Computer Science

M.S. Graduate Handbook
2020 - 2021

**MANUAL OF THE M.S. DEGREE IN
COMPUTER SCIENCE
AND
CONCENTRATIONS**

ARIZONA STATE UNIVERSITY

2020 - 2021

CSE graduate degrees please contact:

Office of Graduate Programs
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CSE on the web: http://cidse.engineering.asu.edu/forstudent/graduate/computer-science/
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I. Introduction to the Computer Science Program
The Master of Science in Computer Science offers a non-thesis and a thesis option. The thesis option is a research-oriented degree, ideal for students with undergraduate education in computer science or related studies. The non-thesis option has a project portfolio component. The degree features advanced coursework and a strong emphasis on student research. The M.S. program provides numerous opportunities for interdisciplinary study. Within this degree, students can concentrate their studies in the following areas: Arts, Media, and Engineering (AME) – Thesis, Big Data Systems (BDS) – Thesis and non-thesis option, Biomedical Informatics (BMI) - Thesis, and Cyber Security (CS) – thesis and non-thesis.

II. Objective of the handbook
The purpose of this handbook is to provide guidance and information related to admission, degree requirements, and general policies and procedures. In some cases, you will find differences between the Graduate College policies and procedures and the computer science program requirements. In these cases, the Computer Science Engineering (CSE) program has established higher standards. Students must satisfy both sets of requirements.   Policies and procedures are occasionally amended to improve the program. Changes will be communicated to students through e-mail, which is our primary form of communication. Any updates to this handbook will be posted on our website cidse.engineering.asu.edu.

III. Student responsibility
All students are expected to become familiar with university and program policies and procedures and abide by the terms set forth. Information is available online at the following websites:
- The Graduate College – http://graduate.asu.edu
- Graduate College policies and procedures - https://graduate.asu.edu/policies-procedures
- The Computer Science program – http://cidse.engineering.asu.edu/forstudent/graduate/computer-science/
- The Ira A. Fulton Schools of Engineering – http://engineering.asu.edu

The International Students and Scholars Center – https://issc.asu.edu/, if applicable.

IV. Wellness Resources

- "Graduate Wellness Resources" – a one-page guide to Financial, Social, Emotional, and Physical Health and Wellness Resources for ASU Graduate Students, developed by the GPSA
- "10 Best Practices in Graduate Student Wellbeing" – proven ways to help graduate students better care for themselves under the increasing demands of graduate school

V. Faculty responsibility
The members of the faculty of computer science have diverse backgrounds and knowledge. They are available to assist you in your plan of study and your educational and career goals. We encourage you to take the opportunity to make individual appointments with faculty members with whom you have common interests. Please refer to the CIDSE website for a list of the faculty names, areas of expertise, and research interests.

VI. Admission and eligibility to the MS degree programs
The Computer Science MS degree requires a background in engineering, math, sciences, or closely related fields. However, in some cases, students with non-traditional educational backgrounds will be considered for admission. These students may be required to take foundational courses to better prepare for the graduate coursework. A student is encouraged to contact a graduate advisor in the School of Computing, Informatics, and Decision Systems Engineering Advising Center to obtain advice on their educational pursuits.

Eligibility - Before applying to the CS MS program, students are required to have completed 2 semesters or 8 credit hours of calculus**.**

Application - All students are required to submit an application to the Office of Graduate Admissions and pay the required fee to have their application properly processed.

Application deadlines – December 1 for Fall and August 1 for Spring:
To receive full consideration, please submit all required documents by the deadline.

GRE scores - All students, except ASU undergraduate CSE, are required to submit official general Graduate Record Examination (GRE) scores directly to the Office of Graduate Admissions. The GRE requirement is waived for STEM undergraduate majors at ASU that have a GPA equal to or greater than 3.75. STEM means Science (encompassing biological, physical, chemical, and computing sciences), Technology, Engineering, and Mathematics. The average GRE scores for students admitted into the M.S. program have been 153 or 63 percentile verbal, 163 or 88 percentiles quantitative, and 4.0 analytical. However, admission decisions are made based on the entire application packet. We do not require specific subject GRE scores. The ASU institution code is 4007. If a department code is required, use 000 for GRE.

English Proficiency - The University requires all international applicants from a country whose native language is not English to provide the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IETLS) scores. CSE uses scores of 575 (paper-based) or 90 (internet-based) TOEFL or 7 for IETLS or Pearson 65 as minimum expectations for admission. **Please note that your application will not be processed until the university receives official English Proficiency scores, which are valid for two years from the start date of the degree program.** Exemption from the English Proficiency requirement can be determined by visiting Graduate Admission site under [English Proficiency](.). Please address all English Proficiency questions to the Office of Graduate Admissions. The ASU institution code is 4007. If a department code is required, use 99 for TOEFL.

Personal statement - The application must include a [personal statement](.). The statement should explain professional goals and reasons for desiring to enroll in the M.S. program; a student interested in pursuing a thesis option should describe any research experience, indicate personal research interests, and identify two or three ASU CSE faculty members with matching research interests.

Letters of recommendation - CSE requires three (3) <u>letters of recommendation</u>, at least one of which must come from faculty. There is no standard form for letters of recommendation. Our current application process allows students to submit the <u>letters of recommendation</u> electronically by indicating the names and the e-mails of the recommenders. In turn, the Office of Graduate Admissions sends an e-mail to the recommender alerting him or her to go online and submit a recommendation. We encourage letters from people who know you well, such as teachers, professional associates, and supervisors. Ask people who can comment on your academic, emotional, intellectual, and professional development.

