Welcome to the Master of Science and Technology Policy (MSTP) 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, please consult the program advisors.

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# TABLE OF CONTENTS

**WELCOME** ............................................................................................................. 1  
**WHAT IS THE MASTER OF SCIENCE AND TECHNOLOGY POLICY?** .................. 3  
  MISSION: To help ensure science and technology make the world a better place .......... 3  
  PROGRAM DESCRIPTION ......................................................................................... 3  
  CAREERS .................................................................................................................. 3  
  VALUES .................................................................................................................... 3  
  CORE COMPETENCIES ............................................................................................ 3  
  1. Basic concepts .................................................................................................... 3  
  2. Emerging Trends, Challenges and Opportunities .................................................. 4  
  3. Political and Policy Processes ............................................................................. 4  
  4. Theories, Tools and Methods ............................................................................. 4  
  5. Communication Modes and Techniques ............................................................. 4  
  6. Professional Skills ............................................................................................. 4  
**SCHOOL FOR THE FUTURE OF INNOVATION IN SOCIETY (SFIS)** ..................... 5  
  WHAT IS SFIS? ......................................................................................................... 5  
  ORGANIZATION OF SFIS ........................................................................................ 6  
**STUDENT RESPONSIBILITIES** .............................................................................. 7  
  PURPOSE OF THE HANDBOOK .............................................................................. 7  
  POLICIES AND PROCEDURES .............................................................................. 7  
  COMMUNICATION FROM SFIS .............................................................................. 7  
  STUDENT OBLIGATION TO NOTIFY SFIS OF THE FOLLOWING CONDITIONS .... 7  
  STUDENT CODE OF CONDUCT AND ACADEMIC INTEGRITY ... ......................... 7  
  RESEARCH INTEGRITY AND ASSURANCE ............................................................ 8  
**ADMISSIONS POLICIES FOR MASTER OF SCIENCE AND TECHNOLOGY POLICY** 11  
  APPLICATION DEADLINE ....................................................................................... 11  
  APPLICATION PROCESS .......................................................................................... 11  
  PROVISIONAL ADMISSION ...................................................................................... 12  
**TUITION COSTS AND FINANCIAL ASSISTANCE** ................................................. 13  
  TUITION COSTS, UNIVERSITY FEES, and PROGRAM FEES ................................. 13  
  RESIDENCY FOR TUITION PURPOSES .................................................................. 13  
  TUITION ASSISTANCE, SCHOLARSHIPS, and FINANCIAL AID ............................. 13  
**STEPS TOWARDS DEGREE** .................................................................................. 15  
  DEGREE REQUIREMENTS ...................................................................................... 15  
  DEGREE TIMELINE ................................................................................................. 15  
  ENROLLMENT ......................................................................................................... 16  
  ENROLLMENT STATUS AND REQUIREMENTS ..................................................... 17  
  FACULTY MENTOR/ADVISOR .............................................................................. 17  
  SUPERVISORY COMMITTEE ................................................................................... 17  
  PLAN OF STUDY (POS) ......................................................................................... 17  
  TYPES OF COURSES USED ON THE POS ............................................................ 18  
  POS APPROVAL ...................................................................................................... 19  
  COMMITTEE CHANGES TO POS ......................................................................... 19  
  COURSE CHANGES TO POS ................................................................................. 20  
  POLICY WORKSHOP COURSE HSD 505 ................................................................. 20  
  INTERNSHIP HSD 584 ........................................................................................... 20  
  APPLIED PROJECT HSD 593 .................................................................................. 20  
  What is an Applied Project? .................................................................................... 21  
  What do Applied Projects consist of? ....................................................................... 21  
  Collaborative Projects ............................................................................................ 21  
  What are the expected outputs of an Applied Project? ........................................... 22  
  How are Applied Projects evaluated? ....................................................................... 23  
  Report of final master’s culminating experience ..................................................... 23  
**STUDENT RESOURCES** .......................................................................................... 25  
  MSTP ADVISING ..................................................................................................... 25  
  MSTP RESOURCES BLACKBOARD SITE .............................................................. 25  
  WAYS TO STAY CONNECTED ................................................................................ 25
SFIS GRADUATE STUDENT ORGANIZATION: ................................................................. 25
TRAVEL FUNDING: .......................................................................................................... 25
ASU GRADUATE AND PROFESSIONAL STUDENT ASSOCIATION (GPSA): 25
ASU GRADUATE WRITING CENTERS: ........................................................................ 25
ASU LIBRARIES: ............................................................................................................. 26
CAREER SERVICES, INTERNSHIPS, AND PROFESSIONAL DEVELOPMENT: 26
VETERANS AND MILITARY: .......................................................................................... 26
INTERNATIONAL STUDENTS: ...................................................................................... 27
HEALTH AND FITNESS: ................................................................................................ 27
PARKING AND TRANSIT: ............................................................................................... 27
STUDENT ACCOUNTS: ................................................................................................... 28
ASU ID CARDS: .............................................................................................................. 28
CAMPUS AMENITIES - STORES, BANKS, EATERIES: .............................................. 28
DISCRIMINATION COMPLAINTS: ................................................................................ 28
CRISIS SERVICES: ......................................................................................................... 29
TITLE IX: ......................................................................................................................... 29
DIASBILITY RESOURCES: ............................................................................................. 29
MOVING TOWARDS GRADUATION: .............................................................................. 31
REGISTRATION DURING GRADUATION SEMESTER: .............................................. 31
REVIEW POS FOR ACCURACY: .................................................................................. 31
APPLY FOR GRADUATION: ........................................................................................... 31
COMPLETE ALL DEGREE REQUIREMENTS: .............................................................. 32
ACADEMIC STANDARDS: ............................................................................................. 33
SATISFACTORY PROGRESS: ....................................................................................... 33
ANNUAL REVIEW OF PROGRESS – PROGRESS REPORT: ................................ ...... 33
PROBATION: ................................................................................................................... 33
MAXIMUM TIME LIMIT FOR DEGREE PROGRAMS: .............................................. 35
IMPORTANT REMINDERS: ......................................................................................... 35
APPENDIX A: FORMS: ................................................................................................. 37

(ASU Degree Plan Code = LAHSDPSM)
Welcome to one of the most innovative Master’s programs on science and technology policy in the US! Whether you’re new to the program or a returning student, we’re excited to have you as part of the SFIS family.

