Welcome to the Master of Science in Global Technology and Development degree program! The program is administered by the School for the Future of Innovation in Society. 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 GTD degree program. It serves as an initial resource to give guidance and to answer questions, but students are also encouraged to consult with the program directors and faculty, 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 GTD 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. 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 https://provost.asu.edu/academic-integrity. 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.

Newly admitted students will receive a "priority task" under TO Dos on their MyASU directing them to complete a blackboard module on academic integrity. There is a link in the notice that will bring them directly into the module, so that they can self-enroll. The module consists of a PowerPoint that outlines academic integrity at length. Then, the student will be required to take a very short quiz on what they have learned. Students are required to pass with an 80% or higher. Once successfully passed, the priority task will be removed in the overnight process automatically.

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, and the 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.
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 ago 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
- GTD Degree Program Chair
  Mary Jane Parmentier – MJ.Parmentier@asu.edu – (480) 727-1156
- Graduate Program Advisor
  Andra Williams – Andra.Williams@asu.edu – (480) 727-9498
OVERVIEW OF THE PROGRAM

The Master of Science in Global Technology and Development offers a globally and technologically focused program by exposing students to a comprehensive understanding of systems of technology, the interface between technology and society, and their roles in global development, innovation and change. On a theoretical level, the program seeks to bridge the perspectives of international development and science, technology and society, incorporating theoretical and conceptual frameworks from both fields of study into the core curriculum. The study of technology and applied sciences has traditionally taken place separately from the social science disciplines, offering little insight into how the advance of technology affects social, political and economic development, and vice versa. At the same time, academic programs that do explore these issues are sometimes created in isolation from science and technology. Yet, in the 21st century, it is imperative that we seek to understand the interrelationships between technological and human development, as well as how these impact the environment. In addition to specialized technologists, a growing need is foreseen for professionals with a grasp of the large-scope technological change, who in effect may become technology interpreters for policymakers. Policymakers and practitioners of development are facing the incorporation of technology as a centerpiece of development strategies, and yet outcomes are not always certain. The way in which technologies are transferred, adapted, and affect societies vary according to cultural, political and socioeconomic contexts.

The course of study is designed to empower graduates of the program with the capacity to understand and analyze the impact that technological development has had on the world, and to use that knowledge to assess its impact and influence appropriate policies and programs for the future. Students completing the Master of Science in Global Technology and Development will possess research skills enabling them to pursue their own research agenda, as well as to critically assess the work of others in their professional environments. Graduates bring to their organizations a comprehensive knowledge of systems of technology and their incorporation and constitution from and within society, and how these systems might transform our world. Through integrating the study of human development with the study of technology, students are prepared for careers in technology-related public policy, government service, international development and international management, as well as the private sector.

Program Objectives

The goals are to provide students with the following:

- Identification and evaluation of theories of economic, social and political development, and how they help us understand the impact of technology.
- A broad understanding of sociotechnical systems and scope of human activity globalized and revolutionized by technology, particularly in the current era of globalization.
- Critical analyses of current global events and situations including an understanding of their historical contexts, in order to make appropriate policy decisions regarding technology and development.
- Understanding of the implications of technological innovation and development in environments other than their own society and culture.
- Appreciation of factors that differ in various cultural, political and social contexts.
- Identification of problems, formulation of research agendas, and implementation of research.
ADMISSIONS POLICIES FOR GLOBAL TECHNOLOGY AND DEVELOPMENT

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. A bachelor’s degree in any field is potentially sufficient, though a combination of course work and/or work experience in technology/science and the social sciences is preferred. Students are strongly encouraged to have had prior relevant international or intercultural education, work, or experience. 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. A personal statement of purpose of 1-2 pages is required for admission and two letters of recommendation, either academic or professional. While the GRE is not required, the statement of purpose is a significant factor in the application process, and it should address the background and capabilities of the applicant, as well as their interest in the program.

APPLICATION DEADLINES
For the ASU GTD program, admissions are conducted three times per year, and students may begin the GTD program in Fall, Spring or Summer Semesters (though course offering are more limited in summer), beginning with Session A and/or C. Applications may be reviewed by the degree program application review committee up to one week before start of classes in each semester, however to ensure enrollment in classes applicants are advised to apply at least one month before the start of classes in the session in which they begin.

