Graduate student handbook

Engineering, MS

2025–26

The Polytechnic School

poly.engineering.asu.edu/engineering

Ira A. Fulton Schools of Engineering
Arizona State University

MS Engineering

2025-2026 Handbook

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Program Overview

About the MS Engineering Program

The **Master of Science (MS) in Engineering** is a cross-disciplinary graduate program within **The Polytechnic School (TPS)**, one of eight schools in the **Ira A. Fulton Schools of Engineering** at **Arizona State University (ASU).** The program integrates advanced coursework, applied projects, and collaborative experiences to help students address complex engineering challenges using systems thinking and design-centered approaches. Most students enter with backgrounds in engineering, technology, or the physical sciences, along with a desire to deepen their technical expertise and broaden their interdisciplinary perspective.

Learning occurs through coursework in systems design, control, and management; hands-on projects that bridge theory and practice; and engagement in program activities that emphasize real-world application. Students are encouraged to specialize in areas such as robotics, clean energy, automotive systems, mechanical systems, and engineering education, and may participate in faculty-led research. The program supports flexible culminating experiences—including a portfolio, applied project, or thesis—so students can tailor their path to career goals. Graduates are equipped to innovate and lead in industry, government, startups, and academia, with many advancing to doctoral programs or leadership roles in engineering practice.

As a STEM-designated program, MS Engineering qualifies students for STEM-specific scholarships, **Optional Practical Training (OPT) extension** for international students on F-1 visas, and **expanded GI benefits** for veterans. To learn more, visit our **program website** and **faculty page.**

About The Polytechnic School

The Polytechnic School (TPS) is redefining higher education through a hands-on, collaborative approach to learning that emphasizes solving real-world challenges. We believe that how students learn is just as important as what they learn, and we are committed to fostering an environment grounded in ASU's vision of the **New American University:** one that values excellence, access, and societal impact.

Located in **Mesa**—Arizona's third largest city and part of the Greater Phoenix area—the 600-acre **ASU Polytechnic campus** is home to more than 6,000 undergraduate and graduate students. Surrounded by a unique desert arboretum, the campus features some of the most innovative engineering and technology programs in the country, supported by state-of-the-art **laboratories, facilities, and centers.**

TPS programs are led by more than 100 **expert faculty** whose insight and innovation translate research into action and education into lasting impact. Graduate students in **13 master's programs, four doctoral programs, and one graduate certificate (Learning Engineering)** benefit from an

interdisciplinary environment that integrates engineering, applied sciences, management, and technology. Through coursework, applied projects, and original research, students gain experiences that bridge theory and practice. To learn more about The Polytechnic School and its graduate programs, visit **poly.engineering.asu.edu**.

Purpose of this Handbook

This handbook is intended for current and prospective students in the **MS Engineering program** within **The Polytechnic School**. It outlines admissions, degree requirements, academic procedures, and relevant university policies. This handbook is meant to supplement, but not replace, the **ASU Graduate College Policies and Procedures Manual**. Students are expected to understand and follow all policies set by the university, the Graduate College, and their academic program. Updates to this handbook will be communicated as needed.

Graduate Advising and Program Contacts

The Polytechnic School (TPS) Graduate Advising is the primary resource for graduate students seeking support with course planning, submission of the **Interactive Plan of Study (iPOS)**, graduation requirements, and other administrative processes. Advisors also assist students in understanding and navigating policies at the program, college, and university levels. Students are encouraged to maintain regular communication with their academic advisor to clarify degree expectations and support timely progress toward graduation.

Students can **schedule an advising appointment** or **identify their academic advisors** using the available resources. The TPS Graduate Advising Office is located on the second floor of Sutton Hall on the Polytechnic Campus and can be reached at **polygrad@asu.edu** or 480-727-1874.

Dr. Samantha Brunhaver serves as the Graduate Program Chair for the MS Engineering program and can be reached at **samantha.brunhaver@asu.edu**. She is the primary contact for questions related to academic content, research, faculty mentorship, applied project or thesis advising, and professional development. She also supports students in navigating academic challenges, clarifying degree expectations, and aligning their program experience to career goals.

Dr. Kurt Paterson is the Director of The Polytechnic School. While students are encouraged to first consult their Academic Success Coordinator or Graduate Program Chair for support, Dr. Paterson may be contacted in exceptional cases that require additional attention or cannot be resolved through regular advising channels. He can be reached at **kurt.paterson@asu.edu**.

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Admission to the Program

Admission to the MS in Engineering program requires the completion of all general admission requirements and procedures set forth by **Graduate Admission Services**. Applicants should first review the Graduate Admissions Services **webpage** for university-wide application procedures, deadlines, and international student requirements. **Program-specific requirements and deadlines** are outlined in this handbook and should also be reviewed before applying.

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**.

Admitted students who are unable to start their programs in their admitted term can request to defer their start to the next admissible semester. Students may submit a request to defer through their MyASU.

A complete MS Engineering application for admission includes the following items:

- An online **Graduate Admission** application, including attachments of the following documents:
    - A professional resume
    - A **statement of purpose**
- 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.
- International applicants must also meet the **English proficiency requirements**, as defined by Graduate Admission Services. Please be sure to review the **TOEFL, IELTS, Duolingo, or PTE score requirements**, as International applications will not be processed without valid proof of English proficiency.

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.

Fall semester (August)	April 1
Spring semester (January)	September 15

Applicant Eligibility

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.

Applicants must also meet the following admission requirements:

- Minimum of a 3.00 cumulative GPA (scale is 4.00=A) in their first bachelor's degree program, or in the last 60 hours of a student's first bachelor's degree program.
- Minimum of 3.00 cumulative GPA (scale is 4.00=A) in nine semester hours of graduate work, or a cumulative GPA of 3.00 (scale is 4.00=A) in an applicable conferred master's degree program, 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.

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.

Additional Coursework or Provisional Admission

Students may be admitted to the MS Engineering program with provisional status, which may include assigned additional course(s), additional GPA requirements, or both.

Students should refer to their admittance letter to verify any assigned coursework. Additional coursework must be completed by the end of the first year with a grade of B or better, unless otherwise noted, but it is highly encouraged that additional coursework is taken within the first semester.

Students admitted with provisional admission must successfully complete their first year with a 3.0 cumulative GPA or better. A student's inability to meet this requirement may result in immediate dismissal from their graduate program.

Deferral of Admission

Admitted students who are unable to begin in their intended term may request a deferral of their admission to the next admitting term by submitting a formal request via **MyASU**. Deferral approval is not guaranteed.

ASU Personalized Graduate Admissions

ASU undergraduate students who meet the eligibility criteria for specific participating master's degree programs will receive an offer for **ASU Personalized Graduate Admissions** in their final undergraduate semester.