We are living in unprecedented times – cutting edge science is transforming our understanding of our universe, while technologists, engineers and entrepreneurs are turning the seeming impossible into reality at breakneck speed; all at a time when society is undergoing radical transformations around the world. As these trends converge, intertwine and feed off each other, it’s never been more important to have leaders who can help navigate institutions and organizations toward a responsible, sustainable future that serves every sector of society.

The MSTP program is designed to provide you with the knowledge and skills you need to excel in the emerging world of science and technology policy, and to develop a rewarding and impactful career. We’re thrilled to have you as part of the program, and very much look forward to working with you.

Welcome to the future!

Andrew Maynard, Chair, Master of Science and Technology Policy Program
WHAT IS THE MASTER OF SCIENCE AND TECHNOLOGY POLICY?

MISSION: To help ensure science and technology make the world a better place
The Master of Science and Technology Policy program is committed to training future policy makers, analysts and influencers to help build a better future for everyone; by bringing unique skills and perspectives to emerging science and technology-related challenges

PROGRAM DESCRIPTION
In the Master of Science and Technology Policy (MSTP) program, we uniquely prepare our graduates to have an impact in today’s technologically and socially complex world through advanced public, non-profit or private sector careers in science and technology policy and related fields. Drawing on some of the world’s leading experts and innovative thinkers, the program trains our students to tackle a variety of complex issues ranging from energy security, critical infrastructure and public health, to the socially responsible and beneficial development and use of new and emerging technologies. The program is an accelerated one year, cohort-based program suited to students from any academic discipline, as well as early to mid-career professionals, interested in making sure that science and technology serve society through responsive and effective policy development and implementation.

Students will acquire the following knowledge and skills:
- Basic concepts underlying science and technology policy, including key factors driving the need for innovation in science and technology policy approaches;
- Trends in emerging and converging technologies, and the policy challenges and opportunities they present;
- Key political and policy processes across jurisdictions and sectors;
- Theories, tools and methods that are core to effective science and technology policy;
- The significance and importance of multi-stakeholder engagement, including citizen engagement;
- Essential communication modes and techniques; and professional skills that include effective networking and cross-disciplinary collaboration.

CAREERS
The MSTP program prepares graduate students for careers in science and technology policy in government, non-governmental organizations, the corporate sector, and higher education. The program focuses on translatable skills that put its graduates at the forefront of 21st century science and technology policy, and provide them with unique insights into emerging challenges and opportunities. Alumni of the program are pursuing successful careers in governmental departments, industry, and non-governmental organizations.

VALUES
The MSTP degree is a competencies-based program that is committed to student success. Program courses and other required elements are aligned with the program’s core competencies, and reviewed regularly. The program is committed to supporting all students in achieving their potential and goals, and supporting them in their career paths. The program faculty and staff are fully committed to helping ensure a safe and welcoming environment that values respect, civility, and diversity; and that is free of discrimination, harassment, and all forms of behavior that lead to a hostile environment.

CORE COMPETENCIES
The MSTP program is built on providing students with a core set of competencies – skills, abilities, knowledge, and understanding – that equip them for pursuing career pathways that involve science and technology policy. These reflect foundational understanding of policy-relevant history, processes, and institutions, as well as an awareness and understanding of emerging challenges, opportunities, and ways of thinking. They also address practical and professional skills that are important to working within the domain of science and technology policy.

These are the program’s core competencies that every student should have on graduating; program participants will develop additional competencies on top of these through core and elective courses.

On graduating, MSTP students should be able to:

1. Basic concepts
   1.1 Discuss the nature of science and technology policy-making in a pluralistic, democratic society.
1.2 Describe the evolution of science and technology policy in the United States (US) post-World War II.
1.3 Summarize how science and technology policy approaches in the US compare to those of other important jurisdictions around the world.
1.4 Describe key factors driving the need for innovation in responsive and effective science and technology policy.
1.5 Explain key concepts and tools in forward-looking, innovative and socially responsive science and technology policy analysis, formulation and implementation.

2. Emerging Trends, Challenges and Opportunities
2.1 Discuss key trends in emerging and converging technologies (nationally and globally), and their relevance to US science and technology policy.
2.2 Describe key approaches to understanding and responding to the challenges and opportunities presented by emerging technologies.
2.3 Discuss how transdisciplinary and multi-stakeholder approaches to science and technology policy enable innovative policy pathways.
2.4 Discuss the challenges surrounding and approaches to addressing uncertainty in decision making and policy.
2.5 Discuss the significance and importance of citizen engagement in science and technology policy, and the nature and roles of experts and public engagement in policy development, implementation and evaluation.

3. Political and Policy Processes
3.1 Discuss the political and policy processes by which science and technology policies are proposed, developed, and implemented at the jurisdictional level; including international, federal and state jurisdictions.
3.2 Discuss at the functional level the political and policy processes by which science and technology policies in the US are proposed, developed, and implemented, including legislative bodies, regulatory, and research and development agencies, and other relevant government institutions and organizations.
3.3 Discuss at the sectoral level the political and policy processes by which science and technology policies in the US are proposed, developed, and implemented, and the institutions, actors, and stakeholders involved; including government, non-government organizations, business, and citizens.

4 Theories, Tools and Methods
4.1 Describe commonly used policy analysis approaches, such as cost benefit analysis and risk analysis.
4.2 Describe key approaches to assessing the potential impacts and benefits of emerging technological capabilities.
4.3 Explain how public values can be incorporated into science and technology policy decision making.
4.4 Explain what is meant by knowledge systems and sociotechnical systems, and how these relate to science and technology policy.
4.5 Apply basic quantitative analysis techniques to evaluating and using data.
4.6 Identify the difference between primary and secondary sources, and demonstrate the use of both effectively in analyzing and assessing policy challenges and options.

