Master of Science (Built Environment)

HANDBOOK OF POLICIES AND PROCEDURES
2017-2018
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FOREWORD:

This handbook provides the essential information to make your journey in the Master of Science (Built Environment) 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.

GENERAL INFORMATION:

The MS program in the built environment 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 MSBE 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 MSBE program is a STEM-designated program (CIP code 04.0201 Architectural and Building Sciences/Technology).

FACILITIES:

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

Prototyping & Modeling 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 three—dimensional design. Facilities are available for building models, precision components, mock-ups, experimental apparatus, and full-scale construction assemblies. The shop is located in Design North 53.

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 Digital Lab is located in Design South 05.
GOVERNANCE AND ADMINISTRATION OF THE MSBE PROGRAM

MSBE Program Coordinator

Harvey Bryan, Professor, Architecture
Office: DS301 Office Phone: (480) 965-6094 Email: Harvey.bryan@asu.edu

Harvey Bryan is a specialist in building technology who has written over one hundred papers and articles, many of which focus on the interface between technology and the design of ecologically responsible environments. He has previously taught at MIT and Harvard and is currently a full professor at Arizona State University, where his research received support from numerous public and private sponsors. Professor Bryan has a B.Arch. from Arizona State University, an M.Arch., M.S. and a Ph.D., all from the University of California at Berkeley, he is a Fulbright Fellow, a Fellow of the American Institute of Architects as well as a Fellow of the American Solar Energy Society.

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

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

Graduate Coordinators

The day-to-day administration of the MSBE program for current students is the responsibility of the Graduate Coordinators, Corie Cisco and Jessica Vasquez.

Contact Information:
- Corie Cisco – Email: corie.cisco@asu.edu, Phone: 480-727-7919
- Jessica Vasquez – Email: jmvasqu2@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 MSBE program.

Business Operations Manager Sr.

The day-to-day business operations of the MSBE Program are supported by Courtney Carroll, Business Operations Manager Sr. Her office is in CDN162; she can be reached at (480) 965-6390 or courtney.carroll@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.

**Research**

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 MSBE 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 MSBE Committee.

Instructions on how to file a POS can be found on the institute website ([Plan of Study Guide](#)). Once students have filled out the POS online, it is their responsibility to obtain their faculty advisor’s approval of the POS. Students may obtain approval in two manners. One way is to print the POS signature sheet and course page, visit with the faculty member for a signature, and then turn it into the Program Coordinator in CDN162 once the faculty advisor has signed the form.

The other way is to provide the faculty member with an electronic copy of the POS including all of the courses listed; the faculty advisor may send the Program Coordinator an email from the ASU email account with his/her approval. Once the POS has been approved by the faculty advisor, the Program Coordinator and Head of the Academic unit review the POS for approval at the Academic unit level. Once it is approved at the academic unit level, it is forwarded onto the Graduation Office and then finally the Graduate College for approvals. The entire process can take between 6 to 8 weeks for approval during non-peak times once it has left the academic unit. Students can always view their POS status by logging into the My ASU website.

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.

**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 MSBE 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 MSBE 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 MSBE 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 MSBE Program requires that all MSBE students have a Committee Chair chosen before the beginning of the second semester of the program.

**MSBE Supervisory Committee**

The MSBE 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 MSBE 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 MSBE degree. A maximum of six credit hours at the 400-level can be used towards the MSBE degree.
Electives

When selecting electives, the first step is to seek recommendations from your committee Chair and other Graduate students in the MSBE 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 the Program

MSBE students are expected to progress through the program by meeting certain expectations or milestones at different points in the four semesters of study. The important ones are listed below.

Year1/Fall Semester
- Identify Committee Chair
- Explore research options
- Attend at least one defense

Year1/Spring Semester
- Identify all Committee members
- Submit Plan of Study
- Begin literature review
- Develop abstract for research
- Develop research proposal

Year2/Fall Semester
- Complete literature review
- Begin thesis or applied project

Year2/Spring Semester
- Complete thesis or applied project
- Produce final document
- Defend the thesis or applied project

Thesis/Applied Project Requirement

MSBE 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 MSBE Program and the Graduate College administer the thesis. The MSBE 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 MSBE Program, candidates for the MSBE 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 MSBE 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 MSBE Program, a thesis may have an experimental, historical, philosophical, or technical emphasis.

MSBE 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/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

Copies of the Format Manual for Master's Thesis are available in the Graduate College or at [https://graduate.asu.edu/sites/default/files/How-to-Use-Online-Format-Tool.pdf](https://graduate.asu.edu/sites/default/files/How-to-Use-Online-Format-Tool.pdf)

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 College allows certain flexibility in the format of the manuscript, but the Graduate College and Library Guidelines must be followed. The student must submit three (3) final copies of the thesis to the ASU Bookstore for binding.
Two bound copies are placed in the University Library and Archives and the third copy remains with the MSBE Program. The student is responsible for all printing and binding fees. The student should also submit an electronic copy of the final document to the Graduate Program Coordinator.

