

Computer Science

M.S. Graduate Handbook

**Thesis and Non-Thesis including
concentrations in**

- a) Arts, Media, & Engineering,**
- b) Big Data Systems,**
- c) Bio-Medical Informatics, and**
- d) Cybersecurity**

2023 - 2024

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

ARIZONA STATE UNIVERSITY

2023 - 2024

CSE graduate degrees, please contact:

Office of Graduate Programs
School of Computing and Augmented Intelligence
Ira A. Fulton Schools of Engineering
Arizona State University
PO Box 878809
Tempe, AZ 85287-8809
PHONE: (480) 965-3199

CSE on the web: <https://scai.engineering.asu.edu/graduate-computer-science/>
E-mail address: Scai.grad.tempe@asu.edu

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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 interested in researching a complex problem with faculty. The non-thesis option has a project portfolio component. The non-thesis option is ideal for students interested in learning the science of computers with students and faculty in a non-research environment. 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
- Cybersecurity (CS) – Thesis and non-thesis option.

Here at ASU's School of Computing and Augmented Intelligence (SCAI), we envision a society where secure, accurate, and current information is ubiquitously available and data is seamlessly collected, managed, and converted into information that entertains individuals, empowers businesses, and guides the decisions of both in their daily affairs.

We envision our school as a community recognized by its colleagues internationally as a leader in envisioning and enabling the information-driven society and by its students as a preferred location for acquiring the knowledge and skills necessary to contribute to this vision.

We envision a community of scholars cooperatively engaged in transdisciplinary research addressing the grand challenges of modern society and supporting the intellectual growth of students and colleagues.

Our mission is to benefit society through excellence in education, use-inspired research from basic to translational, and leadership in service to the profession and community. We seek to provide a supportive environment that promotes creativity, diversity, multidisciplinary teaming, scholarship, and ethical behavior to advance knowledge and practice in computing, information and decision technologies to enhance society.

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

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

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 <https://scai.engineering.asu.edu/>.

III. Student responsibility and resources

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. Most importantly, you should visit the following websites:

- a. The Office of Graduate College – <http://graduate.asu.edu>
- b. Graduate College Policies and Procedures – <https://graduate.asu.edu/policies> procedures
- c. The Computer Science Program – <https://scai.engineering.asu.edu/graduate> computer-science/
- d. The International Student and Scholars Center– <https://issc.asu.edu/>, if applicable.
- e. The Ira A. Fulton Schools of Engineering – <http://engineering.asu.edu>
- f. Wellness Resources - We believe graduate education provides an opportunity to grow in our knowledge and expertise, and during our studies, we may face challenges and hardships that can affect our wellbeing. The Graduate College and the ASU Graduate Student Association have put together resources and best practices guides to help your educational journey. 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
- g. Should you need additional guidance and support, we encourage you to contact a graduate advisor at the SCAI Graduate Advising Office.
- h. “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
- i. “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. Students interested in doing research are encouraged to take the opportunity to make individual appointments with faculty members with whom they have common interests. They are available to assist students who are researching, with their plan of study, and with their educational and career goals. Please refer to the [SCAI 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 the School of Computing and Augmented Information, Advising Office, CenterPoint Suite 105 to obtain advice on their educational pursuits.

Eligibility - Before applying to the CS MS program, students are required to have completed 2 semesters or 6 credit hours of calculus, equivalent to Calculus I and II.

Application - All students are required to submit an application and all the required supporting materials with the Office of Graduate Admissions <https://admission.asu.edu/graduate> and pay the required fee to have their application reviewed and 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 – GRE scores are required to be considered for admission to this program. Exceptions to this policy include SCAI undergraduate graduates as well as 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. Submit official general Graduate Record Examination (GRE) scores directly to the Office of Graduate Admissions. 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. Note: 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 an average score of 575 (paper-based) or 90 (internet-based) for TOEFL, or 7 for IETLS, or 65 for Pearson, or 115 for Duolingo for admission. **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 the Graduate Admission site under [English Proficiency](#). Please address all English Proficiency questions with 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.

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, standardized test scores, and performance in individual courses.

Notice of Admission - CSE submits its recommendation to the Office of Graduate Admission, who will then send the final notice of admission to the applicant in writing via email. You may check your application status on My ASU (my.asu.edu).

Admission Deferrals - Students may, with the recommendation of the degree program, defer their initial start semester and year of admission to one semester. Requests for deferrals must be submitted by the start of the term of original admission. Students who miss the deferral deadlines have the option to submit a petition for an enrollment exception for the original admit term.

