

Master's of Computer Science Graduate Handbook

2024-2025

Online

Including concentrations in Big Data Systems and Cybersecurity



**MANUAL OF THE MASTER OF COMPUTER SCIENCE DEGREE
AND
CONCENTRATIONS**

ARIZONA STATE UNIVERSITY

2024-2025

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

Advising Office Phone: (480) 965-3199

MCS Online website: <https://asuonline.asu.edu/online-degree-programs/graduate/computer-science-mcs/>

Online Campus Email address: mcsonline@asu.edu

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I. The ASU Computer Science Program

The Master of Computer Science (MCS) is a non-thesis degree available for the online campus. The program is ideal for students with undergraduate education in computer science or related studies. This degree features advanced coursework and provides numerous opportunities for interdisciplinary study. Students have the option to pursue their studies in the following concentrations:

- Big Data Systems (BDS) or
- Cybersecurity (CS)

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 and 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.

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.

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 case there are any differences between the Graduate College policies and procedures and the computer science program requirements, it is because 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 their ASU e-mail, our primary form of communication. Any updates to this handbook will be posted on our website <https://scai.engineering.asu.edu/graduate/>.

III. Student Responsibility

All students are expected to become familiar and abide by:

1. The University and program policies and procedures - <https://graduate.asu.edu/policies>
2. The Computer Science program requirements, which are laid out in this handbook

IV. Student Resources

The CS program and ASU provide a lot of resources to help students. Here are some of the most important ones:

- The International Student and Scholars Center – <https://issc.asu.edu/> if applicable.
- The Office of Graduate College – <http://graduate.asu.edu>
- [Graduate Student Wellness Resources](#) - A one-page guide to Financial, Social, Emotional, and Physical Health and Wellness Resources for A.S.U. Graduate Students, developed by the GPSA (Graduate and Professional Student Association).
- Should you need additional guidance and support, we encourage you to contact a [SCAI Graduate Advising Office graduate advisor](#).
- [10 Best Practices in Graduate Student Wellbeing](#) – proven ways to help graduate students better care for themselves under the increasing demands of graduate school
- [CSE Faculty](#) - 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.

A.S.U. prohibits all forms of discrimination, harassment and retaliation. To view A.S.U.'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, A.S.U. does not discriminate based on 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, 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 how to make a report, please go to www.asu.edu/reportit/.

V. Admission to the MCS Degree Programs

The Master of Computer Science (MCS) degree requires a background in engineering, math, sciences, or closely related fields. 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, to obtain advice on their educational pursuits.

A. Eligibility

Before applying to the MCS program, students are required to have completed two (2) semesters or six (6) credit hours of calculus, equivalent to Calculus I and II. Discrete math is also recommended prior to admission.

B. Application

All students must submit an application and all the required supporting materials to the [Office of Graduate Admission](#), and pay the required fee to have their application reviewed and processed.

C. Application Deadlines

To receive full consideration, we ask that you have all the required documents submitted by the deadline.

Session	Fall	Spring	Summer
A/C session	July 25 International: July 11	December 16 International: Dec 2	April 21 International: April 7
B session	September 18 International: Sept 4	February 17 International: Feb 3	N/A

D. 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 average scores of 575 (paper-based) or 90 (internet-based) for TOEFL, 7 for IETLS, 65 for Pearson, or 115 for Duolingo for admission. Note that your application will not be processed until the university receives official TOEFL scores, which are valid two years from the start date of the degree program. There are some exceptions for students who have been living in the United States and would like to have the TOEFL waived. They should consult the [English Proficiency website](#). Please address all TOEFL questions with the Office of Graduate Admission. The ASU institution code is 4007. If department code is required, please use 99 for TOEFL.

E. Personal Statement or Curriculum Vitae

The application must include a personal statement or a curriculum vitae. The statement should explain professional goals and reasons for desiring to enroll in the MCS program.

A curriculum vitae should highlight the applicant's accomplishments; including job history, certificates, professional affiliations, and relevant extracurricular activities.

F. Transcripts

Unofficial transcripts can be uploaded at the time of the application. Official transcripts must be submitted after admission.

