

The Design School



HANDBOOK OF POLICIES AND PROCEDURES

2021-2022

Master of Industrial Design (MID)

CONTACT US

The Design School
Arizona State University

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[Master of Industrial Design Program Page](#)

FOREWORD

This handbook provides the essential information to make your journey in the Master of Industrial Design (MID) program productive and successful. It is the responsibility of each student to understand and observe all procedures and requirements specified by the ASU Graduate College and The Design School (TDS). It is a requirement for all students to read and understand the [Graduate Handbook](#) and the [ASU Academic Catalog](#) as well as adhere to the [Student Code of Conduct](#). Faculty and staff provide academic advice and assistance; however, **the ultimate responsibility for meeting degree and other requirements remains with the student.**

For COVID-19 specific information, please visit the [ASU Novel Coronavirus website](#).

CAMPUS SAFETY

To report an emergency on campus, students can simply dial 911 or use one of the emergency call boxes found on campus. Non-emergency ASU Police or campus-safety matters should be directed to 480-965-3456. ASU has an opt-in, text-message alert system by which students can choose to receive a text message from ASU in times of an emergency. Students can sign up for the service online. Students are also encouraged to download the [LiveSafe](#) mobile application on their phones. For additional safety resources and contacts, such as Counseling Services, Police, and Safety Escort Services, visit the [Safety Resources website](#).

DIVERSITY, EQUITY, and INCLUSION

Arizona State University is deeply committed to positioning itself as one of the great new universities by seeking to build excellence, enhance access and have an impact on our community, state, nation and the world. To do that requires our faculty and staff to reflect the intellectual, ethnic and cultural diversity of our nation and world so that our students learn from the broadest perspectives, and we engage in the advancement of knowledge with the most inclusive understanding possible of the issues we are addressing through our scholarly activities.

We recognize that race and gender historically have been markers of diversity in institutions of higher education. However, at ASU, we believe that diversity includes additional categories such as socioeconomic background, religion, sexual orientation, gender identity, age, disability, veteran status, nationality and intellectual perspective.

GENERAL INFORMATION

Location influences the curriculum and its commitment to sustainable practice. The MID program is situated in the most rapidly expanding and evolving region in the United States and one that is reflective of the concerns of the nation, such as sustainable problem-solving. Students can take advantage of a diversity of experiences available at a Research 1 institution located within a large metropolitan area, which provides an extraordinary laboratory for learning and innovation.

Program Overview

The MID is an [accredited](#), [STEM-designated](#) studio-based degree and designed to be either a first professional degree for those students who do not have an undergraduate degree in industrial or product design, or provide more focused studio design opportunities for those students who do have an undergraduate degree in industrial or product design. The MID provides a hands-on practical education in design process and theory with opportunities to work with cross-disciplinary teams of designers on important design problems. The MID prepares students to be industrial, product, and systems designers.

Individuals seeking a more intensive studio experience to enhance their undergraduate studio-based degree or to apply their knowledge and experience in fields other than industrial design to their education in the profession of industrial design are encouraged to apply to this program. Students with an undergraduate degree from a field other than Industrial Design spend an additional summer and academic year in the program.

There is the opportunity for domestic or international travel for approximately one week as part of the studio (IND 621) during the first semester of the final year.

Program Mission

Provide a comprehensive education in industrial design as it relates to the professional standards of today and those predicted for the future, preparing designers for leadership positions in business, industry, education and entrepreneurial pursuits.

Program Goals

- Provide opportunities to design products, services, and systems that are useful, usable, and desirable to people.
- Advance a human-centered approach to innovation.
- Encourage students to use design as a catalyst for innovation and to impact social change.
- Provide students with the ability to conduct design research, translate research insights into action, and design interactive artifacts.

ADMISSIONS

Requirements

Applicants are eligible to apply to the program if they have earned a bachelor's degree from a regionally accredited institution.

Admission Requirements to the 2-year Pathway:

Applicants must hold a minimum of a bachelor's degree or equivalent or a graduate degree from a regionally accredited college or university of recognized standing in a related field such as industrial design or product design.