5 Communication Modes and Techniques
5.1 Describe different types of policy documents and their purpose.
5.2 Demonstrate an ability to write clear, logically constructed, well-reasoned and persuasive policy memos and papers.
5.3 Demonstrate an ability to rapidly synthesize and draw coherent insights from multiple sources of information, and communicate the essential points clearly and concisely to a non-expert audience.
5.4 Describe the differences between effective and ineffective approaches to communication.
5.5 Demonstrate an ability to communicate verbally to a non-technical policy audience.

6 Professional Skills
6.1 Describe how to identify and engage with key experts in the process of developing and implementing science and technology policy.
6.2 Demonstrate an ability to work effectively with others in a group setting.
6.3 Demonstrate an ability to develop a network of professional contacts.
6.4 Demonstrate an ability to foster a collaborative working environment.
6.5 Describe the importance of being able to collaborate with multiple stakeholders, and actors who may hold different beliefs, perspectives.
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 making 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 making 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 faculty have an extraordinary record that fully embraces the design aspirations of the New American University and the ASU Charter. 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 domestic and global settings. Our undergraduate programs prepare a great variety of students to succeed in creating futures that are for everyone.

~ David Guston, SFIS Director
ORGANIZATION OF SFIS

- **Director**
  David Guston – [David.Guston@asu.edu](mailto:David.Guston@asu.edu)

- **Associate Director for Faculty**
  Clark Miller – [Clark.Miller@asu.edu](mailto:Clark.Miller@asu.edu)

- **Associate Director for Programs**
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- **Associate Director of Students**
  Diana Bowman – [Diana.Bowman@asu.edu](mailto:Diana.Bowman@asu.edu)

- **MSTP Degree Program Chair**
  Andrew Maynard – [Andrew.Maynard@asu.edu](mailto:Andrew.Maynard@asu.edu) – (480) 727-8831

- **MSTP Program and Application Review Committee**
  The MSTP program committee (“the committee”) is responsible for advising the program chair on the execution of the program, providing input and advice on substantive programmatic development and changes, providing support and advice to the program chair and others on recruitment strategies and activities, evaluating applications, and contributing to programmatic reviews.
  Current Members:
  o Andrew Maynard, SFIS Professor and MSTP Degree Program Chair
  o Diana Bowman - SFIS Associate Professor and Associate Director of Students, Sandra Day O'Connor Associate Professor of Law
  o Robert Cook-Deegan – SFIS Professor
  o Thad Miller – SFIS Assistant Professor

- **MSTP Graduate Program Academic Advisor**
  Andra Williams – [Andra.Williams@asu.edu](mailto:Andra.Williams@asu.edu) – (480) 727-9498
STUDENT RESPONSIBILITIES

PURPOSE OF THE HANDBOOK
The handbook provides an overview of the policies and procedures for students in the MSTP degree program. It serves as an initial resource to give guidance and to answer questions, but students are also encouraged to consult with their faculty mentor/advisor, the Degree Program Chair, or the MSTP Graduate Program Academic Advisor. The primary references for graduate students on rules and regulations are the Arizona State University Academic Catalog that can be found at https://catalog.asu.edu/ and Graduate College Policies and Procedures Manual available online at https://graduate.asu.edu/policies-procedures. Each student should become familiar with both.

POLICIES AND PROCEDURES
It is the responsibility of each student to understand and observe all procedures and requirements specified by the Graduate College and the School for the Future of Innovation in Society. It is a requirement for all students to read and understand the MSTP Graduate Student Handbook, the ASU Academic Catalog and Graduate College 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.

COMMUNICATION FROM SFIS
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 (https://my.asu.edu/), and students should frequently check their MyASU Account for information regarding their status, holds, and list of “to do” items.

STUDENT OBLIGATION TO NOTIFY SFIS OF THE FOLLOWING CONDITIONS
According to the Teaching Assistant (TA)/Research Assistant (RA) Handbook provided by the Graduate College, “TAs/RAs are not restricted from holding additional teaching or consulting positions outside of the university unless otherwise indicated by their appointing unit. Academic units may choose to stipulate that by accepting their assistantship, TAs/RAs agree not to hold any outside teaching or consultant position without prior consultation and agreement between the department and the TA/RA.”

Graduate students who receive financial support from SFIS or from any external source (e.g., NSF, or a foundation) that covers tuition and includes a stipend equal to or greater than 20 hours per week of support must immediately notify their advisor and their program chair in writing if they have an additional offer of employment or funding within ASU or outside ASU. This information must also be included on the Annual Progress Report.

Graduate students enrolled full-time in any program must immediately notify their advisor and their program chair in writing if they are enrolled in any other degree program, including programs at ASU or at other institutions. This information must also be included on the Annual Progress Report.

STUDENT CODE OF CONDUCT 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 advisor to seek clarification. Additional information about academic integrity policies of the University is available at https://provost.asu.edu/academic-integrity/policy. 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 notice under “Priority Tasks” 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.

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

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

Each student must act with honesty and integrity, and must respect the rights of others in carrying out all academic assignments. A student may be found to have engaged in academic dishonesty if, in connection with any Academic Evaluation or academic or research assignment (including a paid research position), he or she:

1. Engages in any form of academic deceit;
2. 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;
3. 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;
4. Acts as a substitute for another person in any Academic Evaluation or assignment;
5. Uses a substitute in any Academic Evaluation or assignment;
6. 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;
7. 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;
8. Engages in Plagiarism;
9. Uses materials from the Internet or any other source without full and appropriate attribution;
10. Permits his or her work to be submitted by another person in connection with any Academic Evaluation or assignment, without authorization;
11. Claims credit for or submits work done by another;
12. 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;
13. Falsifying or misrepresenting hours or activities in relationship to an internship, externship, field experience, clinical activity or similar activity; or
14. Attempts to influence or change any Academic Evaluation, assignment or academic record for reasons having no relevance to academic achievement.

