ASU Edson College of Nursing and Health Innovation

Arizona State University

Master of Healthcare Innovation (MHI) Health Care Innovation (certificate)

Graduate Student Handbook

2024-2025

Contents

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

Handbook Purpose and Student Responsibilities

This handbook is a very important guide for graduate students admitted to the Edson College of Nursing and Health Innovation's Master of Healthcare Innovation and Health Care Innovation (Graduate Certificate).

This handbook serves as an initial resource for answers to common questions; however, students are also encouraged to consult with their academic success advisor. 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.

The policies found in this handbook are from ASU Graduate College and the Edson College of Nursing and Health Innovation. The handbook is updated annually.

It is the responsibility of each student to understand and observe 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.

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.

Edson College Mission and Goals

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.

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.
- 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.

Edson College Values

Serving as a broader framework for the goals, the Edson College 2026 Values, based on the ASU Charter, the college mission and work from previous progress groups informed the development of the goals and provide context and rationale for why certain goals were chosen.

These 6 values are outlined in detail below.

Values: a set of guiding principles that shape behavior and decision-making

Discovery
- Discovery is the act of finding something that had not been known before; the act or process of sighting or learning the existence of something for the first time; the awareness of anomaly.

Diversity, Equity & Inclusion
- Diversity includes all the ways in which people differ, and it encompasses all the distinct characteristics that make one individual or group. It is all-inclusive and recognizes everyone and every group as part of the diversity that should be valued.
- Equity assures access, opportunity, and advancement for all people, while at the same time striving to identify and eliminate barriers that have prevented the full participation of some groups.
- Inclusion authentically brings traditionally excluded individuals and/or groups into processes, activities and decision/policy making in a way that shares power.

Excellence & Inspiration
- Excellence is a commitment and expectation that advances a continuous process of individual and collective effort that fosters mission-based change and innovation and is marked by objective & narrative indicators.
- Inspiration is an energized condition of engagement that drives purpose, idea creation, thoughts, feelings and actions. Excellence and inspiration are both an action and a state and are positioned within our shared cultural understanding

Entrepreneurship & Innovation
- Entrepreneurship includes identifying a gap where there is one, and understanding what/who it takes to fill that gap and create. An entrepreneur has a spirit that anything can be achieved.
- Innovation is creating, developing, and implementing new and existing ideas, methods or products to provide value to an end-user or stakeholder.

Interprofessionalism
- Interprofessionalism is an evolutionary process that involves the attainment of awareness, knowledge, and skills that reflect, promote, integrate and evaluate collaboration, teamwork, mutual respect, psychological safety and effective communication within and across diverse health and social care-oriented education, research and practice environments.

Personal Well-Being
Well-Being is a state of whole-person well-being in which every individual experiences life-long growth and capacity-building, adapts to emerging challenges and adversities, lives fully and fruitfully, and experiences a sense of belonging and meaning within their community.

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

Program Overview and Outcomes

The graduate programs within the Edson College of Nursing and Health Innovation welcome students from all disciplines who want to move their health or research career to the next level.

Currently, we have one master's degree and one graduate certificate.

Upon completion in the **Master of Healthcare Innovation** program, the graduate will be able to:

1. Formulate an innovative healthcare proposal, critically appraise existing processes through diffusion of innovations in complex systems, search for the best evidence specific to an innovation, make recommendations to facilitate effective diffusion, adoption of innovations and evaluate feasibility.
2. Address healthcare issues complexity, rapid change by generating and evaluating the application principles of effective innovation management.
3. Utilize effective strategies to mentor other healthcare providers in innovation using adult learning and system change principles.
4. Design a plan for dissemination of information specific to innovation through a) policy making, b) financing, c) outcomes measurement, d) mass communication.
5. Utilize skills in designing, implementing, and evaluating innovative projects / processes.
6. Promote and emulate behaviors supportive of innovation from an evidence and value-based perspective.
7. Demonstrate mastery of the ability to lead the transformation of traditional organizational cultures into a culture of innovation.

Master of Healthcare Innovation (MHI)
This fully-online program prepares graduates to envision future solutions in healthcare and implement it within their organization, small business, academic setting, or other venue, via the program's seven pillars of innovation: leadership structure, innovation process, technology and communication, policy, outcomes, finance, and evidence based practice. The culminating experience of the program is an applied project; students determine the scope of the project and create systems to sustain it, resulting in implementation of the project in their chosen venue under the direction of MHI faculty and mentors.

