



Mary Lou Fulton
Teachers College
Arizona State
University

Master of Arts in Educational Policy
Student Handbook
2021–22 Academic Year

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Contents

[Click on a section for link](#)

| | |
|--|-----------|
| Introduction | 5 |
| Master of Arts degree in Educational Policy | 5 |
| Purpose of the handbook | 5 |
| Admission | 6 |
| Quick facts | 6 |
| Contacts | 6 |
| Graduate admission requirements | 6 |
| Academic program admission requirements | 7 |
| Provisional acceptance guidelines | 7 |
| Preadmission credit policy | 7 |
| Tuition cost and financial aid | 8 |
| Tuition and fees | 8 |
| Financial assistance | 8 |
| Mary Lou Fulton Teachers College scholarships and fellowships | 8 |
| Graduate college fellowships | 8 |
| Financial aid | 8 |
| ASU payment plan | 8 |
| Curriculum and graduation requirements | 9 |
| Program requirements | 9 |
| Culminating experience | 10 |
| Interactive Plan of Study | 10 |
| Satisfactory Academic Progress and Professional Conduct Policy | 11 |
| Student responsibility | 12 |
| Student email | 12 |
| Harassment | 12 |
| Academic integrity | 12 |
| Student Code of Conduct | 12 |
| Graduate College and graduate student responsibilities | 12 |

| | |
|--|-----------|
| Policies and procedures | 14 |
| Registration and drop/add policies | 14 |
| Enrollment verification guidelines | 14 |
| Maximum course load | 14 |
| Continuous enrollment | 14 |
| Request to maintain continuous enrollment (leave of absence) | 15 |
| Voluntary withdrawal | 15 |
| Medical/compassionate withdrawal | 15 |
| Maximum time limit to complete degree | 15 |
| Student support resources | 16 |
| MLFTC Office of Student Services | 16 |
| Academic advising | 16 |
| Academic and professional development resources | 16 |
| ASU Libraries | 16 |
| ASU Writing Center | 16 |
| Career services | 16 |
| Student support services | 17 |
| ASU Online student support and services | 17 |
| International Student and Scholars Center | 17 |
| Health Services | 17 |
| Counseling services | 17 |
| Student Accessibility and Inclusive Learning Services | 17 |
| Veterans and Military Affairs Office | 17 |
| Graduate and Professional Student Association | 17 |
| Business and Finance Services | 17 |
| Parking and transit | 17 |
| Student Business Services | 18 |
| Sun Devil Card Services | 18 |
| Campus amenities | 18 |
| Housing | 18 |
| Dining services | 18 |

| | |
|--------------------------------|----|
| | 4 |
| Other departments and services | 18 |
| Provost's office | 18 |
| IT help office | 18 |
| ASU Safety and Security | 18 |

Introduction

Master of Arts degree in Educational Policy

The MA in Educational Policy pairs educational policy and applied data analysis to deepen your understanding of research and policymaking. It is particularly well suited for individuals whose careers require the use and interpretation of data, such as for overseeing assessments or conducting program evaluations. Classroom teachers will gain a new perspective on their schools, classrooms, and teaching with the skills they develop in the Masters program.

This 30-credit hour program prepares you to critically assess education programs and policies, and develop the skills needed to engage in data-driven decision making. Core coursework is taught one night per week in the first year; in the second year of the program you have the flexibility to work with a faculty member or an academic advisor to customize a schedule of elective courses based on your educational needs and interests.

In your courses, you will learn to:

- Analyze key issues in contemporary education policy
- Evaluate and synthesize research literature
- Analyze and interpret data
- Conduct applied research projects
- Develop your expertise in an area of interest or research methods

As part of the culminating experience in the final semester, you will design and execute an individual or group project that will utilize your new research skills and knowledge.

Purpose of the handbook

This handbook provides guidance and information related to admission, program requirements and general policies and procedures. In some cases you will find differences between program policies and requirements and ASU Graduate College policies and procedures. In these cases, Mary Lou Fulton Teachers College has established higher standards. Please note that policies and procedures are subject to change. Changes will be communicated to students through email. Any updates to this handbook can be found on the [program website](#).

Admission

Admission to the MA in Educational Policy program is offered for the fall semester. Completed admission files are reviewed and admission decisions are made on a rolling basis. Space may be limited; therefore, applicants are strongly encouraged to apply and have all application materials on file with ASU on or before any posted deadlines.

