Graduate Studio-Based Degrees:
Architecture
Industrial Design
Interior Architecture
Landscape Architecture
Urban Design
Visual Communication Design
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FOREWORD:

This handbook provides the essential information to make your journey in the Master of Architecture, Industrial Design, Interior Architecture, Landscape Architecture, Urban Design and Visual Communication Design programs 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:

Location influences the curriculum and its commitment to sustainable practice. These programs are situated in the most rapidly expanding and evolving region in the United States and one that is reflective of the concerns of the nation, such as sustainable problem-solving. Students can take advantage of a diversity of experiences available at a sizeable Research 1 institution located within a large metropolitan area, which provides an extraordinary laboratory for learning and innovation.

3+ Programs:

- Master of Architecture
- Master of Industrial Design
- Master of Interior Architecture
- Master of Landscape Architecture
- Master of Visual Communication Design

Master of Architecture (MArch) –

The MArch degree is a studio-based graduate degree program designed to be a first professional degree for those students who have completed a four-year Bachelor of Science degree with a major in Architectural Studies or a similar pre-professional degree in Architecture from an institution with a National Architectural Accreditation Board (NAAB) accredited degree program, and for those students who have an undergraduate degree in a non-architecture field. Students with an undergraduate degree that is not part of an accredited program in Architecture spend an additional summer and academic year in the program.

Some of the distinctive features of The Design School MArch program are:

- An integrated curriculum emphasizing and integrating a range of issues; theory, technique, practice, and representation.
- The graduate MArch program organizes the studio content sequentially, from a local, national, and international focus; the opportunity for an international studio is a part of the first semester of the final year.
- Students have the option to pursue an independent capstone project in the final semester or to select one of several studio options that engage a faculty-led topic dealing with significant contemporary building problems or issues.
- The program offers the opportunity for concurrent degrees in Landscape Architecture, MBA, Master of Science in Design, Urban Design, and others.
- The program offers the opportunity for interdisciplinary collaborations with students in other programs in The Design School, including Industrial Design, Interior Architecture, Landscape Architecture, and Visual Communication.

The MArch program prepares students for the traditional practice of architecture. The MArch degree allows individuals to identify and pursue a range of career trajectories based on their interests. Our graduates have engaged career paths that range from traditional practice to design-build, from the design phase of projects to administering the business side of architecture firms. In some cases, our students...
have specialized while others have decided on a more broadly-based interdisciplinary career activity. Some have pursued further education and have gone into teaching.

**Master of Industrial Design (MID)**

The MID is a studio-based degree and designed to be either a first professional degree for those students who do not have an undergraduate degree in industrial or product design, or provide more focused studio design opportunities for those students who do have an undergraduate degree in industrial or product design. The MID provides a hands-on practical education in design process and theory with opportunities to work with cross-disciplinary teams of designers on important design problems. The MID prepares students to be industrial, product, and systems designers.

Individuals seeking a more intensive studio experience to enhance their undergraduate studio-based degree or to apply their knowledge and experience in fields other than industrial design to their education in the profession of industrial design are encouraged to apply to this program. Students with an undergraduate degree from a field other than Industrial Design spend an additional summer and academic year in the program.

- The graduate MID program organizes the studio content sequentially, from a local, national, and international focus; the opportunity for an international studio is a part of the first semester of the final year.
- The program offers the opportunity for concurrent degrees in Landscape Architecture, Master of Science in Design, Urban Design and others.
- The program offers the opportunity for interdisciplinary collaborations with students in other programs in The Design School, including, Architecture, Interior Architecture, Landscape Architecture, and Visual Communication.

**Master of Interior Architecture (MIA)**

The MIA is a studio-based graduate degree program designed to be either a first professional degree for those students who do not have an undergraduate degree in interior design or architecture, or provides a more focused studio experience for those students who currently hold an undergraduate degree in interior design or architecture. Students with an undergraduate degree from a field other than Architecture or Interior Design spend an additional summer and academic year in the program.

The interior architecture degree program provides a provocative and stimulating learning environment for the discovery of how people use space. Design exploration is based on sound investigation of theory, criticism, and the latest design research. Individuals attracted to the program should have a desire and passion to investigate and create better living environments. The program educates students on evidence-based design with a focus on creativity, theory, and the cultural impact of design in practice. The curriculum focuses on the design of commercial and healthcare interior environments, with an emphasis on sustainability and innovation. Applicants to this program are anticipated to come from graduates of interior design and architecture bachelor degree programs, practicing interior designers and architects, and practitioners of other design-related disciplines such as psychology, construction, business, and others.

