# Master of Science (MS) in Engineering

## 2017-2018

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I Master of Science (MS) in Engineering Program Description

The MS in Engineering in the Polytechnic School is a cross-disciplinary degree in which aspects of several traditional engineering disciplines have been integrated into a curriculum designed to develop technical maturity coupled with the capacity to approach complex problems in an effective and systematic manner. The curriculum reflects the diversity of the faculty and is aligned with the philosophy of the Polytechnic School, in which diverse specialists focus their talents on highly complex and nuanced problems, the solution of which requires more than a single disciplinary perspective.

II Objectives of the MS in Engineering Student Handbook

This handbook has been developed for students that are enrolled in or are considering applying for the Master of Science (MS) in Engineering degree program within the Polytechnic School. The objective is to provide program-specific information regarding admissions, curricular requirements, and both university and programmatic policies and procedures. As such, this handbook is complimentary to the Polytechnic School Graduate Student Handbook and to the ASU Graduate College Policies and Procedures Handbook. It is the responsibility of the student to obtain and familiarize themselves with these documents.

All graduate degrees in Engineering that are available within the Polytechnic School are briefly discussed in the next section of this document. However, please note that this handbook is written specifically to provide information and guidance for the MS in Engineering program. Separate handbooks are available for the Ph.D. programs referenced below.

III Overview of Graduate Programs in Engineering at the Polytechnic Campus

The Polytechnic School, a member of the Ira A Fulton Schools of Engineering, offers three graduate degrees in Engineering: Master of Science (MS) in Engineering, Master of Science (MS) in Manufacturing Engineering, Ph.D. in Systems Engineering, and Ph.D. in Engineering Education Systems and Design. The MS in Engineering degree requirements include three culminating experience options: Portfolio, Applied Project, or Thesis. Students in the MS Engineering program must choose one of these three options and complete it in order to graduate. The Thesis option requires a formal oral defense of the thesis, the Applied Project requires a written report and presentation of the project, and the coursework option requires a final portfolio covering material from the core courses. The Ph.D. degrees are offered to exceptional applicants that have completed a Bachelor’s and/or Master’s degree in engineering or a closely related discipline. Both Ph.D. programs require successful completion of a qualifying exam, a comprehensive exam, and an oral defense of a written dissertation in order to graduate. These requirements are explained in detail in the program specific graduate handbooks.

IV Admission Requirements

Admission to the MS in Engineering program requires completion of a Bachelor of Science degree in an Engineering discipline or a closely related field from a regionally accredited institution or the equivalent of a U.S. bachelor’s degree from an international institution that is officially recognized by that country in engineering, physical sciences, mathematics or a similar field. In general, the admission requirements are as follows:
• Minimum of a 3.00 cumulative GPA (scale is 4.0=A) in the last 60 hours of a student’s first bachelor’s degree program.
• An online Graduate Admission application.
• Official transcript from each college or university attended.
• Official GRE general exam scores.
• A professional resume and personal statement as part of the online admission application.
• Meet the English proficiency requirements, as defined by the Graduate Admission Services.

If the applicant does not meet the minimum GPA requirements, the application may still be considered. In certain cases, demonstrated aptitude through professional experience or additional post baccalaureate education will be considered.

If an applicant is applying under the 4+1 accelerated bachelor’s/master’s program, one letter of recommendation from a Polytechnic School engineering faculty member is required.

Academic units submit recommendations regarding admission decisions to Graduate Admission Services; only the Vice Provost for Graduate College 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.

In rare cases provisional or probationary admission may be granted to the MS in Engineering program. Students in this category may be assigned deficiency courses, additional GPA requirements, or both. The conditions of probationary admission are discussed in more detail in the section on Grades and Academic Performance requirements later in this document.

V MS in Engineering Degree Requirements

Credit Hour Requirements
A minimum of 30 credit hours of coursework beyond the bachelor’s degree is required to complete the MS in Engineering degree. These credits are made up of coursework and, depending on the culminating experience option chosen by the student, Thesis (6 credits), or Applied Project (3 credits). Please note that the Portfolio option is 0 credits, so this option would include the full 30 credits of coursework.