The Student Code of Conduct sets forth the standards of conduct expected of students who choose to join the university community. Students who violate these standards will be subject to disciplinary sanctions in order to promote their own personal development, to protect the university community, and to maintain order and stability on campus. All Students are expected to adhere to the ABOR Student Code of Conduct.

RESEARCH INTEGRITY AND ASSURANCE
Students who are collecting human subjects data as part of their research must submit their research proposal to the Institutional Review Board (IRB) along with their faculty research advisor. All research activities involving the use of human subjects must be reviewed and approved by the IRB before data collection can begin. Investigators may not solicit subject participation or begin data collection until they have IRB approval.

The Office of Research Integrity and Assurance was established as a resource for the university to achieve and maintain ethical principles and compliance with federal, state, and university regulations governing research. The Office of Research Integrity and Assurance coordinates the development of, implements and oversees university policies related to research compliance and provides support for the responsible conduct of research for the following areas:
• Institutional Animal Care and Use Committee
• Institutional Biosafety Committee
• Institutional Review Board
• Responsible Conduct in Research
• Objectivity in Research
• Security and Export Controls
• Scientific Diving

Office of Research Integrity and Assurance
ASU Centerpoint
660 South Mill Avenue, Suite 312
Mail Code: 6111
Tempe, AZ 85281-6111
(480) 965-6788 Telephone
(480) 965-7772 Fax
research.integrity@asu.edu
ADMISSIONS POLICIES FOR MASTER OF SCIENCE AND TECHNOLOGY POLICY

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. Official transcripts are required as well as a personal statement, resume, and three letters of recommendation. Proof of English proficiency is also required of all international applicants whose first language is not English. 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. Applications received by January 2nd will receive priority consideration for admission and financial aid funding; applications for US citizens will continue to be accepted until July 15th, if positions are still available. International applicants must submit application materials by February 1st for consideration for the following fall semester.

APPLICATION PROCESS
The Master of Science and Technology Policy application process:

1. Initiate an online ASU Graduate Admissions Application through the Graduate College web site (https://students.asu.edu/graduate/admissions) by creating an account – remember your log in email and password in case you need to return to the application.
2. Page 1: My Application Status; “Start New Application”
3. Page 2: Personal Information
4. Page 3: College and University information with majors and GPAs
5. Page 4: Residency information
6. Page 5: Degree Selection; Search by College = School for the Future of Innovation in Society; select “Science and Technology Policy (MSTP)” then click the “Choose” button; in the pop up indicate “Tempe Campus” and the term for which you wish to apply
7. Page 6: Supplemental Application information
   - Identify any faculty, students or staff you have been in contact with about the degree program.
   - Request three 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 these three 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.
   - Prepare and upload a Personal Statement.
   - Prepare and upload a current Resume.
   - Answer the questions
   - Indicate if you are applying to an Accelerated 4+1 bachelor’s/master’s program
8. Submit the online ASU Graduate Admissions Application.
9. Pay the Application Fee ($70 for domestic students, $90 for international students).
10. 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 870112
Tempe, AZ 85287-0112

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, the Graduate College will notify you.

**International Applicants** – more information on requirements for international academic credentials ([https://international.asu.edu/graduate](https://international.asu.edu/graduate)).

* You must have one set of official transcripts from every college and university from which you earned a bachelor’s degree or higher sent to ASU. ASU accepts official transcripts that are 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.

All international transcripts must be submitted in the original language accompanied by an official English translation. Translations must be literal, complete versions of the originals and must be translated by a university, government official or official translation service. You may not complete your own translation.

11. If appropriate, complete and submit a paper copy of the Financial Guarantee Form ([https://international.asu.edu/student-visa](https://international.asu.edu/student-visa)). 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 870112  
   Tempe, AZ 85287-0112  

   **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  

12. 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 the Graduate College web site ([https://international.asu.edu/graduate/proficiency](https://international.asu.edu/graduate/proficiency)).

   **Admitted students must have proof of measles immunization on file with Student Health prior to class registration.** See the Priorities List in MyASU for more information.

**PROVISIONAL ADMISSION**

When an applicant does not meet minimum academic standards with respect to grade point averages as required by the Graduate College and the academic unit, but has additional evidence to suggest the potential for success, the MSTP Application Review Committee might recommend that the student be considered for Provisional Admission. The student would be admitted with the provision that they must take a certain number of graduate level academic credits (applicable to the MSTP program) over a specified period of time and obtain a specified GPA on that coursework. If students satisfy the requirements then they would be converted to regular admission status. If not, ASU Graduate Admissions will withdraw the student from the degree program.
TUITION COSTS AND FINANCIAL ASSISTANCE

TUITION COSTS, UNIVERSITY FEES, and PROGRAM FEES
Tuition is set by ASU and the Arizona Board of Regents every year and tuition costs are subject to change. For the 2018-2019 academic year estimated ASU Tuition and ASU University Fees are:

- AZ Resident Full Time (7+ credit hours each semester for fall and spring terms) = $6,067 per semester x 2 semesters = $12,134 for both semesters
- Out-of-state Full Time (9 credit hours each semester for fall and spring terms) = $11,686 per semester x 2 semesters = $23,372
- International Full Time (9 credit hours each semester for fall and spring terms) = $13,347 per semester x 2 semesters = $26,694

In addition to ASU Tuition and University Fees, the MSTP program requires a Program Fee of $250 per credit hour for a total of $7500 in program fees for the 30 credit degree program.

Nine (9) credit hours per semester is considered full time for a graduate student. The estimated costs above are based on 9 credit hours. Students wishing to enroll in a different number of credit hours should consult the Tuition by Credit Hour charts available at the sites below.