Students who accept an ASU Personalized Graduate Admissions offer will be automatically admitted to one selected ASU graduate degree program without submitting a graduate admission application or supplemental materials.

Accelerated Bachelor's + Master's Degree programs

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 program offerings, visit **Accelerated Master's Degree Programs** and contact the Polytechnic School Graduate Advising office at **polygrad@asu.edu** to discuss your options. Admission into the accelerated programs is not guaranteed and an application is required to be considered. Interested students should review the available options on the **Accelerated Master's Degree Programs** webpage and contact their academic advisor for guidance.

Financial Aid

Multiple 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**.

Graduate assistantships at the master's level are limited. Students interested in research assistantships are encouraged to discuss their research interests with engineering faculty. For more information on funding opportunities, please visit: **TPS Graduate Student Funding Opportunities**.

Program Requirements

The **MS in Engineering** requires a minimum of 30 credit hours of approved graduate coursework, including core curriculum, focus area courses, electives, and a culminating experience. An award of the MS in Engineering degree requires the completion of a prescribed curriculum and the completion of a graduate culminating experience. These credit hours must include the following:

Required Core Courses (6 credit hours)
The required curriculum for students in the MS Engineering degree consists of six (6) credits that are intended to expose mature students to fundamental topics in engineering. The required courses are:

EGR 520: Engineering Analysis

- Develops advanced analytical skill for evaluating engineering systems, with emphasis on mathematical modeling, problem solving techniques, and the application of quantitative methods across multiple engineering contexts.

EGR 530: Principles of Systems Engineering

- Introduces key concepts and practices in systems engineering, with a focus on designing, managing, and optimizing complex, integrated systems. Highlights the importance of flexibility, adaptability, and the integration of technical and social considerations in addressing evolving requirements and technological change.

Focus Area Courses (15 credit hours)
Students must complete 15 credit hours of graduate-level coursework from **up to three** of the program's six designated focus areas: Robotics, Clean Energy, Automotive Engineering, Engineering Education, Mechanical Systems, and Manufacturing. Courses typically carry ALT, EGR, MFG, or RAS prefixes. Students should select courses aligned with their individual interest and career goals. A complete list of eligible courses is available on the **Engineering Courses by Focus Area** webpage. Students should consult the **ASU Course Catalog** for up-to-date course offerings, as availability may vary by semester. To ensure chosen focus area courses meet program requirements, students are also strongly encouraged to consult their academic advisor when selecting courses and complete the iPOS during their first semester.

Elective Course (3-9 credits)
Depending on the culminating experience option selected, students will need 3 to 9 credit hours of elective coursework to complete the 30-credit MS Engineering curriculum. These electives should support the student's technical interests and area(s) of specialization. Elective courses may be chosen from **graduate-level offerings (500-level or above) within the Engineering program** at The Polytechnic School, other programs in the **Fulton Schools of Engineering,** or closely related disciplines, such as **mathematics**, **physical sciences,** or **biological sciences**, among others. Courses outside of engineering may count toward elective requirements with prior approval from the Graduate Program Chair.

The MS Engineering program periodically offers elective courses, typically listed under EGR 598. Courses offered regularly may later be assigned permanent course numbers. Students may also earn elective credit through EGR 590: Reading and Conference or EGR 592: Research. For EGR 590, an **Individualized Instruction Form** must be submitted to TPS Graduate Advising prior to the start of the semester. EGR 590 and EGR 592 are graded on a Pass/Fail basis.

Elective coursework may also be applied toward a graduate certificate, provided students are formally admitted to the certificate program prior to completing the applicable courses. Like focus areas, graduate certificates offer an opportunity to build specialized expertise in a complementary field. For example, the Fulton Schools of Engineering offers a **graduate certificate in Learning Engineering**, which is well-suited for students interested in education, training, and human-centered technology design. Interested students are encouraged to consult their academic advisor and explore **ASU's graduate certificate offerings** to identify programs that align with their academic and professional goals.

Note: Courses offered through other Fulton Schools programs often require override approval. Students should consult their academic advisor when selecting electives to ensure alignment with degree requirements and to secure any necessary approvals. Students should also consult the **ASU Course Catalog** for up-to-date course offerings, as availability may vary by semester.

Culminating Experience (0-6 credit hours)

There are three options for the **culminating experience:**

Portfolio (0 credits)
EGR593 Applied Project (3 credits)
EGR599 Thesis (6 credits)

Culminating Experience	Required Credits	Focus Area Credits	Elective Credits	Culminating Experience Credits	Total Credits
Portfolio	6	15	9	0	30
Applied Project	6	15	6	3	30
Thesis	6	15	3	6	30

Portfolio Option (0 credit hours)

The portfolio is the default culminating experience for MS Engineering students. It highlights the depth and quality of the student's academic experience and demonstrates their ability to integrate technical and professional competencies in alignment with their focus area(s) and career goals. The portfolio is administered and evaluated by the Graduate Program Chair or their designee. The requirements and procedures for selecting and completing the portfolio option as the culminating experience for the MS Engineering program are described in *Appendix D*.

Applied Project Option (3 credit hours)

The applied project allows students to apply engineering knowledge to address a practical, real-world problem of technical relevance. It is ideal for students seeking a flexible, application-focused alternative to a thesis. The project should demonstrate the student's ability to define a problem, apply appropriate engineering methods or tools, and develop a feasible solution or outcome. It consists of two components: (1) a written report, and (2) an oral presentation. While not expected to produce publishable research, it may align with or support ongoing faculty work. The applied project is administered and evaluated by the student's faculty advisor. The requirements and procedures for selecting and completing the applied project option as the culminating experience for the MS Engineering program are described in *Appendix B*.

Thesis Option (6 credit hours)

The thesis allows students to conduct independent, original research that contributes meaningfully to their field of engineering. It is ideal for students pursuing a research-intensive pathway or planning to continue to a PhD or research-focused career. The thesis should demonstrate the student's ability to identify a significant problem, formulate clear research questions, apply appropriate methods, and draw well-supported conclusions. It consists of two components: (1) a written document, and (2) an oral defense. While it may align with ongoing faculty research, it is intended to make a distinct scholarly contribution. The thesis is administered and evaluated by the student's full thesis committee. The requirements and procedures for selecting and completing the thesis option as the culminating experience for the MS Engineering program are described in Appendix C.

