Welcome to the Applied Ethics and the Professions MA with a concentration in Science, Technology and Ethics (AEP-STE) degree program! The program is administered by the School for the Future of Innovation in Society (SFIS). This handbook is designed primarily to guide graduate students through the degree program. It includes specific information about requirements and policies associated with the degree program. Should questions arise that are not answered here, consult the program advisors.

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INTRODUCTION

PURPOSE OF THE HANDBOOK
The handbook provides an overview of the policies and procedures for students in the Applied Ethics and the Professions – Science, Technology and Ethics (AEP-STE) degree program. It serves as an initial resource to give guidance and to answer questions, but students are also encouraged to consult with their committee chair, the Degree Program Chair, or the SFIS Graduate Program Advisor. The primary references for graduate students on rules and regulations are the Arizona State University Academic Catalog which can be found at http://catalog.asu.edu/ and Graduate Education Policies and Procedures Manual available online at https://graduate.asu.edu/policies-procedures. Each student should become familiar with both.

STUDENT RESPONSIBILITY
It is the responsibility of each student to understand and observe all procedures and requirements specified by Graduate Education and the School for the Future of Innovation in Society. It is a requirement for all students to read and understand the AEP-STE Graduate Student Handbook, the ASU Academic Catalog and Graduate Education Policies and Procedures. Faculty and staff provide academic advice and assistance; however, the ultimate responsibility for meeting degree and other requirements remains with the student. All ASU students are also required to have an active ASU e-mail account and to check it frequently. Students may forward their ASU email to another preferred account but are still responsible for frequently checking their official ASU email account for correspondence. Information is provided to students via MyASU (http://my.asu.edu) and students should frequently check their MyASU Account for information regarding their status, holds, and list of “to do” items.

PROFESSIONAL ETHICS AND ACADEMIC INTEGRITY
As a graduate student you have joined a larger community that is engaged in the quest for truth, thus committing yourself to an honest, ethical, and cooperative style of learning and inquiry. You will represent the university within this community in many ways and consequently are requested to consider that responsibility in your conduct and general appearance. Course work must reflect individual effort and integrity. Your research and applied project work must be original, accurate, and documented, and must reflect individual effort and integrity. When in doubt about appropriate conduct, students should consult a faculty mentor to seek clarification. Additional information about academic integrity policies of the University is available at http://provost.asu.edu/academicintegrity. SFIS has a zero-tolerance policy for any form of academic misconduct. Penalties for unethical behavior range from being placed on academic probation to dismissal from the program.

The highest standards of academic integrity and compliance with the university's Student Code of Conduct (https://eoss.asu.edu/dos/srr/codeofconduct) are expected of all graduate students in academic coursework and research activities. The failure of any graduate student to uphold these standards may result in serious consequences including suspension or expulsion from the university and/or other sanctions as specified in the academic integrity policies of individual colleges as well as the university.

Breaches of academic integrity include, but are not limited to, the following:

- Engages in any form of academic deceit
- Refers to materials or sources or uses devices (e.g., computer disks, audio recorders, camera phones, text messages, crib sheets, calculators, solution manuals, materials from previous classes, or commercial research services) not authorized by the instructor for use during the Academic Evaluation or assignment
- Possesses, reviews, buys, sells, obtains, or uses, without appropriate authorization, any materials intended to be used for an Academic Evaluation or assignment in advance of its administration
- Acts as a substitute for another person in any Academic Evaluation or assignment
- Uses a substitute in any Academic Evaluation or assignment
- Depends on the aid of others, including other students or tutors, in connection with any Academic Evaluation or assignment to the extent that the work is not representative of the student’s abilities
- Provides inappropriate aid to another person in connection with any Academic Evaluation or assignment, including the unauthorized use of camera phones, text messages, photocopies, notes or other means to copy or photograph materials used or intended for Academic Evaluation
- Engages in Plagiarism
- Uses materials from the Internet or any other source without full and appropriate attribution
- Permits his or her work to be submitted by another person in connection with any Academic Evaluation or assignment, without authorization
- Claims credit for or submits work done by another
• Signs an attendance sheet for another student, allows another student to sign on the student's behalf, or otherwise participates in gaining credit for attendance for oneself or another without actually attending
• Falsifying or misrepresenting hours or activities in relationship to an internship, externship, field experience, clinical activity or similar activity
• Attempts to influence or change any Academic Evaluation, assignment or academic record for reasons having no relevance to academic achievement
• Failing to follow ethical procedures for research involving human subjects, such as violating participants’ confidentiality, or failing to maintain confidential or sensitive research data in a secure location
• Knowingly using data that do not meet appropriate standards for reliability and validity;
• Engaging in a romantic relationship with an undergraduate student whom you supervise or evaluate in a classroom or research setting
• Repeatedly failing to meet commitments and responsibilities, such as chronically missing deadlines, or failing to provide work promised to colleagues
• Behaving in a way that reflects poorly on the degree program, SFIS, CLAS and University while conducting research or participating in community activities as a representative of the School

DISCRIMINATION COMPLAINTS
It is a violation of ASU policy to discriminate against any employee or student on the basis of that individual’s race, color, religion, national origin, citizenship, sex, gender identity, sexual orientation, age, disability, Vietnam-era veteran status, special disabled veteran status, other protected veteran status, newly separated veteran status, or any other unlawful discriminatory grounds. Complaints should be filed within 120 days of the last act of alleged discrimination. The director, Office of Equity and Inclusion, may waive or extend this time frame for good cause such as holidays or times that classes are not in session.

An employee or student (or member of the public in cases of disability complaints) who believes he or she has been unlawfully discriminated against may discuss his or her concerns with the director or an assistant director of the Office of Equity and Inclusion, file a report, and/or file a complaint of unlawful discrimination with the Office of Equity and Inclusion (https://cfo.asu.edu/hr-equityandinclusion).

The Office of Equity and Inclusion review of complaints is a confidential process because it involves personnel matters. The parties to the complaint are guaranteed confidentiality except as noted in the policy and as necessary to conduct a thorough and fair investigation of the complaint. All witnesses in a complaint investigation are guaranteed confidentiality. All documentation and reports received and/or developed as part of the report/complaint process, including investigative reports are considered confidential unless otherwise noted in the policy.

To review the official policy, see “ACD 403: Procedures for Resolving Complaints of Unlawful Discrimination” in the Academic Affairs manual (http://www.asu.edu/aad/manuals/acd/).