Admission Requirements to the 3+ Pathway:

Applicants must hold a bachelor's degree or equivalent from a regionally accredited college or university of recognized standing in a field other than industrial design.

Additional requirements for admission:

- A baccalaureate grade point average of 3.0 or above on a 4.0 scale is encouraged for application. The last two years of applicant's undergraduate GPA records will be reviewed.
- GRE scores are not required for the MID program.
- A personal interview is not required; however, a candidate wishing to visit the school is welcome to make arrangements by contacting designgrad@asu.edu.
- Applicants to The Design School graduate programs are required to complete a two-step application process. Applicants must submit the [Graduate College application](#) as well as [The Design School SlideRoom](#) application. For complete information on how to apply, please view the [steps to apply](#) on the admissions page.
- The Design School does not offer conditional admission. Students must meet requirements including [English Proficiency](#) requirements for international students.

Transfer Credits

Credits from other programs may be transferred to the student's plan of study upon approval of the student's Program Head and as long as they were not used to meet any other degree requirements. Transfer credits must be from an accredited institution and must be acceptable as graduate-level credits at Arizona State University. Only courses with an "A" or "B" grade may be transferred. The number of transfer credits cannot exceed 20% of the total minimum semester hours required for the MID degree. Transfer credits will not be included in computing ASU grade point averages, but will be used in computing the grade point average on the iPOS.

COSTS AND FUNDING

Tuition Estimator

Students can use the [tuition estimator](#) to calculate the cost of tuition for each semester per credit hour. Select the term, residency status, and the program. Resident tuition is capped at 9 credit hours in the fall and spring semesters and non-resident tuition is capped at 12 credit hours. Summer tuition has no credit hour cap.

Program Fees

Program fees are assessed to all graduate students in the MID. These fees provide:

- Financial Aid set aside – administered by financial aid office to eligible graduate design students;
- Clinical Faculty and Staff salaries;
- General support of programs that facilitate graduate education and professional development;
- Teaching and Research Assistantships;
- Other Student Support.

Financial Aid/Funding

Please review all funding options in this [video](#).

Residency

Information about residency classifications and how to petition your residency status can be found on the [residency website](#).

Western Regional Graduate Program (WRGP)

The Design School graduate programs participate in the Western Regional Graduate Program (WRGP) with the exception of the PhD program and online programs. This program provides 150% in-state tuition to students who can provide proof of 2 years of residency in a qualified WRGP state. To be approved for this program, you will need to fill out a simple application. The deadline for each term is as follows:

Fall - June 1

Spring - November 1

Summer - April 1

Please find the list of states that participate and the application [online](#).

Teaching Assistant (TA)

Teaching Assistantships are appointed each term to a select number of graduate students who are excelling in The Design School. As defined by the Graduate College, "A graduate teaching assistant is a graduate student appointed part-time by the university whose primary responsibility is in an instructional capacity. Graduate teaching assistants may lecture, lead discussion groups, serve as an assistant to laboratory classes, tutor students, proctor examinations, grade tests and papers, and provide general assistance in the instructional process under the direct supervision of a faculty member."

The Graduate Coordinator will notify students when the online application is available, typically January 15th through May 15th of each year. Some important notes:

- A new application must be submitted to The Design School each year in order to be considered.
- Teaching assistantships are limited to graduate students who are enrolled in at least 6 credit hours of graduate courses.
- Students who were assigned deficiencies upon admittance into the MArch program are not eligible to serve in any TA/RA capacity until all deficiencies have been fulfilled. 3-year pathway students are not eligible until after they have completed their first year in the program.
- Hiring is selective and is based on review of applicant's qualifications.
- Hiring is done on a semester-by-semester basis.
- Hiring may be based on previous performance evaluations conducted by the supervisor.

Click [here](#) for more information including requirements, eligibility, and details.

The TA Handbook can be found [here](#).