Required Coursework
The required curriculum for students in the non-thesis MS Engineering degree consists of 9 credits that are intended to expose mature students to fundamental topics in engineering. The required courses are:

• EGR 520: Engineering Analysis
• EGR 530: Principles of Systems Engineering
• EGR 535: Engineering Innovation and Entrepreneurship
The required curriculum for students on the thesis-track in the MS Engineering degree consists of 6 credits that are intended to expose mature students to fundamental topics in engineering. The core courses are:

- EGR 520: Engineering Analysis
- EGR 530: Principles of Systems Engineering

**Focus Area Courses**
Depending on the culminating experience option chosen, students will need select 15 additional credits of coursework to complete the curriculum, which should be chosen to support the student’s interests and specialization. (The formal approval of focus area courses is accomplished through completion of a formal Plan of Study, and students are encouraged to complete this document after completing their first semester to ensure that the desired focus area courses meet the curricular requirements.) In general, these courses may be chosen from the available graduate offerings within the engineering program at the Polytechnic School, from other Engineering programs within the Fulton Schools, or other approved advanced courses in Mathematics, Physical or Biological Sciences. Please note that courses offered through other Engineering programs within the Fulton Schools of Engineering traditionally require override approval. Students may apply to take courses from the other Fulton Schools after they have completed at least nine credits of coursework in the Engineering program with a GPA of at least 3.33. Consult the Polytechnic School graduate academic advisor with override questions. *Non-engineering courses may not be used to fulfill the requirements of this degree.*

**Elective Course**
Depending on the culminating experience option chosen, students will need 3 to 6 additional credit hours to complete the curriculum, which should be chosen to support the student’s interests and specialization. Student pursuing the Portfolio will complete 6 credits of elective coursework. Students completing the project or thesis route will complete 3 credits of elective coursework. The same criteria apply for elective course selection as with the focus area courses (see above).

**Culminating Experience Options**
An award of the MS in Engineering degree requires the completion of a prescribed curriculum and the completion of a graduate culminating experience. There are three options for the culminating experience:

1. Successful submission of a **Portfolio** that illuminates the quality of the graduate education the student has received during his/her course of study. Detailed requirements for the portfolio are described in section X of this document. There are no (0) credit hours associated with the Portfolio.
2. Successful completion of an **Applied Project** that is supervised and evaluated by a faculty member. Three (3) credits are awarded for an Applied Project.
3. Successful completion and defense of a formal Master of Science **Thesis**. Six (6) credits are awarded for a thesis.
Initially, all MS in Engineering students are admitted into the Portfolio track. If a student wishes to pursue a Thesis or an Applied Project, a program faculty member must agree to serve as the advisor for the thesis/project before the student requests the new classification.

Additional relevant details regarding each of these options are given in sections X through XIII of this handbook.

**Policy on Maximum Course Load**
Registration in nine (9) credits is considered a full-time load for graduate students at ASU, and graduate students in the Ira A. Fulton Schools for Engineering are restricted to a maximum of 12 credits per semester. Overrides to register for more than 12 credits require approval of the Graduate Program Chair and will be granted only in exceptional cases. Requests to register for more than 15 credits will not be supported.

**Continuous Enrollment Requirement**
Once admitted to the MS in Engineering program, students must be continuously enrolled in at least one credit hour during each fall and spring semester. 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. EGR595 Continuing Registration). Note that EGR595 Continuing Registration will not appear on the iPOS. 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. The ASU Graduate College allows for a leave of absence for a maximum of two semesters during a student’s entire program. Students who wish to take advantage of this policy must submit a Request to Maintain Continuous Enrollment to the Polytechnic School graduate advising office for review and approval. This petition (Request to Maintain Continuous Enrollment), must be approved by the Graduate Program Chair and by the Graduate College, and 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 or 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 and the student is not guaranteed to be readmitted. A student with a Graduate College-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 College Policies and Procedures](#) for more information.

**Time Limit for Degree Completion**
All work toward the MS in Engineering degree must be completed within six (6) consecutive years. 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 College Policies and Procedures for more information.

VI Plan of Study (iPOS)

Students are required to submit a formal Plan of Study (iPOS) before the completion of 15 credit hours of their graduate program, but are encouraged to submit the iPOS during the first semester of attendance. The iPOS is a web-based form that outlines all coursework required to obtain the degree, and must be approved by the faculty chair. If the student is working with a specific faculty member on an Applied Project or a Thesis, their faculty advisor (also referred to as committee chair within the iPOS) and the program chair will approve the iPOS. For other students, such as those enrolled in the Portfolio option, the Graduate Program Chair approves the iPOS. It is the responsibility of the student to file the original form and to update and seek approvals for changes to the iPOS as necessary.