Plan of Study (iPOS)

All MS Engineering students are required to submit an **Interactive Plan of Study (iPOS)** no later than the start of their second semester in the program. The iPOS functions as a formal agreement between the student, the program, and the Graduate College. It outlines the student's degree requirements, including core and elective coursework, the selected culminating experience (e.g., applied project, thesis), and (if applicable) thesis committee membership. An approved iPOS is required before a student may register for key components of the program, such as EGR 593: Applied Project, EGR 599: Thesis, or EGR 584: Internship. The iPOS must be reviewed and approved by the student's faculty advisor or thesis chair/co-chairs (as applicable), the Graduate Program Chair, and the Dean of the Graduate College.

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.

In order to ensure accurate and timely communication of the culminating experience from academic and faculty advising, students should apply for graduation by the deadline in which they intend to

graduate and review the iPOS for accuracy. The iPOS must be updated to reflect the student's intended plans for graduation.

Responsibilities and Rights of Students and Faculty

Responsibilities and Rights of Master's Students

Master's students are expected to engage actively and professionally with their academic advisor, along with their faculty advisor or thesis committee (as applicable), throughout their program. Key responsibilities include, but are not limited to:

Maintain Communication. Regularly engage with your academic advisor, as well as your faculty advisor or thesis committee (as applicable), to clarify expectations, seek feedback, address concerns, and stay on track with program requirements.

Complete Degree Requirements. Fulfill all required coursework and program milestones in a timely manner to remain in good academic standing.

Manage Your Plan of Study. Submit and update your **Interactive Plan of Study (iPOS)** to reflect your coursework, culminating experience, and (if applicable) your thesis committee. Ensure that all information is listed and approved before scheduling your defense or final submission.

Coordinate Milestone Scheduling. Work with your academic advisor, as well as your faculty advisor or thesis committee (as applicable), to schedule the applied project presentation or thesis defense; once scheduled, notify **TPS Graduate Advising**. Portfolio deadlines are fixed each semester and published in the handbook.

Submit Materials and Respond to Feedback. Share required documents (e.g., written report, thesis) with your faculty advisor or thesis committee (as applicable). Respond to feedback promptly and professionally to support your growth and continued progress.

Prepare for Milestones. Thoroughly prepare for your portfolio submission, applied project presentation, or thesis defense by reviewing expectations, incorporating feedback, and refining your final deliverable.

Meet Submission Deadlines. Submit all required documents for the culminating experience (e.g., portfolio, thesis), and complete all Graduate College processes (e.g., **format review**, **ProQuest upload** for thesis students) by posted deadlines.

Comply with Policies and Standards. Understand and adhere to ASU policies regarding academic integrity, responsible research conduct, human subject protections, and the ethical use of generative AI. Seek guidance from your faculty advisor or thesis committee (as applicable), academic advisor, or the Graduate Program Chair if questions arise.

Pursue Professional Development. Take advantage of professional development opportunities related to research, teaching, career readiness, or applied practice, and seek funding opportunities to support your research and career goals, when applicable.

Students pursuing an applied project or thesis have the right to request a change in their faculty advisor or committee members at any time if the advising relationship is not functioning effectively. Students are encouraged to consult their academic advisor or the Graduate Program Chair to discuss concerns and explore options for a smooth transition. All committee changes must be reflected in the iPOS.

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.**

Responsibilities and Rights of Faculty Advisors and Thesis Chair/Co-Chairs

Faculty who agree to serve as an advisor or chair/co-chair for a student's applied project or thesis assume primary responsibility for supporting their academic progress, professional development, and successful milestone completion. Key responsibilities include, but are not limited to:

Advising and Communication. Maintain regular, clear communication with the student (and co-chair, if applicable) to support a collaborative advising relationship. Foster a respectful and supportive mentoring environment that promotes student success.

Professional Guidance. Provide mentorship on academic planning, project or thesis development, and professional skill-building. Offer timely, constructive feedback on written work, including final drafts, and help the student navigate and reconcile differing committee feedback, if applicable.

Administrative Oversight. Support the development and maintenance of the student's **Interactive Plan of Study (iPOS)**, including course selection and, when applicable, committee formation. Assist in completing program milestones, including timely coordination with committee members and submission of required forms.

Planning and Compliance. Help the student define a feasible scope and timeline for their applied project or thesis. Ensure the thesis meets **Graduate College formatting and submission requirements**, including **format review** and final approval, if applicable.

Policy Awareness. Stay informed about university and program policies related to degree requirements, academic integrity, generative AI, and research compliance. Consult with TPS Graduate Advising or the Graduate Program Chair as needed.

Professional Support. Encourage the student to pursue relevant funding, fellowship, and professional development opportunities. Provide letters of recommendation or serve as a reference in support of the student's academic and career goals, as appropriate.

Faculty advisors and chairs/co-chairs have the right to withdraw from their advising role at any time if the advising relationship is not functioning effectively. In such cases, faculty are encouraged to consult with the Graduate Program Chair to facilitate a smooth transition for the student.

Responsibilities and Rights of Thesis Committee Members

Faculty who agree to serve on a student's thesis committee play an important role in guiding their academic development and supporting the successful completion of the thesis. Key responsibilities include, but are not limited to:

Policy Awareness. Stay informed about relevant university and program policies related to the MS Engineering degree and thesis option. Seek clarification from the student's chair/co-chair, TPS Graduate Advising, or the Graduate Program Chair as needed.

Advising and Feedback. Provide timely, constructive feedback on the student's thesis, including review of drafts throughout the development and writing process.

Collaboration and Communication. Maintain professional communication with the student and their chair/co-chairs to support progress. When needed, help the student reconcile differing committee feedback to ensure consistent, coordinated guidance.

Participation and Evaluation. Attend the thesis defense and participate fully in its evaluation, following program and Graduate College expectations.

Faculty have the right to withdraw from a committee role at any time if the advising relationship is not functioning effectively. In such cases, they are encouraged to notify the student's chair/co-chairs to help facilitate a smooth transition for the student and the committee.

Faculty and Research Opportunities

Faculty in the Engineering program bring extensive expertise across a wide range of engineering disciplines and are actively engaged in solving many of society's most pressing challenges. Many also have substantial industry experience, which they integrate into their teaching and research. Their work is supported by The Polytechnic School's **laboratories, facilities, and centers**, which offer hands-on, collaborative environments for both graduate education and use-inspired research. These state-of-the art spaces enable faculty and students to apply advanced technologies in ways that enhance learning, foster innovation, and translate ideas into real-world impact.

Students are encouraged to connect with faculty to explore opportunities for applied projects, theses, and other opportunities aligned with their academic interests and career goals. A full list of Engineering faculty within The Polytechnic School is available on the **program website**, and additional details about each faculty member's research, teaching, and professional background can be found through the **ASU iSearch Directory**. A current roster of faculty approved to serve as advisors, chairs/co-chairs, and committee members in the MS Engineering program is also available, through TPS Graduate Advising.