Research Assistant (RA)

As defined by the Graduate College, "A graduate research assistant is a student appointed part-time by the university whose primary responsibilities are research related. Graduate research assistants assist faculty members in research and creative activities, perform administrative or editorial duties directly connected to research and creative activities, develop and evaluate instructional materials and/or curricula, or assume responsibilities for a designated research under the direct supervision of a faculty

member.” Research assistantships are paid positions within a funded research project undertaken by faculty. Few faculty members in the school are engaged in funded projects. Your search for RA should not be limited to your design program. Other academic units could provide opportunities as Research Assistants. Please communicate with your Program Head to inquire about availability.

Scholarships

The Design School offers several different opportunities for scholarships in addition to the university-wide scholarships. The application cycle is September through January each year. More information can be found [online](#).

Travel Awards

Funding is available for travel through the Herberger Institute, the Graduate College, and the Graduate and Professional Student Association (GPSA). For more information, please visit the following links:

<https://herbergerinstitute.asu.edu/admissions/tuition-and-paying-college>

<https://graduate.asu.edu/current-students/funding-opportunities/awards-and-fellowships/travel-awards>

<https://gpsa.asu.edu/funding/travel-grants/>

GOVERNANCE AND ADMINISTRATION OF THE PROGRAM

Industrial Design Program Head

The Program Head is responsible for the general administration of the MID program. These duties include but are not limited to:

- Liaison between MID students and the administration for academic purposes;
- Facilitation of the admission process for MID applicants;
- Coordination of MID culminating projects/final reviews/theses;
- Coordination of the MID program fees and the awards given; and
- Coordination of internal MID initiatives and curriculum.



Dosun Shin, Professor

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Graduate Coordinators

The day-to-day administration of Design School graduate programs is the responsibility of the graduate coordinators who can be reached at designgrad@asu.edu.

- Assisting in the development and implementation of recruitment policies and practices;
- Serving as administrative liaison with the school, faculty, and staff;
- Advising the Director on administrative and operational matters; and
- Facilitating curriculum support for all programs.



Corie Cisco, Coordinator, Senior
Office: CDN 162 | Office Phone: 480-727-7919 | Email: Corie.Cisco@asu.edu



Christy Brown, Graduate Coordinator
Office: CDN 162 | Office Phone: 480-965-1174 | Email: Christy.D.Brown@asu.edu

CURRICULUM AND GRADUATION REQUIREMENTS

Courses

Students are encouraged to explore the [Course Catalog](#). Please keep in mind that not every course is taught each semester, so staying on track with your plan of study is very important. Students should be mindful that only 500 level and above courses normally count towards a graduate degree. A maximum of six credit hours at the 400-level can be used towards a graduate degree.

Check Sheets

A generic plan of study for each program can be found on the [Design School Student Canvas hub](#). Graduate Coordinators will track student progress using an individual student check sheet; however, it is the student's responsibility to register for classes and verify they are on track with their program. Students may request a copy of their check sheet by emailing DesignGrad@asu.edu. Details on how to use these check sheets to track progress can be found in this [video](#).

Electives

When selecting electives, the first step is to seek recommendations from your program head. You may request a current design electives list from DesignGrad@asu.edu. For classes that require instructor permission, or classes outside of The Design School, you will need to email the instructor listed for approval. For TDS classes, you can forward the approval to DesignGrad@asu.edu for an override. For classes outside of TDS, ask the instructor whom to contact for the override.

Any course offered at the 500-level or above is acceptable to the Graduate College. However, it must be approved by your Program Head and must appear on the official Plan of Study. Up to 6 credit hours of undergraduate courses at the 400-level with a grade of "B" or above may be included in a Plan of Study.

Independent Research Course Policy

The primary purpose of an independent research course is to provide the student with the opportunity to explore a special research topic that is not available through regular course offerings. The topic should be of mutual interest to the faculty member and the student. The procedures are:

Form: The student must work with their selected faculty member to complete the [Request for Line Number](#) form. The required signatures can be provided electronically via DocuSign. Once the form is complete, it will be sent to the Graduate Coordinators, who will then create the course and respond with the course number for registration. Please be aware that it is the student's responsibility to register for the course and ensure that it is the correct number of credit units and the correct instructor.