The ASU general tuition and fees schedule is available here: https://catalog.asu.edu/tuitionandfees. The ASU tuition and costs calculator is available here: https://students.asu.edu/tuition.

RESIDENCY FOR TUITION PURPOSES
Students who wish to pursue AZ residency for tuition purposes can find more information on the University Registrar's website. The Residency Navigator will help determine the best category and provide information on what documentation is necessary for the application.

TUITION ASSISTANCE, SCHOLARSHIPS, and FINANCIAL AID

WICHE WRGP
Through the Western Regional Graduate Program, out-of-state students from participating states may be eligible to pay on in-state tuition rates. The ASU WRGP application must be submitted with supporting documentation by these deadlines:

- Fall - June 1
- Spring - November 1
- Summer - April 1

Graduate College Fellowship
Each year a limited number of $5,000 or $10,000 fellowships may be awarded to first-year MSTP students upon their admission. Early in January, the School for the Future of Innovation in Society reviews the applications of all admitted students for the upcoming academic year and makes nominations for the fellowship. Nominations are due to the Graduate College in late February so students wishing to be considered for this fellowship must have been admitted prior to that time.

MSTP Chair Awards
The MSTP Program Chair has the opportunity to award a limited number of scholarships each term. The awards are designed to supplement other sources of support in providing “final mile” funding in areas such as travel, conference attendance, project work, training opportunities, and financial need. They are typically between $200 - $2,000, but may be as high as $5,000 and above under exceptional circumstances. Students may contact the MSTP Graduate Program Academic Advisor for information on how to apply.

Traditional Financial Aid
Loans and Grants may be available if the student has filed a FAFSA for the academic year. More information is available on ASU’s Financial Aid website.
Research Assistant and Teaching Assistant Positions
On occasion, the school may have an opening for a teaching assistant or a faculty member may have funding to support a research assistant. Students who are awarded a teaching or research assistantship must read and follow the Teaching Assistant/Research Assistant Handbook policies and guidelines.

Graduate students receiving research assistantships must be local to Arizona or Washington, DC offices of ASU and will thus be under the regular supervision of their faculty advisors. It is generally not appropriate for pre-qualified graduate students who are supported by the School or by faculty members to be remote. There are of course reasonable exceptions to this presumption, including, for example, conducting necessary research remotely.

Scholarships
Although graduate students do not qualify for grants from the state or federal government, there are other options to help fund your ASU education. Some private donors offer scholarships to graduate students and more information may be found on Scholarship Search.
STEPS TOWARDS DEGREE

DEGREE REQUIREMENTS
The program requires 30 credits of coursework including an oral presentation of a written Applied Project report (HSD 593), a Policy Workshop in Washington, DC (HSD 505), and an Internship (HSD 584):

The 30 credits include:
- 6 credits of required core courses:
  - HSD 501 -- Science and Technology Policy (3 credits)
  - HSD 502 -- Advanced Science and Technology Policy (3 credits)
- 6 credits of restricted elective courses from a list provided by the Degree Program Chair
  Examples include:
  - HSD 504 -- Analyzing Large Scale Socio-Technological Systems (3 credits)
  - HSD 515 -- Science, Technology and Public Affairs (3 credits)
  - GTD 501 -- Global Technology and Development (3 credits)
  - HSD 540 -- Responsible Innovation and Research (3 credits)
  - HSD 598 -- Infrastructure as Soci-Eco-Technical Systems (3 credits)
  - HSD 598 -- Health and Biomedical Research Policy (3 credits)
  - HSD 598 -- R&D Administration within Large Organizations (3 credits)
  - HSD 598 -- Regulatory Policy (3 credits)
  - HSD 598 -- Health Policy (3 credits)

  Students may submit a syllabus from another course for review as a Restricted Elective.
- 6 credits of applied policy analysis courses:
  - HSD 505 -- Washington, D.C. Science and Technology Policy Workshop (3 credits)
  - HSD 593 -- Science and Technology Policy Applied Project (3 credits)
- 3 credits of Science and Technology Policy internship
  - HSD 584 -- Science and Technology Policy Internship (3 credits)
- 9 credits of Electives from across ASU -- approved by the Degree Program Chair

NOTE: No more than 6 credit hours of 400-level coursework can be included as electives on the Plan of Study. Where appropriate, 400- and above level science and engineering courses will be available as electives for students in the program who need specific technical skills in order to pursue their desired career pathways.

DEGREE TIMELINE
The degree may be completed in 12 months as a full time student or over several semesters as a part-time/full-time student. The steps to follow in pursuing the degree in 12 months are listed below. More detailed information on each step follows the timeline. Consult your faculty advisor and/or the Chairperson of your Plan of Study Committee whenever necessary and make note of the scheduled deadlines in the Graduate Catalog. The suggested timeline below is based on a 12-month program with the Applied Project during the Spring session and the Internship during the Summer session, but this is flexible.

If you need a customized timeline that follows a different path and/or for a longer time period, please consult with the MSTP Graduate Program Academic Advisor for deadline clarification.

ACADEMIC TERM ONE -- FALL
Register for classes including HSD 501, the first core class
Meet early on with advisor to discuss your plans and trajectory through the program.
Begin to Identify Internship Opportunities (some entities close applications 4-6 months before the start of internships)
Select Supervisory Committee Chair (Applied Project Advisor) by October 1st
Meet with Committee Chair in early October to make arrangements for Applied Project for semester two
Select Supervisory Committee Members by November 1st
Submit Applied Project Proposal Form (see Appendix A) by December 15th
File Plan of Study by December 15th
ACADEMIC TERM TWO – SPRING
Register for classes including HSD 502, the second core class
Meet with advisor to discuss progress.
Meet with Committee Chair and advisor early in the semester to discuss Internship Opportunities
Submit Internship Approval Form by March 15th (see SFIS Internship Handbook for forms and procedures)
Complete Applied Project by April 20th
Submit Applied Project paper by April 30th
Hold Oral Presentation of Applied Project by May 3rd
Submit Report of Final Master's Culminating Experience Form (see Appendix A) to SFIS by May 8th

