Graduate Student Handbook

for the following degree programs

Master of Engineering

MSE Engineering Science concentration in Software Engineering

2024-2025

Global Outreach and Extended Education
Ira A. Fulton Schools of Engineering
Arizona State University

E-mail: student-fseonline@asu.edu

Introduction

The Ira A. Fulton Schools of Engineering is built as the engineering college of the future – simultaneously increasing access to advance student success and achieving excellence in use-inspired research.

Office Overview

The Ira A. Fulton Schools of Engineering Office of Global Outreach and Extended Education (GOEE) excels at providing engineers and technical professionals the skills and knowledge necessary to master new methods in the field of engineering, to lead projects and teams, advance professionally, and enhance the competitiveness of the organization.

GOEE administers the Master of Engineering (MEng) and the Master of Science in Engineering – Engineering Science (MSE) with concentration in Software Engineering, in accordance with policies of the Graduate College, the Ira A. Fulton Schools of Engineering, and the departmental faculty. In addition, the academic leadership serves as the focal point for graduate students and programs within the office.

Indigenous land acknowledgement

GOEE also acknowledges the twenty-two Native Nations that have inhabited this land for centuries. Arizona State University's four campuses are located in the Salt River Valley on ancestral territories of Indigenous peoples, including the Akimel O'odham (Pima) and Pee Posh (Maricopa) Indian Communities, whose care and keeping of these lands allows us to be here today. GOEE acknowledges the sovereignty of these nations and seeks to foster an environment of success and possibility for Native American students and patrons. We are advocates for the incorporation of Indigenous knowledge systems and research methodologies within our degree programs. GOEE welcomes members of the Akimel O'odham and Pee Posh, and all Native nations to our programs.

Purpose and overview of the handbook

This handbook serves as a guide for graduate students admitted to the Master of Engineering (MEng) and Master of Science Engineering - Engineering Science (MSE) programs administered by the Office of Global Outreach and Extended Education. This is an initial resource for answers to common questions. Students are encouraged to review the GOEE Graduate Success Guide and consult with their graduate advisor to address any questions.

The primary reference for graduate students on rules and regulations is the Arizona State University (ASU) Academic Catalog, which contains general information, including admission, residency, and degree requirements. Each student should become familiar with the Academic Catalog and the ASU Graduate College website and policies (Graduate Policies handbook), Please note that policies and procedures are occasionally amended to improve the program.

The MEng and MSE programs are available completely online for students to access from any location. Classes are developed specifically for online students to create a comprehensive and engaging experience that mirrors the curriculum, outcomes, and rigor of Fulton Schools' campus-immersion programs. Course materials are delivered through various means including synchronous and asynchronous experiences, simulations, case studies and project-based learning opportunities. Opportunities for interaction with faculty and collaboration with peers are also embedded throughout the courses.

The Graduate College's general requirements apply in their entirety to Fulton School's graduate programs. This document contains additional and more specific requirements of the graduate programs administered by GOEE.

Title IX

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/

Student Responsibility

It is the responsibility of each student to understand and observe all procedures and requirements specified by the Graduate College and the faculty in the engineering programs. The faculty and graduate advisor provide academic advice and assistance; however, the ultimate responsibility for meeting degree requirements remains with the student. Important websites regarding student responsibilities may be found via:

- The Graduate College
- The Student Code of Conduct
- ASU Academic Integrity
- FSE Academic Integrity
- Graduate Education Policies and Procedures
- Global Outreach and Extended Education Graduate Handbook
- Global Outreach and Extended Education Graduate Success Guide

Graduate College and the Graduate and Professional Student Association (GPSA) have created guides with important information about resources for students: 10 Best Practices in Graduate Student Wellbeing Graduate Wellness Resources.

Faculty Responsibility

The members of the faculty that instruct for the Master of Engineering and Master of Science Engineering - Engineering Science programs have diverse backgrounds and knowledge. They are available to assist you in your plan of study and your educational and career goals. We encourage you to take the opportunity to reach out to your faculty with any questions regarding course content and/or industry related questions.

Graduate Degree Programs

Master of Engineering (Meng)

The MEng degree program is designed to meet the unique needs of professional engineers, and it is delivered entirely online. In this practice-oriented degree program, students can customize their learning experience by selecting a curriculum that addresses their academic and professional goals.

Multiple emphasis areas are available in this master's degree program. Within each area of study are specific course requirements, in addition to the general program requirements. Students can select one of several focus areas, such as engineering management, quality, reliability and statistical engineering, and systems engineering. A computing and technology area of study has been developed to support ASU's global initiatives.