Quick facts

- Campus location: Tempe
- Start term: Fall
- Time to completion: four semesters (fall, spring)
- Application deadlines: education.asu.edu/application-deadlines (See [Academic Calendar](#) for session dates)

Contacts

For admission information, contact GradEnrollment@asuonline.asu.edu. Current students, please contact your assigned academic advisor, listed on your My ASU page. If you do not know who your advisor is, contact the [MLFTC Office of Student Services](#) at 602-543-6358 or MLFTCInnovate@asu.edu.

Graduate admission requirements

ASU maintains *minimum* standards for consideration for admission to graduate programs. The program may establish requirements in excess of those established by the university.

- An earned bachelor's degree or higher from a regionally accredited institution in the U.S., or the equivalent of a U.S. bachelor's degree from an international institution officially recognized by that country.
- Maintain a B (3.00 on a 4.00 scale) grade point average in the last 60 semester hours or 90 quarter hours of undergraduate coursework. If you do not meet the minimum GPA requirements, your application may still be considered.
- International applicants must provide proof of English proficiency. The following are accepted to meet this requirement
 - Test of English as a Foreign Language (TOEFL): score of at least 550 (PBT) or 80 (iBT). ASU's institutional code is 4007. Only electronic copies of scores are accepted.
 - International English Language Testing System (IELTS): overall band score of at least 6.5. No institutional code is needed.
 - Pearson Test of English (PTE): score of at least 60.
 - *Individual academic units or programs may have higher requirements for English proficiency.*

Academic program admission requirements

In addition to the graduate admission requirements, the program requires the following as part of the application:

Personal statement — Describe your background; in particular, the personal, educational and/or professional experiences that led you to apply to the MA in Educational Policy program. Your statement should also address your goals for the degree, as the admission committee pays particular attention to the alignment of your goals with the program. The committee will also evaluate the quality of your writing and of the ideas expressed in your personal statement. Your statement should be approximately 500 words (two double-spaced pages) in an MS Word (.doc), Rich Text (.rtf), Portable Document Format (.pdf), or Text (.txt) file format.

Resume that includes relevant personal, professional, educational and community activities (one to two pages). The resume should be prepared in an MS Word (.doc), Rich Text (.rtf), Portable Document Format (.pdf), or Text (.txt) file format.

Three professional references — Provide the names, email addresses and institutions or companies of individuals who will submit electronic letters of recommendation. One of your references should be your supervising administrator if you are working in a K–12 environment. The others should be educators who know of your professional capabilities and accomplishments. Choose recommenders who can provide insights into your interests and aptitude for applied research in educational policy. They will be asked to comment on your research skills, professionalism, flexibility and other qualities that indicate you are a suitable candidate for graduate study.

Provisional acceptance guidelines

Applicants who do not meet the GPA criteria for admission but have otherwise strong applications may be considered for provisional admission by the committee. This status provides the academic unit with an opportunity to better evaluate the student's academic potential. Students are notified of the provisional requirements in the admission notice from the college.

Most provisions must be completed within the first semester of enrollment. When students have satisfied the provisional requirements, they should confirm with their academic advisor that a change of status has been recommended. Students with provisional admission are not eligible to submit an interactive Plan of Study — the iPOS — until the conditions of admission have been satisfied.

Graduate Admission Services will withdraw students who have not met the provisions of their admission within the required time frame from the degree program.

Preadmission credit policy

With the approval of the degree program and the ASU Graduate College, students may include a maximum of 12 graduate-level credit hours with grades of B or better that were not used toward a previous degree. Preadmission credits must have been taken within three years of admission to the ASU degree program to be accepted. The complete preadmission credit policy can be found on the [Graduate College website](#).

Tuition cost and financial aid

Tuition and fees

Tuition is set by ASU and the Arizona Board of Regents each year. [View the general tuition and fees schedule](#), or calculate a more specific estimate of charges using the [ASU Tuition Estimator](#). Most online courses carry mandatory fees in addition to the tuition and other university fees.

Online tuition for resident students is capped at 11 credits for graduate students. Online tuition for nonresident students is billed per credit hour with no cap.

Financial assistance

Financial aid is available through a variety of sources.

Mary Lou Fulton Teachers College scholarships and fellowships

MLFTC offers a number of fellowship and scholarship opportunities for students. Information about these opportunities can be found on the [MLFTC website](#).

Opportunities available include:

- Arizona Teachers Academy scholarship
- Mary Ann Graham Johnston Memorial Scholarship
- Robert Noyce Teacher Scholarship

Graduate college fellowships

The Graduate College offers a number of fellowships to graduate students at ASU. Information about fellowship opportunities can be found on the [Graduate College website](#).

