ASU **Edson College of Nursing and Health Innovation**

Arizona State University

Doctorate of Professional Practice in Regulatory and Clinical Research Management

Graduate Student Handbook

2024-2025

WELCOME FROM THE PROGRAM DIRECTOR

Welcome to the Edson College of Nursing and Health Innovation community of scholars! The Doctorate of Professional Practice in Regulatory & Clinical Research Management (DPP) Program comprises outstanding, diverse faculty whose research and scholarship are well-renowned nationally and internationally. Our DPP program faculty are committed to your education and look forward to collaborating with and mentoring you to pursue significant and innovative research and scholarship.

We provide an academic environment fostering scholarship, critical thinking, and innovation for students. Student achievement is supported through rigorous coursework and personal, guided mentorship in research, a hallmark of the program.

Respect for diversity of thought and multiple worldviews underlies our daily interactions in the DPP program. We invite you to join our community as an innovative future leader in clinical research, regulatory science, leadership, ethics, and education

I encourage you to familiarize yourself with this handbook. Within these pages, you will learn about the Edson philosophy, academic policies and procedures, and how they pertain to your individual needs as a student. Information is provided regarding the many student-centric offices and resources available throughout the college and broadly across the university. You will also find information about your program of study, including course information and contacts that will be useful to you during your time at ASU.

 On behalf of the administration, faculty, and staff, welcome to Edson College!

Barbara Marusiak

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Clinical Associate Professor

Senior Director, Clinical Research Management & Regulatory Science

2024-2025 Catalog

Contents

Welcome to the Edson College of Nursing and Health Innovation at Arizona State University! As a student in one of our graduate programs, you are joining a unique group of interdisciplinary healthcare innovators engaged in various health disciplines and research – including the study of leadership, interprofessional collaboration, clinical research, and regulatory compliance.

Handbook Purpose and Student Responsibilities

This handbook is an essential guide for graduate students admitted to the Edson College of Nursing and Health Innovation's Doctorate of Professional Practice in Regulatory and Clinical Research Management.

This handbook is an initial resource for answers to common questions; however, students are encouraged to consult with program leadership. The primary reference for graduate students on rules and regulations is the Arizona State University (ASU) Academic Catalog. Each student should become familiar with the Academic Catalog and the ASU Graduate College website and policies.

This handbook contains policies from ASU Graduate College and the Edson College of Nursing and Health Innovation. It is updated annually.

Student Responsibility

Each student is responsible for understanding and observing all procedures and requirements specified by the ASU Graduate College and the Edson College of Nursing and Health Innovation. It is a _requirement_ for all students to read and understand the Graduate Handbook and the ASU Academic Catalog, 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 MyASU account. All ASU students are required to have an active ASU email.

ASU Email

Students may forward their ASU email to another preferred account. Students must check the ASU email account at least once per week so they do not miss important notices. Arizona State University and the Edson College of Nursing and Health Innovation conduct their business via ASU email only.

Culture of Respect

ASU is a community and a professional work environment. Graduate students are expected to treat their peers, teachers, students, staff, and members of the ASU community with respect and work with them in a professional manner. Edson College graduate students are representatives of the college and the university; Edson College expects its students to be good

representatives who recognize that poor behavior on the part of one student impacts the whole by creating a negative perception of the college.

Prohibition Against Discrimination, Harassment, and Retaliation

Title IX is a federal law that provides that no person be excluded on the basis of sex from participation in, be denied benefits of, or be subjected to discrimination under any education program or activity. Both Title IX and university policy make clear that sexual violence and harassment based on sex is prohibited. An individual who believes they have been subjected to sexual violence or harassed on the basis of sex can seek support, including counseling and academic support, from the university. If you or someone you know has been harassed on the basis of sex or sexually assaulted, you can find information and resources at http://sexualviolenceprevention.asu.edu/faqs

Academic Integrity

ASU students are expected to be ethical in their multiple roles as students, researchers, and representatives of the University. When in doubt about appropriate conduct, students should review ASU Academic Integrity Policies and Resources

All students must act with honesty and integrity. ASU believes that any form of Academic Dishonesty negatively impacts not only the student involved but all ASU students. The ASU student honor code affirms this commitment to integrity and can be found here.