The MIA program provides a hands-on practical educational experience in design process and theory with opportunities to work with cross disciplinary teams of designers on significant design problems. Students are instructed by stellar faculty who actively research and practice in the field of interior architecture. In addition to resident faculty, local practitioners also teach classes as visiting instructors. This experience gives students an understanding of the profession in its current state and provides valuable networking opportunities within the profession. The program is closely connected to industry through faculty research, studio projects, and the inclusion of project jurors from firms such as Herman Miller, Gensler, Richard+Bauer, and numerous others. There are currently no comparable Master of
Interior Architecture programs offered at other Arizona public or private universities and it is only one of a few master’s programs of interior design or interior architecture currently available in North America.

Master of Landscape Architecture (MLA) –

The MLA is a studio-based graduate degree program designed to be either a first professional degree for those students who do not have an undergraduate degree in landscape architecture, or provides a more focused studio experience for those students who currently hold the equivalent to a Bachelor of Science in landscape architecture (BSLA) degree. Students with an undergraduate degree from a field other than Landscape Architecture spend an additional summer and academic year in the program.

The MLA program is intended to give students the academic experience necessary to enter the discipline and profession of landscape architecture. Foundation professional skills prepare the student for practice and advanced graduate coursework develops maturity and leadership necessary to grow into design managers and visionaries.

The MLA curriculum features core professional studio courses that cover landscape architectural design fundamentals, of site analysis, site planning and design, design programming, design communications and representation (graphics). It then moves into advanced issues in community and urban design, and regional landscape systems. The studio courses are complemented by professional courses in natural factors, plant materials, landscape architecture history and theory, landscape architectural construction and technical systems, computer applications and landscape architectural research methods. The curriculum also offers opportunities for elective courses, permitting students to specialize and focus their studies in areas of interest. The curriculum culminates in a thesis project that gives the student an opportunity to develop an independent project in their area of specialization.

Graduates of the MLA Program are prepared to enter the profession in either private firms or public agencies. They are also prepared and qualified for careers in academic practice (university teaching and research).

Master of Urban Design (MUD) –

Situated within The Design School, the MUD program is a transdisciplinary post professional graduate program integrating newly emerging research and applied practices from the disciplines of architecture, landscape architecture, ecology, law, civil engineering, planning, public programs, systems theory and real estate development with the ever changing realities of our larger world. The program leverages our local Arizona conditions --- our rapidly urbanizing metropolis, arid climate, cultural diversity and our New American University --- toward the development of responsible global initiatives and innovative design strategies for urban environments.

The curriculum is built around the analysis and understanding of contemporary urban conditions specific to rapidly urbanizing and arid regions of the world. Students are encouraged to pursue concurrent graduate degrees within The Design School.

Master of Visual Communication Design (MVCD) –

The MVCD is a studio-based degree and designed to be either a first professional degree for those students who do not have an undergraduate degree in visual communication or graphic design, or provide specialized studio design opportunities for those students who do have an undergraduate degree in visual communication or graphic design. Students with an undergraduate degree from a field other than Visual Communication spend an additional summer and academic year in the program.

The MVCD prepares students to be visual communicators, graphic designers, and digital media designers. Graduates of the MVCD program will be prepared to find employment as designers in corporate design offices or design consulting firms nationally and internationally.
• The graduate MVCD program organizes the studio content sequentially, from a local, national, and international focus; the opportunity for an international studio is a part of the first semester of the final year.
• The program offers the opportunity for concurrent degrees in Landscape Architecture, Master of Science in Design, Urban Design, and others.
• The program offers the opportunity for interdisciplinary collaborations with students in other programs in The Design School, including Architecture, Interior Architecture, Landscape Architecture, and Industrial Design.

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 PROGRAMS

Program Heads

Architecture: Philip Horton – Email: horton2@asu.edu, Phone: 480-861-4325
Industrial Design: Dosun Shin – Email: Dosun.Shin@asu.edu, Phone: 480-965-7816
Interior Architecture: Jose Bernardi – Email: Jose.Bernardi@asu.edu, Phone: 480-965-9140
Landscape Architecture: Joseph Ewan – Email: Joseph.Ewan@asu.edu, Phone: 480-965-0615
Urban Design: Darren Petrucci – Email: Darren.Petrucci@asu.edu, Phone: 480-965-6368
Visual Communication Design: Alfred Sanft – Email: asanft@asu.edu, Phone: 480-965-3238

Graduate Coordinators

The day-to-day administration of all the programs 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 all programs.

**Business Operations Manager Sr.**

The day-to-day business operations of all the programs 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 your program’s 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 Graduate Coordinators and Graduate College.

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 notify the Graduate Coordinator in order to receive their approval.
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.

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

Electives

When selecting electives, the first step is to seek recommendations from your Program Head and other Graduate students in your program. Then, consult the Graduate Catalog for course offerings in your areas of study. With the assistance of your Program Head or Graduate Coordinator, 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 Program Head 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 Program Head.