Deficiencies - Students in the MC programs are admitted from a variety of backgrounds. To ensure that all students have an adequate background in computer science at the undergraduate level, all students need to show competence in 5 areas: computer organization, operating systems, programming languages, algorithms and data structures, and the theory of computation. Many students meet this requirement by taking courses in these areas in their undergraduate years. Students who have not taken equivalent of these courses may be assigned deficiencies in these courses upon admission. Assigned deficiencies must be completed with a grade of C or higher in their first year in the program.

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 will satisfy the requirements grade of "C" or better is required for all assigned deficiency coursework at the post-baccalaureate level.

Students have three options to meet the assigned deficiency exam: Waiver process, Test-out exam, or enrolling in the course and passing with a grade of "C" or better. Deficiencies must be completed within a year of starting the program

Option 1: 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 [Petition for Reevaluation of Deficiency Course](#) form along with supporting documents such as a syllabus, catalog description, and university transcripts (including the grade scale), to prove that you have met the requirements. Be

advised that the documents you uploaded during the admission application have been evaluated, so a reevaluation petition should only be submitted if you have **new** information to provide. 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.

Option 2: Deficiency test-out exam - 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.

Below is the testing period which needs to be completed depending on the start of the semester admitted, is the only opportunity for deficiency test-outs. No other arrangements will be made for students to test out of assigned deficiencies.

<u>Session Admitted*</u>	<u>Exam Deadline[^]</u>
Fall Session A/C	Before the start of Spring session A/C
Spring Session A/C	Before the start of Summer session C

Option 3: Enrolling in the course. Students who could not clear their assigned deficiency through the waiver process or deficiency test-out exam are required to enroll and pass the course(s) in their first year. A student has a total of two attempts to clear the deficiency. Students assigned CSE 340 have the option of enrolling CSE 340 or CSE 355. For CSE 340/355, the two attempts are combined. A student cannot take CSE 340 twice and CSE 355 twice to clear their deficiency, as this would total four attempts.

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. The graduate-level credit hours course must have grades of “B” or better and must not have been 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. If coursework older than 3 years from the admission term of a new program is being applied towards the program as pre-admission coursework, the maximum time limit may be updated to reflect the start date of the pre-admission coursework. A student who wishes to transfer credits from another institution should contact a graduate advisor in the SCAI 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. Approved transfer credit cannot count towards meeting the core requirement unless the credit was earned at ASU.

Transfer between Programs

A student who would like to change from a Ph.D. to a Master's or change Master's degree programs within Computer Science (adding, removing, or changing concentrations) should follow the [Computer Science Degree Change process](#). With approval, eligible credit hours are transferred 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 credit hours with grades of "B" or better on courses taken within the last three years.

Note: Online students changing from online campus to a ground campus program will be required to submit a new application for admission. Students changing from the MCS/MS Tempe campus to MCS Online should consult with an Academic Advisor before submitting a request.

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 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. More than 12 credits require the CS Graduate Program Chair and the Dissertation Chair or co-chairs approval. Otherwise, a petition is needed. Students should familiarize themselves with the Graduate College pre-admission transfer policy.

VII. MS Degree Requirements

Degree requirements for the MS include a minimum of 30 semester hours, not including deficiency courses and CSE 584 - CPT credits.

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.

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 Cybersecurity, Big Data Systems, Biomedical Informatics, and Arts, Media, and Engineering concentrations. The accelerated program allows a maximum of 9 credit hours to be shared with both their undergraduate and graduate programs and 3 credit hours reserved in the undergrad to be applied for the graduate program.

Satisfactory Progress as an incoming Accelerated Graduate Student: All students must maintain a GPA of 3.0 or higher (Cumulative, Graduate and IPOS). If a student falls below a 3.0 GPA, they are placed on probation and provided the timeframe in which the GPA must be raised to the satisfactory level. Students who do not raise their GPA to a 3.0 within the provided timeline risk dismissal from the program. Note: any 500 level courses taken as an undergraduate student will immediately count towards your satisfactory progress GPA calculation once you become a graduate student.

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 the supervisory committee for thesis students. Thesis students need to finalize their committee in their 3rd semester. After approval at the school level, the iPOS is forwarded to the Graduate College for final 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.** Exceptions will be made for the AME and the BMI program to the 24 credit hours of CSE 5XX requirement. A maximum of 6 credit hours of 400-level coursework may be allowed on the iPOS per Graduate College guidelines. All 30 semester hours must be from formal course work (including CSE 591, 594, and 598). CSE 590 is allowed only for students completing the thesis option. Students need to be mindful of course anti-requisites at the time of registration. Specifically, students may not take and count both CSE 450/551 or CSE 511/512 and IEE 520/ CSE 572 due to being classified as anti-requisites in the academic catalog due significant overlap between the courses.