No student may register for Thesis or Applied Project credit until the iPOS is submitted and approved. Enrollment in EGR593 Applied Project will require completion of the ‘Individualized Study Application’. This form is accessible at: http://poly.engineering.asu.edu/advising/graduate-students/.

VII Grades and Academic Performance Standards

Graduate students at the Polytechnic School must meet all university requirements in addition to the specific program requirements described in this document. The ASU Graduate College satisfactory progress policies apply to all graduate students at ASU, and are outlined at https://graduate.asu.edu/policies-procedures. Meeting both the University and the Polytechnic School academic performance requirements requires that all MSE students must achieve a 3.0 GPA for each semester for which they are enrolled and achieve a cumulative grade point average of 3.0 or better in each of the following three different grade point average calculations:

1. The grade point average (GPA) in all courses numbered 500 or higher that appear on the transcript, except those undergraduate-level courses that were listed as deficiencies in the original letter of admission
2. The grade point average (GPA) in all coursework that appears on the approved program of study, and
3. The grade point average (GPA) 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 “W” or an “I” grade cannot appear on the iPOS and may be considered lack of satisfactory progress if more than one occurrence during the students’ graduate program of study.)

In addition to the GPA requirements, all MS Engineering students must earn a “C” or better in all iPOS courses.
Students must enroll in courses required for their program each fall and spring semester to ensure progress toward the completion of the degree and to maintain active status at the university.

**Evaluation of Student Progress**

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** - the student does not have any academic and/or progress probationary issues.
2. **Academic Probation** - the student has failed to meet all of the semester or cumulative GPA requirements outlined above or, for students that are pursuing the Thesis option, failed to make satisfactory progress in their research efforts.
3. **Withdrawal** - from the program due to lack of satisfactory progress toward the degree.

**Probationary Status and Conditions for Dismissal**

Students will be placed on probation if they fail to meet all of the GPA requirements, fail to make satisfactory progress toward completion of degree requirements, toward completion of their thesis, or receive a grade of “D” or “E” in any course. Students placed on academic probation will receive a letter explaining the reasons for the probationary status, the required actions to return to normal status, and the consequences if those conditions are not met.

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 five (5) calendar days from the date of the letter to appeal the decision to the EGR Graduate program committee. The department’s Graduate Affairs Committee will review the appeal and the Graduate Program Chair, on behalf of the committee, will provide a written explanation of the outcome. If the outcome is favorable and the appeal is approved, the student will be required to sign an agreement acknowledging the recommendations of the Committee and the consequences if the agreements are not met.

If the appeal is not granted in favor of the student, the GAC Chair, on behalf of the GAC, will recommend that the Fulton Schools of Engineering Dean’s Office withdraw the student from the graduate program. The student will then have the opportunity to appeal to the Fulton Schools of Engineering Dean’s Office, which reviews the student’s case and makes the final recommendation to the Graduate College.

**Evaluation of Progress for Students with Conditional Admission**

Conditional admission includes students admitted with provisional status or admitted with assigned deficiency course(s). The progress of students that have been conditionally admitted to the MS in Engineering program will be reviewed at the end of each semester. If the student has met the necessary conditions their admission category will be changed to regular admission. However, if the conditions are not met, the student will be dismissed from the program.
VIII  Advising

The Polytechnic School Graduate Advising Office is responsible for advising all MS in Engineering students with respect to progress toward the degree as well as program, school, college, and university-wide ASU Policies and Procedures. Questions involving details of academic content in courses, professional practice, and research can be discussed with faculty advisors or the Graduate Program Chair.

Graduate Academic Advising  Graduate Faculty Program Chair
Amy Wolsey  Dr. Arunachala Mada Kannan
Graduate Advising Coordinator  Professor and Program Chair, Engineering
Wanner Hall, Second Floor  Peralta Hall, 335A
polygrad@asu.edu  amk@asu.edu
480-727-1874  480-727-1102

IX  Professionalism and Honor Code

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. Students are expected to obtain, read, and follow the University’s Student Code of Conduct requirements (ABOR 5-308), which can be obtained at https://eoss.asu.edu/dos/srr/codeofconduct as well as the Fulton Engineering Honor Code, which may be found at: http://engineering.asu.edu/integrity/. The failure of any graduate student to uphold these standards will 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 at the program, college, and university levels.