APPLICATION PROCESS
The Global Technology and Development (online) application process:

1. Initiate an online ASU Graduate Admissions Application through the Graduate Education web site (https://students.asu.edu/graduate).
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 Global Technology and Development 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 three people who will be writing your recommendations. The ASU Graduate Education 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 the Personal Statement of Purpose.
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).
REQUIRED COURSEWORK

GTD Core Courses (12 credits)

GTD 501 Global Technology and Development (3 credits)
Students will be introduced to the main theories of economic, political and social development, as well as consider development indicators and government and non-governmental organization’s policies and programs. With this background, the course will then explore the particular impact of technology on development, both positive and negative, with an emphasis on recent innovations and advancement.

GTD 503 Technology and the International Political System (3 credits)
This course will provide a history of how our current world political system developed, highlighting technological factors in this development, followed by a study of the impact of recent technologies on the system at the end of the 20th century, and considering such concepts as globalization, national versus international identity, the erosion of sovereignty, and these impact international development.

GTD 505 Research Design in Technology and Development (3 credits)
This is a research design training course, where students learn the purposes of research and theory, the steps of the research process, including developing a problem statement, conducting a literature review and choosing appropriate data collection and analysis methods. A brief research proposal will be an outcome of the course.

GTD 506 Quantitative and Qualitative Analysis in Technology and Development (3 credits)
A survey of the wide range of methodological approaches to research in development studies, with an emphasis on methods choices for particular research problems, and understanding and analyzing qualitative and quantitative data.

GTD Regional and Area Courses (6 credits)
This series of 3 credit courses varies by region and topics studied, but they all aim to apply the concepts, theories and policies studied in the core seminars, 501 and 503, to a region of the world, or a particular facet of development. One of the courses taken in this group must be a course on a region of the world. There are often, in addition to the courses listed below, new special topics courses offered each year, as well as course offerings in other academic units that may fulfill this requirement upon approval by the GTD faculty.

GTD 504 Technology and Development in Zones of Conflict
GTD 507 Technology and Development in the Middle East
GTD 508 Technology and Development in Latin America
GTD 509 Technology and Development in North Africa
GTD 510 Technology and Development in Sub Saharan Africa
GTD 511 Development Policies and Practices
GTD 598 Technology and Development in Global Education
GTD 598 Technology and Development in Global Nuclear Energy

Technology and Development – Restricted Electives (6 credits)
There is a wide range of course options to fulfill these restricted electives, offered by departments across the University. Each semester a list will be provided of approved courses in this category.

Additional Elective (3 credits)
Students should select one additional class for 3 credits from either the GTD Regional/Area Studies or the Technology and Development Restricted Electives courses. Students may also do a 3 credit internship for the additional elective.

Culminating Experience Requirement: Applied Project (3 credits)
There is some flexibility and scope in the nature of each student’s Applied Project. It can be a research paper where students must introduce a research problem, conduct a relevant literature review, describe the methodology, and then conduct research, or, create a project as a solution to that problem. They would then evaluate the research results, or the project — all in a written document. The research sequence of GTD 505 and GTD 506 is designed to prepare students for this culminating experience. There is room, however, for a variety of other options, including a research proposal for funding, a publishable paper, or a multimedia project such as film documentary or other audio visual exploration and demonstration of concepts, research, and development practices.
Summary of M.S. Global Technology & Development Requirements

<table>
<thead>
<tr>
<th></th>
<th>Semester Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>GTD core seminars</td>
<td>12</td>
</tr>
<tr>
<td>Regional/Area Studies Courses</td>
<td>6</td>
</tr>
<tr>
<td>Technology &amp; Development restricted electives</td>
<td>6</td>
</tr>
<tr>
<td>Additional course from Regional/Area Studies or Technology and Development</td>
<td>3</td>
</tr>
<tr>
<td>Applied Project</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td><strong>30</strong></td>
</tr>
</tbody>
</table>

Applied Project (3 credits)

An applied project is a project that must be completed and documented before graduation. There is some flexibility and scope in the nature of each student’s Applied Project. It can be a research paper where students must introduce a research problem, conduct a relevant literature review, describe the methodology, and then conduct research, or create a project as a solution to that problem. They would then evaluate the research results, or the project — all in a written document. The research sequence of GTD 505 and GTD 506 is designed to prepare students for this culminating experience. There is room, however, for a variety of other options, including a research proposal for funding, a publishable paper, or a multimedia project such as a film documentary or other audio visual exploration and demonstration of concepts, research, and development practices.

