School of Film, Dance and Theatre
Faculty & Staff Handbook

Revised 08/07/2015
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<tr>
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<th>Name</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Manager</td>
<td>Cindy Noldy</td>
<td><a href="mailto:Cindy.Noldy@asu.edu">Cindy.Noldy@asu.edu</a></td>
</tr>
<tr>
<td>Administrative Associate</td>
<td>Jeanette Beck</td>
<td><a href="mailto:Jeanette.Beck@asu.edu">Jeanette.Beck@asu.edu</a></td>
</tr>
<tr>
<td>Specialist to the Director</td>
<td>Elizabeth Olson</td>
<td><a href="mailto:Liz.Olson@asu.edu">Liz.Olson@asu.edu</a></td>
</tr>
<tr>
<td>Program Coordinator</td>
<td>Melissa Dickman</td>
<td><a href="mailto:Melissa.Dickman@asu.edu">Melissa.Dickman@asu.edu</a></td>
</tr>
<tr>
<td>Academic Services Coordinator</td>
<td>Molly Schenck</td>
<td><a href="mailto:Molly.Schenck@asu.edu">Molly.Schenck@asu.edu</a></td>
</tr>
<tr>
<td>Student Services Coordinators</td>
<td>Joya Scott</td>
<td><a href="mailto:Joya.Scott@asu.edu">Joya.Scott@asu.edu</a></td>
</tr>
<tr>
<td></td>
<td>Tomas Stanton</td>
<td><a href="mailto:Tomas.Stanton@asu.edu">Tomas.Stanton@asu.edu</a></td>
</tr>
<tr>
<td>Management Intern</td>
<td>Shelby Maticic</td>
<td><a href="mailto:Shelby.Maticic@asu.edu">Shelby.Maticic@asu.edu</a></td>
</tr>
<tr>
<td>Videographer</td>
<td>Rebekah Cheyne</td>
<td><a href="mailto:Rebekah.Cheyne@asu.edu">Rebekah.Cheyne@asu.edu</a></td>
</tr>
<tr>
<td>Dance Space Coordinator</td>
<td>Carolyn Koch</td>
<td><a href="mailto:Carolyn.Koch@asu.edu">Carolyn.Koch@asu.edu</a></td>
</tr>
<tr>
<td>Communications Specialist</td>
<td>Katrina Montgomery</td>
<td><a href="mailto:Katrina.Montgomery@asu.edu">Katrina.Montgomery@asu.edu</a></td>
</tr>
</tbody>
</table>
GENERAL OFFICE INFORMATION

ASU Calendars
- Academic calendar is located at http://students.asu.edu/academic-calendar
- Bi-weekly payday calendar is located at http://www.asu.edu/fs/documents/BWpayday1314.pdf
- School Event calendar can be found here: http://fdt.asu.edu/events/

Campus Phone Numbers/Emails
There are a few methods to find contact information for our campus associates:
- Outlook global directory
- campus operator (dial 0 from any campus phone)

Fax Machine
The fax machine is located in GHALL 232 and is available to faculty and staff for ASU business during office hours. The fax machine automatically prints a confirmation page. If you do not need a confirmation page, please either dispose of it or let office administration know so they will not save it for you.

The School of Film, Dance and Theatre main office (GHALL 232) fax number is 480-965-5351.
The PEBE 107 office fax number is 480-965-2247.

Photocopying/Scanning
Faculty may use the copy machine in the main FDT office – GHALL 232.
- You have an assigned code number for copy machine use (for assistance or if you forget your code number, see the office administration).
- The copier is able to scan documents to PDF files. Materials can be scanned and emailed to yourself, your TA, other faculty or staff. This will make it easier to post documents to Blackboard.

If there are problems with the copy machine in GHALL 232, please notify the office administration and they will see that paper and toner are replaced and service is called when necessary.

Faculty may also use the copy machine in the dance office – PEBE 107 (key access only).

Computer Support
All computer support (IT) is handled through HIDA Computer Support. Contact them at: hidacs@asu.edu or 480-965-6911.

Herberger Tickets
Ticket policy regarding all Herberger ticketed events can be found here, http://herbergerinstitute.asu.edu/faculty/resources/tickets_comp.php

Complementary tickets can be obtained three ways:
- Submit the online request form for faculty/staff (preferred method): https://herbergerinstitute.asu.edu/forms/ticket_office/tickets_request_fac.php
- Visit the box office during posted hours
- Email your ticket request to hiboxoffice@asu.edu prior to 5 p.m. the day of the performance or one day prior for a Sunday performance. Specify your name, the event title, day, date and time.

Keys
Faculty and staff should see the Administrative Associate for keys or Sun Card access to any school facilities.
Office Supplies
Most frequently used office supplies - pencils, tape, paperclips, etc. can be found in the supply closet in GHALL 234. Special order supply requests should be made to the Administrative Associate.

Facilities (FACMAN)
Please report all office related issues to the main office and all studio related issues to the Program Coordinator. Staff will direct issues to the appropriate personnel.

Trash Collection
Once-per-week desk side waste collections began July 13, 2015 on the ASU Polytechnic, Tempe and West campuses. Fewer desk side waste collections are inclusive to janitorial reductions that stem from FY16 state budget cuts. Across all campuses, gray bin waste receptacles in classrooms, common areas, conference rooms, and kitchens will stay on a daily pick-up schedule. Employees are encouraged to use these containers for food and other waste, which would cause odors or attract insects if left in office bins. The service reduction also includes desk side recycle bin collections on the Tempe campus, which now will be once per week.

Textbook Requests
Adoptions can be submitted to the bookstore through the following methods:
1. Adopt Online
   - Register on the Bookstore Website: https://adoptions.efollett.com/OnlineAdoptionsWeb/userprofile/displayCreateUserProfileForm.html?storeNumber=1230&langId=en_US
   - Sign in and enter your adoptions: https://adoptions.efollett.com/OnlineAdoptionsWeb/onlineAdoptions.html
     The password is “1230.”

2. Adopt via Email
   - Request form from Jeanette Beck, Jeanette.beck@asu.edu.

MAIL/SHIPPING

ASU Business Mail
ASU prefers all business mail comply with the following regulations:
- No hand-addressed envelopes (type directly on the envelope or use typed or computer-generated labels);
- Punctuation is discouraged on envelopes (easier for the automated sorting machines to read); and
- All business mail should contain the ASU sunburst logo in the return address.

Business and campus mail should be put in the basket in the office, GHALL 232. Mail is picked up by mail services at approximately 9:30 am each day, and incoming mail is then sorted and distributed to faculty and staff mailboxes.

Mailboxes
Each FDT instructor and staff member is provided a mailbox in GHALL 232. Please do not keep valuable items in your mailbox. Please do not use your mailbox as a filing cabinet, take mail to your office or recycle it.

Overnight Delivery Service
The University uses Federal Express as its overnight delivery service for School related items. If you have an item to be sent, please give it, along with the company name, street address, city, state and zip, name of recipient, and a phone number, to the office administration no later than 2:00 pm. Due to budget restrictions, all overnight items will be delivered either next-afternoon or second business day and must be pre-approved by Director.
School of Film, Dance and Theatre Address
The mail code for the School of Film, Dance and Theatre is 2002.

The mailing address is (USPS):

Arizona State University
School of Film, Dance & Theatre
PO Box 872002
Tempe, AZ 85287-2002

The shipping address for the MAIN office is (UPS/FedEx):

Arizona State University
School of Film, Dance & Theatre
GHALL room 232
1001 S Forest Mall
Tempe, AZ 85287-2002

COMMUNICATIONS

Requesting Videography Services
If you have an event or promo video you would like made, please submit the online form. Please make requests at least one week in advance and note the following:

- The services requested are not guaranteed until the school director has approved this project and the videography staff has confirmed.
- All requesting parties are responsible for scheduling attendees, interviewees, facilities, events, etc. in order to meet the requested deadline.

For access to video archives, please refer to herbergerinstitute.asu.edu/video or contact the Videographer.

News Items
If you have a project going on inside or outside of the University, if you have an outstanding student in one of your classes, if a former student just won a prestigious award, if you were mentioned in a New York Times article about experimental dance – we want to know about it. All news items should be emailed to the Communications Specialist if you would like them to be promoted.

Press Releases
At the discretion of the director of the School of Film, Dance and Theatre, some news items will be turned into longer stories, which will then be pitched to local news outlets. For the time being, you can find these news items here:
http://herbergerinstitute.asu.edu/news/?sb=date&so=d&page=1&unit=FilmDanceTheatre

Student, Faculty and Alumni News
Short news items about students, faculty and alumni go up in quick paragraphs on our website to promote the accomplishments of individuals affiliated with the school. For the time being, you can find these news items here:
http://herbergerinstitute.asu.edu/news/faculty_news.php?area=Dance,Film,Theatre (Faculty News)
http://herbergerinstitute.asu.edu/news/student/index.php (Student and Alumni News)

External Media Coverage (In the News)
Send URLs whenever you are mentioned in a story or if you write a story for an external media source. We pull stories so go up on the Brag Boards in the hallway outside the main office from this database so be sure to pass information along if you’d like yourself (or your students or former students) to be included there. For the time being, you can find these news items online here:
https://herbergerinstitute.asu.edu/spotlights/inthenews/
Events
In order to have your event listed on the ASU Events page http://asuevents.asu.edu and the School of Film, Dance and Theatre website http://fdt.asu.edu you must reach out to the Management Intern.

Please include the following details in your email submission

- Official title of event
- Dates and times of event
- A clear and detailed description of the event
- An image that relates to the event (if you need help with this, contact the Management Intern)

Social Media
The School of Film, Dance and Theatre can be found on:

- Facebook (https://www.facebook.com/ASUFilmDanceTheatre)
- Twitter (https://twitter.com/asumainstage)
- Instagram (https://instagram.com/ASUFilmDanceTheatre)

If you have something you'd like disseminated through social media, email the Communications Specialist.