Academic Dishonesty includes attempting or engaging in the following:
1. Academic Deceit;
2. Referring to unauthorized materials, sources, or devices (e.g., Internet resources, computer disks, audio recorders, cellular phones, personal electronic devices, text messages, crib sheets, calculators, solution manuals, materials from previous classes, or commercial research services) during an Academic Evaluation;
3. Possessing, reviewing, buying, selling, obtaining, posting on a site accessible to others, reviewing materials from a site accessible to others, or using, without appropriate authorization, any materials intended to be used for an Academic Evaluation in advance of its administration;
4. Using a substitute or acting as a substitute for another person in any Academic Evaluation;
5. Relying on the aid of others, including other students, tutors, or for-hire agents, in connection with any Academic Evaluation to the extent that the work is not representative of the student's abilities;
6. Providing inappropriate aid to another person in connection with any Academic Evaluation, including the unauthorized use of materials, cellular phones, text

messages, photocopies, notes, or other means to copy or photograph materials used or intended for Academic Evaluation;

7. Plagiarism, or the use of another's words, ideas, materials, or work from the Internet or any other source without properly acknowledging and documenting the source. Students are responsible for knowing the rules governing the use of another's work or materials and for acknowledging and documenting the source appropriately.
8. Claiming credit for or submitting work done by another or through the unauthorized use of technology;
9. Signing an attendance sheet for another student, allowing another person to sign on the student's behalf, or otherwise obtaining credit for attendance for oneself or another without attending;
10. Falsifying or misrepresenting hours or activities regarding an internship, externship, field experience, clinical activity, or similar activity; or
11. Attempting to influence or change any Academic Evaluation, or academic record for reasons having no relevance to academic achievement.

Students are responsible for understanding and upholding the highest standards of academic integrity.

Edson College has a zero-tolerance policy for any form of academic dishonesty. Penalties for unethical behavior range from failing grades to dismissal from the program. The college follows the University's policies and procedures when responding to an academic integrity complaint and determining sanctions.

Campus Safety

To report an emergency on campus, students can simply dial 911 or use one of the emergency call boxes found on campus. Non-emergency ASU Police or campus- safety matters should be directed to 480-965- 3456. ASU has an opt-in text-message alert system by which students can choose to receive a text message from ASU in times of an emergency. Students can sign up for the service online. Students are also encouraged to download the LiveSafe mobile application on their phones. For additional safety resources and contacts, such as Counseling Services, Police, and Safety Escort Services, visit the Safety Resources website.

Edson College of Nursing and Health Innovation Overview

Mission:

The Edson College of Nursing and Health Innovation is distinguished as a model for excellence and inspiration in nursing and interprofessional practice, education, and research to advance knowledge and innovative practice models and new solutions to optimize the health and well-being of our diverse local, national, and global communities.

Aligned with the Arizona State University 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.

Goals:

Deliver excellent innovative, nationally-recognized nursing and interprofessional education that is accessible, inclusive, and learner-centered.

- Distinguish our academic programs through (1) impactful curricular development that reflects national health initiatives; (2) recruitment and retention of world class faculty; and (3) achievements of students and alumni.
- Broaden diverse students access, enrollment and retention in our academic community through (1) tailored marketing; (2) financial support; (3) student support services; and (4) state of the art learning experiences.

Build national reputation in innovative nursing and health related programs that significantly impact individuals and communities.

- Create or refine and disseminate teaching strategies that are student-centered, adaptive and interactive.
- Develop program-specific criteria that advance academic excellence leading to national recognition of Edson College.
- Establish collaborative networks to foster innovative programs that impact local, national and global health.