Admissions and eligibility

The Master of Engineering degree requires a Bachelor of Science in engineering, science, or math and have taken a calculus sequence (Calculus 1 and 2, required) while pursuing their B.S. and have completed an undergraduate calculus-based probability and statistics course (required). These pre-requisite courses need to successfully be completed with a letter grade of a B or higher.

However, in some cases, students with nontraditional educational backgrounds will be considered for admission. These students may be required to take fundamental courses to better prepare them for the program coursework. Each program requires 30 credit hours which includes a culminating experience.

Specializations or Focus Areas

The Master of Engineering degree program at Arizona State University (administered by the Office of Global Outreach and Extended Education) offers opportunities for study beyond the bachelor's degree in several focus areas: Engineering Management, Quality & Reliability Engineering, and Systems Engineering. These programs are designed for working professionals and delivered entirely online to meet the unique needs of professional engineers.

A computing and technology focus has been developed to support ASU's global initiatives.

Course Plan Outline per Specialization

Master of Engineering focus in Engineering Management

<u>Core Courses</u>:

Select three (3) of the following *Industrial Engineering Methods* Courses:

- IEE505 Information Systems Engineering*
- IEE506 Web Enabled Decision Support Systems*
- IEE520 Statistical Learning for Data Mining
- IEE545 Simulating Stochastic Systems
- IEE572 Design of Experiments (math course meeting MEng requirements)
- IEE574 Applied Deterministic Operations Research
- IEE575 Applied Stochastic Operations Research Models

Select four (4) of the following *Engineering Management* Core Courses:

- IEE512 Financial Engineering^
- IEE530 Enterprise Modeling
- IEE541 Engineering Administration
- IEE552 Strategic Technology Management
- IEE554 Risk Management***

- IEE556 Introduction to Systems Engineering
- IEE558 Project Management***
- IEE571 Quality Management
- IEE581 Six Sigma Methodology**

Elective Courses:

Select two (2) electives. Below are *examples* of possible electives.

Innovation and Entrepreneurship:
- FSE501 Technology Entrepreneurship
- FSE502 Strategic Enterprise Innovation

Software:
- CSE566 Software Project, Process and Quality Management
- CSE565 Software Verification, Validation, and Testing

Supply Chain:
- IEE534 Supply Chain Modeling and Analysis
- IEE561 Production Systems

Quality and Reliability:
- IEE570 Advanced Quality Control**
- IEE573 Reliability Engineering
- IEE578 Regression Analysis

^ IEE 512 may be used as an Industrial Engineering Methods course if the option to complete another IEM course is not available to the student.

* Students may select IEE 505 **OR** IEE 506. Students may not complete both as they are considered duplicative.

** Required courses must be selected for students pursuing the Lean Six Sigma Black Belt Graduate Certificate.

*** Students must request override prior to enroll

Capstone:

Select one (1) capstone experience:
- IEE593 Engineering Management Applied Project (offered Fall and Spring only) Grade B or better is required on this course.

- IEE585 Six Sigma Capstone Project (only permissible for students **admitted** into the *concurrent Lean Six Sigma Black Belt Graduate Certificate*) Department override must be obtained before enrolling in this course.

Suggestion for students who are having trouble selecting electives: *You can take any 500 level engineering courses and two 400 level engineering courses. Use ASU class search and use the following subjects: CSE, EEE, EGR, FSE, IFT, GIT, OMT, MSE, HSE and IEE. You can also explore other degree programs in the handbook and use any of those courses listed with the other programs or use the course catalog to find courses.*

Master of Engineering focus in Quality, Reliability and Statistical Engineering

Core Courses:

- IEE572 Design of Engineering Experiments
- IEE578 Regression Analysis
- IEE570 Advanced Quality Control*
- IEE573 Reliability Engineering
- IEE571 Quality Management

Elective Courses:

Select four (4) of the following courses:

- IEE520 Data Mining
- IEE579 Time Series and Forecasting
- IEE581 Six Sigma Methodology*
- IEE561 Production Systems
- IEE582 Response Surfaces and Process Optimization
- IEE512 Introduction to Financial Engineering
- IEE552 Strategic Technological Planning
- IEE545 Simulating Stochastic Systems
- IEE574 Applied Deterministic Operations Research Models
- IEE575 Applied Stochastic Operations Research Models
- IEE534 Supply Chain Modeling and Analysis

*Required courses must be selected for students pursuing the Lean Six Sigma Black Belt Graduate Certificate.

Capstone:

Select one (1) capstone experience:
- IEE593 Quality, Reliability and Statistical Engineering Applied Project (offered Fall and Spring only) Grade B or better is required on this course.

