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. Updated June 27, 2018.
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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 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 imposed by the PSM SEEC program.

Graduate Student Responsibilities
Graduate students are bound to policies established by FSE, ASU Graduate College (GC) and ASU. The GC has final approval of all graduate student admissions, plans of study and is responsible for the conferral of all graduate degrees. Students are thus responsible for reading, understanding, and abiding by all GC policies: https://graduate.asu.edu/policies-procedures. It is the responsibility of the graduate student to know and observe all procedures and requirements as defined in this handbook, and by GC and FSE. If inconsistencies arise between the contents of the handbook and the FSE and GC policies, FSE and GC 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 GC-related forms, many available from the PSM SEEC Program Manager, or via the following link: https://graduate.asu.edu/student-forms.

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 PROGRAM 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 163 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 SEEC graduate program offers advanced, interdisciplinary education in solar energy engineering and commercialization to students with backgrounds in science, technology, engineering or mathematics (STEM). Students must select courses from both technical and nontechnical tracks, spanning several academic programs and schools. The PSM SEEC program assesses an additional Program Fee which enables our students to engage directly with solar energy industry professionals and/or government policymakers. We have found that the students who actively participate in the extracurricular opportunities made possible through the program fee gain the most benefit from the program. All students will complete a required applied project for the culminating experience.

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. Part-time students must maintain continuous enrollment each fall and spring semester from the time of admission through program completion. Students requiring a waiver from the continuous enrollment policy must seek further instruction from the Program Manager prior to the start of the affected semester.

**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.

**Career Paths**

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. Our graduates find work in a variety of industries including firms associated with residential, commercial/mid-market, and utility-scale solar firms, non-profit advocacy, government agency and professional industry associations.

Based on surveys completed in 2016 and 2017, alumni reported an average starting salary of just over $68,000. Our alumni have secured employment within six months of graduation. Survey respondents indicate that the three best sources in finding employment include:

- connections with faculty and industry professionals
- online recruitment
- attending industry-related conferences.

This feedback further substantiates the benefits of the program fee, which facilitates participation in many of these interactions and opportunities.

**PROGRAM ADMISSIONS AND TUITION/FEES INFORMATION**

**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 in the last 60 semester or 90 quarter hours of undergraduate course work for graduates of accredited United States institutions. ASU’s GC is responsible for international grade point average interpretation. Lower GPAs may be considered in rare cases for candidates that display remarkable qualifications in other areas of evaluation.

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 GC website (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. In rare cases, the GRE may be waived for those with a minimum of three years of professional experience in a related industry or with a prior graduate degree.

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.

Letters of Recommendation. Three letters of recommendation are required, using the recommendation system contained within the on-line application process. Applicants simply enter the recommenders’ contact information during the application and then recommenders will be sent an electronic recommendation survey 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.

Students receiving provisional admission must achieve a minimum GPA of 3.0 during their first semester of study. Provisionally admitted students who do not achieve this milestone will be automatically withdrawn from the graduate program by the ASU Graduate College.

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

Program Fee
Students enrolled in the PSM SEEC program are charged standard ASU tuition and fees, calculated in accordance with their residency classification. In addition, PSM SEEC students are charged a $500/credit program fee ($15,000 for the 30-credit program). All classes eligible for the PSM SEEC student’s Plan of Study will be subject to the $500/credit program fee. This fee enables the program to provide students with an enhanced educational experience, including travel, and the opportunity to engage with leading industry professionals and policy experts, and provides each student with an applied project/professional development allowance. The fee also covers program resources including the Program Manager and a well-equipped student study space.

Specifically, the program fee covers:
- Expenses associated with the required 2-credit solar policy course in Washington, DC, including the course fee, lodging, ground and air transportation and meal stipend.
• Provision of up to $1,500 Professional Development Allowance (each student) toward the student’s applied project and/or professional development opportunities that include interacting with leading professionals, such as conferences, professional memberships, certifications, etc.
  o 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 software, computer equipment, hard drives, tablets, cameras, etc.) will remain property of ASU.
  o If students do not require materials for their applied projects, the funding can be used for conferences and other associated professional development activities.
  o All purchases and travel must be pre-approved and facilitated by the Program Manager.
• Exclusive and program-oriented career-building and networking opportunities, such as 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 aids with course selection and enrollment, ASU policy navigation, travel planning, etc.
• Facilitation of an Industrial Advisory Board, including some of Arizona’s leading solar industry representatives.
• Study space dedicated to PSM SEEC students equipped with computers, printers, conference tables, workstations, lockers and lounge areas.