4+1 students are not required to submit letters of recommendation if their last 60 hours' GPA is 3.50 or higher.

GPA requirement - To be considered for the MS program, we require a minimum cumulative GPA of 3.25 in the last 60 credit hours of the undergraduate degree.

Application evaluation - Several factors are taken into consideration when evaluating a student's application: the student's cumulative GPA, major, institution, personal statement, letters of recommendation, standardized test scores, and performance in individual courses.

Deficiencies - Depending on the prior academic preparation and accomplishments of an applicant, deficiency courses may be assigned to ensure adequate background preparation.

Below is a list of prerequisite courses, along with the associated ASU course numbers:
- CSE 230 - Computer Organization and Assembly Language Programming
- CSE 310 - Data Structures and Algorithms
- CSE 330 - Operating Systems
- CSE 340 - Principles of Programming Languages or
  CSE 355 - Introduction to Theoretical Computer Science

Deficiency coursework completed with a grade of "C" or better at the undergraduate level will satisfy the requirements. A grade of "B" or better is required for all assigned deficiency coursework at the post-baccalaureate level.

Waiver Process: Students wishing to have their course syllabi examined as evidence that deficiencies have been satisfied must submit a petition. The request will need to be submitted using the <u>Petition for Reevaluation of Deficiency Course</u> form along with supporting documents (such as syllabus, the catalog description, or university transcripts) to prove that you have met the requirements. Be advised that the documents you uploaded during the admission application have been evaluated. Submit only **<u>new</u>** information when requesting a reevaluation of assigned deficiencies. Once the petition has been reviewed, it is final. There will be no future petition or consideration request. If after evaluation, the petition is not approved, the student may choose to take the deficiency test-out examination.

Deficiency test-out exam - Prior to fall and spring semesters, an online course proficiency examination (CPE) is provided to allow students entering with deficiencies (listed in the admission letter) to take a test to establish whether they possess basic knowledge of the course material sufficient to have an assigned deficiency waived. The cost for each subject examination is $59, payable at the time of registration. Students have a maximum of two attempts for each subject. Students assigned with CSE 340 and/or 355 may choose to take either or both deficiency test-out exams. If the student passes one test but not the other, the student is considered to have met the deficiency for both CSE 340 and 355. **This scheduled testing period is the only opportunity for deficiency test-outs. No other arrangements will be made for students to test out of assigned deficiencies.**

Notice of Admission - CSE submits its recommendation of admission to the Office of Graduate Admissions; the Office of Graduate Admissions sends the final admission decision to the applicant in writing. You may check your application status on My ASU (my.asu.edu).

Pre-admission Credits and Transfer Credit
The CSE Program allows a student to transfer a maximum of six (6) credit hours of graduate coursework from another accredited institution. A student must prove the graduate-level credit hours with grades of "B" or better were not used toward a previous degree, per Graduate College policy. Pre-admission credits must have been taken within three years of admission to the ASU degree program to be accepted. A course with a grade of "Pass", "Credit", or "Satisfactory" is not acceptable for transfer. A student who wishes to transfer credits from another institution should contact a graduate advisor in the CIDSE Advising Center to initiate the transfer credit process. Acceptance of transfer credit is at the discretion of the CSE Program. See the Pre-Admission Credit section of the [Graduate College Policies and Procedures Manual](#) for more details.

Transfer between Programs
A student who would like to switch from a Ph.D. to a Master's or switch Master's degree programs in Computer Science should follow the Computer Science Degree Change process. With approval, twelve credit hours are eligible for transfer into the Master's program with grades of "B" or better within the last three years. Likewise, an MCS online student who would like to switch to the MS Tempe campus must meet all the admission requirements and, with approval, may transfer, twelve credit hours with grades of "B" or better on courses taken within the last three years.

Students who want to change from a Master's to a Ph.D. in Computer Science must submit a new application to ASU Graduate Admissions. Admission to the Ph.D. program is not guaranteed. If admitted, the student is allowed to transfer only 12 credits of courses taken within the last three years with grades of "B" or better from the original uncompleted master's program to the new program.

VI. MS Degree Requirements
Degree requirements for the MS include a minimum of 30 semester hours not including deficiency courses.

The MS is comprised of three major milestones, which all students are required to complete successfully prior to graduation:
   a) Completion of coursework.
   b) Filing an approved plan of study.
   c) Successful oral defense of an approved written thesis or a completion of a project portfolio.

Assigned deficiency courses must be completed by the end of the first academic year. A "B" or better average is required for deficiency courses, and a "B" must be achieved in each course. A grade of "B" or better in a course that follows a prerequisite class does not waive this requirement.

An accelerated computer science degree (4+1) BS-BSE/MS program is available for ASU undergraduate computer science and computer systems engineering students. There are also concentrations in Cybersecurity, Big Data Systems, Biomedical Informatics, and Arts, Media, and Engineering. The accelerated program allows a maximum of 9 credit hours to be shared and 3 credit hours reserved between the undergraduate and graduate programs.

a. Formulation of the Plan of Study
A student must submit a plan of study (iPOS) online through My ASU before the end of their first semester of attendance. The final iPOS is subject to approval by the Graduate Program Chair and, for thesis students, the supervisory committee. Thesis students need to finalize their committee in their 3rd semester. After approval at the School level, the final iPOS is forwarded to the Graduate College for approval.

