

The Design School



HANDBOOK OF POLICIES AND PROCEDURES

2023-2024

MS Innovation and Venture Development (MSIVD)

CONTACT

The Design School
Arizona State University

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Herberger Institute for Design and the Arts: herbergerinstitute.asu.edu

W. P. Carey School of Business: <https://wpcarey.asu.edu/>

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[MS Innovation and Venture Development Program Page](#)

FOREWORD

This handbook provides the essential information to make your journey in the [Master of Science in Innovation and Venture Development \(MSIVD\) program](#) productive and successful. It includes the various policies and procedures that are important to know. Please remember, however, that the [Arizona State University Graduate Catalog](#) takes precedence over this handbook. Graduate students should also be familiar with University policies concerning student conduct as described in the Graduate Catalog.

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

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, INCLUSION, and BELONGING

The Design School welcomes and co-creates new worlds with people of all abilities, ages, gender identities, languages, marital status, national origins, physical appearances, religion, sexual orientations, and socioeconomic status. Our faculty, staff, students, and partners have a participatory approach to design and collectively learn and generate knowledge about designing artifacts, tools, processes, and resources. We seek to enable everyone to thrive on their unique paths toward educational, professional, and personal success. DEIB work is an ongoing process and requires continual evaluation, dialogue, and action.

The student-led Design Justice Initiative (DJI) has demonstrated the urgency with which we must act. Together with DJI and other partners, and in concert with other initiatives across campus, The Design School centers the perspectives of marginalized people by combatting structural oppression, including (but not limited to) white supremacy, xenophobia, patriarchy and misogyny, hetero- and cis-normativity, religious discrimination, and physical and neuro-ableism. The Design School at ASU does not discriminate on any protected basis in any of its programs or activities.

The DEIB Committee relies on reciprocal and equitable communication among all the school's stakeholders in service to our shared values. We recognize that systemic injustices often go unnoticed, and we commit to intensifying our efforts to uncover and address them through transparent processes that are engaging and meaningful to the TDS community.

GENERAL INFORMATION

The Master of Science in Innovation and Venture Development is a transdisciplinary partnership between three leading schools at Arizona State University: the Ira A. Fulton Schools of Engineering, W. P. Carey

School of Business, and the Herberger Institute for Design and the Arts. The MSIVD program is committed to developing the highest level of scholarship and understanding of the disciplines it represents, and to critically assessing the relationships among these and related disciplines.

The degree has a STEM certification, which activates expanded benefits for veterans, as well as scholarship programs structured to support students in STEM-related fields. It also provides international students with a 24-month Optional Practical Training extension beyond the standard 12-month OPT limit.

Program Overview

The MS program in Innovation and Venture Development is a one-year masters program that integrates the most advanced practices and technologies from business, engineering and design in a transdisciplinary, experience-based program that prepares the next generation of leaders with skills needed for launching successful ventures in any industry or sector, inside existing organizations or as new entities.

Graduates are prepared to lead cross-disciplinary teams in a world of growing uncertainty and ambiguity. They can identify needs and evaluate opportunities, generating insights from real world problems; innovate solutions; and create and launch scalable business models that provide value to all stakeholders. Founders with this innovation and venture development degree from ASU can define a new standard for venture development.

Career Outlook

Career examples include but are not limited to:

- chief innovation officer
- creative developer
- director of engineering
- founder or CEO
- innovation manager
- management consultant
- marketing director
- product developer

ADMISSIONS

Requirements

Applicants are eligible to apply to the program if they have earned a bachelor's degree from a regionally accredited institution in any undergraduate discipline. In addition to the MSIVD program requirements, applicants must fulfill the [Graduate College admission requirements](#). The following are additional requirements for admission into the program:

- Graduate admission application and application fee
- Transcripts: Applicants may provide unofficial transcripts via the online application. If admitted with unofficial transcripts, students will be required to provide official transcripts by the end of their first semester in the program.

- Professional resume
- Letter of intent describing innovation and entrepreneurial experience (maximum 3 pages, 12' font, double spaced). This essay will weigh heavily in our evaluation of candidates. It should include a concise case for why the candidate wants to become a part of the MSIVD program, what specific experience, values and skills make him or her an excellent candidate, and what she or he hopes to accomplish with the learning accrued from the MSIVD degree. Essays will be evaluated based on content, and quality of logic and communication, since we are looking for nascent leadership abilities.
- There is no GRE score requirement for the MSIVD program.

Transfer Credits

Credits from other programs may be transferred to the student's Plan of Study upon their commendation of the student's Committee Chair and as long as they were not used to meet any 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 studio-based degrees (12 credit hours total). Transfer credits will not be included in computing ASU grade point averages, but will be used in computing the grade point average on the Plan of Study.

COST 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 7 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

A program fee of \$4,000 per semester is assessed to all graduate students in the MSIVD program. 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](#).

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 April 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 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

MSIVD Program Head

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

- Liaison between MSIVD students and the administration for academic purposes;
- Facilitation of the admission process for MSIVD applicants;
- Coordination of the MSIVD program fees and the awards given; and
- Coordination of internal MSIVD initiatives and curriculum.



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Graduate Coordinator

The day-to-day administration of Design School graduate programs is the responsibility of the graduate coordinator. These duties include but are not limited to:

- 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.



Jackie Collens
MSIVD Graduate Coordinator
Office: CDN 162
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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.