Program Fee Opt-Out
While many of the opportunities provided by the program fee benefit all students, we have found that some students are not able to take full advantage of the $1,500 Professional Development Allowance. We find this to be especially true for those students who are working full- or part-time, because they may find it difficult to attend conferences and/or hands-on training activities. For this reason, all students may choose to opt out of the $1,500 that is set aside for the Professional Development Allowance. Opting out of this allowance will reduce the overall Program Fee from $15,000 to $13,500.

Opt-out forms are available on the program website or from the Program Manager and must be completed prior to the first day of classes for each semester. Students who have not utilized any of the Professional Development funds by the start of their final semester may opt out and the $1,500 Professional Development Allowance will be deducted from the Program Fee charges assessed to their account. Students who choose to opt out will pay out-of-pocket if they choose to participate in extracurricular conferences, trainings or for purchase of applied project materials. Opt-out is not available after the student starts the final semester.

Graduate Fellowship Policy
The program has limited fellowship funding available for incoming students. The following guidelines will be used to determine the recipients of this support:

• Students must maintain active, full-time enrollment.
• Students must complete the application by the posted deadline and be enrolled by the application deadline.
• Students must maintain a minimum 3.0 GPA to be considered for the fellowship.

Fellowship award is $1,000 for the 12-month program and is generally awarded in the fall. During the application period, the application form is available online at: https://fultonapps.asu.edu/gradscholarship/apply/. Currently there is no availability of any graduate research or teaching assistantships within the PSM SEEC program.
PROGRAM REQUIREMENTS

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 following the degree map in Table 1. A list of approved PSM SEEC course options follows. Please note that the available elective 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 – Full-Time Enrollment; Fall Start</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall</strong></td>
</tr>
<tr>
<td>SEC 588 - Solar Energy Colloquium (3 credits)</td>
</tr>
<tr>
<td>Non-Technical Elective (3 credits)</td>
</tr>
<tr>
<td>Technical Elective (3 credits)</td>
</tr>
<tr>
<td><strong>12 credits</strong></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 current ASU Course Catalog for updated course offerings (https://webapp4.asu.edu/catalog).

Note that courses under the SEC prefix have been developed specifically for this program. All students should consult with the Program Management for academic advising prior to registration each semester.

Required Courses:
- SEC 598 – PV Systems Engineering (F)
- SEC 588 Solar Energy Colloquium (F)
- GCU 598 Solar Energy & Public Policy (S – 1 credit)
- HSD 594 Solar Energy Policy Workshop (SU – 2 credits; Washington DC)
- SEC 593 Applied Project (6 credits: 3 credits S, 3 credits SU)
Technical Electives:
- SEC 598 - Solar Commercialization (S)
- SEC 598 - Operations and Maintenance of Photovoltaic Systems
- SEC 598 - Interdisciplinary Learning Lab (F)
- ALT 515 - Reliability and Standards of Photovoltaics
- ALT 535 - Applied Photovoltaics
- ATE 521 - Building Environmental Science
- ATE 550 - Passive Heating and Cooling
- ATE 598 - Building Integrated Solar Systems
- CEE 516 - Sustainability Engineering & Material Use
- CEE 582 - Industrial Ecology & Design for Sustainability
- EEE 565 - Solar Cells
- EEE 591 - Manufacturing Science of Solar Cells
- EEE 591 - Solar Energy
- EEE 598 - Advanced Photovoltaics
- EEE 598 - Electric Energy Markets
- EGR 598 – Microgrid Design and Operation
- EGR 598 – Power Management
- GPH 570 - Fundamentals of GIScience
- IEE 512 - Introduction to Financial Engineering
- IEE 534 - Supply Chain Modeling & Analysis
- IEE 541 - Engineering Administration
- MAE 579 - Wind Energy
- MAE 585 - Solar Thermal Engineering
- MAE 582 - Renewable Energy – Mechanical Systems
- MAE 589 – Heat Transfer
- MAE 598 – Electrochemical Energy Storage & Conversion
- MET 598 - Alternative Energy Systems Research

