

The Design School



Master of Science in Architecture

**HANDBOOK OF POLICIES AND PROCEDURES
2020-2021**

The Design School
The Herberger Institute for Design and the Arts
Arizona State University

CONTENTS

General Information	3
Admission Requirements	3
Facilities	4
Governance and Administration	5
Program Coordinators	5
Academic Policies and Procedures	5
Plan of Study	7
Committee Chair	8
MS.Arch Supervisory Committee	8
Electives	9
Progression through MS.Arch Program	10
Thesis/Applied Project Requirement	10
Thesis	11
Applied Project	11
Defense Requirements and Format	13
Scheduling the Thesis Defense	15
Program Policies and Procedures	15
Graduate Student/Faculty Authorship & Patent Rights	16
Transfer Credits	16
Grades and Grade Point Averages	16
Satisfactory Academic Progress Policy	17
Notification of Unsatisfactory Academic Progress	17
Graduate Student Academic File	17
Scholarships and Financial Assistance	18
Teaching Assistant (TA)	18
Research Assistant (RA)	18
TA/RA Hiring Policy	19
Program Fees	19
Continuing Registration	19
Leave of Absence	19
Student Contact Information and Email	20
Student Information Policy	20
Student Check Sheets	20
Additional Resources	20
Curriculum (Appendix A)	21

FOREWORD:

This handbook provides the essential information to make your journey in the Master of Science in Architecture program productive and successful. It includes the various policies and procedures that are important to know. Please remember, however, that the [Arizona State University Graduate Catalog](#) takes precedence over this handbook. Graduate students should also be familiar with University policies concerning student conduct as described in the Graduate Catalog.

For COVID-19 specific information, please visit the [ASU Novel Coronavirus](#) website for further details.

GENERAL INFORMATION:

The MS in Architecture educates students to become experts in energy efficient building design and energy technology. The program is concerned with the relationships between climate and site, thermal and visual comfort in buildings, and the demand and consumption of energy. Courses in this program establish a basic core of knowledge of the principles of the natural energies available at the building boundary due to climate and site; thermal and optic behavior of building materials and components; passive and low-energy architectural systems for heating, cooling and lighting; and appropriate integration with mechanical systems. Additional courses are available to support advanced study and research in a variety of related specialties.

The MS.Arch is a multidisciplinary program, started in the mid-1980s, which is dedicated to providing the scientific foundation, systems engineering fundamentals, art and science of building energy simulation, and exposure to latest professional practice standards and codes in the design, optimal operation of mechanical/electrical systems and post-occupancy evaluation of high energy performance and climate-responsive buildings. A thesis or an applied project is required. Many of the students are involved in funded research projects, thus creating and sustaining a research-conducive interactive atmosphere. There are also several students currently doing their doctoral research work in the same area of high performance building design and operation. The MS.Arch program is a STEM-designated program (CIP code 04.0201 Architectural and Building Sciences/Technology).

ADMISSION REQUIREMENTS:

Applicants must hold a baccalaureate or graduate degree from a college or university recognized by ASU, in one of the professions or fields of study outlined below:

- Individuals who hold a previous five or six-year [NAAB](#) (National Architectural Board) accredited professional degree in Architecture (BArch or MArch degree). See the [NAAB](#) website for more information.
- Individuals who are licensed landscape architects or those who have completed a four-year Bachelor of Science in Landscape Architecture degree, or a Master in Landscape Architecture degree. The undergraduate or graduate degree must be granted by an institution that offers the Landscape Architectural Accreditation Board (LAAB) accredited degree program in landscape architecture.
- Individuals who have an Engineering degree (BS or MS) with a background in building sustainability issues. (Mechanical & Civil Engineering, and Construction majors are particularly suited for application to this program)
- Individuals who have a Science degree (BS or MS degree) with a background in building sustainability issues.

The Design School



Applicants must meet the minimum GPA requirements as established by [Graduate College](#). A 3.0 GPA is preferred, but students with a GPA less than the minimum requirement may still receive consideration if they have evidence of creative work, significant work experience, or other indicators of their potential to succeed in the program. Particular emphasis is placed on the last two years of the applicant's undergraduate GPA record.

An official copy of GRE scores must be provided (unofficial copies will not be accepted). For more information on the GRE see gre.org (or if you live near ASU see asu.edu/uts). The Design School does not have a minimum score for admission. Please note that the MS.Arch degree does not require the writing section of the GRE for admission; only the verbal and quantitative sections of the GRE are reviewed by the admission committee.

Admission to the Master of Science in the Architecture program is selective and cannot be deferred. In most cases students must enroll in the semester for which they are admitted. The MS.Arch program commences in the fall semester of each year. A personal interview is not required; however, a candidate wishing to visit the school is welcome and should make arrangements by contacting designgrad@asu.edu.

Applicants to The Design School graduate programs are required to complete a two-step application process. Applicants must submit the Graduate Education application as well as The Design School [SlideRoom](#) application. For complete information on how to apply, please view the [steps to apply](#) on the admissions page.