G. GPA Requirement

To be considered for the MCS program, we require a minimum cumulative GPA of 3.0 **in the last 60 credit hours of the undergraduate degree.**

H. Application Evaluation

Several factors are taken into consideration when evaluating a student's application: the student's cumulative GPA, major, institution, personal statement, and performance in individual courses.

I. Notice of Admission

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

J. Admission Deferrals

Students may defer their initial start semester and year of admission to one semester with the recommendation from the degree program. Requests for deferrals must be submitted by the start of the term of original admission.

K. Deficiencies

Students in the MCS 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 the following areas, as covered by the following ASU undergraduate courses:

- 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

Many students meet this requirement by taking courses in these areas in their undergraduate years. Students who have not taken the equivalent of these courses or earned a low grade (a “C” or better grade is required to satisfy the requirement) in these courses may be assigned deficiencies in these courses upon admission.

All students assigned with a deficiency in their admission letter have three (3) options to meet the assigned deficiency:

1. Petition for Reevaluation
2. Deficiency test-out exam **or**
3. Enroll in the course and pass it with a grade of “C” or better

Please note that each option has a specific deadline that you must meet.

Option 1: Petition for Reevaluation

Students wishing to have their course syllabi examined as evidence that deficiencies have been satisfied must submit a petition. The request must be submitted using the [Petition for Reevaluation of Deficiency Course](#) form and supporting documents such as a syllabus, catalog description, and university transcripts (including the grade scale), having met the requirements. Be advised that the documents you uploaded during the admission application have been evaluated. A re-evaluation petition should only be submitted if you have new information to provide. Once the petition has been reviewed, the decision is final. There will be no future petitions or consideration requests. If the petition is not approved after the evaluation, the student may take the deficiency test-out examination. Students must submit a petition for each course deficiency that you want to be re-evaluated.

Deadline: Students must submit the [Petition for Reevaluation of Deficiency Course](#) for the courses that they want to be re-evaluated BEFORE the first day of classes of the admission term.

Option 2: Deficiency Test-Out Exam

An online course proficiency examination (career catalyst) is available for students to take entering with deficiencies (listed in the admission letter). These exams establish whether a student possesses basic knowledge of the course material sufficient to have an assigned deficiency waived. Each subject examination costs \$59, per attempt, which is payable at the time of registration. Students have a maximum of two attempts for each subject.

Deadline: Students must take the Career Catalyst exam for the deficiency courses and pass them before the deadlines outlined below. The passing certificates must be [submitted](#) before the deadline listed.

<u>Session Admitted*</u>	<u>Exam Deadline^</u>
Fall Session A	Before the start of Spring session A
Fall Session B	Before the start of Spring session B
Spring Session A	Before the start of Summer session C
Spring Session B	Before the start of Fall session A
Summer Session C	Before the start of Fall session B
*Based on date admitted to the program	Refer to the academic calendar

Option 3: Enroll in the Course

Students can choose to enroll and pass the course(s) in their first year. A student has a total of two (2) attempts to clear the deficiency. Assigned deficiencies must be completed with a grade of C or higher in their first year in the program. Students assigned to CSE 340 have the option of enrolling in 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.

Deadline: Students must pass the deficiency courses within one year from the start of classes of the admission term.

L. Pre-Admission Credits and Transfer Credit

Credit hours completed at ASU or at another regionally accredited U.S. institution or international institution officially recognized by that country, before the semester and year of admission to an ASU graduate degree program, are considered pre-admission credits. With the approval of the academic unit and the Graduate College, students may include a maximum of 6 graduate-level credit hours with grades of “B” or better that were not used towards a previous degree. A course with a grade of “Pass”, “Credit”, or “Satisfactory” is not acceptable for transfer. Coursework taken while completing another degree awarded at another institution cannot apply to an ASU graduate degree, except for the blanket credit hours of appropriate coursework from a previously awarded master’s degree that can be used towards a doctoral degree, or unless enrolled in an approved course-sharing degree program. Pre-admission credits must have been taken within three (3) years of admission to the ASU degree or certificate program to be accepted. If coursework older than three (3) years from the admission term of a new program is being applied towards the program as pre-admission coursework, the maximum time limit to complete the current degree 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 Chair. 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.