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


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. Students must submit the Schedule Defense Room Reservation Form and the Thesis Announcement Form to the Program Coordinator no later than 15 working days prior to the oral defense in order to reserve a room. These forms need to be completed and returned to the Graduate Coordinator for posting no later than 10 (ten) working days prior to the 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/sites/default/files/How-to-Format-Review.pdf

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 six (6) credit hours of ATE 593: Applied Project. 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 MSBE 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. Students must submit the Schedule Defense Room Reservation Form and the Thesis Announcement Form to the Program Coordinator no later than 15 working days prior to the oral defense in order to reserve a room. These forms need to be completed and returned to the Graduate Coordinator for posting no later than 10(ten) working days prior to the defense. It is the student’s responsibility to reserve any necessary media equipment (e.g., laptop, projector, etc.) for the defense.

The applied project document is to be bound by the ASU Bookstore. The student must order one final bound copy of the applied project document to the MSBE program. The student should also submit an electronic copy of the final document to the MSBE Program Coordinator. The student is responsible for all printing and binding fees.

**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.

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:
   - MSBE student presentation: 30-45 minutes
   - 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 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 MSBE Program Coordinator.

9. The candidate must make all necessary arrangements for media requirements at least one (1) week prior to the presentation.

10. The candidate is responsible for providing an abstract to the MSBE Program Coordinator 15 working days before the defense using either the Thesis Defense Announcement Form or the Applied Project Defense Announcement Form. The MSBE Program Coordinator will post the flier, and disseminate the announcement with abstract to faculty and MSBE students.

11. For the defense of the thesis, the Chair of the student’s committee will have the necessary form to be signed 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 delivered to the Graduate College. A copy is also given to the MSBE Program Coordinator and kept in the student’s file.

12. For the defense of the applied project it is the student’s responsibility to bring the form, Master’s Final Culminating Project, to their defense in order to obtain original signatures of the members of their committee. Once the signatures have been obtained, the form must be delivered to the Graduate College. A copy is also given to the MSBE Program Coordinator and kept in the student’s file.

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 MSBE Executive Committee establishes additional requirements for the MSBE Program. Students should be aware that although expectations are similar for all concentrations, students cannot anticipate that all requirements will be identical for every MSBE 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 there commendation 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 MSBE 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

MSBE students must have a 3.0 cumulative and POS grade point average (GPA) in order to graduate and be in good academic standing. Furthermore, MSBE 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 MSBE 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 MSBE Program Coordinator and the Director, the Dean of the Graduate College may rescind a student's eligibility to continue in the MSBE 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 MSBE 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 MSBE Program may recommend to the Graduate College for dismissal of an admitted student in the MSBE Program because of a lack of satisfactory academic progress.

Any of the following infringements may constitute grounds for dismissal of the student from the MSBE 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

**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 MSBE Program maintains an academic file for every MSBE 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 Assistance**

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

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 of the most obvious ways to gain both financial aid and 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 assist ancient 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.

Two conditions need to be kept in mind if you wish to be considered for a teaching assistantship:

1. You must be certified by the SPEAK test if English is not your first language or you must score a 24 or higher on the speaking section of the IBT TOFEL; and
2. You must be enrolled in at least six (6) credit hours of appropriate graduate-level courses.

**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 MSBE 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 MSBE students, the program fees provide:

- Scholarships. A portion of the program fees must be allocated to scholarships.
- Teaching assistantships to our eligible students.
- Other benefits, especially those that cannot be provided by any other source of funding.

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, MSBE 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 MSBE Program and the need to re-apply.

Student Contact Information and Email

MSBE 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 MSBE 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 Check Sheets**

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.

**Curriculum**

<table>
<thead>
<tr>
<th>Master of Science in the Built Environment</th>
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<tbody>
<tr>
<td><strong>First Year (Fall) 9 credit hours</strong></td>
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<tr>
<td>ATE 521 Building Environmental Science</td>
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<td>ATE 550 Passive Heating and Cooling</td>
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<td>ATE 560 Building Energy Analysis</td>
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<td>ATE 562 Experimental Evaluation</td>
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<td><strong>First Year (Spring) 12 credit hours</strong></td>
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<tr>
<td>ATE 582 Environmental Control Systems</td>
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<td>ATE 598 Building Energy Analysis II</td>
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<td>ATE 598 Green Building Practices</td>
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<tr>
<td>Technical elective</td>
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<tr>
<td><strong>Final Year (Fall) 6 credit hours</strong></td>
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<tr>
<td>ATE 599 Thesis*</td>
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<tr>
<td>Technical elective (for students opting for applied project only)</td>
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<tr>
<td><strong>Final Year (Spring) 3 credit hours</strong></td>
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<tr>
<td>ATE 593 Applied Project</td>
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<tr>
<td>ATE 599 Thesis*</td>
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<td>Required credit hours</td>
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