User Experience, MS
Graduate Student Handbook

https://poly.engineering.asu.edu/
# TABLE OF CONTENTS

**MS in User Experience**.......................................................................................................................... 4

- Purpose of this Handbook......................................................................................................................... 4
- Program Overview ....................................................................................................................................... 4
- Admissions.................................................................................................................................................. 4
- Program Requirements ................................................................................................................................. 6
- Culminating Experience Overview ............................................................................................................ 7
- Faculty....................................................................................................................................................... 7

**Polytechnic School Overview**.................................................................................................................. 10

- About the Polytechnic School ..................................................................................................................... 10
- Graduate Programs .................................................................................................................................... 10
- Student Responsibility ................................................................................................................................. 11
- Facilities & Labs ......................................................................................................................................... 11
- Faculty ...................................................................................................................................................... 11
- Graduate Advising ................................................................................................................................... 12

**Academic Standards and Policies**.......................................................................................................... 12

- Grades .................................................................................................................................................... 12
- Academic Performance Standards ............................................................................................................. 12
- Evaluation of Academic Performance Requirements .................................................................................. 13
- Plan of Study (iPOS) ................................................................................................................................. 14
- Time Limit for Degree Completion ........................................................................................................... 14
- Continuous Enrollment and Leave of Absence Policies ........................................................................... 15
- Graduate College Policies and Procedures .................................................................................................. 16
- Internships .............................................................................................................................................. 16
- Applying for Graduation ............................................................................................................................ 16
- Culminating Experience Definitions – Master’s Degrees ........................................................................ 16

**General ASU Information**....................................................................................................................... 18

- Academic Calendar................................................................................................................................. 18

*Updated July 2020*
MS User Experience

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 MS User Experience program. Students must adhere to policies of both the Polytechnic School and College of Integrative Sciences and Arts and the Graduate College. Policies and this handbook are subject to change at any time; students will be notified.

Program Overview
The MS in User Experience is offered by the College of Integrative Sciences and Arts and the Polytechnic School within the Ira A. Fulton Schools of Engineering on ASU’s Polytechnic Campus.

User experience (UX) focuses on the design, development, and evaluation of products and services that are useful, usable and desirable. The MS in User Experience encompasses all aspects of user experience (design, research, and content), a complete approach to human interaction with products and services. The UX program addresses UX research, design, content development, communication, tone of voice and evaluation of all components and products with which end users interact. This includes hardware and software user interfaces, informational products, help systems, user support, identifying user needs, tasks, procedures, capabilities, and limitations when using technology and interacting with information.

The MS in User Experience combines topics in web, human factors, visual displays and technical communication to make products, systems and services useful, usable and desirable. Students learn how to research user needs, identify criteria for successful products and services, prototype those products and services, and refine them through usability testing and other user-centered methods. User experience skills are increasingly valued by industry, yet are not typically covered in-depth in traditional engineering or technical communication programs. Students with a master’s degree in user experience will enhance their employment potential in the areas of user experience, user research, design research, human factors research, human-computer interaction, interaction design, interface design, digital visualization design, and usability testing.

Admissions
Admission to the UX master’s program requires the completion of all general admission requirements and procedures set forth by the Office of Graduate Admission Services. For general information on applications, deadlines, international requirements, application requirements, and other information, please see Graduate Admission Services. Prior to submitting an application to Graduate Admission, applicants should review the information provided in this handbook regarding the degree program, including specific application requirements and deadlines.
Submission of an Application
For admission information and procedures, review the How and When to Apply For Graduate Admission website. Applications for all graduate degree programs and non-degree status must be submitted via the application website.

Current students with an approved Request to Maintain Continuous Enrollment petition on file with the Graduate College 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
The dates noted are priority deadlines for submitting a complete application. Applications received after this date may still be considered but are not guaranteed to be evaluated for the semester of application.

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<td>Fall semester (August)</td>
<td>April 1</td>
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<tr>
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<td>Summer semester (May)</td>
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Admission and Eligibility
Applicants must meet the following admission requirements:

- Minimum of a bachelor’s degree in psychology, graphic information technology, graphic design, cognitive science, design or technical communication, or a closely-related field, from a regionally accredited college or university.
- Minimum of 3.00 cumulative GPA (scale is 4.00=A) in the last 60 semester hours or 90 quarter hours of a student’s first bachelor’s degree program
- Minimum of 3.00 cumulative GPA (scale is 4.00=A) in graduate work, if applicable
- 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. In certain cases, demonstrated aptitude through professional experience or additional post baccalaureate education may also be considered.