Web Updates
Web Updates go through the HIDA Communications team. Submit a web update form here:
https://herbergerinstitute.asu.edu/faculty/resources/communications/design_web_update_form.php

HIDA Communications and Marketing FAQs
Herberger Institute Communications FAQs:
https://docs.google.com/document/d/1wLe2Cnli0zjMI_kNzy7GJbjVATm0hVNRwhb-keplrnc/

Still have a question? Contact the Communications Specialist.

Photo Releases
Departments should obtain a photo release for all photographs that have not been taken by a university employee. Photo releases should remain on file as long as the photographs remain in use.

The campuses of Arizona State University are public property, and anyone can take exterior photos of the buildings and grounds for personal, non-commercial use. Three buildings on ASU's Tempe campus are trademarked: Grady Gammage Memorial Auditorium, Old Main and Sun Devil Stadium. Note that even when images are used for a non-commercial purpose, Arizona State University reserves the right to revoke permission if the images are used in a way that, in the opinion of the university, is in poor taste or would reflect badly on ASU.

Model Releases
All photographers taking photographs on university property or of university events must obtain a signed model release from any student, faculty member, staff person, or member of the public who is visibly recognizable in the photograph. Model releases should remain on file as long as the photographs remain in use.

Crowd scenes that do not include children under the age of 18, where no single person is the dominant feature, do not require model releases. All photographs of children under the age of 18 require release forms signed by parents or guardians. These rules are not in effect when photographs are taken of news events, but photographs taken for news purposes require a release for reuse in marketing materials.

The campuses of Arizona State University are public property, and anyone can take exterior photos of the buildings and grounds for personal, non-commercial use. (Some restrictions may apply; see
below.) The university photographer can provide professional photographs of most ASU facilities/landmarks, and departments should utilize these photos whenever it is practical. These rules govern photographs intended for use in any university publication of marketing or a public relations nature, such as printed and electronic newsletters, web pages, brochures, viewbooks, promotional items or other material.

**Filming on Campus**

Individuals may take photographs or shoot video for personal use without permission from the university. However, such recordings may not be broadcast or used for commercial purposes. Be aware that private recordings may be prohibited in certain locations or at select events.

Note to ASU students, faculty or staff participating in commercial nonfiction films: Arizona State University and Arizona Board of Regents policies that govern your conduct also apply to images of you that are captured on film. Therefore, you may be subject to disciplinary action if you are filmed engaging in behavior that violates university policies. Also be aware that, even if you do not engage in prohibited behavior, the resulting film may offer an unflattering portrayal of you as an individual or member of a group. Please address any concerns with the appropriate ASU office and the producer of the film before agreeing to participate.

Film/photo/video shoot requests — Commercial

Commercial filming on campus requires advance approval by ASU and must comply with the university’s film policy. To request to film on campus, please complete and submit the [Commercial Film/Photo/Video Shoot Application](#).

*NOTE: Submit your application to film on campus at least 10 business days prior to your shoot date, as ASU requires this amount of time to process your request.*

Please review the following documents prior to submitting your application:

- [Commercial Fee Schedule](#)
- [ASU Insurance Requirements](#)

Film/photo/video shoot requests — ASU Students

As a current ASU student you may film at many facilities and locations on all ASU campuses for class projects, provided you secure permission from authorized decision makers.

*NOTE: ASU logos may not be visible in your filming.*

Filming for narrative student film productions is restricted to Monday–Thursday after 5 p.m., Friday after 2 p.m. and all day Saturday and Sunday.

To request to film on campus, please complete and submit the [Student Film/Photo/Video Shoot Application](#).

*NOTE: For student productions, the application must be submitted at least four business days prior to shoot date, as ASU requires this amount of time to process your request. (Nonstudent productions require 10 days for processing.)*

Upon submitting your Student Film/Photo/Video Shoot Application, download and print the following documents:

- [Student Filming Agreement and Safety Policy](#)
- [ASU Film Safety Policy Declaration](#)

The Student Filming Agreement and Safety Policy document is used to secure authorization for the shoot location/facility. A separate agreement must be completed for each location request. It is your responsibility to obtain permission from an authorized decision maker that will sign and approve each filming location that you would like to use.
NOTE: To obtain permission to film at ASU campus common areas including sidewalks, malls, roads and building exteriors, contact ASU Student Film Location Coordinator Chris LaMont at clamont@asu.edu.

After you secure all authorizations and have signed the ASU Student Filming Agreement and Safety Policy and ASU Film Safety Policy Declaration, email the signed documents to Chris Lamont at clamont@asu.edu. All completed forms must be submitted at least three business days prior to your shoot date.

An approved ASU Location Permit will be emailed to you as a PDF within two business days after your completed forms are received. The permit includes instructions for contacting ASU Police in advance and on the day of your production before you start to film.

School Newsletter
The School's email newsletter is sent out early each week and goes to all students, faculty, and staff in the School of Film, Dance and Theatre. It contains official School announcements, performing arts events at ASU and in the greater community, casting calls, scholarship and internship opportunities, etc. If you would like to post to the newsletter, please submit via this form. Submissions are due by 5pm on Sunday in order to be included in the next week's edition.

SPACE RESERVATIONS (Outside of Course Reservations)

Theatre and Film Studio Reservations
Studios are reserved to faculty and students on a first come/first serve basis based on availability. Our studios must first serve regularly scheduled classes and FDT sponsored rehearsals and events.

To request a studio please submit the following information by email to the Program Coordinator:

- Your Name
- Name and type of event (rehearsal, performance, audition, etc.)
- Event Date
- Start and End Times
- Number of Attendees

NOTE: space requests do NOT include access to technology in a space. If you need access to the technology in a space, please specify so in your request.

Faculty, staff and students will be required to sign a Use of Facilities and Release, Indemnity & Assumption of Risk form every academic year to reserve studios.

Dance Studio Reservations
An email for all room requests must be completed for each event at least one week prior to the event date. Your name, the event date, start and ending times, nature of the event (performance or rehearsal), and the number of expected attendees are needed to process your request. Please send your request to the Dance Space Coordinator. A confirmation of your room reservation will be sent by return e-mail. Please note: space requests do NOT include access to technology in a space. If you need access to the technology in a space, please specify so in your request.

Insurance Requirements for Studio/Performance Space Use
Any ASU Faculty/Staff, Student Organization or individual student who wishes to invite the public (non-ASU persons) to a rehearsal, event or performance that is not an official FDT event or a required course for graduation MUST purchase liability insurance.

- Insurance may be purchased through: http://www.asu.edu/ehs/documents/tulip.pdf

Questions regarding insurance for your event may be directed to the Program Coordinator.
Conference Room Reservations

Conference room reservations in Dixie Gammage Hall, Design South and Stauffer B should be directed to the Dean’s Front Office in Dixie Gammage Hall 132 (480-965-0050). Indicate date/time of the reservation and choice of room from the following:

- Dixie Gammage Room 147: seats four around a round table, has two additional chairs, and has a phone.
- Dixie Gammage Room 04: seats eight around a rectangular table.
- Dixie Gammage Room 105: seats 16 around a long rectangular table and has additional chairs. It is a mediated room.
- Design South Room 101D: seats 15 around rectangular table. It is a mediated room. Limited availability.
- Stauffer B103: seats 40 in a traditional classroom setting with movable tables. A request can be submitted for the seating to be set in a large rectangle as well. It is a mediated room.

Conference room reservations for PEBE 107A should be directed to the Administrative Assistant.

Finals Scheduling

Any finals for classes held at a time not on the final exam website (non-standard) will be scheduled by Classroom Scheduling and a notice will be sent through the Program Coordinator. Any non-standard courses needing a final must be schedule by the instructor with the Program Coordinator no later than six week prior to the end of the semester. Students will receive notice about non-standard final times from their instructor(s).

Note: Final exams for classes offered in the A or B session should occur on the last day of classes. Students should confirm details with their instructor.

Under this schedule, if a conflict occurs, or a student has more than three exams on one day, the instructors may be consulted about an individual schedule adjustment. If necessary, the matter may be pursued further with the appropriate dean(s). This procedure applies to conflicts among any combination of Downtown Phoenix campus, Tempe campus, Polytechnic campus, West campus, and/or off campus class.

Final exams for one day per week classes that start on or after 4:30 pm or on Saturdays will be held for 1 hour and 50 minutes beginning at their regular scheduled time on the day the class is normally held.

For more information, please read the Final Exam Scheduling Procedures.

FINANCIAL

P-card

To use a p-card you must fill out the P-card Use Form and return it to the Business Manager. All purchases must be in compliance with policy and cannot be on the P-card Restricted Use List.

Reporting Lost or Stolen P Cards

Please immediately call JPMorganChase and report the lost or stolen Purchasing Card. JPMorganChase representatives are available 24 hours per day, seven days per week. Please also tell them that the card is a Purchasing Card. This notification is important, as we are responsible for all charges until the notification is made. The JPMorganChase is:
Lost or Stolen Card: (800) 270-7760

After notifying JPMorganChase, please also notify one of the people below:
What if the P Card is declined:
You may have a merchant tell you that when they ran your Purchasing Card, it was declined by the bank. When this happens, please call JPMorganChase Commercial Card Customer Service at 1-800-270-7760. Customer Service representatives are available 24 hours per day, so you can call them from the store or anywhere else you run into this problem. The most common reasons for a decline are: the merchant entered an incorrect expiration date, and the dollar amount of the transaction exceeds the single transaction limit on the card. You may also call the PCard Office at 480-965-0658 or email pcard@asu.edu. They may be able to see the reason for the decline in JPMorgan's Web-based Card Administration System.