X  Culminating Experience Option 1: 30 credits of coursework and completion of a graduate Portfolio

This is the default option for all students enrolled in the MS Engineering program. To complete the MS Engineering degree under these requirements, a student must complete a total of 30 credit hours of approved coursework with a GPA of 3.0 or higher and, in the semester the student intends to graduate, submit a portfolio to the Graduate Program Chair.

Required Coursework: 9 credits
Focus Area Coursework: 15 credits
Elective Coursework: 6 credits
Culminating Experience: Portfolio (0 credits)
The portfolio must elucidate the quality of the education that the student has received through the course of study. The purpose of the portfolio is to demonstrate a high level of mastery of the principles and practice of engineering through a compilation of work that the student has completed through the course of their graduate study. While the specific details will vary, all portfolios must describe three notable projects or academic accomplishments that have been completed through the course of graduate study that illustrate the evolution and advancement of technical expertise and mastery of the field of engineering achieved by the student. The portfolio is a professional document that is written in APA or IEEE style (minimum of 10 pages) and will be reviewed and evaluated both for technical content and the quality of writing and presentation.

The required dates for submission of the portfolio are given in the table below:

<table>
<thead>
<tr>
<th>Semester</th>
<th>Submission window</th>
<th>Resubmission (if required)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring</td>
<td>March 1 to 30</td>
<td>Before April 30</td>
</tr>
<tr>
<td>Summer</td>
<td>June 1 to 30</td>
<td>Before August 7</td>
</tr>
<tr>
<td>Fall</td>
<td>October 1 to 30</td>
<td>Before December 7</td>
</tr>
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Detailed requirements and the evaluation rubric that will be used to grade the portfolio are given in the appendix of this document.

XI Culminating Experience Option 2: 27 credits of coursework and completion of an Applied Project

To complete the MS Engineering degree under these requirements, a student must complete a total of 27 credit hours of approved coursework with a GPA of 3.0 or higher, coupled with the completion of an Applied Project (EGR 593).

- Required Coursework: 9 credits
- Focus Area Coursework: 15 credits
- Elective Coursework: 3 credits
- Culminating Experience: Applied Project (3 credits)

A student completing the Applied Project will be supervised by an EGR program faculty member or a qualified faculty member from outside of the program that has been approved by the Graduate Program Chair and the Graduate College. Consequently, to complete an Applied Project a student must first obtain approval of a faculty member to work with them on a project, and subsequent approval of the Graduate Program Chair. The faculty advisor is then responsible for specifying the requirements of the project and for reviewing and approving final report.

The Applied Project is a demonstration of application of the theory of engineering to solve a practical technical problem of general interest. The subject matter of an Applied Project is more flexible than that of a thesis since the result is not expected to be published, although the project may directly or indirectly support research programs. The faculty advisor has
responsibility for establishing the requirements of the project and for approval of the final written report. However, in all cases the student must prepare and present the applied project to the faculty advisor and must be open to all graduate students that discusses the implementation and results of their project. A student will be considered eligible for graduation when the sponsoring faculty member approves the report and the presentation and a grade of B or better is assigned on the EGR593 course.

XII Culminating Experience Option 3: 24 credits of coursework and completion of Master of Science Thesis

To complete the MS Engineering degree under these requirements, a student must complete a total of 24 credit hours of approved coursework with a GPA of 3.0 or higher, coupled with the thesis (EGR 599).

- Required Coursework: 6 credits
- Focus Area Coursework: 15 credits
- Elective Coursework: 3 credits
- Culminating Experience: Thesis (6 credits)

This option requires students to participate with faculty to carry out original research. A member of the EGR graduate faculty must agree to serve as the faculty advisor before a student can choose to enroll in this option. This will require a written (including email) confirmation from the faculty advisor that they are agreeing to serve in this capacity. The student, in consultation with the faculty advisor, must then identify at least two additional faculty members from the graduate faculty within the Fulton Schools of Engineering to serve on the MS in Engineering thesis committee.

A thesis is a document that reflects and reports research that is of sufficient depth and interest that it can be published in a peer reviewed journal in the field of interest. Successful publication of the work reported in the thesis will be considered evidence of peer acceptance of the work. The thesis document should demonstrate original, independent, and creative thought, demonstrate proficiency with written English, and adhere to the Graduate College format guidelines.

