU Graduate Policies and Procedures:** <https://graduate.asu.edu/policies-procedures>

**ASU Cost of Attendance:** <https://students.asu.edu/tuition>

**ASU Student and Business Services:** <https://students.asu.edu/tuitionandbilling>

**ASU Financial Aid:** <https://students.asu.edu/financialaid>

**Types of ASU Financial Aid:** <https://students.asu.edu/financialaid/types>

**ASU Scholarship and Aid Search:** <https://scholarships.asu.edu/scholarship-search>

### **CIRCLES Group Mentoring**

CIRCLES is a peer-led group mentoring framework that offers space for exploration, discussion, collective problem-solving, co-learning and mentoring connection for graduate students based on shared identities or interests in an informal small-group setting. They offer identity-based groups to support graduate students from traditionally underrepresented communities, including first-generation graduate students, students of shared ethnic or cultural identities, and LGBTQIA+ communities.

You can find more information here: <https://graduate.asu.edu/current-students/enrich-your-experience/mentoring/circles-group-mentoring>



### **Student Accessibility and Inclusive Learning Services**

The Student Accessibility and Inclusive Learning Services (SAILS) facilitates access for qualified students with disabilities through the provisions of reasonable and effective accommodations, and serves as an information hub for ASU and the community. Students are encouraged to visit the SAILS office and make it an integral part of their education pursuits. Please contact SAILS at 480-965-1234 or [Student.Accessibility@asu.edu](mailto:Student.Accessibility@asu.edu) for more information. Their website can be found here: <https://eoss.asu.edu/accessibility>

### **Financial Aid**

Graduate students seeking loans or financial aid counseling should contact the ASU Student Financial Aid Office at <https://students.asu.edu/financialaid> or the Watts College of Public Service and Community Solutions Student Financial Resource Coordinator at <https://connect.publicservice.asu.edu/finaid>.

### **ASU Library**

All graduate students have access to the ASU Library. You can use the library to find research tools, download e-books, access peerreviewed articles and utilize a subject librarian.

Main Library site: <https://lib.asu.edu/>

Graduate Library site: <https://lib.asu.edu/services/graduate-students>

Ask a Librarian: <https://askalibrarian.asu.edu/>

### **360 Life Services**

360 Life Services is a comprehensive support program that offers free, 24/7 counseling and crisis intervention in person or by phone. You can also chat at your convenience with topic specialists in legal,

personal finance, childcare, education and more. This confidential resource supports your education, career and personal needs. You can connect by calling 833-223-9883 or visiting <https://goto.asuonline.asu.edu/360lifeservices/>

## **Graduate Wellness**

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

“[10 Best Practices in Graduate Student Wellbeing](#)” – proven ways to help graduate students better care for themselves under the increasing demands of graduate school

## **Career and Professional Development Services**

ASU Career and Professional Development Services (CPDS) assist with career exploration, development, and implementation. This provides opportunities for student and alumni to consult with career professionals for advice and resources on self-assessment, career planning, and developing job search strategies or self-marketing tools virtually and in person. Online students have access to use all CPDS resources and [Handshake accounts](#) (An online hub to find internships and jobs, schedule career advising appointments, discover events and more) as soon as they are admitted to ASU and continue to have access even after graduation. For more information visit: <https://career.asu.edu/>

## **Graduate Online Tutoring**

University Academic Success Program’s academic support for graduate students offers a dynamic, supportive learning environment and programs for ASU students enrolled in any graduate degree program. <https://tutoring.asu.edu/student-services/graduate>

## **Military/Veteran Resources**

ASU is proud to design and deliver quality online programs that meet the needs of military personnel stationed anywhere in the world. For additional information about veteran and military resources available to ASU students, please visit <https://veterans.asu.edu/>.

**For newly admitted students**, please review the steps provided by the Tillman Center: <https://veterans.asu.edu/benefits/admitted>.

**For continuing students**, specific steps must be completed prior to the start of each semester to ensure any benefits will continue: <https://veterans.asu.edu/benefits/continuing-transfer-students>.

ASU Online provides military liaisons for support. Please contact ASU Online Student Services at 480-884-1906 or [militaryonline@asu.edu](mailto:militaryonline@asu.edu) if you have any questions.

If a student plans to use VA benefits for any given semester, they may be required to submit forms to the Pat Tillman Veterans Center. Academic Advising will not know which forms are required for a specific student. The student can connect with the Pat Tillman Veteran Center with questions. Below are the steps to complete the required PTVC forms.

1. Students are required to fill out their portion of the forms.
2. Students send the completed form to an advisor (if applicable) at [idpadvising@asu.edu](mailto:idpadvising@asu.edu).

3. Once the advisor has completed their part of the form, they will send it back to the student.
4. It is the responsibility of the student to send the form to the Pat Tillman Veterans Center once completed (see instructions outlined on individual forms).

All Veteran Forms can be found here: <https://veterans.asu.edu/forms>

**Graduate Program of Study Form:** [https://veterans.asu.edu/sites/default/files/2021-10/graduate\\_pos.pdf](https://veterans.asu.edu/sites/default/files/2021-10/graduate_pos.pdf)

This form is required for all students who are admitted to a graduate program and intend to use VA benefits for any given semester. This form will no longer be needed if an interactive Program of Study (iPOS) is established.

**Prior Credit Evaluation Form:**

<https://veterans.asu.edu/sites/default/files/Prior%20Credit%20Eval%20%281%29.pdf>

This form is required for all students who are admitted to a graduate program and intend to use VA benefits for any given semester. The VA requires that all prior courses, credits and military training/experience be evaluated for potential transfer credit toward a student's degree program.

Completed forms should be sent to the Pat Tillman Veterans Center at [ptvcforms@asu.edu](mailto:ptvcforms@asu.edu)