Non-Technical Courses:
- SEC 598 – Interdisciplinary Learning Lab (F)
- SEC 598 – Solar Commercialization (S)
- SEC 598 – Operations and Maintenance of PV Systems
- ATE 598 – Green Building Practices
- CEE 582 – Industrial Ecology & Design for Sustainability
- CON 598 - Marketing for Construction
- CON 557 - Principles of Leadership & Management
- CON 598 – Project Management Methodologies
- EGR 598 – Engineering Innovation and Entrepreneurship
- HSD 515 – Science Technology and Public Affairs
- HSD 598 – Sustainable Energy as a Social Problem
- HSD 598 – Economics of Innovation
- IEE 541 – Engineering Administration
- SOS 594 - Urban Public Policy and Sustainability
- SOS 594 – The Changing Energy Industry

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.
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.

Graduation Requirements
Graduation requires a minimum 3.0 cumulative GPA, and successful completion (grade C or better) of all required courses. Courses for which a student has earned a grade of D or lower are not able to be included on the student’s Plan of Study and cannot be counted toward the required 30 credit hours. Graduate students must maintain a minimum 3.00 GPA to maintain satisfactory academic progress and to graduate. The minimum 3.00 GPA must be maintained on all GPAs (Plan of Study (iPOS) GPA, Overall Graduate GPA and Cumulative GPA).

Faculty
Faculty from across ASU participate in the PSM SEEC program, enabling students to enjoy a truly interdisciplinary curriculum. Key faculty members include:

Ron Roedel, PhD Emeritus Professor, Electrical Engineering & Program Director, 480.965.5268, r.roedel@asu.edu; Read more about how Dr. Roedel’s passion for the PSM SEEC program encouraged him to step out of retirement!

Ira Bennett, PhD, Associate Director for Research, School for the Future of Innovation in Society, (480) 727-8830, Ira.Bennett@asu.edu

Harvey Bryan, PhD, Professor, the Design School, (480) 965-6904, Harvey.Bryan@asu.edu

Stephen Goodnick, PhD, Professor & Director, Arizona Institute for Renewable Energy, School for Electrical, Computer, & Energy Engineering, (480) 965-9572, stephen.goodnick@asu.edu

Kris Mayes, Professor of Practice, Sandra Day O’Connor College of Law, (480) 965-2831, kris.mayes@asu.edu

Clark Miller, PhD, Associate Director, School for the Future of Innovation in Society, (480) 965-1778, Clark.Miller@asu.edu

Martin (Mike) Pasqualetti, PhD, Professor, School of Geographical Sciences & Urban Planning, (480) 965-4548, pasqualetti@asu.edu

Patrick Phelan, PhD, Assistant Dean of Graduate Programs Ira A. Fulton Schools of Engineering; Professor School for Engineering of Matter, Transport, & Energy; Senior Sustainability Scientist, Global Institute of Sustainability, (480) 965-1625, phelan@asu.edu

Jennifer Richter, PhD, Assistant Professor, School for the Future of Innovation in Society, Jennifer.richter@asu.edu.
CULMINATING EVENT: APPLIED PROJECT

The applied project is the culminating activity for the PSM SEEC student. It is a major effort requiring over 300 hours of student work spread over 11 months (for full-time students). The Applied Project requires the student to find a solar energy problem in the “real world” and then solve it using the skills and abilities gained through the PSM SEEC program. The solution can take several forms such as a business plan, prototype design, policy statement, a student designed/conducted performance evaluation, etc. The outcomes of the Applied Project are threefold:

1. To solve an industry problem concerning solar energy engineering and commercialization.
2. To have the student demonstrate the ability to apply solar PSM coursework to the project.
3. To have the student demonstrate the ability to plan and manage a project.