Supervised Research: After obtaining the required approvals and signatures, a student will enroll in DSC 590. Regular consultation with the instructor is required. Consultation with other faculty members is encouraged.

Research Findings and Documentation: The nature of the final product and documentation should be initially agreed upon and approved by the instructor and Program Head.

Concurrent Degrees

Concurrent degrees allow you to pursue two master's degrees simultaneously in less time and for less expense than earning them separately — maximizing your time in graduate school. This will add value to your education and your professional long-term prospects. Students can pursue concurrent options such as sustainability, real estate development, construction management, architecture, landscape architecture, and many more. Students who are interested in completing a concurrent degree should reach out to their Graduate Coordinator for more information.

Internship

Students completing a 2-year or 3+ MID program are required to complete an internship. The internship usually takes place during the summer prior to the final year; however, students may complete this in any semester of their final year.

Students can access the internship policies on the [website](#). They will need to submit the internship contract via Handshake before the start of the internship and before registration permissions will be granted. After the internship is complete, each student will need to submit a personal evaluation of their experience with the firm and their supervisor will submit an evaluation of their intern via Handshake. These evaluations need to be completed before a grade will be issued to the student.

International Students completing the internship will need to apply for Curricular Practical Training (CPT) through the International Student and Scholars Center (ISSC). The necessary steps to complete this process are located on the [ISSC website](#).

In addition, Studio Night is an annual networking event hosted by The Design School to help design firms meet with our students. Students will have the opportunity to present their past and current work to prospective employers. This event is held in the spring semester in February and is a great resource for students to obtain an internship.

Travel

Students will have the opportunity to travel to a domestic or international destination typically in their final year of the program. More information about destinations and requirements will be provided in the semester prior to the trip.

Culminating Experience

Graduate students are required to complete a culminating experience to fulfill their degree requirements. MID students pursue a 5 credit faculty-led final culminating studio (IND 622).

Note - Students completing concurrent degrees will need to complete a culminating experience for both degrees. The Design School encourages concurrent degree students to develop culminating experiences that can stand alone, as well as be complementary given the obvious synergy which exists between the degree programs.

Applying for Graduation

Students can apply for graduation for the semester in which they will fulfill their final degree requirements. From your My ASU, select the Graduation tab from My Programs and follow the online instructions. Please verify your iPOS is updated. Any remaining [Z grades](#) will need to be changed before graduating. More information can be found [online](#).

POLICIES

Continuing Registration

Once admitted to a graduate degree program, students must be registered for a minimum of one graduate-level credit hour during all phases of their graduate education, including the terms in which they are admitted and graduate. Registration for every fall semester and spring semester is required. Summer registration is required only if it is the term in which they were admitted or the term in which they are completing a culminating experience. Students who have completed all requirements for the degree, but have not yet defended a thesis, independent project, or applied project may register for DSC 595: Continuing Registration. Failure to do so will result in the student's removal from the program and the need to re-apply. Students have 6 years to complete a Master's degree.

Leave of Absence

Graduate students planning to leave the program for a semester or more must submit a Leave of Absence (LOA) request via their iPOS. This request must be submitted and approved before the beginning of the semester in which they plan to not register. Students may request a maximum of two semesters of leave during their entire program. Having an approved LOA by the Graduate College will enable students to re-enter their program without re-applying to the university. Students with an approved LOA are not required to pay tuition and/or fees, but in turn are not permitted to place any demands on university faculty or use any university resources including university libraries, laboratories, recreation facilities, or faculty and staff time. Students who do not register for a fall or spring semester without an approved LOA will be withdrawn from the university. Students removed for this reason may reapply for admission.

Plan of Study

The Interactive Plan of Study (iPOS) is an overview of the courses you have taken and will take in your program. It is a requirement of the Graduate College. It is the responsibility of the student to file the iPOS and keep it up to date. Changes to the iPOS must be made online through the My ASU system.