The iPOS must contain a minimum of 30 semester hours of approved graduate-level work. At least 24 of these hours must be CSE-5XX credits at ASU. A maximum of 6 credit hours of 400-level coursework may be allowed on the iPOS per Graduate College guidelines. All 30semester hours must be from formal course work (including CSE 591 and 598). CSE 590 will not be allowed for students completing the non-thesis option.

In addition to meeting the requirements specified above, a student must also pass an oral thesis defense or complete a project portfolio.

All students are required to earn a grade of "B" or better in the core areas as specified within their concentration.

Approved 400- and 4XX/5XX_level courses: A maximum of 6 credit hours of 400-level coursework is allowed. A maximum of 12 hours of a combination of 400-level and cross-listed courses (4XX/5XX) is allowed. If a 400-level course is cross-listed with a 500-level course, students will be required to enroll in the 500-level course.

MS in Computer Science (Thesis Option)

This program requires the following: 30 credit hours and a thesis.

Required Core Courses: 9 credit hours
Foundations (3)
Systems (3)
Applications (3)

Elective or Research Courses: 15 credit hours
Of these 15 hours, nine must be in their research area and approved by their faculty advisor; up to 6 of these hours can be CSE 590 Reading and Conference (as Independent Study). Coursework selected as part of the area core may not be used as elective coursework on the same plan of study.

Culminating Experience: 6 credit hours
CSE 599 Thesis

Note: Students must successfully pass a thesis defense to graduate.

MS in Computer Science (Non-Thesis Option)
This program requires the following: 30 credit hours and a portfolio.

Required Core Courses: 9 credit hours
- Foundations (3)
- Systems (3)
- Applications (3)

Elective Courses: 21 credit hours

Students choose 21 credit hours of other elective course work approved by their academic advisor. Coursework selected as part of the area core may not be used as elective coursework on the same plan of study.

Culminating Experience: Project Portfolio, 0 credit hours

MS in Computer Science (Cybersecurity) – Thesis Option
This program requires the following: 30 credit hours and a thesis.
Required Core Courses: 9 credit hours
Foundations (3)
Systems (3)
Applications (3)

Required Concentration Courses: 9 credit hours
Require 3 credit hours
- CSE 543: Information Assurance and Security (3)

Choose 2 courses (6 credit hours) from the following:
- CSE 539 Applied Cryptography (3)
- CSE 545: Software Security (3)

- CSE 548: Advanced Computer Network Security (3)

Elective or Research Courses: 6 credit hours
This may include up to 6 hours of CSE 590 Reading and Conference as Independent Study. Coursework selected as part of the core or concentration may not be used as elective coursework on the same plan of study. CSE 580, 584, 592, 593 and 595 do not count as electives.

Culminating Experience: 6 credit hours
CSE 599 Thesis

Note: Students must successfully pass a thesis defense to graduate.

MS in Computer Science (Cybersecurity) (Non-Thesis Option)
This program requires the following: 30 credit hours and a portfolio.

Required Core Courses: 9 credit hours
- Foundations (3)
- Systems (3)
- Applications (3)

Required Concentration Courses: 9 credit hours
Require 3 credit hours
- CSE 543: Information Assurance and Security (3)

Choose 2 courses (6 credit hours) from the following:
- CSE 539 Applied Cryptography (3)
- CSE 545: Software Security (3)
- CSE 548: Advanced Computer Network Security (3)

Electives: 12*

*If a student selects any of the concentration courses that are also listed as a core area course, additional coursework may be required to complete the degree. Students should check with their academic advisor to ensure that 30 total credit hours are listed in their plan of study.

Culminating Experience: Project Portfolio, 0 credit hours

MS in Computer Science (Arts, Media, and Engineering) (Thesis Option)
This program requires the following: 30 credit hours and a thesis.
Required Core Courses: 9 credit hours
Foundations (3)
Systems (3)
Applications (3)

Required Concentration Courses: 9 credit hours of coursework in Arts, Media, and Engineering. Courses that are used to satisfy the concentration requirement on the plan of study cannot be used to satisfy the core area requirement.

AME 511, 515, 520, 532, 535, 570 or one AME 598 Special Topics with the approval of the thesis chair

Elective or Research Courses: 6 credit hours
This may include up to 6 hours of CSE 590 Reading and Conference as Independent Study. Coursework selected as part of the core or concentration may not be used as elective coursework on the same plan of study. CSE 580, 584, 592, 593 and 595 do not count as electives.

Culminating Experience: 6 credit hours
        CSE 599 Thesis (4)
        AME 599 Thesis (2)

Note: Students must successfully pass a thesis defense to graduate.

<u>MS in Computer Science (Biomedical Informatics) (Thesis Option)</u>
This program requires the following: 30 credit hours and a thesis.
        Required Core Courses: 9 credit hours
        Foundations (3)
        Systems (3)
        Applications (3)

Required Concentration Courses: 9 credit hours of coursework in Biomedical Informatics:
- BMI 501 Introduction to Biomedical Informatics (3)
- BMI 540 Problem Solving in Biomedical Informatics (3)
- BMI 5XX Approved Course in Biomedical Informatics (3)

Elective or Research Courses: 6 credit hours
This may include up to 6 hours of CSE 590 Reading and Conference as Independent study. Coursework selected as part of the core or concentration may not be used as elective coursework on the same plan of study. CSE 580, 584, 592, 593 and 595 do not count as electives.

Students will focus their research in one of the following areas:
- bioinformatics
- biomedical informatics
- clinical informatics
- imaging informatics
- public health informatics

Culminating Experience: 6 credit hours

CSE 599 Thesis

Note: Students must successfully pass a thesis defense to graduate.