VI. MCS Degree Requirements

The Master of Computer Science is a 30-credit hour program that provides students with a comprehensive foundation in computer science and prepares them for highly technical jobs in the computing industry. The following are the MCS program options:

A. MCS Program Options

1. Master of Computer Science - 30 credit hours and a Portfolio

Required Core Courses: 9 credit hours

- Systems (3)
- Applications (3)
- Foundations (3)

Elective Courses: 21 credit hours

Culminating Event:

- Portfolio (0)

2. MCS in Computer Science (Cybersecurity) - 30 credit hours and a Portfolio

Required Core Courses: 9 credit hours

- Systems (3)
- Applications (3)
- Foundations (3)

Required Concentration Courses: 9 credit hours

Required 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 Courses: 12 credit hours

Culminating Event:

- Portfolio (0)

3. MCS in Computer Science (Big Data Systems) - 30 credit hours and a Portfolio

Required Core Courses: 9 credit hours

- Systems (3)
- Applications (3)
- Foundations (3)

Required Concentration Courses: 9 credit hours

- CSE 511 Data Processing at Scale (3)
- CSE 575 Statistical Machine Learning (3)
- CSE 578 Data Visualization (3)

Restricted Electives: An additional 6 credit hours is required from the following courses:

- CSE 572 Data Mining (3)
- CSE 598 Engineering Blockchain Applications (3)

Elective Courses: 6 credit hours

Culminating Event:

- Portfolio (0)

Electives: 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. In turn, coursework selected as part of the core courses may not be used towards the concentration or the elective coursework on the same study plan. Students should check with their academic advisor to ensure that the total credit hours of their plan of study are equal to 30.

B. Formulation of the Plan of Study

A minimum of 30 semester hours - not including deficiency courses.

The MCS has three (3) major milestones. All students are required to complete all three (3) milestones successfully prior to graduation:

1. Completion of coursework
2. Filing an approved plan of study
3. Successful completion of a project portfolio

A student must submit a plan of study (iPOS) online through My ASU before the end of their first semester of starting the graduate program. The iPOS is subject to approval by the Graduate Program Chair. 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.** 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 will not be allowed as part of the MCS program.

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 471/571 or CSE 511/512 or IEE 520/CSE 572 as these courses are classified as anti-requisites in the academic catalog due to significant overlap between the courses.

In addition to meeting the requirements specified above, all MCS students must complete a project portfolio from two (2) courses in which the student received a "B" (3.00) grade or higher.

All MCS students must take and pass at least three (3) credit hours in each of the three core courses: Foundations, Systems, and Applications. **Transfer credit 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/>).

1. 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. (CSE 4XX course lists available at: <https://scai.engineering.asu.edu/graduate-computer-science/>).

Non-CSE prefix courses outside the unit require the Program Chair's approval before enrolling it to count towards the degree requirement.

What is not allowed for non-CSE 5XX electives:

1. A graduate course from another program which is similar to or is a subset of an undergraduate course in Computer Science.
2. A graduate course from another program which substantially overlaps (more than 30%) with a course that has been taken or is planning to take.

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

C. Project Portfolio

All students admitted to the MCS degree program must complete a [project portfolio](#). The portfolio is a compilation of two completed projects that were finished in two (2) MCS program courses. Students must write a portfolio report highlighting the two completed projects. All CSE 500-level regular courses are eligible for the portfolio if 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 (1) of the two (2) 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.**

D. Accelerated Computer Science Degree

An Accelerated (4+1) BS-BSE/MCS program is available for ASU undergraduate students in computer science, computer systems engineering, and software engineering with concentrations available in Cybersecurity and Big Data Systems. The accelerated program allows a maximum of 9 credit hours to be shared with their undergraduate and graduate programs, and 3 graduate credit hours reserved in the undergrad to be applied for the graduate program.

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 with the timeframe for the GPA to be raised to a 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 graduate GPA calculation once you become a graduate student.