Instructions on how to file the iPOS can be found on the [Graduate College website](#). Questions about how to do this can be directed to DesignGrad@asu.edu. Once the iPOS has been submitted, the Graduate Coordinator will review the iPOS for approval at the academic unit level. Once it is approved at the academic unit level, it is forwarded onto the Graduation College for approval. Students can view their iPOS status by logging into the My ASU website.

Please note: The completed iPOS must be approved and on file by the time students have completed 50% of their program. Students who do not have an approved iPOS may not be allowed to register for their final studio, and may have a registration hold placed on their student account.

Course Drop/Add/Withdrawal

Students should consult the [Academic Calendar](#) for important dates and deadlines regarding registration, drop/add, withdrawal, payments, and final exams. If a student wishes to add or swap a class after the deadline listed, they can fill out the [Herberger Late Registration Appeal Request](#) form. Approval of a late schedule change is a privilege, not a right.

Grades and Grade Point Averages

Graduate students must have a 3.0 cumulative and iPOS grade point average (GPA) in order to graduate and be in good academic standing. Furthermore, students must maintain a GPA of 3.0 or better in all work taken for graduate credit. Grades that fall below "B" do not meet the requirements of a graduate degree. Students whose GPA falls below 3.0 will be subject to an immediate status review by the Program Head, and may be placed on probation for not meeting the definition of academic satisfactory progress.

Courses designated as research, thesis, or applied project may be awarded a grade of "Z" as an indication of progress until the entire body of work has been completed, at which point they will be awarded a grade of "Y."

Students may file a [grade appeal](#) if they wish. It is university policy that students filing grievances and those who are witnesses are protected from retaliation. Students who believe they are victims of retaliation should immediately contact their [program head](#).

Learn more about [grades and grading policies](#).

Incompletes

The grade of incomplete "I" is given to graduate students in those very unusual circumstances when course work cannot be completed on time for reasons beyond the student's control. The student must be passing the course at the time that a grade of "I" is issued. The student is responsible to request the grade of "I" from their instructor, and must complete the [required paperwork](#) to register this grade. If the coursework has not been completed within one academic year from the date of the request of a grade of incomplete, a grade of "E" will be assigned.

Satisfactory Academic Progress Policy

The MID program may recommend dismissal of an admitted student because of a lack of satisfactory academic progress. Upon written recommendation of the student's Graduate Coordinator and with the

approval of the Program Head and the Director, the Dean of the Graduate College may rescind a student's eligibility to continue in the program. Such action is based on evidence of a student's inability to meet the standards or requirements of the program or on other convincing evidence that continuation in the program would not be in the best interest of the student and/or the MID program and Arizona State University.

Any of the following infringements may constitute grounds for dismissal of the student:

1. Inability to meet grade point average standards and requirements as outlined in this handbook as well as by Graduate College standards.
2. Other conditions as stipulated in the Graduate Catalog and website for Graduate College Procedures such as misconduct in scholarly research and creative activities.

If a student fails to make satisfactory academic progress towards completing the degree requirements, the Graduate Coordinator will send a notification letter via DocuSign regarding the student's probationary status and possible dismissal. This letter will need to be signed by the student and the Program Head. If unable to meet the conditions for return to satisfactory status within the given timeframe, the student may be dismissed from the program.

The student may appeal the pending dismissal within 10 business days of receiving the notification letter. The student will be permitted to remain in the program and to enroll in classes pending the appeal. A notification letter will be sent to the student within 10 business days following the conclusion of the appeal. If the student chooses not to appeal or if the appeal is unsuccessful, then the student will be notified that a dismissal recommendation is being sent to the Graduate College and that he/she has the right to respond to the Graduate College within 10 business days. The student may appeal to the Graduate Council Appeals Board after completion of the appeal process in the Herberger Institute for Design and the Arts.

