

Graduate student handbook

Environmental and resource management, MS

2025–26

The Polytechnic School

poly.engineering.asu.edu/erm

Ira A. Fulton Schools of Engineering
Arizona State University

MS Environmental & Resource Management 2025-2026 Handbook

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Program Overview

About the MS Environmental and Resource Management Program

The MS in Environmental and Resource Management degree provides students with a background in the sciences, engineering, environmental science, natural resource management, environmental health and safety, or other affiliated areas with the regulatory and technical background to mitigate the environmental impact of industrial sources of pollution, ensure compliance with environmental regulations, and manage and preserve natural ecosystems. The curriculum focuses on areas such as environmental laws and regulations, water and wastewater treatment technologies, solid waste management, air pollution, soil and groundwater contamination, environmental and industrial toxicology, hazardous waste management, natural resources, worker health and safety, and international environmental laws and policies.

The MS Environmental & Resource Management program also offers a **concentration** in Water Management. Students must be admitted into the MS ERM program with the concentration to be awarded that degree. The concentration details will also be outlined in this handbook.

The MS in ERM has four options: a thesis, an applied project, or coursework only with a comprehensive written exam or submission of the portfolio at the end of the program.

Students come with a variety of undergraduate degrees ranging from the sciences (chemistry, biology, geology, environmental science, and others) to engineering, industrial hygiene, or public policy among others.

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 Environmental and Resource Management 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. Kiril Hristovski serves as the Graduate Program Chair for the MS Environmental and Resource Management program and can be reached at **kiril.hristovski@asu.edu**. He is the primary contact for questions related to academic content, research, faculty mentorship, applied project or thesis advising, and professional development. He 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**.

Admission to the Program

Admission to the MS Environmental & Resource Management program requires the completion of all general admission requirements and procedures set forth by the Office of Graduate Admission Services. For general information on applications, deadlines, international requirements, application requirements, and other information, please see **Graduate Admission Services**. Prior to submitting an application to Graduate Admission, applicants should review the information provided in this handbook regarding the degree program, including specific application requirements and deadlines.

Submission of an Application

For admission information and procedures, review the **How and When to Apply For Graduate Admission** website. Applications for all graduate degree programs and non-degree status must be submitted via the **application website**.

Students wishing to pursue the Water Management concentration must select the MS ERM program with the noted concentration during the application process.

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 Environmental & Resource Management program application 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.
- Two (2) letters of recommendation
- International applicants must also meet the **English proficiency requirements**, as defined by Graduate Admission Services. Please be sure to review the **TOEFL, IELTS, 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

Applicants must meet the following admission requirements:

- Minimum of a bachelor's degree in science (chemistry, biology, geology, environmental science), engineering, industrial hygiene, public policy, or a closely related field, from a regionally accredited college or university.
- Applicants must have completed college brief calculus and college general chemistry or higher.
- Minimum of 3.00 cumulative GPA (scale is 4.00=A) in their first bachelor's degree program or in the last 60 semester hours of their first bachelor's degree program.
- Minimum of 3.00 cumulative GPA (scale is 4.00=A) in nine semester hours of graduate coursework, or a minimum 3.00 GPA(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. In certain cases, demonstrated aptitude through professional experience or additional post baccalaureate education may also be considered.

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

Upon admission, a student may be assigned one or more additional courses to complete in addition to the 30 credit hour requirement for the MS ERM program.

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 courses are 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.

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.

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.

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.

Financial Aid

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

If assistantships are available, they are managed within the program's department. Interested students should contact the MS Environmental & Resource Management program chair, **Dr. Kiril**

Hristovski, for more information. For more information on funding opportunities, please visit: **TPS Graduate Student Funding Opportunities**.

Program Requirements | MS ERM

The MS in Environmental & Resource Management requires a minimum of 30 credit hours. These credit hours must include the following:

Required Core Courses (6 credit hours)

ERM 527 Environmental/Resources Regulations Concepts (3) or
ERM 502 Regulatory Framework for Toxic and Hazardous Substances (3)
ERM 506 Chemistry of Hazardous Materials (3)
or ERM 503 Principles of Toxicology (3)

Focus Area Courses (12 credit hours)

Courses available in environmental management and international environmental management. Acceptable courses included 500-level courses with a prefix of: ERM.

Elective Courses (6-12 credit hours, depending on the culminating experience option)

Any ERM 500 level course. Students may take a maximum of 6 credits outside of the ERM prefix. Students should speak with the ERM faculty to determine if CEE coursework would be recommended based on academic background. Of those 6 credit hours, a maximum of 3 credit hours from other areas outside of the Fulton Schools of Engineering (CEE), such as SOS, ABS, GIS, may be approved on a plan of study to apply towards the 30-credit requirement.