A complete MS in UX program application includes the following items:

- An online Graduate Admission application, including attachments of the following documents:
  - A professional resume
  - A statement of purpose
    - This should address your interest the degree, as well as any related professional experience and your short-term and long-term goals for your career. This statement is strongly regarded during the admittance process.
  - Area of interest in user experience
Sample of work
- Examples include: portfolio, writing sample, research report, prototype, etc. showcasing your work
- Transcripts from each college and/or university attended
  - Unofficial transcripts can be uploaded directly to the online application. Official transcripts will be required if admitted.
- Official GRE general exam scores – NOTE: For the fall 2020 and spring 2021 semesters, the GRE requirement has been waived for all applicants to the MS User Experience program.
  - A GRE Waiver Request is available for those meeting the criteria and applying to one of the master’s programs.
  - Prospective students who have completed a bachelor’s degree from an accredited institution in the United States with a cumulative GPA of 3.0 or higher in a related field may be eligible to request a GRE waiver. Please email graduate advising at polygrad@asu.edu along with a copy of unofficial transcripts for consideration.
- Two (2) letters of recommendation
- International applicants must also meet the English proficiency requirements, as defined by Graduate Admission Services. Please be sure to review the TOEFL, IELTS, or PTE score requirements, as International applications will not be processed without valid proof of English proficiency.

Academic units submit recommendations regarding admission decisions to Graduate Admission Services; only the Dean of Graduate Admission 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.

Financial Aid
Several resources are available to help students understand how to finance a graduate degree. We recommend visiting Pay for your Graduate Education via Graduate College, and Paying for College via Financial Aid and Scholarship Services. For an estimated cost of enrollment, visit: Standard Cost of Attendance.

Program Requirements
The MS in User Experience requires a minimum of 30 credit hours. These credit hours must include the following:

- Required Courses (21 credit hours)
  - GIT 540 Cross-Media Design Solutions (3)
  - GIT 542 Usability and User Experience (3)
  - HSE 521 Methods and Tools in Human Systems Engineering (3)
  - HSE 542 Foundations of Human Systems Engineering (3)
  - TWC 501 Fundamentals of Technical Communication (3)
  - TWC 514 Visualizing Data and Information (3)
TWC 544 User Experience (3)

**Technical Area of Emphasis** (6 credit hours from the following options)
- GIT 598 Special Topics: Interaction Design, Planning, and Implementation (3)
- HSE 423 Human Factors in Transportation (3)
- HSE 425 Human Factors in Medical Systems (3)
- HSE 429 Product Design and Evaluation (3)
- TWC 511 Principles of Visual Communication (3)
- TWC 535 Global Issues in Technical Communication (3)
- TWC 545 Content Management and Topic-Based Authoring (3)

**Culminating Experience** (3 credit hours)
- GIT/HSE/TWC 560 Capstone

**Culminating Experience Overview**

**Capstone**
The capstone is the only culminating experience option that has a class time/date associated with it. The capstone is designed to integrate the coursework, knowledge, skills, and experiential awareness to enable the student to demonstrate a broad mastery of learning across the curriculum.

The course provides a process and structure for the User Experience faculty to be able to ensure that all graduates can demonstrate knowledge of the concepts and principles conveyed in the core curriculum and that gained from element courses, and can apply that knowledge to analysis of contemporary issues in the areas of user experience. Within the course, students will follow the syllabus and requirements outlined by the professor.

**Faculty**

**HSE Faculty**

Robert Gray, robgray@asu.edu - MS User Experience program chair

Dr. Gray conducts research on the dynamics of perception, cognition, and action in skilled performance. This work addresses issues of human factors, motion perception, driving, tactile interfaces, sports, and aviation. Dr. Gray’s research seeks to advance perception-action theory while directly related to applied problems. He contributes substantial expertise with simulations, including driving and baseball simulators.
**GIT Faculty**

**Susan Squire**, Technology Center 102A, (480) 727-1325, susan.squire@asu.edu

Susan Squire is a Lecturer and the Program Chair for the Graphic Information Technology program on ASU's Polytechnic campus. She is also the Co-Director of the Device and Usability Learning Lab (DULL). Her areas of interest include web design and development, HTML/CSS, information architecture and user experience (UX).