In addition to meeting the requirements specified above, a student must also pass an oral thesis defense or complete a project portfolio. All non-thesis students must complete a project portfolio from two courses in which the student received a "B" (3.00) grade or higher.

All students must take and pass at least three credit hours in each of the three core courses: Foundations, Systems, and Applications. **Transfer credits cannot count towards meeting the core area requirement unless the credit was earned at ASU** (course lists available at: <https://scai.engineering.asu.edu/graduate-computer-science/>).

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. Non-CSE pre-fix courses outside the unit require the Program Chair's approval before enrolling it to count towards the degree requirement (CSE 4XX course lists available at: <https://scai.engineering.asu.edu/graduate-computer-science/>).

What is not allowed for non-CSE electives:

1. A graduate course from some other program which is similar to or is a subset of an undergraduate course in Computer Science.
2. A graduate course from some other program which substantially overlaps (say more than 30%) with a course that they have taken or are planning to take.

If you are asking about a course from another program that sounds similar to a course that you have taken or are planning to take, then please submit the syllabus of both and an explanation why you think the overlap is less than 30%.

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 core may not be used as elective coursework on the same study plan.

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 coursework approved in their plan of study. Coursework selected as part of the core may not be used as elective coursework on the same study plan.

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. CSE 580, 584, 592, 593, and 595 do not count as electives. If a student selects any of the concentration courses that are also listed as a core 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: 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 credit hours*

*If a student selects any of the concentration courses that are also listed as a core 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 AME 5XX coursework in Arts, Media, and Engineering.

- AME 511 Advanced Interactive Sound (3)
- AME 515 Machine Vision and Pattern Recognition (3)
- AME 520 Understanding Activity (3)
- AME 532 Media Synthesis (3)
- AME 535 Mobile Development
- AME 570 Programming for Social and Interactive Media (3)
- AME 598 Special Topics (3) 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. Students should check with their academic advisor to ensure that 30 total credit hours are listed in their plan of study.

Culminating Experience: *6 credit hours*

CSE 599 Thesis (4)
AME 599 Thesis (2)

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

MS in Computer Science (Biomedical Informatics) (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 Biomedical Informatics:

- BMI 601 Health Informatics (3)
- BMI 502 Foundations of BMI Methods I (3)

Select 1 from the list below:

- BMI 505 Foundations of BMI Methods II (3)

- BMI/CSE 507 Introduction to Digital Image Processing and Analysis (3)
- BMI 517 Adv Biostats Biomed Research (3)
- BMI 550 Translational Bioinformatics (3)
- BMI 598 Topic: Knowledge Management and Engineering (3)
- BMI 615 Human Factors Eng Biomed App (3)
- BMI 616 Clinical Decision Support (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. 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)
- CSE 594 Spatial Data Science and Engineering (3)

Courses that are used to satisfy the concentration requirement on the plan of study cannot be used to satisfy the core 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)
- CSE 594 Spatial Data Science and Engineering (3)

Courses that are used to satisfy the concentration requirement on the plan of study cannot be used to satisfy the core 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 approved PhD in CS program faculty with the right to chair can be found on the Graduate College's faculty website:

<https://graduateapps.asu.edu/graduate-faculty>.

In cases where a student identifies a faculty with the right to co-chair for their thesis, he/she needs to secure a second faculty approved with the right to chair. Both faculty will be serving as co-chairs for the student's thesis in the plan of study.

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(s) (thesis chair or two co-chairs) and one or 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 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 holding the defense during the interim period between semesters, the student must be registered for the following semester. For example, if defending during the period between the spring and summer semester, the student must be registered for the summer session. Please see the [Graduate College policies](#).

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 securing approval from the thesis chair and obtaining approval from Graduate College for the formatted thesis document. The student must schedule their defense through MyASU at least 10 working days prior to the defense date.

The Graduate College publishes information regarding thesis preparation, formal requirements, [deadlines](#), and oral examinations. The student must comply with all guidelines that the Graduate College publishes regarding submitting a thesis and the scheduling of a thesis defense.

Students must be physically present at the oral defense of their thesis or dissertation. It is expected that oral defenses will be held on an ASU campus (for in-person defenses) and

during regular business hours (8am-5pm AZ Mountain Standard Time) in order to facilitate student, faculty, and public accessibility. A student has the option to include a virtual link to encourage audience attendance. When there are sound educational reasons for holding a defense under different circumstances, contact the Graduate College for approval before scheduling the defense.