Resolving Returns, Credits, Errors, and Disputes
Please note that you must submit a dispute within 60 days from the end of a cycle in which the questioned transaction occurs. You should contact the supplier to resolve the concern. You will normally find that responsible suppliers will do their best to resolve any legitimate concern. If you cannot resolve a difficulty with a supplier, then please call JPMorgan Customer Service at 1-800-270-7760. They will ask you for the information they need to initiate a dispute.

Funding Requests
The funding request form should be completed for any request that is not part of the yearly travel funding call. You can access the form here. The Business Manager and the Director will review requests. Requests will not be considered without a completed form.

Reimbursements
- A Reimbursement Request Form must be complete for each reimbursement.
- We cannot reimburse for anything that does not have an itemized receipt. A credit card receipt with only a total is not acceptable.
- Original receipts are required.
- All receipts must be taped on 8 ½ x 11 white paper (one side only and scotch tape only, please).
- When taping the receipts to the 8 ½ x 11 paper, please be careful that the receipts are not folded over. We must be able to read them.
- Do not write on or highlight the receipts.
- A Business Meals Expense Form must be included with reimbursements covering any food/drink or meal purchases.
- Do not include personal purchases on the same receipt with those that will be reimbursed.
- Reimbursements involving any type of vehicle rental must include proof of completion of a defensive driver training course and a copy of the Driver Authorization Form, along with a copy of his/her current Arizona driver’s license (or valid driver’s license specific to the work location).

Note:
Receipts are taped to a piece of paper so we can easily photocopy and/or scan them. If the receipts are folded, stacked on top of each other, taped to the back of the page or stapled, we cannot copy them and so cannot process the reimbursement. You can put more than one receipt on a page as long as each is visible (do not put one on top of another). Each receipt should be taped across the top, the bottom and left side (the side that will go through the copy machine) to prevent the receipts from being torn when copied.
Travel
Written authorization from the Director and a completed Travel Form is required prior to all travel. For all travel, please complete an online form available through MyASU/Employment/My Employment/Travel/My ASU TRIP Travel System. For questions, please contact the Business Manager.

Please note:
- Public purpose for travel is required. Give as much detail as possible.
- All receipts must be submitted as attachments to your claim. Physical receipts will not be accepted.
- Travelers are required to attend a defensive driver training course and submit the Driver Authorization Form, along with a copy of his/her current Arizona driver’s license (or valid driver’s license specific to the work location) to OHR prior to renting a vehicle for business purposes.
- If you receive an advance that is greater than your actual expenses or your expenses exceed the amount you were awarded, the difference will be deducted from your paycheck.

Instructions for all Travel

How to Create a Trip Request

Note. You must verify that your ATO and Dean/VP assignments are accurate before submitting any trip requests; to make updates, contact the ASU Travel Service Center.

1. On the My ASU TRIP home page, hover over +New and click +Start a Request on the Quick Task Bar. You can also start a new request by clicking Requests on the home page, then clicking New Request.
2. The Request Header tab opens, with a list of fields in red, which represent required information you must complete. First, create an easy-to-remember and unique name for your trip in the Trip Name field.
3. Select the appropriate option from the drop-down menu in the Trip Type field.
4. The Traveler Type field should be auto-populated, based on the information in your My ASU TRIP profile. If not, select the appropriate option from the drop-down menu.
5. Enter the appropriate start and end dates for the business portion of your trip by clicking the calendar icon in the Business Travel Begin Date and Business Travel End Date fields.
6. To select your trip location in the Destination field, start typing a city name or use an asterisk to see a complete list of cities from which to choose. When you select your destination, you will see the travel risk advisory level automatically appear below the field.
7. Select the appropriate account for the trip expense in the Account field. If you need to search for a specific account, enter an asterisk into the field. A drop-down list will appear, where you can search by text or code. (You can also start typing the name of an account, and all possible options based on what you type will appear.) If you have entered an account code in your My ASU TRIP profile, this account will appear in the Request Header by default. If you need to select a different code based on the specific trip you are taking or who is funding your travel, you can do so here.
8. Include the appropriate information in the optional SubOrg and Function fields.
9. Answer “Yes” or “No” in the Does this trip contain personal travel? field. Refer to details regarding the airfare quote for the business portion of your trip by hovering your cursor over the tool tip icon.
10. Select the appropriate option for the type of your trip in the Business Type drop-down menu.
11. The Conference/Event Host field is required, even if you are not attending a business conference, in which case you may enter in "NA."
12. Describe the reason for your trip in the Reason for Trip field, which has a 48-character maximum. (The Comment field has a 256-character maximum. If you are taking personal days on your trip, use this field to clarify which days of the overall trip are business-related and which are not.)
13. Your department may have limits on the amount of money you can spend on a trip. If so, complete the Trip Not to Exceed field to clarify how much you can spend before you have to reimburse ASU out of pocket.

14. Click **Save**. As long as all of the information is correct, you will be sent automatically to the Segments tab. Otherwise, you may need to update or add information before you can proceed.

### How to Create a Flight Segment

1. Click the **Air Ticket** icon.
2. Select one of the following types of flight options: Round Trip, One Way or Multi-Segment. (You can add as many segments as needed by clicking the appropriate icon in the Add Segment section.)
3. Enter the amount you are requesting in the Amount field.
4. In the From and To fields of the Outbound section, enter the cities for your travel by airport code or city name. My ASU TRIP will automatically search for a match, but you must enter in a city with an airport code for any options to appear.
5. Click the calendar icons in the Outbound and Return sections, and select the appropriate dates to reflect your overall dates of travel. The departure date you entered in the Request Header tab will be highlighted in black on the calendar. If your departure or return dates are different from the dates you listed in the Request Header, due to personal travel or other reasons, you must manually enter the dates in this section.
6. Click **Save**.
7. To make any changes to this segment, click **Modify**.

### How to Create a Car Segment

1. Click the **Car Rental** icon in the Segments tab.
2. Enter the amount you expect to pay in the Amount field.
3. Enter the city where you will pick up the car in the City field of the Pick-up section. This city will auto-populate in the Drop-off section. The travel risk advisory level will appear below each City field.
4. Enter the dates of your car rental in the Date fields in the Pick-up and Drop-off sections.
5. Explain why you need a rental car in the Reason field of the Pick-up section.
6. All travelers must take a defensive driver training before renting a car. Check the **Traveler has completed defensive driver training** checkbox if you’ve completed the training. Make sure to take the training before going on the trip.
7. Click **Save**.
8. To make any changes to this segment, click **Modify**.

### How to Create a Hotel Segment

1. Click the **Hotel Reservation** icon in the Segments tab.
2. Enter the amount you expect to pay in the Amount field. *(Note. If you are traveling internationally, make sure to update the currency drop-down menu in the Amount field to reflect the correct foreign currency. This will eliminate any processing issues.)*
3. In the City field of the Check-In section, enter the name of the city where you are checking in. The travel risk advisory level will appear below each City field.
4. Complete the Estimated Nightly Lodging Rate field, based on the current presumed cost.
5. In the Date fields of the Check-In and Check-Out sections, enter the date of your arrival and departure via the calendar icon.
6. If this hotel is part of a conference you are attending, click the **Conference Hotel** checkbox. If not, leave this blank.
7. In the Lookup Per Diem Lodging Rates drop-down menu, type the name of the city where you will be lodging, and select it to reflect the given daily lodging rates set by the State of Arizona for per diem purposes. If you will exceed these rates, please provide a reason in the Comment field. To search for international rates, begin typing in the country name. For U.S. locations, type the two-letter state abbreviation followed by the city name. *(Depending on the time of year when you travel,
you may need to select season-specific rates, denoted in the list by the XX/XX format. You may also need to select “Other” if the city isn’t listed for the state or country of your travel.)

8. Click Save.
9. To make any changes to this segment, click Modify.

**How to Create Miscellaneous or Segment-Related Expenses**

1. Click the Expenses tab.
2. The expenses you created in the Segments tab are present on the left side of the Expenses tab. The right side features expense types for you to select.
3. To create a new expense, click the appropriate expense type on the right side of the page and enter it in the Expense: field.
4. Each expense type has a number of required fields, some of which may automatically populate. Complete the other fields as necessary. Use the Comment field to describe expenses as necessary. Click Save. Repeat these steps for other expenses, as necessary.
5. We highly recommend that all users estimate their expected meal per diem expenses on each trip. Click the Daily Allowance expense type on the right side of the Expenses page. Please note: ASU pays meal per diems, not actual meal expenses.
6. Most of the fields in this expense type are grayed out. If you need to add a comment for this expense, complete the Comment field.
7. Click Save. The expense will appear on the left side of the page, with the per diem amount automatically populated.

**How to Submit the Request**

Note. For zero-dollar trips created for insurance purposes, please create a trip request and email your trip itinerary to plans@concur.com. This will allow you to appear on our duty-of-care map in case of emergencies.

1. Click the Approval Flow tab.
2. Select your Account Signer by typing his or her last name into the field. A drop-down list will appear, where you can select your approver. Type an asterisk into the field to pull up all approvers associated with the account you selected in the Request Header tab. Based on your profile, the ATO and Dean/VP fields will auto-populate.
3. Click Submit Request. A Confirm pop-up page will appear, informing you that the request was successfully submitted. Then you'll be sent to the Manage Requests page. (Please note: because you will need it during the booking phase, we highly recommend that you write down the unique four-digit Request ID assigned to your trip in the system, for your records.)
4. To review its status, refer to the Status column of the request in the Manage Requests page. Click the Audit Trail tab to see the request history. (Note. You will receive an email notification when your request is approved.)

**How to Create an Expense Report**

Note. If you do not have an approved trip request, you cannot create an expense report.