Opportunities available include:

- Coverdell Fellowship for Returned Peace Corps Volunteers
- Graduate College Fellowship
- Completion Fellowship

Financial aid

Traditional financial aid (loans and grants) are available. Visit the [Financial Aid website](#).

ASU payment plan

If tuition is not paid by the applicable tuition due date, or financial aid is not awarded and accepted by the due date, you will be automatically enrolled in the [ASU payment plan](#) and charged a nonrefundable enrollment fee.

Curriculum and graduation requirements

Program requirements

Students in the MA Educational Policy program complete 30 credits of graduate coursework, including a culminating experience. Students who take three courses per semester during the academic year will be able to complete the degree in two years. Course sequences are found on the [MLFTC Graduate Student Success Site](#).

Most classes are offered in the evenings. Many of the required classes are offered in an intensive, 7.5 week hybrid format with 50 percent of the content delivered face-to-face (weekday evenings) and 50 percent delivered through independent or technology-supported learning experiences and fieldwork. Elective courses will be a mix of hybrid courses or traditional graduate seminars that meet for 15. Students with flexible schedules can take elective classes during the day if the classes are appropriate for their goals and the program of study and approved by their faculty advisors.

The required courses for the MA in Educational Policy are not offered during the summer months. Students may take elective courses during the summer months with their advisor's approval.

The program of study includes six required courses and four elective courses. One of the required courses is an applied project course, which students will take in their final semesters. One of the elective courses should be a research methods course.

Required courses (18 credit hours)

EPA 532 Becoming an Informed Consumer of Education Research
 EPA 555 Translating Research for Educational Change
 EPA 556 Data Analysis for Education Decision makers
 EPA 559 Systematic Inquiry for Problem Solving
 EPA 565 Critical Topics in Education Policy
 EPA 593 Applied Project

Sample elective courses* (12 credit hours)

BLE 534 Language, Policy, and Power: Past and Present
 BLE 536 Education for Social Transformation
 COE 503 Introduction to Qualitative Analysis
 DCI 691 Teacher Education Research and Practice
 DCI 691 Introduction to Mixed Methods
 DCI 691 Visual and Multimodal Analysis
 EDP 552 Multiple Regression and Correlation Methods
 EDP 554 Analysis-of-Variance Methods
 EPA 598 Applied Program Evaluation
 EPA 691 Measurement and Survey Research
 EPA 691 International Development and Education
 EPA 691 Issues in STEM Education
 EPA 691 Race, Class, Gender
 EPA 691 Educational Ethnography
 EPA 691 Comparative Education Perspectives
 EPA 691 Economics of Education

** MLFTC courses that were recently offered. Students are encouraged to seek other courses within and outside the college based on their interests and professional goals. All electives must be graduate-level courses (500-level and above), and approved by students' faculty advisors before the first day of classes for that semester.*

Curriculum and tuition for all programs are subject to change based on Arizona Board of Regents and Arizona Department of Education updates. To review course descriptions, visit the [ASU Catalog](#).

Culminating experience

The culminating experience for the MA in Educational Policy is an independent applied research project related to educational policy. In their final semester of the program, students will take EPA 593 Applied Project in Educational Policy. In this class, students will be mentored by a faculty member to apply the research skills and knowledge they have developed through their coursework to design and execute an individual or group project. Students must earn a grade of B or higher in the culminating experience course.

Interactive Plan of Study

All ASU graduate students are required to complete and submit a plan of study online through the [My ASU interactive Plan of Study](#). The iPOS must be submitted and approved prior to completing 50% of the coursework required for your program.

Students are encouraged to schedule an appointment with their academic advisor to discuss their plan of study and how to complete the iPOS. After submitting the iPOS, your academic advisor will approve it. The Graduate College has final approval over all iPOS submissions.

When evaluating your iPOS, your academic advisor will check to ensure all required coursework is included as part of your plan and that you are planning to take courses in the appropriate sequence/order. Your academic advisor will send your iPOS back to you for revision if it is incorrect.

Satisfactory Academic Progress and Professional Conduct Policy

Students are expected to familiarize themselves with the policies and procedures listed in the MLFTC Satisfactory Academic Progress and Professional Conduct policies, and understand Graduate College policies related to academic progress found on the [Graduate College Policy and Procedure website](#). This is not a complete representation of the [current SAPPC policy](#), which includes policies and procedures regarding academic progress, professional experiences, and appeals and grievances. Students are expected to read and understand the policy in its entirety.

