Solar Energy Engineering & Commercialization Professional Science Master’s Student Handbook

Academic Year 2013-2014

School for Engineering of Matter, Transport and Energy

Arizona State University

This document serves as the official graduate student handbook for outlining degree requirements and policies and procedures for completion of a PSM in Solar Energy Engineering & Commercialization.
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INTRODUCTION

Objective of the Handbook
This document summarizes the current academic requirements for Arizona State University’s (ASU) Professional Science Master’s degree in Solar Energy Engineering & Commercialization (PSM SEEC). The PSM SEEC degree is administered within in the School for Engineering of Matter, Transport, and Energy (SEMTE) in the Ira A. Fulton Schools of Engineering (FSE).

The handbook outlines important deadlines, degree requirements, rules and regulations imposed by SEMTE, FSE and the ASU Graduate Education Services (GES). The handbook also outlines the standards of performance expected of all master’s degree candidates. In some cases, inconsistencies may arise between the contents of the handbook and the FSE and GES’ policies. In these cases, ASU’s published rules and policies take precedence. Please report any inconsistencies to the Program Manager, Karen Dada, at kdada@asu.edu or (480) 965-5584.

Throughout the course of their graduate careers, students will need to submit various PSM SEEC, FSE or GES-related forms. Program forms may be obtained via the following links:
- http://graduate.asu.edu/forms/index.html
- http://engineering.asu.edu/

Graduate Student Responsibilities
It is the responsibility of the graduate student to know and to observe all procedures and requirements as defined in this handbook, and by GES and FSE.

Graduate students are expected to be familiar with the Code of Conduct, which is available in the Office of Student Affairs or at http://students.asu.edu/srr/code. Violations of the Code of Conduct or incidents of dishonesty, such as cheating in examinations, cheating in laboratory work or plagiarism, are subject to University discipline whether committed by individuals or groups. Graduate students are expected to maintain the highest degree of academic integrity, enthusiasm for their academic studies and a high degree of intellectual curiosity.

Graduate students are responsible for familiarizing themselves with all graduate policies, including those established by GES and found at the following website: http://graduate.asu.edu/faculty_staff/policies.

Safety
The department is committed to providing a safe work environment for faculty, staff and students. Students are required to follow safe procedures in accomplishing their research, applied projects and/or internships. Students who refuse to maintain a safe working environment are subject to withdrawal from the graduate program.
PSM SOLAR ENERGY ENGINEERING & COMMERCIALIZATION OVERVIEW

The SEEC graduate program offers advanced, interdisciplinary education in solar energy to students with backgrounds in science, technology, engineering or mathematics (STEM). The objective of the program is to enable graduates to pursue careers that involve solar energy and its utilization in industry, government or the nonprofit sector. Students in the program must select courses from both technical and nontechnical tracks, spanning a number of academic programs and schools. Opportunities exist for engagement with the solar energy industry and/or government policymakers, leading to a required culminating applied research project. The degree program is meant to be completed in 12 months for full-time students, but may also be completed on a part-time basis within six years of initial enrollment.

The professional science master’s (PSM) is one of a relatively new type of graduate programs that are aimed at students interested in graduate studies, but who are not necessarily interested in a Ph.D. or an MBA. Rather, such students desire both technical and nontechnical aspects to their graduate education. Across the USA there are at least 300 PSM programs currently in existence, according to the National Professional Science Master’s Association (NPSMA). The PSM SEEC is the only program of its kind that enables students to develop not only improved understanding of solar energy technologies, but also the business/policy/nontechnical aspects necessary for successful development and commercialization.

PSM SEEC Program Objectives

Objective 1. Students will be able to demonstrate & apply social, engineering, political, technical & business skills that influence implementation of solar energy technologies.

Objective 2. Students will be able to integrate skills from multiple disciplines, and will demonstrate problem solving and critical thinking in a multidisciplinary experience that includes technical and non-technical areas.

Objective 3. Students will participate in a collaborative mentoring program which will focus student projects on high-impact solutions to solar energy & commercialization problems.

The student must accomplish several activities in the process of acquiring the master's degree.