ACADEMIC TERM THREE -- SUMMER
Register for Classes
Participate in the Policy Workshop in Washington, D.C. during late May and early June, successfully complete all course requirements within 3 week time span
Review Plan of Study for Accuracy by June 10th
Apply for Graduation by June 15th
Complete Internship and submit all required paperwork and documents to SFIS by July 20th (see SFIS Internship Handbook for forms and procedures)

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. Even if a student is only engaged in research, they must still register for at least one credit hour of graduate level credit during that term.
• Registration for every fall semester and spring semester is required. Summer registration is required for students completing culminating experiences or graduating from the degree program.
• The Graduate College has not established a maximum course load for graduate students. Students should consult with their faculty advisor, the Degree Program Chair and/or the MSTP Graduate Program Academic Advisor if they have questions.
• To maintain continuous enrollment the credit hour(s) must:
  o Appear on the student’s Plan of Study, OR
  o Be research (592) or continuing registration (595), OR
  o 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. 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 the Graduate College. 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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<tbody>
<tr>
<td><strong>Regular semester</strong></td>
<td></td>
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<td></td>
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<tr>
<td>Graduate</td>
<td>9 or more hours</td>
<td>5-8 hours</td>
<td>4 or fewer hours</td>
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<tr>
<td>Graduate assistant**</td>
<td>6 or more hours</td>
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<tr>
<td><strong>Six-week summer session</strong></td>
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<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>
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<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.

FACULTY MENTOR/ADVISOR

All admitted students are assigned a faculty mentor/advisor. This will be their primary faculty point of contact for discussing broader opportunities, challenges and progress as students enter and move through the program. The faculty mentor/advisor will be responsible for supporting students in successfully completing the program, and gaining the most benefit from it. They will also be responsible for helping students address issues and challenges as they might arise. Faculty mentors/advisors compliment the role of the supervisory committee, which is more focused on the applied project, and supporting education and expertise within a specific area.

SUPERVISORY COMMITTEE

- The Supervisory Committee consists of 3 faculty members, including a chair or co-chairs.
- The Chair of the committee is the faculty advisor who is overseeing the student’s Applied Project and this person must be ASU tenured or tenure-track faculty in the School for the Future of Innovation in Society.
- If two Co-Chairs are selected, one must be the faculty advisor who is overseeing the student’s Applied Project and this person must be ASU tenured or tenure-track faculty in the School for the Future of Innovation in Society. The second Co-Chair may be any ASU tenured or tenure-track faculty, ASU research faculty member, or may be a qualified person from outside ASU (with proper approval from the Graduate College).
- If the student has only a Chair of the committee (and not two Co-Chairs), the second committee member may be any ASU tenured or tenure-track faculty, ASU research faculty member, ASU Adjunct Faculty member, ASU Lecturer, or may be a qualified person from outside ASU (with proper approval from the Graduate College).
- The third committee member must be an ASU tenured or tenure-track faculty member or ASU research faculty member.
- 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 or Co-Chairs.
- If the student wishes to have someone on their committee who is not currently approved by the Graduate College, they will need to provide the MSTP Graduate Program Academic Advisor with a current CV for the person they wish to have on their committee, the date of birth of the person, and a memo explaining the importance of that person to the committee. The request must be approved by the Degree Program Chair, the SFIS Head of Academic Unit and the Graduate College.

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) for approval. A link to the student POS is provided through MyASU (https://my.asu.edu/).
- After consultation with their Supervisory Committee Chair and the MSTP Graduate Program Academic 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.
• 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 (HSD 501 and HSD 502), 3 credit hours of HSD 593 Applied Project, 3 credit hours of HSD 505 Science Policy Workshop, 3 credit hours of HSD 584 Internship, 6 credit hours of restricted electives, and 9 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
  o 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
  o 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
  o 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.
  o With the approval of the degree program and the Graduate College 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.

• Using Graduate Credits earned by Undergraduate Students towards a Graduate Degree
  Pre-admission credit hours earned in graduate-level courses (per Graduate College 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.
  o A maximum of 12 credit hours can be taken as an undergraduate and reserved for graduate credit.
  o 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.
  o Accelerated MSTP 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 advisors to ensure proper sharing of credit hours. For students in any of the following 4+1 accelerated programs, more information is available on the SFIS web site. A pre-application form is available for students who are interested in pursuing an accelerated program.
    o Bachelor of Arts in Innovation in Society
    o Bachelor of Science in Innovation in Society
    o Bachelor of Arts in Justice Studies
    o Bachelor of Science in Justice Studies
    o Bachelor of Arts in African and African American Studies
    o Bachelor of Arts in Women and Gender Studies
  o An undergraduate degree and a graduate degree may not be awarded during the same term of enrollment.
    o Students must apply, be admitted and registered as a graduate student to earn a master’s or doctoral degree at ASU.

• 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 (https://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 policies (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 one calendar year; after that the "I" changes to a permanent "I.

- The student must complete the Incomplete Grade Request Form, available at the link above, and the instructor may set deadlines for the student to complete the work.
- Students Completing the Degree in 12 months – Since the MSTP degree can be done as a 12 month program beginning with the Fall semester, a course that was designated as incomplete (I) for Fall semester must be completed by the end of the following Spring semester. A course that was designated as incomplete (I) for Spring semester must be completed by the end of the first summer session following the Spring semester. No summer session courses will be allowed to be graded as incomplete (I) unless the student is aware that graduation will be postponed until all degree requirements have been met. In this instance, the coursework must be completed by the end of the following Fall semester.
- Students Completing the Degree in more than 12 months – If continuing beyond the 12 month period as a part time student, one calendar year will be allowed to complete a course that was designated as incomplete (I) for the first Fall semester or Spring semester of attendance. Incompletes during the second year of attendance will follow the full time student rules listed above.
- 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 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 and/or Co-Chairs, the Head of the Academic Unit, and the Vice Provost for the Graduate College. The POS becomes a contract between the University and the student that guides the student in completing degree requirements.
- After submitting the Interactive Plan of Study (iPOS) online through MyASU, the student should notify the MSTP Graduate Program Academic Advisor that the iPOS is in the online system and ready for review.
- The MSTP Graduate Program Academic Advisor will get the approval of the Committee Chair or Co-Chairs and the Head of Academic Unit.
- The MSTP Graduate Program Academic Advisor will forward the online electronic version of the completed iPOS to the Graduate College for final approval.