CRISIS SERVICES
ASU Counseling Services prioritize immediate access to services to ensure that all students who request or need services can be seen the same day- no appointment is necessary. You can call or walk in and be seen anytime at one of our four campus locations between Monday-Friday, 8 a.m. – 5 p.m.

For more information about our services, call Monday - Friday, 8 a.m. – 5 p.m.:
  • Downtown Phoenix: 602-496-1155
  • Polytechnic: 480-727-1255
  • Tempe: 480-965-6146
  • West: 602-543-8125

If you need assistance outside of business hours, please call EMPACT’s 24-Hour ASU-dedicated Crisis Line: 480-921-1006.

If You Are Concerned About a Student
Faculty, staff, and parents can be very helpful in supporting a student in distress to access counseling services. ASU Counseling Services staff offers consultation assistance to concerned parents, faculty, staff, and other students who have concerns about a student. By speaking with one of our counselors, you can receive information about how to talk with a student experiencing difficulties and how to access various resources. You may call any ASU Counseling Services location and ask to speak to a counselor who will help you decide what options are available. If a crisis occurs on or near campus students, faculty, and staff may be affected. ASU Counseling Services staff will schedule meetings with groups of faculty, staff, and students who have been
affected by a crisis. You may call any ASU Counseling Services location and ask to speak with a counselor who will talk with you about your needs.

**TITLE IX**
Title IX is a federal law that provides that no person be excluded on the basis of sex from participation in, be denied benefits of, or be subjected to discrimination under any education program or activity. Both Title IX and university policy make clear that sexual violence and harassment based on sex is prohibited. An individual who believes they have been subjected to sexual violence or harassed on the basis of sex can seek support, including counseling and academic support, from the university. If you or someone you know has been harassed on the basis of sex or sexually assaulted, additional information and resources are available for you at [https://cfo.asu.edu/titleIX](https://cfo.asu.edu/titleIX).
WHAT IS SFIS?
The influence of science, technology and innovation in how we live our lives has never been greater. Tomorrow it is likely to be greater still. Headlines that would have seemed like science fiction a few short years announce new technical realities: “editing” human genes to erase disease traits or add new ones; programming robotic drones to operate autonomously on the battlefield; and collecting and interpreting data from nearly uncountable human interactions. These new capabilities contain both promise and challenge. But it is not just new technologies that draw our attention. The legacies of fossil fuels and nuclear power are ongoing. Our urban infrastructures of water, energy, transportation, food and health are intertwined in complex ways. Gaps between technological haves and have-nots are profound and stubbornly persistent against the backdrop of technological change.

Universities prepare students for the future. At SFIS we’re going to make the future – or, rather, the set of plausible futures that humanity has – a focus of our activities. We are planning now for the kinds of futures that we will want to inhabit.

Universities are at the forefront of innovation, generating and applying knowledge to improve our lives. At SFIS we’re going to make innovation the object of systematic study and informed critique, so that we might get what we truly want and need out of our scientific and technological endeavors.

Universities serve society by producing knowledge and facilitating opportunity. They educate new generations of informed citizens and skilled, productive workers. At SFIS we see our efforts as part of a larger social fabric – local, regional, national, global – that informs our wants and needs about the futures we will want to inhabit.

Our School is new, but our faculty have an extraordinary record that fully embraces the design aspirations of the New American University. Their interdisciplinary backgrounds enable them to advance use-inspired research in creative ways, for example, by bringing art and science together to help people learn about the societal aspects of emerging technologies. Their commitment to outcomes means seeking positive, knowledge-based transformations of society, like sustainable energy futures here in Arizona or agricultural practices resilient to climate change in Nepal.

Through our courses and curricula, our faculty will – in the words of visionary John Seely Brown – “teach content, mentor skills, and cultivate dispositions.” SFIS programs are designed to allow students to make innovative choices and follow their creative instincts. Success is less about checking the right box and more about taking intellectual risks and designing novel combinations. Our PhD program prepares students to perform research and create new knowledge about complex, socio-technical phenomena. Our master’s programs prepare students to take on professional roles in serving the public good by understanding and translating new knowledge in a variety of settings. In the future, our undergraduate programs will prepare a great variety of students to succeed in creating their own futures.

ORGANIZATION OF SFIS
- **Director**
  David Guston – David.Guston@asu.edu
- **Associate Director for Faculty**
  Clark Miller – Clark.Miller@asu.edu
- **Associate Director for Programs**
  Gary Grossman – Gary.Grossman@asu.edu
- **AEP-STE Degree Program Chair**
  Heather Ross – hmross1@asu.edu
- **Graduate Application Review Committee**
The Graduate Application Review Committee consists of the Degree Program Chair, who also serves as the chair of the application review committee, and four additional members from the SFIS Faculty who review applications to the degree program and make admission decisions. Members on the Graduate Application Review Committee are selected annually and serve for one year. They may serve more than one term.
- **SFIS Graduate Program Advisor**
  Andra Williams – Andra.Williams@asu.edu – (480) 727-9498
ADMISSIONS POLICIES FOR APPLIED ETHICS AND THE PROFESSIONS – SCIENCE, TECHNOLOGY AND ETHICS

The School for the Future of Innovation in Society encourages applications from students of diverse backgrounds. To be eligible for admission, students are required to hold a minimum of a bachelor's degree (or equivalent) or a graduate degree from a regionally accredited College or University of recognized standing. Students are also strongly encouraged to have prior relevant education, training, or experience in science and technology policy. Students must also hold a minimum of a 3.00 cumulative GPA (on a scale where 4.0=A) in the last 60 hours of a student's first bachelor's degree program. Transcripts required for admissions in addition to a personal statement, resume, and two letters of recommendation. Admissions are conducted for Fall terms only.

APPLICATION DEADLINE
Students are only allowed to begin the degree program during the Fall Semester of each year. Applications are reviewed by the degree program application review committee. The application deadline is February 15th for admission to the following fall term.