FACILITIES:

Library: The Design Library, a branch of the ASU library system, is the primary repository on this campus for materials on architecture, landscape architecture, industrial design, interior design, and visual communication design.

Computing Facilities: The ASU and the Herberger Institute provides students with computer technology suitable for design and research for all design disciplines. Computing facilities can be found in various locations in the Institute and elsewhere on campus. The Design School Computer Lab is located in Design North 255.

Gallery of Design: The Gallery of Design is one of eight university galleries and museums. It provides space for traveling exhibitions and exhibitions of student and faculty work.

Shop: The shop contains equipment for wood, plastic, and metal work. The shop enables students to develop a deeper understanding of the practical and technical aspects of materials in relation to 3D design. Facilities are available for building models, precision components, mock-ups, experimental apparatus, and full-scale construction assemblies. The Design School Shop is located in Design North 82.

Digital Production Facilities: The School houses a lab for large format printing as well as rapid prototyping. This facility includes laser cutters as well as FDM and ZCorp 3D printers. The Design School Digital Lab is located in Design South 05.

GOVERNANCE AND ADMINISTRATION OF THE MS.ARCH PROGRAM

MS.Arch Program Coordinator

Marc Neveu, Program Head, Architecture
Office: CDS 312
Email: marcjneveu@asu.edu

The MS.Arch Coordinator is responsible for the general administration of the MS.Arch Program. These duties include but are not limited to:

- Liaison between MS.Arch students and the administration for academic purposes;
- Facilitation of the admission process for MS.Arch applicants;
- Coordination of MS.Arch Thesis or Applied Project (scheduling and collection of materials);
- Coordination of the MS.Arch student presentations and student publications.

Graduate Coordinators

The day-to-day administration of the MS.Arch program for current students is the responsibility of the Graduate Coordinators, Corie Cisco and Christy Brown.

Contact Information:

- Corie Cisco – Email: corie.cisco@asu.edu, Phone: 480.727.7919
 - Christy Brown – Email: christy.d.brown@asu.edu, Phone: 480.965.1174
- Assisting in the development and implementation of recruitment policies and practices;
 - Serving as administrative liaison with the school, faculty, and staff;
 - Advising the Director on administrative and operational matters; and
 - Facilitating curriculum support for the MS.Arch program.

Associate Director of Academic Affairs

Samantha Perkins, Associate Director of Academic Affairs, additionally supports the day-to-day operations of the MS.Arch Program. Her office is in CDN162; she can be reached at Samantha.J.Perkins@asu.edu.

ACADEMIC POLICIES AND PROCEDURES

Academic Integrity

Integrity is a character-driven commitment to honesty, doing what is right, and guiding others to do what is right. Arizona State University students and faculty are expected to act with integrity in their educational pursuits.

What is a violation of the academic integrity policy?

The ASU student [academic integrity policy](#) lists violations in detail. These violations fall into five broad areas that include but are not limited to:

1. Cheating on an academic evaluation or assignment.

2. Plagiarizing.
3. Academic deceit, such as fabricating data or information.
4. Aiding academic integrity policy violations and inappropriately collaborating.
5. Falsifying academic records.

Student Code of Conduct

Violations of the ASU Student Code of Conduct, other than the provision concerning academic dishonesty, are more generally considered inappropriate behavior. The [Office of Student Rights and Responsibilities](#) reviews and sanctions these matters. If a student violates both the academic integrity provision and additional provisions of the Student Code of Conduct, both the college and the Office of Student Rights and Responsibilities will review the matter. Each independently makes determinations concerning violations and appropriate sanctions.

Student Disciplinary Procedures

The Office of Student Rights and Responsibilities staff is responsible for reviewing and handling student disciplinary incident reports. The staff reviews the conduct of both individual students and student organizations in relation to standards set forth by the Arizona Board of Regents (ABOR) set out in the [Student Code of Conduct \(Chapter 5, Section C\)](#) and [Student Disciplinary Procedures \(Chapter 5, Section D\)](#).

Outreach and education are provided to students, faculty, and staff in areas such as:

- Student rights and responsibilities
- Campus and community standards
- University policies
- Campus safety

The Office of Student Rights and Responsibilities staff works closely with many other department and program staff on campus to ensure that all students can live, work, and learn in a mutually satisfying and secure environment.

Incident Reports

Incident reports are accepted from students, faculty, staff, or other persons who believe that a student or a student organization may have violated the ABOR Student Code of Conduct.

Download the [Incident Form](#) first, fill out, and submit the Incident Report to the Office of Student Rights and Responsibilities on your respective campus.

No appointment is required to pick up or drop off an incident report.

For more information, please visit: <https://eoss.asu.edu/dos/srr>

Research

The Design School



For graduate students involved in research, there can be overlapping areas between Academic Integrity Policy violations, responsible conduct of research and research misconduct. The five areas listed above describe the kinds of Academic Integrity Policy violations and are handled under the ASU Student Academic Integrity Policy by faculty members, colleges and the provost.