COMMITTEE CHANGES TO POS
- Once the original iPOS has been approved by the Graduate College, the student will need to submit an online Committee Change Request through the iPOS web site to officially add or change members of the supervisory committee.
- After submitting the online Committee Change Request, the student should notify the MSTP Graduate Program Academic Advisor that the request is in the online system and ready for review.
- The MSTP Graduate Program Academic Advisor will get the approval of the Committee Chair or Co-Chairs and the Head of Academic Unit.
• The MSTP Graduate Program Academic Advisor will forward the online electronic version of the Committee Change request to the Graduate College 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 iPOS system to remove courses from the iPOS that the student did not take and/or to add courses that the student did take that were not originally listed on the iPOS.

• After submitting the online Course Change Request, the student should notify the MSTP Graduate Program Academic Advisor that the request is in the online system and ready for review.

• The MSTP Graduate Program Academic Advisor will get the approval of the Committee Chair or Co-Chairs and the Head of Academic Unit.

• The MSTP Graduate Program Academic Advisor will forward the online electronic version of the Course Change request to the Graduate College for final approval.

**POLICY WORKSHOP COURSE HSD 505**

• The Science and Technology Policy Workshop is required of all students.

• The workshop requires the student to spend a week in a classroom setting on the Tempe campus plus two weeks in Washington, D.C. The week in the classroom consists of discussions, review, and writing documents that will prepare the student for the workshop.

• Students will explore the relationships among science, policy, and societal outcomes in a place where many important decisions are made.

• During the two-week workshop, students will meet and interact with the people who fund, regulate, shape, critique, publicize and study science, including congressional staffers, funding agency officers, lobbyists, regulators, journalists, academics, museum curators and others.

• Grading options are Y for passing or E for failing.

**INTERNSHIP HSD 584**

• Each student is required to do a minimum of 135 contact hours in an Internship. Historically students devote more than 135 hours to their internships, which greatly enhances the experience.

• All Internship Sites require approval through the ASU Office of the Provost.

• The student should start exploring internship opportunities during their first semester in the program. Some internship entities close applications 4-6 months in advance. The student should investigate options via discussions with their Faculty Advisor, the Degree Program Chair, and with their current employer if there are appropriate opportunities. Company websites, LinkedIn and other online resources including ASU Career Services also offer options. One resource that has been useful to current and former students is the [Student Pugwash USA “200 Employers” list](#) of internships and fellowships.

• Finalize plans for the internship during the academic term prior to the start of the Internship. The [Internship Approval Form](#) is due to the MSTP Graduate Program Academic Advisor the academic term prior to the start of the Internship.

• Forms required prior to starting the internship are: **Work Variance Form** (if applicable), **Consent to Release of Information Form**, and **Liability Release Form**.

• By the end of the first week at the internship, the student must submit the **Internship Contract** and **Test for Unpaid Interns** (if applicable).

• Each student’s site supervisor will be required to complete and submit a **Midterm Evaluation of Student** and a **Final Evaluation of Student**.

• Each student will be required to complete and submit a **Final Written Report of Internship**, **Work Hours Log Form** and a **Student Evaluation of Internship Experience**.

• The [SFIS INTERNSHIP HANDBOOK](#) contains all the necessary information and forms. This packet is available in an electronic version (with Word Form Fill documents) from the MSTP Graduate Program Academic Advisor as well as on the MSTP Resources Blackboard site.

• Grading options are Y for passing or E for failing.

**APPLIED PROJECT HSD 593**

• Each student is required to do an Applied Project as part of the degree requirements. The requirements and expectations are described in full in the HSD 593 syllabus.
• During the academic term prior to the Applied Project, students should consult with their Supervisory Committee Chair (faculty advisor 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 MSTP Graduate Program Academic Advisor for approval by the Head of Academic Unit.
• The student must hold a public presentation of the project and the paper.
• When the applied project is complete and the student is ready to do the final presentation, the student must complete the Permission to Schedule the MSTP Applied Project Presentation form (see Appendix A).
• See the MSTP Graduate Program Academic Advisor to schedule a room for the presentation.
• One week prior to the presentation, the student must submit their final draft of the written report to all committee members for review and comments.
• The Report of Final Master’s Culminating Experience form (see Appendix A) should be presented to the Supervisory Committee before the oral presentation.
• 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 form should be submitted to the MSTP Graduate Program Academic Advisor immediately after the presentation.
• The student must submit a copy of their final written document to the MSTP Graduate Program Academic Advisor within 3 days of the oral presentation, or sooner if necessary by Graduate College deadlines.
• Grading options are letter grades A through E. A grade of B or higher is required to pass the applied project and to be eligible for graduation.

What is an Applied Project?
The applied project for the Master of Science and Technology Policy (MSTP) graduate degree program comprises a significant independent project that demonstrates mastery of key knowledge, theories, analytic methods and/or skills acquired during the degree program and the ability to apply them in practical contexts.

Applied projects must include a minimum of three (3) credits of HSD 593 – Applied Project. They may, however, involve additional credits if the project warrants more than one semester’s worth of substantive work.

Students must identify a primary faculty advisor (also referred to as the Faculty Mentor, and the person who will also serve as the project committee chair) for the project, preferably from amongst the MSTP faculty. Exceptions to this may be made with the written approval of the Program Director. In addition, the student must identify two additional faculty members (or other relevant professionals) to serve on their project committee.

