the polytechnic school

graduate student handbook

make your ideas happen at the polytechnic school
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about the polytechnic school
The Polytechnic School is making a new higher education experience, one that focuses on learning through making things and solving real-world challenges through collaboration. At the Polytechnic School, we believe how you learn and teach is as important as what you learn and teach. We are committed and contributing to ASU’s vision of the New American University – an institution that is committed to excellence, access and impact.

The Polytechnic School is located in Mesa, the state’s third-largest city and part of Greater Phoenix. The 600-acre ASU Polytechnic campus is built in a beautiful desert arboretum and is home to more than 3,100 students studying in undergraduate and graduate majors. The Polytechnic School is home to innovative engineering and technology programs in the country and some of the most advanced learning laboratories available to students on any university campus.

The programs thrive under the guidance of more than 100 outstanding faculty members with deep expertise in many of the most important challenges that society faces.

Visit the Polytechnic School website at innovation.asu.edu.

graduate programs
The Polytechnic School’s graduate students learn in an environment that blends management, applied sciences and engineering and computing fields to create applications, systems and solutions that meet real-world needs. We engage in research that matters. As part of the Polytechnic School graduate programs, applied projects, thesis or research are degree components and complement students’ theoretical understanding.

- Applied Psychology, M.S.
- Aviation Management and Human Factors, M.S. Technology
- Engineering, M.S.
- Environmental and Resource Management (Environmental Technology Management), M.S. Technology
- Global Technology and Entrepreneurship, M.S. Technology
- Graphic Information Technology, M.S. Technology
- Information Technology, M.S.
- Management of Technology, M.S. Technology
- Manufacturing Engineering, M.S.
- Simulation, Modeling and Applied Cognitive Science, Ph.D.
- Software Engineering, M.S.

programs no longer admitting students
- Alternative Energy Technologies, M.S. Technology
- Computing Studies, MCST
- Electronic Systems Engineering Technology, M.S. Technology
- Integrated Electronic Systems, M.S. Technology
- Manufacturing Engineering Technology, M.S. Technology
- Mechanical Engineering Technology, M.S. Technology
- Agribusiness, M.S.

purpose of this handbook
The purpose of this handbook is to provide guidance and information related to admission, degree requirements, and general policies and procedures for graduate students in the Polytechnic School. Students must adhere to policies of both the Polytechnic School and the Graduate Education. Policies and this handbook are subject to change at any time; students will be notified.

student responsibility
Graduate students are responsible for familiarizing themselves with all university and graduate policies and procedures as well as applicable deadlines. Each student should also communicate directly with his/her academic unit to be clear on its expectations for degree completion. Graduate students are responsible for frequently checking their My ASU account and asu.edu email for the most up-to-date information regarding their status, holds, items to attend to and other important information.
facilities and labs
The core facilities, laboratories and centers in the Polytechnic School provide the ideal environments for teaching, research and discovery. State-of-the-art equipment and technologies help students increase their knowledge and experience, and provide support for the use-inspired research conducted by the College’s faculty and students.

faculty
Faculty members have significant expertise in many of the most important challenges that society faces. Many members of the faculty bring considerable industrial experience to bear on their teaching and research. To learn more about the faculty, refer to the Polytechnic School website found at innovation.asu.edu.

application and admission
Admission to a Polytechnic School graduate program requires the completion of all general admission requirements and procedures set forth by the Education. For information on applications, deadlines, international requirements, application requirements and other information, please see Graduate Education admissions. For program specific admission requirements and the Polytechnic School application deadlines, please see the Polytechnic School Graduate Programs page and Graduate Degree Catalog.

submission of an application
For admission information and procedures, see graduate.asu.edu/admissions. Applications for all graduate degree programs and nondegree status must be submitted via the application website.

Prior to submitting an application to the Graduate Education, applicants should review information regarding the degree program, including application requirements and deadlines.

Current students with an approved Request to Maintain Continuous Enrollment on file with the Graduate Education prior to their semester of nonregistration and are continuing the same degree program for the semester immediately following the approved request are not required to submit a new application for admission.

application deadlines
Application deadlines vary by degree program. Consult the program’s website innovation.asu.edu/degrees-programs or the Graduate Degree Search and Certificate Search tool for specific application deadlines.

admission and eligibility
Each graduate program has different requirements in addition to the requirement of an online application submitted through the Graduate Education. All applicants must meet the English proficiency requirements as set by the Graduate Education. Applicants are responsible for submitting official transcripts to the Graduate Education for their undergraduate degree and graduate coursework, if applicable.

- All graduate programs within the Polytechnic School require official GRE scores.
- A minimum grade point average of 3.0 (on a 4.0 scale) in the last 60 semester hours or 90 quarter hours of undergraduate coursework is required to be considered for admission to an ASU graduate degree program.
- Applicants with grades below the minimum level may be considered for provisional admission if there is strong evidence suggesting the potential of outstanding performance in the Polytechnic School graduate program.
- Additional requirements include letters of recommendation, professional resume and statement of purpose. Visit the program page for additional requirements.