- IEE585 Six Sigma Capstone Project (only permissible for students **admitted** into the *concurrent Lean Six Sigma Black Belt Graduate Certificate*) Department override must be obtained before enrolling in this course.

Suggestion for students who are having trouble selecting electives: *You can take any 500 level engineering courses and two 400 level engineering courses. Use ASU class search and use the following subjects: CSE, EEE, EGR, FSE, IFT, GIT, OMT, MSE, HSE and IEE. You can also explore other degree programs in the handbook and use any of those courses listed with the other programs or use the course catalog to find courses.*

Master of Engineering focus in Systems Engineering

<u>Concentration Course</u>:

   • IEE556 Introduction to Systems Engineering

<u>Core Courses</u>:

Select one (1) *Engineering Management* Course:
   • IEE554 Risk Management**
   • IEE558 Project Management**
   • IEE541 Engineering Administration
   • IEE552 Strategic Technologic Planning
   • FSE501 Technology Entrepreneurship
   • FSE502 Strategic Enterprise Innovation

Select (five) of the following *Systems* Core Courses:
   • IEE505 Information Systems Engineering*
   • IEE506 Web Enabled Decision Support Systems*
   • IEE512 Financial Engineering
   • IEE530 Enterprise Modeling
   • IEE545 Simulating Stochastic Systems
   • IEE570 Advanced Quality Control
   • IEE572 Design of Experiments
   • IEE573 Reliability Engineering
   • IEE574 Applied Deterministic Operations Research

* Student may select IEE 505 **OR** IEE 506. Students may not complete both as they are considered duplicative.
** Student must request override to enroll

<u>Elective Courses</u>:

Select two (2) electives. Below are *examples* of possible electives.

Software:
   • CSE565 Software Verification and Validation
   • CSE566 Software Project, Process and Quality Management

Hardware:
   • EEE586 Nonlinear Control Systems
   • EEE 587 Optimal Control Systems

Innovation and Entrepreneurship: (students may not take IEE552 if selecting this elective area as they are considered duplicative to the courses below)

   • FSE501 Technology Entrepreneurship
   • FSE502 Strategic Enterprise Innovation

Supply Chain:

- IEE534 Supply Chain Modeling and Analysis
- IEE561 Production Systems

Quality and Reliability

- IEE570 Advanced Quality Control**
- IEE581 Six Sigma Methodology**

** Required courses must be selected for students pursuing the Lean Six Sigma Black Belt Graduate Certificate.

<u>Capstone</u>:

Select one (1) culminating experience:

- IEE593 Systems Engineering Applied Project (offered Fall and Spring only) Grade B or better is required on this course.

- IEE585 Six Sigma Capstone Project (only permissible for students **admitted** into the *concurrent Lean Six Sigma Black Belt Graduate Certificate*) Department override must be obtained before enrolling in this course.

Suggestion for students who are having trouble selecting electives: *You can take any 500 level engineering courses and two 400 level engineering courses. Use ASU class search and use the following subjects: CSE, EEE, EGR, FSE, IFT, GIT, OMT, MSE, HSE and IEE. You can also explore other degree programs in the handbook and use any of those courses listed with the other programs or use the course catalog to find courses.*

MSE Engineering Science - Software engineering

The MSE program in engineering science with a software engineering concentration offers specialized courses founded on the fundamentals and principles of software engineering. The program provides the knowledge and skills needed by a software engineer or software task leader on large and small projects requiring either agile methodologies or formal capability maturity model integration approaches. This program is designed for working professionals and delivered entirely online to meet the unique needs of professional engineers.

The program addresses major software development methodologies, techniques, tools and processes for developing and managing software projects. The curriculum is based on the Software Engineering Body of Knowledge under the leadership of the IEEE Computer Society. Each course places an emphasis on applied assignments and projects that are relative to the student's workplace.

The Master of Science Engineering - Engineering Science concentration Software Engineering degree requires that applicants must provide evidence of demonstrated expertise in object-oriented programming, advanced data structures, algorithm design and algorithm analysis; maturity in high-level programming (required); and successful completion of Calculus I (a minimum requirement) to be considered for admission.These pre-requisite courses need to successfully be completed with a letter grade of a B or higher.

The program requires 30 credit hours and a portfolio **or** 30 credit hours including the required applied project course (CS593).