Graduate Student/Faculty Authorship and Patent Rights

The Arizona Board of Regents has established a policy regarding intellectual property developed by faculty and students at ASU. Please refer to [ABOR Policy 6-908](#) for more details.

Student Information Policy

Individual student information is held with the strictest confidentiality per Herberger Institute for Design and the Arts, and Arizona State University policy, as well as [Federal Educational Rights and Privacy Act \(FERPA\)](#) policies. If you are a TA, you need to also be aware that as a university employee, you are held to the privacy obligations of the FERPA policies and procedures.

STUDENT RESPONSIBILITY

Academic Integrity

The ASU student honor code affirms the commitment of ASU to uphold the values, principles, and ethics of academic integrity. All students are expected follow the code which states,

"We, the students of Arizona State University, have adopted this code as an affirmation of our commitment to academic integrity and our participation in ethical education. We embrace the duty to

uphold ASU's Honor Code, and in light of that duty, We promise to refrain from academic dishonesty. We pledge to act with integrity and honesty to promote these values among our peers. We agree to always abide by the [Sun Devil Way](#) and uphold the values of the [New American University](#)."

Every student is expected to produce his/her original, independent work. Any student whose work indicates a violation of the ASU Academic Integrity Policy including cheating, plagiarism, and dishonesty will be subject to disciplinary action. Plagiarism is defined as deliberately passing off someone else's words or ideas as your own. All necessary and appropriate sanctions will be issued to all parties involved with plagiarizing any and all course work. Plagiarism and any other form of academic dishonesty that is in violation with the Student Code of Conduct will not be tolerated. Arizona State University and the Herberger Institute for Design and the Arts expect the highest standards of academic integrity from all students. Failure to meet these standards may result in suspension or expulsion from the university or other sanctions as specified in the [ASU Student Academic Integrity Policy](#), "[e]ach student must act with honesty and integrity, and must respect the rights of others in carrying out all academic assignments." This policy also defines academic dishonesty and sets a process for faculty members and colleges to sanction dishonesty. Violations of this policy fall into five broad areas that include but are not limited to:

- Cheating on an academic evaluation or assignments
- Plagiarizing
- Academic deceit, such as fabricating data or information
- Aiding Academic Integrity Policy violations and inappropriately collaborating
- Falsifying academic records

Instructors sanction any incidents of academic dishonesty in their courses using University and HIDA guidelines. Should you have any question about whether or not something falls subject to this clause, feel free to your instructor or review the university policy on academic integrity at the above link. Per ASU policy, a student may not avoid the consequences of academic dishonesty by withdrawing from a course, and may be placed back in the course in order to face sanctions resulting from academic integrity violations. You are responsible for abiding by this policy.

Contact Information and Email

All students must keep their contact information and email addresses up to date through their My ASU. It is university policy that all electronic communications be channeled through ASU email accounts. The Design School will neither file nor use alternative email addresses, although students may have their ASU email forwarded to an alternative account if they wish. Some emails, such as through services like DocuSign, may be routed to your ASU email account's spam folder, and thus are not forwarded to your personal address. Because of this, students should periodically check their ASU email accounts including the spam folder. Students should also mark DesignGrad@asu.edu as a trusted sender in their email accounts. If your personal mailbox is full, you are still responsible for the content and information in emails sent to the ASU email account.

My ASU

The My ASU internet portal is your personal access through the ASU website to your personal academic transactions with the University. The URL is my.asu.edu. Most of the business you conduct at ASU will be done through the My ASU system. You are able to register, check grades from previous semesters, and pay using this system.

Culture of Respect

ASU is a community and a professional work environment. Graduate students are expected to treat their peers, teachers, students, staff, and members of the ASU community with respect and work with them in a professional manner. Design students are representatives of the Herberger Institute of Design and the Arts and the University; The Design School expects its students will be good representatives who recognize that poor behavior on the part of one student impacts all by creating a negative perception of the School.