1. After you complete your trip, you must create an expense report from your approved trip request. Click the Expense link under Action in the Active Requests section of the Requests page.
2. The Report Header page appears. Verify that the information, based on the trip request, is correct. (Please note: if you are attending a conference along with multiple other ASU employees, each of you must still provide a justification in your Reason for Trip field, per Arizona Board of Regents policy.) If you select the Environmental Impact Fee (optional) checkbox, your department will be charged with a fee for your trip based on its environmental impact.
3. Click Next>>.

**How to Create an Itinerary in Your Expense Report**
1. After you complete the information in the Report Header, a pop-up window will appear so you can create an itinerary to generate per diem expenses, also known as daily allowances, as well as hotel expenses. If you booked using My ASU TRIP, this information will automatically populate. Click **Import Itinerary**, select the appropriate itinerary, then click **Import**.

2. To create the details of your trip, enter the cities from where you are leaving and returning in the Depart from (city) and Arrive in (city) fields.

3. Use the calendar icon to select the dates of your actual travel in the Date fields.

4. Enter the times of departure and arrival in the Time fields.

5. Click **Save**.

6. Continue adding stops to your itinerary as necessary. If you fly into a different city than where you stay at a hotel, please add a leg to the itinerary to reflect this. The meals and lodging rates are based on the city where the traveler lodges.

7. Click **Next>>**.

8. The Available Itineraries tab will open. Select the appropriate itinerary, if there are multiple options. Click **Next>>**.

You can also create an itinerary by clicking the **Details** drop-down menu, then selecting **New Itinerary** under Travel Allowances.

**How to Update Expenses & Adjustments in Your Expense Report**

1. The Expenses & Adjustments tab will open once you select the appropriate itinerary, where you can specify which meals on your trip were provided, for per diem purposes.

2. You may exclude certain days or meals from daily allowance expenses, or exclude all days, based on whether or not you are in travel status. ASU has specific per diem rates that will populate, no matter how much you spend each day. You may select the **Breakfast Provided**, **Lunch Provided** or **Dinner Provided** checkboxes if meals were provided on your trip. Based on what you select, the amount under Allowance will update.

3. Click **Create Expenses**.

4. The Expenses page will open, with the daily allowance expenses on the left side and the New Expense tab on the right side. Even though you created segments in your trip requests, you will need to add those expenses to the report yourself by clicking **New Expense** and selecting the appropriate expense type. You should also see any ASU Travel Card or personal credit card transactions incurred on the trip. (The latter are categorized as Out of Pocket Transactions in the Payment Type field of expenses.) Some of the expenses may have a blue e-receipt icon, depending on the vendor and presuming that you have activated e-receipts for My ASU TRIP. You can view the e-receipt by clicking on the icon.

5. For all expenses you create that were listed on the trip request, you will see a Request field on the New Expense tab that details the expense. The originally requested amount may not reflect the final approved amount.

6. Complete the fields in the New Expense tab.

7. Click **Save**.

8. This expense has been added to the left side of the page, and the Total Requested column has updated.

9. For lodging expenses, the nightly rate of the hotel where you stay may change during your trip. Even if the rate is the same, you must itemize the base rate of your room, taxes and other fees. (This is the only expense type where itemization is mandatory.) To make specific changes to each night’s rate, click on the expense for any nights of your stay. On the right side of the screen, update the Amount field as necessary for as many of the nightly lodging expense rows as you need. To complete your updates, click **Save**. (Note. Make sure to update the drop-down menu in the Amount area to reflect the correct foreign currency for the expense.)

10. Continue adding more expenses based on your trip, completing all required fields.

11. Allocate any expenses you have added from the Expenses page. Click the expense in question, then click **Allocate**. (Keep in mind that no matter how many accounts to which you allocate expenses, the primary account signer will be based on whatever account is listed in the Request Header tab of the trip request.)
12. The Allocations window will open. The left side of the screen is grayed out; to access the expenses on this side of the window, click **Cancel** on the bottom-right side of the screen.

13. The left side of the window is now accessible, where you can click the checkbox next to the Date drop-down menu to select all of the expenses. Then, click **Allocate Selected Expenses**.

14. Click **Add New Allocation** to add as many rows as necessary to reflect the number of accounts to which you are allocating expenses. You can allocate by percentage or amount, by clicking the **Allocate By** drop-down menu. Enter the accounts for allocation in the Account field; start typing the account code, and a drop-down menu will appear with options to select.

15. Click **Save** when you are finished. A pop-up window will appear to confirm that the allocations are saved. Click OK. Then, click **Done**.

16. You may see a red icon next to your expense. This means there is an exception to the expense you must correct before submitting the report. Click the expense to review and correct it. Review any yellow icons attached to expenses; you may not need to resolve these issues.

**How to Itemize Expenses Related to a Larger Segment**

1. Click on the segment expense that you need to update with a separate expense.
2. To add an expense to the segment, click **Itemize**.
3. On the New Itemization tab, select the appropriate Expense Type from the drop-down menu, and fill in the necessary information.
4. Click **Save**. Continue adding segment-related expenses as necessary.
5. When you're finished itemizing the segment-related expenses, they will appear underneath the segment expense as a whole.

**How to Import an Expense**

1. Click **Import Expenses**. Doing so will bring up on the right side of the page a list of available expenses from your ASU Travel Card.
2. You can also access your available expenses in the My Tasks section of the My ASU TRIP home page, on the main Expenses page below your Active Reports or by clicking **View Transactions** on the main Expenses page.
3. You can toggle between cards by clicking the **Card Activity** drop-down menu, and between the time of activity by clicking the **Time Period** drop-down menu. Select the necessary expenses, and choose which expense report to add them to via the Add Charges To drop-down menu and clicking **Add Selected**.
4. From the Available Expenses area, drag and drop as many expenses as necessary for your trip. You can also click the checkbox next to the expense or expenses in question, and click the **Move** drop-down menu. From that menu, select either **To Current Report** or **To New Report**.
5. Once you move the expense to the current report, it will appear at the bottom of the list of created expenses. It will no longer be available in the Available Expenses area.
6. This expense may be categorized as Undefined, creating an exception with a red icon. You must update the expense type to remove the exception. (The Undefined expense type may also appear for any credit card transactions that My ASU TRIP was unable to categorize.) To do so, click the expense and update it as necessary in the Expense Type drop-down menu. Then, click **Save**.

**How to Create a Personal Expense**

You may need to specify certain personal expenses on your trip. These expenses will not be reimbursed by ASU. You may also need to clarify how many days of a trip you take are business-related, as opposed to personal days. To do so, clarify this in the Request Header tab of your trip request, adding a comment to explain which days of your trip are personal; the dates you list in the Business Travel Begin and End Dates fields are the business days only.

1. Click **New Expense**. Then, click **Unallowable Travel Card Exp** in the New Expense tab.
2. Complete the information as necessary. The Personal Expense (do not reimburse) checkbox is automatically checked, and cannot be unchecked.

3. Click **Save**. Your expense will appear on the left side of the page, and the Total Requested area will be lower than the Total Amount area, reflecting what is being requested versus the overall amount of the report. There will also be an icon under the expense, denoting that it's personal.

**How to Attach Receipts to Your Expenses**

Receipts are required for any expenses greater than $50 that are not placed on the ASU Travel Card. Many expenses put on the ASU Travel Card will have automatically downloaded e-receipts attached, without any work required on your part. Don’t forget that, even with a lodging, airfare, car rental or business meal expense, My ASU TRIP requires the itemized receipt instead of just a standard credit card receipt, even if the expense is less than $50.

My ASU TRIP accepts the following file formats for receipt images: .png, .jpg, .jpeg, .pdf, .html, .tif and .tiff.

**Note.** You may also attach conference brochures by following the steps in this section. When you attach a brochure **after** attaching a receipt, a pop-up window will appear, asking to verify that you want to attach more than one document to an expense. Click **Yes**, then follow the steps.

1. Click on the expense to which you want to attach a receipt. On the bottom-right side of the page, click **Attach Receipt**.
2. The Attach Receipt pop-up window appears, letting you select a previously uploaded receipt from the Receipt Store or attach one from your computer. You can also email receipts to receipts@concur.com. You must verify your email address before you can utilize the Receipt Store.
3. If you uploaded receipts to the Receipt Store, you can find the images under the Receipt Store Images heading. Click the receipt (or receipts) that must be included, then click **Attach**.
4. If you need to upload a receipt from your browser, click **Browse** next to File selected for uploading:. Find the appropriate receipt and click **Open**. Then, click **Attach**.
5. There is now a Receipt Image tab on the Expense page, where you can view the detailed image or images.
6. If, for any reason, you need to remove the receipts you added, click the **Receipt Image** tab, then click **Detach From Entry**. On the pop-up window, click **Yes**. You’ll be sent to the page for the specific expense, where the receipt is now removed. To view receipts as an approver, click **View Available Receipts** under Receipts.

**How to Print and Submit Your Expense Report**

1. To print your expense report, click the **Print/Email** drop-down menu. There are three options on the drop-down menu: ASU - Detailed Report, ASU - Fax Receipt Cover Page and ASU - Allocation Report.
2. If you click **ASU - Detailed Report**, a pop-up window with details of your report will appear, along with options for you to email or print the report, or to save it as a PDF file. You can also click the **Show Expenses** or **Show Itemizations** checkboxes based on what information you want to include.
3. Click **Close** to exit.
4. If you click **ASU - Allocation Report**, a pop-up window with details of your report, specific to any allocations you created, will appear. You can email or print the report, or save it as a PDF file. You can also click the **Show Itemizations** checkbox based on what information you want to include.
5. Click **Close** to exit.
6. To submit your expense report, click the **Details** drop-down arrow, then click Approval Flow in the Reports section.
7. The Approval Flow pop-up window will appear, where you can complete the Account Signer field. Enter in an asterisk to bring up all account signers tied to the account in question.
8. Then, click **Submit Report**. The Final Review pop-up window will appear, detailing the User Electronic Agreement. If you have not submitted all receipts yet, this window will remind you to do so. (*Note. We highly recommend that you include all trip expenses on your report so you do not need to create an extra report to clean up transactions.*)

9. Click **Accept & Submit**. A pop-up window will appear, allowing you to review your report. (You must resolve all exceptions before submitting the report.)