Graduate Internships

Graduate students may pursue **internships** with external companies, nonprofits, government agencies, or other organizations during their studies to gain professional experience and develop career-specific skills aligned with their program of study. While internships are not required, they may be included on the **Interactive Plan of Study (iPOS)** as an optional component using the EGR 584: Internship course for academic credit.

To be eligible for credit, the internship must be relevant to the student's academic program and receive formal approval from the Graduate Program Chair. Students may apply up to three credit hours of EGR 584 (graded Pass/Fail) toward their degree requirements. These positions are typically paid by the host organization, but do not include tuition coverage or health insurance benefits through ASU. International students must confirm eligibility for **Curricular Practical Training (CPT)** and obtain formal approval from the **International Students and Scholars Center (ISSC)** before accepting any internship for credit.

All internships must be conducted in compliance with TPS and **ASU policies** and must not interfere with academic progress or delay degree completion. Students are encouraged to consult their academic advisor, along with their faculty advisor or chair/co-chairs (as applicable), to ensure that the experience aligns with their academic and professional goals.

The Polytechnic School allows a maximum of three credit hours of internship. To explore available options and review policies and procedures, students can visit **The Polytechnic Schools' Internships** webpage or access support through **ASU Career Services' Internship Resources**.

Academic Progress and Degree Completion

Time Limit for Degree Completion

Graduate students must complete all program requirements, including coursework, milestones, and the successful completion of the culminating experience (e.g., applied project, thesis), within established time limits for their degree. Master's students have six consecutive years from the semester of admission to complete their program. Exceptions may be granted only with approval from the student's faculty advisor or chair/co-chairs (as applicable), the Graduate Program Chair, and the Dean of the Graduate College. Students who do not complete all degree requirements within the allowed timeline may be subject to withdrawal from the program or university.

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 enrollment is required only if the student (1) begins the program in a summer term, (2) is completing a culminating experience (e.g., applied project, portfolio, or thesis), or (3) plans to graduate during the summer term. This credit must appear on the Plan of Study ***or*** must be an appropriate graduate-level course (e.g. 595, Continuing Registration).

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 additional term requests are necessary, along with each request the student must submit a timeline of remaining requirements to verify how they plan to complete the program.

Courses with grades of "W" (Withdrawal), "X" (Audit), or "I" (Incomplete) will not satisfy the continuous enrollment requirements for that semester. Students resolving an "I" grade must remain enrolled until the incomplete is cleared. Failure to meet continuous enrollment requirements may result in being withdrawn as an active student from the program.

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. To view current and upcoming deadlines, students should log into **MyASU** and click on the Graduation tab. Before

submitting the graduation application, students must ensure their **Interactive Plan of Study (iPOS)** is accurate, fully approved, and up to date.

Students completing a portfolio or applied project must follow all **Graduate College graduation procedures and submission deadlines.** Students completing a thesis must submit the final, approved version to **ProQuest (ETD)**, including all required **format revisions.** Failure to meet these requirements may delay degree conferral. Students who do not submit their thesis by the Graduate College's end-of-semester deadline must maintain continuous enrollment until final approval is granted.

Pre-Admission or Transfer Credit

Graduate-level coursework completed prior to admission, whether at ASU or another accredited institution, may be included on the **Interactive Plan of Study (iPOS)** if it was not applied to a previously awarded degree. No more than fifteen credit hours of pre-admission or transfer coursework is accepted. Eligible courses must be completed at the graduate level (500-level or higher) with a grade of "B" (3.00) or higher, be relevant to the student's program of study, and have been completed within three years of the semester of admission to the graduate program. All transfer credits are subject to review and approval by the Graduate Program Chair and the Dean of the Graduate College.

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 *Leave of Absence Request*. 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 may be submitted through a student's interactive plan of study and 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 are not on an approved Leave of Absence 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 Leave of Absence 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.

Course Load and Credit Limits

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.

Program or University Withdrawals

Graduate students who intend to leave their program and the university must submit a **Voluntary Withdrawal Form** and separately withdraw from their courses through **MyASU.** International students must consult the **International Students and Scholars Center (ISSC)** before initiating a withdrawal, as it may affect visa status. Students planning to change degree programs should not withdraw from their current program until they have been officially admitted to the new one. In cases of serious illness or personal hardship, students may request a **Medical or Compassionate Withdrawal,** which counts toward maintaining continuous enrollment if approved.

Academic Standards and Policies

Satisfactory Student Progress

To remain in **satisfactory progress standing**, all master's students must make consistent, timely advancement toward the completion of their degree. This includes meeting all academic performance benchmarks established by the university, the Graduate College, and the academic program, including:

1. maintaining a minimum 3.00 GPA in all required categories, as outlined below,
2. earning a grade of "C" (2.00) or better in all courses listed on the Interactive Plan of Study (iPOS),
3. completing all required degree milestones, such as coursework and the culminating experience (e.g., applied project, thesis), in a timely manner,
4. adhering to the established six-year time limit to complete the master's degree, and
5. maintaining continuous enrollment in one graduate credit hour during fall and spring semesters, and summer if graduating or using university resources, unless on an approved Leave of Absence.
6.

After each semester, TPS Graduate Advising reviews student records to assess whether satisfactory progress is being made. Students who meet all expectations are considered in satisfactory progress standing. Those who do not may be placed on academic probation or recommended for dismissal from the program or university, depending on the circumstances.

Grade and GPA Requirements

All graduate students must achieve a cumulative GPA of 3.00 or higher (scale is 4.00 = "A") in each of the following categories:

1. all graduate-level coursework (500-level or above) taken after admission, excluding deficiency courses listed in the original letter of admission,
2. all coursework listed on the approved **Interactive Plan of Study (iPOS),** and
3. all post-bachelor's coursework completed at ASU, regardless of whether it appears on the iPOS.

Courses below "C" (2.00) cannot be included on the iPOS but will be factored into graduate and cumulative GPA calculations. Courses with an "I" (Incomplete) or "W" (Withdrawal) also cannot be included on the iPOS and may indicate unsatisfactory progress if multiple occurrences arise during the program. Students will be placed on academic probation if they fail to meet GPA requirements.

Students in **accelerated master's (4+1) programs** must meet separate requirements during the undergraduate portion of their degree. Once they transition to graduate status, they must meet all graduate-level academic expectations outlined in this section.

Accelerated Bachelor's + Master's Probation Policy

Students in the Polytechnic School accelerated bachelor/masters programs are required to have/maintain a minimum 3.0 cumulative undergraduate ASU GPA on a 4.0 scale, at the time of the Accelerated Master's Program agreement. In addition, students in the accelerated bachelor/masters 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.