If a student is working on a federally-funded research project, some of these items may also be considered [misconduct in research](#). Misconduct is defined as:

Fabrication, falsification, plagiarism and other practices that seriously deviate from those that are commonly accepted within the academic community for proposing, conducting or reporting research. Instances of honest error and honest differences in interpretations or judgments of data are not considered misconduct. (From RSP 004: [Definitions](#))

A student who violates both ASU's Misconduct in Research Policy and Student Academic Integrity Policy will be reviewed by both the college and the Office of Knowledge Enterprise Development's [Office of Research Integrity and Assurance](#) (ORIA). Each independently makes determinations concerning violations and appropriate sanctions.

In addition, some actions might be considered violations of the norms of responsible conduct of research, but not Academic Integrity Policy violations or misconduct in research. Many of these incidents fall into the general category of "collaborator disputes." For example, if a doctoral graduate of ASU continued a line of research begun at ASU in a new lab external to ASU, and the ASU mentor objected, generally speaking the matter would be addressed as a collaborator dispute, rather than as an Academic Integrity Policy violation or misconduct in research. Many conflicts over appropriate authorship credit on publications also fall into this area.

The Design School Academic Progress Requirements

All graduate students in The Design School must maintain a 3.0 or higher grade point average (GPA) in all of the categories listed below:

- Graduate Cumulative GPA - In all work taken for graduate credit -- courses numbered 500 or higher and, in some cases, 400 level course work (each student is limited to 2 courses of 400 level course work to apply to their Plan of Study)
- Current Semester GPA - The GPA for coursework taken during the most recent term.
- Plan of Study (POS) GPA - In the coursework that appears on the student's final approved POS.

If you receive a B- or below in your culminating experience (capstone studio, thesis, or applied project), you **MUST** retake the course.

Graduate College Graduation Requirements

All graduate students must have an approved Plan of Study (iPOS) submitted by the end of the first year.

Students have six years to complete a Master's degree. You must be enrolled every semester in order to maintain active student status.

Students must maintain a minimum 3.0 for all GPA's (iPOS GPA, overall Graduate GPA, and Cumulative GPA).

Students must satisfy all requirements of the graduate degree program.

Students must successfully complete the culminating experience (capstone student, thesis, or applied project).

Graduate students must remain continuously enrolled in their degree program. Failing to do so without a Graduate College approved request to Maintain Continuous Enrollment is considered to be lack of academic progress.

PLAN OF STUDY

The Plan of Study (POS) is the road map for the MS.Arch journey. It lists the courses that you plan to take. The POS is filed with the Graduate College and needs to be approved and kept up to date. The latter action is the responsibility of the student. Changes to the POS must be made online through the My ASU system and need to be approved by the Chair of the student's MS.Arch Committee.

Instructions on how to file a POS can be found on the institute website ([iPOS Guide](#)). Once students have filled out the POS online, it is their responsibility to obtain their faculty advisor's approval of the POS.

Please note: The completed Plan of Study (POS) must be approved and on file by the end of the second semester. Students who do not have an approved POS will not be allowed to register for thesis or applied project in the second year, and may have a registration hold paced on their student account.

MS.ARCH SUPERVISORY COMMITTEE

Chair of Supervisory Committee

The Chair of the Supervisory Committee (often called the graduate committee) is the faculty member selected to advise, supervise, monitor, and coordinate the student's progress in the MS.Arch Program. The student's faculty advisor is or may become the Chair of the Supervisory Committee. However, that need not always be the case.

The responsibilities of the Chair of the Supervisory Committee are to:

- Guide the MS.Arch student's scholarly activities including mentoring the progress with regular consultation;
- Identify any deficiencies to be completed in addressing the student's Plan of Study (POS);
- Coordinate the student's POS (courses which directly relate to the chosen research topic);
- Preside at meetings of the student's thesis/applied project committee;
- Work with the student in the development of the thesis/applied project proposal and POS;
- Evaluate the thesis/applied project work critically and identify pertinent revisions; and
- Chair and facilitate the oral defense of the thesis/applied project.

All MS.Arch students should select a Supervisory Committee Chair as soon as possible during the first semester and obtain written acceptance from the chosen faculty member. Furthermore, the MS.Arch Program requires that all MS.Arch students have a Committee Chair chosen before the beginning of the second semester of the program.

MS.Arch Supervisory Committee

The MS.Arch supervisory committee (sometimes called the student's graduate committee) serves as the student's team of advisors. Each graduate student must identify a supervisory committee in consultation with the Chair of the Committee. This should be done no later than the end of the second semester of study. Each student is responsible for listing their entire committee on the POS no later than the end of their third semester of study. The coordinator is notified once the committee is selected by the student through the submission of the POS using the My ASU system.

The supervisory committee must have a minimum of three members, including the Committee Chair.

Upon approval of the Graduate College, qualified individuals outside the university may also serve as members of the supervisory committee. However, such individuals may not serve as chairs or co-chairs. Former ASU faculty members may continue to serve as co-chairs with students completing their degrees. It is the student's responsibility to make any requested revisions in order for the POS to be accurate and approved.