To remain in good standing in Mary Lou Fulton Teachers College, students must maintain satisfactory academic progress consisting of both academic performance and adherence to MLFTC's Professionalism Standards. This document sets forth the standards and expectations for "satisfactory academic progress" and "good standing" for undergraduate and graduate students and explains the consequences of failure to meet these standards.

In addition to the policies stated herein, students are expected to abide by applicable ASU and Arizona Board of Regents policies, including the [Student Code of Conduct](#), the ASU Academic Integrity Policy, ASU Graduate College Policies and Procedures (for graduate students), as well as all policies, procedures, rules, regulations and requirements established by the local education agency, school district and/or school in which they are engaged in field experience or residency. Failure to do so may lead to consequences that include dismissal from the program and expulsion from the university. Graduate students should also refer to the [ASU Graduate College website](#) for further information about ASU Graduate College policies.

Title IX

ASU prohibits all forms of discrimination, harassment and retaliation. To view ASU's policy please see <https://www.asu.edu/aad/manuals/acd/acd401.html>.

Title IX protects individuals from discrimination based on sex in any educational program or activity operated by recipients of federal financial assistance. As required by Title IX, ASU does not discriminate on the basis of sex in the education programs or activities that we operate, including in admission and employment. Inquiries concerning the application of Title IX may be referred to the Title IX Coordinator or to the U.S. Department of Education, Assistant Secretary, or both. Contact titleixcoordinator@asu.edu or 480-965-0696 for more information. Office located at 1120 S. Cady Mall, INTDSB 284. For information on making a report please go to www.asu.edu/reportit/.

Student responsibility

All students are expected to be familiar with and abide by university and program policies and procedures. Visit the following websites for policy and procedure information:

- [ASU Graduate College](#)
- [Graduate College Policies and Procedures](#)
- [Mary Lou Fulton Teachers College](#)

Student email

Email is a primary form of communication between MLFTC and students in the program. Students are expected to check their ASU student email account regularly to ensure timely receipt of information from faculty and staff.

Harassment

ASU is committed to providing an environment free of discrimination, harassment or retaliation for the entire university community. ASU expressly prohibits discrimination, harassment and retaliation by employees, students, contractors or agents of the university based on any protected status: race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity and genetic information. [More information on ASU's policy on discrimination, harassment, and retaliation](#)

Academic integrity

Integrity is a character-driven commitment to honesty, doing what is right and guiding others to do what is right. ASU students and faculty are expected to act with integrity in their educational pursuits.

The ASU student [Academic Integrity Policy](#) lists violations in detail. These violations fall into five broad areas that include but are not limited to:

- Cheating on an academic evaluation or assignment
- Plagiarizing
- Academic deceit, such as fabricating data or information
- Aiding academic integrity policy violations and inappropriately collaborating
- Falsifying academic records

Student Code of Conduct

The [ASU Student Code of Conduct](#) sets forth the standards expected of students who choose to join the university community. Students who violate these standards will be subject to disciplinary sanctions in order to promote their own personal development, to protect the university community and to maintain order and stability on campus. All students are likewise expected to adhere to the [Arizona Board of Regents Student Code of Conduct](#).

[Complete resources regarding policies related to the ASU Student Code of Conduct](#)

Graduate College and graduate student responsibilities

Graduate students are responsible for familiarizing themselves with all university and graduate policies and procedures. Each student should also communicate directly with their academic unit to be clear on its expectations for program completion.

Information is provided to students via My ASU. Students should frequently check their My ASU page for the most up-to-date information regarding their status, holds, items to attend to and other important information.

The Graduate College establishes policies that are consistent for all graduate students throughout the university. These policies include, but are not limited to:

- Maintaining continuous enrollment
- Completion of the interactive Plan of Study
- Maximum time limit for completing degrees
- Preadmission credit
- Academic progress
- Graduate degree requirements

Students are responsible for understanding the policies set by the Graduate College. Complete policies and procedures for graduate students can be found on the [Graduate College website](#).

Policies and procedures

Registration and drop/add policies

All students are required to have proof of measles immunizations on file with [Student Health](#) prior to registration. Graduate students register through My ASU according to your enrollment appointment.

Complete details regarding registration and course drop/add procedures are provided in the [Registration and Tuition Payment Guide](#).

Enrollment verification guidelines

The University Registrar's Office will verify student enrollment each semester. Full-time and half-time credit requirements can be found at [Enrollment and degree verification](#).