Shared coursework is defined as the courses being applied toward the bachelor's degree and also being utilized for credit in the master's program. Shared courses are identified on the Accelerated Master's Program Agreement that must be completed prior to starting the accelerated bachelor/master program.

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

Academic Probation and Dismissal

Graduate students may be placed on **academic probation** if they (1) fail to meet GPA requirements, or (2) fall behind on program milestones or do not demonstrate satisfactory academic progress as determined by their program and the Graduate College. Students placed on probation will receive formal notice from TPS Graduate Advising outlining the reason(s) for probation, the specific steps required to return to good standing, and the timeline in which conditions must be met. In most cases, students will have up to nine credit hours or one academic year, whichever comes first, to meet GPA requirements and any other outlined conditions. For progress-related issues (e.g., incomplete milestone, deficiency completion), a specific deadline will be provided in the probation notice.

If a student fails to meet the conditions of probation or shows continued lack of progress, the TPS Graduate Affairs Committee may recommend dismissal from the program or university. The student will receive a written notice outlining the reasons for dismissal and will have 10 business days from the date of the letter to submit an appeal. The committee will review the appeal and issue a written decision. If the appeal is granted, the student must sign an agreement acknowledging the terms for continued enrollment and the consequences of not meeting them. If the appeal is denied, the committee will recommend dismissal to the Dean of the Graduate College, who makes the final decision. Students dismissed for academic reasons may reapply for admission after one year, subject to Graduate College approval.

Note: Students admitted on a provisional or deficiency basis may also be recommended for dismissal if they fail to meet the specific conditions outlined in their admission letter. These may include: (1) failure to complete assigned deficiency courses within the specified timeline, (2) earning a grade below "B" (3.00) in a required deficiency course, or (3) deficiency GPA falling below 3.00

(scale is 4.00=A). Provisional or deficiency admits who do not meet their admission requirements are not eligible to appeal and will also be dismissed.

Grade Grievance Appeal Policy

Graduate students seeking to appeal a final course grade must follow **ASU's official Grade Grievance Appeal Policy**. Appeals must be initiated and resolved during the regular semester (fall or spring) immediately following the term in which the disputed grade was issued and must be completed before commencement. This policy only applies to final course grades. Concerns related to academic integrity violations, faculty misconduct, or discrimination are addressed through **separate university policies**. ASU prohibits retaliation against students or witnesses involved in grade grievance appeals. Students are encouraged to review both the informal and formal steps outlined in the **appeal policy** and consult their academic advisor as needed.

Academic Integrity, Professionalism, and Conduct

Academic Integrity

All graduate students are expected to uphold the highest standards of academic integrity as outlined by the university, the Graduate College, and the academic program. Key policies include the **ASU Student Honor Code** and the **Fulton Schools of Engineering Honor Code**. Newly admitted graduate students are required to complete the **ASU Academic Integrity Tutorial** during their first semester.

Academic integrity violations may occur in any academic context, including coursework, research, or teaching duties. Violations include, but are not limited to, cheating, plagiarism, fabrication of data, tampering, and aiding or facilitating such misconduct. These violations may result in serious consequences such as grade penalties, loss of funding, registration holds, academic probation, suspension, or dismissal from the program or university. Sanctions may be imposed in accordance with policies established by the university, the Graduate College, and the academic program. Questions or concerns about academic integrity may be directed to the Fulton Schools of Engineering's **Academic Integrity Officer**. For more information, visit the **ASU Academic Integrity** webpage.

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 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**.

Use of Generative Artificial Intelligence (AI)

The use of generative AI tools in any university context, including coursework, research, and teaching, is governed by **ASU's Academic Integrity Policy.** Instructors and committees are responsible for defining what constitutes appropriate use of generative AI within their specific course or culminating experience (e.g., applied project, thesis). Graduate students are expected to consult their instructors or committee to determine whether, and to what extent, AI tools may be used.
If generative AI is permitted, students must clearly disclose its use and provide proper attribution in all submitted documents or presentations. Failure to disclose or unauthorized use of generative AI may constitute an academic integrity violation and could result in disciplinary action.

Students are encouraged to refer to the **ASU Artificial Intelligence** webpage, the Office of the University Provost's **Generative AI** webpage, and the **ASU Library Guide on Generative AI** for guidance. These resources offer best practices for citing AI tools, linking to AI-generated outputs, and understanding the ethical considerations related to AI use in academic and research contexts.

Use and Sharing of Academic Materials

All instructional content students engage with at ASU, including lectures, course materials, videos, assessments, and other educational resources, is protected by **copyright.** Students may not record, share, upload, sell, or distribute these materials outside the intended academic context unless explicitly authorized. This includes notes taken during class or content accessed through ASU learning platforms.

Recording of class sessions is prohibited unless approved in advanced as part of an official accommodation through **ASU Student Accessibility and Inclusive Learning Services (SAILS).** Students must also refrain from uploading to any course site, discussion board, or academic platform any material that is not their original work, unless they have complied with all applicable copyright laws. Instructors and ASU administrators reserve the right to remove content suspected of copyright infringement.

Student Concerns and Support

Graduate students who encounter challenges with peers, faculty, advisors, or staff are encouraged to seek resolution through the appropriate channels. For concerns involving harassment,

discrimination, or retaliation, students should follow **ASU's official reporting procedures.** For academic or interpersonal issues that impact progress but fall outside formal reporting structures, students may begin by consulting TPS Graduate Advising or the Graduate Program Chair. If additional support is needed, students may escalate the issue to **The Polytechnic School Director's Office** or the **Fulton Schools of Engineering Dean's Office**. Students can also reach out to the **Dean of Students Office**, **Student Advocacy and Assistance**, and **University Ombudspersons** for confidential, impartial guidance exploring possible solutions.

Research Involving Human Subjects

Graduate students conducting research involving human subjects under the auspices of ASU must obtain formal approval from the **Institutional Review Board (IRB)** before recruiting participants or collecting data. The process is coordinated through the **ASU Office of Research Integrity and Assurance (ORIA)** and conducted in compliance with federal regulations.

Accessibility and Inclusive Excellence

Accessibility and Accommodations

ASU is committed to ensuring access and inclusion for all students. Students who need accommodations due to a disability must register with **ASU Student Accessibility and Inclusive Learning Services (SAILS)** and provide appropriate documentation to the relevant faculty, staff, or university representative in a timely manner. Early communication is essential to allow sufficient time to arrange accommodations in academic, testing, or other university-related settings.

Prohibition Against Discrimination, Harassment, and Retaliation

ASU is committed to maintaining a safe, inclusive, and respectful environment for all members of the university community. ASU prohibits all forms of discrimination, harassment, and retaliation based on protected characteristics, including race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, and genetic information.