The POS is to be submitted by the end of the second semester of study. Although only the chair needs to be listed in order to submit the POS, all committee members need to be listed on the POS prior to enrolling in Thesis or Applied Project courses. It is the student's responsibility to ensure the accuracy and completeness of the POS.

The responsibilities of the Supervisory Committee are:

- Periodic review of the academic progress of the student;
- Advisement of the student during the development of the thesis/applied project proposal, either individually or as a committee;
- Assistance in planning and approving the POS and the abstract of the thesis/applied project, in fulfillment of the requirements of the MS.ARCH Program and Graduate College. This must be completed by the end of the student's first year of study;
- Discussion and recommendation of significant changes in the student's POS;
- Attendance at the student's oral defense; and
- Recommendation to award or deny a degree.

Courses and Objectives

Students are encouraged to view the Graduate Catalog online and understand that although courses may provide a description, the description does not guarantee or suggest that the course is offered every semester. Students should be mindful that only 500 level courses normally count towards the MS.Arch degree. A maximum of six credit hours at the 400-level can be used towards the MS.Arch degree.

ELECTIVES

When selecting electives, the first step is to seek recommendations from your committee Chair and other Graduate students in the MS.Arch Program. Then, consult the Graduate Catalog for course offerings in your areas of study. With the assistance of your Chair, you will most likely want to contact the faculty offering the course to receive permission to enroll.

Any course offered at the 500-level or above is acceptable to the Graduate College. However, it must be approved by your Chair and must appear on the official Plan of Study. Exceptionally, up to six (6) credit

hours of undergraduate courses at the 400-level with a grade of “B” or above maybe included in a Plan of Study with the approval of your Chair.

PROGRESSION THROUGH PROGRAM

MS.Arch students are expected to progress through the program by meeting certain expectations or milestones at different points in the three semesters of study. If students would like to extend their time in the program past one academic year. They are welcome to do so. If you have questions, please meet with the Program Graduate Coordinators. The important ones are listed below.

Year1/Fall Semester

- Identify Committee Chair
- Explore research options
- Attend at least one defense
- Proceed to identify all Committee members
- Submit Plan of Study

Year1/Spring Semester

- Complete literature review
- Develop abstract for research
- Develop research proposal
- Begin thesis or applied project

Year1/Summer Semester

- Complete thesis or applied project
- Produce final document
- Defend the thesis or applied project

THESIS/APPLIED PROJECT REQUIREMENTS

MS.Arch students are required to complete either a thesis or applied project as part of their program of study. The thesis must demonstrate the candidate’s ability to contemplate major intellectual problems and hypotheses. The applied project must demonstrate the candidate’s ability to address major design problems and propose meaningful solutions.

The MS.Arch Program and the Graduate College administer the thesis. The MS.Arch Program administers the applied project. It is the responsibility of the Committee Chair to supervise the thesis or applied project (including the preparation of the preliminary and final drafts) in order to ensure the highest level of quality when the student presents the material to the Supervisory Committee for final consideration.

At the conclusion of their course of study in the MS.Arch Program, candidates for the MS.Arch must order a bound copy of the thesis or applied project from the ASU Bookstore. A Graduate Coordinator needs to be named as the departmental contact. This bound copy of the thesis must respect the format guidelines issued by the Graduate College. Applied projects need not conform to the format review of the Graduate College.

Responsibility for researching, writing, and editing the thesis or applied project report rests with the student, under the supervision of the Supervisory Committee. The ability to articulate in writing with clarity and precision is a necessary prerequisite for progress at the graduate level and later professional development. The thesis or applied project is solely the work of the student. However, students may use the services of an editor for a final review of the thesis or applied project document. Students are to provide the name and contact of any editor to the Supervisory Committee prior to use. Students may also find it helpful to consult with the MS.Arch Program Coordinator for suggestions and/or with the Graduate College.

THESIS

A master's thesis is a scholarly endeavor that demonstrates the ability of the author to do supervised research and intellectual writing. Precise expression, logical construction, and meticulous attention to detail are essential. In the MS.Arch Program, a thesis may have an experimental, historical, philosophical, or technical emphasis.

MS.Arch students who have selected the thesis option are expected to take six (6) credit hours of ATE 599: Thesis. These credits may be taken as three (3) credits in the fall semester and three (3) credits in the spring semester, or six (6) credits in the same semester.

It is strongly suggested that the student follow the Thesis Documentation Guidelines outlined below. The Graduate College must review and approve the final copy of the master's thesis for format.

- I. Title Page
- II. Approval Sheet
- III. Abstract
- IV. Acknowledgements
- V. Table of Contents
- VI. List of Tables (if any)
- VII. List of Figures or Illustrations (if any)
- VIII. Chapter One—Introduction Overview Statement of Problem Justification/Significance Objectives/Intentions Definitions/Nom Nomenclature Assumptions Limitations Organization
- IX. Chapter Two—Review of Literature References/Examples Overview Discussion Summary
- X. Chapter Three—Methodology Theoretical Framework and Methodological Approach Design or Research Method Used
- XI. Chapter Four—Findings Body of the Document Program and Project Analysis Design Process/Form giving (Might Include Data/Space Analysis and Results)
- XII. Chapter Five—Conclusions Summary Implications for Future Research
- XIII. References
- XIV. Appendices

Information on how to format your document can be found here: <https://graduate.asu.edu/completing-your-degree/format>

The student must submit a copy of the thesis for review to the Graduate College at least ten (10) working days before the oral defense. Graduate students and their Supervisory Committee are encouraged to select a style manual or journal format representative of the field of study.