Healthcare Innovation (Graduate Certificate)
The health care innovation graduate certificate provides students with the cognitive and affective competencies to create and sustain transformative change in health care. The emerging field of health care innovation requires individuals who can lead and facilitate change. Students will learn through reflection, personality assessment, exercises in interdisciplinary team-case study analyses, system intervention, idea pitching and change-readiness assessment. Related entrepreneurial and intrapreneurial concepts such as prototyping, business plan or project plan design, budgeting and presentation skills are also covered in the program. Emphasizing complexity leadership and vulnerability along with emotional competence, this certificate will prepare students to work in this interdisciplinary and highly sought-after area.

Application Process and Admissions

The Edson College encourages applications from individuals with diverse educational backgrounds and experience 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.

To determine current processes and application deadlines, please visit the MHI admission website or the Health Care Innovation Graduate Certificate website.

Admission Policies

For admission, an applicant must have earned a bachelor's degree or higher from a regionally accredited institution in the U.S. or the equivalent of a U.S. bachelor's degree from an international institution. A minimum grade point average of 3.0 (on a 4.0 scale) in the last 60 semester hours or 90 quarter hours of undergraduate coursework is required to be considered for admission to an ASU graduate degree program. A program director may provisionally admit applicants on a case-by-case basis for applicants with a GPA less than 3.0.

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

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 session/semester, following the program of study for their degree. Enrollment is completed through MyASU (https://my.asu.edu).

Transfer/Pre-Admission Credit

Transfer credits are those accepted from another institution for inclusion on an ASU Plan of Study (POS). Official transcripts of any potential transfer credit for a POS must be sent for consideration directly to ASU from the institution where the credit was earned.

Transfer/pre-admission hours may not exceed 12 credit hours for a master's degree. Only graduate level courses with grades of "A" (4.00) or "B" (3.00) may be transferred. Transfer credits may not be applied toward the minimum degree requirements for an ASU degree if they have been counted toward the minimum requirements for a previously-awarded degree.

Transfer/pre-admission credits must have been taken within three years of admission to the ASU degree or certificate program to be accepted. If coursework older than three years from the admission term of a new program is being applied towards the program as pre-admission coursework, the maximum time limit may be updated to reflect the start date of the pre-admission coursework.

A minimum of 15 semester hours of graduate work is required to complete a graduate certificate. No more than one-fifth (20 percent) of the minimum required credit hours for a graduate certificate may be transferred from another university. Note: All ASU credits used to earn a certificate may also be used towards a graduate degree provided they were completed within the last three years, and a grade of "B" or better was earned.

Accelerated Master's programs may use a maximum of 12 pre-admission credit hours which may be shared between a bachelor's and master's program. Students may not exceed the 12-credit hour pre-admission

policy. Students in accelerated programs should contact their advisor to ensure proper sharing of credit hours.

Certain types of graduate credits **cannot** be transferred to ASU, including credits awarded (as follows):
- By post-secondary institutions that lack candidate status or accreditation by a regional accrediting association.
- For life experience.
- For courses taken at non-collegiate institutions (e.g., government agencies, corporations, and industrial firms).
- For courses, workshops, and seminars offered by other postsecondary institutions as part of continuing education programs.
- For extension courses.
- Prior to the posting of a bachelor's degree.

Academic credits earned at other institutions that base their credit calculation on a different scale from ASU are subject to conversion before inclusion on a plan of study. The inclusion of transfer courses on a plan of study is subject to approval by the degree program as well as the Graduate College.

Students who wish to apply for transfer credit or credit taken prior to admission must submit a petition to the Edson College Standards Committee, available through your academic advisor.

Plan of Study

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). In order to facilitate degree completion and shorten time to degree, graduate students with regular status must submit their iPOS by the end of their first term (session/semester) in the program.

Once completed and approved by the appropriate academic personnel, the iPOS becomes a contract between the University and 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 listed as Dr. Michael Collins.