Program Required Courses

IVD 525 Fundamentals of Entrepreneurial Leadership (3 credits): Entrepreneurial Leadership is an “experiential” course for students to practice “being” a leader, at the personal, interpersonal, and community levels. While typical leadership classes leave one knowing about leaders and leadership, this class leaves students being leaders as part of their natural self-expression. The program follows an ontological pedagogy, rather than epistemological one. Ontology is the study of the nature and function of being “as lived” in real-time. Epistemology by contrast deals with the varieties, grounds, and validity of knowledge. Leadership skills include mastery of communication at each of the three levels, from personal relationships to large-scale messaging for media and branding; and looking beyond the personal and interpersonal sociological level of analysis to incorporate principles of social and environmental justice into their relationships and the enterprises they lead.

IVD 560 Innovation Studio I (3 credits): Insight begins with a two-day offsite bootcamp, where the cohort of students will get to know each other in a relaxed atmosphere. Through a facilitated process, they will investigate the diverse world views in the class, learn basic principles of collaborative creation and organize themselves in teams around shared interests. They will gain an overview of the venture development program, and the general structure of the program. During class, they will be guided through the process of researching and understanding the opportunity space in which they want to work, evaluating their findings and transforming them into the disruptive insights essential to a successful innovation and venture development. In addition, students will be exposed to category experts who will share experience in various fields, technologies and geographies, connecting them to the world outside the studio.

IVD 561 Innovation Studio II (3 credits): Problem reframing is essential to the innovation process, and to properly diagnosing problems so they can be investigated from multiple perspectives. It entails pushing past conventional assumptions about barriers to success, to find root causes - sometimes different problems altogether- that inspire novel, diverse approaches. Problem reframing is a powerful tool that increases the options and resources available in addressing any challenge. In this course, students will learn to see problems as opportunities for breakthrough solutions.

IVD 630 Scaling Entrepreneurial Leadership (3 credits): The personal skills required to succeed in a small start-up environment are different from those required to run a successful enterprise or nonprofit. Many entrepreneurs do not have access to the learning that prepares them to both launch and successfully scale their venture. Complexities of board management, fostering a creative culture, codifying a communication system that becomes a source of energy and a north star for the organization, inculcating values of social and environmental justice into a culture and translating them into daily behavior are required capacities which cannot be learned in theory, only in practice.

IVD 562 Innovation Studio III (3 credits): In this iterative, creative “make-to-learn” phase of venture development, students explore prototyping and testing with audiences or end-users to develop feedback loops for real time evaluation of their ideas, then synthesize learning from both successes and failures to progress toward a solution. Key components include mastery of ideation and creative development, framing strategic questions and success indicators for prototyping of services or products, evaluation of feedback and iteration of progressively more promising ideas. Students will learn and practice prototyping service interactions as well as product innovations.

IVD 660 Innovation Studio IV (3 credits): A business model describes how an organization creates, captures and delivers value. Once students have discovered a solution customers want, they must articulate how the solution will reach customers at a profit. Faced with the challenge of business model generation and prototyping, students will need to define the starting points of value proposition, supply chain and customer segments. Later in the process, a clear description of the revenue model, customer relationship, key resources, key activities, key partners and cost structure will complement the original value proposition design. The refinement of the newly-created business model is made through a process of iteration. Students will have an overall comprehension of the strategic innovation process made of (a) strategy, (b) execution, (c) tools and (d) metrics) before moving to the stages of scaling and growth of the business. In order to develop a viable business model, students need to understand the costs of development, manufacturing and getting their goods or services to customers.

IVD 661 Innovation Studio V (6 credits): Scale is translated as proportional growth of production and profit aiming at a larger market position. Understanding the timing to scale a business model is crucial to its success and scaling can be discussed in terms of market, process and team. Faced with scaling issues of their business models, students will need to build their own framework – or tools - in order to make decisions concerning the whens (time) and hows (market, process, tools) of scaling. Topics covered also include — but not limited to — venture funding strategies, budgeting capital needs, developing e-commerce, CRM analytics, supply chain and operations.

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

The program requires 6 elective credit hours. Please reach out to the Graduate Coordinator for approved program electives.

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 Courses

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 as follows:

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 Adobe Sign. 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

The MSIVD curriculum has been designed specifically for students to be able to leverage other programs at ASU. Students can pursue concurrent options such as sustainability, global development, materials science and engineering, and many more. Concurrent degrees allow you to pursue two graduate 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 who are interested in completing a concurrent degree should reach out to their Graduate Coordinator for more information.

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](#).

ACADEMIC 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 Graduate College for approval. Students can view their iPOS status by logging into the My ASU website.

The completed iPOS must be approved and on file by the time they 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.

Independent research courses 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 MSIVD 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 MSIVD program and Arizona State University.

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

- Inability to meet grade point average standards and requirements as outlined in this handbook as well as by Graduate College standards.
- 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 Adobe Sign 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 RESPONSIBILITIES

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 to 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.

If you have more questions, please refer to the [best practices guide for maintaining academic and research integrity](#).

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 Adobe Sign, 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

Title IX is a federal law that provides that no person be excluded on the basis of sex from participation in, be denied benefits of, or be subjected to discrimination under any education program or activity. Both Title IX and university policy make clear that sexual violence and harassment based on sex is prohibited. An individual who believes they have been subjected to sexual violence or harassed on the basis of sex can seek support, including counseling and academic support, from the university. If you or someone you know has been harassed on the basis of sex or sexually assaulted, you can find information and resources [online](#).

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](#).

[Novus](#): The Master of Science in Innovation and Venture Development is housed in the 777 Tower at ASU's Novus Innovation Corridor. Located adjacent to Tempe Town Lake and ASU's Tempe campus, Novus consists of nearly 10 million square feet of urban mixed-use opportunities in the heart of Tempe. MSIVD students will work in their own dedicated space in the Novus building that is designed to foster collaboration and innovation.

[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.

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