MS in Computer Science (Big Data Systems Concentration) (Thesis option)

This program requires the following: 30 credit hours and a thesis.

Required Core Courses: 9 credit hours
Foundations (3)
Systems (3)
Applications (3)

Required Concentration Courses: 9 credit hours
CSE 510 Database Management System Implementation (3)
CSE 512 Distributed Database Systems (3)
CSE 572 Data Mining (3) or IEE 520 Statistical Learning for Data Mining (3)

Restricted Electives: An additional 6 credit hours is required from the following courses:
CSE 515 Multimedia and Web Databases (3)
CSE 546 Cloud Computing (3)
CSE 573 Semantic Web Mining (3)
CSE 575 Statistical Machine Learning (3)
CSE 578 Data Visualization (3)

Courses that are used to satisfy the concentration requirement on the plan of study cannot be used to satisfy the core area requirement.

Culminating Experience: 6 credit hours
CSE 599 Thesis (6)

Total required credit hours: 30

Note: Students must successfully pass a thesis defense to graduate.

MS in Computer Science (Big Data Systems Concentration) (Non-Thesis option)

This program requires the following: 30 credit hours and a portfolio.

Required Core Courses: 9 credit hours
- Foundations (3)
- Systems (3)
- Applications (3)

Required Concentration Courses: The following 9 credit hours
- CSE 510 Database Management System Implementation (3)
- CSE 512 Distributed Database Systems (3)
- CSE 572 Data Mining (3) **or** IEE 520 Statistical Learning for Data Mining (3)

Electives: 6 credit hours from the following*

- CSE 515 Multimedia and Web Databases (3)
- CSE 546 Cloud Computing (3)
- CSE 573 Semantic Web Mining (3)
- CSE 575 Statistical Machine Learning (3)
- CSE 578 Data Visualization (3)

Courses that are used to satisfy the concentration requirement on the plan of study cannot be used to satisfy the core area requirement.

Electives: 6 credit hours*

*Additional elective coursework may be required. If a student selects any of the concentration courses that are also listed as a core area course, additional coursework may be required to complete the degree. Students should check with their academic advisor to ensure that the total credit hours of their plan of study are equal to 30.

Culminating Experience: Project Portfolio, 0 credit hours

b. Selection of Faculty Advisor – Thesis Option
When a student has decided on a primary area of research, the student must select a faculty advisor in that area of study. The faculty advisor must have the right to chair computer science committees. The faculty advisor will serve as the chair of the supervisory committee that supervises the student's thesis. A list of faculty with the right to chair can be found on the Graduate College's faculty website: https://graduateapps.asu.edu/graduate-faculty

c. Thesis Supervisory Committee
In consultation, the faculty advisor and the student select a supervisory committee of at least three members. The supervisory committee must include the faculty advisor (thesis chair) and two committee members. For students in the Cybersecurity, BDS, BMI, and AME concentrations, at least one member of the student's committee must be from that concentration.

The composition of the committee must be in accordance with the guidelines of Graduate College. Once the committee is established, changes to the committee are highly discouraged. Any changes to the committee must be submitted by completing a Graduate Committee Change form that is signed by the student and all members of the student's committee.

The supervisory committee, in its role as thesis committee, approves the subject and title of the thesis and advises the student during the formulation of the research topic and the completion of the research and thesis.

d. Thesis
A student must be enrolled in at least one graduate-level credit at the time of the defense. If you are holding the defense during the interim period between semesters, you must be registered for

the following semester. For example, if you defend during the period between the spring and summer semester, you must be registered for the summer session. Please see the Graduate College policies.

The Graduate College publishes information regarding the details of thesis preparation, formal requirements, deadlines, and oral examinations. The student must comply with all guidelines that the Graduate College publishes regarding the submission of a thesis and the scheduling of a thesis defense.

Once the thesis is completed, the student will submit it to the committee members. There will be an open oral defense following the completion of the thesis. A student can schedule the defense after the student's committee chair has approved the student's formatted thesis document. The student must schedule their defense through My ASU at least 10 working days prior to the defense date.

The supervisory committee evaluates the thesis and the student's performance on the defense. The committee votes the thesis as pass, pass with changes (major or minor), or fail. A decision of fail is final.

Please see Appendix I for Absent Committee Member Procedures.

Steps to Preparing for Your Defense
Prior to defense:
1. Obtain a consensus of approval from the committee chair and the members to proceed with the oral defense.
2. Schedule a date and time with your committee for the oral defense.
3. Important: Ensure that a minimum of 50% of the official committee is physically present at the defense. If at least 50% of the committee cannot be physically present, the defense must be rescheduled.
4. Visit the Graduate College website to become familiar with the dates and deadlines on format approval and oral defense.

10 days prior to the defense:
These steps are required to be completed at least 10 working days prior to the date of the oral defense.
1. Reserve a room with the CIDSE Main Office front desk (BYENG 502).
2. Submit an electronic version of your abstract with title, full names of your committee members, defense date/time/place, and your name as you want it to appear on the defense announcement to the CIDSE Main Office front desk.
3. Schedule your defense through My ASU with the Graduate College.

On the day of the defense:
1. Set up all your equipment at least one half-hour prior to your presentation to make sure it works.