10. Click **Close**. You will be sent to the Active Reports page; the expense report’s status will have updated to reflect that it was submitted.

*Note. Once your report is approved, your trip is finished but your request will remain open. You can close your trip request by going to the Requests area, selecting the specific request and clicking **Close/Inactivate Request**.*

**How to Correct and Resubmit Your Expense Report**

Depending on your submission, your approver may send your report back to you, so you can correct errors or update information.

1. Click the **Open Reports** option on the My ASU TRIP home page, or the specific report in that section.

2. Any returned reports will appear at the top of your Active Reports section, with any comments from the approver directly below the amount of the expense report.

3. Click the report to make the requested changes highlighted via comment or exception. To access the approver’s comments, click the **Details** drop-down menu, then click **Comments**. A pop-up window will appear with the approver’s remarks.

4. Click **Submit Report** and follow the prompts. Once the report is resubmitted, this status will reflect in the Active Reports section.

**REMEMBER!** Receipts are required for any expenses greater than $50. With a lodging, airfare, car rental or business meal expense, My ASU TRIP requires an itemized receipt, even if the expense is less than $50. My ASU TRIP accepts the following file formats for receipt images: .png, .jpg, .jpeg, .pdf, .html, .tif and .tiff.

**Additional Resources:**

- **Approval Workflow**: Circumstances where trip requests and expense reports are routed to specific approver types.
- **Concur Mobile and ExpenseIt Pro Registration Details**: Help any smartphone or tablet users find and register for some of the free apps associated with My ASU TRIP.
- **Quick Reference Guide**: Covers the most common tasks and how to complete them; keep it handy as you travel!

**Guest Artists**

Funding for guest artists is limited and allocation is planned in advance. The Assistant Directors of each area (film, dance and theatre) as well as the Producing Director of Performance in the Borderlands negotiate the terms and allocation of funds for each academic year’s roster of guest artists.

Guest Artists must be contracted BEFORE work commences. Expect a minimum of 6-8 weeks to prepare the paperwork PRIOR to the start of work. We cannot guarantee that the University will honor payments to Artists who complete work without appropriate paperwork on file.

The Program Coordinator processes all guest artist paperwork. Any additional questions can be directed to the Program Coordinator.
NOTE: This category does not include guest lecturers/teachers who are paid with course fees. See Guest Lecturer/Teacher for more information.

Guest Lecturer/Teacher
A course must be set up with a course fee in order to pay guest lecturers or teachers. To set up a course fee for your course, please contact the Curriculum Coordinator AND Business Manager. If you wish to pay a guest lecturer/teacher from your course fees, please contact the Program Coordinator for appropriate paperwork.

Guest lecturers/teachers must be contracted BEFORE work commences. Expect a minimum of 6-8 weeks to prepare the paperwork PRIOR to the start of work. We cannot guarantee that the University will honor payments to lectures/teachers who complete work without appropriate paperwork on file.

Any additional questions can be directed to the Program Coordinator.

HUMAN RESOURCES

Student Worker Hiring
- A Student Worker Hiring Form must be complete for all student hire requests.
- All available student worker positions must be posted on the ASU Student Employment website for a minimum or 48 hours or three applicants.
- Student workers are not to begin work until Kenexa BrassRing has executed an offer letter with an official start date.
- All employees must also have their eligibility verified for employment through the completion of the I-9 which must be completed within 3 business days of the employee’s first day of employment. If the I-9 is not completed within this timeframe, this will be cause for termination. http://www.uscis.gov/i-9-central/penalties
- The supervisor is responsible for approving student worker hours in TAS (Department Time and Attendance Support).
- When an employee terminates, they must be paid all wages due them no later than the regular payday for the pay period during which the termination occurred.

Student workers are hired by open recruitment. The process to hire is:
1. To post a job, complete the Student Worker Hire form. Answers to all questions are necessary to post the position.
2. The position must be posted for a minimum of 48 hours.
3. Once the position has been posted, you will receive an email stating the Requisition number.
4. An email with a link will be sent to you allowing you to view the applicants and attached documents.
5. Email the Business Manager the names of those applicants that will not be considered, along with the reason why they did not qualify (lacks desired qualification, lacks minimum qualifications, etc.). Emails will be sent to those applicants informing them of this decision.
6. After interviewing remaining candidates, email Business Manager with interview results. Please give ratings of 1 – 5 (with 5 being Excellent) to the following questions: Technical Skills; Communication Skills; Applied Knowledge; Prior Experience.
7. Each applicant should include three references. If references are checked, please indicate the date the reference was contacted, results of the reference check, and notes to support your decision whether to hire or not.
8. Once a candidate has been chosen, the process involves validating their eligibility for hire, approval of the hiring offer by Student Employment, offer letter, and official hire. Plan on three weeks from the time the job is posted until the student is actually hired.

Please note: We are no longer able to adjust the start date of student workers. Make sure they are hired before they begin work. They cannot be paid for any work done before their official start date. The ramifications and liabilities of hiring students without the proper documentation and approvals:
- Student workers are not to begin work until an offer letter has been executed with an official start date through Kenexa BrassRing.

For more detailed information please visit Student Employment’s website at: https://students.asu.edu/employment/employers

Time Reporting (Staff/Students)
Time is reported in both the TAS (Time and Attendance Support) and PeopleSoft systems. Both are accessed through MYASU. All hours should be entered and approved by your supervisor no later than Noon each Friday. TAS is a pre-approval system for requesting supervisor approval for taking leave or submitting hours.

To submit your time in TAS, follow the steps below:
1. Go to my.asu.edu. Sign in using your ASURITE and password.
2. Switch to "Employee"
3. Under the My Employment box, click on the Time tab and then click on the Department Time and Attendance Support link.
4. Click on the tab labeled Hours Worked to enter hours worked for the current day. Click on Sick or Vacation to request leave.
5. Fill in the correct date and hours
6. Click on Submit Request
7. Confirm submission of hours
8. Screen should say hours have been submitted.
9. The system will then send an email to your supervisor to let them know that you have submitted hours to be approved.
10. You may edit a submission before it is approved by your supervisor. Click on the “Edit” link to the right of your request on the summary screen. You can then make changes and re-submit the form. An e-mail will then be sent back to the supervisor indicating that the request was modified.
11. If you notice an error in your time submission after it has been approved by your supervisor, you will need to notify your supervisor who then can delete the request. You can then re-submit your hours.

Once your hours have been submitted in TAS, they should be recorded in PeopleSoft:
1. In the same location as TAS on your MYASU screen, click on the “Time and Leave Reporting” button.
2. Under the Time Reporting Code, select the appropriate option.
3. A new row is needed for each different code used. Click the “+” button to add rows.
4. Insert total number of hours for each day.
5. Press “Submit/Certify”
6. Press “OK”

Time Approval – Supervisors
Time for those you supervise should be approved in TAS no later than 10 a.m. each Monday. Herberger Institute HR has requested we do not wait until the end of the pay period to approve all time for that two-week period. Approve time worked through Thursday each Thursday, leaving time for Friday, Saturday and Sunday to be approved on Monday mornings. This will allow HIDA HR time to check for any discrepancies between TAS and PeopleSoft and make corrections before the DTA deadline.

- You will receive an email from Time and Attendance Support each time an employee enters hours in the TAS system.
- Go to https://tas.asu.edu to view the details of the submission and approve or deny the request.

If you have approved a time request in TAS and the employee is no longer able to make the change, you will need to delete the request in TAS and the employee will need to re-enter the request. If it is necessary for you to delete a request in TAS, please indicate in the comments section why this change is being made.
Follow these instructions to delete an approved TAS entry:

1. Log into TAS through MyASU
2. Click on the table labeled Staff Request
3. On the left-hand column click on Approved. This should give you all the TAS requests you have approved.
4. You can use the drop-down box that says all employees to choose the employee in question.
5. Once you find the request for the employee that needs to be deleted, put a check mark in the box next to the request.
6. At the top of the page, there is a drop-down box labeled Action
7. Choose Delete.
8. You will then be asked to confirm the deletion.
9. An email will be sent to the employee stating that the time request has been deleted.

MISCELLANEOUS

Payroll and Personal Information
You can access your payroll and compensation or personal information online by logging onto My ASU. On Faculty/Staff tab, the info will be located under “My Employment”. Use your ASURITE ID and password to log in and you can print or view your pay stub and print, view or change your personal information. Take a few moments to sign up for Direct Deposit if you have not already done so.

Visitor Parking
The University is discouraging voucher-paid reserved visitor parking on campus. Pay-by-Space visitor parking is available in several areas on campus (the closest to the School is in the north area of the former Tempe Center, east of Chili's Restaurant) paid with cash or credit card. Off campus there are numerous metered parking spaces. Visit this webpage for more information: https://cfo.asu.edu/pts-visitor-tempe.

Undergraduate Advising
Advising is located in Design South (CDS) 101. The number for the front desk in advising is 480-965-4495.
- Go to website for advisors information:
  http://herbergerinstitute.asu.edu/students/undergrad/advising.php

Costume Lending Policies
Below are the links to the Costume Lending Form and Costume Lending Policies based on type of project.

Costume Lending Form
Costume Policy for Binary Theatre
Costume Policy for Capstone
Costume Policy for Faculty Projects
Costume Policy for Film
Costume Policy for Graduate Applied Projects

Prop Lending Policies
Below is the link to the Prop Borrowing Policies.

Lending Policies for Properties and Scene Elements

Community Engagement Programs
The focus of ASU’s School of Film, Dance, and Theatre’s community engagement programs is to identify educational and development opportunities throughout the Valley that would provide our faculty and staff the platform to build genuine and lasting relationship within our communities.
If you are interested in participating in our community engagement programs please contact Tomas Stanton at Tjstanto@asu.edu for further details and opportunities.