Establish ASU as a leading global center for interdisciplinary research, discovery and development by 2025.

- Conduct innovative science and participate in and lead interdisciplinary research teams.
- Contribute to the global community of scholars to inform the scientific knowledge base and influence health outcomes.
- Provide professional and research mentorship to develop the next generation of scientists who positively affect health outcomes.

Enhance our local impact and social embeddedness.

- Increase student and faculty collaboration within the community that is reciprocal, beneficial and sustainable to improve health outcomes.
- Engage community members and leaders in designing relevant health related activities and programs responsive to the needs of diverse populations.

Leadership:

The Edson College organizational structure includes the leadership of a dean, associate deans, center and program directors, and program coordinators.

DPP Degree Program Overview

The Edson College of Nursing and Health Innovation graduate programs welcome students from various disciplines who want to advance their health or research careers. The Doctorate of Professional Practice in Regulatory and Clinical Research Management program is an online program only.

Upon completion of the Doctorate of Professional Practice in Regulatory and Clinical Research Management, students will be able to:

- Apply quality standards to research and regulatory processes and operations.
- Critique technological interventions for implementation and use in the medical product development industry.
- Apply ethical principles in the practice of human subject research and in global health interventions.
- Examine small molecule development challenges for manufacturing and therapeutic viability.
- Develop a personal leadership philosophy rooted in social justice and organizational contexts.
- Differentiate regulatory communication methods related to the scientific, technical, research, and academic industries.

Application Process and Admissions

Edson College encourages applications from individuals with diverse educational backgrounds, experiences, or interests relevant to the programs' missions and goals. Before applying, prospective students should discuss their goals and questions with a student or faculty advisor.

Admission Policies

Application

For application requirements and processes, please visit the DPP website.

The recruitment team helps guide applicants through the application process and answers general questions about the program.

Admission

Academic units submit recommendations regarding admission decisions to the Office for Graduate Admission; only the Graduate College can make formal offers of admission.

Upon notification of acceptance, students must complete an Intent to Enroll form to notify the program office of their intentions. Many steps occur after acceptance to orient students to attend the DPP program. Failure to communicate will result in a withdrawal of your acceptance.

Applicants monitor the status of their application through MyASU. If admitted, the formal letter of admission can be downloaded from MyASU. If denied admission, letters are sent via email to the address on record.

Enrollment

Students are responsible for enrollment in courses each semester. Enrollment is completed through My ASU. Information regarding enrollment, calendars for future semesters, and general program information is emailed to all enrolled students. Students must have an ASU email to receive this information.

The University Registrar's Office verifies student enrollment each semester according to the general guidelines found: https://students.asu.edu/enrollment-verification

How to Register for Classes: https://students.asu.edu/howtoregister

The Registrar's website for the most up-to-date policies on Registration, Grades & Records, and Residency is https://students.asu.edu/registration.

Students are responsible for enrollment in courses each session/semester, following the program of study for their degree. Enrollment is completed through MyASU (https://my.asu.edu).

Academic Calendar

The academic calendar for all registration and withdrawal deadlines can be found on the following website: https://students.asu.edu/academic-calendar.

Pre-Admission Credits

The DPP program is a 60-credit program. There are no preadmission credits for a completed Master's degree. Credit hours completed at ASU or at another regionally accredited U.S. institution or international institution officially recognized by that country before the semester and year of admission to an ASU graduate degree program are considered preadmission credits, which have already been built into the admission process.