Applied Projects must be relevant to the subject areas of Global Technology and Development, and therefore must address in some way the global context, the factor of technology, and social, economic, cultural or political development.

Procedure for Applied Projects

- Select Supervisory Committee Chair who must be from the SFIS faculty list.
- Submit the Prospectus – In order to register for GTD 593 credit students must provide a two page prospectus of their idea and the name of a faculty member who agrees to work with them as Faculty Chair. Complete the Applied Project Approval Form – GTD 593 (see Appendix A). Submit the form and the two page prospectus to the Faculty Chair for approval. Once the Faculty Chair approves the prospectus, he/she will indicate on the form the term and year that the student needs to register for GTD 593. The completed form and prospectus are submitted to the SFIS Graduate Program Advisor so a registration permission can be entered into the system to allow the student to register for the appropriate course in the appropriate term.
- Complete the research, project and/or final document.
- See the information on page 17 covering the final steps to complete the Applied Project.

ENROLLMENT

- Once admitted to a graduate degree program, students must be registered for a minimum of one credit hour during all phases of their graduate education, except for summer, unless that is the term in which they graduate. (This includes periods when students are engaged in research, 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 completing culminating experiences or graduating from the degree program.
- To maintain continuous enrollment the credit hour(s) must:
  - At least one semester hour of credit that appears on the Plan of Study; OR
  - At least one semester hour of appropriate graduate-level credit, for example: Applied Project (593), or Continuing Registration (595); OR
  - At least one hour of 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>
</tr>
</thead>
<tbody>
<tr>
<td>Regular semester</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graduate</td>
<td></td>
<td>9 or more hours</td>
<td>5-8 hours</td>
</tr>
<tr>
<td>Six-week summer session</td>
<td></td>
<td>3 or more hours</td>
<td>2 hours</td>
</tr>
<tr>
<td>Eight-week summer session</td>
<td></td>
<td>5 or more hours</td>
<td>3-4 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.

### SUPERVISORY COMMITTEE on Plan of Study

- The Supervisory Committee consists of one faculty member. (NOTE: GTD students will additionally be assigned a second reader for their applied project, but that person is not included on the Plan of Study.)
- The Chair of the committee is the Faculty Mentor who is overseeing the student’s Applied Project and must be an ASU faculty member from School for the Future of Innovation in Society (see the SFIS website).

### PLAN OF STUDY (POS)

- Each student must submit a Masters Degree Plan of Study (POS) for approval. A link to the student POS is provided through MyASU (http://my.asu.edu).
- After consultation with their Supervisory Committee Chair and the Graduate 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 POS by the time you have enrolled for 15 credit hours.
- The POS should have a minimum of 30 credit hours, with exactly 12 credit hours for the four core courses (GTD 501, GTD 503, GTD 505 and GTD 506), 6 credit hours of Regional/Area Studies courses, 6 credit hours of Technology and Development restricted elective courses, 3 credit hours of an additional elective course, and 3 credit hours of GTD 593.

### 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**
  Credit hours completed at ASU and/or 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. Pre-admission 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 advisor 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 GTD 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** 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), 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. Thus it is up to the instructor, but must be approved by the GTD Program Chair, and it is assumed that acceptable work means, approximately, at least 75% of the course completed. Incompletes must be completed with a calendar year; after that the “I” changes to an “E”. 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.