APPLICATION PROCESS
The Applied Ethics and the Professions - Science, Technology and Ethics application process:

1. Initiate an online ASU Graduate Admissions Application through the Graduate Education web site (https://students.asu.edu/graduate/admissions).
2. Complete the "General Information Section." You will be asked to enter information on universities that you have attended and GPAs.
3. Complete the Degree Section.
   a. Click "Find Your Degree/Certificate Program"
   b. Select "Tempe" as your degree program campus.
   c. Search for and select "Applied Ethics and the Professions – Science, Technology and Ethics" as your degree program.
   d. Identify any faculty, students or staff you have been in contact with about the degree program.
   e. Request two Letters of Recommendation from people who can evaluate your potential for success in this program. These letters must be submitted using the online application system. As you move through the steps in the online application, you will be asked to enter the email addresses for the two people who will be writing your recommendations. The ASU Graduate College online application system will automatically contact them with information on how to log in to the online system and upload the Letter of Recommendation.
   f. Prepare and upload a Personal Statement.
   g. Prepare and upload a current Resume.
4. Submit the online ASU Graduate Admissions Application.
5. Pay the Application Fee.
6. Have official transcripts* sent to ASU. One set of official transcripts from every college and university from which a Bachelors or higher degree was earned should be sent to:
   **If sending by U.S. Mail, use this address:**
   Arizona State University
   Graduate Admission Services
   PO Box 871003
   Tempe, AZ 85287-1003
   **If sending by FedEx, DHL or UPS, use this address:**
   Graduate Admission Services
   Arizona State University
   1151 S. Forest Avenue, #SSV112
   Tempe, AZ 85287-0112
   ASU transcripts do not need to be sent. If additional transcripts are required, Graduate Education will notify you.
   **International Applicants** – more information on requirements for international academic credentials (https://students.asu.edu/graduate/international).
   * Original academic credentials issued by the registrar of the institution attended, bearing the original raised or colored seal of the institution and the signature of your institution's registrar, academic official, or recognized international organization.
7. If appropriate, complete and submit a paper copy of the Financial Guarantee Form (https://students.asu.edu/international/immigration). This form must be completed by anyone who will attend ASU while holding an F-1 or J-1 visa. Send the form to:
If sending by U.S. Mail, use this address:
Arizona State University
Graduate Admission Services
PO Box 871003
Tempe, AZ 85287-1003

If sending by FedEx, DHL or UPS, use this address:
Graduate Admission Services
Arizona State University
1151 S. Forest Avenue, #SSV112
Tempe, AZ 85287-0112

8. If you are from a country whose native language is not English, you must provide proof of English proficiency. Acceptable proof is as follows:
   - TOEFL score of at least 550 (PBT) or 80 (iBT)
   - IELTS overall band score of at least 6.5 with no band below 6.0
   - Pearson Test of English (PTE) score of at least 60

More information on English Proficiency is available on Graduate Education web site (https://students.asu.edu/graduate/proficiency).
STEPS TOWARDS DEGREE

WHAT IS THE APPLIED ETHICS AND THE PROFESSIONS - SCIENCE, TECHNOLOGY AND ETHICS?
The Science, Technology and Ethics concentration of the MA in Applied Ethics and the Professions degree focuses on the ethical issues arising from the multiple challenges involved in balancing economic, technological, environmental, social and cultural development in a world increasingly affected by science and technology. It provides the student with a general background in ethics and ethical systems with an emphasis on ethical issues in science and technology as well as exposing students to new challenges posed by rapidly evolving sociotechnical systems in such areas as:

- energy, environment and development
- genetic engineering and biotechnology
- information and communication technology
- nanotechnology
- risk assessment
- technology and security

DEGREE REQUIREMENTS
The program requires 30 credits of coursework including an oral presentation of a written Applied Project report (AEP 593)

The 30 credits include:
- 6 credits of required core courses:
  - AEP 501 – Practical and Professional Ethics (3 credits)
  - HSD 598 – Science, Technology and Ethics (3 credits)
- 6 credits of an Applied Project:
  - AEP 593 – Science, Technology and Ethics Applied Project (6 credits)
- 18 credits of Electives

NOTE: No more than 6 credit hours of 400-level coursework can be included as electives on the Plan of Study.

If there are specific classes you wish to take for electives that are not on the list, you can request approval through the Degree Program Chair.

ENROLLMENT
- Once admitted to a graduate degree program or graduate certificate program, students must be registered for a minimum of one credit hour during all phases of their graduate education, including the term in which they graduate. This includes periods when students are engaged in research, conducting a doctoral prospectus, working on or defending theses or dissertations, taking comprehensive examinations, taking Graduate Foreign Language Examinations, or in any other way utilizing university resources, facilities or faculty time.
- Registration for every fall semester and spring semester is required. Summer registration is required for students taking examinations, completing culminating experiences, conducting a doctoral prospectus, defending theses or dissertations, or graduating from the degree program.
- To maintain continuous enrollment the credit hour(s) must:
  - Appear on the student’s Plan of Study, OR
  - Be research (592, 792), thesis (599), dissertation (799), or continuing registration (595, 695, 795), OR
  - Be a graduate-level course.
- Courses with grades of “W” and “X” are not considered valid for continuous enrollment purposes.
- Students completing work for a course in which they received an “I” must maintain continuous enrollment during the time in which they are completing the work for that course.
- Students planning to discontinue enrollment for a semester or more must submit a Request to Maintain Continuous Enrollment: Master’s and Certificate (https://graduate.asu.edu/sites/default/files/maintain-continuous-enrollment-masters-certificate.pdf). Student may request for a maximum of two semesters during their entire program. The form, endorsed by the members of the student’s supervisory committee and the Head of the Academic Unit, must be approved by Vice Provost for Graduate Education. This request must be filed and approved before the anticipated semester of non-enrollment.
- If the student fails to enroll for a fall or spring semester without an approved Request to Maintain Continuous Enrollment Form, the student is 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.

• However, there will not be any special considerations for the new application -- the application for re-admission will be evaluated against the pool of current applications for that year and re-admission is NOT guaranteed.

ENROLLMENT STATUS AND REQUIREMENTS

<table>
<thead>
<tr>
<th></th>
<th>Full Time*</th>
<th>Half Time</th>
<th>Less Than Half Time</th>
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</thead>
<tbody>
<tr>
<td><strong>Regular semester</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graduate</td>
<td>9 or more hours</td>
<td>5-8 hours</td>
<td>4 or fewer hours</td>
</tr>
<tr>
<td>Graduate assistant**</td>
<td>6 or more hours</td>
<td>------</td>
<td>------</td>
</tr>
<tr>
<td><strong>Six-week summer session</strong></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Graduate</td>
<td>3 or more hours</td>
<td>2 hours</td>
<td>1 hour</td>
</tr>
<tr>
<td>Graduate assistant**</td>
<td>2 or more hours</td>
<td>1 hour</td>
<td>------</td>
</tr>
<tr>
<td><strong>Eight-week summer session</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graduate</td>
<td>5 or more hours</td>
<td>3-4 hours</td>
<td>2 or fewer hours</td>
</tr>
</tbody>
</table>

* An audited course does not count for full-time enrollment.