- Elective coursework should be identified on a student's plan of study and approved by the program chair prior to enrollment.
- May take a maximum of 6 credits of coursework outside of the ERM prefix. Of those 6 credits:
  - no more than two courses (6 credits) can come from other FSE programs (example: CEE)
  - no more than one class (3 credits) can come from non-FSE programs (example: SOS, ABS, GIS).
- Outside of the ERM prefix, 598 coursework is not accepted.
- Accelerated 4+1 students from the BS ERM program can take up to one class (3 credits) from outside the ERM prefix. Accelerated 4+1 students from other BS pathways will already apply coursework outside of the ERM prefix on their iPOS and therefore cannot take additional credits in their graduate program outside of ERM.
- ERM 584 Internship can be utilized for credit towards the ERM electives. Before considering an internship, students are required to discuss the internship topic and focus with the program chair before moving forward.

Additionally, see the ‘Internships’ section in this document for more information.

Culminating Experience (0-6 credit hours)
- Portfolio (0 credits)
- Written Comprehensive Exam (0 credits)
- ERM 593 Applied Project (3 credits)
- ERM 599 Thesis (6 credits)

Students can complete this program in as little as one year, or two semesters (15 credits per semester). The average time to completion is four semesters, or two years. Accelerated master’s students can complete this program in as little as one year, or two semesters, and will typically take less than 12 credits per semester, depending on the number of shared courses taken during the undergraduate degree.

Registration in nine (9) credits is considered a full-time load for graduate students at ASU. Requests to register for more than 15 credits per semester will not be supported.

Program Requirements | MS ERM with a concentration in water management

The MS in Environmental & Resource Management with a concentration in Water Management requires a minimum of 30 credit hours. These credit hours must include the following:

Required Core Courses (6 credit hours)
- ERM 502 Regulatory Framework for Toxic and Hazardous Substances (3)
  - or ERM 527 Environmental/Resources Regulations Concepts (3)
- ERM 506 Chemistry of Hazardous Materials (3)
  - or ERM 503 Principles of Toxicology (3)

Required Concentration Courses (9 credit hours)
- ERM 523 Soils and Groundwater Contamination (3)
- ERM 533 Water and Wastewater Treatment Technologies (3)
- ERM 535 Water Law and Policy (3)

Elective Courses (9-15 credit hours, depending on the culminating experience option)

Any ERM 500 level course. Students may take a maximum of 6 credits outside of the ERM prefix. Students should speak with the ERM faculty to determine if CEE coursework would be recommended based on academic background. Of those 6 credit hours, a maximum of 3 credit hours from other areas outside of the Fulton Schools of Engineering (CEE), such as SOS, ABS, GIS, may be approved on a plan of study to apply towards the 30-credit requirement.

- Elective coursework should be identified on a student's plan of study and approved by the program chair prior to enrollment.
- May take a maximum of 6 credits of coursework outside of the ERM prefix. Of those 6 credits:
    - no more than two courses (6 credits) can come from other FSE programs (example: CEE)
    - no more than one class (3 credits) can come from non-FSE programs (example: SOS, ABS, GIS).
- Outside of the ERM prefix, 598 coursework is not accepted.
- Accelerated 4+1 students from the BS ERM program can take up to one class (3 credits) from outside the ERM prefix. Accelerated 4+1 students from other BS pathways will already apply coursework outside of the ERM prefix on their iPOS and therefore cannot take additional credits in their graduate program outside of ERM.
- Outside of the ERM prefix, 598 coursework is not accepted.
- ERM 584 Internship can be utilized for credit towards the ERM electives. Before considering an internship, students are required to discuss the internship topic and focus with the program chair before moving forward. Additionally, see the 'Internships' section in this document for more information.

Culminating Experience (0-6 credit hours)

Portfolio (0 credits)
Written Comprehensive Exam (0 credits)
ERM 593 Applied Project (3 credits)
ERM 599 Thesis (6 credits)

Students can complete this program in as little as one year, or two semesters (15 credits per semester). The average time to completion is four semesters, or two years. Accelerated master's students can complete this program in as little as one year, or two semesters, and will typically take less than 12 credits per semester, depending on the number of shared courses taken during the undergraduate degree.

Registration in nine (9) credits is considered a full-time load for graduate students at ASU. Requests to register for more than 15 credits per semester will not be supported.