Program of Study

The Program of Study is the layout of the courses needed to complete a degree with the University. 60 credit hours, including the required applied project course (RCR 793)

Required Core (24 credit hours)
RCR 710 Leadership Communication in the Regulatory and Clinical Research Industry (3)
RCR 712 Leadership for Change in Regulatory and Clinical Research (3)
RCR 713 Quality Control and Assurance Through the Medical Product Cycle (3)
RCR 714 Ethical and Regulatory Aspects of Clinical Research (3)
RCR 715 Drugs and Society: Milestones in Drug Development (3)
RCR 716 Development and Manufacturing of Small Molecules (3)
RCR 717 Development and Regulation of Biologics (3)
RCR 718 Planning and Execution of Clinical Research (3)

Restricted Electives (18 credit hours)
BMD 502 Foundations of Biomedical Informatics Methods I (3)
BMD 667 Regulation of Medical Diagnostics (3)
BMI 601 Fundamentals of Health Informatics (3)
HCI 542 Systems Thinking in a Complex Environment (3)
HCI 548 Advanced Principles and Concepts of Innovation (3)
HCI 550 Health Care Policy and Innovation (3)
NUR 617 Foundational Concepts in Science and Statistics (3)

Electives (6 credit hours)
CIS 565 Artificial Intelligence in Business (3)
NUR 608 Qualitative Research Design and Methods (3)
NUR 609 Quantitative Research Design and Methods (3)
NUR 618 Advanced Research-based Health Policy Through Leadership and Innovation Science (3)

Culminating Experience (12 credit hours)
RCR 793 Applied Project (12)

Plan of Study

A student cannot adjust or change the Plan of Study layout. The department must approve moving courses. Students are provided with a semester-by-semester layout to complete the program and meet university requirements.

The **Plan of Study (POS)** is a document that specifies a student's plan for taking course requirements in completing a degree. It is submitted and revised electronically via ASU's interactive plan of study system (iPOS). To facilitate degree completion and shorten the time to complete a degree, graduate students with regular status _must submit their iPOS by the end of their first term in the program._ Once completed and approved by the appropriate academic personnel, the iPOS becomes a contract between the University and the student, guiding the student in completing degree requirements. Complete information for completing and submitting the iPOS can be found at the following link: How to submit your Plan of Study (iPOS) The faculty committee chair on the iPOS should be Dr. Barbara Marusiak.

- Students can complete the iPOS by visiting their "MyASU" page and selecting the link for "Program of Study."
- Courses numbered 500 or higher are graduate-level courses. Core courses required by the DPP degree program must be 700-level or above.
- Students may not include credit hours applied toward a previously awarded degree on their Plan of Study.

Grades

Grades reflect a student's work and accomplishments in an academic program. Faculty teaching doctoral courses will use the following 10-point scale when grading doctoral courses. The scale chosen is listed in the syllabus, and those are the grades given to the students. However, an overall GPA of 3.0 is required in these programs. Students whose overall GPA falls below 3.0 are considered on probation and are in danger of failing their program, in addition to recommendations for withdrawal or dismissal.

Grading Scale

Letter Grade	Percentage	Grade Point
A	90-100	4.0
B	80-89	3.0
C	70-79	2.0
D	60-69 or below course repeat	1.0
E	59 or below course repeat	0.0
EN	Failing Never Participated	0.0
EU	Failing Did Not Complete	0.0
I	Incomplete	-
W	Withdraw	-
XE	Academic Dishonesty	0.0

A grade of "W" is given whenever a student officially withdraws from a course.

Grade Point Averages

Students must maintain a minimum 3.0 GPA to make satisfactory academic progress and graduate. Graduate College policies regarding grade point average are available at https://graduate.asu.edu/policies-procedures.

If more than one failure occurs, students may be withdrawn from the DPP program.

Incomplete Grades

Students must request a grade of Incomplete at least two weeks before the last day of the semester. DPP students must have completed 80% of their coursework (with a B or better) before requesting an incomplete grade. A grade of "I" can only be given when a student, who is doing otherwise acceptable work, is unable to complete a course (e.g., final exam or term paper) because of illness or other conditions beyond the student's control; however, is entirely up to the instructor to approve the Incomplete. The student and the instructor must complete a Request for Grade of Incomplete form.