VII. General Information, Policies and Procedures

A. Financial Assistance and/or Fellowships

There are limited funds for graduate 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/fellowships/>

B. Continuous Enrollment

Once admitted to a graduate degree program, students must be registered for at least one (1) 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 semester 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 continuing registration (595), OR
- Be a graduate-level course, OR
- Be a deficiency course that is listed on the student's admit letter

Grades of "W" and/or "X" are not considered valid registration for continuous enrollment purposes. "W" grades are received when students officially withdraw 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 (1) year to complete work for an incomplete grade. If the work is not completed and the grade is not changed within one (1) year to a passing grade of "C" or better, the "I" grade becomes permanent. Additional information regarding incomplete grades can be found at <http://asu.edu/aad/manuals/ssm/ssm203-09.html>.

C. 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 undergraduate and graduate students. An approved [Medical/Compassionate Withdrawal](#) is valid toward meeting the continuous enrollment policy.

D. Leave of Absence Policies

Graduate students planning to discontinue registration for a semester or more due to extenuating circumstances must submit 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 (2) semesters of leave during their entire program.

Having a Leave of Absence approved by the Graduate College will enable students to re-enter their program without reapplying to the university. **Students who do not register for a fall or spring semester without an approved request 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. However, the student is not permitted to place any demands on university faculty or use any university resources. These resources include university libraries, laboratories, recreation facilities, and/or faculty time.

E. Maximum Time Limit

All work toward a master's degree must be completed within six consecutive years. The six years begin with the semester and year of admission to the program. Graduate courses taken prior to admission that are included on the iPOS must have been completed within three years of the semester and year of admission to the program. If coursework completed over three (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 Graduate Program Chair and the Dean of the Graduate College. The Graduate College may withdraw students who are unable to complete all degree requirements and graduate within the allowed maximum time limits.

F. Maximum Credit Load

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. Transfer from an Incomplete ASU CSE Graduate Program to Another ASU CSE Graduate Program

Students who want to change from any CS Master's program (thesis, portfolio, applied project), and MCS Online to the Ph.D. program in Computer Science must submit a new application to ASU Graduate Admissions here: <https://admission.asu.edu/apply>. Admission to the Ph.D. program is not guaranteed.

MCS Online students who want to change to any other MS program or Ph.D. program must submit a new application for admission here: <https://admission.asu.edu/apply>. Admission to the new program is not guaranteed.

Students requesting to change from the MCS/MS Tempe campus to MCS Online should consult with an Academic Advisor before submitting a request.

Students should consult with an academic advisor for all other programs' change requests.

Credit Transfer Limits Between Programs:

Change between MS portfolio MS applied project and MCS Online programs - Can transfer any number of credits if the grades in the courses are a "B" or higher. Credits from CSE 590, 790, 792, 799, 599, 593 cannot be transferred. Students will still need to finish their culminating event.

MS portfolio, MS applied project, and MCS Online to MS thesis - Can transfer any number of credits to the MS thesis program if the grades in the courses are "B" or higher. A total of 6 credit hours from CSE 590 and/or 790 (combined) can be transferred. At most 6 credits hours from CSE 599 can be transferred. Credits from 792, 799, 593 cannot be transferred. Students will still need to finish their culminating event - MS thesis.

MS thesis to MS portfolio, MS applied project, and MCS Online - Can transfer any number of credits from the MS thesis program as long as the grades in the courses are "B" or higher. Credits from CSE 590, 790, 792, 799, 599 cannot be transferred. Students will still need to finish their culminating event.

MS (thesis, portfolio, applied project) and MCS Online to Ph.D. - Can transfer any number of credits from the MS program to the Ph.D. program as long as the grades in the courses are "B" or higher. Credits from CSE 590, 790, 792, 799 can be transferred. Credits from CSE 599, 593 cannot be transferred.

Ph.D. to MS thesis - Can transfer any number of credits from the Ph.D. program to the MS program if the grades in the courses are “B” or higher. A total of 6 credit hours from CSE 590 and/or 790 (combined) can be transferred. At most 6 credits hours from CSE 599 can be transferred. No credits from CSE 792 and 799 can be transferred. Students will still need to finish their culminating event - MS thesis.

Ph.D. to MS portfolio and MS applied project, and MCS Online - Can transfer any number of credits from the Ph.D. program to the master’s program as long the grades in the courses are “B” or higher. Credits from courses CSE 590, 790, 599, 792, 799 cannot be transferred. Students will still need to finish their culminating event - portfolio or applied project. Note applied project is not an option for MCS Online as of now.