- Students can complete the iPOS by visiting their "MyASU" page and selecting the link for "Program of Study."
- This process will provide the opportunity to select transfer courses and previous degrees to include towards a degree. Please note that all transfer courses require approval by the Edson College through petition. Please refer to the section on Transfer Credit.
- Courses numbered 500 or higher are graduate level courses. Core courses required by the graduate degree programs and graduate certificates must be 500-level or above.
- Students may not include on their Plan of Study any credit hours that have been applied towards a previously awarded degree.
- Students must submit their iPOS for approval by the program directors.
- Approved iPOS must be forwarded to the Graduate College. Upon approval by the Graduate College, the iPOS is forwarded to the University Graduation Office for final approval.
- All degree-seeking students must have an approved iPOS on file at least one semester before graduation with the Graduate College to be eligible to apply for graduation.

Degree Requirements

Health Care Innovation, MHI
34 credit hours including the required capstone course (HCI 563)

Required Core (5 credit hours)
HCI 538 Innovation and the Individual (3)
HCI 561 Innovation Methods (2)

Electives (6 credit hours)

Other Requirements (18 credit hours)
HCI 540 Understanding and Applying Principles of Evidence-Based Practice (3)
HCI 542 Systems Thinking in a Complex Environment (3)
HCI 544 Information Technology (IT) for Health Care Innovation (3)
HCI 548 Advanced Principles and Concepts of Innovation (3)
HCI 550 Health Care Policy and Innovation (3)
HCI 552 Financing for Innovation (3)

Culminating Experience (5 credit hours)
HCI 563 Capstone: Final Innovation Project (5)

Health Care Innovation (Graduate Certificate)
15 credit hours

Required Core (3 credit hours)
HCI 538 Innovation and the Individual (3)

Electives (12 credit hours)

Accelerated (4+1) Degree Program Plan of Study
Accelerated Master's programs may use a maximum of 12 pre-admission credit hours which may be shared between a Bachelor's and Master's program. Students may not exceed the 12-credit hour pre-admission policy and students may not share any credit hours taken as an undergraduate student unless they are participating in an approved accelerated program pairing. Students in accelerated programs should contact their advisor to ensure proper sharing of credit hours.

Students will follow the same application process as traditional Master's students.

Eligible undergraduate degree pairings include:
- Community Health
- Health Care Coordination
- Health Entrepreneurship and Innovation
- Integrative Health (Nursing and General Health Interest track only)

In order to be eligible, students must have a minimum GPA of 3.0 and have completed at least 90 applicable credits toward the undergraduate degree. Once the academic advisor has confirmed eligibility, the student will be placed in "Candidate" status in the accelerated app tracking tool. Only after the student is placed in "Candidate" status, can the student enroll in shared hours.

Eligible students will share the following courses:
- HCR 400 in place of HCR 540 (MHI other requirements)
- HCR 406 in place of MHI Elective
- HCI 538 (MHI required core) in place of undergraduate elective
- HCI 561 (MHI required core) in place of undergraduate elective

Culminating Event
The goal of the capstone course is for the student to create a final presentation that showcases all that has been learned as applied to a healthcare innovation project, and readiness to advance this innovative idea. The presentation should serve the student's purposes.

For example: If the ultimate goal is to obtain funding for a startup to pursue an innovative idea, then perhaps the milestone goal and the pitch the student is gearing up for in their materials is a pitch competition or a meeting the student has landed with a VC firm. If the goal is to get this idea added to a current company's project roadmap, then the pitch might be oriented toward getting in front of one of the organization's committees. If the goal is to partner with an organization that has been identified as a potential collaborator, then the materials may be oriented toward how to approach that conversation. Mainly, the final project should serve your purposes while showcasing what has been learned framed within the 7 pillars of innovation.

Grades

Grades are a reflection of the work and accomplishments of a student in an academic program. Grading guidelines for the graduate programs represented in this handbook allow for a student to earn a grade of "C" in individual courses/assignments. However, an overall GPA of 3.0 is required in the graduate programs. Students whose overall GPA falls below 3.0 are considered on probation and are in danger of failing their program (see Student Progression) in addition to recommendations for withdrawal or dismissal from the program.

Most of the degree programs represented in this handbook use the following grading scale for individual programs; however, individual faculty may use another scale. Please make sure to review the syllabus to determine the appropriate grade scale.

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	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.

Appealing a Course Grade: Students should review the university policy for student appeal procedures on grades.