- **Audit Classes**
  Graduate students may register to audit one or more courses with the approval of the supervisory committee chair 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, 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 initial approval from the SFIS Graduate Program Advisor, the Graduate Program Advisor will email the POS to the Supervisory Committee Chair for approval. This will be done via email containing a copy of the POS and transcripts 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.
- 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 Graduate Program Advisor will send a copy of the Committee Change request page from the POS web site via email to the Supervisory Committee Chair and/or Co-Chairs 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 Graduate Program Advisor will send a copy of the Course Change Request page from the POS web site via email to the Supervisory Committee Chair 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.
COMPLETING THE GTD CULMINATING EXPERIENCE

REPORT OF FINAL CULMINATING EXPERIENCE – APPLIED PROJECT – GTD 593
For the Applied Project as the final culminating experience, the student must provide the Supervisory Committee with a copy of the written research document and the Report of Final Culminating Experience – GTD 593 – Applied Project form (see Appendix A).

It is your responsibility to pay close attention to the deadlines from Graduate Education for completing your requirements!

- The student fills in the form as follows:
  - Complete the student information at the top
    - Name of Student
    - 10 Digit ASU Affiliate ID#
    - Master of = Master of Science
    - Major = Global Technology and Development
  - Complete the information about the Applied Project
    - Enter the title of your Applied Project
    - Submission Date = the date of the final paper is submitted
  - Enter names of Applied Project Committee Members
    - Type in the names of Committee Members under the appropriate committee position (chair = faculty mentor overseeing the applied project as he/she appears on the approved Plan of Study, member = second reader of final paper)
    - If the committee Chair listed on the form does not match the Supervisory Chair on the approved Plan of Study, the form will not be accepted
  - 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/she is not the committee chair

- If the Degree Program Chair is the committee chair, the SFIS Associate Director for Programs will act as Head of Academic Unit
- If the SFIS Associate Director for Programs is the committee chair, the Degree Program Chair will act as Head of Academic Unit.
- The committee will assign rankings on the divisions within the grading rubric and assign a final grade. All committee members must sign the form.
- The form then goes to Head of Academic Unit for final evaluation and signature.
- Submit the completed form and the final Applied Project Document to the Graduate Program Advisor who will submit the final results.
- Grading options are Y for passing or E for failure.
MOVING TOWARDS GRADUATION

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

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>
</tr>
<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 academic advisor or department 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 academic advisor or department 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
Student progress through the M.S. in Global Technology and Development program is assessed annually or semi-annually at the end of the fall or spring semester. The standard for satisfactory progress is completion of all course requirements with an overall graduate GPA maintained of at least a 3.0/4.0, no more than 2 incompletes in a one year period, and the student is on track to complete their culminating requirement within the six year time limit for the completion of a master’s degree at ASU.

If, in the progress review, the faculty determines any deficiency in a student’s progress or performance, a letter will be sent to the student, which will outline a required course of action. These requirements might include completing Incompletes (see Incomplete Policies below), raising the GPA, or beginning the Applied Project, for instance. If the student does not comply with the requirements, the student may be recommended for Dismissal to Graduate Education. Only the Vice Provost for Graduate Education or her/his designee can dismiss a student from their graduate program. This dismissal may be appealed if done within 10 days of when the Recommendation for Dismissal has occurred. Students may also voluntarily withdraw at this point to avoid having a Dismissal on their records. The full description of ASU Graduate Education rules and procedures for Dismissals can be found at: https://graduate.asu.edu/policies-procedures.

REVIEW OF PROGRESS
At the end of each term (fall, spring, summer) SFIS will conduct a review of all students and their progress towards degree.

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
- More than two Incomplete grades within a 12 month period
- 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 as indicated by their Applied Project Faculty Mentor

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 is 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 Mentor, 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 contact a staff member in the Graduate Enrollment Services Office at (480) 965-6113.

STAY CONNECTED

Students in the M.S. in Global Technology and Development have the advantage of expanded networking possibilities due to the fact that there is a campus-based program as well as the completely online version. This handbook is for Campus-based students, however there are several social media sites that campus and online GTD students both join, making connections around the world.