Program Fee

Students enrolled in the PSM SEEC program are charged standard ASU tuition and fees, in addition to a $500/credit program fee. This fee covers many aspects of the program, including travel and registration expenses for a required course held in Washington, DC. All classes taken while enrolled as a PSM SEEC student will be subject to the $500/credit program fee.

ADMISSIONS

All applicants who submit complete applications and meet admission standards will be reviewed.
Admission Requirements

Degree. Minimum of a bachelor’s degree (or equivalent) or a graduate degree in any physical science, technology, engineering or mathematics (STEM) field from a regionally accredited college or university of recognized standing.

GPA. Minimum of a 3.00 cumulative GPA (on a 4.0 scale) is required for graduates of accredited United States institutions. ASU’s Graduate College is responsible for international grade point average interpretation.

English Proficiency Requirement for International Students. If you are from a country whose native language is not English, you must provide evidence of English proficiency as indicated by acceptable scores on the TOEFL or IELTS as follows:
The minimum TOEFL requirement is 550 (PBT) or 80 (iBT).
The minimum IELTS requirement is an overall band score of 6.5.
The minimum Pearson Test of English (PTE) requirement is 60.
Other details regarding English proficiency requirements are described on the Graduate College website (http://graduate.asu.edu/admissions/international/english_proficiency).

GRE. All applicants are required to take the general Graduate Record Examination (GRE); a subject-specific GRE is not required.

Official Transcripts. One set of official transcripts from every college or university from which a degree was earned should be sent directly to the ASU Graduate College.

Letters of Recommendation. Three letters of recommendation are required, using the on-line recommendation system as part of the on-line application process. Applicants will enter in the recommenders’ contact information during the application. Recruiters will be sent an electronic letter of recommendation once the application fee has been paid.

Personal Statement. All applicants are required to submit a statement of academic and career objectives and address the desire to pursue graduate studies at ASU in the PSM SEEC program (Statement of Purpose). This will be uploaded at the time of application and is highly recommended to be in .PDF format.

Additional information regarding admission can be found at: http://graduate.asu.edu/admissions.

Application Process

Note: Please be sure that your full name appears exactly the same on all documents. Documents varying in name will not be linked together and will therefore be considered as incomplete.

Apply to ASU using the on-line application system at http://graduate.asu.edu/admissions. You may pay the application fee on-line using a credit card. The Graduate College will not process your application until the application fee has been paid.

Official test scores (GRE and TOEFL) must be sent electronically directly from ETS using institution code 4007; leave the department code blank.
Application Status
You may check the status of your application by logging on to MyASU. You may contact the PSM Program Manager, Karen Dada, at kdada@asu.edu or (480) 965-5584 if you have questions regarding your application; please make sure to include your full name and 10-digit ASU ID number in all correspondence.

GRADUATE FELLOWSHIP POLICY
The program has limited fellowship funding available for US Citizens, Permanent Residents, and international students. The following guidelines will be used to determine the recipients of this support:

i) Students must maintain active enrollment.

ii) Fellowship will be based on need first and then merit. Criteria used to determine need will be FAFSA applications for US citizens, and income statements for international students. Criteria used to determine merit will be the applicant’s GPA, GRE scores, TOEFL score (if applicable), letters of recommendation and personal statement.

iii) Students must maintain a minimum 3.0 GPA in order to be considered for the fellowship.

Fellowship award amounts are dependent upon available funding and will vary from year to year. At this time there is no availability of any graduate research or teaching assistantships.

GRADUATE PROGRAMS

Graduate Courses
The curriculum spans 30 credit hours, and includes three required courses (9 credits), an applied project (6 credits), technical courses (6 or 9 credits), and non-technical courses (6 or 9 credits).

Full-time students can complete the program within one year by taking 12 credit hours in both the fall and spring semesters and six credit hours in the summer semester. A list of approved PSM SEEC course options follows. Please note that, except for the required courses, the available courses will vary from semester to semester. This list is based on course offerings from the most recent fall and spring semesters.
Table 1: Degree Map