Note for students in online programs: Typical enrollment in MLFTC online master's degree programs is six credits per semester. This is generally considered half time for enrollment verification purposes. Students beginning online programs in B sessions typically register for three credits in the first term, which is considered less than half time. Typical enrollment in graduate certificate programs is 3–6 credits per semester.

Maximum course load

MLFTC provides recommended course sequences for all graduate programs to guide students in their registration each term. Students are encouraged to follow the course sequence for their program, or to discuss any alterations with an academic advisor. Course sequences are developed with program progression and student success in mind. The Graduate College does not mandate a maximum course load for graduate students. Anything in excess of 18 semester credit hours requires override approval.

Some MLFTC programs restrict the number of credit hours students may take within the academic program. Please consult your academic advisor if you have questions about your course sequence or the number of credits you may take in any given term.

Continuous enrollment

Once admitted to a graduate degree or graduate certificate program, students must be registered for a minimum of one credit hour during all phases of their graduate education, including the term in which they graduate. This includes periods when students are engaged in research, conducting a doctoral prospectus, working on or defending theses or dissertations, taking comprehensive examinations, taking Graduate Foreign Language Examinations, or in any other way utilizing university resources, facilities or faculty time.

Registration every fall and spring semester is required. Summer registration is required for students taking examinations, completing culminating experiences, conducting a doctoral prospectus, defending theses or dissertations, or graduating from the degree program.

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

- Appear on the student's iPOS, or
- Be research (592, 792), thesis (599), dissertation (799) or continuing registration (595, 695, 795) or
- Be a graduate-level course.

Grades of W or X are not considered valid registration for continuous enrollment purposes. W grades are received when students officially withdraw from a course after the drop/add period. X grades are received for audit credit.

Students completing work for a course in which they received an I grade must maintain continuous enrollment as defined previously.

Request to maintain continuous enrollment (leave of absence)

Graduate students planning to discontinue registration for a semester or more must submit a [Request to Maintain Continuous Enrollment form](#). This request must be submitted and approved before the anticipated semester of nonregistration. Students may request to maintain continuous enrollment without course registration for a maximum of two semesters during their entire program.

Having a Graduate College-approved Request to Maintain Continuous Enrollment will enable students to re-enter their program without reapplying to the university. Failure to maintain continuous enrollment results in withdrawal from the academic program. Students removed for this reason may reapply for admission to resume their program. The application will be considered along with all other new applications to the program.

A student with a Graduate College-approved Request to Maintain Continuous Enrollment is not required to pay tuition and/or fees, but is not permitted to place any demands on university resources. These resources include university libraries, laboratories, recreation facilities or faculty time.

Voluntary withdrawal

To withdraw from a graduate program and the university, students must complete the [Voluntary Withdrawal form](#). Submitting a voluntary withdrawal form does not remove a student from courses. Students must file separately with the University Registrar's Office to drop any courses.

Medical/compassionate withdrawal

A student may be eligible for a medical/compassionate withdrawal if the withdrawal is due to extenuating circumstances such as a previous serious physical or mental illness (medical withdrawal) or the death or serious illness of a family member (compassionate withdrawal). To request a medical or compassionate withdrawal, students must submit a [Request for a Documented Medical/Compassionate Withdrawal](#).

Maximum time limit to complete degree

Master's degree — All work toward a master's degree must be completed within six consecutive years. The six years begin with the semester and year of admission to the program. Graduate courses taken prior to admission that are included on the plan of study must have been completed within three years of the semester and year of admission to the program.

Doctoral degree — Doctoral students must complete all program requirements within a 10-year period. The 10-year period begins with the semester and year of admission to the doctoral program. Graduate courses taken prior to admission that are included on the iPOS must have been completed within three years of the semester and year of admission to the program. (Previously awarded master's degrees used on the plan of study are exempt.)

Any exception to the time limit policy must be approved by the supervisory committee, the head of the academic unit and the dean of the Graduate College. The Graduate College may withdraw students who are unable to complete all degree requirements and graduate within the allowed maximum time limits.

Student support resources

MLFTC Office of Student Services

Academic advising

All graduate students are assigned an academic advisor when admitted to a degree or certificate program. Academic advising contact information can be found on My ASU under “Academic Advising.”

Academic advisors work with students from admission to program completion and are a main point of contact with the college. They can help students navigate program and degree requirements, registration, college and university policy, and connect students to other resources as needed.