Internship

Students completing a 2-year or 3+ graduate degree program in the following studio based disciplines are required to complete a summer internship: Architecture, Interior Architecture, Industrial Design, Landscape Architecture, and Visual Communication Design. The internship takes place during the summer session between 1st and 2nd year of the 2-year program and within the summer session prior to the final year of the 3+ program.

Internships are recorded for credit on a student’s Plan of Study by register for a two (2) credit internship course in the summer and a one (1) credit Internship course in fall or spring semester depending on your program.

Internship firms and agencies are approved by The Design School in advance and can be completed anywhere in the world.

Each student can access the internship policies on the website for their specific program. They will need to submit the Internship contract before the start of the internship for the summer. After the internship is complete, each student will need to submit a personal evaluation of their experience with the firm and their supervisor will submit an evaluation of their intern. These documents need to be sent to the Graduate Coordinators to receive full credit for their internship. These guidelines are outlined in each program’s policy. (https://design.asu.edu/resources/students/internships)

International Students completing the internship will need to apply for Curriculum Practical Training through the International Student and Scholars Center. The necessary steps to complete this process are located on the website: https://issc.asu.edu/employment/students-fj/f-1-cpt

In addition, Studio Night is an annual networking event hosted by The Design School to help design firms meet with our students. We host the event in our design studios where students present their past
and current work from their desks. We have found that this informal format accompanied by food and conversation provides firms with an opportunity to meet a large group of prospective interns while offering students the chance to network with a wide array of potential employers. This event is held in the spring semester in February and is a great resource for students to obtain an internship.

**Master of Architecture:**
- Minimum of 200 hours
- Must submit internship contract, student evaluation and firm evaluation to receive full credit
- Student will take the 1 remaining credit for the internship during the Spring semester before the Summer internship

**Master of Industrial Design**
- Minimum of 120 hours
- Must submit internship contract, student evaluation and firm evaluation to receive full credit
- Student will take the 1 remaining credit for the internship during the Fall semester after the Summer internship is complete

**Master of Interior Architecture**
- Minimum of 320 hours
- Must submit internship contract, student evaluation and firm evaluation to receive full credit
- Student will take 1 credit during the Fall semester of their first year before the Summer internship begins
- Students will have assignments to complete to assess their progress in the internship. These assignments are administered by the instructing faculty

**Master of Landscape Architecture**
- Minimum of 200 hours
- Must submit internship contract, student evaluation and firm evaluation to receive full credit
- Student will take the 1 remaining credit for the internship during the Spring semester before the Summer internship

**Master of Visual Communication Design**
- Minimum of 200 hours
- Must submit internship contract, intent form, student evaluation and firm evaluation to receive full credit
- Student will take the 1 remaining credit for the internship during the Fall semester after the Summer internship is completed

**Master of Urban Design (not required, but recommended)**
- Minimum of 200 hours
- Must submit internship contract, student evaluation and firm evaluation to receive full credit

**Global Engagement Studio**

During the final fall studio, each student will travel to a domestic or international destination where they will visit with well-known designers and view Design from a new perspective. In order to choose the Global Studio, faculty members during the spring semester before the travel will present on their destination. Each student will be given a ballot to rank each Studio. The Graduate Coordinators will collect the ballots, and the review committee will make the assignments based on preference and GPA. The student assignments are sent by mid-March. All travel information is sent to the students during the
summer. Students must have all travel documents prepared (visa, passport, etc.) during the spring semester in order to avoid delays.

When the fall semester begins, each student will meet with their Studio to which they are assigned. All travel happens during September for 7-10 days. Once all students arrive back, they will continue to work in their Global Studio.

**Culminating Experience**

All MArch, MIA, MID, MLA, MUD and MVCD students are required to complete a culminating experience in fulfillment of their degree requirements.

Degree program faculty have determined the appropriate options for their specific degree program listed below. These are the options allowed for each degree

- MArch – ADE 622 Studio (5 cr.hrs)
- MIA – INT 622 Studio (5 cr.hrs)
- MID – IND 622 Studio (5 cr.hrs)
- MLA – LDE 622 Studio (5 cr.hrs) or LDE 593 Applied Project (5 cr.hrs) or LDE 599 Thesis (6 cr.hrs)
- MUD – MUD 593 Applied Project (5 cr.hrs) or MUD 599 Thesis*(6 cr.hrs)
- MVCD – GRA 622 Studio (5 cr.hrs)

Typically students pursue a 5 credit faculty-led Final Culminating Studio (ADE 622, GRA 622, INT 622, IND 622, LDE 622)

The MLA, and MUD programs offer a 5 credit Applied Project under the ADE 593, LDE 593, MUD 593 prefix. Before a student starts the applied project, the student must receive approval by the program faculty. See section below for additional information.

The MLA and MUD offer a 6 credit Thesis under the prefix LDE 599, MUD 599. These options require a review and approval by the program faculty. See section below for additional information.