All members of a student's supervisory committee must attend the final oral defense of a thesis or dissertation. However, there are situations (e.g. faculty travel, faculty emergencies and/or faculty leave) that may necessitate holding a defense with one or more committee member(s) absent. The committee chair must be in attendance, but if a committee member cannot attend, a qualified substitute must be appointed to attend in their place. The substitute should be a regular faculty member within the academic unit. In these circumstances, the Graduate College must be notified with the name of the member who will be absent, the faculty member who will attend as a substitute, and the student's name and ID number. This information must be submitted before the defense.

Once a defense has been scheduled and approved in the iPOS, students must submit within 10 days, a complete draft copy of the thesis/dissertation to be defended by uploading the document to their Interactive Plan of Study.

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 to 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. [More on absent committee members.](#)
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 SCAI 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 SCAI Main Office front desk. In the

defense announcement, include a Zoom link for participants who are not able to attend in person.

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. The preliminary defense results must be submitted by all committee members via the defense results tab in the iPOS within 10 days after the defense occurrence. If there are revisions required by the committee, they will need to be completed and approved by the committee before a full “Pass” can be designated in the iPOS. If the committee’s requested revisions are not completed by the graduation deadlines for the semester of the defense, the student will need to maintain continuous enrollment until they are completed. If they are not successfully completed within one year of the defense, re-submission of the document and a re-defense of the thesis or dissertation may be required in order to ensure currency of the research
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 two completed projects that were finished in two MS program courses; students must write a portfolio report that includes the highlights of the two projects. All CSE 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. For students pursuing concentration, one of the two portfolios must be from the concentration courses or the restricted electives for the concentration. **The student must have received a final grade of “B” or better in the course to use it for their portfolio.**

VIII. 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. Publication of a research paper is not required for thesis defense.

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 only 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.
- Be a deficiency course that is listed on the student's admit letter.

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>.

Medical/Compassionate Withdrawal: There are appropriate circumstances when students may need to withdraw from the university (i.e., medical withdrawal, compassionate leave). The policies for such withdrawals are the same for both undergraduate and graduate students. An approved Medical/Compassionate Complete Withdrawal is valid towards meeting the continuous enrollment policy.

d. Leave of Absence Policies

Graduate students planning to discontinue registration for a semester due to extenuating circumstances must submit a request for a Leave of Absence through their iPOS.

Requests should have enough detail to fully understand the situation and steps you should take so that you can continue in the next semester. This request must be submitted and approved before the anticipated semester of non-registration. Students may request 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. If coursework completed over 3 years ago is being applied towards a degree program as pre-admission coursework, the maximum time limit may be updated to reflect the start date of the pre-admission coursework.

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. Maximum Credit Load

SCAI students on the Tempe campus are limited to a maximum of 11 credit hours per semester, unless they hold an RA/TA position. After the first semester, students in good academic standing may submit an overload request for permission to enroll in 12 credit hours. The 12 credits are the maximum allowed credit enrollment for SCAI graduate students.

SCAI students attending online are limited to 6 credits per session (12 credits per semester). After the first semester, students in good academic standing may submit an overload request for permission to enroll in more than 6 credit hours in a session. These requests will be reviewed on a case-by-case basis and are subject to approval.

g. 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 in 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.

The university provides an award covering the premium for individual health insurance for teaching and research assistants/associates who meet the minimum eligibility requirements during the duration of their appointment (coverage periods are August 16–January 15 and January 16–August 15). These are:

- appointment at 50% time (20 hours per week)
- hired as a TA or RA no later than the end of the eighth week of classes of the semester.

There are four ways a student can fulfill the TA English language requirement. Any of the following will fulfill the language requirement:

1. Take and pass the SPEAK test with a score of 55 or higher. Only SPEAK scores from Global Launch are allowed.
2. Take the iBT (Internet-based TOEFL) test and receive a score of 26 or higher on the oral portion of the test.
3. Take the IELTS test and receive a score of 8 or higher on the speaking portion of the test.
4. Complete the ITA Teacher Training Course with a score of ‘certified.’

h. Policy for Maintaining Academic Satisfactory Progress

At the end of the student’s first completed semester and every semester thereafter, the school will conduct an audit to determine if the student is maintaining the required minimum satisfactory progress, including progress on academic (GPAs and deficiencies)

and probationary issues. Any student that is not in compliance with the satisfactory academic/ progress requirements is notified that she/he is either

- on academic probation and is given the next 9 credit hours or two semesters (fall and spring) to bring the GPA up to the proper level or
- on continued progress probation and is required to meet the conditions outlined in the continued probation letter.