**Cross-Cultural Dance Resources Collections**

The Cross-Cultural Dance Resources Collections (CCDR) at the School of Film, Dance and Theatre is a hybrid collection (library/archives/museum). The collections include approximately 15,000 book titles, but also print resources, archival papers, audio-visual materials, digital media, and objects of material culture related to dance, including: masks, musical instruments, costumes, and more. Central to the vision of these collections is the understanding that dance is a human universal and that movement communicates much about whom we are, where we live, and how we connect to the landscape and one another.

The printed materials encompass the topics of performance dance, dance ethnology, choreography, anthropology, religious dance, folk dance, dance therapy, theater, and more.

The Cross-Cultural Dance Resources Collections do not circulate (materials have to be used on site). However, there is an online searchable catalog of titles, and materials can be set aside for research use. For more information contact: Sativa Peterson, Curator Visual Collections, Sativa.Peterson@asu.edu or Adair Landborn, Clinical Assistant Professor, alandbor@asu.edu

The CCDR Collections are located in PEBE Room 107B. Office Hours are Monday – Friday 8:00am-5:00pm or by appointment (480) 965-2326.

**Course Scheduling**

Please note that the curriculum coordinator and the academic services coordinator do not make any decisions regarding who teaches what, whether you can teach a new course, etc. These decisions should be discussed with your area, your area coordinator, and, ultimately, the school’s director.

Classroom assignments cannot be changed once the semester’s course schedule is published (visible to students).

**STUDENT FORMS**

**Course Overrides**

A Course Override is an administrative device that allows, at the discretion of a faculty member and the Academic Advising Office, a student to enroll in a course when normal conditions would not allow it. A student needs to obtain permission via an Override Permission form from the instructor of the course. Once obtained, the student is to turn in the form to the main School of Film, Dance and Theatre office for processing. The student will be notified once processed and is responsible for enrolling in the course.

**Internships**

It is the students’ responsibility to secure an internship with a company or firm then print and review all internship materials. This includes the Internship Application, Internship ASU Affiliation Agreement, and Internship Statement of Compliance. The student meets with supervising faculty member to discuss internship requirements and complete the Internship Application, and Internship Statement of Compliance. Forms can be typed or neatly handwritten in ink and must be signed by faculty member. The student must have Affiliation Agreement form completed and signed by internship site. Only undergraduate students must have their academic advisor sign off on the completed application noting the academic standing and GPA that is required. All students must bring all materials to the main School of Film, Dance and Theatre office for the Director’s signature and recommendation. Students will receive an email from the School of Film, Dance and Theatre once processed. If approved, this email will also contain information on the course they will need to enroll in.

Internship forms can be accessed through this website: [https://filmdancetheatre.asu.edu/resources/current-students](https://filmdancetheatre.asu.edu/resources/current-students)
Variable Instructor, Individualized Instruction or Special/Omnibus Courses
Students need to meet with their supervising faculty member to discuss variable instructor course requirements and complete all sections of the Variable Instructor-Course Request Form. Forms can be typed or neatly handwritten in ink and must be signed by faculty member. Student must make an appointment to meet with their academic advisor. The student must have their academic advisor sign off on the completed application noting the academic standing and GPA that is required. The student must bring all materials to the main School of Film, Dance and Theatre office for the Director’s signature and recommendation. Students will receive an email from the School of Film, Dance and Theatre once processed. If approved, this email will also contain information on the course they will need to enroll in.

Variable Instructor forms can be accessed through this website:
https://filmdancetheatre.asu.edu/resources/current-students

Late Schedule Changes
To process a registration transaction after the posted deadline, students are required to obtain authorization. Prior to the posted deadlines, no approvals are needed. Students who wish to request a late registration transaction must follow the instructions listed below. Requests are reviewed on an individual basis; there is no guarantee that a late request will be approved.

Request to Add a course, or Swap sections of the same course offered by the Herberger Institute for Design and the Arts:
1. Complete the enrollment request form (https://students.asu.edu/enrollmentchange)
2. Obtain the instructor's signature
3. Submit late enrollment request form to the Office of Student Success for review (Design South, room 101)
4. If approved, take the approved form and submit to the University Registrar's Office (Student Services Building, room 140 or any other registrar location)

Request to Drop a course offered by the Herberger Institute for Design and the Arts:
Requests to drop a course offered by the Herberger Institute for Design and the Arts without adding another Herberger course of an equal or greater number of credit hours after the add/drop deadline are not considered. Students can process a course withdrawal request after the add/drop deadline. A withdrawal will remove the class from their current schedule and will result in a mark of 'W' on their official transcript. The grade of 'W' has no impact on their grade point average (GPA). Students should review the deadlines for course and complete withdrawals.

If adding a Herberger course and dropping a Herberger course: Instructor’s signature is required only for the course to be added. Approval will be granted to drop the Herberger course only if the Herberger course being added is an equal or greater number of credit hours than the course being dropped.

If adding a Herberger course and dropping a non-Herberger course: We deal only with the Herberger course to be added. Instructor’s signature is required for the course to be added. Students must request approval to drop the non-Herberger course from the college that offers that course.

If adding a non-Herberger course and dropping a Herberger course: Student must request approval to add the non-Herberger course from the college that offers that course. Approval will not be granted to drop the Herberger course unless another Herberger course is being added that is an equal or greater number of credit hours. Otherwise, students must withdraw from the course.

Request to Withdraw from a course offered by the Herberger Institute for Design and the Arts:
Requests to withdraw from a course offered by the Herberger Institute for Design and the Arts after the course withdrawal deadline are not considered. Students may consider a complete withdrawal.

The Herberger Institute Office of Student Success may approve a late drop or late withdrawal for a Herberger course due to extenuating or extraordinary circumstances beyond the student’s control. Students must complete a Late Schedule Change Appeal form and attach the enrollment request
A written statement of support from the instructor of the course must also be provided with the form.

For questions, please call the Herberger Institute Office of Student Success at 480-965-4495.

Forms necessary for a late schedule change request can be found here: https://students.asu.edu/lateregistration/designarts

Academic Record Change
The purpose of this process is to make a change on a student’s academic record in situations not governed by grade change policy and procedure. A student may apply for an academic record change for a prior semester when application for a grade change is inappropriate to correct the student’s records. An academic record change includes adding or dropping a class, changing grade options, or adjusting semester hours. An academic record change is subject to the approval of the class instructor, the chair of the department offering the course, and the standards committee of the college offering the course. The instructor of the course is responsible for the following: Completing the instructor portion of the form, approving or disapproving the request, and submitting the form to the chair of the department offering the class.

Grade Change
This process allows an instructor or department roster contact to change a grade within the original grading option on a student’s academic record. After a grade has been reported to the University Registrar’s Office, the course instructor or department roster contact may initiate a grade change, which is subject to the approval of the department chair or the chair’s designee and the dean of the college or the dean’s designee. The instructor can complete this by logging in to the Faculty Center on the ASU Web, selecting the class, the student, and the new grade and finally submitting the change request for review at the department chair level.

Request for a Grade of Incomplete
The Request for a Grade of Incomplete is an administrative procedure available to students on those unusual occasions when course assignments cannot be completed on time. A mark of “I” (incomplete) is given by the instructor only when a student who is otherwise doing acceptable work is unable to complete a course because of illness or other conditions beyond the student’s control.

The University allows a student a maximum of one year to complete the course work from the time that a mark of “I” has been assigned. However, the procedure allows for any date within that period of one year to be the revised deadline for the course assignments. Such a date is at the faculty member’s discretion and must be agreed to by the student. Once established, the date must be adhered to. Student assignments cannot be considered after the specified date has past. If the course is a prerequisite, it must be successfully completed before enrollment in a subsequent course.

Faculty and faculty associates who wish to proceed with a Request for a Grade of Incomplete should be aware of the following conditions:

• As stipulated in the catalog, the Request for a Grade of Incomplete is for unusual occasions only. Conditions such as illness must be documented with a medical certificate.
• The student initiates the procedure for a grade of incomplete and then requests the instructor of the course to complete the appropriate portion of the form. The Instructor will then give the form to the Director of the school of the final signature.
• Two pieces of information are critically important: 1) a date for completion of the course assignment(s) that has been agreed to by both the student and the instructor; and 2) a clear description of the work to be completed by the assigned date. Both the date for completion and the scope of the work will be the basis for the subsequent grade change. The instructor must be satisfied that the student has satisfactorily completed the work in question and that the work has been submitted on time.
• Once the student has completed all necessary coursework by the proposed deadline the instructor will make the final grade change themselves through the grade roster.
Forms for the Request for Grade of Incomplete can be found on the website: www.asu.edu/forms under Incomplete Grade Request.

FACULTY RESPONSIBILITIES

Course Syllabus
It is the responsibility of each instructor of record (including faculty, faculty associates, and teaching assistants) to provide the School with an electronic version of the current syllabus for each course taught each semester. Please submit your syllabus to the assistant to the director by the 2nd week of school each semester.