Those students pursuing concurrent degrees are required to complete two culminating experience courses. While the university requires a culminating project for each degree granted, The Design School encourages concurrent degree students to develop culminating experiences that can stand alone as well as be complementary given the obvious synergy, which exists between the degree programs.

**Culminating Studio (ADE 622, GRA 622, INT 622, IND 622, LDE 622/593, MUD 622/593)**
The Design School offers final capstone studios which are faculty led. Based on the faculty, studio offerings range from design studios presented by the faculty where students develop individual projects to more collaborative environments where faculty lead a team of interdisciplinary students focused on a specific issue.

**Applied Project (ADE 593, LDE 593, MUD 593)**
Students wishing to pursue an independent applied project are required to identify a faculty chair and submit a proposal in the Fall semester of their final year of study. These proposals are reviewed by the appropriate program faculty for approval.

It is highly recommended you register for one credit of research (ADE, LDE, MUD 592 Research) with your faculty mentor in the Fall semester. For those students wanting to register for one credit of 592 Research, submit a "Request for Class Number Form" (forms and directions are available through The Design School website at [http://design.asu.edu/students/grad/forms/design.php](http://design.asu.edu/students/grad/forms/design.php)).

Please be aware that your mentor/instructor must approve your request. The form must be completed with signatures and submitted to The Design School office, DN162. The University deadline to register or
drop/add without college approval is Wed. August 23rd. Therefore, if the Request for Class Number Form is submitted by 12:00pm (noon) on Tuesday, August 22, 2017 you will be notified of the line number the same day in order to complete the registration via the online registration process to meet the August 23rd deadline. If the Request for Class Number form is submitted between 12:00 (noon), August 22nd and 12:00 (noon) Wednesday, September 6th you will be required to complete the registration via the paper drop/add form, receive required approvals, and submit directly to the Registrar’s office in order to add the course.

Faculty mentors who qualify to serve as an Applied Project Chair must be a Design School Faculty as well as affiliated with your degree program. If you are unsure if a specific faculty member qualifies, please contact your Program Head for clarification. If you wish to utilize someone who does not qualify (and they agree), you may have them serve as a Co-Chair given the Chair is a Design School and program faculty member.

All required materials must be submitted on time to the appropriate Program Head or their designee during the Fall semester. Program Heads: MArch – Phil Horton, MLA – Joseph Ewan, and MUD – Darren Petrucci.

For those students who choose not to or are unable to register for one credit of research, you may still submit a proposal to pursue an applied project. However, you are required to identify a faculty chair who has agreed to work with you by deadline listed.

TU, September 12th: Submit (to the appropriate Program Head) the name of the program faculty member who has agreed to assist you in developing your proposal in the Fall semester and serve as your chair in the Spring semester. Also submit a draft title and short description for your proposed project.

TU, October 10th, Submit (to the appropriate Program Head) a preliminary draft of your proposal. This should be reviewed by your faculty chair in advance of submission.

TU, November 21st, Submit (to the appropriate Program Head) a final proposal. Send a PDF with your name (i.e. JOHN DOE, Independent Applied Project Proposal 2017_18.pdf) as the subject line of the email to your Program Head. This PDF needs to be copied to your proposed chair or co-chairs if appropriate. Keep in mind that each discipline may have requirements specific to its degree program, which will be made available to you by the Program Head.

It is highly recommended that your proposal be reviewed & accepted by the faculty chair/co-chairs prior to submitting the final proposal.

Applied Project Proposals are reviewed by the appropriate program faculty or a program faculty committee as appointed by the Program Head.

Students will be notified of the Program Faculty Decision on or before TU, December 12th.

If the proposal is accepted, one of the Graduate Coordinators will contact you with the appropriate registration information. If a proposal is not accepted, the student will be notified by the Program Head and continue on in a faculty-led final culminating studio.

**Thesis (LDE 599, MUD 599)**

For those students wanting to pursue a 6 credit Thesis, please see the Graduate College Office guidelines and meet with your Program Head early in the Fall semester of the final year. You will need a committee of at least three, including a faculty chair to complete the thesis option and follow the Graduate College Office guidelines and time line for thesis submission and defense.
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.

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 studio-based degrees (12 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

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

Any of the following infringements may constitute grounds for dismissal of the student from the 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](https://graduate.asu.edu/sites/default/files/Guidelines_for_Academic_Progress.pdf)

**Graduate Student Academic File**

The Design School maintains an academic file for every 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 Design School also has some limited scholarships; information can be found on the Institute website: [https://students.asu.edu/scholarships](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/](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.

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 undertaken 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 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 the studio-based degree students, the program fees provide:

- Scholarships.
- Teaching assistantships, travel, publications and general support of the programs
**Student Contact Information and Email**

All 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 Design School 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](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 Graduate Coordinator and Program Head to choose appropriate electives.