The exact timeframe for completion is negotiated between student and faculty; however, students who receive a grade of "I" in any course must complete course requirements within one calendar year of the scheduled course and may NOT have longer than one calendar year. If a regular grade is not assigned within the calendar year, the "I" becomes a permanent part of the transcript. Students must re-register and pay the required fees to repeat the course for credit. The grade for the repeated course will appear on the transcript but will not replace the permanent "I."

A student who requests a grade of incomplete "I" must complete the following steps:
- Submit a request for an incomplete grade to the course instructor.
- Submit the instructor-approved (signed) form to the program office by faxing, scanning/emailing, or mailing. **This contract must be received by the program no later than ten business days prior to the last day of classes.**
- Keep a copy of the final contract (signed by student, instructor and program director).
- Notify the program upon fulfillment of the contract.
- Many courses are prerequisites for progression in the program. If a student's incomplete grade postpones his/her scheduled progression, the student must contact the program immediately to determine how to proceed.
- Unfinished work must be completed with the same instructor except under extenuating circumstances.
- The student must complete the course before the stated date on the contract to remove the incomplete grade. If no date is specified on the contract, the student has a
- maximum of one calendar year from the date the grade of "I" before the grade converts to the grade listed on the form.
- After one calendar year, the grade "I" will become a permanent part of the transcript. A student must re-register and pay the required fees to repeat the course for credit. The grade for the repeated course will appear on the transcript but will not replace the permanent "I."

- **Note**: Completing an incomplete grade does not satisfy the Graduate College's satisfactory progress requirement. To maintain continuous enrollment in a degree program, a student must enroll in at least one course each Fall and Spring semester.

Grade Appeal

Please refer to the Edson College Grade Appeal Policy and Procedures:
https://nursingandhealth.asu.edu/students/policies-handbook

DPP Program Completion

DPP Applied Project

The DPP degree culminates in the DPP Applied Project. The DPP Project should address complex practice, process, or systems problems within a professional practice area, clinical research, or regulatory science. The focus is on the identified clinical/practice problem and evidence-based solutions for that problem. The DPP Project uses evidence to improve practice, processes, or outcomes.

Students are assigned a faculty mentor who guides the development and implementation of the DPP Project. Students may choose, or it may be recommended, to have another faculty member who will serve as a second reader or, in some cases, as a content expert needed for the project. Lastly, if the DPP project is at a site, the site collaborator or preceptor will facilitate the DPP project implementation activities, usually by an employee of the site.

DPP Project Site and Contracts - Industry Partners

The decision about where to conduct the DPP Applied Project is made between the student, the faculty/mentor, and available industry partner(s). Students should decide based on their objectives and goals, personal career goals, and the industry partner's ability to allow the integration of evidence-based theory with practice.

The DPP project requires approval from the ASU Institutional Review Board (IRB), for which the mentor serves as the Principal Investigator. Depending on the project site, students may also need to obtain IRB approval from the site and the ASU IRB.

If the project has been approved by the ASU IRB, an Affiliation Agreement is not needed between ASU and the site; however, the site may still require that an Affiliation Agreement be initiated and executed.

Responsible Conduct of Research

Strategies for responsible conduct of research: https://researchintegrity.asu.edu/

Research Involving Human and Animal Subjects Projects involving human or animal subjects must include a statement indicating that the appropriate university body has approved the research.

In compliance with federal regulations, the University Human Subjects Institutional Review Board (IRB) reviews research involving human subjects conducted under the auspices of Arizona State University. Documents containing any data collection from human subjects require that applications be submitted to the ASU Office of Research Integrity and Assurance for approval before data collection or recruitment of subjects is initiated at https://researchintegrity.asu.edu/human-subjects.

Students must check with their faculty advisor well before data collection to ensure compliance with university regulations regarding research data collection. The Institutional Animal Care and Use Committee (IACUC) reviews research involving animal use conducted under Arizona State University's auspices in compliance with federal regulations.

