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

School for Engineering of Matter, Transport and Energy

Arizona State University

Academic Year 2017-2018

This document serves as the official graduate student handbook and outlines degree requirements, policies and procedures for completion of a PSM in Solar Energy Engineering & Commercialization.
<table>
<thead>
<tr>
<th>Contents</th>
</tr>
</thead>
<tbody>
<tr>
<td>CONTENTS ............................................................................................2</td>
</tr>
<tr>
<td>INTRODUCTION ........................................................................................3</td>
</tr>
<tr>
<td>OBJECTIVE OF THE HANDBOOK ..................................................................3</td>
</tr>
<tr>
<td>GRADUATE STUDENT RESPONSIBILITIES .................................................3</td>
</tr>
<tr>
<td>SAFETY ..................................................................................................3</td>
</tr>
<tr>
<td>PSM SOLAR ENERGY ENGINEERING &amp; COMMERCIALIZATION OVERVIEW ...............3</td>
</tr>
<tr>
<td>PSM SEEC PROGRAM OBJECTIVES ...........................................................4</td>
</tr>
<tr>
<td>PROGRAM FEE ........................................................................................4</td>
</tr>
<tr>
<td>ADMISSIONS ..........................................................................................5</td>
</tr>
<tr>
<td>ADMISSION REQUIREMENTS ......................................................................6</td>
</tr>
<tr>
<td>APPLICATION PROCESS ..........................................................................7</td>
</tr>
<tr>
<td>APPLICATION STATUS ............................................................................7</td>
</tr>
<tr>
<td>GRADUATE FELLOWSHIP POLICY .............................................................8</td>
</tr>
<tr>
<td>GRADUATE PROGRAMS .............................................................................8</td>
</tr>
<tr>
<td>GRADUATE COURSES ...............................................................................8</td>
</tr>
<tr>
<td>ONLINE COURSES ..................................................................................10</td>
</tr>
<tr>
<td>COURSE DESCRIPTIONS ..........................................................................11</td>
</tr>
<tr>
<td>APPLIED PROJECT .................................................................................11</td>
</tr>
<tr>
<td>INDIVIDUAL PLAN OF STUDY (IPOS) .....................................................11</td>
</tr>
<tr>
<td>MILESTONES AND TIMELINE ...................................................................12</td>
</tr>
<tr>
<td>GRADUATE STUDENT ADVISING ..............................................................12</td>
</tr>
<tr>
<td>ACADEMIC STANDARDS .........................................................................13</td>
</tr>
<tr>
<td>POLICY FOR MAINTAINING ACADEMIC SATISFACTORY PROGRESS ..............13</td>
</tr>
<tr>
<td>GRADING ...............................................................................................13</td>
</tr>
<tr>
<td>MISCONDUCT .........................................................................................14</td>
</tr>
<tr>
<td>ACCESS TO DEPARTMENTAL STAFF AND FACILITIES ................................14</td>
</tr>
<tr>
<td>ROOM AND BUILDING ACCESS ................................................................14</td>
</tr>
<tr>
<td>COMPUTER/PRINTER ..............................................................................14</td>
</tr>
</tbody>
</table>
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 the Ira A. Fulton Schools of Engineering (FSE) School for Engineering of Matter, Transport, and Energy (SEMTE). The handbook outlines important degree requirements, rules, regulations and deadlines. Graduate students are bound to policies established by FSE, ASU Graduate Education Services (GES) and ASU and are responsible for being familiar with the various policies.

Graduate Student Responsibilities
GES has final approval of all graduate student plans of study, and is responsible for the conferral of all graduate degrees. Students are thus responsible for reading, understanding, and abiding by all GES policies: https://graduate.asu.edu/policies-procedures. Graduate students are required to know and observe all procedures and requirements as defined in this handbook, and by GES and FSE. If inconsistencies arise between the contents of the handbook and the FSE and GES policies, FSE and GES policies take precedence. Please report any inconsistencies to the Program Manager, Karen Dada, at kdada@asu.edu or (480) 965-5584.

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 or plagiarism, are subject to 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 intellectual curiosity.

Throughout the course of their graduate careers, students will need to submit various PSM SEEC, FSE or GES-related forms, many available from the PSM SEEC Program Manager, or via the following link: http://graduate.asu.edu/forms/index.html.