Failure to properly remediate the GPA or the conditions outlined in the letter within the time frame will result in the school recommending that the student be dismissed from the program.

Note: Fully admitted students who take optional summer courses are placed on probation after the summer term if the earned grade(s) causes their GPA to fall below the satisfactory progress GPA minimum.

If applicable, the above-noted audit will also review each student's progress towards removing enrollment deficiency courses and/or any other degree requirement milestone(s). Failure to satisfactorily complete all deficiency course(s) and/or required milestones by the stipulated deadline may result in a recommendation for dismissal to the Graduate College.

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 SCAI 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 iPOS (interactive plan of study), and
3. in all coursework taken at ASU (overall GPA) post-baccalaureate.
4. And/or have a grade below "C" in their deficiency course (s).

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 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, whichever comes first. Coursework such as research and thesis registration that is for Z or Y grades cannot be included in these nine hours. Hence, it is strongly recommended students focus on improving their grades and meeting deficiency requirements over research, and thesis, registration.

Students who chose to take graduate coursework and not enroll in deficiency courses the following semester will be subject to dismissal.

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, for the thesis option, by the end of the 3rd semester.

4. Withdrawal from the CSE program:

An M.S. student may be removed from the program for any of the above-mentioned reasons.

A student is recommended for withdrawal from the CSE program if he or she fails to meet the probationary requirements in the probationary letter within 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 will review the student's case and communicate 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 a graduate advisor in the SCAI Advising Center.

i. 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.

j. Academic Integrity

The highest standards of academic integrity are expected of all graduate students, both in academic coursework and 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, students are expected to be familiar with these issues, and each student must take personal responsibility for 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>. Students also should be aware of Ira A. Fulton Schools resources related to academic integrity: <https://engineering.asu.edu/integrity/>.

Furthermore, use of AI tools without proper citation is deemed to be in violation of Academic Integrity. According to Association for Computing Machinery (ACM). "The use of generative AI tools and technologies to create content is permitted but must be fully disclosed in the Work. For example, the authors could include the following statement in the Acknowledgements section of the Work: ChatGPT was utilized to generate sections of this Work, including text, tables, graphs, code, data, citations, etc.). If you are uncertain about the need to disclose the use of a particular tool, err on the side of caution, and include a disclosure in the acknowledgements section of the Work."

k. 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.

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.

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. SCAI recommends listing 3 individual CSE 584 (1 credit hour) courses in the iPOS. The 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 iPOS after initial iPOS approval. 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 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)**.

Summer:

- Students can participate in an out-of-state or an in-state internship, full-time or part-time in the summer semester if ALL of their GPA's (graduate, iPOS, and CUM GPA) are at least 2.5.

Fall/spring semesters:

- Students with a GPA of 3.0-3.24 may participate in an in-state internship part-time. **A campus presence is required.**

Students with a GPA of 3.25 or higher may participate in an in-state or out-of-state internship, full or part-time. **A campus presence is required.**

Full-time CPT is 21 hours more. Part-time CPT is 20 hours or less.

For students doing CPT in their last semester, the end date is the last day of finals (Fall/Spring) or last day of class (Summer).

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

Required documents and forms for the internship proposal must be submitted online at least four weeks before 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 each semester's add/drop deadline. Students will be asked to enroll in the next session within the term.

An approved application 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 SCAI [CPT website](#).

Thesis students must receive approval from their faculty advisor and the graduate program chair before registering for CSE 584. At the Thesis level, 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.

Reneg: (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. SCAI 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 Associate Director.

A five-page final report is required at the end of the internship before a grade 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. Non-Thesis students do not need a faculty mentor signature. Refer to the SCAI [CPT website](#) for guidelines for preparing the final report.

l. CSE 590 Independent Study (Thesis students only)

Independent study is available for Thesis 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.

m. Engineering Student Organizations

There are dozens of engineering student organizations and teams ranging from honors and professional associations to groups creating underwater robots, 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.

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 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. SCAI 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. At the same time, 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 and 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 concise information about what you have trouble understanding in the course or your concern. Instructors and GSA or TAs are here to help. 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 spend three hours study time every week for each hour of course credit. Thus, you should schedule 8-10 hours each week to devote to each three-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, you should expect to spend approximately 18 hours a week on coursework for a three-credit course. 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 assignment's deadline.

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

Connect with your CSE Graduate 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, 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 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.

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>