The Graduate Program Committee recommends use of one of the following manuals:

- Publication Manual of the American Psychological Association, (5th ed); American Psychological Association; Washington, DC: 2001.
- The Chicago Manual of Style (15th ed); The University of Chicago Press; Chicago: 2003.

A copy of the final thesis should be available for each member of the Supervisory Committee no later than three (3) weeks prior to the oral defense.

It is the student's responsibility to reserve any necessary media equipment (e.g., laptop, projector, etc.) for the defense. Students must also comply with Graduate College defense procedures. Information regarding Graduate College graduation deadlines can be found on their website at <https://graduate.asu.edu/graddeadlines.html> and helpful information can be found at <https://graduate.asu.edu/completing-your-degree/format>

APPLIED PROJECT

The applied project is the development of a project with a focus on aesthetic, technical, or material investigation.

Written documentation must include the following:

1. Identification of a problem
2. Literature review
3. Research Methodology
4. Illustrated review of project process and development
5. Statement of significance of the research project
6. Bibliography

A student choosing the applied project option is required to take three (3) credit hours of ATE 593: Applied Project and an additional three (3) credit elective. The applied project is a scholarly endeavor that demonstrates the ability of the designer to do supervised research and present substantial evidence of the ability to creatively apply research to a project. It must include both a project and a written document. It is suggested that the MS.Arch student follow the Applied Project Documentation Format outlined below.

- I. Title Page
- II. Approval Sheet
- III. Abstract
- IV. Acknowledgements
- V. Table of Contents
- VI. List of Tables (if any)
- VII. List of Figures or Illustrations (if any)
- VIII. Chapter One—Introduction Overview Statement of Problem Justification/Significance Objectives/Intentions Definitions/Nomenclature Assumptions/Limitations Organization
- IX. Chapter Two—Review of Literature References/Examples Overview Discussion Summary
- X. Chapter Three—Methodology Theoretical Framework and Methodological Approach Design or Research Method Used
- XI. Chapter Four—Findings Body of the Document Program and Project Analysis Design Process/Form giving (Might Include Data/Space Analysis and Results)

- XII. Chapter Five—Conclusions Summary Implications for Future Research
- XIII. References
- XIV. Appendices

A copy of the final thesis should be available for each member of the Supervisory Committee no later than three (3) weeks prior to the oral defense.

In addition, you will need to submit a room Reservation request to reserve a room for your applied project defense.

The following is a list of rooms owned by The Design School, which can be reserved for special events by emailing designrooms@asu.edu a minimum of 4 business days prior to the event.

- CDN 75
- Red Square
- CDN 156
- CDN 159
- Design Gallery
- CDS 127
- Tall Hall
- Bridge

When submitting your request, please include the following information:

- Title of Event
- Type of Event (i.e. lecture/review/exhibit)
- Date of Event
- Start and End Time (Please allow for set-up/ break-down needs)
- Number of attendees
- 1st choice room request (i.e. CDN 75, CDS 127, etc.), or the type of space you are hoping to reserve.
- 2nd choice room request in case your 1st choice is not available
- Special needs (i.e. projector, computers, etc.)

It is the student's responsibility to reserve any necessary media equipment (e.g., laptop, projector, etc.) for the defense.

Thesis or Applied Project Documentation Guidelines

A thesis or applied project is a rigorous and scholarly study that demonstrates an introduction to research or creative activity in the student's major field of exploration. The following is a generic guideline for the documentation of a thesis or applied project. It is not meant to be inclusive of all material that would be included with your work; rather it is a model to work from and expand for your own use.

DEFENSE REQUIREMENTS AND FORMAT

The defense of a thesis/applied project is an oral examination and all interaction prior to and during this event should be conducted with that concept in mind.