Students are encouraged to use the [MLFTC Student Success Site](#) for general information about programs, processes and policies that may be specific to the academic program or college.

- Phone: 602-543-6358
- Email: GraduateEducation@asu.edu

Students can expect a response from an academic advisor within 24–48 business hours. During times of peak volume, please allow up to 72 hours for a response. For urgent needs, contact 602-543-6358 to be connected with any available academic advisor.

Academic and professional development resources

ASU Libraries

The ASU library system gives you access to more than 32,000 electronic journals, 281,000 electronic books and 300 research databases online. Library support in person, through email, phone and chat is also available. You are encouraged to explore the resources offered by the ASU libraries including:

- [Library tutoring and workshops](#)
- [Education subject course guide](#)
- [Research databases](#)
- [Resources for online students library guide](#)

ASU Writing Center

MLFTC expects that all submitted contributions in graduate level courses will be of professional quality. Unless specifically stated, all assignments should conform to APA style. [Graduate Academic Support Center](#)

Career services

Students are encouraged to explore resources available through the [ASU Career and Professional Development Services Office](#). Services and events offered:

- Resume workshops and critique
- Career mixers
- Job search strategies
- Interviewing skills and mock interviews

Student support services

ASU Online student support and services

Students in online programs have access to dedicated support through success coaches and student services staff. Success coaches and contact information are listed on the student's My ASU page. [ASU Online](#)

International Student and Scholars Center

The ASU International Student and Scholars Center provides a number of services and resources to international students. [ASU International Student and Scholars Center](#)

Health Services

ASU Health Services is dedicated to the well-being and educational success of each student by providing high-quality health care that is accessible, affordable and compassionate. Students can access health services by appointment online or in person, or by walk-in for immediate concerns. [ASU Health Services](#)

Counseling services

Counseling and mental health services are provided at ASU's Downtown, Polytechnic, Tempe and West campuses. ASU students may seek services at any campus counseling center regardless of their college affiliation. Visit [ASU Counseling Services](#) for complete information regarding these services, including after-hours and weekend support. Support is available 24/7. For life threatening emergencies, call 911.

Student Accessibility and Inclusive Learning Services

MLFTC is committed to student success and ensures an inclusive learning environment for all students. Students with disabilities or disabling health conditions who need accommodations are required to document their condition with Student Accessibility and Inclusive Services. MLFTC encourages admitted students who believe they may need accommodation to register with SAILS prior to enrolling in the program. [SAILS website](#)

Veterans and Military Affairs Office

MLFTC values the exceptional contributions of our veterans, and welcomes current and former members of the military and their dependents as students preparing for careers in the education field. [Veterans in Education](#)

The Pat Tillman Veterans Center is available to student veterans and their dependents with locations on four campuses and online. [Pat Tillman Veterans Center website](#)

Graduate and Professional Student Association

[Graduate and Professional Student Association](#)

Business and Finance Services

Parking and transit

The [ASU Transportation website](#) has complete information about policies and procedures related to parking and transit, including parking passes, public transit and campus shuttle information.

Student Business Services

Student Business Services offers a variety of student account services including tuition and billing, student refunds (including financial aid), receipt and payment processing, support for past-due accounts, third-party sponsorship assistance and Perkins Loan repayment. [Student Business Services](#)

Sun Devil Card Services

ASU students may choose between the Pitchfork ID and the basic Sun Card to use as an official university ID card. [ASU Sun Devil Card Services](#)

Campus amenities

Housing

Living at ASU promotes creative connections and innovation inside and outside the classroom, providing a supportive, close-knit environment designed to set you up for success. [University Housing](#)

Dining services

Sun Devil Dining offers quality, value, variety and convenience with more than 50 dining locations, including dining halls, fast-casual restaurants, cafes and on-campus markets. [Sun Devil Dining](#)

Other departments and services

Provost's office

The Office of the University Provost provides leadership to all of the university's campuses and academic programs, fostering excellence in teaching, research and service to the community. [Office of the University Provost](#)

IT help office

The University Technology Office embraces its roles as an enabler and a catalyst for advancing the vision and work of the New American University. Students can access the service center from their My ASU page. [University Technology Office](#)

ASU Safety and Security

ASU provides a safe, healthy and secure environment. Maintaining a healthy and secure campus community for students, staff and faculty means knowing what to do in the event of an emergency and having the right tools to respond. For information related to ASU safety practices and policies, visit [ASU Safety](#). For information related to the ASU police department, visit [ASU Police Department](#).