Guidelines are below:

SYLLABI REQUIREMENTS

Your syllabi must include all of the following information, at minimum, as referenced in the ACD 304 policy: http://www.asu.edu/aad/manuals/acd/acd304-10.html:
1. instructor's name, office/room number, telephone number, and e-mail address
2. office hours and a statement indicating how to contact the faculty member for an appointment outside office hours
3. overall course objectives and expected learning outcomes
4. grade policies
5. absence policies and the conditions under which assigned work and/or tests can be made up, which should include:
   a. the instructor’s general policy
   b. excused absences related to religious observances/practices that are in accord with ACD 304–04, “Accommodation for Religious Practices”
   c. excused absences related to university sanctioned events/activities that are in accord with ACD 304–02, "Missed Classes Due to University-Sanctioned Activities"
6. lists of any required readings, assignments, examinations, special materials and extracurricular activities
7. policy regarding expected classroom behavior (e.g., use of pagers, cell phones, recording devices)
8. policy requiring academic integrity and against plagiarism (see Student Academic Integrity Policy)
9. policy against threatening behavior, per the Student Services Manual, SSM 104–02, "Handling Disruptive, Threatening, or Violent Individuals on Campus"
10. notification, if appropriate, warning students that some course content may be deemed offensive by some students and how to bring this to the attention of the instructor or, alternatively, to the unit chair or director
11. a reminder to students when requesting accommodation for a disability that they must be registered with the Disability Resource Center (DRC) and submit appropriate documentation from the DRC.

Students are responsible for reviewing and complying with all ASU policies, including the following:

ACADEMIC DISHONESTY
All necessary and appropriate sanctions will be issued to all parties involved with plagiarizing any and all course work. Plagiarism and any other form of academic dishonesty that is in violation with the Student Code of Conduct will not be tolerated. For more information, please see the ASU Student Academic Integrity Policy: http://provost.asu.edu/academicintegrity.

SPECIAL ACCOMMODATIONS
To request academic accommodations due to a disability, please contact the ASU Disability Resource Center (http://www.asu.edu/studentaffairs/ed/drc/#; Phone: (480) 965-1234; TDD: (480) 965-9000). This is a very important step as accommodations may be difficult to make retroactively. If you have a letter from their office indicating that you have a disability which
requires academic accommodations, in order to assure that you receive your accommodations in a timely manner, please present this documentation to me no later than the end of the first week of the semester so that your needs can be addressed effectively.

Computer, Internet, and Electronic Communications Policy: http://www.asu.edu/aad/manuals/acd/acd125.html

Missed Classes Due to University Sanctioned Activities: http://www.asu.edu/aad/manuals/acd/acd304-02.html


Handling Disruptive, Threatening, or Violent Individuals on Campus: http://www.asu.edu/aad/manuals/ssm/ssm104-02.html

You can also visit the following website for additional helpful suggestions about syllabi recommendations: http://provost.asu.edu/files/shared/capc/TCCS_sample_syllabi_000.pdf

Additional information for classes:

_Tactile Teaching_
It is understood that the study of theatre and dance involves tactile teaching. The instructor may appropriately position the student’s body for better understanding of production technique. If this is unacceptable to you, please inform the instructor ASAP via written note or email. All such correspondence will be kept confidential.

**Faculty Absences**
If you will be out due to an emergency or illness please contact the Specialist to the director by email or 480-965-9547. Notify your students with an email or blackboard posting; a sign will be posted if requested.

You should inform your students that the official notification will be by email or blackboard posting from instructor or TA.

Any other type of absences should be pre-approved by the Director and documented on the Notification of Planned Absence from Campus form (http://herbergerinstitute.asu.edu/faculty/academic/documents/NotificationofPlannedAbsencefromCampus.pdf) or Notification of Consulting or Other Remunerative Arrangement (https://provost.asu.edu/sites/default/files/shared/forms/consulting.pdf).

**Faculty Outside Consulting**
Faculty members and academic professionals must submit a Notification of Consulting or other Remunerative Arrangement form or other similar form to the Director prior to beginning the activity. The unit chair or director will review all forms to assure that the work does not interfere with the university workload and for real, apparent, or potential conflicts of interest or commitment. The chair or director will either recommend approval or not and will forward notification forms to the dean for a final decision; a copy will be sent to the Office of the Provost of the University for the file of the faculty member or academic professional. A faculty member or academic professional must submit a new form for each consultation or business opportunity or as new facts create a potential or actual conflict of interest or commitment. If a conflict of interest or commitment is perceived to exist, the individual will be notified.

Failure on the part of a faculty member or academic professional to submit this form prior to the beginning of each activity, or when subsequent events require a new submission, may result in disciplinary action.

Consulting or other outside business activities or arrangements shall not exceed 312 hours per academic year for those on academic-year contracts or 384 hours per fiscal year for those on fiscal-
year contracts. The number of hours counted for the consulting or other outside business activities or arrangements will be determined by agreement with the dean without reference to whether the faculty member or academic professional is to receive any compensation. Tenured and tenure-eligible faculty or continuing status and probationary academic professionals employed in institutions in the Arizona University System may not be simultaneously employed in similar capacities in any other postsecondary institutions. This restriction does not preclude brief consulting or research efforts that are conducted in accord with the provisions above.

Conflict of Interest
The Office of General Counsel provides information on conflicts of interest.

Who is covered by the conflict of interest rules and who is responsible for compliance with them?
Arizona's conflict of interest statutes apply to "all public officers and employees...of the State" which includes all ASU employees. Consequently, it is the responsibility of each ASU faculty and staff member:

- to be aware of the conflicts of interest requirements of state law.
- to recognize conflicts of interest situations.
- to take the required action in each conflicts of interest situation.

When must the ASU employee disclose the substantial interest?
The ASU employee must file the substantial interest disclosure form before ASU enters into the contract, makes the purchase or sale, receives the service or before ASU makes the decision. In many cases, the ASU employee will not know precisely when ASU is about to enter into a contract, make a purchase or sale, receive a service or make a decision. Therefore, it is a good idea to file a substantial interest disclosure form as soon as the ASU employee becomes aware of the substantial interest.

Visit http://www.asu.edu/counsel/ for more information.

Senior Projects (Undergraduate)
The School of Film, Dance and Theatre expects all students to produce advanced, culminating work showcasing both broad liberal education outcomes as well as knowledge relevant to the student’s specific field of study. Senior projects/capstones demonstrate and challenge students' knowledge, skills and creativity in self-directed efforts supported by advanced one-to-one mentoring from School of Film, Dance and Theatre faculty.

Students will begin developing their relationship with a faculty mentor well before undertaking senior project/capstone planning. Mentors provide students intensive oversight, one-on-one instruction and help guide learning processes in appropriately challenging directions. Students are primarily responsible for reaching out and maintaining relationships with their faculty mentors. Faculty mentors hold primary responsibility for evaluating achievement in their student’s progress and products.

See the SOFDT Senior Project Outline and AACU Civic Engagement Value Rubric for detailed information.

Field Trips
In order for students to be covered by their ASU insurance when attending course-related field trips away from campus, the university requires field trip insurance forms be filed. A Release, Indemnity, and Assumption of Risk form must be completed by anyone (faculty and students) attending a field trip. The faculty member is responsible for receiving a completed form for each student and carrying that form on the field trip. Before the trip, the faculty member must complete the follow directions per ASU Risk Management:

For field trips, an itinerary including the date(s) of field trip, location, list of participants, and responsible university authority shall be sent to Insurance Services prior to departure (mail code 6512) or fax (480/727-9055). Refer to the procedures outlined in EHS 705–08, “University Volunteer Insurance Coverage,” for volunteer record keeping requirements. These mechanisms ensure the
travel is authorized by the traveling department. Risk Management asks that participants complete the Assumption of Risk form as well. Please mail or fax signed copies when submitting the itinerary, etc. Donna Pearcy, Executive Director of Risk and Emergency Management, will let you know when the trip is approved.

The university provides limited accidental medical expense coverage in excess of any other collectable medical insurance for nonemployees approved to travel on university field trips or authorized university business. Coverage applies to students participating in approved field trips and university volunteers traveling on authorized university business. Accidental death and dismemberment benefits are also included.

Coverage limits include:
Death and Dismemberment—Principal Sum $25,000
Medical Expense Limit $25,000
Aggregate Limit of Liability $375,000 per accident

University employees traveling on authorized university business are provided coverage under the State of Arizona Department of Administration, Risk Management Section’s Workers’ Compensation Program. Employee workers’ compensation coverage and claims issues can be directed to Human Resources by calling 480/965–2701.

Online evaluations
Student evaluations are made available to students two weeks before class ends. Remind students every day to fill out the online evaluation. Let them know that this is an important tool for the school used to evaluate the course and the instructor. You can find a list of your classes that are being evaluated at your MyASU. After the semester ends you can view the results on MyASU. If you have any questions please contact the administrative associate.

SoFDT Faculty Office Hours Policy
Each faculty member providing instruction will identify at least two hours per week* that they will make themselves available in their office (or other designated location) for walk-in consultation with students. Faculty office hours by appointment only must be pre-approved by the Director. Faculty members include anyone providing instruction, such as regular faculty, faculty associates, or visiting instructors. Instruction includes graduate thesis, dissertation, or research supervision as well as typical course delivery. Faculty should also be available by appointment for students who cannot meet during posted office hours. By the second week of each semester faculty will post this information on or near their office door and submit it to the specialist to the director. The information will also include the faculty member’s email address. Student consultation time and contact information will also be provided in course syllabi.

*Faculty associates teaching one course may schedule available meeting times for one hour per week either before or after class in a convenient location. The listing should be available no later than the second week of the semester.

FACULTY RESPONSIBILITIES PERTAINING TO GRADUATE STUDENTS

Plan of Study Responsibilities
Graduate students must file a Plan of Study (POS) as part of the process in a graduate degree program. The POS contains a list of courses and the culminating experiences which maps the requirements for the student to complete their degree. It serves as a guide as to what course they have left to complete. The Plan of Study must be submitted by the time a student has enrolled for 50% of the minimum credit hours required to complete their degree. (Failure to submit the iPOS will result in blocked registration.) Faculty members play a critical role in the POS. After the student and faculty member have planned the courses for the student and the student submits their POS they will print the approval page and course page. Their committee chair (advisor) and the Academic Unit Head (Director/or person appointed by director) must sign as approval. The student then hands to paperwork into the administrative associate who will submit the approval online. Changes to the POS
can be submitted with a screen shot to the committee chair for approval and then forward to the administrative associate.