Students interested in taking ERM 598 Water Resource Management as an elective must have either professional experience in water management, or have completed ERM 527 or an equivalent environmental/water regulations class. This class spans two-semesters (1 credit/2 credits) and begins in the fall term. Students cannot begin the course in the spring. Instructor approval is required.

Portfolio (0 Credit Hours)

This is the default option for all students enrolled in the MS Environmental and Resource Management program. To complete the MS Environmental and Resource Management degree under these requirements, a student must complete a total of 30 credit hours of approved coursework and, in the semester the student intends to graduate, submit a portfolio to the Graduate Program Chair within the submission window noted below.

The portfolio must elucidate the quality of the education that the student has received through the course of study. The purpose of the portfolio is to demonstrate a high level of mastery of the principles and practice of environmental resource management through a compilation of work that the student has completed through the course of their graduate study. Only independent work (not joint projects) from ERM classes should be considered in the portfolio. Class information needs to be provided. Internships, professional training, and certificates are not suitable.

While the specific details will vary, all portfolios must describe three notable projects or academic accomplishments that have been completed through the course of graduate study that illustrate the evolution and advancement of technical expertise and mastery of the field of engineering achieved by the student. The portfolio is a professional document that is written in APA or IEEE style (minimum of 10 pages) and will be reviewed and evaluated for both technical content and the quality of writing and presentation.

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

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

Detailed requirements and the evaluation rubric that will be used to grade the portfolio are given in Appendix A of this document.

Written Comprehensive Exam (0 Credit Hours)

The written comprehensive exam is coordinated by the Graduate Program Chair and leads the administration of the comprehensive exam to the students in their final semester. Support is available from advising if an on-campus comprehensive exam is required. The exam takes place in the last six weeks of the semester. Grading is pass/fail. If a student fails, the student may petition to take the comprehensive exam one more time in a future term. TPS Graduate Advising will communicate the submission process via Adobe Sign to students in the semester they intend to take the exam.

Applied Project (3 credit hours)

The applied project (3 credit hours) is carried out under the supervision of a member of the program's graduate faculty. That faculty member serves as the chair on the student's committee. Students are not assigned a faculty advisor. Students must take initiative to contact a faculty member working in their area of interest. Students desiring to conduct an applied project must first obtain the approval of a faculty member to work with them on the project. This is recommended to be done before the end of the second semester (by +1 year for accelerated students), however, students interested in pursuing an applied project are encouraged to connect with faculty as soon as their first semester. Students unsure of which faculty to connect with are encouraged to contact the program chair. Enrollment in the applied project is in the last semester of the graduate program and is a one-semester course.

Applied projects are not required to be connected with industry.

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

Credit is earned when the faculty advisor approves the written report and oral presentation and a grade of B or better is awarded. For students carrying out an applied project, the faculty chair is the faculty advisor for the project. The applied project committee consists only of the faculty chair. Both the applied project and thesis are recommended for those who want to pursue a PhD.

Thesis (6 credit hours)

Work involves a new research area or extension of previous research, taking a new approach to a topic. The thesis topic can be initiated by either the student or the faculty advisor. Students must adhere to Graduate College (GC) policies, formatting requirements, and deadlines. Final document is published through ProQuest through the GC processes.

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

Thesis grading is pass/fail. Students may receive 'Pass with minor or major revisions' post-defense, but ultimate grade will be pass/fail. Students must have a pass/fail form submitted to Graduate College within 10 days of defense, and as soon as any required revisions are accepted by committee. **GC deadlines** should be adhered to closely. The committee must consist of three faculty

(one chair, two members or two co-chairs, one member) approved by the Graduate Program Chair and Graduate College and consist of no less than 50% of faculty from the ERM program. Students must consult with the program chair prior to requesting approval for faculty outside of the ERM program to serve on their committee.

The thesis defense will be open to all graduate students and faculty.

Note regarding all culminating experiences: Generative AI use is not allowed within the portfolio, comprehensive exam, applied project, or thesis. If any portions of the document show up as likely written by Gen-AI, the student will fail the initial submission. It will then be sent back to the student for a rewrite, and it must be resubmitted with acceptable changes prior to the resubmission deadline.

Plan of Study (iPOS)

All MS Environmental and Resource Management 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., portfolio or applied project,), and faculty advisor. An approved iPOS is required before a student may register for key components of the program, such as ERM 593: Applied Project, ERM 599: Thesis, or ERM 584: Internship. The iPOS must be reviewed and approved by the student's faculty advisor, 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.