**Deborah Prewitt**, Technology Center 149, (480) 727-1296, deborah.prewitt@asu.edu

Deborah Prewitt is a Senior Lecturer in the Graphic Information Technology program. She has 20 years of web design, development, management and content writing experience. Her areas of interest are Web usability, user-centered design, Web content writing and new media. Deborah has held Web design/development positions with ASU, Maricopa County Attorney’s Office and Tribune Newspapers, among others.

**Christina Carrasquilla**, Technology Center 148, (480) 727-1105, christina.carrasquilla@asu.edu

Christina Carrasquilla is a Lecturer in Graphic Information Technology at Arizona State University, the Co-Director of the Device & Usability Learning Lab, the Mentorship Co-Director for AIGA Arizona and a Co-Organizer of App Camp for Girls- Phoenix. Her areas of interest include user experience, cross-media design, web design, and web development. She was named Fulton Schools of Engineering Outstanding Lecturer 2017.

**TWC Faculty**

**Tatiana Batova**, Tatiana.batova@asu.edu

Tatiana Batova is an Assistant Professor in the College of Integrative Sciences and Arts and a Senior Sustainability Scholar at the Julie Ann Wrigley Global Institute of Sustainability. Her research interests include global technical and healthcare communication, user experience, content strategy, and sustainability.
Eva Brumberger, eva.brumberger@asu.edu

Eva Brumberger is a nationally recognized scholar in visual communication, visual literacy, and professional communication pedagogy. She is the author of numerous articles and studies on visual communication and professional communication pedagogy, and is co-editor of an award-winning book entitled, *Designing Texts: Teaching Visual Communication*, a text intended to support faculty in traditionally non-visual disciplines in their efforts to develop the visual literacy of their students. Professor Brumberger has worked in industry as a technical writer and editor. She joined the ASU faculty in 2012, and she serves in a leadership role as head of the program in technical communication in the College of Integrative Sciences and Arts.

Claire Lauer, Santa Catalina 240P, 480-727-3881, claire.lauer@asu.edu

Dr. Claire Lauer is an associate professor of technical communication. Her current research investigates how people interact with and read data visualizations and how we effectively engage public audiences in learning about sustainability science and water policy. She has also published on how we use language to describe changes in technology-mediated text production, how technology impacts idea-generation and creative thinking, and how the work of technical communicators has adapted within the ever-evolving workplace. She is the past chair of ACM’s Special Interest Group for the Design of Communication (SIGDOC) and serves as the Vice Chair of Operations on the SGB Executive Council of the Association for Computing Machinery.

Andrew Mara, andrew.mara@asu.edu

Andrew Mara is an Associate Professor in Technical Writing and Communication, and Director of the CRUX Lab. He studies writing practices in digital and new media ecologies, innovation behaviors in institutions, posthumanist philosophy, and user experience methods. Dr. Mara has been teaching technical writing user experience, innovation rhetoric, and technical writing for fifteen years. Dr. Mara has worked for Sandia National Laboratories as a communication specialist, and continues to work with local and regional nonprofits to create more robust and responsive user ecologies.
Polytechnic School Overview

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, which is the state’s third-largest city and part of the Greater Phoenix area. The 600-acre ASU Polytechnic campus is built in a beautiful desert arboretum and is home to more than 4,450 students studying in undergraduate and graduate majors. The Polytechnic School is home to some of the most 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 poly.engineering.asu.edu. For more in-depth information about the programs offered through the Polytechnic School as well as the application process and other pertinent information, you are encouraged to explore the overview of the graduate programs.

Graduate Programs
The Polytechnic School’s graduate students learn in an environment that blends management, applied sciences, and engineering and technology fields to create applications, systems, and solutions that meet real-world needs. We engage in research that matters. As part of the Polytechnic School masters programs, applied projects, theses, and research are degree components and complement students’ theoretical and practical understanding. The Polytechnic School doctoral programs include separate degree components, all of which are outlined in each program’s handbook.