After the defense:
1. Your committee will discuss the results of the exam with you and may have additional comments for you. In the end, the committee will make a

recommendation: Pass, Pass with minor revisions, Pass with major revisions, or Fail.
2. A fail decision is final.
3. Revisions are normal and are expected to be completed within one year. A student must remain registered until the finished document has been uploaded to ProQuest.
4. Follow the steps on My ASU for uploading your final thesis through the Graduate College and ProQuest.

e. Project Portfolio
All students admitted to the MS (Non-Thesis) degree program must complete a project portfolio. The portfolio is a compilation of three completed projects that were finished in three MS program courses; students must write a portfolio report that includes the highlights of the three projects. All 500-level regular courses are eligible for the portfolio as long as the student can get an attestation from the instructor that they have done at least 30% of the project work for the course in combination with an in-class project and additional out-of-class (self-study) work. The student must have received a final grade of "B" or better in the course to use it for their portfolio.

VII. General Information, Policies, and Procedures
a. Research Standards for Publication of Thesis
Graduate research is the study of an issue that is of sufficient breadth and depth to be publishable in a CSE-related journal. The effort should reflect a minimum of 750 hours of thoughtful work. The research should follow the "scientific method" and be both objective and reproducible. The thesis should demonstrate independent, original, and creative inquiry. There should be predefined hypotheses or developmental goals and objectives that are measurable and can be tested. The document should demonstrate proficiency in written English and should conform to the Graduate College format guidelines.

b. Financial Assistance and/or Fellowships
There are limited funds for MS and PhD students. Students are encouraged to pursue assistantships outside of CSE and not limit their search to CSE. Information regarding other sources of financial assistance is available on the following websites:
- Financial aid: https://students.asu.edu/financialaid
- Graduate College: https://graduate.asu.edu/pay-for-college
- Fulton: https://graduate.engineering.asu.edu/graduate-fellowships/

c. Continuous Enrollment
Once admitted to a graduate degree program, students must be registered for a minimum of one credit hour during all phases of their graduate education, including the term in which they graduate. This includes periods when students are engaged in research, working on or defending theses, or in any other way utilizing university resources, facilities, or faculty time.

Registration for every fall and spring semester is required. Summer registration is required for students taking examinations, completing culminating experiences, defending theses, or graduating from the degree program.

To maintain continuous enrollment, the credit hour(s) must:
- Appear on the student's Plan of Study, OR
- Be research (592, 792), thesis (599), dissertation (799), or continuing registration (595, 795), OR
- Be a graduate-level course.

Grades of "W" and/or "X" are not valid registration for continuous enrollment purposes. "W" grades are received when a student officially withdraws from a course after the add/drop period. "X" grades are received for audit courses. Additionally, students completing work for a course in which they received a grade of "I" must maintain continuous enrollment as defined previously. Graduate students have one year to complete work for an incomplete grade; if the work is not completed and the grade changed within one year, the "I" grade becomes permanent. Additional information regarding incomplete grades can be found at http://asu.edu/aad/manuals/ssm/ssm203-09.html.

d. Leave of Absence Policies
Graduate students planning to discontinue registration for a semester or more must submit a request for a Leave of Absence through their iPOS. This request must be submitted and approved before the anticipated semester of non-registration. Students may request to maintain continuous enrollment without course registration for a maximum of two semesters during their entire program.

Having a Leave of Absence approved by the Graduate College will enable students to re-enter their program without re-applying to the university. Students who do not register for a fall or spring semester without an approved Leave of Absence are considered withdrawn from the university under the assumption that they have decided to discontinue their program. Students removed for this reason may re-apply 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. These resources include university libraries, laboratories, recreation facilities, or faculty time.

e. Maximum Time Limit
Master's students must complete all program requirements within a six-year period. The six-year period starts with the semester and year of admission to the Master's program. Graduate courses taken prior to admission that are included in the plan of study must have been completed within three years of the semester and year of admission to the program.

Any exceptions must be approved by the supervisory committee (thesis students), Graduate Program Chair, and the Graduate College Dean. The Graduate College may withdraw students who are unable to complete all degree requirements and graduate within the allowed maximum time limit.

f. Registration Requirements for Research Assistants (RA) and Teaching Assistants (TA)
Students awarded an assistantship within the Ira A. Fulton School of Engineering are required to be registered for 12 credit hours. Audit credit hours do not count toward the 12 credit hours.

Students who obtain an assistantship outside the Ira A. Fulton School of Engineering are required to be enrolled a minimum of 6 credit hours. Audit credit does not count toward the 6 credit hours. Enrollment in continuing registration (CSE 595) does not count toward the 6-hour requirement.

TAs and RAs are considered residents for tuition purposes. To be eligible for tuition remission, TAs and RAs must be employed for a minimum of 10 hours per week (25 percent Full-Time Equivalency {FTE}). TAs/RAs working 10-19 hours per week (25-49 percent FTE) receive a 50 percent remission of tuition for the semester or summer session of their employment. TAs/RAs working 20 hours per week (50 percent FTE) do not pay tuition during the semester of their employment. In addition, the university pays the individual health insurance premium for TAs and RAs working 20 hours per week (50 percent FTE). The TA/RA offer does not cover additional fees beyond tuition. In addition to a tuition waiver, students receive a stipend as specified in their offer.

g. Policy for Maintaining Academic Satisfactory Progress
Each semester, the computer science program reviews student performance for satisfactory progress toward completion of the degree. All students fall into one of the following four categories; those in categories 2-4 are placed on probation or withdrawn from the program:
1) Satisfactory progress;
2) Academic probation;
3) Progress probation;
4) Withdrawal from the CSE program.

1. Satisfactory progress means that a student does not have any academic or progress probationary issues. For thesis students, satisfactory progress includes communicating each semester with the student's committee chair regarding his or her progress.