H. Policy for Maintaining Academic Satisfactory Progress

After each completed semester, the school will conduct an audit to determine if the student is maintaining the required minimum satisfactory progress. This audit includes 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 nine (9) credit hours or two (2) 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 their 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

Student is meeting all program requirements.

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)
3. in all coursework taken at ASU (overall cumulative GPA) post-baccalaureate
4. And earn a grade of "C" or better 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 (9) graduate hours are completed. A maximum of two semesters is allowed to complete the nine (9) hours of graduate-level coursework to raise the GPA, whichever comes first. It is strongly recommended that students focus on improving their grades and meeting deficiency requirements.

3. Progress Probation

A student under probation who is not making sufficient progress toward a degree. The following are notices/letters you will receive if one of these pertains to your academics:

- Lack of progress toward completing deficiencies as listed in your admission letter. Students who choose to take graduate coursework and not enroll in deficiency courses will be subject to dismissal. Students must meet their admission letter requirements.
- Failure to complete the project portfolio.
- Failure to submit an iPOS by the end of the 1st semester.

4. Withdrawal from the CSE Program:

An MCS student may be removed from the program for any of the reasons listed above.

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 (5) 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, or GPC, will provide a written explanation of the outcome. If the appeal is approved, the student must meet all the outlined requirements at 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 will recommend to the Dean's Office that the student be withdrawn from the CSE program. The student's appeal and 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 the 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. Dismissal without an Appeal for Assigned Deficiency Courses

Students admitted with deficiency courses in their admission letter who cannot complete the course within two attempts will have their names forwarded to the Graduate College to be removed from the program. Once the Graduate College completes the removal process, it will be final. Students wanting to return to the program must submit a new application for consideration. If any medical or extenuating circumstances hindered your progress from completing the course(s), please act on it immediately rather than waiting for the outcome.

J. 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 Plan of Study (iPOS) must be on file with Graduate College before the student can apply for graduation.

K. Academic Integrity

The highest standards of academic integrity are expected of all graduate students in their academic coursework and in their 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 and the university.

Violations of academic integrity include but are not limited to cheating, fabrication, tampering, plagiarism, and/or aiding or facilitating such activities. Students are expected to be familiar with these issues at the graduate level and each student must take personal responsibility for their work. Graduate students are also 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 School's resources related to academic integrity:

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

Unless explicitly allowed by your instructor, the use of generative AI tools to complete any portion of a course assignment or exam will be considered academic dishonesty and a violation of the [ASU Academic Integrity Policy](#). Students confirmed to be engaging in non-allowable use of generative AI will be sanctioned according to the academic integrity policy and FSE sanctioning guidelines.

L. 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. 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, each with different teaching styles and modalities for delivering course content. Courses are offered by a diverse set of faculties. Our faculty includes 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, GSAs, and graders. This diverse higher education delivery platform may differ significantly from previous experiences. This unique delivery platform 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 to attempt to resolve their issues. Please remember that the faculty and advising staff are experienced, dedicated educators here to help you achieve your educational goals. At the same time, they are responsible for ensuring standards are maintained and student outcomes are achieved before graduation. University culture recognizes the value of diversity in multiple dimensions and the presumption of expertise and academic freedom of the faculty.

1. Addressing Concerns with your Instructor

Should any concerns arise in class, please visit your instructor or TA/GSA during their office hours. Instructors and TA/GSAs are also available through email. They are here to help! Remember the student code of conduct when speaking with faculty.

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.

2. 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 contact 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/>.

3. Studying Suggestions

As a graduate student, you are expected to keep up with your coursework. If any assignment appears unclear to you, please contact your instructor immediately. A suggestion for hours dedicated to a class and homework are as follows:

- 8-10 hours per week for each 3-hour course credit for a 15-week course
- 18 hours per week for each 3-hour course credit for a 7.5-week course

4. Remain Focused

When faced with instructional concerns, it is vital to stay focused on the rest of your courses while addressing areas 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.

5. In Summary, Guidelines for Avoiding Problems:

- Be sure you have the 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.

6. 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.