Course Plan Outline

MSE Engineering Science concentration Software Engineering

Concentration Course:

- CSE591 Software Engineering Principles and Concepts

Core Courses:

- CSE565: Software Verification and Validation
- CSE566: Software Project, Process and Quality Management

Elective Courses:

Select 18-21 elective credits. ***At least 6 credits in CSE***. ***Examples*** are listed below:

- CSE564: Software Design
- CSE598: Software Analysis and Design
- CSE598: Distributed Software Development
- CSE561: Modeling & Simulation Theory and Application
- CSE598: Software Integration and Engineering
- CSE598: Web Usability: Principles and Techniques
- EEE511: Artificial Neural Computation
- EEE553: Coding and Cryptography
- FSE501: Technology Entrepreneurship
- IEE556: Introduction to Systems Engineering
- IEE572: Design of Experiments
- IEE598: Design for Six Sigma
- CSE535: Mobile Computing
- CSE545: Software Security
- CSE543: Information Assurance and Security

Capstone / Culminating Experience:

All students admitted to the MSE program in engineering science with a concentration in software engineering must complete an *applied project* or a *portfolio* to serve as the culminating experience for their graduate study.

Applied Project

Students will enroll in CSE593: Applied Project and work with a faculty member to complete a self-identified project (ex: research proposal, development project).

Department override must be obtained before enrolling in this course. A grade of "B" or better is required in your Applied Project.

Portfolio

Students should submit their portfolio prior to their last semester to allow sufficient time for review and approval.

After approval by the faculty advisor and the graduate program academic director, the GOEE graduate advisor will notify the Graduate College of satisfactory completion of the Project Portfolio. Once the portfolio is approved and processed, students will see the culminating experience satisfied through MyASU – iPOS tab.

To submit your portfolio, follow this link to fill out the information required and upload your supporting project documents: https://links.asu.edu/goee-MSE-portfolio-submission

The portfolio contains 3 projects and a written reflection statement. Each project is featured in a 500+ level course in which the final grade was a B or better. Please be aware that each project should not exceed a maximum of 25 pages each, otherwise, you will experience difficulties at the time of uploading. and final approval by the student's faculty advisor and the graduate program academic director. The statement should have one or two pages, which summarizes the main things you have learned from completing the coursework in your program of study and how you plan to apply this knowledge. Your statement must reference the three supporting projects and how they contributed to what you have learned.

Suggestion for students who are having trouble selecting electives: *You can take any 500 level engineering courses and two 400 level engineering courses. Use ASU class search and use the following subjects: CSE, EEE, EGR, FSE, IFT, GIT, OMT, MSE, HSE and IEE. You can also explore other degree programs in the handbook and use any of those courses listed with the other programs or use the course catalog to find courses.*

Concurrent Degree Programs

A student can request a concurrent degree between two different degree programs (different plan codes). A student *can request to* do both, the Meng and MSE-SE degrees concurrently; each one is required to have 30 credit hours to meet the degree with a combined total of 60 credits for both programs; ASU does not allow to double count credits used to meet degree requirements for the same degree regardless of the specialization.

All Master of Engineering students, within any of its specializations, can apply to do the Lean Six Sigma Black Belt program concurrently with the MEng. If you want to explore this option and get to know the content and application process, visit this link: Lean Six Sigma Black Belt (Graduate Certificate)

Academic Requirements And Policies

It is the responsibility of each student to understand and observe all policies and requirements specified by the Graduate College and the Ira A. Fulton Schools of Engineering. Please use the Graduate Success Guide to review academic requirements and policies prior to scheduling an advising appointment with your Academic Advisor. Connect with your Academic Advisor to review the impact of any decision to be made regarding your program, if you are unsure of the academic requirements or policies.

Academic Integrity

At Arizona State University academic honesty is expected of all students in all examinations, papers, lab work, assignments, academic transactions and records.

Students have the responsibility to understand and uphold the highest standards of academic integrity. Newly admitted graduate students will receive a "priority task" on their MyASU directing them to successfully complete a module on academic integrity.

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 colleges as well as the university. Violations of academic integrity include, but are not limited to: cheating, fabrication, tampering, plagiarism, or aiding and/or facilitating such activities. At the graduate level, it is expected that students are familiar with these issues and each student must take personal responsibility in their work. ASU strictly adheres to the academic integrity policy. This policy sets forth the ASU Student Academic Integrity Policy and appeal procedures. The policy can be found on the University Provost website. Additional information and resources can be found on the Ira A. Fulton Schools of Engineering website.

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 at http://students.asu.edu/srr/code.

Time limit to complete graduate degree and grades

All work toward the MEng/MSE-ES degrees must be completed within *six consecutive years*. The six years begins with the semester and year of admission to the program. Graduate courses taken prior to admission that are included on the Interactive Plan of Study (iPOS) must have been completed within three years of the first semester and year of admission to the program.