Upon completion of the Master’s thesis, the student is required defend the research in a public forum. The requirements for completion of the thesis include a formal format review by the Graduate College, a public announcement of the defense time and location, and submission of a copy of the thesis to committee members at least one week in advance of the defense date. The deadlines for these processes are non-negotiable, and it is the responsibility of the student to be aware of all submission and scheduling requirements. It is also the responsibility of the student to identify a room and ensure all necessary equipment and resources are available for the defense.

Establishing the details of the final defense of the thesis is the responsibility of the faculty advisor. At the beginning of the defense the advisor will introduce the candidate and explain the exact protocol that will be followed. The candidate will present a brief seminar to the audience that explains their accomplishments. The presentation should not exceed 30 minutes, after which the audience will be allowed to ask questions. (At the discretion of the faculty advisor, questions may or may not be allowed during the presentation.) The general audience
is then dismissed and the supervisory committee continues to question the student in depth. At
the conclusion of this questioning, the student is asked to briefly leave the room and the
committee discusses whether or not the thesis is acceptable and reports their conclusions on
the Report for Master’s Thesis Defense form. The student will be asked back into the room
and the results of the examination and the subsequent path forward will be explained to the
student.

XIII Timeline and Checklists for Culminating Experience Options 1 and 2

1. File Plan of Study (iPOS) before the end of the second semester of study. (Students are
encouraged to file iPOS in the first semester of study.)
2. As early as possible, but no later than the second semester of study, students interested in
the Applied Project should meet with faculty to seek support a project. (This option is
described in more detail in sections XI of this document.)
3. Apply for Graduation. The application deadlines are at: https://students.asu.edu/graduation
4. Students that are enrolled in the Coursework/Exam option should notify the Graduate
Committee by the second week of their final semester of their intent to take the
comprehensive exam.
5. Students that are enrolled in the Applied Project option must submit their final report at
least two weeks before the beginning of the final exam period of the semester during which
the project was completed. (This will usually be the semester of graduation as well.) It is
the responsibility of the student to schedule the final presentation of their work. (See
section XI of this document.)
6. Attend commencement (https://students.asu.edu/graduation)

XIV Timeline and Checklists for Culminating Experience Option 3

1. Identify a thesis advisor from the EGR Graduate Faculty. This should be done as soon as
possible, but no later than the second semester of study. It will not be possible to register
for the thesis option without permission from a member of the graduate faculty.
2. File Plan of Study (iPOS) before the end of the second semester of study. (Students are
encouraged to file iPOS in the first semester of study.)
3. Apply for Graduation. The application deadlines are at: https://graduation.asu.edu/
4. At the beginning of the semester that you intend to defend your thesis, notify the
Polytechnic School Graduate Advising office (Polygrad@asu.edu) of your intention.
Schedule an advising appointment to review key information and deadlines.
5. Schedule the defense with the Graduate College: https://graduate.asu.edu/completing-
your-degree  Note that the defense must be scheduled 10 working days before the defense
date.
6. Submit Thesis for Format Approval. Be aware of the deadlines for this
process: http://graduate.asu.edu/graddeadlines.html
8. Submit Pass/Fail form to the Graduate College with a copy to the Polytechnic School
Graduate Advising office.
9. Submit the Thesis electronically as directed by the Graduate College
10. Attend commencement (https://students.asu.edu/graduation )
Appendix: Instructions for the Master of Science in Engineering Portfolio

The purpose of the portfolio is to demonstrate a high level of mastery of the principles and practice of engineering through a compilation of work that you have completed through the course of your graduate study. While the specific details will depend on your specialization, all portfolios must describe three notable projects or academic accomplishments that you have completed through your course of graduate study that illustrate the evolution and advancement of your technical expertise and mastery of the field of engineering.

The portfolio is a professional document that is written in APA or IEEE style and will be reviewed and evaluated both for technical content and the quality of writing and presentation. The portfolio must be a minimum of 10 pages. The format of the portfolio must be as follows:

1. **Cover page**
2. **Resume:** An up-to-date one page resume reflecting your accomplishments to date.
3. **Overview:** A brief description of the three notable accomplishments that you achieved during your graduate experience that will be highlighted in the portfolio and why they have been chosen. Typically this section is three or four paragraphs.
4. **Accomplishments:** Document each of your three chosen topics as follows:
   a. Title of Topic.
   b. An explanation of the accomplishments that the topic is illustrating.
   c. A reflection on why you consider this to be significant.
   d. Evidence of accomplishment. In this section include materials such as project reports, results of exams and homework or other related materials.
   e. A summary that demonstrates your mastery of the subject by referring to the evidence presented in section 4d. (Typically the summary is a few paragraphs in length.)