Safety
ASU is committed to providing a safe work and learning 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 PSM is one of a relatively new type of degree program aimed at students interested in graduate studies that provide both technical and nontechnical aspects of their chosen field of study. Across the US there are at least 350 PSM programs at over 160 institutions, 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 improved understanding of solar energy technologies along with solar energy policy and commercialization.
The PSM SEEC offers advanced, interdisciplinary education in solar energy engineering and commercialization 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 must select courses from both technical and nontechnical tracks, spanning a number of academic programs and schools. The program fee enables opportunities for engagement with the solar energy industry and/or government policymakers and students who take advantage of these opportunities gain the most value out of the program. All students will complete a required applied 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.

**PSM SEEC Program Objectives**

Outcome 1: Demonstrate understanding of solar energy engineering technologies and how they apply to various applications (utility, residential, operation and maintenance, etc).

Outcome 2: Effectively communicate engineering and policy aspects of the solar industry.

Objective 3: Participate in a collaborative mentoring program through the applied project, which will help focus student projects on high-impact solutions to solar energy & commercialization problems.

**Program Fee**

Students enrolled in the PSM SEEC program are charged standard ASU tuition and fees, in addition to a $500/credit program fee ($15,000 for the 30-credit program). All classes taken while enrolled as a PSM SEEC student will be subject to the $500/credit program fee. The fee is assessed per-credit hour, and is applied to the student account based on total credits in which a student is enrolled each semester.

This fee enables the program to provide opportunities for experiential learning outside the classroom, and helps to ensure that the program curriculum is responsive to the rapidly changing needs of the solar industry.

The program fee covers:

- Expenses associated with the solar policy course in Washington, DC, including the course fee, lodging, ground and air transportation, baggage fees and meal stipend.
- Provision of up to $1,500 Professional Development Allowance to be used toward the student’s applied project and/or opportunities to interact with leading professionals.
  - Eligible use of this funding includes the purchase technology and/or materials necessary for the completion of applied projects. Please note that certain technology purchased with these funds (including, but not limited to computer equipment, hard drives, cameras, etc.) will remain property of ASU.
  - If students do not require materials for their applied projects, the funding can be used for conferences and other associated professional development activities.
  - All purchases and travel must be pre-approved through the Program Manager.
  - This funding is intended to provide each student with the ability to undertake research and professional development opportunities that will enhance their educational experience. Funding is available to the student until the completion of their applied project, or until the student has expended the available amount.
- Cohort-based career-building and networking opportunities, such as networking mixers, panel discussions, resume-writing workshops, guest lecturers and field trips.
• Dedicated program staff, including the Program Director and Program Manager. The Program Manager serves as the academic advisor and provides assistance with course selection and enrollment, ASU policy navigation, travel planning, etc. PSM SEEC students enjoy more direct access to their academic advisor than do most other graduate students, some of whom are among 500 other students being served by the same advisor.

• Facilitation of an Industrial Advisory Board, including some of Arizona’s leading solar industry representatives.

• Study space dedicated to PSM SEEC students.

• Membership in professional solar industry associations including the Smart Electric Power Association (SEPA), Solar Energy Industries Association (SEIA), and the Arizona Solar Energy Industries Association. Because of our program’s membership in SEPA and SEIA, our students have access to those groups’ webinars, research materials, etc. Students may log into the SEPA webinars and research database using their @asu.edu email address.

**Intent of Professional Development Allowance**

The Program Fee provides ASU Solar Grads with opportunities that complement and enhance their classroom experience. Similar to an MBA program (with higher program fees), the PSM SEEC focuses on creating graduates with technical skills developed in the classroom, but also industry savvy. The Program Fee enables our students to gain a leg-up by facilitating student-centric opportunities to develop a professional network and business acumen specific to the solar industry.

Twelve months goes fast, so this information sheet provides a list of some of the typical ways that students take advantage of the Program Fee to build their industry exposure. ASU purchasing policies and procedures apply to the use of these funds; therefore, all purchases must be pre-approved by the Program Manager. A few important rules include:

- ✔ No reimbursement will be allowed (except for travel, see below for additional information)
- ✔ All equipment and many materials purchased with the Program Fee become property of ASU and will remain with the PSM SEEC program for the use of future students.
- ✔ Travel must be approved at least two weeks in advance of the planned event. In most instances, airfare and registration fees will be paid for directly by the program. Lodging, meals, ground transport, etc. are paid for by the student and allowable expenses will be reimbursed upon completion of the trip.