** For enrollment verification purposes, “graduate assistant” is a generic term that includes teaching assistants, research assistants, teaching associates and research associates.

For financial aid eligibility, a student must register for at least 5 credit hours during each of the fall, spring and summer terms.

International students are required to maintain full-time enrollment status to maintain their U.S. visa.

SUPERVISORY COMMITTEE

• The Supervisory Committee consists of at least 2 faculty members.

• The Chair of the committee is also known as the Faculty Mentor and oversees the student’s Applied Project. This person must be ASU tenured or tenure-track faculty in the School for the Future of Innovation in Society or approved by the Degree Program Chair.

• The co-chair and/or second/third committee members may be any ASU tenured or tenure-track faculty, ASU research faculty member, ASU Academic Professionals, ASU Adjunct Faculty member, ASU Lecturer, or may be a qualified person from outside ASU (with proper approval from Graduate Education).

• ASU Adjunct Faculty and Lecturers may serve as committee members for master's degree programs without any special approval process, but they may not serve as Chairs.

• If the student wishes to have someone on their committee who is not currently approved by Graduate Education, they will need to submit a Committee Approval Request form (available from the Graduate Education website at http://graduate.asu.edu), a memo explaining the importance of that person to the committee, and a current CV for that person to the Degree Program Chair requesting that the person be approved to serve on the committee.

NOTE: This information MUST be submitted at the same time as the original Plan of Study.

PLAN OF STUDY (POS)

• Each student must submit a Master’s Degree Plan of Study (POS) through the online Interactive Plan of Study (iPOS) system through MyASU for approval. A link to the student POS is provided through MyASU (http://my.asu.edu).

• After consultation with their Supervisory Committee Chair (Faculty Mentor) and the Graduate Program Advisor, the student should create and submit the online POS.

• The POS specifies the requirements that students must complete for their degree and is submitted and revised electronically via the online interactive POS system.

• In order to facilitate degree completion and shorten time to degree, graduate students with regular status must submit their POS by the time they have enrolled for 50 percent of the minimum credit hours required towards their degree program. For this degree program, you must submit your iPOS by the time you have enrolled for 15 credit hours – for full time students, that would be by the end of the first semester.

• The POS should have a minimum of 30 credit hours, with exactly 6 credit hours for the two core courses (AEP 501 and HSD 598), 6 credit hours of AEP 593 Applied Project, and 18 credit hours of electives chosen by the student and approved by the Degree Program Chair.
TYPES OF COURSES USED ON THE POS

- **400 Level Coursework Credits**
  A **maximum** of six credit hours of 400 level coursework may be used on an approved POS. 400 level courses taken prior to admission and/or graded as Pass/Fail cannot be included on a POS.

- **Courses Used for Prior Degrees**
  Students may not include on their Plan of Study any credit hours that have been applied towards a previously awarded degree.

- **Pre-Admission Credits used towards degree**
  Total credit hours completed at ASU and/or from another regionally accredited US institution or international institution officially recognized by that country, before the semester and year of admission to an ASU graduate degree program, are considered pre-admission credits.

  - With the approval of the degree program and the Graduate Education office, students may include a maximum of 12 graduate-level credit hours with grades of "B" or better that were not used towards a previous degree. Of the 12 credits, a maximum of 6 can be from another university. Preadmission credits must have been taken within three years of admission to the ASU degree program to be accepted.

  - Accelerated Bachelor's/Master's programs may use a maximum of 12 pre-admission credits which may include up to a maximum of 12 hours shared between the Bachelor's and Master's program. Students in accelerated programs should contact their undergraduate and graduate program advisors to ensure proper sharing of credit hours.

- **Using Graduate Credits earned by Undergraduate Students towards a Graduate Degree**
  Pre-admission credit hours earned in graduate-level courses (per Graduate Education policy) by ASU undergraduate students may count toward a graduate degree at ASU provided the credit hours have not been used toward a previously awarded degree. Prior to awarding a bachelor’s degree, ASU undergraduate students should contact their undergraduate advisor to set aside graduate courses for use toward a future graduate degree so that these courses do not count toward their undergraduate degree.

  - A maximum of 12 credit hours can be taken as an undergraduate and reserved for graduate credit.

  - ASU students enrolled in an approved Bachelor’s/Master’s degree program (commonly referred to as 4+1), may share ASU credit hours. Students must contact their ASU undergraduate advisor and graduate support staff to ensure proper sharing of credit hours. Students must successfully complete the undergraduate degree and be admitted to the respective graduate program prior to completing 12 credits of graduate coursework.

  - An undergraduate degree and a graduate degree may not be awarded during the same term of enrollment.

  - Students must apply, be admitted and registered as a graduate student to earn a master’s or doctoral degree at ASU.

- **Transfer Credit used towards degree**
  Transfer credits included in pre-admission credits are those accepted from another institution for inclusion on an ASU POS. Transfer credits must be from a regionally accredited US institution or an international institution officially recognized by that country. Official transcripts of any potential transfer credit for a POS must be sent directly to Graduate Enrollment Services at ASU from the Office of the Registrar at the institution where the credit was earned.

  - Transfer hours may not exceed 20 percent of the total credit hours for a master's degree – for the AEP-STE that equates to 6 credit hours. Only graduate level courses with grades of "A" (4.00) or "B" (3.00) taken within three years of admission to the ASU graduate degree program may be transferred. Transfer credits may not be applied toward the minimum degree requirements for an ASU degree if they have been counted toward the minimum requirements for a previously-awarded degree.

  - Certain types of graduate credits cannot be transferred to ASU, including credits awarded (as follows):
    - By post-secondary institutions that lack candidate status or accreditation by a regional accrediting association.
    - For life experience.
    - For courses taken at non-collegiate institutions (e.g., government agencies, corporations, and industrial firms).
    - For courses, workshops, and seminars offered by other postsecondary institutions as part of continuing education programs.
    - For extension courses.