**Thesis, Applied Project, and Research grades**
Graduate students registered for Thesis, Applied Project, Dissertation, or Research hours earn a “Z” grade until their final document (thesis or applied project) has been completed and has been successfully defended. Once successfully defended and all revisions are complete and the committee chair has signed the paperwork the chair is responsible for entering grade changes for all thesis, applied project (it is the responsibility of the student to turn the paperwork into the Graduate College). The grade is changed from “Z” to “Y”, students degree will not post until grade changes have been completed.

**Faculty Chair Role**
The chair of the students committee is responsible to help the student identify the courses to complete their degree. You will help them identify potential members for their committee and approve their POS. The chair also helps the student navigate the process of conducting independent and original research. You will direct and guide the student as they register for Research, Practicum, Fieldwork, Reading and Conference. You will also guide them as they work on their Applied Project/Thesis/Dissertation courses. The chair for the dance students acts as an assistant artist director for the students MFA project. The chair for the dance students must see and review the 4 showing (projects).

At the time of the defense of the applied project, thesis, defense, or dissertation the chair presides and sets the tone for the event by introducing the candidate and moderating the question and answer period after the student has presented. The chair is also to review and make changes required to the document after the final defense. The chair is also to review any changes required to the document after the defense. The chair is to submit all grade changes from the ‘Z’ to ‘Y’ after the defense paperwork has been submitted to the Graduate College. If the chair is for a dissertation committee, the chair also facilitates the comprehensive exams and dissertation prospectus defense.

**Committee Role**
As a committee member, the faculty is responsible for assisting a student in a specific content area. The committee member participates in the process of the thesis/applied project/dissertation by assisting the student in identifying pertinent courses to complete or texts to read related to the specific content area. The committee member participates in the final defense by preparing questions for the candidate and making suggestions for improvements for the final document. On a dissertation committee, the committee member also participates in the comprehensive exams and dissertation prospectus defense.

**Thesis/Applied Project/Dissertation Defense**
The role of the faculty member in the thesis, applied project, and/or dissertation defense is an important one. It is the time for the faculty to critically assist the research and its contribution to knowledge. After the defense, the proper paperwork needs to be completed, with signatures and then turned into the Graduate Coordinator to obtain the signature of the director. The Graduate Coordinator will enter the scores into the students POS. It is critical to impress upon the student that the oral defense is a formal examination. The defense is to be treated with the highest academic regard. If they wish the candidate may provide light refreshments for guests (e.g., coffee and bagels/danish; lemonade and cookies).

**Faculty Role in the Comprehensive Examination**
The comprehensive examinations are completed by masters students during their second year; PhD students at the beginning of their third year of the program, typically after their coursework has been completed. The POS must be approved, the foreign language examination must be taken and passed, and official committee members must be nominated and approved prior to the exams being taken. The student, the chair, and the committee will determine when the comprehensive exam will occur. It is the student’s responsibility to verify the availability of the committee prior to the scheduling of the defense as well as to reserve a room on the ASU campus for the oral defense of the exam. The written portion of the comprehensive exam is submitted as the exam committee dictates. At the oral
examination, the student brings the Comprehensive Examination pass/fail form to the committee for signatures; the student then takes the form to the Graduate Coordinator for completing process.

**Dissertation Prospectus**

The dissertation prospectus is only applicable to the PhD programs. The dissertation prospectus defense occurs after the comprehensive examination. The student and the committee determine a time and place on the ASU campus to hold the prospectus defense. This is a closed defense, and typically involves the student defending the first three chapters of the dissertation. The dissertation prospectus is a pass/fail option only; there is no option to pass with honors or to pass with major or minor revisions. The student brings the Dissertation Prospectus Pass/Fail form to the defense and once all of the committee has signed and enter their results the form is given to the Graduate Coordinator for processing. It is recommended for the student to also submit a time line for completion at the defense, or at least have the entire committee discuss the expectations of finishing the research.

**ASU RESOURCES**

**ASU ALERT AND ADVISORY SYSTEM**
Provide and update critical instructions in an efficient and timely manner through text messages, emails, social media and RSS. To sign up visit: https://cfo.asu.edu/emergency-alert

**ASU BEHAVIOR RESPONSE TEAM (BRT)**
A cross-disciplinary approach to assessing potential or actual threatening employee behavior.

**ASU COUNSELING SERVICES**
This group provides confidential psychological services for students. Counseling services are primarily short-term and include developmental, preventive and educational services. 480-965-6146

**ASU HEALTH SERVICES**
Provides health care services to the university community. 480.965.3349

**ASU HELP CENTER**
Provides a frequently asked questions resource for financial aid, human resources and university technology support.

**ASU LIBRARIES**
Offers 24/7 access to librarians through "Ask a Librarian" online chat and help by librarians in person at the Reference Desk during most hours the libraries are open. 480-965-6164

**ASU WRITING CENTERS**
Offers a dynamic, supportive learning environment for undergraduate and graduate students at any stage of the writing process. Tutors from a wide range of majors help students hone writing skills and gain confidence in their writing. 480-965-9072

**CAMPUS ENVIRONMENT TEAM**
If you feel you have been subjected to discriminatory harassment, as defined by Arizona Board of Regents or university policy, the CET will help you file a complaint or grievance, or secure counseling, mediation or other relief.

**CAREER SERVICES**
Offers assistance to students in choosing a major, setting career goals, interviewing, and job hunting strategies. 480.965.2350

**CLINICAL PSYCHOLOGY CENTER**
An outpatient training facility for graduate students that offers services to the Phoenix metro area. 480-965-7296

**COUNSELING SERVICES**
The Employee Assistance Office uses a brief model of intervention (between 1-5 sessions) to assist employees and their family members in addressing a variety of issues that may affect their general wellbeing, productivity and relationships. Counseling services at the EAO may include assessment, brief interventions and referral services.

**COUNSELING TRAINING CENTER**
Established in 1956 as the community counseling clinic for the Counseling and Counseling Psychology programs. (480) 965-5067
**DISABILITY RESOURCE CENTER**
The central location for establishing eligibility and obtaining services and reasonable accommodations for qualified students with disabilities. The Center serves as an information hub for ASU and the community. Students are encouraged to visit the DRC and make it an integral part of their educational pursuits. Qualified students with disabilities may be eligible to receive academic support services and accommodations. Eligibility is based on qualifying disability documentation and assessment of individual need. Students who believe they have a current and essential need for disability accommodations are responsible for requesting accommodations and providing qualifying documentation to the Disability Resource Center (DRC). Retroactive requests for accommodations may be difficult to make. 480-965-1234

**EDUCATIONAL OUTREACH & STUDENT SERVICES**
Provides an array of comprehensive student services to support all current ASU students and the broader student community via our outreach programs.

**EMPLOYEE ASSISTANCE OFFICE**
The EAO offers free, voluntary and confidential behavioral health and organizational consultation for personal and work-related issues.

**EMPLOYEE WELLNESS/WORK LIFE BALANCE PROGRAM**
Well Devils helps employees establish and maintain healthy lifestyles through on-site programs/classes.

**HELP!!! (IN CRISIS SUPPORT)**
CONCERNED ABOUT AN EMPLOYEE? Any employee can confidentially call EAO (480.965.2271) to discuss their concerns and develop a plan to assist. 24/7 CRISIS LINES: Suicide National Crisis Line 1.800.SUICIDE (1.800.7842433), Maricopa County 480.784.1500, Arizona Toll-Free 1.866.205.5299; Sexual Assault Rape, Abuse, and Incest National Network (RAINN) 1.800.656.HOPE (1.800.656.4673), Maricopa County Hotline 480.736.4949.

**PARKING**
Arizona State University Parking and Transit Services provides parking accommodations at various locations around campus. We offer a wide range of accommodations to meet your individual cost and convenience needs. MyParking Online services is your portal to purchase parking permits, pay for citations, change your personal information, update your license plate identification, pick visitor passes and more! 480.965.6124 (For PTS Motorist Assistance call 480.965.0641).

**PROFESSIONAL DEVELOPMENT**
The Leadership and Workforce Development Group develops and delivers programs for ASU employees to enhance job and organizational knowledge, professional development, job performance, and satisfaction. 480.965.4751

**QUIT SMOKING HELP FOR ASU EMPLOYEES**
The Employee Assistance Office supports the ASU Tobacco Free initiative by providing resources, education and cessation support to employees, departments and supervisors committed to creating a healthier workplace. 480.965.2271

**STUDENT FINANCIAL AID OFFICE**
Offers information and applications for student funding such as grants, loans, scholarships and student employment. 480-965-3355

**STUDENT RECREATIONAL CENTER**
Currently enrolled ASU students have access to Sun Devil Fitness facilities on all campuses through payment of their ASU registration fees. Additional membership options are available, https://fitness.asu.edu/memberships, faculty/staff are eligible to purchase memberships by semester or through payroll deduction. (480) 965-8900

**STUDENT SUCCESS CENTER**
offer free academic support resources for all students including tutoring, writing support, structured study groups, or a place to study on your own. Free tutoring services, https://studentsuccess.asu.edu/tutoring, are available for students through a variety of resources on campus.

**SUN CARD**
The basic Sun Card is an official ASU ID card allowing you access to secure buildings, meal plans*, Maroon and Gold (M&G) Dollars*, the Sun Devil Fitness Complexes, academic advising, the library and check out and ASU Athletics events. The basic Sun Card contains a 16-bit iCLASS® chip that allows easy access into classrooms and residence halls without a key. Sun Devil Card Office Locations
WORKING PARENTS NETWORK
A free, peer-led group for all faculty and staff who have children from newborns to age 5. The meetings offer parents a positive setting where they can share tips and strategies to effectively manage the ongoing demands parents of young children face. MORE INFO: 480.965.2271
Flyer (.pdf)