Incomplete Grades

The grade of "I" (Incomplete) can only be given when a student, who is doing otherwise acceptable work, is unable to complete a course because of illness or other conditions beyond his/her control. Upon arrangement with the instructor (the instructor must agree with the incomplete grade), the student's agreement for completion of the course requirements is recorded on the Request for Grade of Incomplete form. The form for this can be found at this link: Incomplete Grade Request. If an "I" is documented for a course, the student is not required to reregister or pay fees to complete the course.

A student has up to one calendar year from the date the grade of "I" is recorded to complete the course. When s/he completes the course, the instructor submits a grade change request to the University Registrar's Office. If a student earns an "I" in a graduate course (500-level or above) the "I" grade will become a permanent part of his/her transcript if s/he does not complete the course within one year, and s/he will have to re-register and pay fees to repeat the course for credit. If a student has an "I" they will be unable to graduate or participate in graduation ceremonies.

A student who requests a grade of incomplete "I" must complete the following steps:
- Submit a request for a grade of incomplete to the instructor of the course.

- Submit the instructor-approved (signed) form to the Graduate Program Office by faxing, scanning/emailing, or mailing. This contract must be received by the Graduate Program Office no later than 10 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 Graduate Program Office upon fulfillment of the contract.
- Many courses are pre-requisites for progression in the program. If a student's incomplete grade postpones his/her scheduled progression in the program, the student must contact the Graduate Program Office 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 prior to 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" is recorded before the system converts it to a permanent "I."
- After one calendar year the grade "I" will become a permanent part of the transcript. To repeat the course for credit, a student must re-register and pay the required fees. The grade for the repeated course will appear on the transcript but will not replace the permanent "I." Students with incomplete contracts filed in the Graduate College may not file for an incomplete in another course until the previous contract is fulfilled, course requirements are met, and change of grade submitted.

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

Student Progression

Graduate students are expected to make systematic progress towards completion of their degree. This progress includes meeting the conditions listed below (i.e. maintaining satisfactory progress within each of the programs' sessions or semesters). If students fail to meet the requirements of their degree program and/or the benchmarks outlined below, the degree program may recommend withdrawal of the student to the Graduate College. The Graduate College makes the final determination.
- Maintain the GPA requirements listed below (as stated in the Graduate College policy manual)
- Meet all requirements of the graduate degree program.
- Meet the maximum time limit for graduation from the student's graduate degree program, which is six years for master's degrees and six years for graduate certificates.

Program Progression Requirements

A. A student who has been admitted to one of the programs found in this handbook with either regular or provisional admission status:
1. Must maintain a 3.0 or higher ASU Cumulative GPA. This is all ASU undergraduate and graduate courses taken.
2. Must maintain a 3.0 or higher ASU Graduate GPA. This is all coursework taken for graduate credit (courses numbered 500 or higher).
3. Must maintain a 3.0 or higher iPOS GPA. This is all coursework on the approved iPOS.
4. May not earn a grade below a "C" in a required course (including required electives) in the student's approved program of study (iPOS). Students must earn a B or higher in the capstone/applied project course.

B. A student will be placed on academic probation, if one or more of the following apply:

1. A student's ASU cumulative GPA, Graduate GPA or iPOS GPA falls below 3.0.
2. The student receives a grade of "C" or below in any course on the approved program of study.
3. Progression restrictions include:
   - Bringing all of the GPA's listed above to 3.0 or better within the next 12 months or next 9 hours of graduate level coursework completed. If the student is on probation for reason (A.1) above, only courses that are for letter grade (no pass-fail or "Z" graded courses) can be used to raise the overall GPA.
   - Receiving a grade of less than a "C" (70%) in any graduate course in a student's program of study prevents the student from progressing in his/her program of study. Graduate 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. Graduate courses may be repeated only once.
   - 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](#).

C. 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 of the GPAs listed above to 3.0 or better within the time limits stated per section B.1 above.
2. The student fails to receive a "C" (70%) or better after repeating a Graduate course in which they have received a grade below "C" per section B.2 above.
3. If a student is unable to meet the timeline specified in academic probation, the Standards Committee upon recommendation from the specialty coordinator and relevant Program Director, may recommend to the Graduate College the dismissal of a student from the program for academic reasons.
4. Any student who violates the Academic Integrity Policy of the university 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](#).