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

A student will be placed on academic probation if one or more of the student's GPAs listed above falls below 3.0. Students will be notified by email when placed on academic probation.

Continuous Enrollment Policies

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 anticipate to graduate. This includes periods when students are engaged in research, working on or defending a thesis, 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 only required for students taking examinations, completing culminating experiences, incomplete coursework, 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
• Continuing registration (595, 795), OR
• Be a graduate-level course

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

Students admitted for summer are required to enroll and maintain the enrollment on the term they were admitted. If for any reason you are unable to, you can request to defer your admission to the following term, if no action is taken, your Continuous Enrollment status will be broken, and you will be required to reapply for re-admission to the program.

Students are encouraged to discuss with their academic advisor any situation that may impact their continuous enrollment status.

Defer admission

If a student wants to defer the admission term, the reason should be informed to the academic advisor, if possible, and the procedure must be done on the My ASU portal.

Use the following link to learn more about deferring or canceling graduate admission https://admission.asu.edu/graduate/cancel-defer

Here are the instructions on how to access the request form:

- Log into your My ASU account: my.asu.edu
- Select your program under the My Programs section
- Select "request a change"
- Select "Graduate Change Form and select request changes
- Once completed you will receive a submission confirmation

Cancel graduate admission

If the student is **not enrolled in any course**, an admission cancellation request should be requested by sending an email to gograd@asu.edu. After the request, the student will receive a notification that the request to decline the offer of admission has been received and our office can cancel it for you. It may take 4 weeks or more for completion of this cancellation, but the withdrawal will be time stamped with the date this request was sent.

If the student is **enrolled** on any course, it will be necessary to consult the Add/Drop deadlines set by the Registrar and then withdraw from your courses on My ASU. Once that is complete, please email student-fseonline@asu.edu the completed Voluntary Withdrawal Form for processing. It may take 4 weeks or more for completion of this cancellation, but the withdrawal will be time stamped with the date this request was sent.

In both cases, once we have processed your request, please allow 10 business days for removal from communication from ASU.

Leave of Absence Policies (LOA)

Students planning to discontinue enrollment for a semester or more must request an approval to Request to Maintain Continuous Enrollment by the Graduate College. This request must be submitted and approved before the anticipated absence. An approved leave of absence will enable students to re-enter their program without reapplying to the university.

To submit a Request to Maintain Continuous Enrollment, you may sign into your Interactive Plan of Study to make this request via petition. Students may petition the Graduate College for a leave of absence for a maximum of two semesters during their entire program. A petition for a leave of absence, endorsed by the student's faculty advisor and the Academic Director, must be approved by the Graduate College.

Students who do not enroll for a fall or spring semester without an approved leave of absence by the Graduate College are considered withdrawn from the university under the assumption that they have decided to discontinue their program. A student removed for this reason may reapply for admission to resume their degree program; the application will be considered along with all other new applications to the degree program. A student on a leave of absence is not required to pay fees, but in turn is not permitted to place any demands on university faculty or use any university resources.

The Leave of Absence request must be submitted via the iPOS, accessed via the My Programs section in MyASU. In the iPOS, the Petitions button on the left-hand side should be selected in the rubric of "Add Petition " button to start the request. Select Leave of Absence/Enrollment Exception from the drop-down list and add the appropriate information for the term and reason for your request. Once the petition is received it will be reviewed for approval.

Academic Status: Satisfactory and Probation

After each semester, the academic unit reviews students' files for satisfactory progress towards completion of the degree. All students are placed on one of the four categories:

1. **Satisfactory progress** means that the student does not have any academic and progress probationary issues.
2. **Academic Probation** pertains to grades that might affect Program and University policies including graduation. The following are notices/letters you will receive if one of these pertains to your academics:

   - GPA below 3.0 in approved POS courses.
   - Overall post baccalaureate GPA below 3.0.
   - Overall graduate (500 level or above) GPA below 3.0.
   - Received a "D" or "E" in a required deficiency course or in a course at the 400 level or above.
   - Deficiency GPA below 3.0.