   If a specific class had multiple noteworthy projects, two of these projects can be used, but at least two classes must be represented in the portfolio.
5. **Reflections:** A short reflection on your graduate experiences and how the accomplishments you have chosen to highlight in your portfolio illustrate the level of achievement that you attained as you progressed through the program. Typically this section is about one page.

The portfolio must be submitted electronically to the Graduate Program Chair as a single pdf document along with a copy of the Record of Evaluation of the MS Engineering Graduate Portfolio that includes your name, ASU ID number, submission date, and the attempt number. (The Record of Evaluation of the MS Engineering Graduate Portfolio form is at the end of the appendix and may be copied from this document.) The deadlines for submission are given in the table below:
Portfolio Submission dates for students graduating in various terms:

<table>
<thead>
<tr>
<th>Graduating Semester</th>
<th>Submission window</th>
<th>Resubmission (if required)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring</td>
<td>March 1 to 30</td>
<td>Before April 30</td>
</tr>
<tr>
<td>Summer</td>
<td>June 1 to 30</td>
<td>Before August 7</td>
</tr>
<tr>
<td>Fall</td>
<td>October 1 to 30</td>
<td>Before December 7</td>
</tr>
</tbody>
</table>

The evaluation rubric for the portfolio is given on the Record of Evaluation of the MS Engineering Graduate Portfolio form, which is shown on the next page of this document. The portfolio is complete only when *all* sections reflected on this rubric are deemed satisfactory. The Graduate Program Chair or their representative is responsible for evaluation of the portfolio and will notify the student of the result within two weeks of submission of the document. There are four possible outcomes of the evaluation:

1. The portfolio is accepted as submitted.
2. The portfolio is returned to the student for minor corrections as specified by the Graduate Program Chair or their representative, followed by resubmission.
3. The portfolio is returned to the student for major changes. In this case the Graduate Program Chair or their representative will meet with the student and specific instructions will be communicated regarding the steps that will necessary for the portfolio to be accepted.
4. The portfolio is returned without critical evaluation because of errors in spelling, grammar, or format.

Completion of the graduate portfolio is formally recognized when the Graduate Program Chair acknowledges the achievement by signing the Record of Evaluation of the MS Engineering Graduate Portfolio form and the signed form is transmitted to the graduate advising office at the Polytechnic campus. Upon receipt of the signed form the graduate advising office will update the student’s records to indicate completion of the culminating experience and eligibility for graduation. If the student does not complete the graduate portfolio by the end of the semester in which they complete all other requirements for the degree, their degree will not be posted until the program chair signs this form.

**Process for Appeal:** In the event that you disagree with the evaluation of your portfolio, you may request a second evaluation by Polytechnic School Graduate Affairs Committee (GAC). To initiate the appeal process, a formal request for a second review must be submitted via email to the graduate academic advisor (see page 9 for contact information) along with a copy of the same portfolio that was submitted earlier to the Graduate Program Chair. If the GAC review the submission independently and recommend that it be accepted, the Graduate Program Chair will accept that recommendation. If the GAC do not recommend that the portfolio be accepted, you must modify the portfolio and resubmit it based on the earlier communication from the Graduate Program Chair.
Record of Evaluation of MS Engineering Graduate Portfolio

Student Name____________________ ID number_________________ Date______________
Evaluator________________________ Attempt Number______________

<table>
<thead>
<tr>
<th>Topic</th>
<th>Satisfactory</th>
<th>Unsatisfactory</th>
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</thead>
<tbody>
<tr>
<td>Spelling, Grammar and Presentation</td>
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<td>Format</td>
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<td>Required Elements:</td>
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<td>Cover Page</td>
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<td>Resume</td>
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<td>Overview</td>
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<td>Project 3</td>
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<tr>
<td>Reflections</td>
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</table>

Explanation of Unsatisfactory Marks

RESULT

☐ PASS
☐ FAIL

EVALUATOR NAME AND SIGNATURE

DATE

RESULT

☐ PASS
☐ FAIL

PROGRAM CHAIR NAME AND SIGNATURE

DATE

Arunachala Mada Kannan