The Design School



1. A final copy of the thesis or applied project documentation must be given to all members of the Supervisory Committee no fewer than three (3) weeks prior to the defense.
2. For a thesis, the student must provide a completed and final draft to the Graduate College at least Ten (10) working days prior to the defense for format approval and to schedule the defense.
3. The Committee Chair will be responsible for chairing the defense, introductions, and maintaining the Schedule.
4. Oral defense will consist of the following segments and suggested time allotments:
 - MS.Arch student presentation: 30 to 45minutes
 - Questions from the Supervisory Committee: 30 minutes to one hour
 - Questions from guests: 15 to 30 minutes
 - Overall time should not exceed two hours and is not to be less than one hour.
5. Questions from the Supervisory Committee should be entertained immediately after the candidate's presentation. Only when the committee members have exhausted their questions should visitors will be allowed to ask questions or make comments.
6. The candidate is expected to answer all questions without assistance from the members of the Supervisory Committee.
7. The candidate is responsible for coordinating a date and time with the committee members for the defense. This date and time should be finalized no fewer than 15 working days prior to the defense.
8. The candidate is responsible for selecting and scheduling the room for the defense. This must be done through the MS.Arch Program Coordinator.
9. The candidate must make all necessary arrangements for media requirements at least one (1) week prior to the presentation.
10. For the defense of the thesis, the committee will have the necessary DocuSign form to be completed by the committee members. The Graduate College sends the form to the Chair prior to the defense. Once the signatures have been obtained, the form must be signed and received by the Graduate College. A copy is also given to the MS.Arch Program Coordinator and kept in the student's file.
11. For the defense of the applied project, it is the student's responsibility to arrange the time of the defense and ensure all committee members are present. If the committee approves of the applied project, it is the student's responsibility to ensure the grade is issued for ATE 593.

SCHEDULING THE THESIS DEFENSE

As a student, it is your responsibility to go on to your myASU and schedule your defense online if you are completing a thesis.

Please log on to your myASU and click on the defense link to schedule through the iPOS system.

The Design School



A screenshot of a web interface titled "My Programs". It has three tabs: "Programs", "Graduation", and "Find Programs". The "Programs" tab is active. Below the tabs, there is a program card for "MS Built Environment (Energy Performance and Climate Responsive Architecture) (MS)". The card has a "GRAD" label and a "SUMMER 2017" tag. There are dropdown menus for "iPOS", "GPA", and "Defense". A red box highlights the "Defense" dropdown menu, which is currently set to "Defense ^". Below the program card, there is a section titled "Thesis Defense: Not Scheduled" with a checkbox for "Next Steps" and a link for "Deadlines".

In addition, you will need to submit a room reservation request to reserve a room for your thesis defense.

The following is a list of rooms owned by The Design School which can be reserved for special events by emailing designrooms@asu.edu a minimum of 4 business days prior to the event.

- CDN 75
- Red Square
- CDN 156
- CDN 159
- Design Gallery
- CDS 127
- Tall Hall
- Bridge

When submitting your request, please include the following information:

- Title of Event
- Type of Event (i.e. lecture/review/exhibit)
- Date of Event
- Start and End Time (Please allow for set-up/ break-down needs)
- Number of attendees
- 1st choice room request (i.e. CDN 75, CDS 127, etc.), or the type of space you are hoping to reserve.
- 2nd choice room request in case your 1st choice is not available
- Special needs (i.e. projector, computers, etc.)

PROGRAM POLICIES AND PROCEDURES

General Information

Several university groups establish graduate student policies and requirements. The Graduate College sets university-wide policies and minimum requirements. Graduate College policies and requirements are provided in the Arizona State University Graduate Catalog and are revised each year. This document can

be found on the ASU web site at: <http://catalog.asu.edu/Graduate>. Students are responsible for knowing the policies in the catalog of which they were admitted.

The MS.Arch Executive Committee establishes additional requirements for the MS.Arch Program. Students should be aware that although expectations are similar for all concentrations, students cannot anticipate that all requirements will be identical for every MS.Arch student. Supervisory Committees and Committee Chairs may vary in their specific requirements.

Graduate Student/Faculty Authorship and Patent Rights

The Arizona Board of Regents has established a policy regarding intellectual property developed by faculty and students at ASU. Please refer to ABOR Policy 6-908 for more details. This document is available at <https://public.azregents.edu/Policy%20Manual/6-908-Intellectual%20Property%20Policy.pdf>

Transfer Credits

Credits from other programs may be transferred to the student's Plan of Study upon the recommendation of the student's Committee Chair and as long as they were not used to meet any degree requirements. Transfer credits must be from an accredited institution and must be acceptable as graduate-level credits at Arizona State University. Only courses with an "A" or "B" grade may be transferred. The number of transfer credits cannot exceed 20% of the total minimum semester hours required for the MS.Arch degree (9 credit hours total). Transfer credits will not be included in computing ASU grade point averages, but will be used in computing the grade point average on the Plan of Study.

Grades and Grade Point Averages

MS.Arch students must have a 3.0 cumulative and POS grade point average (GPA) in order to graduate and be in good academic standing. Furthermore, MS.Arch students must maintain a grade point average of "B" (3.0) or better in all work taken for graduate credit. Grades that fall below "B" do not meet the requirements of a graduate degree. Students whose GPA falls below 3.0 will be subject to an immediate status review by the MS.Arch Program Coordinator, and may be placed on probation for not meeting the definition of academic satisfactory progress as outlined above.

Upon written recommendation of the student's Supervisory Committee and with the approval of the MS.Arch Program Coordinator and the Director, the Dean of the Graduate College may rescind a student's eligibility to continue in the MS.Arch program. Such action is based on evidence of a student's inability to meet the standards or requirements of the program or on other convincing evidence that continuation in the program would not be in the best interest of the student and /or the MS.Arch Program and Arizona State University. The Grade of incomplete "I" is given to graduate students on those very unusual circumstances when course work cannot be completed on time for reasons beyond the student's control.