3. **Progress probation** pertains to issues dealing with making progress towards a degree. The following are notices/letters you will receive if one of these pertains to your academics: Lack of Progress toward removing deficiencies as listed on your admission letter.
4. A student is recommended for **dismissal from the program** if she or he fails to meet the probationary standards placed upon in the semester mentioned in the probationary letter. The student will receive a letter from Global Outreach and Extended Education explaining the reasons for the dismissal. The student will

have 5 calendar days from the date of the letter to appeal the decision. The Graduate Affairs Committee (GAC) will review the case and will make the necessary recommendation. The Graduate Program Chair, on behalf of the GAC, will provide a written explanation of the outcome. If the outcome is favorable, the student will have to meet all the outlined requirements at the end of the specified period. If the GAC recommends that the appeal is not granted in favor of the student, the Graduate Program Chair, on behalf of the GAC, will recommend to the Dean's Academic Affairs to dismiss the student from the graduate program. The original appeal will be sent to the Ira A. Fulton Schools Standards Committee which reviews the student's case and makes the final ruling to the Associate Dean and the Academic Unit. If the appeal is not granted in favor of the student, the Dean's Academic and Student Affairs will recommend to the Graduate College to dismiss the student from the graduate program. Please refer to the Graduate College catalog on policies and procedures or contact the graduate advisor within Global Outreach and Extended Education.

A student will earn academic good standing by obtaining a 3.0 or better in the GPAs listed above by the time the next nine hours are completed. Coursework such as research and dissertation registration that are for Z or Y grade cannot be included in these nine hours.

The student may be recommended for dismissal from a graduate program if the student fails to increase all of the GPAs listed above to 3.0 or better by the time he/she completes at least nine credit hours as defined in section B.

A student may appeal actions concerning dismissal by petitioning the academic unit.

Interactive Plan of Study (iPOS)

Before completing the first nine credits of graduate course work, each student must submit an Interactive Plan of Study (iPOS), which must be approved by the student's faculty advisor, the Academic Director and the Graduate College. The plan iPOS will list all courses that are to be completed as part of the student's degree program as well as a schedule for completion of any undergraduate or graduate deficiencies. The iPOS may be amended as the student progresses through the program with the approval of the student's faculty advisor and the Graduate Program Chair. The iPOS should be designed using the designated Course Plan Outlines listed below.

Please follow this link for a complete guide to set up your iPOS:
https://graduate.asu.edu/sites/default/files/ipos_guide_for_students_0.pdf

Incomplete Grades

The grade of "I" (Incomplete) can only be given by an instructor when a student, who is doing otherwise acceptable work, is unable to complete a course (e.g., final exam or term paper) because of illness or other conditions beyond the student's control. Unfinished work must be completed with the same instructor except under extenuating circumstances. The completion date is determined by the instructor but may not exceed

 one calendar year from the date the mark of "I" is recorded.

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 a permanent part of the transcript. Student will have to reregister and pay fees to repeat the course for credit.

Additional information regarding incomplete grades can be found at
https://registrar.asu.edu/forms/incomplete-grade-request

Formal grade appeal process

If a student wishes to appeal a grade, the university policy can be found at:
https://students.engineering.asu.edu/policies/grade-appeals/

The Grade Grievance Appeal Policy must be followed by any student seeking to appeal a final course grade issued within the Fulton Schools of Engineering.
https://students.engineering.asu.edu/policies/grade-appeals/

The informal appeal must be completed first. If the informal procedure is not successful, students may proceed with the formal procedure to resolve the concern.

Faculty Advisor

Before beginning coursework for a graduate program, admitted students will be assigned a faculty advisor within the discipline of their program. Faculty advisors are professors and experts in their centralized area within Engineering. Faculty advisors can help students in their selection of elective courses, research topics, and approval of the program of study.

Students are encouraged to discuss any questions with their academic advisor before reaching out to their faculty advisor.

Nondegree Seeking Students

A nondegree seeking student takes individual courses without pursuing a full degree program at ASU. As a nondegree student, you're part of a unique group of students who have varying reasons for taking accredited courses. You might not have the time to commit to a full degree program, or you might need to take a required course that's not readily available at your institution. If you're an admitted ASU Online nondegree student, you'll earn credit for the courses you take, and they'll be listed on an official ASU transcript with grades earned.

Nondegree graduate students must have earned a bachelor's degree or higher from a regionally accredited institution in the U.S. or the equivalent of a U.S. bachelor's degree from an international institution that is officially recognized by that country.

Being a nondegree student does not guarantee your registration. It is recommended that you check with the academic department offering the courses you are interested in to see whether or not you will be able to register before applying.

You may take as many courses as you would like as a nondegree student. However, if you wish to use the credits toward an ASU master's or doctoral degree, you will be limited to applying 12 graduate credit hours taken prior to admission to your master's degree or to a doctoral degree program. Financial aid is not available to nondegree students. International students on an F-1 or J-1 visa are typically not eligible to enroll in nondegree status.

General Information

Application

Applications are accepted for fall, spring, and summer terms for our programs. To be properly processed all students are required to submit the following: an application, all required supporting materials listed below with the Office of Graduate Admission and pay the required fee. Incomplete applications will not be considered.