Academic units submit recommendations regarding admission decisions to the Graduate Education; only the Dean of the Graduate Education can make formal offers of admission. Applicants are able to monitor the status of their application through My ASU. If admitted, the formal letter of admission can be downloaded from My ASU. If denied admission, letters are sent via email to the address on record.

accelerated bachelor's plus master's degree program (4+1)
The Polytechnic School offers accelerated BS/MS and BSE/MSE programs for students currently enrolled in a Polytechnic School undergraduate program. This allows students to graduate with both degrees within five years of full-time coursework. If you are interested to see if your program is part of the accelerated (4+1) program offerings, please contact the Polytechnic School Graduate Advising office at polygrad@asu.edu. Programs available under the Accelerated Bachelor's plus Master's Degree Programs are also listed on the ASU Graduate Degree & Certificate Search – Accelerated Programs.
grades and academic performance standards

grades
To be eligible for a graduate degree, a student must achieve a cumulative grade point average of 3.0 or better in three different grade point average calculations. The three different grade point averages that are considered by the Graduate Education and the Polytechnic School are (1) the grade point average in all courses numbered 500 or higher that appear on the transcript, except those that were listed as deficiencies in the original letter of admission, (2) the grade point average in all coursework that appears on the approved program of study, and (3) the grade point average in all coursework taken at ASU post baccalaureate.

Transfer credits are not calculated on the Plan of Study (iPOS) GPA or the Graduate GPA. Courses with grades of “D” (1.00) and “E” (0.00) cannot appear on the iPOS but will be included when calculating the Graduate GPA. Courses with an “I” grade cannot appear on the iPOS.

A student who is not progressing satisfactorily toward a degree will be withdrawn from the program by the Dean of the Graduate Education upon recommendation by the Office of the Director, Polytechnic School. The policy of the Polytechnic School for academic probation and dismissal of graduate students follows.

academic performance standards
To meet the Polytechnic School academic performance requirements, all students admitted to a graduate degree program in the Polytechnic School must adhere to the following:

1. All students admitted to a graduate degree program in the Polytechnic School, either on a regular or provisional admission status, must maintain a 3.0 or higher grade point average (GPA) in:
   - All work taken for graduate credit (courses numbered 500 or higher),
   - Coursework in the student's approved plan of study (iPOS), and,
   - All course work taken at ASU (overall GPA) post baccalaureate.

2. Earn a “C” or better in all iPOS (plan of study) courses: Grades of “W” and “I” are not acceptable on the plan of study and may be considered lack of satisfactory progress if more than one occurrence during the students’ graduate program of study. Programs may invoke a higher standard, e.g., no courses with a C may be included on the iPOS.

3. Meet the terms of the ASU Graduate Education satisfactory progress policies as outlined at [graduate.asu.edu/sites/default/files/ASU_Graduate_Policies_and_Procedures.pdf](http://graduate.asu.edu/sites/default/files/ASU_Graduate_Policies_and_Procedures.pdf)

evaluation of academic performance requirements
After each semester, the academic unit reviews students’ files for satisfactory progress towards completion of the degree. All students are placed under one of the three categories:

1. Satisfactory progress means that the student does not have any academic and progress probationary issues. In addition to the probationary rules, satisfactory progress includes appropriate communication each semester with the student's Committee Chair regarding his or her progress, if applicable.

2. Academic Probation pertains to grades that fall below those required by Program and University policies, including graduation requirements. The following are notices/letters the student will receive if one of these pertains to their academics:

   grade point average
   - GPA below 3.0 in approved iPOS courses
   - Overall post baccalaureate GPA below 3.0
   - Overall graduate (500 level or above) GPA below 3.0

   deficiency course(s)
   - Lack of progress toward completion of required deficiencies as listed on the admission letter
   - Received a “D” or “E” in a required deficiency course or in a course at the 400 level or above
   - Deficiency GPA below 3.0
Students placed on academic probation will have nine (9) credits or one year, whichever comes first, to meet satisfactory progress GPA requirements as outlined above.

3. A student will be recommended for withdrawal from the program if she or he fails to meet the probationary standards outlined in their probationary letter. The student will receive a letter from the Polytechnic School explaining reasons for recommendation for withdrawal. The student will have ten (10) calendar days from the date of the letter to appeal the decision. The department's Graduate Affairs Committee (GAC) will review the appeal and will make the necessary recommendation. The GAC Chair, on behalf of the GAC, will provide a written explanation of the outcome of the appeal. If the outcome is favorable, the student will have to meet all the outlined requirements at the end of the specified period.