**Common Professional Development Opportunities:**

The list below only includes those experiences most ASU Solar Grads choose to undertake; however, there are many other options, and students are encouraged to seek out program-related opportunities that may benefit their own educational and career goals. *Remember, because Washington DC is required, all travel expenses are paid for in full through the program fee, and is separate from the professional development set-aside.*


- ✔ This international solar conference includes educational sessions, poster sessions, workshops and a trade show.
- ✔ Students can apply to volunteer and receive free registration, or pay the $250 student rate.
- ✔ Students who volunteer typically spend about $400-600 on lodging, meals and transportation if they carpool and share rooms. Airfare might add $50-150 to that cost, depending upon the airline and when you book your ticket.
- ✔ Students should consider available workshops as well.
Solar Spring Break (https://www.gridalternatives.org/get-involved/solar-break), March 5-9, 2018, TBD.

- Team of 10-12 students must pay/raise $5,000 to cover registration fee. Registration includes lodging.
- Meals and transportation are additional costs.
- Activity involves installing roof-top PV system on homes of low income homes. Past cohorts have attended SSB in California (San Diego area and Atascadero). Also try to include a tour of a solar farm en route to project site.

Other possibilities include (but are not limited to!):
Society of Women Engineers Conference, October 26-28, Austin, TX
http://we17.swe.org/

US Power & Renewables Summit, November 7-8, Austin, TX
https://www.greentechmedia.com/events/live/u.s.-power-renewables-summit

US Energy Storage Summit, December 12-13, San Francisco, CA
https://www.greentechmedia.com/events/live/u.s.-energy-storage-summit

California Solar Power Expo, March 2018, San Diego, CA
http://events.solar/expo/

SEIA Codes & Standards Symposium, March 2018

InterSolar North America, , July 9-12, 2018, typically in San Francisco
https://www.intersolar.us

Certification courses, professional memberships, and specialized training also may be eligible.

Find your own options – students have attended conferences at NASA, Border Energy forums, etc. If there is something that piques your interest, run it by us for confirmation.

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 GES 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). A score of 90 or better is recommended.  

The **minimum** IELTS requirement is an overall band score of 6.5. A score of 7.0 or better is recommended.  

Other details regarding English proficiency requirements are described on the GES website ([http://graduate.asu.edu/admissions/international/english_proficiency](http://graduate.asu.edu/admissions/international/english_proficiency)).

**GRE.** Scores from the Verbal and Quantitative sections of the Graduate Record Examination (GRE); a subject-specific GRE is not required. The GRE may be waived for applicants with a minimum of three years of professional experience in a relevant industry and with a minimum 3.0 undergraduate GPA.

**Official Transcripts.** One set of official transcripts from every college or university from which a degree was earned should be sent directly to ASU GES. Mailing information is available on their website: [https://students.asu.edu/graduate/apply](https://students.asu.edu/graduate/apply).

**Letters of Recommendation.** Three letters of recommendation are required, using the recommendation system as part of the on-line application process. Applicants will enter the recommenders’ contact information during the application and then recommenders 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](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](http://graduate.asu.edu/admissions). You may pay the application fee on-line using a credit card. GES 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.

You may check the status of your application by logging on to [MyASU](http://myasu.asu.edu).
GRADUATE FELLOWSHIP POLICY
The PSM SEEC program offers a fellowship awards on a needs basis. All full-time students admitted to the PSM SEEC program are eligible candidates for this award assessed against need.

Eligibility:
Students enrolled in the PSM SEEC program are eligible to be considered for the fellowship.

Students must be enrolled full-time and maintain a 3.0 GPA.

Students must complete the PSM SEEC Fellowship Application form by the deadline of 7/31 (fall enrollment) or 12/15 (spring enrollment), and have a FAFSA or Financial Guarantee form on file with ASU. The PSM SEEC Fellowship Application is available here: https://fultonapps.asu.edu/gradscholarship/apply/

Students whose financial situation has changed since their FAFSA was filed may apply for Student Income Reduction Review to reevaluate need based on current information. Information on the Student Income Reduction Review is available here: https://students.asu.edu/forms/student-income-reduction-review

Application Process:
Students must submit an online application (attached), and either a FAFSA (for) or Financial Guarantee form (international). Applications will be due by 7/31 (fall enrollment) or 12/15 (spring enrollment).

Evaluation Process:
The PSM SEEC Program Director and Program Manager will evaluate application materials to identify need and will award a minimum scholarship of $1000 to eligible students. As funding allows, additional financial awards may be provided to eligible students who demonstrate continued need during subsequent semesters.