DPP Applied Project Final Presentation

Presenting the results and experience of the student's DPP Project requires completion of the DPP program. To facilitate this requirement, students will present their projects in a professional format in the semester of graduation.

Student Progression

Doctoral students are expected to make systematic progress toward completing their degree. This progress includes meeting the conditions listed below (i.e., maintaining satisfactory progress within the program's sessions or semesters). Students failing to meet the requirements of their degree program and the benchmarks outlined below may be recommended for withdrawal to the Graduate College.

- Maintain a minimum of 3.0 GPA on the ASU cumulative GPA, ASU Graduate GPA, and iPOS GPA per academic session. If any GPA falls below 3.0 (including in the first session in the program), the student must develop an academic performance improvement plan that includes the conditions for making satisfactory academic progress in their degree program during the next session. The program's Director must approve this plan. The student is on academic probation until the conditions specified in the academic performance improvement plan are met and all three GPAs are at or above 3.0. If the next session does not meet satisfactory academic progress, the student may be recommended for withdrawal or dismissal.

Program Progression Requirements

A. A student who has been admitted to the programs found in this handbook with either regular or provisional admission status:
   1. Students must maintain a 3.0 or higher iPOS GPA. This includes all coursework included on the approved iPOS.
   2. Students must maintain a 3.0 or higher for all courses completed at ASU during their graduate career (including undergraduate courses).
   3. Students must maintain a 3.0 or higher ASU Cumulative GPA, including all ASU graduate and doctoral courses.

4. May not earn a grade below a "B" in a required course in the student's approved program of study (iPOS).
   - Receiving a grade of less than a "B" (80%) in any doctoral course in a student's program of study prevents the student from progressing in his/her program of study. Doctoral courses in which a grade of less than a "C" (70%) is earned must be repeated in the next regular academic term during which the course is offered. Permission will be granted based on the space available in the course.
   - The student must revise and re-file his/her program of study to reflect changes related to unsatisfactory progression and the retake of a course.
   - The complete Graduate College policy on Maintaining Academic Progression Toward Degree Completion can be found on the ASU Graduate College website.

B. A student may be recommended for withdrawal from his/her program of study if one or more of the following apply:
   1. The student fails to increase all the GPAs listed above to 3.0 or better within the time limits stated per the section above.
   2. The student fails to receive a "B" (70%) or lower after repeating a Graduate course in which they have received a grade below "C."
   3. If a student cannot meet the timeline specified in academic probation, the program may recommend to the Graduate College that the student be withdrawn from the program for academic reasons.
   4. Seriously compromising the relations of the program with the public.
      - Breaches of ethical judgment or professional responsibility.
      - Serious instances of personality or character traits inappropriate for the professional roles for which the student is attempting to prepare.
   5. Any student who violates the university's Academic Integrity Policy may be recommended for withdrawal from their program of study. Violations of academic integrity include, but are not limited to, cheating, fabrication, tampering, plagiarism, or facilitating such activities. The Academic Integrity Policy can be found at this link: Student Academic Integrity Policy

Dismissal: Students recommended by their program to the Graduate College for dismissal from their program can appeal this decision to the program director. If the dismissal is upheld, the student can appeal the decision to the dean (or designee). The Graduate College policies on satisfactory academic progress are on the ASU Graduate College website.

Continuous Enrollment and Leave of Absence Policies

Once admitted to a DPP program, graduate students must be registered for a minimum of one credit hour (not audit) during all phases of their graduate education. This includes periods when they are engaged in research, working on or defending theses, taking Graduate Foreign Language exams, or in any other way using university facilities or faculty time, including the term in which they graduate. This credit must appear on the Plan of Study or be an appropriate

graduate-level course (e.g., 595, 695, or 795, Continuing Registration). Courses with grades of "W" and "X" are not considered valid registration for continuous enrollment.