  - Academic credits earned at other institutions that base their credit calculation on a different scale from ASU's are subject to conversion before inclusion on a Plan of Study. In all cases, the
inclusion of transfer courses on a POS is subject to approval by the degree program and the Vice Provost for Graduate Education.

- **Individual Course Grades**
  Courses with grades of "D", "E", or "W" and audited courses (graded as "X") cannot be included on an iPOS.

- **Repeating ASU Courses**
  Graduate students may retake any course at ASU, but all grades remain on the student transcript as well as in all GPA calculations.

- **Incomplete Grades**
  Student must submit the *Incomplete Grade Request Form* ([http://students.asu.edu/forms/incomplete-grade-request](http://students.asu.edu/forms/incomplete-grade-request)) to the instructor of record for the course. The student must maintain continuous enrollment while completing the work for the incomplete.
  According to University grading polices ([https://students.asu.edu/grades](https://students.asu.edu/grades)), a grade of "I" (incomplete) may be given by an instructor when a student is otherwise doing acceptable work but is unable to complete the course because of illness or other conditions beyond their control. Incompletes must be completed within a calendar year; after that the "I" changes to a permanent "I".
  - The student must complete a *Request for Incomplete* Form, available at the link above, and the instructor may set deadlines for the student to complete the work.
  - Students who receive a grade of "I" in graduate courses (500 level or above) have one calendar year to complete the course for a grade. If after one calendar year the student has not completed the courses for a grade, the grade of "I" will become a permanent part of the transcript.
  - Once coursework has been fulfilled, the instructor will assign a final grade for the course. If the student does not complete coursework within the allotted time, the incomplete will become permanent and remain in the student’s transcript. If the course is a required course for the degree program, the student will have to re-take the course.
  - To repeat the course for credit, a student must reregister and pay fees. The grade for the repeated course will appear on the transcript but will not replace the permanent "I."

- **Audit Classes**
  Graduate students may register to audit one or more courses with the approval of the Supervisory Committee Chair (Faculty Mentor) and the consent of the instructor involved. An audited course does not count towards the required credits for the POS, the minimum number of credits required for international students with visa restrictions, students employed as TA/RAs, or students receiving financial assistance.

**POS APPROVAL**

- The POS must be approved by the student's Supervisory Committee Chair (Faculty Mentor), the Head of the Academic Unit, and the Vice Provost for Graduate Education. The POS becomes a contract between the University and the student that guides the student in completing degree requirements.
- After submitting the POS online, the student should notify the SFIS Graduate Program Advisor that the POS is in the online system and ready for review.
- After the student gets administrative approval from the SFIS Graduate Program Advisor, the student should submit the POS to the Supervisory Committee Chair (Faculty Mentor) for approval. This can be done with signatures on a hard copy of the POS or via email containing the POS with a request to have the faculty members email their approval to the SFIS Graduate Program Advisor.
- The SFIS Graduate Program Advisor will get the approval of the Head of Academic Unit.
- The SFIS Graduate Program Advisor will forward the online electronic version of the completed POS to Graduate Education for final approval.

**COMMITTEE CHANGES TO POS**

- Once the original POS has been approved by Graduate Education, the student will need to submit an *online Committee Change request* through the POS web site to officially add or change members of the supervisory committee.
- After submitting the online Committee Change Request, the student should notify the SFIS Graduate Program Advisor that the request is in the online system and ready for review.
- The student should send a copy of the Committee Change request page from the POS web site via email to the Supervisory Committee Chair (Faculty Mentor) requesting that they email their approval to the SFIS Graduate Program Advisor.
- The SFIS Graduate Program Advisor will get the approval of the Head of Academic Unit.
- The SFIS Graduate Program Advisor will forward the online electronic version of the Committee Change request to Graduate Education for final approval.
• NOTE: Committee Approval Request forms and CVs for members not already approved to serve on master’s committees must be submitted and approved prior to submitting the online Committee Change request.

COURSE CHANGES TO POS
• Submit a Course Change request through the online POS system to remove courses from the POS that the student did not take and/or to add courses that the student did take that were not originally listed on the POS.
• After submitting the online Course Change Request, the student should notify the SFIS Graduate Program Advisor that the request is in the online system and ready for review.
• The student should send a copy of the Course Change Request page from the POS web site via email to the Supervisory Committee Chair (Faculty Mentor) requesting that they email their approval to the SFIS Graduate Program Advisor.
• The SFIS Graduate Program Advisor will get the approval of the Head of Academic Unit.
• The SFIS Graduate Program Advisor will forward the online electronic version of the Course Change request to Graduate Education for final approval.

APPLIED PROJECT AEP 593
• Each student is required to do an Applied Project as part of the degree requirements.
• During the academic term prior to the Applied Project, students should consult with their Supervisory Committee Chair (faculty mentor who is overseeing the student’s Applied Project) to discuss possibilities.
• During the academic term prior to the Applied Project, the Applied Project Proposal form (see Appendix A) must be submitted to the SFIS Graduate Program Advisor for approval by the Degree Program Chair.
• At the beginning of the semester in which the student plans to graduate, the student must complete the Permission to Complete the Applied Project form (see Appendix A).
• Two weeks prior to the last date to submit Applied Project grades for the term, the student must submit their final draft of the written materials to all committee members and Degree Program Chair for review and comments.
• The Report of Final Master’s Culminating Experience and Program Assessment form (see Appendix A) should be presented to the Supervisory Committee along with the final Applied Project.
• Signatures of all Supervisory Committee members and the Head of the Academic Unit are required on the Report of Final Master’s Culminating Experience form in order to receive a passing grade.
• The completed Report of Final Master’s Culminating Experience and Program Assessment form (see below) should be submitted to the SFIS Graduate Program Advisor as soon as the committee has evaluated the project – at least three days before grades are due.
• The student must submit a copy of their final written materials to the SFIS Graduate Program Advisor.
• Grading options are Y for passing or E for failing.

What is an Applied Project?
Applied projects for the Applied Ethics and the Professions - Science, Technology and Ethics degree comprise significant independent projects that demonstrate mastery of key knowledge, theories, analytic methods, or skills acquired during the degree program and the ability to apply them in practical contexts. Applied projects must include exactly 6 credits of AEP 593, Applied Project. The student’s committee chair (Faculty Mentor) directs the project. In addition, the student must identify an additional faculty member to serve as a committee member and act as a second reader for the project report. Examples of applied projects may include projects that (a) advance our knowledge of important science and technology (S&T) ethical domains and/or develop new theoretical tools for understanding them; (b) analyze specific S&T problems and assess ethical solutions; (c) develop materials, methods, and/or models for use by S&T practitioners; or (d) other projects, as developed by the student and his/her committee chair.