In accordance with **Title IX,** ASU does not discriminate based on sex in any educational program or activity, including admissions and employment. Sexual harassment and sexual violence are prohibited. Students who experience sex-based discrimination or harassment, including sexual assault, are encouraged to seek support and explore reporting options. For Title IX-related questions or reports, students are encouraged to reach out to **ASU's Title IX Coordinator.** Confidential counseling is available through **ASU Counseling Services.** For more information, visit the **ASU Sexual Violence Prevention** webpage. For information on making a report please go to **www.asu.edu/reportit/.**

Inclusive Excellence at Arizona State University

Arizona State University is committed to **inclusion** - ethnic, intellectual, socioeconomic and cultural - and advancing knowledge that reflects the deepest possible grasp of broad perspectives.

Inclusive excellence is a term that reflects Arizona State University's commitment to admitting all students who are qualified to attend the university under the university's **admission standards** without regard to their race, sex, color, ethnicity or national origin. And, all ASU students and employees are welcome to participate in all ASU programs, groups, and organizations.

The university provides those students with an education at the **highest levels of excellence** through a **faculty of distinguished scholars**. Doing so has resulted in **the recent invitation for ASU to join the American Association of Universities (AAU)** with a student body of more than 80,000 students on ASU's four campuses.

Fulton Schools of Engineering Mission and Values

The **Fulton Schools of Engineering** is committed to advancing **ASU's charter** as "a comprehensive public research university, measured not by whom it excludes, but by whom it includes and how they succeed; advancing research and discovery of public value; and assuming fundamental responsibility for the economic, social, cultural and overall health of the communities it serves."

The Fulton Schools' **mission** is to advance innovative research and education while fostering entrepreneurship and professional leadership. This mission is grounded in core values: cultivating excellence, delivering impactful innovation, encouraging bold thinking, fostering a collaborative learning community, and building a foundation for all to succeed.

Central to this mission is a deep commitment to **inclusive excellence**, i.e., ensuring that policies, practices, and culture support the success and well-being of all students, faculty, and staff. Through these ongoing efforts, the Fulton Schools strive to be a global leader in advancing inclusive excellence in engineering education and practice.

General ASU Information

Academic Calendar and Deadlines

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

Academic Notifications

To stay informed and avoid delays, students must regularly check their **MyASU** portal, **Interactive Plan of Study (iPOS)**, and **ASU email** for important updates from the program, TPS Graduate Advising, and the Graduate College. These platforms provide essential information about degree progress, registration holds, deadlines, and required actions. All official university communications are sent to the student's **ASU email**, and timely responses are expected.

Department and University Resources

ASU offers a broad range of support services to help students succeed academically, professionally, and personally. The list below highlights many of these resources across several categories. For additional services, visit the **ASU Graduate College, ASU Student Services,** and **Fulton Schools of Engineering Student Resources** webpages.

Academics and Professional Development

- **Academic Integrity Policy**
- **ASU libraries**
- **Career Centers (both ASU and Fulton Schools of Engineering)**
- **Graduate Student Government**
- **FSE student resources**
- **Professional development**
- **Writing Center**

Student Support Services

- **Student Accessibility and Inclusive Learning**
- **Graduate Wellness Resources**
    - **10 Best Practices in Graduate Student Wellbeing**
- **Housing**
- **International Student Services**
    - **FSE International Student Resources**
- **Veterans**

Student Wellness

- **Counseling**
- **Health**
- **Pitchfork Pantry**
- **ASU Police**
- **Safety Escort reservations**

Business and Finance Services

- **ASU ID cards**
- **ASU bookstore**

- **Parking and Transit**
- **Student accounts**
- **Emergency student loans**
- **Student Crisis Fund**

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 480-727-1874.

Appendix A

Instructions for the Master of Science in Engineering Portfolio

Purpose of the Portfolio

The portfolio is the default **culminating experience** for MS Engineering students. It highlights the student's academic growth and integration of technical and professional skills aligned with their areas of focus and career goals. The instructions for selecting and completing the portfolio are described below.

Portfolio Structure and Content

The portfolio must include **exactly three** notable activities or accomplishments that reflect the quality and depth of the student's academic experience, with particular emphasis on their growth in engineering knowledge, technical expertise, and interdisciplinary understanding. Examples may include class project reports, conference presentations or proceedings, publications, or project videos. **At least one** artifact must represent the student's original, independent work (i.e., not collaborative or team-based) completed as part of a graduate-level course; this item may not be tied to an internship, independent research project, or applied project/thesis work. Student should consult the Graduate Program Chair prior to submission to confirm that selected items meet the criteria for notable accomplishments.

The portfolio is a professional document, written in **American Psychological Association (APA)** or **Institute of Electrical and Electronics Engineers (IEEE)** style, and will be evaluated for content, clarity, and overall presentation. It must follow the format outlined below and be a minimum of 10 pages in length:

1. **Cover page**
2. **Professional 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 along with why they have been chosen. This section is typically 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 (e.g., project reports, exam results, homework).
    **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 final reflection (typically one page) on your overall graduate experience and how the selected accomplishments illustrate your academic and professional growth.

Submission Instructions

The portfolio must be submitted electronically along with a completed **Record of Evaluation of MS Engineering Graduate Portfolio Form**. Students should initiate the form via Adobe Sign, complete all required fields, and attach their portfolio. The portfolio must include all three artifacts compiled into a single PDF file (if all items are documents) or a .zip file (if including other file types such as video or multimedia). Once submitted, the form and portfolio will be automatically routed to the Graduate Program Chair or their designee for review.

Deadlines for Submission

Graduation Semester	Submission window	Resubmission (if required)
Spring	March 1 to 30	Before April 30
Summer	June 1 to 30	Before July 20
Fall	October 1 to 30	Before December 7

Evaluation Criteria

The **Record of Evaluation Form** includes a checklist of required components and presentation criteria, each rated as either Satisfactory or Unsatisfactory. To be approved, all items must receive a Satisfactory rating. Evaluation areas include (1) spelling, grammar, and presentation, (2) format, (3) and required elements, i.e., cover page, resume, overview, three projects, and reflections.
Students will be notified of the evaluation result within two weeks of submission. If any item is rated Unsatisfactory, the student may be asked to revise and resubmit the portfolio. The evaluator will provide comments as needed, and explanations for any unsatisfactory marks will be documented on the form. Students are allowed a maximum of three resubmission attempts.

Completion of the Portfolio

The portfolio requirement is considered fulfilled once the Graduate Program Chair or their designee signs and submits the completed **Record of Evaluation Form** to TPS Graduate Advising. Upon receipt, advising staff will update the student's **Interactive Plan of Study (iPOS)** to reflect completion of the culminating experience and confirm eligibility for graduation with the master's degree. Note: If the signed Record of Evaluation Form is not received by the end of the semester in which the student completes all other degree requirements, the degree will not be posted until the portfolio requirement is officially recorded.