Masters Degrees
- Aviation Management and Human Factors, MSTech in Technology
- Engineering, MS
- Environmental and Resource Management, MS
- Environmental and Resource Management (Water Management), MS
- Graphic Information Technology, MS
- Human Systems Engineering, MS
- Information Technology, MS
- Management of Technology, MSTech in Technology
Manufacturing Engineering, MS
Robotics and Autonomous Systems (Systems Engineering), MS
User Experience, MS

Doctoral Degrees
Engineering Education Systems and Design, Ph.D.
Human Systems Engineering, Ph.D.
Systems Engineering, Ph.D.

Programs No Longer Admitting Students
Environmental Technology Management, MSTech in Technology
Graphic Information Technology, MSTech in Technology

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 College. 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 school’s faculty and students. Learn more by visiting: Labs and Facilities.

Faculty
Faculty members have significant expertise in many of the most important challenges that society faces. Many members of the faculty bring considerable industry experience to bear on their teaching and research. To learn more about the faculty, you may refer to the Polytechnic School Directory.
Graduate Advising
Graduate student advising is located on the Polytechnic campus in Wanner Hall on the first floor. For more information about the Polytechnic School graduate programs or the policies in this handbook, contact the graduate advising office at polygrad@asu.edu or 480-727-4723.

Accelerated Bachelor’s + Master’s Degree Program (4+1)

The Polytechnic School offers accelerated BS/MS and BSE/MS programs for students currently enrolled in an approved 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, visit 4+1 Degree Programs and contact the Polytechnic School Graduate Advising office at polygrad@asu.edu to discuss your 4+1 options. Please note that in addition to credit hour requirements, applicants must also have a cumulative ASU GPA of 3.20* or higher at the time of application to be considered. Admission into the accelerated programs is not guaranteed and an application is required to be considered.

4+1 Probation Policy
Students in the accelerated BS/MS and BSE/MS programs are required to maintain a minimum 3.20 cumlative undergraduate ASU GPA on a 4.0 scale, at the time of application and through the completion of the undergraduate degree requirements. In addition, students in the accelerated BS/MS and BSE/MS programs are also required to maintain a 3.0 GPA for all coursework on the graduate plan of study (including shared 400-level courses) and all 500-level coursework.

Students in the accelerated program who, upon their undergraduate graduation date, do not maintain a minimum 3.2 cumulative undergraduate ASU GPA on a 4.0 scale will be able to continue into the graduate portion of the accelerated program, but will neither be able to share the credits noted on the 4+1 Agreement nor be able to select other courses to share. Students in this situation will still need to complete the full requirements of their respective graduate degree.

Students in the accelerated program who do not maintain a 3.0 minimum GPA in their shared coursework will be placed on probation upon entering the graduate program. Students in this situation will be notified of their probation status and the steps needed to lift the probation.

Students who violate both requirements will not be permitted to continue on to the graduate portion of the 4+1 Accelerated Program and will consequently be removed from both the 4+1 Accelerated Program as well as the respective graduate program.

*The MS Robotics and Autonomous Systems 4+1 program has different eligibility requirements. For more information, please visit: https://ras.engineering.asu.edu/.
Academic Standards and Policy

Grades
To be eligible for graduation and the completion of a graduate degree, a student must achieve a cumulative grade point average (GPA) of 3.0 or better in three different grade point average calculations. The three different grade point averages that are considered by Graduate College and the Polytechnic School are as follows: (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 College upon recommendation by the Fulton Schools of Engineering Dean’s office. The policy of the Polytechnic School for academic probation and dismissal of graduate students is outlined below.

Satisfactory progress is defined by the quality of the student’s work, that it does not have any academic and progress probationary issues, and that the student is meeting all requirements and/or milestones applicable to their program. Specifically for Doctoral students, this also includes the successful completion of the qualifying and comprehensive exams, as determined by their program. 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.

Students in the accelerated degree programs (4+1) will have separate requirements to meet while completing their undergraduate degree. See accelerated bachelor’s + master’s degree program (4+1) section above for more information. Once students are in the graduate portion of the program (and have completed their undergraduate degree), they must meet the graduate academic expectations outlined in this section.

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 all of the following:

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:

1. All work taken for graduate credit (courses numbered 500 or higher),
2. Coursework in the student’s approved plan of study (iPOS), and
3. All course work taken at ASU (overall GPA) post baccalaureate.

Earn a “C” or better in all iPOS (plan of study) courses. Grades of “W” and “I” are not acceptable on the iPOS 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.

Meet the terms of the ASU Graduate College satisfactory progress policies as outlined at: ASU Graduate Policies and Procedures.