2. Academic Probation

A student who has been admitted to a graduate degree program in CIDSE with either regular or provisional admission status must maintain a grade point average (GPA) of 3.0:
1. in all work taken for graduate credit (courses numbered 500 or higher),
2. in the coursework on the student's approved plan of study, and
3. in all coursework taken at ASU (overall GPA) post-baccalaureate.

A student will be placed on academic probation if one or more of the student's GPAs listed above falls below 3.0 after all grades have been posted for the semester. Students will be notified by e-mail when placed on academic probation.

A student will achieve good academic standing by obtaining a semester 3.0 or better in the GPAs listed above by the time the next nine graduate hours are completed. A maximum of two semesters is allowed to complete the nine hours of graduate-level coursework to raise the GPA. Coursework such as research and thesis registration that are for Z or Y grades cannot be included in these nine hours.

Students will also receive an academic probation notice/letter if one of these conditions pertains to their academics:
- Received a "D" or "E" in a required deficiency course or
- Deficiency coursework grade is below 3.0.

3. Progress probation pertains to issues regarding making progress toward a degree. The following are notices/letters a student will receive if one of these pertains to their academics:
- Lack of progress toward completing deficiencies as listed on the admission letter.
- Failure to stay in communication with their Thesis Chair each semester.
- Failure to submit an iPOS by the end of the 1st semester.
- Failure to finalize the Supervisory Committee by the end of the 3rd semester.
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4. Withdrawal from the CSE program:
An M.S. student may be removed from the program for any of the reasons listed below:
1. Cumulative GPA is less than 3.0 for two consecutive semesters. (A student with such a cumulative GPA will be put on probation after the first semester.)
2. The Graduate and/or the iPOS GPA is less than 3.0 for two consecutive semesters. (A student with such a GPA is put on probation after the first semester.)
3. Failure to complete deficiencies within the time allowed, as determined by the admissions committee.

4. Failure to meet a requirement specified for the M.S. degree, including not making satisfactory progress probation toward the completion of the degree.

A student is recommended for withdrawal from the CSE program if he or she fails to meet the probationary requirements in the probationary letter withing the specified time limit. The student will receive a letter from the computer science program explaining the reasons for the withdrawal. The student will have five calendar days from the date of the letter to appeal the decision. The CSE Graduate Program Committee (GPC) will review the appeal and will make the necessary recommendation. The graduate program chair, on behalf of the GPC, will provide a written explanation of the outcome. If the appeal is approved, the student must meet all the outlined requirements by the end of the specified period. The student will be required to sign an agreement acknowledging the requirements and the consequences if the agreement is not fulfilled. If the GPC recommends that the student's appeal be denied, the graduate program chair, on behalf of the GPC, will recommend to the Dean's Office that the student be withdrawn from the CSE program. The student's appeal together with all supporting documents will be forwarded to the Ira A. Fulton Schools Standards Committee, which reviews the student's case and communicates the final ruling to Associate Dean and the CSE program. If the appeal is denied again, the Dean's Office of Academic and Student Affairs will recommend to the Graduate College that the student be withdrawn from the CSE program. Please refer to the Graduate College policies and procedures or contact the graduate advisor in the CIDSE Advising Center.

h. Filing for Graduation
During the final semester, a student must file an application for graduation with the Graduation Office of the Registrar through My ASU. The student's approved final plan of study (iPOS) must be on file with Graduate College before the student can apply for graduation.

i. Academic Integrity
The highest standards of academic integrity are expected of all graduate students, both in academic coursework and in related research activities. The failure of any graduate student to meet these standards may result in serious consequences, including suspension or expulsion from the university and/or other sanctions as specified in the academic integrity policies of individual schools as well as those of the university.

Violations of academic integrity include, but are not limited to cheating, fabrication, tampering, plagiarism, or aiding or facilitating such activities. At the graduate level, it is expected that students be familiar with these issues, and each student must take personal responsibility of their work. In addition, graduate students are expected to follow university guidelines related to the Student Code of Conduct. University policies related to academic integrity and code of conduct are available in the Office of the University Provost, or at https://provost.asu.edu/academic-integrity.

j. CSE 584 Internship
Curricular Practical Training (CPT) is an academic experience usually obtained at off-campus work settings, allowing the student to apply knowledge and skills gained in various classes. It is intended as a unique, hands-on learning experience to provide students with a number of valuable skills that they can use upon graduation from their degree programs. Accordingly, it is not available to full-time or part-time workers regularly employed by the company where the internship is proposed.

CPT is available to both domestic and international students. However, international students must work with the International Students and Scholars Center (ISSC) and submit additional documentation to obtain work authorization. Students desiring to do CPT must include the CPT course CSE 584 (1 credit hour) as an integral part of their program of study, reflected by their approved iPOS. CIDSE recommends listing 3 individual CSE 584 (1 credit hour) courses in the iPOS.

Addition of CPT credit(s) should be done at the initial submission of the student's iPOS. The Internship course cannot be added to an approved iPOS once all coursework has been completed. Exceptions may be made if the internship is relevant to the student's thesis research.
In such cases, the CSE program chair will determine the need for a CPT internship in such cases in consultation with the graduate academic advisor.

Approval of an iPOS with CSE 584 credit confirms that the internship is an integral part of the degree requirements as planned by the student. An internship that is not part of the educational plan can be removed from the iPOS. Note: Only internship courses can be removed from the iPOS. Courses that are approved as part of the overall degree program in the iPOS can only be replaced with other approved coursework.