REPORT OF FINAL MASTER’S CULMINATING EXPERIENCE and PROGRAM ASSESSMENT
The Applied Project requirement is the official university Culminating Experience for students in the Applied Ethics and the Professions - Science, Technology and Ethics. On the day of the oral presentation of the Applied Project, the student must provide the Supervisory Committee with a copy of the written Applied Project research document (with the attached Applied Project Signature Page) and the Report of Final Master’s Culminating Experience and Program Assessment – Applied Project form (see Appendix A).

If you are doing your Applied Project in your final academic term, pay close attention to the deadline from Graduate Education for completing your presentation!
• The student fills in the form as follows:
  o Complete the student information at the top
    ▪ Name of Student
    ▪ 10 Digit ASU Affiliate ID#
    ▪ Master of = Master of Arts
    ▪ Major = Applied Ethics and the Professions – Science, Technology and Ethics
  o Complete the information about the Applied Project
    ▪ Enter the title of your Applied Project
    ▪ Completion Date = the date of the oral presentation
  o Enter names of Committee Members
    ▪ Type in the names of Committee Members under the appropriate committee position
      (Chair – Faculty Mentor, Committee Member – Second Reader) -- as they appear on the approved Plan of Study
    ▪ If the committee does not match the committee on the approved Plan of Study, including the position held by the committee member, the form will not be accepted
  o Enter name of Head of Academic Unit
    ▪ Type in the name of Head of Academic Unit
    ▪ The Head of Academic Unit is the Degree Program Chair if he is not the Supervisory Committee Chair (Faculty Mentor)
• If the Degree Program Chair is the Supervisory Committee Chair (Faculty Mentor), the SFIS Associate Director for Programs will act as Head of Academic Unit.
• If the SFIS Associate Director for Programs is the Supervisory Committee Chair (Faculty Mentor), the Degree Program Chair will act as Head of Academic Unit.
• After the oral presentation of the Applied Project, the committee will determine whether the student passes or fails and completes the program assessment. All committee members must sign the form.
• The faculty supervisory committee chair submits the form to the SFIS Graduate Program Advisor who will submit the final results to Graduate Education for processing.
MOVING TOWARDS GRADUATION

REGISTRATION DURING GRADUATION SEMESTER
Students are required to register for at least one semester hour of credit that appears on the iPOS or one hour of appropriate graduate-level credit during the fall, spring or summer session in which they complete their culminating experience.

REVIEW POS FOR ACCURACY
Each student will need to review his/her POS against their current ASU transcript at the beginning of the last academic term. Any changes necessary to make the POS match the official transcript should be done through the iPOS link in MyASU (http://my.asu.edu).

APPLY FOR GRADUATION
Apply for graduation and pay the graduation fee. From My ASU, select the Graduation tab from My Programs and follow the online instructions. A credit card is required to complete your application. If application for graduation is made after the deadline, the student will be assessed a late fee.

<table>
<thead>
<tr>
<th>If you are graduating in.....</th>
<th>Your deadline is....</th>
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</thead>
<tbody>
<tr>
<td>Fall</td>
<td>October 1</td>
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<tr>
<td>Spring</td>
<td>February 15</td>
</tr>
<tr>
<td>Summer</td>
<td>July 15</td>
</tr>
</tbody>
</table>

- If application deadline falls on a weekend or holiday, the deadline will be extended to the next business day.
- To ensure that your name appears in the ASU commencement book and to avoid paying a late fee, the application must be received by the appropriate deadline.
- Summer graduate names appear in the Fall commencement book.

If you are not able to apply online:
- **Apply in person.**
  - Print and complete the Application for Graduation.
  - Pay all graduation fees at any University Cashier’s Office
  - Complete the Graduation Survey.
  - Submit completed application, payment receipt and completed graduation survey to the University Registrar Services
- **Apply by mail.**
  - Print and complete the Application for Graduation.
  - Mail the completed application and applicable payment to the address listed on the application.

Students that apply for graduation will not be eligible to register for subsequent semesters without being admitted to a new degree program. Students that wish to change their graduation semester after they have applied must contact the graduation office and must re-apply for graduation for their new intended semester of graduation prior to the conferral date of their original graduation semester.

Your Application Status—Check your application status from your MyASU page. Your status will be one of the following:
- **Applied:** Your application for graduation has been received and is being processed. If your application cannot be processed your status will change to either denied or withdrawn and you will be notified by email. Review your Degree Audit Report or your Plan of Study regularly to ensure that all requirements will be met. Unless you are denied or withdrawn, your status will appear as applied until your degree is posted, which occurs approximately 4-6 weeks after the degree conferral date.
- **Denied:** Your application for graduation has been denied because you will not meet one or more degree requirements by the degree conferral date. Review your Degree Audit Report or Plan of Study and contact either your graduate program advisor or degree program chair to review your degree requirements and discuss your options.
- **Withdrawn:** Your application for graduation has been withdrawn because you have not completed all coursework (including incompletes) and degree requirements listed on your Degree Audit or Plan of Study by the degree conferral date. Review your Degree Audit Report or Plan of Study and contact either
your graduate program advisor or degree program chair to review your degree requirements and discuss your options.

COMPLETE ALL DEGREE REQUIREMENTS
Students must complete all degree requirements in a timely manner. Final grades must be posted and all required forms and evaluations must be submitted to meet the deadlines for graduation. Refer to Graduate Education Graduation Deadlines (https://graduate.asu.edu/completing-your-degree).
ACADEMIC STANDARDS

SATISFACTORY PROGRESS
All graduate students are expected to make systematic progress towards completion of their degree. This progress includes meeting the conditions listed below and achieving the benchmarks and requirements set by the individual degree program. If a student fails to meet the requirements and/or benchmarks of their degree program, the student may be withdrawn from their program based on recommendations submitted by the academic unit to Graduate Education.