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:

- **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.

- **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 and GPA requirements as outlined above.

- 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 the reasons for recommendation for withdrawal. The student will have five (5) business 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 Fulton Schools of Engineering (FSE) Dean’s Office to withdraw the student from the graduate program. The student’s appeal will then be reviewed by the FSE Academic Standards Committee, which reviews the student’s case and makes the final recommendation on behalf of the FSE Dean’s Office and the department. If the appeal is not granted in favor of the student, the Fulton Schools of Engineering Dean’s Office will recommend to the Graduate College to withdraw the student from the graduate program. Please refer to the Graduate College 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 the student, the academic unit, and the Graduate College. The iPOS contains certain degree requirements such as core and elective coursework as well as a culminating experience, which must be included in the iPOS before it can be approved. Students should submit an iPOS after registering for their second semester in the program. Students **must** submit an iPOS before completing 50 percent of the credit hours required for their degree program. A student is not eligible to schedule the comprehensive examination without an approved iPOS.

A student can access the iPOS by visiting [My ASU > My Programs > iPOS > Graduate Interactive Plan of Study (iPOS)]. Please reference our [iPOS Overview] for in-depth information on what must be included on the iPOS.

Students may not register for dissertation credit (799) until their iPOS is submitted and approved.

**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 Policy**

Once admitted to a graduate degree program, students must be registered for a minimum of one credit hour of graduate-level coursework (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 who have completed all necessary coursework but still need to complete their culminating experience can request an override for 595 Continuing Registration for 1 credit hour to maintain active status in their program. First term requests are sent to the student’s committee chair to approve and verify that the student is making adequate progress. If a second term request is necessary, along with the override request the student must submit a timeline of remaining requirements to verify how they plan to complete the program in that semester. Below is an example timeline:

Completion of on Introduction, Literature Review, Methodology - August 31
Distribution of survey - September 1 - 30
Analysis of data and write up of Data Analysis and Conclusion chapters- October 1-31
Defense of thesis – November

**Leave of Absence Policy**

Students planning to discontinue enrollment for a semester or more must request approval for a leave of absence through the Plan of Study (iPOS) petition titled *Request to Maintain Continuous Enrollment*. The Graduate College 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 College. 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 and do not have 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 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 Policies and Procedures for more information.

**Graduate College Policies and Procedures**

All graduate students are expected to read, understand and meet the terms of the ASU Graduate College Policies and Procedures handbook as outlined at: ASU Graduate Policies and Procedures.
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 of Engineering are restricted to a maximum of 12 credits per semester. Overrides to register for more than 12 credits require the approval of the student’s committee chair and Graduate Program Chair and will be granted only in exceptional cases. Requests to register for more than 15 credits will not be supported.

Internships
Polytechnic School graduate students can request to take internship as a XXX 584 course option for academic credit if an approved and eligible internship is obtained. Internship is not a requirement for graduate programs within The Polytechnic School, but can be added as a planned option to the graduate plan of study. International students can apply for curricular practical training (CPT) if eligible to do so. No more than 3 credits of internship coursework can be used. The 3 credits can be divided between a maximum of two semesters for two different internship opportunities. For more information on internships, policies, and the application process, please visit: https://poly.engineering.asu.edu/cpt/.

Applying for Graduation
Graduate students should become familiar with the process of applying for graduation to ensure the graduation application is submitted by the deadline of the graduating semester. The University has specific deadlines each semester for submitting the Graduation application. To view the specific deadlines for future terms, log into MyASU and click on the Graduation tab. Please also be sure to review the Graduate College graduation deadlines and procedures as well. All students must have an approved and up-to-date iPOS on file in order to apply for graduation.

Culminating Experience Definitions – Master’s Degrees
Below is an overview of the culminating experience options offered within the Polytechnic School’s graduate programs. Culminating experience options vary by program.

Portfolio
The portfolio is a highlight of three major accomplishments from the master’s program, and may include projects, papers, exams. Portfolio submission includes resume, reflection of graduate program accomplishments with the supporting assignments/ projects included. Reviewed by program chair for consistency in grading. There are specific submission timeframes (Spring - March/ Summer - June/ Fall - October) noted in the program section for eligible programs.

A cover page needs to be included describing what courses the projects were carried out in, and why they were selected for inclusion in the Portfolio by the student. The Committee Chair and/or the Graduate Program Chair will be solely responsible for judging the quality of the portfolio and determining if it is satisfactory to serve as the required culminating event for the degree.