In order to be eligible for an internship, a student must be in **good academic standing (cumulative, graduate, and iPOS GPA of 3.0 or above)**.

International students need to be aware of immigration policies and regulations which may jeopardize their academic status. Hence, it is strongly recommended for international students to consult with the International Students and Scholars Center (ISSC) before doing CPT.

All students (domestic and international) may take part in an out-of-state internship during the summer session. The eligibility requirements for CPT internships remain the same as mentioned.

During the regular fall and spring semesters, international graduate students in F-1 status must register for a minimum of nine (9) credit hours to maintain full-time; a minimum six (6) of those credit hours must be in-person, on-campus coursework at the ASU Tempe campus. A maximum of three (3) credit hours of online courses is permitted. The CSE 580 practicum course will not satisfy the requirement for the student's "physical

presence" at ASU. Students will not be able to take part in internships outside the Phoenix metropolitan area. In some cases, students may be approved to do an internship in Tucson or other locations near Phoenix, as long as the student can prove they can physically attend their courses on campus.

Required documents and forms for the internship proposal must be submitted to the CIDSE Advising Office at least four weeks prior to the beginning of the semester in which the internship is planned. Students will not be able to request late-add registration of the CSE 584 Internship credit to their class schedule after the add/drop deadline of each semester.

An approved proposal is required before commencing the internship. The request will include a statement from the employer that indicates they understand the work is to satisfy a degree requirement. A sample letter and other required forms are available on the CIDSE CPT website. Students must receive approval from their faculty advisor and the graduate program director before registering for CSE 584. At the M.S. level, an internship is intended to enhance the student's research capabilities in the area related to the thesis. Therefore, the internship plan must show the relationship between the work proposed and the intended research program. The faculty advisor may be asked to write a separate letter explaining why the internship is required. In order register for the CSE 584 - Internship, a student must have a **cumulative, graduate, and iPOS GPA of 3.0 or above**. A final plan of study must be filed with the Graduate College showing the internship credit before registering for CSE 584. The student must take classes appearing on the plan of study the semester following the internship.

Renege: (verb) to fail to carry out a promise or commitment
It is unethical for students to continue to seek or consider other employment opportunities once an offer has been accepted. CIDSE expects students to honor an acceptance and withdraw from all employment-seeking activities. Students who accept an offer from an organization and later renege/decline the offer will be prohibited from requesting future CPT pending a meeting with the Assistant Director.

A five-page final report is required at the end of the internship before a grade and credit is given. The final report must be submitted to the reporting supervisor (Industry Mentor) for comments and then to the faculty advisor for grade assignment. Refer to the CIDSE CPT website for guidelines for preparing the final report.

k. CSE 590 Independent Study
Independent study is available for MS students. The student must get written approval from the supervising faculty outlining the content to be covered. The independent study form must be approved by the faculty advisor and will be placed in the student's file. A final paper is required for each registered Independent Study course.

l. Engineering Student Organizations
There are dozens of engineering student organizations and teams ranging from honors and professional associations to groups creating underwater robots and concrete canoes

and launching rockets. Student organizations are excellent opportunities to learn about career possibilities as many of the student groups operate in conjunction with industry professional societies … get involved today! Please visit http://studentorgs.engineering.asu.edu/ for a list of engineering student organizations.

m. **Instructional Concerns and Course-Related Complaints**

Being part of a large university creates opportunities to learn from a diverse instructor population with different teaching styles and modalities for delivering course content. Courses are offered by a diverse set of faculty, including those who are research-intensive, those whose primary responsibility is teaching, GSA/TA instructional staff and part-time faculty who are working in the field. Based on enrollment or modality of offering, faculty may also be supported by graduate student teaching assistants, GSA's and graders. This diverse higher education delivery platform may differ significantly from previous experiences, and while it provides an opportunity to expand the student's ability to learn and develop problem-solving skills, concerns and conflicts with requirements and instructors may occasionally arise. CIDSE students with instructional concerns should review and adhere to the following guidelines for attempting to resolve their issues. First and foremost, keep in mind that the faculty and advising staff are experienced, dedicated educators that are here to help you achieve your educational goals but at the same time, as an engineering and computer science program, they have a responsibility to ensure standards are maintained and student outcomes are achieved before graduation. The university culture recognizes the value of diversity in multiple dimensions as well as the presumption of expertise and academic freedom of the faculty.

Communicate with your Instructor

If you have a difference of opinion with your instructor, teaching assistant (TA) or graduate support assistant (GSA) or have concerns about technical or administrative aspects of the course, visit the instructor or TA/GSA during office hours or contact them via email (if you cannot visit them during the office hours). Express your concerns clearly and respectfully and ask for help. Be sure to provide succinct information about what you have trouble understanding in the course or your concern. Instructors and GSA or TAs are here to help. Please remember that you are responsible for prerequisite knowledge/skills required for a course and regularly studying the material taught in the course. The teaching staff may not be able to help you with your problem if you lack the prerequisite knowledge/skills or have not been keeping up with the course material. As a guideline, for a 15-week course you should be spending three hours studying every week for each hour of course credit. Thus, you should schedule 8-10 hours each week to devote to each 3-credit course. For a 7.5-week course, students should be prepared to spend 6 hours a week on coursework for every 1 course credit. So, for a three-credit course, you should expect to spend approximately 18 hours a week on coursework. Also, make sure to resolve the issues as soon as they occur and maintain all documentation. For example, if the assignment instructions are not clear, get the clarification on the day the assignment is assigned and do not wait until the deadline of the assignment.