To be considered as making satisfactory progress toward the degree objective, a student must:
1. Remain continuously enrolled in the degree program.
2. Maintain a cumulative GPA of 3.0 or higher in all classes included in the Program of Study
   (Those students who have not yet filed a program of study must maintain a combined GPA of 3.0 or higher for all courses taken since entering the current degree program and all courses numbered 500 and above completed since the last degree.)
3. Maintain a Graduate GPA of 3.0 or higher in all classes on their transcript numbered 500 or above
4. Maintain an overall cumulative GPA of 3.0 or higher
5. Meet all DEADLINES stated in the section above, Steps Toward Degree:
   • Selection of Supervisory Committee Chair (Faculty Mentor) and Member (Second Reader)
   • Completion and filing of the Plan of Study
   • Completion and submittal of the Applied Project Proposal Form
   • Successful completion of the Applied Project
   • Successful completion of the Applied Project Presentation
   • Submission of the Report of Final Master’s Culminating Experience and Program Assessment Form
6. Meet the stated time limit for graduation from the degree program.

ANNUAL REVIEW OF PROGRESS
All students must submit an annual review of progress towards degree. The SFIS Graduate Program Advisor will send out a form and instructions during the spring semester. The deadline to submit the annual review is the last day of spring semester.

PROBATION
Students can be placed on probation for a variety of reasons including:
• Failure to maintain continuous enrollment
• Failure to maintain Plan of Study, Graduate and Cumulative GPAs of 3.0 or higher
• Failure to meet degree program deadlines described above in Satisfactory Progress and Steps Toward Degree
• Less than satisfactory academic performance as described above in Satisfactory Progress
• Inadequate progress in their Applied Project and Internships as indicated by their Committee Chair or their Internship Site Supervisor

Students should take being placed on probation as a strong warning that their continuing status in the program is in jeopardy unless corrective action is taken. Students are placed on probation by the Degree Program Chair following his/her own evaluation or following a recommendation by the student’s supervisory committee.

If initiated by the supervisory committee, the recommendation for probation including the following information will be specified in a memo to the Degree Program Chair by the major professor in consultation with the supervisory committee.
• The reason(s) for the probation – policy or policies the student is in violation of
• The conditions of the probation – remedy or remedies for getting out of probation
• The time frame for meeting the conditions – specific, clear dates and times
• The consequences of not meeting the conditions – including a statement that the student may be recommended for withdrawal from the degree program if the conditions are not met by the given time frame

Students who are placed on probation due to the Plan of Study and/or Graduate GPA(s) dropping below 3.0 must raise the GPAs to 3.0 or better by the semester following the semester in which the student was placed on academic probation.
The Degree Program Chair can also initiate probation, if the evaluation of the Degree Program Chair differs from the major professor’s or if other circumstances merit this action. Notification of probation and its conditions will then be conveyed to the student in a letter from the Degree Program Chair that will also be copied to the major professor and members of the supervisory committee. The student may appeal this action in writing to the Degree Program Chair within 10 days of the written notification. Appeals should be based on unusual circumstances, hardships, or error in the student’s record. Any supporting documents from the student’s major professor and supervisory committee should be included.

The student will be removed from probation if he/she satisfies the conditions of the probation by the deadlines. The student will then be considered in good standing. Failure to satisfy a condition by the deadline will result in the actions specified in the original probationary letter. These actions can include cessation of any financial support or dismissal from the program. If the latter actions are pursued, the student will be notified in writing by the Degree Program Chair and will have 10 days to appeal the decision in writing. The student will be notified in writing of the final decision. Upon recommendation from the Degree Program Chair, the Vice Provost for Graduate Education can withdraw a student who is not progressing satisfactorily.

Graduate students who have been withdrawn from a graduate program at ASU due to lack of satisfactory academic progress are eligible to apply for admission to the same program only after one year from the term of the withdrawal.
MAXIMUM TIME LIMIT FOR DEGREE PROGRAMS

According to the Graduate Catalog the maximum time to complete a Master’s degree is defined as follows:

- All work toward a master’s degree must be completed within six consecutive years. The six years begins with the semester and year of admission to the program. Graduate courses taken prior to admission that are included on the Plan of Study must have been completed within three years of the semester and year of admission to the program.
- Continuous enrollment would be required for the duration of the degree seeking period.

IMPORTANT REMINDERS

QUESTIONS
If students ever have questions or doubts about anything................. please ask. Students should consult with the Faculty Committee Chair, the Degree Program Chair, or the Graduate Program Advisor.

And remember that Graduate Education web site offers all kinds of resources for graduate students. Bookmark their website!

POLICIES and DEADLINES

We have listed the policies and deadlines for your milestones in this handbook. But remember that things can change and the final word comes from Graduate Education. We suggest you also bookmark these and check frequently for any updates:

- The Graduate Catalog -- http://catalog.asu.edu/
- Graduate Education Policies and Procedures -- https://graduate.asu.edu/policies-procedures
- The Current Students page on Graduate Education web site -- https://graduate.asu.edu/
- Graduation Deadlines and Procedures -- https://graduate.asu.edu/completing-your-degree

Students can also visit with a staff member in the Graduate Enrollment Services Office (Student Services 112), or call (480) 965-6113.
APPENDIX A: FORMS

1. Applied Project Contract – AEP 593
2. Permission to Complete AEP Applied Project
This proposal must be completed (fill in all form fields), printed, and signed by the student and the Committee Chair (Faculty Mentor) listed on the Plan of Study. Submit to the Graduate Program Coordinator in the School for the Future of Innovation in Society, Interdisciplinary B Room 256, no later than the end of the first week of the start of the academic term during which the student registers for AEP 593 Applied Project.

STUDENT INFORMATION

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<thead>
<tr>
<th>LAST NAME</th>
<th>FIRST NAME</th>
<th>M.I.</th>
<th>DATE (00/00/0000)</th>
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<td>ASU AFFILIATE ID (10-DIGIT)</td>
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DATE PLAN OF STUDY WAS APPROVED
(Approved Plan of Study must be on file with the Graduate College before the student begins AEP 593)

<table>
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<tr>
<th>GRADUATE COURSEWORK GPA</th>
<th>PLAN OF STUDY GPA</th>
<th>COURSE CREDIT HOURS COMPLETED TOWARDS DEGREE</th>
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</table>

Attach a description. Work with your committee chair (faculty mentor) to produce 3-5 pages to describe your applied project.