Petitions: Student requesting exceptions to program policies should contact their academic advisor for further guidance. Forms can be found at [Petition for Exception to Edson College Protocols](#).

Dismissal: Students who have been recommended by their program to the Office of Graduate Education for dismissal from their program can appeal this decision to the Graduate Program Office within the Edson College. If the recommendation to dismiss the student is upheld by the appeals' body of this office, the student can appeal the decision to the Edson College Dean's Office. The Graduate policies on satisfactory academic progress can be found on the ASU Graduate College [website](#).

Program Withdrawal: Voluntary Withdrawal: Students may voluntarily withdraw from a program at any time using the Graduate College voluntary withdrawal form. Program fees, tuition, and financial aid reimbursements are subject to the policies of the program and the Graduate College policies. The drop/add policies regarding voluntary withdrawal and types of withdrawal can be found at this link: [Drop/Add and Withdrawal](#).

Continuous Enrollment and Leave of Absence Policies
Once admitted to a graduate degree program, master's level students (degree and certificate) 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 must 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 purposes.

Students planning to discontinue enrollment for a semester or more must request approval for a leave of absence. Student 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 under the assumption that they have decided to discontinue their program. Students removed for this reason may reapply for admission to resume their degree program; 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 in turn is not permitted to place any demands on university faculty or use any university resources.

Change in Degree
Students who wish to change from their current master's degree or certificate program in Edson College to another master's degree or certificate program in Edson College may be eligible to do so without needing to submit another ASU admission application. Some changes will require a new admission application. Students wishing to make changes to their degree program should discuss options and next steps with their academic advisor.

Degree and certificate changes require the completion and approval of a new interactive program of study (iPOS).

Graduation and Convocation

Application for Graduation
Information regarding applications for graduation can be found at Applying for Graduation. Students can apply for graduation on their MyASU page, My Programs box, Graduation tab.

Graduation Term	Application Deadline
Fall	October 1
Spring	February 15
Summer	June 15

Note: If an application deadline falls on a weekend or holiday, the deadline will be extended to the next business day.

Students who miss the deadline can still apply for graduation, but will be subject to an additional late fee. However, to ensure that an individual's name appears in the ASU commencement book the application must be received by the appropriate deadline. Summer graduate names appear in the Fall commencement book.

Posting of Graduate Certificate to Transcripts
The student will be eligible for the official posting of the graduate certificate to their transcripts when all applicable coursework has been successfully completed and the scholarship requirements of the Graduate College have been met. A diploma is not issued for graduate certificate completion.

Commencement and Convocation
The Edson College of Nursing and Health Innovation holds its own convocation program in conjunction with the university's fall and spring Commencement. 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.

For more information on graduation ceremonies and events, please go to:
https://goto.asuonline.asu.edu/onlinegrads/

Exit and Alumni Surveys
Every year, the Edson College of Nursing and Health Innovation evaluates data obtained from surveys provided by the University Office of Evaluation and Educational Effectiveness. In their last semester, students are requested to evaluate the curriculum of their degree. They are also asked where they will be employed, clinical area of practice, professional activities and career goals upon graduation. Much of the same information is requested in the recent graduate and alumni surveys, which is sent to students who have already graduated from the program. These are completed at 3-6 months and 3 years post-graduation, respectively. All surveys provide information to help the 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 are applicable only to policies of the Edson College of Nursing and Health Innovation while others also require the approval of the Graduate College. Students should contact their academic advisor to determine which petitions must be submitted for their particular requests.

Petitions to the Graduate College

The Graduate College accepts petitions via the interactive Program of Study (iPOS). Please refer to the Graduate College website for the most current information: https://graduate.asu.edu/current-students/policies-forms-and-deadlines/policy-manuals.

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 Standards Committee acts on all petitions. Petition forms are available on the Edson College website: https://nursingandhealth.asu.edu/students/policies-handbook.

Action on Petitions

Students petitioning for a change in University requirements will have their petitions reviewed by program leadership and if needed, the Edson College of Nursing and Health Innovation Standards Committee. For university requirements, the Standards Committee will make a recommendation to the Graduate College committee.

Students petitioning a non-university request (a college policy or requirement) will be acted on by program leadership and if needed, the Edson College Standards Committee.

Students have the right to 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 review, this request should be included in the written appeal.