Written Comprehensive Exam
The written comprehensive exam is coordinated by the Graduate Program Chair and leads the
administration of the comprehensive exam to the students in their final semester. Support is available from advising if on-campus comprehensive exam is required. The exam takes place in the last six weeks of the semester. Grading is pass/fail. If a student fails, the student may petition to take the comprehensive exam one more time in a future term.

Capstone
The capstone is the only culminating experience option that has a class time/date associated with it. Within the course, students will follow the syllabus and requirements outlined by the professor.

Applied Project
The applied project is carried out under the supervision of a faculty member, typically a member of the AMT graduate faculty. Students are not assigned a faculty advisor. Students must take initiative to contact a faculty member working in their area of interest. Students desiring to conduct an applied project must first obtain the approval of a faculty member to work with them on the project. This is recommended to be done before the end of the second semester (by +1 year for accelerated students). Enrolment in the applied project is in the last semester of the graduate program. And exception to this is for MS Human Systems Engineering as six credits/two semesters of enrollment are required.

Applied projects are not required to be connected with industry. There is a preference for industry-tied projects for Aviation Management & Human Factors, Human Systems Engineering, and Information Technology.

At completion of the applied project, a written document is required. Document is less involved than a thesis and is not expected to be published. More generalizable in comparison to thesis, flexibility in final format. In all cases, the student must prepare and present the applied project to the faculty advisor and discuss the implementation and results of their project. This presentation will be open to all graduate students.

Credit is earned when the faculty advisor approves the written report and oral presentation and a grade of B or better is awarded. For students carrying out an applied project, the faculty chair is the faculty advisor for the project. The applied project committee consists only of the faculty chair.

Thesis
Thesis is a large research commitment, recommended for those wanting to pursue a PhD or a career focused in research. Work involves a new research area or extension of previous research, taking a new approach to a topic. The thesis topic can be initiated by either the student or the faculty advisor. Students must adhere to Graduate College (GC) policies, formatting requirements, and deadlines. Final document is published through ProQuest through the GC processes.

Students are not assigned a faculty advisor. Student must take initiative to contact a faculty member working in their area of interest. This should be done as soon as possible, but no later than the second semester of study. For 4+1 students, the faculty advisor should be identified by the end of the last semester of the bachelor's degree completion. Enrollment in 599 must be in the last two
semesters of the program.

Thesis grading is pass/fail. Students may receive 'Pass with minor or major revisions' post-defense, but ultimate grade will be pass/fail. Students must have pass/fail form submitted to Graduate College within 10 days of defense, and as soon as any required revisions are accepted by committee. **GC deadlines** should be adhered to closely. The committee must consist of three faculty (one chair, two members or two co-chairs, one member) approved by the Graduate Program Chair and Graduate College. The thesis defense will be open to all graduate students and faculty.

**General ASU 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).

**Student Code of Conduct**
The aim of education is the intellectual, personal, social, and ethical development of the individual. The educational process is ideally conducted in an environment that encourages reasoned discourse, intellectual honesty, openness to constructive change, and respect for the rights of all individuals. Self-discipline and a respect for the rights of others in the university community are necessary for the fulfillment of such goals. The Student Code of Conduct is designed to promote this environment at Arizona State University.

The Student Code of Conduct sets forth the standards of conduct 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 expected to adhere to the [ABOR Student Code of Conduct](https://www.asu.edu/about/abor/student-code-conduct).

**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 College.
Department and University Resources

- Academics and Professional Development
  - Academic Integrity Policy
  - ASU libraries
  - Career Centers (both ASU and Fulton Schools of Engineering)
  - Graduate and Professional Student Association
  - Polytechnic School graduate student resources and forms
  - Professional development
  - Writing Center

- Student Support Services
  - Counseling
  - Disability Resources
  - Graduate Wellness Resources
    - 10 Best Practices in Graduate Student Wellbeing
  - Health
  - Housing
  - International Student Services
  - Veterans

- Business and Finance Services
  - ASU ID cards
  - ASU bookstore
  - Parking and Transit
  - Student accounts

Contact Information

For more information about the Polytechnic School graduate programs or the policies in this handbook, contact the graduate advising office at polygrad@asu.edu or 480-727-4723.