The goal of the description is to provide a written explanation of why a project is worth doing, what your goals are, what you will do to achieve the goals, and what elements of the project will be submitted at the end of the project for grading. The precise sections in the description will depend on whether your project explores a research question or has a more applied focus and what you and your committee chair agree upon. (See the next page for details on what can be included in your description.)

Student Signature ___________________________ Date __________________

NOTE: The Faculty Mentor who is overseeing your Applied Project should be listed as the Chair on your approved Plan of Study.

Committee Chair Name: ___________________________ □ Approved □ Disapproved

Committee Chair Signature ___________________________ Date __________________

Degree Program Chair Name: ___________________________ □ Approved □ Disapproved

Degree Program Chair Signature ___________________________ Date __________________

Return completed form to the Graduate Program Advisor in the School for the Future of Innovation in Society. 7/2015
**Applied Project Description**

Your applied project description is a 3- to 5-page explanation of your project that, in combination with the Applied Project Contract cover sheet, is your Applied Project Contract. The goal of the description is to provide a written explanation of why a project is worth doing, what your goals are, what you will do to achieve the goals, and what elements of the project will be submitted at the end of the project for grading. The precise sections in the description will depend on whether your project explores a research question or has a more applied focus and what you and your committee chair agree upon.

**Practice Projects**

Descriptions of practice projects should in each of the five following sections. *Please use these headers in your document to label each section.*

1. **Background/Motivation**: Write a 1-2 page description of why your project is interesting/worth doing/important. While your own views will drive this section, you also need to provide enough information grounded in sources to convince your reader that the project you will describe later is connected real world phenomena. This section will likely need some references.

2. **Goal**: Write the 1-3 sentence paragraph describing what you will achieve with your project. A good goal is important for formulating a strong project because it moves you from a general topic to a focus for your activities.

3. **Activities**: Write a 1-2 page description what you will do to achieve the project goal. Depending on the goal a wide variety of activities may be appropriate. We have had students do all of the following: shadow doctors, write ethics codes, write and analyze cases, develop educational presentations, organize conferences, write background white papers, keep journals, intern in a variety of organizations, etc. Figuring out what activities you’ll do is the heart of your applied project. Be creative and come up with a set of activities that allow you to engage topics you’re passionate about and develop skills you wish to use in your future career.

4. **Project Deliverables**: This is the short list of what will be submitted and evaluated as the outcome(s) of the applied project. The Applied Project Examples handout lists things that can be included as deliverables. The list should also indicate how many credit hours/portion of the project is tied to each item. Applied Project Examples handout gives guidelines for how various activities translate to credit hours.

5. **Bibliography**: Attach a list of the scholarly materials you’ll use in your project activities. This will likely include articles and/or books from some of the courses you’ve taken and other research projects you’ve done on the project topic.

**Research Projects**

Descriptions of research projects should in each of the five following sections. *Please use these headers in your document to label each section.*

1. **Background/Motivation**: Write a 1-2 page description of why your project is interesting/worth doing/important. While your own views will drive this section, you also need to provide enough information grounded in sources to convince your reader that the research you will describe later is connected to a scholarly literature or real world phenomena. This section will likely need some references.

2. **Question**: Write the 1-3 sentence research question that you will answer with your project. A good driving question is important for formulating a strong project because it moves you from a general topic to a goal and focus for your research.

3. **Methods**: Write a 1-2 page description of how you will conduct the research that will answer your question. What information will you gather? How will you gather it? Are you going to interview people? Conduct a survey? Observe? Read and analyze particular literatures? Note, simply saying your method is “literature review” is not a sufficient description of methods. If you’re using paper or electronic literature you need to describe what kind(s) of materials you will read and what you will do to analyze those materials to produce the information that will answer your question.

4. **Project Deliverables**: This is the list of what will be submitted and evaluated as the outcome(s) of the applied project. The Applied Project Examples handout lists things that can be included as deliverables. The list should also indicate how many credit hours/portion of the project is tied to each item. Applied Project Examples handout gives guidelines for how various activities translate to credit hours.

5. **Bibliography**: Attach a list of the scholarly materials you’ll use in developing an analysis of your data. This will likely include articles and/or books from some of the courses you’ve taken and other research projects you’ve done on the project topic.
STUDENT: At the beginning of the semester in which the student plans to graduate, this form must be completed (fill in all form fields) and given to the Faculty Chair listed on the Plan of Study.

FACULTY CHAIR: Submit completed and approved form to the Graduate Program Advisor in the School for the Future of Innovation in Society, andra.williams@asu.edu.

STUDENT INFORMATION

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DATE PLAN OF STUDY WAS APPROVED
(Approved Plan of Study must be on file with the Graduate College before the student begins AEP 593)

GRADUATE COURSEWORK GPA | PLAN OF STUDY GPA | COURSE CREDIT HOURS COMPLETED TOWARDS DEGREE

POS VERIFIED AGAINST TRANSCRIPT FOR ACCURACY: [ ]

CORE COURSES (6 credits)

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ELECTIVES (18 credits)

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CULMINATING EXPERIENCE COURSE (6 credits)

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<tr>
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<td>Applied Project</td>
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DAY AND TIME FOR FINAL DEFENSE:

NOTE: The Faculty Chair who is overseeing your applied project should be listed as the Chair on your approved Plan of Study.

Committee Chair Name: [Signature] Approved [ ] Disapproved [ ]

Committee Chair Signature__________________________ Date __________________

Head of Academic Unit Name: [Signature] Approved [ ] Disapproved [ ]

Head of Academic Unit Signature__________________________ Date __________________

Return completed form to the Graduate Program Advisor in the School for the Future of Innovation in Society. 3/2016
STUDENT: This form is a SFIS internal form. Your committee chair is responsible for completing it and conveying it to Graduate Program Advisor in the School for the Future of Innovation in Society, andra.williams@asu.edu.

COMMITTEE CHAIR: Submit completed and approved form to the Graduate Program Advisor in the School for the Future of Innovation in Society, andra.williams@asu.edu.

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<td>CHAIR (Faculty Mentor)</td>
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<tr>
<td>Identification of applied ethics problem</td>
</tr>
<tr>
<td>Description of applied ethics problem</td>
</tr>
<tr>
<td>Research of the applied ethics problem</td>
</tr>
<tr>
<td>Analysis of the applied ethics problem</td>
</tr>
</tbody>
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SFIS Internal Evaluation Form

March 2016