Portfolio Appeals Process

Students who wish to appeal the outcome of their portfolio evaluation may request one additional review by submitting a formal written appeal to **TPS Graduate Advising**, along with a copy of the originally submitted portfolio. The appeal will be reviewed by the TPS Graduate Affairs Committee. If the committee recommends acceptance, the evaluator will uphold the recommendation and mark the portfolio complete. If the committee does not recommend acceptance, the student will be required to revise and resubmit the portfolio based on the original evaluator's feedback.

Appendix B

Instructions for the Master of Science in Engineering Applied Project

Purpose of the Applied Project

The applied project is a practice-oriented **culminating experience**, focused on solving a real-world engineering problem. It should demonstrate the student's ability to define a problem, apply relevant methods, and develop a feasible solution. The instructions for selecting and completing the applied project are described below.

Eligibility Requirements

To pursue this option, students must complete 27 credit hours of approved coursework (as outlined above) with a cumulative GPA of 3.0 or higher (scale is 4.00=A), along with three credit hours of EGR 593: Applied Project. The applied project is typically completed during the final semester of the student's program. Applied projects do not qualify for **Curricular Practical Training (CPT)** and are not required to be industry-sponsored.

Faculty Advisor Selection

The faculty advisor plays a vital role in supporting the student's professional development and ensuring that the applied project is meaningful both academically and practically. Students are not automatically assigned a faculty advisor for the applied project and are instead responsible for identifying a suitable faculty member. The advisor must be a member of the **Engineering program faculty**, or with prior approval from the Graduate Program Chair and the Dean of the Graduate College, a qualified faculty member from outside the program. Faculty listed on the graduate faculty roster for the MS Engineering program (maintained by TPS Graduate Advising) are automatically eligible to advise applied projects. If a proposed advisor is not currently endorsed, the faculty member must submit a Nomination to Join Graduate Faculty Form (available through TPS Graduate Advising) along with a current CV for review and approval. The advisor's expertise should align with the student's area of interest, and the student must secure the advisor's agreement to supervise the project (email confirmation is acceptable). This process should be completed as early as possible, and no later than by the end of the second semester (or by the end of the final undergraduate semester for students in an accelerated master's program). Once the faculty advisor is confirmed, the student must obtain formal approval to enroll in EGR 593: Applied Project from the Graduate Program Chair. Note: The applied project does not require a full committee; only the supervising faculty advisor is needed.

Project Deliverables and Evaluation

Students are required to submit two final deliverables: (1) a written report, which is less formal and more flexible in structure than a thesis, and (2) an oral presentation summarizing the project's problem, implementation, and results. This presentation must be delivered to the faculty advisor and should be open to other graduate students and faculty. The faculty advisor defines project expectations and evaluates both the report and the presentation. A grade of "B" (3.00) or better in EGR 593 is required for graduation. A grade of Pass is not sufficient to satisfy degree requirements. Upon receipt of the final grade, TPS Graduate Advising will update the student's **Interactive Plan of Study (iPOS)** to reflect completion of the culminating experience and confirm eligibility for graduation with the master's degree. Students seeking to appeal their grade must follow **ASU's official Grade Grievance Appeal Policy**.

Appendix C

Instructions for the Master of Science in Engineering Thesis

Purpose of the Thesis

The thesis is a research-focused **culminating experience** for students interested in pursuing advanced study or a research career. It demonstrates original, independent inquiry, appropriate methods, and a meaningful contribution to the field. The instructions for completing the thesis are described below.

Thesis Structure

The thesis includes two stages: (1) submission of a written document, and (2) an oral defense, which provides students an opportunity to present and defend their research before the broader academic community. A third stage involving revisions may be required based on the outcome of the defense.

Eligibility and Preparation

To pursue this option, students must complete 24 hours of approved coursework (as outlined above) with a cumulative GPA of 3.0 or higher (scale is 4.00=A), along with six credit hours of EGR 599: Thesis. Enrollment in EGR 599 must take place in the final two semesters of the degree program. Those planning to defend in a given semester must notify **TPS Graduate Advising** at the start of that term and schedule an advising appointment to review key dates and graduation procedures. For more information, students should consult the **Graduate College's graduation deadlines, procedures, and checklist**.

Chair/Co-Chair and Committee Selection

The thesis advisor (i.e., chair) plays a critical role in guiding the student's scholarly development and ensuring the successful completion of the thesis. Students pursuing the thesis option are not automatically assigned a chair and, instead, are responsible for identifying one to two faculty members whose research interests align with their own. Students are strongly encouraged to begin this process early, ideally in their first semester, and must secure a chair no later than the end of their second semester (or by the end of their final undergraduate semester for students in an accelerated master's program). Students may select either a single chair or two co-chairs, depending on their research direction and advising preferences. If co-chairs are selected, they serve as equal partners with shared responsibilities. The selected chair/co-chairs must formally agree to supervise the thesis (email confirmation is acceptable). The advising relationship becomes official once the chair/co-chairs are listed on the student's **Interactive Plan of Study (iPOS)**.

In consultation with their chair/co-chairs, the student must form a thesis committee consisting of three faculty members: either one chair and two members, or two co-chairs and one member. Committee members play a critical role in guiding the student's scholarly development by supporting the research process and evaluating the thesis. Committee members should be chosen based on their expertise, alignment with the student's research interests, and ability to offer diverse mentoring perspectives. Students are encouraged to engage with potential committee members early in the program to discuss mutual expectations and mentoring approaches. The full committee must be listed and approved on the IPOS before the student may enroll in EGR 599: Thesis or schedule the thesis defense.

The Graduate College must formally endorse all proposed chairs/co-chairs and committee members. At least 50% of the committee, including the chair and at least one co-chair, must be selected from the roster of endorsed graduate faculty for the Engineering MS program (maintained by TPS Graduate Advising). If a proposed committee member is not currently endorsed, ASU faculty must submit a Nomination to Join Graduate Faculty Form and a current CV, while non-ASU faculty must request approval through an Individual Committee Request Form, including a brief justification and current CV. (These forms are also available through TPS Graduate Advising.) Endorsement requests are reviewed and approved by the Graduate Program Chair and the Dean of the Graduate College.