Students planning to discontinue enrollment for a semester or more must request approval for a leave of absence. Students may petition the Graduate College for a leave of absence for a maximum of two semesters during their entire program. A petition for a leave of absence, endorsed by the members of the student's supervisory committee and the head of the academic unit, must be approved by the Graduate College. This request must be filed and approved before the anticipated absence.

An approved leave of absence will enable students to re-enter their program without re-applying to the university. Students who do not enroll for a fall or spring semester without an approved leave of absence by the Graduate College are considered withdrawn from the university assuming they have decided to discontinue their program. Students removed for this reason may reapply for admission to resume their degree program; the application will be considered along with all other new applications to the degree program.

A student on leave is not required to pay fees but is not permitted to demand anything from university faculty or use university resources.

Graduation and Convocation

Graduation
The student is eligible for graduation when program and Graduate College requirements have been met, the DPP project has been passed, and the final presentation is complete. All incomplete or "in progress" (Z) grades must be changed to indicate that these classes have been completed.

Apply for Graduation
The student's iPOS must be approved and on file with the Graduate College before the student is eligible to apply for graduation. For further instructions, please refer to https://students.asu.edu/graduation. If the student intends to participate in commencement, the student must have completed all culminating work by the semester deadlines. It is the student's responsibility to invite their mentor to participate in the commencement ceremony.

Convocation
The Edson College holds its own Convocation ceremony in conjunction with fall and spring Commencement. The Convocation Coordinator will send required information to graduates early in the semester concerning information needed. Students who have met all university and college degree requirements are encouraged to participate. It is the student's responsibility to adhere to the convocation timelines.

Exit and Alumni Surveys

The Edson College of Nursing and Health Innovation annually evaluates data from three University Office of Evaluation and Educational Effectiveness surveys. In their last semester, students are requested to evaluate the curriculum of their degree. Upon graduation, they are also asked where they will be employed, their clinical practice area, professional activities, and career goals. Much of the same information is requested in the recent graduate and alumni surveys sent to students who have already graduated from the program. These are completed at 3-6 months and three years post-graduation. All surveys provide information to help Edson College plan for future students and strengthen the programs and certificates. All responses remain confidential and are reported only in aggregate form.

Petitions/Grievances

Some petition and grievance processes apply only to policies of the Edson College of Nursing and Health Innovation, while others require the approval of the Graduate College. Students should contact the DPP program office to determine what petitions must be submitted for their requests.

Please refer to the Graduate College website for the most current information: https://graduate.asu.edu/policies-procedures.

Petition forms are available on the Edson College website: https://nursingandhealth.asu.edu/student-life/current-students

Petitions to the Edson College of Nursing and Health Innovation

A petition within the Edson College of Nursing and Health Innovation is a formal request initiated by a student and submitted to the Edson College Standards Committee when approval is needed for curricular adjustment, a change from part-time to full-time status, or vice-versa, an overload of semester hours, readmission to program, or similar circumstances. A petition is required because these requests reflect a deviation from the University and/or Edson College standards. The Edson College of Nursing and Health Innovation Standards Committee acts on all petitions.

Action on Petitions
- Students petitioning for a change in university requirements will have their petitions reviewed by the Edson College of Nursing and Health Innovation Standards Committee. The Standards Committee will then recommend the change to the Graduate College, which makes the final decision.
- Students petitioning a non-university request will be acted on by the Edson College of Nursing and Health Innovation Standards Committee.

Students can appeal all Edson College of Nursing and Health Innovation Standards Committee decisions. Appeals must be made in writing and include additional information to warrant

committee reconsideration. If the student wishes to be present during the committee discussion, this request should be included in the written appeal.

Learning Resources

Writing Center – ASU Writing Centers provide a dynamic, supportive learning environment employing tutors from many majors who help students hone their skills and gain confidence at any stage of the writing process. Writing tutors help you explore, plan, and develop ideas; organize and structure your paper; integrate and cite sources; and write, revise, edit, and proofread.