<table>
<thead>
<tr>
<th>PSM SEEC Degree Map - 12 Months to Graduation</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Fall</th>
<th>Spring</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td>-Required PV Engineering Course (Choose one 3-credit course from: EEE 565, or ALT 535, or ALT 507, or EEE 591 - Solar Energy)</td>
<td>-Solar Energy &amp; Public Policy (GPH 598 - 1 credit)</td>
<td>-Solar Energy Policy Workshop (HSD 594 2 credits - Washington DC)</td>
</tr>
<tr>
<td>-Solar Energy Colloquium (SEC 588 - 3 credits)</td>
<td>-Applied Project (SEC 593 - 2 credits)</td>
<td>-Applied Project (SEC 593 - 4 credits)</td>
</tr>
<tr>
<td>-Non-technical Elective (3 credits)</td>
<td>-Non-technical Elective (3 credits)</td>
<td></td>
</tr>
<tr>
<td>-Technical Elective (3 credits)</td>
<td>-Technical Elective (3 credits)</td>
<td>-Elective (tech or non-tech) (3 credits)</td>
</tr>
<tr>
<td>12 credits</td>
<td>12 credits</td>
<td>6 credits</td>
</tr>
</tbody>
</table>

The following represents courses applicable to the PSM SEEC program, where (F) indicates the course is normally offered in the fall semester, (S) the spring semester, and (Su) during the summer. Note that course offerings will vary from semester, so please consult the ASU Course Catalog for updated course offerings (https://webapp4.asu.edu/catalog).

**Required Courses:**

- Select ONE of the following options:
  - ALT 507 Evaluation Photovoltaic and Fuel Cell Systems (F)
  - ALT 535 Applied Photovoltaics (F)
  - EEE 591 Solar Energy (F)
  - EEE 565 Solar Cells (F)
- SEC 588 Solar Energy Colloquium (F)
- GCU 598 Solar Energy & Public Policy (Spring – 1 credit)
- HSD 594 Solar Energy Policy Workshop (Summer – 2 credits; Washington DC)
- SEC 593 Applied Project (6 credits: 2 credits spring, 4 credits summer)

**Technical Courses:**

- ALT 505 Power Conditioners for Alternative Energy Systems
- ALT 507 Evaluations of Photovoltaic and Fuel Cell Systems
- ALT 512 Village Energy Systems
- ALT 515 Reliability and Standards of Photovoltaics
- ALT 535 Applied Photovoltaics
- ALT 545 Automotive and Stationary Fuel Cell Systems
- ALT 598 Design and Analysis of Alternative Energy Systems
- ATE 521 Building Environmental Science
- ATE 550 Passive Heating and Cooling
- ATE 598 Building Integrated Solar Systems
- CEE 516 Sustainability Engineering & Material Use
- CEE 598 Sustainable Civil Environmental Engineering Systems
- CEE 582 Industrial Ecology & Design for Sustainability
- EEE 565 Solar Cells
- EEE 577 Power Engineering Operations and Planning
- EEE 579 Power Transmission & Distribution
- EEE 591 Electrical Power Plants
- EEE 591 Manufacturing Science of Solar Cells
- EEE 591 Solar Energy
- EEE 598 Advanced Photovoltaics
- EEE 598 Electric Energy Markets
- GPH 570 Fundamentals of GIScience
- IEE 511 Analysis of Decision Processes
- IEE 512 Introduction to Financial Engineering
- IEE 534 Supply Chain Modeling & Analysis
- IEE 541 Engineering Administration
- MAE 585 Solar Thermal Engineering
- MET 598 Alternative Energy Systems Research

Non-Technical Courses:

- ANP 598 Conceptual Tools
- CEE 598 Sustainability Ethics for Science and Engineering
- CON 598 Marketing for Construction
- CON 598 Principles of Leadership & Management
- CON 598 Development of Feasibility Reports
- CON 598 Facilities Management Operation & Maintenance
- ETM 540 International Environmental Law and Policy
- ESS 598/GPH 591 Human and Social Dimensions in Global Climate Change
- GPH 598 Energy & the Environment
- HSD 501 Science and Technology Policy
- HSD 598 Ethical issues in Science & Technology
- LAW 791 Utilities, Sustainability and the Law
- SOS 594 Urban Public Policy and Sustainability

Exceptions to the typical course sequence are expected. **Note that the required classes will only be offered during the indicated semesters.** Part-time students will, of course, take fewer classes per semester. It is also possible that a student may begin their applied project earlier than the summer.