List of required supporting materials.
1. Official transcripts from all universities attended
2. Statement of Purpose
3. Current Resume
4. English Proficiency- required for all international applicants from a country whose native language is not English

English Proficiency is required for all international applicants from a country whose native language is not English to provide the Test of English as a Foreign Languages (TOEFL) or the International English Language Testing System (IELTS) scores. Applications will not be processed until the university receives official English Proficiency scores and are valid two years from the start date of the degree program.

The ASU Institution code is 4007. If department code is required use 99 for TOEFL. International applicants can also meet the English Proficiency requirements through ASU Global Launch's online English for Admission courses.

Transcripts should be mailed to:

If sending by stamped mail:
Admission Services Applicant Processing
Arizona State University
PO Box 871004
Tempe AZ 85287-1004

If sending by FedEx, DHL or UPS:
Arizona State University
Admission Services Applicant Processing
1150 East University Drive Building C, Room 226
Tempe, AZ 85281

My ASU Portal

My ASU has everything you need as a student, all in one convenient place. You'll find your next steps and to-do items for enrollment, your financial and account information, registration holds that need your attention, ASU email, software, university announcements, and more. You'll also see quick links for the academic calendar, libraries, career services, tutoring and tech support.

To learn how to navigate on MyASU portal, you can find a complete guide on this link: https://students.asu.edu/guidetomyasu

To discover and clear all the "*holds*" that you might have on your "MyASU" portal, and that would not allow you to enroll on the courses you can find them on the right upper corner on your portal. Here is a helpful link regarding the checklist prior your beginning: https://admission.asu.edu/international/graduate-apply

Once you clear all the holds on your profile, you should be able to enroll on the courses that you select if those are offered on the term that you are looking for.

ASU Pre-Admission Credits

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 12 graduate-level credit hours with grades of "B" or better that were not used towards a previous degree. Pre-admission credits must have been taken within three years of admission to the ASU degree or certificate program to be accepted.

Official transcripts must be sent to Graduate Admission Services from the records office of the institution where the credits were earned.

Certain types of graduate credits cannot be transferred to ASU, including credits awarded:

• By post-secondary institutions that lack candidate status or accreditation by a regional accrediting association, or an equivalent international institution.
• For life experience.
• For courses taken at non-collegiate institutions (e.g., government agencies, corporations, and industrial firms).
• For courses, workshops and seminars offered by other postsecondary institutions as part of continuing education programs.
• For extension courses.

To have your pre-admission credits applied to your degree program you will need to add them to your interactive program of study (iPOS). Learn more about completing your iPOS. Once you have submitted your iPOS, our faculty will determine if these can be part of your program of study and the Graduate College will also review your iPOS for compliance with academic policies.

Add/drop courses and class search

Once you decide what are the courses that you want to take, and to be sure that those are offered during the term that you select, please go to the class search from ASU. If the class is open, you will find it there. Here is the tool: Class search

You will need to make sure to check deadlines through the Academic Calendar. Once you are ready, you can begin adding the classes that you selected. Here is a link that will show you how to add/drop courses: https://students.asu.edu/drop-add

Course Overrides

Some courses require an override to allow students who do not meet the enrollment criteria to register in a given course section.

You can request an override for the courses that are offered online, on this link: https://fultonapps.asu.edu/override/ Once your request is summited, the department on charge to grant those overrides take care of it, and you would be able to enroll if the override is granted.

Change in area of specialization for MEng students

If a student finds out that it's necessary to request a change of area of specialization, in base of the own interest, the request must be submitted on this link: https://links.asu.edu/goee-MEng-AS-change

Once the form is completed, it will be submitted to the faculty, who will determine if it's approved or not. The student will receive a letter from the academic advisor with the decision and will work on the student's profile to reflect the change.

Medical and Compassionate Withdrawal

The medical and compassionate withdrawal process is focused on the student's academic record as it relates to the student's health and wellness. Tuition refunds are not guaranteed, even with approval.

A medical/compassionate withdrawal request may be made in extraordinary cases in which serious illness or injury (medical) or another significant personal situation (compassionate) prevents a student from continuing his or her classes. It must also be the case that the ability to request an incomplete or other arrangements with the instructors are not possible.

In the event that a medical/compassionate withdrawal is needed, be aware of the procedure and documents that are required. You can find specific information here: https://advising.engineering.asu.edu/medicalcompassionate-withdrawal-information/.

Once the packet is complete, the requests can be reviewed by the Committee and the student will be notified with the decision

Academic Advising Appointments

Each student has an opportunity to make an advising appointment, which is optional but highly recommended. Advising appointments can be requested at https://fultonapps.asu.edu/advising/.
You must select current student; Global Outreach and Extended Education from the program drop down list; and select your academic advisor from the given list; then select a time; enter your 10-digit ASU ID when prompted.