Sexual Harassment

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

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

Sexual Discrimination

ASU's policy on sexual discrimination is described in [ACD 401](#), "Prohibition Against Discrimination, Harassment, and Retaliation". Arizona State University is committed to providing an environment free of discrimination, harassment, or retaliation for the entire university community, including all students, faculty members, staff employees, and guests. ASU expressly prohibits [discrimination](#), [harassment](#), and [retaliation](#) by employees, students, contractors, or agents of the university based on any protected status: race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, and genetic information.

Student Code of Conduct

ASU adheres to a university-wide [Student Code of Conduct](#). The philosophy behind this policy states, 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 each of the state universities. You are expected to treat faculty, staff, and your fellow students with respect and kindness. In all correspondence, you should show respect for the viewpoints of others who may disagree with you or see things from a different perspective. Criticizing, ridiculing, insulting, or belittling others will not be accepted. Keep in mind that electronic communications do not have the advantage of nonverbal cues that are so much a part of interpersonal communication. Humor or satire can sometimes be misinterpreted in strictly electronic communication forums. In addition, all students should be aware of their [Rights and Responsibilities](#) at Arizona State University.

Research

For graduate students involved in research, there can be overlapping areas between Academic Integrity Policy violations, responsible conduct of research, and [research misconduct](#). Misconduct is defined as: Fabrication, falsification, plagiarism and other practices that seriously deviate from those that are commonly accepted within the academic community for proposing, conducting or reporting research. Instances of honest error and honest differences in interpretations or judgments of data are not considered misconduct. (From RSP 004: Definitions)

A student who violates both ASU's Misconduct in Research Policy and Student Academic Integrity Policy will be reviewed by both the college and the Office of Knowledge Enterprise Development's [Office of Research Integrity and Assurance \(ORIA\)](#). Each independently makes determinations concerning violations and appropriate sanctions.

RESOURCES

CANVAS Student Hub

Important information, links, and resources can be found on the [CANVAS student hub](#). Students will be given access to this each semester they are enrolled. If you have trouble accessing the site, please contact DesignGrad@asu.edu.

Student Organizations

Student organizations are a great way to network, build your resume and further explore your interests outside the classroom. There are many [Design School student organizations](#). ASU has over 1,000 other [student clubs and organizations](#) to explore.

Facilities

View current school floor plans on [Canvas](#).

[Design Library](#): a branch of the ASU library system, is the primary repository on this campus for materials on architecture, landscape architecture, industrial design, interior design, and visual communication design.

[Computing and Print Facilities](#): The ASU and the Herberger Institute provide students with computer technology suitable for design and research for all design disciplines. Computing facilities can be found in various locations in the Institute and elsewhere on campus. The Design School Computer Lab is located in Design North 255.

[Gallery of Design](#): The Gallery of Design is one of eight university galleries and museums. It provides space for traveling exhibitions and exhibitions of student and faculty work.

[Prototype and Modeling Shop](#): The shop contains equipment for wood, plastic, and metal work. The shop enables students to develop a deeper understanding of the practical and technical aspects of materials in relation to 3D design. Facilities are available for building models, precision components, mock-ups,

experimental apparatus, and full-scale construction assemblies. The Design School Shop is located in Design North 82.

[Digital Production Facilities](#): The School houses a lab for large format printing as well as rapid prototyping. This facility includes laser cutters and 3D printers. The Design School Digital Lab is located in Design South 05.

Campus Resources and Services

- [Academic Calendar](#)
- [Career Services](#)
- [Counseling Services](#)
- [Financial Aid](#)
- [Graduate Academic Support Center](#)
- [Graduate and Professional Student Association](#)
- [Graduate College](#)
- [Health Services](#)
- [Housing](#)
- [ID Cards](#)
- [International Students and Scholars Center](#)
- [IT Help Office](#)
- [Parking and Transit Services](#)
- [Religious and Spiritual Life](#)
- [Resources for Students with Families](#)
- [Student Accessibility and Inclusive Learning Services](#)
- [Student Accounts](#)
- [Student Wellbeing](#)
- [Veteran Resources](#)
- [Wellness Resources](#)