The student must be passing the course at the time that a grade of incomplete is awarded. The student is responsible for the request and paperwork for a grade of incomplete. If the course work has not been completed within one academic year from the date of the request of a grade of incomplete, a grade of "E" will be assigned.

Courses designated as research, thesis, or applied project may be awarded a grade of "Z" as an indication of progress until the entire body of work has been completed, when they will be awarded a

grade of “Y.” Although it is the faculty’s responsibility to change the grade, the student might find it helpful to identify the course in which a “Z” grade was given and needs to be changed for the faculty member prior to the final defense.

Satisfactory Academic Progress Policy

The MS.Arch Program may recommend to the Graduate College for dismissal of an admitted student in the MS.Arch Program because of a lack of satisfactory academic progress.

Any of the following infringements may constitute grounds for dismissal of the student from the MS.Arch program:

1. Inability to meet grade point average standards and requirements as outlined in this handbook as well as by Graduate College standards.
2. Inability to complete a POS in a timely fashion.
3. Inability to meet research and writing deadlines established in writing by the student and the Committee Chair.
4. Other conditions as stipulated in the Graduate Catalog and website for Graduate College Procedures
 - Withdrawal policies and procedures
 - Misconduct in scholarly research and creative activities
 - Student code of conduct and student disciplinary procedures

<http://www.asu.edu/aad/manuals/sta/sta104-01.html>

Notification of Unsatisfactory Academic Progress

If a student fails to make satisfactory academic progress towards completing the degree requirements, the School Director will send a notification letter regarding the student’s probationary status and possible dismissal to the student with a copy for the student’s file, chair of the committee, and faculty advisor (if not the chair). The student will be informed in writing of the conditions and time frame to establish removal of probation and avoid dismissal. If unable to meet the conditions for the removal of probation within the given time frame, the Student will be notified of the decision for dismissal from the degree program due to the student’s inability to meet the conditions for the removal of the probation.

The student may appeal the pending dismissal within ten (10) business days of receiving the notification letter. Appeals must be concluded in a timely manner. However, the student will be permitted to remain in the program and to enroll in classes towards his/her degree requirements pending the appeal. A notification letter will be sent to the student within ten (10) business days following the conclusion of the appeal. If the student chooses not to appeal or if the appeal is unsuccessful then the student will be notified that a dismissal recommendation is being sent to the Graduate College and that he/she has the right to respond to the Graduate College within ten (10) business days.

The student may appeal to the Graduate Council Appeals Board after completion of the appeal process in the Herberger Institute for Design and the Arts. The Graduate College student appeals policy can be found at: https://graduate.asu.edu/sites/default/files/Guidelines_for_Academic_Progress.pdf

Graduate Student Academic File

The MS.Arch program maintains an academic file for every MS.Arch student. This file contains the student’s application materials, copies of graduate reports, and copies of correspondence dealing with the student’s academic progress. It is the responsibility of each student to update all required materials including forms for graduation.

SCHOLARSHIPS AND FINANCIAL AID

Financial assistance is available through ASU and the Graduate College. For specific information, please contact the Graduate College at (480) 965-6113. The Herberger Institute also has some limited scholarships; information can be found on the Institute website:

<https://students.asu.edu/scholarships>

<https://design.asu.edu/admissions/tuition-and-paying-college>

The ASU Graduate and Professional Student Association (GPSA) provides funding and award opportunities to all graduate students. For more information about GPSA and their funding opportunities, please visit the GPSA website at <http://gpsa.asu.edu/>.

Teaching Assistant (TA)

One way to gain teaching experience is a Teaching Assistantship, better known as a TA. As defined by the Graduate College, “A graduate teaching assistant is a graduate student appointed part-time by the university whose primary responsibility is in an instructional capacity. Graduate teaching assistants may lecture, lead discussion groups, serve as an assistant to laboratory classes, tutor students, proctor examinations, grade tests and papers, and provide general assistance in the instructional process under the direct supervision of a faculty member.”

Your search for Teaching Assistantships should not, however, be limited to your own program. There are many academic units in the Herberger Institute and in the university that could benefit from your design skills and knowledge.

Please keep the following conditions in mind if you wish to be considered for a teaching assistantship:

1. a score of 26 or higher on the speaking portion of the TOEFL iBT or;
2. a score of 55 or higher on the SPEAK test (given on the Tempe campus by Global Launch) or;
3. successful completion of the ITA Teacher Training Course offered by Global Launch each semester or;
4. a score of 8 on the speaking portion of the IELTS (International English Language Testing System) test
5. You must be enrolled in at least six (6) credit hours of appropriate graduate-level courses.