The $500/credit PSM SEEC program fee will apply to all ASU classes taken while enrolled in the program, including any courses not applicable to the program.
Online Courses
Online course offerings are very limited, and currently are not sufficient to complete the elements of the degree.

Course Descriptions
Brief descriptions of the required courses are given in the ASU course catalog. The PSM SEEC website has historical syllabi available for most classes offered as part of the program's curriculum. Please visit the website (http://engineering.asu.edu/semte/Solar_Courses.html) and click on the course name for a link to a sample syllabus.

Applied Project
The applied project must be developed and completed in consultation with the Program Director committee chair. The student must prepare a written report, in the form of an ASME-style conference paper or equivalent, and deliver a short oral presentation. The program faculty/industry advisory committee (2 members) will be solely responsible for judging the quality of the report and oral presentation, and determining if they are satisfactory to serve as the required culminating event for the PSM degree.

Intent
The intent of your applied project is many-fold:
- To address a problem facing the solar industry.
- To create a mentoring relationship with your faculty and industry advisor that will serve as a valuable resource throughout your career.
- To create a tangible body of work that you can use to market your ideas, knowledge and skills as you pursue your career in the solar industry.
- To synthesize the technical, policy and commercialization knowledge that you have amassed during the course of your degree program.

Level of Effort
Your applied project is your culminating experience for the PSM SEEC. The project is worth six credit hours toward your 30-credit degree program. As such, your level of effort should be worthy of, and equal to, at least 1/5 of your entire graduate degree experience.

Grading
- Project Abstract, Committee Engagement, Methodology and Achieving Milestones (2 credits- enrolled and graded in spring; grade determined by Program Director, Faculty Advisor and Industry Advisor)
- Final Presentation (2 credits-of 4 credits enrolled and graded in summer; grade determined by Faculty Advisor and Industry Advisor)
- Final Paper (2 credits-of 4 credits enrolled and graded in summer; grade determined by Faculty Advisor and Industry Advisor)

Applied Project Schedule – (for students starting PSM SEEC program in the fall semester)
August - December  The Solar Energy Colloquium class (SEC 588) will include discussion on project requirements and developing a project plan.

Identify a project topic and begin meeting with potential advisors to develop the project proposal.
<table>
<thead>
<tr>
<th>Month</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>January - February</td>
<td>Present project proposal to Program Director and PSM SEEC Industrial Advisory Board. Work with Program Director to identify industry and faculty advising team.</td>
</tr>
<tr>
<td>February - March</td>
<td>Meet with advising team to discuss project approach and milestones.</td>
</tr>
<tr>
<td>April-June</td>
<td>Develop project. Hold at least two progress meetings with advising team. Coordinate with advising team to identify dates for final presentation (keeping in mind that summer is a difficult time to schedule – a date should be solidified by mid-June).</td>
</tr>
<tr>
<td>July</td>
<td>Deliver final presentation and paper; make necessary revisions based on committee feedback – resubmit if necessary.</td>
</tr>
<tr>
<td>August 10</td>
<td>Advising team provides final grade to Program Manager for entry into student’s record.</td>
</tr>
</tbody>
</table>

**Individual Plan of Study (iPOS)**

Only graduate courses (500 level and above) will count toward the course requirements of the PSM degree. Courses below the 500 level cannot be listed on the iPOS. Audited courses do not apply toward the degree program and cannot be listed on the iPOS. In general SEMTE graduate students are not granted permission to audit a course until the student has filed a Plan of Study (iPOS) and has completed all coursework on the iPOS.

Full-time students can complete the degree program in 12 months. Prior to completing 15 credit hours, the student, in consultation with the Program Director, must file a plan of study (iPOS) with the University through the MyASU system. The Program Director must approve changes to the iPOS. It is the student’s responsibility to ensure that the transcript and the iPOS are synchronized through a course change petition, to obtain the Program Director's approval of any changes, and to submit all documentation to the graduate advisor.

**Note:** The University will block registration for students who have completed 15 credit hours and have not filed an iPOS. The registration block will not be removed from the student’s account until an iPOS has been filed and approved by the School, the Graduate College and the Graduation Office.