Grade Grievances

For more information on grade appeals, please visit University Policy for Student Appeal Procedures on Grades.

Academic and Professional Integrity

The highest standards of academic integrity (https://provost.asu.edu/academic-integrity) and compliance with the university's *Student Code of Conduct* (https://public.powerdms.com/ABOR/documents/1491970) 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.

Violations of academic integrity include, but are not limited to: cheating, fabrication of data, tampering, plagiarism, or aiding and/or facilitating such activities. At the graduate level, it is expected that students are familiar with these issues and that each student assumes personal responsibility in their work. Students should refer to the ABOR Student Code of Conduct, the 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.

Professional Standards of Conduct

Professional standards of conduct for participation are based on the philosophy and organizing framework of Edson College. Our framework recognizes the importance of reciprocal connections between people and environments and the influence of the social context, including individual, interpersonal, organizational, and community variables, on human behavior. Accordingly, we aim to foster a social context that provides a safe, respectful learning environment and promotes development as a scholarly citizen.

Students must follow internal standards set forth in course syllabi and this handbook, along with external requirements found in the ASU Student Code of Conduct (https://eoss.asu.edu/dos/srr/codeofconduct), university regulations concerning academic, scientific, or student conduct; and Federal regulations regarding the conduct of research with human subjects, as administered by the Institutional Review Board at ASU. Violations of these external standards will be adjudicated through a separate university process.

Disruptive Classroom Behavior

Arizona State University has several policies which are potentially applicable to disruptive student situations. These are:
1. Disruptive Student Protocol STA 104-02
   https://public.powerdms.com/ASU/documents/1560490
2. Student Code of Conduct ABOR 5-308 (and 5-303)
   https://public.powerdms.com/ABOR/documents/1491970
   https://public.powerdms.com/ABOR/documents/1491965
3. Instructor Withdrawal of Student for Disruptive Classroom Behavior
   https://www.asu.edu/aad/manuals/ssm/ssm201-10.html
4. Involuntary Withdrawal Policy (SAC)
   https://public.powerdms.com/ASU/documents/1560492

Virtually all actions taken with respect to 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, or 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 is given an opportunity to respond. If expulsion or suspension is the recommended sanction, the student does have an opportunity to have a review by the University Hearing Board.

Technical Requirements

Computer Requirements

This program requires internet access and the following:

- A web browser. Please use only Google Chrome (https://www.google.com/chrome) or Mozilla Firefox (https://www.mozilla.org/en-US/firefox/new/)
- Adobe Acrobat Reader (https://get.adobe.com/reader/)
- Microphone and speaker

Computer Skills Requirements

It is expected that you will be able to do at least the following tasks on a computer:

- Accessing and using instructional/communication tools in the Canvas Learning Management System (see https://community.canvaslms.com/docs/DOC-10701 for more information)
- Using ASU email (see https://links.asu.edu/emailguide for more information)
- Creating and submitting files in commonly used word processing program formats (MS Word)
- Copying and pasting text
- Downloading and installing software
- Using spreadsheet programs (specifically MS Excel)
- Using presentation and graphic programs (such as PowerPoint, Google Slides, etc.)
- Note: Microsoft Office 365 (including Word, Excel, PowerPoint, etc.) is available for free download to PCs, Macs, and some tablets. See https://myasu.force.com/authkb?id=kA1d0000000DIYr for more information.

Hardware & Software Requirements

Windows Computer (PC)

Operating System	MS Windows 10 or newer
Processor	Intel Core i5 / i7 8th Generation or newer, or AMD Ryzen 3000 Series (Zen 2) or newer
Memory	4 GB RAM (8 GB or more recommended)
Network Adapter	Wi-Fi 5 (802.11ac) or newer
Screen Resolution	1280 x 800 (minimum)
Web Browsers	Mozilla Firefox (current stable release) Google Chrome (current stable release)
Other Software	Microsoft Office 365 (free download for current ASU students) Adobe Acrobat Reader (current version) Java Runtime Environment (current version)

Apple Computer (Macbook)