Expectations for Written Document

The thesis must demonstrate original, independent, and creative work and adhere to **Graduate College formatting guidelines**. The research topic may be initiated by either the student or the faculty advisor. While publication is not required, the thesis should be of sufficient scholarly quality to potentially support a peer-reviewed conference paper or, in some cases, a journal publication. Submitting work for external review can provide valuable professional experience and feedback.
Students must prepare their thesis according to the **Graduate College Format Manual,** which takes precedence over all other style guides. Use of the **Graduate College's Format Wizard** is required for all students. Writing style, references, and citations should follow **American Psychological Association (APA)** guidelines, but only when consistent with **ASU formatting requirements.**

Scheduling the Defense

Once the thesis is complete, the student coordinates the defense date with their dissertation committee. The student and chair/co-chairs must attend the defense in person; other committee members may participate virtually. The **Official 10-Day Working Calendar** should be used to identify eligible defense dates. Committee membership may not be changed once the defense is scheduled, and any committee substitutions (other than the chair/co-chairs, who cannot be replaced) must be approved by the Graduate College in advance of the defense.

Once a defense date is confirmed, the student schedules the defense using the Schedule My Defense tab in **MyASU** at least 10 business days before the proposed date. This initiates Graduate College coordination and confirms the defense date, which then appears on the official **Graduate College Defense Calendar**.

Lastly, a complete, defense-ready draft of the thesis must be submitted to all committee members at least 10 business days before the defense (or as otherwise agreed upon with the committee) and uploaded to the **Interactive Plan of Study (iPOS)** system for **format review** by the Graduate College at least 10 calendar days prior to the defense. The uploaded draft must be complete and reflect the version to be defended.

Defense Format and Procedures

The oral defense must be open to the ASU community and general public. The defense can be attended by non-committee members in person or virtually, and students may provide a virtual link to facilitate attendance. The student is responsible for reserving an **on-campus room** and ensuring all necessary equipment is available for the defense.

During the defense, the chair/co-chairs will introduce the student and explain the defense procedures. The student will then deliver a 30-minute oral presentation summarizing their research, including the research questions, methodology, key findings, contributions, and implications. Audience questions may follow, at the discretion of the chair/co-chairs. Following the presentation, the audience is dismissed, and the committee conducts a closed-door session to ask related to the student's understanding and contributions. All members must be present for the full session, and the defense concludes after all questions have been addressed. After the discussion, the student is asked to leave the room while the committee deliberates and completes the Master's Thesis Defense Form in the iPOS system via **MyASU.** The student is then invited back in and informed of the outcome and next steps.

Evaluation Outcomes and Revisions

The defense has four possible outcomes: (1) ***Pass***, i.e., approved with no revisions, (2) ***Pass with Minor Revisions***, i.e., small edits or clarifications required and reviewed by the chair/co-chairs, (3) ***Pass with Major Revisions***, i.e., substantial changes required and subject to full committee review, and (4) ***Fail***, i.e., the student does not meet expectations and will be dismissed from the program, in accordance with **Graduate College policy.** All committee members must submit their pass/fail decision on the Master's Thesis Defense Form in the **Interactive Plan of Study (iPOS)** system via **MyASU** within 10 business days of the defense. The form documents each member's vote, any required revisions, and the agreed resubmission deadline.

If no revisions are required, the committee may submit a full Pass immediately. If revisions are required, the defense remains open until all changes are completed and approved. During the closed-door session, the committee must clearly outline the required revisions and set a deadline for resubmission. Students are typically allowed one formal revision cycle, though additional cycles may be permitted in special cases with full committee approval. While the committee may offer feedback during the revision period, they are not obligated to do so.

Revisions should be submitted in a timely manner to allow the committee sufficient time for review. Ideally, revisions are evaluated within one week, giving the student the opportunity to address any

final feedback and remain on track with the approved timeline. Final revisions must be reviewed and approved by the chair/co-chairs, either independently (for minor revisions) or in consultation with the full committee (for major revisions), depending on the outcome assigned at the defense. If the revisions meet expectations, the chair/co-chairs will record the outcome as Revisions Complete in the iPOS system via **MyASU,** confirming the student's eligibility for graduation. However, if the revisions are not submitted by the agreed deadline or fail to meet the required standards, the committee may issue a Fail after Revisions. This outcome is final and results in immediate dismissal from the program, in accordance with **Graduate College policy.**

Final Submission Requirements

To complete the degree and graduate, students must complete all required format revisions through the **Graduate College format review process,** receive final format approval and upload clearance, and submit the final, approved thesis in PDF format to **ProQuest (ETD).** These steps must be completed by the **Graduate College deadline** for the intended term of graduation. If final format revisions are not completed and the thesis is not submitted within one year of the defense date, the student may be required to redefend to ensure the work remains current.

Thesis-Specific Policies

Students must adhere to all program and Graduate College policies for conducting, documenting, and submitting theses. These guidelines uphold the integrity, originality, and ethical standards of graduate-level work across all formats and topics:

***Use of Collaborative Work*.** The thesis must represent the student's original, independent work, even when involving collaboration (e.g., shared data, coauthored materials). Any collaborative content must be clearly documented, with contributors acknowledged and the student's specific role explained (e.g., research design, data collection, analysis, writing) within each coauthored component. Contribution statements should appear in the preface or at the start of each coauthored chapter. The student's committee must confirm that the student's contributions meet graduate-level standards. Students should consult their chair/co-chairs early with any questions and refer to **Graduate College policies** for current guidance.

Use of Generative Artificial Intelligence (AI). Students are responsible for determining if, and how, generative AI tools may be used in their thesis. Any permitted use of AI must be clearly disclosed, including how the tool contributed (e.g., idea generation, language refinement, code generation). This should appear in the preface or at the start of each chapter in which generative AI was used. The student's committee must ensure AI-assisted work meets the level of original, independent work. Failure to disclose AI may constitute a violation of **ASU's Academic Integrity Policy** and could result in academic sanctions. Students should consult their chair/co-chairs early with any questions and refer to **ASU's Artificial Intelligence website** for current guidance.

Research Involving Human Subjects. Students conducting research involving human subjects for their thesis must obtain formal approval from the **Institutional Review Board (IRB)** before

beginning any data collection. No interaction with participants may occur prior to approval. Students should consult their chair/co-chairs early to determine if IRB approval is needed and to allow time for submission and review. Documentation of IRB approval must be included as an appendix in the final thesis submitted for **format review** by the Graduate College; missing or incomplete approvals may delay graduation or result in rejection of the document. For current guidance on the IRB process, training, and timelines, visit the **Office of Research Integrity and Assurance (ORIA)** webpage.

Appendix D

Plan of Study Outline

Students may make a copy of the plan of study outline to track progress within their program, and create a plan towards graduation. While students may use a plan of study outline or sample iPOS for planning purposes, these do not replace the official iPOS, which must be submitted and approved via MyASU. For help with course selection and sample plans, students should consult their academic advisor.