You can schedule online writing tutoring at Writing Centers. If you have questions or need assistance scheduling an appointment, please call 602-496-0354.

Student Success – The Student Success Centers offer free academic support resources for all students, including tutoring, Supplemental Instruction (SI-structured study groups), and peer mentoring through the Success Team Leaders. Online students can take advantage of FREE online tutoring Sunday-Thursday. For information on the courses offered or to log into a tutoring session visit: Online Tutoring. If you have any questions, please call (480) 965-9072.

ASU Libraries – provide access to electronic journals, books, and online research databases. Library support is available 24/7 through Ask a Librarian. Check out the Library Guide developed for online students: Library Resources for ASU Online Students

University Policies

ASU Graduate College

The DPP program office is responsible for upholding the policies and procedures set forth by ASU Graduate College. Students are held to the Graduate College's minimum requirements and any additional requirements set forth by Edson College.

https://graduate.asu.edu/policies-procedures

Student Accessibility and Inclusive Learning Services

The Student Accessibility and Inclusive Learning Services (SAILs) is the central location for establishing and obtaining services and accommodations for qualified students with disabilities: https://eoss.asu.edu/accessibility

Title IX

 ASU prohibits all forms of discrimination, harassment and retaliation. More information: https://www.asu.edu/about/title-ix

Academic and Professional 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 and the university.

Violations of academic integrity include, but are not limited to, cheating, data fabrication, tampering, plagiarism, and aiding and/or facilitating such activities. At the graduate level, students are expected to be familiar with these issues and that each student assumes personal responsibility in their work.

Students should refer to the ABOR Student Code of Conduct, Academic Integrity, and applicable laws. Matters that violate the ABOR Student Code or ASU Academic Integrity Policy must be appealed as provided for in those policies.

Students are responsible for familiarizing themselves with all university and graduate policies and procedures. The most current pdf version of the Graduate College policies is found at https://graduate.asu.edu/policies-procedures

Disruptive Classroom Behavior

Arizona State University has several policies that potentially apply to disruptive student situations. These are:

1. Disruptive Student Protocol STA 104-02

2. Student Code of Conduct ABOR 5-308 (and 5-303)

3. Instructor Withdrawal of Student for Disruptive Classroom Behavior

4. Involuntary Withdrawal Policy (SAC)

Virtually all actions taken concerning behavior need to have a hearing process (or some opportunity for a student to give a response to allegations made or actions to be taken where removal from a class, grade appeal process, or suspension or expulsion from school is mandated). The Student Code of Conduct provides for the Dean of Students to act when a complaint is filed with the Educational Outreach & Student Services (EOSS), and for a hearing (informal) to be held where the student can respond. If expulsion or suspension is the recommended sanction, the student can have a review by the University Hearing Board. In an emergency, the professor, RA/TA, or a student acting on that person's behalf will contact one of the following:

1. ASU Counseling Services   (480) 965-6146
2. ASU Health Services   (480) 965-3346
3. EMPACT Suicide Prevention Center   (480) 784-1500
4. Dean of Students   (602) 496-4357
5. DPS@911or non-emergency   (602) 496-3456

Tuition and Assistance Financial Assistance

Financial assistance for graduate study is available through scholarships, traineeships, assistantships, and loans. Scholarships, traineeships, and assistantships are awarded to students with regular admission status and satisfactory academic standing. In addition to information on financial assistance presented in this section, students should consult the Financial Aid and Scholarship Services: https://students.asu.edu/financialaid .

Additional financial assistance opportunities from the ASU Graduate College are available to students. This site provides all the tools and resources the student needs to view the types of aid available for students. https://graduate.asu.edu/current-students/funding-opportunities

Scholarships

The Edson College awards several scholarships during the academic year. For consideration of an award, students must complete the Scholarship Application Form.