The major deliverables for the project include:

- Applied Project Notebook
- Applied Project Proposal
- Applied Project Final Report
- Applied Project Defense Presentation

The Applied Project process is divided into several sequential phases as follows:

- Phase 1: Topic Exploration
- Phase 2: Topic & Advisor Selections and Shark Tank Presentation
- Phase 3: Project Proposal
- Phase 4: Initial Work
- Phase 5: Major Work
- Phase 6: Final Work
- Phase 7: Reporting

Applied Project Grading

The Graduate College requires the Applied Project to be of high quality. Only an A or B will be accepted by the Graduate College in order to graduate. To earn an A or B the student must:

- Complete all Applied Project deliverables
- Deliver a final report, defense presentation, project notebook of acceptable quality
- Complete all SEC 593 commercialization assignments with acceptable quality
• Students who fail to deliver assignments on-time and/or have poor quality will be referred to the Program Director and/or Program Manager for corrective action. Characteristics of an acceptable Applied Project:
  o Student has demonstrated the ability to manage the project.
  o Student has properly applied PSM SEEC course material to achieve the desired project outcome.
  o Student has chosen a significant project.
  o Student has investigated multiple candidate solutions and chosen the best one.
  o Student has implemented the solution or presented a plan for implementation that is deemed “doable” and of acceptable risk.
  o Student has properly described the project in a final report and a defense presentation.
  o Student has maintained an acceptable project notebook

**Applied Project Schedule**
All milestones are based on fall admission and a 12-month degree completion schedule. The major milestones are as follows:
- Program Kickoff Meeting (late August)
- Applied Project Colloquium Workshop (4 sessions the fall semester)
- Shark Tank (early February)
- Applied Project Proposal Due (early March)
- Phase 4 Review with Advisors (early-April)
- Schedule Defense Date (mid-May)
- Phase 5 Review with Advisors (end of May)
- Phase 6 Review with Advisors (end of June)
- Final Report and Defense Presentation (mid through end of July)

The Applied Project process starts near the end of August and extends into July. The student must follow this schedule. Milestones must be reached, and work must be completed on-time. Delays by the student in completing work as scheduled may delay the normal graduation date. It is imperative that the student manages their time and starts each phase at the appropriate time.

**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 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)

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

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

A student may be recommended for dismissal from a graduate program if:
- The student fails to increase all 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.

### GRAADING

Grades are assigned in graduate courses as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent (4.00)</td>
</tr>
<tr>
<td>B</td>
<td>Good (3.00)</td>
</tr>
<tr>
<td>C</td>
<td>Passing (2.00)</td>
</tr>
<tr>
<td>D</td>
<td>No Graduate Credit (1.00)*</td>
</tr>
<tr>
<td>E</td>
<td>Failure (0.00)*</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal**</td>
</tr>
<tr>
<td>Z</td>
<td>Course in progress***</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete****</td>
</tr>
<tr>
<td>X</td>
<td>Audit</td>
</tr>
<tr>
<td>Y</td>
<td>Satisfactory</td>
</tr>
</tbody>
</table>

* This grade (D/E) cannot be applied to a graduate degree but is included in the calculation of a grade point average.
** This grade (W) is given whenever a student officially withdraws from a class.
*** This grade (Z) 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 the course. When the student

--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
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 will convert to an “E.”

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.

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.

GRADUATE STUDENT 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 INTEGRITY/GRIEVANCE PROCEDURES

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 and grievance procedures 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: [https://cfo.asu.edu/key-lock-services](https://cfo.asu.edu/key-lock-services)). The Program Manager will submit the form on your behalf or must approve the request. All keys must be returned before graduation to the Key Shop, located at 1551 South Rural Road, Suite 1320, Tempe, AZ.

**Computer/Printer**
The program monitors, computers and printers 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.

**University Resources**
ASU offers students a wide variety of services. Most services and university-related questions can be found on the Service tab on the MyASU page, or by searching the ASU.edu website. ASU has on-campus libraries, veterans resources, housing, student groups, intramural opportunities, career services (including the Engineering Career Center for all engineering students), counseling and health services, and tutoring center. Students should check the ASU.edu website for any questions and can consult with the academic advisor for all other questions.

Welcome to the ASU community – we hope you will enjoy being a Sun Devil!