GTD Facebook Page (official): http://www.facebook.com/globaltechnologydevelopmentasu
GTD Facebook Page (admitted students): https://www.facebook.com/groups/gtdasu/
Linked In Page: https://www.linkedin.com/groups/4523628/profile
APPENDIX A: FORMS

- Applied Project Approval Form – GTD 593
- Report of Final Culminating Experience – GTD 593 – Applied Project
GTD APPLIED PROJECT APPROVAL FORM

GTD 593

Global Technology & Development - Campus

STUDENT: This form must be completed (fill in all form fields) and given to the Faculty Chair listed on the Plan of Study, along with a two page prospectus (see below), prior to the deadline for registration for the session in which the student wishes to register for applied project credit.

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

NOTE: Student must have completed or be in the process of completing all other required coursework (27 credit hours) for the degree before submitting the Applied Project Approval Form and getting permission to register for GTD 593. On rare occasion, a student may concurrently do a class during the time they are working on the final paper, but this request must be approved in advance.

STUDENT INFORMATION

<table>
<thead>
<tr>
<th>LAST NAME</th>
<th>FIRST NAME</th>
<th>M.I.</th>
<th>DATE (00/00/0000)</th>
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</thead>
<tbody>
<tr>
<td>ASU AFFILIATE ID (10-DIGIT)</td>
<td>ASU EMAIL ADDRESS</td>
<td>ALTERNATE EMAIL ADDRESS</td>
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<tr>
<th>LOCAL ADDRESS</th>
<th>CITY</th>
<th>STATE</th>
<th>ZIP</th>
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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 HSD 593)

<table>
<thead>
<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>

Write a two page prospectus outlining the proposed applied project. In general, it should contain:

- A problem
- Problem background
- Significance of the problem
- A purpose statement (The purpose of this research or research proposal is to……)
- Literature review (preliminary, can be annotated bibliography)
- Methods (How will you collect your data? What is the overall design?) (Applied Project: what will you create? How will you create it? What problem does it solve?)

Semester, Session and Year for GTD 593 registration:

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

Faculty Chair Name:

☐ Approved  ☐ Disapproved

Faculty Mentor Signature _____________________________ Date __________________

Head of Academic Unit Name:

☐ 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.
# REPORT OF FINAL CULMINATING EXPERIENCE
## GTD 593 - APPLIED PROJECT
### Global Technology & Development – Campus

**STUDENT:** This form must be completed (fill in all form fields) and brought to the final oral defense of the Applied Project.

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

<table>
<thead>
<tr>
<th>NAME OF STUDENT (Last name, first name, middle initial)</th>
<th>10 DIGIT ASU AFFILIATE ID#</th>
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<tbody>
<tr>
<td>Master of Science</td>
<td>Global Technology and Development</td>
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<tr>
<th>APPLIED PROJECT TITLE</th>
<th>SUBMISSION DATE – MM/DD/YYYY</th>
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## APPLIED PROJECT EVALUATION CHART

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<tr>
<th>AREAS OF PERFORMANCE</th>
<th>5 Excellent</th>
<th>4 Good</th>
<th>3 Satisfactory</th>
<th>2 Poor</th>
<th>1 Unsatisfactory</th>
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<tbody>
<tr>
<td>1. Identification and Framing of Global Technology and Development Problem/Issue</td>
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<td>2. Application of Appropriate/Relevant Methods</td>
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<td>3. Development and Evaluation of Data and Recommendations</td>
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<td>4. Written Communication of Project Results</td>
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## NAMES OF COMMITTEE

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<th>NAMES OF COMMITTEE</th>
<th>SIGNATURES</th>
<th>APPROVED</th>
<th>NOT APPROVED</th>
<th>DATE</th>
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</thead>
<tbody>
<tr>
<td>CHAIR (Faculty Mentor for Applied Project as he/she appears on the approved Plan of Study)</td>
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<tr>
<td>MEMBER (Second Reader of Final Paper)</td>
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## NAME OF HEAD OF ACADEMIC UNIT

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<th>NAME OF HEAD OF ACADEMIC UNIT</th>
<th>SIGNATURE</th>
<th>APPROVED</th>
<th>NOT APPROVED</th>
<th>DATE</th>
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