The student will be required to sign an agreement acknowledging the recommendations of the GAC and the consequences if the agreements are not met. If the GAC recommends that the appeal is not granted in favor of the student, the GAC Chair, on behalf of the GAC, will recommend to the Polytechnic School Dean's Office to withdraw the student from the graduate program. The student will then have the opportunity to appeal to the Polytechnic School Academic Standards Committee, which reviews the student's case and makes the final recommendation to the Polytechnic School Dean's Office and the department. If the appeal is not granted in favor of the student, the Polytechnic School Dean's Office will recommend to the Graduate Education to withdraw the student from the graduate program. Please refer to the Graduate Education catalog for policies and procedures or contact the graduate advisor in the Polytechnic School with further questions.

**Plan of Study (iPOS)**

The Plan of Study (iPOS) functions as a contract between you—the student, the academic unit and Graduate Education. The iPOS contains certain degree requirements such as core and elective coursework as well as a culminating experience which must be included before it can be approved. Students must submit an iPOS before completing 50 percent of the credit hours required for their degree program. A student is not eligible to apply for the comprehensive examination, thesis or enroll in the applied project course without an approved iPOS.

You can access your iPOS by visiting your My ASU > My Programs and Degree Progress > iPOS > Graduate Interactive Plan of Study (iPOS). You can also visit the Graduate Education How To: Submit your Plan of Study for step-by-step directions.

**Time Limit for Degree Completion**

All work toward a master's degree must be completed within six consecutive years. Doctoral students must complete all program requirements within a ten-year period. The time period begins 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. See the ASU Graduate Policies and Procedures for more information.

**Continuous Enrollment and Leave of Absence Policies**

Once admitted to a graduate degree program, students must be registered for a minimum of one credit hour (not audit) during each fall and spring semester of their graduate education. 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 in that semester. This credit must appear on the Plan of Study or must be an appropriate graduate-level course (e.g. 595, Continuing Registration). Courses with grades of “W” and “X” are not considered valid registration for continuous enrollment purposes.

Students planning to discontinue enrollment for a semester or more must request approval for a leave of absence (Request to Maintain Continuous Enrollment) through the Plan of Study (iPOS) petition. Students may submit a Request to Maintain Continuous Enrollment to the Polytechnic School graduate advising office for review and approval. The Graduate Education allows for a leave of absence for a maximum of two semesters during a student's entire program. A petition for a leave of absence (Request to Maintain Continuous Enrollment), endorsed by the student's faculty advisor and the department chair, must be approved by the Graduate Education. This request must be submitted and approved before the start of the semester of the anticipated absence.

An approved leave of absence will enable students to re-enter their program without reapplying to the university and the graduate program. Students who do not enroll for a fall or spring semester without an approved Request to Maintain Continuous Enrollment are considered withdrawn from the university under the assumption that they have decided to discontinue their program. A student removed for this reason may reapply for admission to resume their degree program; the application will be considered along with all other new applications to the degree program.

A student with a Graduate Education approved Request to Maintain Continuous Enrollment is not required to pay tuition and/or fees, but in turn is not permitted to place any demands on university faculty or use any university resources. See the ASU Graduate Policies and Procedures for more information.
All graduate students are expected to read, understand and meet the terms of the ASU Graduate Education Policies and Procedures handbook as outlined at: **ASU Graduate Policies and Procedures**

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### General Information

#### Academic Calendar

Students are responsible for meeting all deadlines set within the ASU Academic Calendar. The calendar can be found at [students.asu.edu/academic-calendar](students.asu.edu/academic-calendar).

#### Academic Integrity

The highest standards of academic integrity and compliance with the university's Student Code of Conduct are expected of all graduate students in academic coursework and research activities. The failure of any graduate student to uphold these standards may result in serious consequences, including suspension or expulsion from the university and/or other sanctions as specified in the academic integrity policies of the Polytechnic School as well as the University.

Violations of academic integrity include, but are not limited to: cheating, fabrication of data, tampering, plagiarism, or aiding and/or facilitating such activities. At the graduate level, it is expected that students are familiar with these issues and take personal responsibility in their work. It is the student's responsibility to become familiar with the academic integrity policies of the university and Graduate Education.

#### Financial Aid

Several resources are available to help you understand how to finance your graduate education. We recommend visiting Finance your education via Graduate Education, and Paying for College via Student Financial Assistance Office.

If assistantships are available within your program, they are managed within the program's department. Interested students should contact the faculty lead for their program.

#### Graduate Education Policies and Procedures

All students are responsible for the material within this the Polytechnic School Graduate Student Handbook and the Graduate Education Policies and Procedures handbook found at [graduate.asu.edu/faculty_staff/policies](graduate.asu.edu/faculty_staff/policies).

#### Contact Information

For more information about the Polytechnic School graduate programs or the policies in this handbook, contact your faculty advisor or the graduate advising office polygrad@asu.edu. For specific the Polytechnic School graduate program information, visit [innovation.asu.edu/degrees-programs](innovation.asu.edu/degrees-programs).