The iPOS must be in accordance with University, School and program requirements. Candidates for the PSM SEEC degree must complete a minimum of 30 semester hours of course work as described above. For students currently enrolled in a master’s degree program at another institution and wishing to transfer to ASU, a maximum of six (6) credit hours may be counted toward a PSM SEEC degree at Arizona State University as elective hours. Coursework completed and used towards a previously awarded degree is not permitted to be listed on the iPOS. A minimum cumulative grade point average of 3.0 is required throughout the program.
# MILESTONES AND TIMELINE (full-time students with fall admission)

<table>
<thead>
<tr>
<th>Month</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>Admission to PSM SEEC Program</td>
</tr>
<tr>
<td></td>
<td>Submit necessary paperwork for ASU enrollment (<a href="http://graduate.asu.edu/admissions/after_you_are_admitted">http://graduate.asu.edu/admissions/after_you_are_admitted</a>)</td>
</tr>
<tr>
<td></td>
<td>Apply for fellowships through Fulton Schools of Engineering</td>
</tr>
<tr>
<td></td>
<td><a href="http://more.engineering.asu.edu/grad/graduate-fellowships/fulton-fellowship/">http://more.engineering.asu.edu/grad/graduate-fellowships/fulton-fellowship/</a></td>
</tr>
<tr>
<td>March - April</td>
<td>Identify desired courses</td>
</tr>
<tr>
<td>April - July</td>
<td>Register for fall semester</td>
</tr>
<tr>
<td>August</td>
<td>New student orientation</td>
</tr>
<tr>
<td></td>
<td>Fall semester begins</td>
</tr>
<tr>
<td>October</td>
<td>Register for spring classes</td>
</tr>
<tr>
<td>December</td>
<td>Complete iPOS</td>
</tr>
<tr>
<td>January</td>
<td>Applied Project abstract proposal presented to Advisory Board and Faculty</td>
</tr>
<tr>
<td>February</td>
<td>Applied Project abstract and milestones due to Program Director</td>
</tr>
<tr>
<td></td>
<td>Identify Applied Project faculty and industry advisor</td>
</tr>
<tr>
<td>March-June</td>
<td>Ongoing meetings with Applied Project advising team</td>
</tr>
<tr>
<td>April</td>
<td>Register for summer semester</td>
</tr>
<tr>
<td>May</td>
<td>Washington DC trip</td>
</tr>
<tr>
<td></td>
<td>Schedule Applied Project Presentation</td>
</tr>
<tr>
<td>June-July</td>
<td>Applied Project final papers and presentations</td>
</tr>
<tr>
<td>August</td>
<td>Degree completion</td>
</tr>
</tbody>
</table>

This is a summary of major milestones associated with completing the degree requirements for the PSM SEEC. The ASU Academic Calendar contains many other important dates and deadlines: http://students.asu.edu/academic-calendar.

# GRADUATE STUDENT ADVISING

For initial advising, incoming students will report to the Program Director who may arrange for a temporary advisor based on the student's stated area of interest. The Program Manager can assist with the process towards completing the degree, not academic content (i.e. registration, iPOS questions).
ACADEMIC STANDARDS
Policy for Maintaining Academic Satisfactory Progress
A student who has been admitted to the PSM SEEC program must maintain a 3.0 or higher grade point average (GPA) as stated below.

- In all work taken for graduate credit (courses numbered 500 or higher)
- In the coursework on the student’s approved plan of study (iPOS)
- In all post baccalaureate coursework taken at ASU (overall GPA)

A. A student will be placed on academic probation if:

- One or more of the student’s GPAs listed above falls below 3.0
- Or the student receives a grade of D or E in a course at the 400 level or above
- If a student does not successfully complete the milestones as required for the degree

Students will be notified by mail when placed on academic probation.

B. A student will return to academic good standing by obtaining a minimum 3.0 GPA. Four hundred (400) level coursework and audit courses cannot be included in these nine hours. The next nine credit hours must be completed the semester following the semester that the student is placed on academic probation, for full-time students. For part-time students, the next nine credit hours must be completed within three semesters following the semester that the student is placed on academic probation.