GRADUATE PROGRAMS

Graduate Courses
The curriculum spans 30 credit hours, and includes three required courses (9 credits), an applied project (6 credits), technical electives (6 credits), non-technical electives (6 credits), and one final elective, which may be either technical or non-technical.

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>
<thead>
<tr>
<th>PSM SEEC Degree Map – Full-Time Enrollment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
</tr>
<tr>
<td>SE 598 – PV Systems Engineering (3 credits)</td>
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<tr>
<td>SE 588 - Solar Energy Colloquium (3 credits)</td>
</tr>
<tr>
<td>Non-Technical Elective (3 credits)</td>
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<tr>
<td>Technical Elective (3 credits)</td>
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Total Credits

| Fall | Spring | Summer |
| 12 credits | 13 credits | 5 credits |

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 current ASU Course Catalog for updated course offerings (https://webapp4.asu.edu/catalog).

**Required Courses:**

- SEC 598 – PV Systems Engineering, which has been developed specifically for the PSM SEEC program
- SEC 588 Solar Energy Colloquium (F)
- SEC/GPH 598 Solar Energy & Public Policy (S – 1 credit)
- SEC 594 Solar Energy Policy Workshop (SU – 2 credits; Washington DC)
- SEC 593 Applied Project (6 credits: 3 credits S, 3 credits SU)

**Technical Electives:**

- ALT 505 Power Conditioners for Alternative Energy 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
- 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 534 Supply Chain Modeling & Analysis
• IEE 541 Engineering Administration
• MAE 585 Solar Thermal Engineering
• MET 598 Alternative Energy Systems Research
• SEC 598 Solar Commercialization
• SEC 591 Operations and Maintenance of Photovoltaic Systems

Non-Technical Courses:

• CEE 598 Sustainability Ethics for Science and Engineering
• CON 598 Marketing for Construction
• CON 557 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 allowable with prior approval. Please contact the Program Manager for more information. **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://semte.engineering.asu.edu/solar-energy-engineering-commercialization-curriculum-courses-syllabi/) 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. 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 175 hours of effort.

Grading
A letter grade will be issued based upon determination from the advising committee and Program Director. Students are expected to follow the PSM SEEC Applied Project Handbook for additional requirements, timelines and guidance.

INDIVIDUAL PLAN OF STUDY (iPOS)
Students must submit a Plan of Study before beginning their second semester of study. The Plan of Study (iPOS) is an interactive web-based form that graduate students complete. The iPOS outlines all coursework required to obtain the degree.

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, to obtain the Program Director's approval of any changes, and to submit all documentation to the graduate advisor.

The iPOS must be in accordance with ASU, FSE, and PSM SEEC 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 ASU as elective hours. ASU students wishing to transfer from another degree into the PSM SEEC program may transfer up to nine (9) credits of eligible courses. 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)**

**January - March** Admission to PSM SEEC Program

- Submit necessary paperwork for ASU enrollment
  (http://graduate.asu.edu/admissions/after_you_are_admitted)
- Apply for fellowships through Fulton Schools of Engineering
  http://more.engineering.asu.edu/grad/graduate-fellowships/fulton-fellowship/

**March - April** Identify desired courses; Register for fall semester

**August**
- New student orientation
- Fall semester begins

**October**
- Register for spring classes

**December**
- Complete iPOS

**January**
- Applied Project abstract and milestones due to Program Director
- Identify Applied Project faculty and industry advisor

**February**
- Applied Project abstract proposal presented to Advisory Board and Faculty

**March-June**
- Ongoing meetings with Applied Project advising team

**April**
- Register for summer semester

**May**
- Washington DC trip
- Schedule Applied Project presentation

**June-July**
- Applied Project final papers and presentations

**August**
- Degree completion

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 will serve as their faculty advisor. The Program Director should be consulted for questions regarding academic content. The Program Manager will serve as the academic advisor and 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 500 level or above
- If a student does not successfully complete the milestones as required for the degree

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

B. A student will return to academic good standing by obtaining a minimum 3.0 GPA within the next nine hours of coursework. Pass/Fail 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.

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

--Please note that faculty can award +/- designations to grades.
The awarding of +/- grades is at the discretion of individual faculty. For a full listing of GPA values associated with these grades, please see the following link: http://students.asu.edu/grades-grading-policies
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 the course. 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](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](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 ASU Key Shop.

**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 computers, printers, 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.