It is highly recommended that you first try reaching out to Student-fseonline@asu.edu with your questions and also review the Graduate Success Guide prior to scheduling an advising appointment.

ASU Student ID Card

ASU Online students are required to have an approved photo on file and have the option to purchase an ASU ID Card.

Refer to the following link for additional information and request your ASU ID card:

- ASU Sun Devil Card Services
- ASU ID Card and Photo Requirement Policy

Updating your student information

To update your address, considering that your certificate will send to the one set up on your file, go to: https://students.asu.edu/forms/change-address

If you need to change your ASU email due any change on your name, follow this guide: https://asu.secure.force.com/kb/articles/FAQ/How-to-Add-Remove-or-Change your-asu-edu-Email-Address-or-Aliase

Academic Calendar

Students are responsible for meeting all deadlines set within the ASU Academic Calendar. The calendar can be found at: https://students.asu.edu/academic-calendar and on the front page of the My ASU website.

Financial Information

Tuition, financial aid and scholarships

Tuition and fees are subject to change. Students are responsible for monitoring the charges on their account and making payment in accordance with the Student Business Services policies. Please refer to the Student Business Services website and the Tuition Estimator for information on tuition and fees.

By registering for classes, you agree to pay all applicable tuition and registration fees. If you plan to leave the university, you must officially withdraw to cancel registration before the refund deadline. Refund deadlines are available on the Important Dates calendar. Please ensure that you have dropped or withdrawn from all classes during the 100 percent refund period or you will be responsible for the tuition charges. See the Tuition Refund Policy.

For information about qualifying for financial aid or for any inquiry or question, please see Student Financial Assistance Office at https://students.asu.edu/financial-aid.

For links to national scholarship searches and other valuable ASU scholarship information, you may visit the scholarship website at: https://scholarships.asu.edu/. To apply for scholarships via this feature, a student ASUrite user ID and password are required.

Student Contact Information

Email: student-fseonline@asu.edu

Phone: 480-965-1878

Appendix Of Useful Quick Links

Ira A, Fulton Schools of Engineering -- https://engineering.asu.edu/

GOEE Graduate Success Guide -- https://sites.google.com/asu.edu/goee-graduate-success-website/welcome-to-goee

GOEE Student Support email: student-fseonline@asu.edu

FSE Academic Catalog -- Academic Catalog

Graduate Catalog -- Graduate Catalog

Graduate College -- https://graduate.asu.edu/

LSSBB -- Lean Six Sigma Black Belt Graduate Certificate, LSSBB

Graduate Policies Handbook -- Graduate Policies handbook

Graduate office -- Graduate Admission Services

Graduate College email -: gograd@asu.edu

Graduate Policies and Procedures -- Graduate Education Policies and Procedures

Student code of conduct -- http://students.asu.edu/srr/code.

Academic integrity -- ASU Academic Integrity

To submit your portfolio -- https://links.asu.edu/goee-MSE-portfolio-submission

Incomplete Grades -- https://registrar.asu.edu/grades

Procedures to appeal grades -- https://catalog.asu.edu/appeal

Defer admission -- https://admission.asu.edu/graduate/cancel-defer

Voluntary withdrawal form -- Voluntary Withdrawal Form

iPOS -- https://graduate.asu.edu/sites/default/files/ipos_guide_for_students_0.pdf

Online English -- Online English for Admission courses.

MyASU portal -- https://students.asu.edu/guidetomyasu
Checklist prior your beginning: https://admission.asu.edu/international/graduate-apply
Class search tool -- Class search
Add/drop courses -- https://students.asu.edu/drop-add

Request override -- https://fultonapps.asu.edu/override/

Change of specialization area (MEng) -- https://links.asu.edu/goee-MEng-AS-change

Medical/compassionate withdrawal
  https://advising.engineering.asu.edu/medicalcompassionate-withdrawal-information/.
Advising appointments -- https://fultonapps.asu.edu/advising/

ASU ID card -- https://cfo.asu.edu/cardservices

Update Student information -- https://students.asu.edu/forms/change-address

Change your ASU email -- https://asu.secure.force.com/kb/articles/FAQ/How-to-Add-Remove-or-Change-your-asu-edu-Email-Address-or-Aliases

Academic Calendar -- https://students.asu.edu/academic-calendar

Tuition calculator -- cost of attendance calculator.

Financial aid -- https://students.asu.edu/financial-aid

Scholarships -- https://scholarships.asu.edu/