C. A student may be recommended for dismissal from a graduate program if:

- The student fails to increase all of the GPAs listed above to a minimum of 3.0 by the time he/she completes the next nine credit hours as defined in section B;
- Or the student receives a grade of D or E while on academic probation for any reason;
- Or the student does not successfully meet the program milestones
- Or the student fails culminating experiences twice

A student may appeal actions concerning dismissal by petitioning the School unit in which they are enrolled.

In addition to understanding the material presented in this handbook, students should consult the current GES Policies and Procedures for more information regarding these policies: http://graduate.asu.edu/faculty_staff/policies
GRADING
Grades are assigned in graduate courses as follows:

- **A** Excellent (4.00)
- **B** Good (3.00)
- **C** Passing (2.00)
- **D** No Graduate Credit (1.00)**
- **E** Failure (0.00)**
- **W** Withdrawal*
- **I** Incomplete****
- **X** Audit
- **Y** Satisfactory
- **Z** Course in progress***

* This grade is given whenever a student officially withdraws from a class.
** This grade cannot be applied to a graduate degree but is included in the calculation of a grade point average.
*** This grade is usually given pending completion of courses such as a thesis, dissertation or practicum. It may also be given in lieu of an "I" for other graduate courses where the incomplete work may take in excess of one year to complete. All grades of "Z" must be changed to "Y" before graduation.
**** Graduate course work (500-, 600-, and 700-level courses) reported as an “I” (incomplete) must be completed within one calendar year. At the time the “I” grade is given, the student must complete a “Request for Grade of Incomplete” form. The form first serves as a record of the “I” grade and the work required to complete it. When the student has completed the work, the form then serves as a change-of-grade authorization.

If the work specified on the form is not completed within one calendar year, the “I” grade (500-, 600-, and 700-level courses) becomes part of the student’s permanent transcript, and the student is not allowed to complete the course work as specified on the “Incomplete” form. The student may, however, repeat the course after the “I” has become permanent, by reregistering, paying fees, and fulfilling all course requirements. The grade for the repeated course appears on the transcript but does not replace the permanent “I.”

A grade of "P" (Pass) in a 400 or higher level course may not appear on a program of study. Grades of "D" or "E" cannot be used to meet the requirements for a degree, although they are used to compute grade point averages. A student receiving a grade of "D" or "E" must repeat the course in a regularly scheduled (not an independent study) class if it is to be included in the program of study. However, both the "D" or "E" and the new grade are used to compute the grade point averages. Grades on transfer work (used toward a program of study) will not be used in computing grade point averages.

**Misconduct**
The highest standards of academic integrity are expected of all students. The failure of any student to meet these standards may result in suspension or expulsion from the University and/or other sanctions as specified in the academic integrity policies of the individual colleges. Violations of academic integrity include, but are not limited to, cheating, fabrication, tampering, plagiarism, falsification or misrepresentation of data or facilitating such activities. The University and Colleges’ academic integrity policies are available in the Office of the Executive Vice President and Provost and the offices of the...
deans of the individual colleges. The university academic integrity policy is also available in the Office of Student Life, or on the Web at http://provost.asu.edu/academicintegrity.

ACCESS TO DEPARTMENTAL STAFF AND FACILITIES

Room and Building Access
PSM SEEC students have access to a dedicated space in USE 276. Keys for USE 276 are obtained by filling out an "Authorization for Key Request" form (available online at: http://bf.asu.edu/facilities/key#request). The Program Chair or Program Manager must sign the form. Once you have the appropriate signatures, please submit the form to the SEMTE front office (ECG 301). All keys must be returned before graduation to the SEMTE office ECG 301.

ISAAC (Integrated System for ASU Access Control): Depending on the room or building you need access to, you will need to fill out either an ISAAC access form or Key form (see above). ISAAC access is operated through a microchip in your ASU Sun Card (student ID), which you swipe at the entry of a room or building to which you have access. In order to receive access you must fill out an ISAAC access form, available in the SEMTE Business Offices in ECG 302. You will need to have your faculty advisor sign the form and then submit the form to the SEMTE Business Offices.

Computer/Printer
The program monitor, computer and printer are only for PSM SEEC student use. Please remember that equipment in USE 276 is for use of all PSM SEEC students and misuse of school copiers, supplies, and facilities is a serious offense which will lead to disciplinary action. At a minimum, students found to have used school resources for non-school approved purposes will be required to reimburse the school for such uses.