Operating System	macOS 12 (Monterey) or newer
Processor	Intel Core i5 / i7 8th Generation or newer, or Apple silicon M1 / M2 / M3
Memory	4 GB RAM (8 GB or more recommended)
Network Adapter	Wi-Fi 5 (802.11ac) or newer
Screen Resolution	1280 x 800 (minimum)
Web Browsers	Mozilla Firefox (current stable release) Google Chrome (current stable release) Apple Safari 16 or newer
Other Software	Microsoft Office 365 (free download for current ASU students)

	Adobe Acrobat Reader (current version) Java Runtime Environment (current version) Apple QuickTime (current version)

Additional hardware
- USB or Bluetooth audio microphone headset
- Built-in or external webcam

Compatibility Issues
We have discovered that some of the software packages and resources you will need for this program will not run on some devices. This includes (but is not limited to):
- Android tablets
- Apple iPad
- Google Chromebook
- Kindle devices
- Some Microsoft Surface devices with mobile ARM processors (~2016 and older)

Technical Support
All courses at ASU use the Canvas Learning Management System to deliver course content. It can be accessed through MyASU at https://my.asu.edu or the Canvas home page at https://canvas.asu.edu.

To monitor the status of campus networks and services, visit the System Status Portal at https://systemstatus.asu.edu.

To contact the help desk, you have several options:
- Website: assessed through the MyASU Service Center at https://my.asu.edu/service
- Chat: assessed through the MyASU Service Center at https://my.asu.edu/service
- Call toll-free at 1-855-278-5080

Student Resources

Academic Calendar
The academic calendar for all registration and withdrawal deadlines for current and future sessions can be found here: http://students.asu.edu/academic-calendar

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 and the Edson College of Nursing and Health Innovation conduct their business via ASU email only.

ASU Libraries
Access to electronic journals, electronic books, and research databases online. 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.

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

Financial Assistance
Financial assistance for graduate study is available in the form of 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 are advised to consult the Financial Aid and Scholarship Services: https://students.asu.edu/financialaid. Additional details can be found in the "Scholarships" section below.

Scholarships
Several scholarships are awarded by the Edson College of Nursing and Health Innovation during the academic year. To be considered for an award, students must complete the Scholarship Application Form: https://nursingandhealth.asu.edu/student-life/scholarships
Many financial assistance opportunities from the ASU Graduate College are available to the student. 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

Student Accessibility
The Student Accessibility and Inclusive Learning Services (SAILs) is the central location for establishing and obtaining services and accommodations for qualified students: https://eoss.asu.edu/accessibility
Students who feel they will need disability accommodations should contact SAILS prior to starting a class.
> Student.Accessibility@asu.edu
> Phone: (480) 965-1234
> FAX: (480) 965-0441

Title IX
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 https://sexualviolenceprevention.asu.edu/

As a mandated reporter, faculty are obligated to report any information they become aware of regarding alleged acts of sexual discrimination, including sexual violence and dating violence. ASU Counseling Services, https://eoss.asu.edu/counseling, is available if you wish to discuss any concerns confidentially and privately.

Wellness Support
Course faculty, the program office, and academic advisors are all able to connect students to resources when needed. The following include links to the robust list of student support services available to all ASU students, and can be accessed directly through the links provided/

- ASU Counseling Services (https://eoss.asu.edu/counseling) provide counseling and crisis services for students who are experiencing a mental health concern.
- ASU Health Services (https://eoss.asu.edu/health) are dedicated to the well-being and educational success of each individual student by providing high-quality health care that is accessible, affordable and compassionate.
- Advancing Inclusion and Culture (https://cfo.asu.edu/AIC) and the Office of Inclusive Excellence (https://inclusion.asu.edu/) are dedicated to supporting and fostering a culture of inclusiveness, promoting and assisting with equal opportunity and diversity initiatives.
- Basic Needs Resources (https://eoss.asu.edu/resources/basic-needs) and Student Advocacy and Assistance (https://eoss.asu.edu/dos/student-advocacy-and-assistance) provide guidance and assistance in connecting students with campus and community resources as well as additional access to one-on-one guidance in resolving personal challenges and concerns.
- 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.

ASU Counseling Services	(480) 965-6146
ASU Health Services	(480) 965-3349
EMPACT Suicide Prevention Center	(480) 965-1006
Dean of Students	(602) 496-4357
DPS @ 911 or non-emergency	(602) 496-3456

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.

Schedule an online writing tutoring at: Writing Centers. If you have questions or need assistance scheduling an appointment please call 602-496-0354.