Preparing for the culminating experience and graduation

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. All master's students should submit their iPOS no later than the end of their second semester.

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 Environmental and Resource Management 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.

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 ERM 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 ERM 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, comprehensive exam, 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 a second term request is necessary, along with the override request the student must submit a timeline of remaining requirements to verify how they plan to complete the program in that semester.

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, comprehensive exam, 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 MS Environmental and Resource Management program are restricted to 15 credits per semester. 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.

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 advance 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 Environmental and Resource Management Portfolio

Purpose of the Portfolio

The purpose of the portfolio is to demonstrate a high level of mastery of the principles and practice of environmental and resource management through a compilation of work that you have completed throughout the course of your graduate study. While the specific details will depend on your specialization, all portfolios must describe three (3) notable projects or academic accomplishments that you have completed during your time in the graduate program that illustrate the evolution and advancement of your technical expertise and mastery of the field of environmental and resource management. Only independent (not joint projects) work from ERM classes should be considered in the portfolio. Class information needs to be provided. Internships, professional training, and certificates are not suitable.

Portfolio Format

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

1. **Cover page** - the cover page should be formatted as follows:

   Name of Student
   A Portfolio Presented in Partial Fulfillment of the Requirements for the degree
   Master of Science in Environmental and Resource Management

   Approved Spring/Fall 20XX by Chair:
   Name of the Chair
   ARIZONA STATE UNIVERSITY
2. **Resume** – An up-to-date 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** – Accomplishments must come from ERM courses. Document each of your three chosen topics as follows:
   a. Title of Topic.
   b. An explanation of the accomplishments that the topic is illustrating.
   c. A reflection on why you consider this to be significant.
   d. Evidence of accomplishment. In this section, include materials such as project reports, results of exams and homework, or other related materials. Evidence

needs to be provided in Appendices and references in the text for each accomplishment.

e. A summary that demonstrates your mastery of the subject by referring to the evidence presented in section 4d. (The summary is typically a few paragraphs in length.)

**If a specific class had multiple noteworthy projects, two of these projects can be used, but at least two classes must be represented in the portfolio.*

5. **Appendices** – Include supporting evidence for each accomplishment in separate appendices. Each appendix should contain one item of evidence and be clearly labeled (e.g., Appendix A, Appendix B). All appendices must be referenced in the text of the portfolio.
6. **Reflections** – A short reflection on your graduate experiences and how the accomplishments you have chosen to highlight in your portfolio illustrate the level of achievement that you attained as you progressed through the program. This section is typically about one page.

Note: Generative AI use is not allowed in the portfolio write-up. If any of the overview, summaries, or reflection show up as likely written by Gen-AI, the student will fail the initial submission. It will then be sent back to the student for a rewrite, and it must be resubmitted with acceptable changes prior to the resubmission deadline. See the Evaluation section for more information.

Submission Instructions

The portfolio must be submitted electronically via Adobe Sign to the graduate program chair as a single PDF document along with a copy of the *Record of Evaluation of the MS Environmental Resource Management Graduate Portfolio* that includes your name, ASU ID number, submission date and the attempt number.

Initiate the **Record of Evaluation of MS Environmental Resource Management Form** via Adobe Sign, fill in the information, and attach the portfolio to the form. The form and portfolio attachment will be routed automatically to the program chair 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

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

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

Completion

Completion of the graduate portfolio is formally recognized when the graduate program chair acknowledges the achievement by signing the *Record of Evaluation of the MS Environmental and Resource Management Graduate Portfolio* form and the signed form is transmitted to the graduate advising office at the Polytechnic campus. Upon receipt of the signed form, the graduate advising office will update your records to indicate completion of the culminating experience and eligibility for graduation. If you do not complete the graduate portfolio by the end of the semester in which you complete all other requirements for the degree, your degree will not be posted until the program chair signs the form.

Process for Appeal

In the event that you disagree with the evaluation of your portfolio, you may request a second evaluation by faculty that were not previously involved in the process. To initiate the appeal process, a formal request for a second review must be submitted via email to the graduate advising office to be reviewed by the Graduate Affairs Committee along with a copy of the same portfolio that was submitted earlier to the graduate program chair. If the Graduate Affairs Committee recommends that it be accepted, the graduate program chair will accept that recommendation. If the Graduate Affairs Committee does not recommend that the portfolio be accepted, you must modify the portfolio and resubmit it based on the earlier communication from the graduate program chair.

Appendix B

Plan of Study Outline | MS ERM

Plan of Study Outline | MS ERM Water Mgmt

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.