For more information, please visit: <https://design.asu.edu/resources/students/teaching-assistantships>

Research Assistant (RA)

As defined by the Graduate College, “A graduate research assistant is a student appointed part-time by the university whose primary responsibilities are research related. Graduate research assistants assist faculty members in research and creative activities, perform administrative or editorial duties directly connected to research and creative activities, develop and evaluate instructional materials and/or curricula, or assume responsibilities for a designated research under the direct supervision of a faculty member.” Research Assistantships are paid positions within a funded research project under taken by faculty. Few faculty members in the school are engaged in funded projects, creating RA opportunities. Your search for RA should not be limited to your design program. Other academic units could provide opportunities as Research Assistants.

TA/RA Hiring Policy

To be considered for a teaching assistantship (TA) or research assistantship (RA), a graduate student must complete the online application.

The Graduate Coordinator will notify students when the online application is available. The following conditions apply to teaching assistantships:

- A new application must be submitted to The Design School each year in order to be considered.
- Teaching assistantships are limited to graduate students who are enrolled in at least six (6) credit hours of graduate courses.
- Students who were assigned deficiencies upon admittance into the MS.ARCH program are not eligible to serve in any TA/RA capacity until all deficiencies have been fulfilled.
- Hiring is selective and is based on review of applicant's qualification.
- Hiring is done on a semester-by-semester basis.
- Hiring may be based on previous performance evaluations conducted by the supervisor

PROGRAM FEES

Program fees are assessed to all graduate students in professional programs. In the case of MS.Arch students, the program fees provide:

- Financial Aid set aside – administered by financial aid office to eligible graduate design students
- Clinical Faculty and Staff salaries
- General support of programs that facilitate graduate education and professional development
- Teaching and Research Assistantships
- Travel for national or international studios
- Studio Publications which support graduate studio education

CONTINUING REGISTRATION

The Graduate College policy states that all students must be enrolled for at least one hour of appropriate Graduate-level credit during the semester or summer session in which they defend. Accordingly, MS.Arch students who have completed all course requirements but have not yet to finish the thesis or applied project need to register for continuing registration (ATE 595: Continuing Registration) and need to do so until the thesis or applied project has been successfully defended. Failure to do so may result in the student's removal from the MS.Arch Program and the need to re-apply.

LEAVE OF ABSENCE

Graduate students planning to discontinue registration for a semester or more must submit a Leave of Absence request via their Interactive Plan of Student (iPOS). This request must be submitted and approved before the anticipated semester of non-registration. Students may request a maximum of two semesters of leave during their entire program. Having an approved Leave of Absence by the Graduate College will enable students to reenter their program without re-applying to the university.

Students who do not register for a fall or spring semester without an approved Leave of Absence are considered withdrawn from the university under the assumption that they have decided to discontinue their program. Students removed for this reason may reapply for admission to resume their degree program; the application will be considered along with all other new applications to the degree program.

The Design School



Students with a Graduate College approved Leave of Absence are not required to pay tuition and/or fees, but in turn are not permitted to place any demands on university faculty or use any university resources. These resources include university libraries, laboratories, recreation facilities or faculty and staff time.

STUDENT CONTACT INFORMATION AND EMAIL

MS.Arch students must keep their contact information and email addresses up to date. It is the student's responsibility to keep such information up to date and that it is on file with ASU. As concerns email addresses, it is university policy that all electronic communications be channeled through ASU email accounts. The MS.Arch Program will neither file nor use alternative email addresses, although students may have their ASU email forwarded to an alternative account if they so wish. You are also requested to service your ASU email account regularly in order to not have messages rejected. If your mail box is full, you are still responsible for the content and information in emails sent to the ASU email account

STUDENT INFORMATION POLICY

Individual student information is held with the strictest confidentiality per The Design School, and Arizona State University policy, as well as Federal Educational Rights and Privacy Act (FERPA) policies. If you are a TA, you need to also be aware that as a university employee, you are held to the privacy obligations of the FERPA policies and procedures. You can view the FERPA policy at:

<https://students.asu.edu/policies/ferpa>

STUDENT CHECKSHEETS

Each program has required and recommended courses that are identified on the student check sheets. Students should work with their faculty advisor (first semester) and their Supervisory Committee Chair (once confirmed) to choose appropriate electives. (See Appendix A)

ADDITIONAL RESOURCES

- [Counseling Services](#)
- [Disability Resource Center](#)
- [Graduate College](#)
- [Health Services](#)
- [Wellness Resources](#)
- [Student Wellbeing](#)
- [Housing](#)
- [International Students and Scholars Center](#)
- [IT Help Office](#)
- [Parking and Transit Services](#)
- [Student Accounts](#)
- [Veteran Resources](#)

The Design School



APPENDIX A

Curriculum

Master of Science in Architecture	
First Year (Fall) 9 credit hours	
ATE 521 Building Environmental Science	3
ATE 550 Passive Heating and Cooling	3
ATE 560 Building Energy Analysis	3
Technical Elective	3
First Year (Spring) 12 credit hours	
ATE 582 Environmental Control Systems	3
ATE 598 Building Energy Analysis II	3
ATE 598 Green Building Practices	3
ATE 562 Experimental Evaluation	3
Summer 6 credit hours	
ATE 599 Thesis or	6
or ATE 593 Applied Project (take 3 credits ATE 593 and 3 credits elective)	6
Required credit hours	30