If, after communicating with your instructor, TA or GSA, you are still having problems in the course, connect with your academic advisor to understand your options moving forward.

Connect with your Program Chair

If you are unable to resolve the concern after initial contact with the instructor GSA or TA, and you have met with your academic advisor, you should then connect with the program chair for your degree (or the department offering the course). The program chair will confer with the instructor and/or GSA/TA to better understand the concern and try to resolve the problem. Please note that before meeting with the program chair, you should have made a reasonable effort to meet with the course instructor (not just the support GSA or TA) and get the issue resolved. When contacting the program chair, provide all the relevant details such as the course syllabus, assignment handout, email exchange with the instructor, etc. so that the program chair can promptly act on your concerns. Please be brief and precise in the description of your concerns. In some cases, the graduate program chair would like to meet you. When coming for the meeting, please bring along all the relevant documents.

If the instructional concern is not resolved with the program chair or the department offering the course, contact the Associate Dean of Academic Affairs Office for the college offering the course for assistance through the grade grievance process https://engineering.asu.edu/grade-grievance/ .

Remain Focused
When faced with instructional concerns, it is important to remain focused on the rest of the course while addressing specific areas that are under review. Be sure to stay connected with your academic advisor if there are any changes in your situation.

NOTE:
- Misrepresentation of facts or disrespectful behavior when confronting your instructor or teaching assistant is considered an academic integrity violation.
- Maintain all documentation.
- Act proactively and promptly.

In Summary, Guidelines for Avoiding Problems
- Be sure you have the necessary prerequisite knowledge before starting a course;
- Attend class and online exercises regularly;
- Devote time each week to studying to avoid falling behind;
- Contact the TA (if assigned) or instructor during office hours at the first sign of trouble and come prepared to ask precise questions and to explain your difficulty.
- Accept the fact that you grow intellectually and professionally by being challenged and learning to deal with diverse expectations and environments.

Process for Resolving Conflicts in Grading, Course Expectations, etc.

- Contact the TA (if available) or instructor to explain your concern and seek resolution;
- If the TA/instructor has attempted to assist you, but you are still having an academic difficulty that is causing personal stress or hindering your academic success, see your Academic Advisor;
- If the TA/instructor is not responsive or does not provide a legitimate response/accommodation, then contact your graduate program chair.
- If you still feel there is a legal, ethical, or procedural violation that is victimizing you, contact the Office of the Associate Dean of Engineering for Academic Affairs.
- Circumventing this process will be considered a violation of professional ethics and protocol.

University Policy for Student Appeal Procedures on Grades: https://catalog.asu.edu/appeal

Please review the Orientation video for your degree program. The video is available through Canvas in your My ASU.

Appendix I - Absent Committee Member Procedure

While it is desirable that all members of a student's supervisory committee be available during final thesis defense, there are situations (e.g., faculty travel, faculty emergencies and/or faculty leave) that may necessitate holding a thesis defense with one or more committee member(s) absent. The Academic Unit has established the following policies and procedures for such cases.

1. A minimum of 3 committee members (including chair/co-chair) from the student's official committee must be available during the student's final thesis defense.
2. A minimum of 50% of the student's official committee must be physically present with the student at the thesis defense. If at least 50% of the committee cannot be physically present, the defense must be rescheduled.
3. The chair (or one co-chair) must be available for the thesis defense. If this is not possible, the defense must be rescheduled.
4. The chair or (one co-chair) must be physically present at the thesis defense. If this is not possible, the defense must be rescheduled. The student cannot submit a committee change after the defense is scheduled to create co-chairs in the case of an absent chair.
5. A committee co-chair or member who cannot be available during the thesis defense, may participate in one of three ways. These options are listed in order of preference:
   a. The absent committee member videoconferences into the defense location. *
   b. The absent committee member teleconferences into the defense location. *
   c. The absent committee member provides a substitute to be physically present (approved by the committee chair & the head of the academic unit) for the thesis defense. The substitute must be someone who is approved to serve on graduate supervisory committees for that program. The absent committee member should provide the substitute questions, in writing, to be asked at the defense. The substitute, although respecting the opinions expressed by the regular committee, must be free to use his or her judgment in voting on whether the student passes or fails the defense. The substitute should sign the absent committee member's name and add his or her own initials directly after the signature.

   *The defense location must have the necessary equipment to accommodate video/teleconference materials.
   *Students must provide a copy of their document and any other supporting presentation materials to the committee member at least 5 working days in advance of the defense. The defense location must have the necessary equipment to accommodate video/teleconference materials.

If the videoconference or teleconference option is selected, the absent member needs to e-mail the committee chair or co-chair to state that member voted to pass or fail the student and authorize that the chair sign their name on the form. The committee chair or co-chair should sign the name of the absent individual on the form and then add his or her own initials directly after the signature.

If a committee member is going to be absent from the thesis defense, the student or committee chair/co-chair must notify the Program Chair before or at the time of scheduling the defense. If

the student is notified of the absence after scheduling the oral exam, the student must contact the Program Chair prior to the defense date so that he or she can find a substitute.

For the thesis defense, if a committee member will be absent from the defense, the student or committee chair/co-chair must notify the Graduate College before or at the time of scheduling the defense. If the student is notified of the absence after scheduling the defense, the student must contact the Graduate College prior to the defense date.

Find the Graduate College's Absent Committee Member Procedures document here: https://graduate.asu.edu/sites/default/files/absent-committee-member-procedures.pdf