What do Applied Projects consist of?
The goal of the applied project is to culminate the master’s program with an original piece of work that allows students to apply their course-related learning to a specific problem. There is some flexibility in the final deliverable, including a policy review, a publishable paper, or a multimedia project such as a film documentary or other audiovisual exploration. Applied projects must be relevant to the core subject areas of MSTP program.

Examples of applied projects may include projects that:
• Advance knowledge of important science and technology policy domains and/or develop new theoretical tools for understanding them;
• Analyze specific science and technology policy problems and assess possible solutions;
• Develop materials, methods, and/or models for use by science and technology policy practitioners;
• Or
• Other projects, as developed by the student and their applied project advisor.

Collaborative Projects
Applied projects that are part of a broader collaboration or program of study are encouraged, when these provide an opportunity to apply learning from the MSTP program to real-world issues and challenges. However, to qualify as satisfying the requirements of HSD 593, the following criteria need to be followed:
• Your applied project advisor should be fully engaged in the collaborative project at a senior or leadership level.
• You will be expected to make a substantive contribution to the collaboration, that draws on your training and skills in science and technology policy. You will need to be able to provide evidence that your
expertise and input played a significant role in the work carried out in and the outcomes/outputs of the collaboration.

- Your final report will be written by you, and will clearly describe your original contribution to the collaborative project and its relevance. You will be expected to describe this in the broader context of the collaboration and its aims and outputs/outcomes.
- Your final presentation will be prepared and given by you, and will clearly describe your original contribution to the collaborative project and its relevance. You will be expected to describe this in the broader context of the collaboration and its aims and outputs/outcomes.

Collaborative projects are a highly effective way of translating and consolidating class-based learning around science and technology, through working with others on real-world issues. They can be a powerful and transformative learning experience. The power of collaborations comes in the progress and outcomes being more than the sum of the parts, and because of this, an applied project carried out as part of a broader collaboration will through necessity be a small part of a larger puzzle. In grading collaborative applied projects, this gray area between individual and group work will be taken into account, and it is expected that the final report and presentation will include a description of the overall collaborative project. However, success in a collaborative applied project will depend on demonstrating how your input has contributed to the collaboration, and how it has supported key insights, outcomes and outputs. Most importantly, the final report and presentation must be written and presented by you, and represent the work you’ve been engaged in in your own words.

What are the expected outputs of an Applied Project?
All applied projects require both a written report and an oral presentation. Given the diversity of project types that are possible, the nature of these outputs will vary from project to project. They may also be augmented in some cases with additional materials, including video, web pages, or other outputs as appropriate.

In all cases however, there is an expectation that outputs demonstrate a mastery of the material covered within the MSTP program, as well as representing at least 135 hours of effort.

Written report: This may take the form of a policy analysis, white paper, policy or technical briefing, academic paper, project description (where the primary output is not the report), or other format where appropriate, and as agreed with the applied project advisor. It should demonstrate an appropriate level of mastery and scholarship as indicated by the grading rubric below, including evidence of critical analysis and research. Students should discuss expectations with their committee at the beginning of the project.

Reports should be formatted in APA style, present information in a clear, articulate and structured way, and not contain editorial errors (proof reading before submission is very strongly recommended). They should follow a logical narrative structure, written in a way that is relevant and responsive to their intended audience, and use evidence-based arguments as appropriate. There is no lower or upper required length for reports, but they must represent a level of research, analysis and scholarship that is commensurate with a master’s program, and the time and effort required to be invested in the applied project.

Reports should include where appropriate a literature or policy review, and include appropriately formatted citations.

Oral Presentation: The main aims of the oral presentation are to convey to the committee and others in a concise, compelling and engaging manner, what was done, why, what the outcomes were, and what their relevance is. It is also good practice to consider potential next steps following on from the project.

The format of the oral presentation should be agreed with the applied project advisor, and should be selected to best convey the results of the project. There is no obligation to use PowerPoint, although this is sometimes convenient. Other options include software programs like Keynote and Prezi, video, a whiteboard, or simply talking (although each requires a specific skill set to use well). Care should be taken to ensure that use of PowerPoint (and any other format or platform) serves the needs of the audience.

Whatever communication format is chosen, careful attention should be paid to ensuring clear, concise and effective communication—as with all communication, the audience, and the content should determine how you communicate.
Students should typically aim to speak for 30–40 minutes, followed by Q&A with the committee and other audience members. In some cases, the committee chair may suggest that some part of the Q&A is held in private—this is common practice, and not reflective of the nature of the project or presentation.

**Additional materials:** Some projects may focus on providing materials other than a written report, such as video, web pages, analysis tools, or other outputs. In these cases, the presentation should describe, and where possible show, these materials. In these cases, the written report should describe the project and the materials, including why the materials were developed, how decisions were made around their development, how they were developed, how they will be used and, if possible, what their impact is.

**How are Applied Projects evaluated?**

Applied projects are given a letter grade that is based on the MSTP Applied Project Rubric. This addresses six specific areas:

- **Identification and framing of a specific science and technology policy challenge or issue. (5%)** The project should have a clear and well-articulated focus (usually, but not always, in the form of a question that can be addressed through the project), and should demonstrate clear understanding of the nature of the challenge or issue selected.
- **Application of policy-related knowledge, approaches, tools and/or methods. (20%)** The project should demonstrate a clear understanding of general principles of, and approaches to, science and technology policy, as well as a mastery of the specific topic of the applied project, and the approaches used to address it.
- **Analysis of, and responsiveness to, policy-related challenges and opportunities. (20%)** The project should demonstrate a clear understanding of the challenges and/or issues being addressed, including the context and the constituencies associated with them. It should demonstrate an ability to critically analyze complex issues from a policy perspective, and develop practical insights into future pathways. Where appropriate, these should extend to developing approaches to addressing complex issues, whether through new insights, recommendations, effective communication, or other means.
- **Quality of the written report. (25%)** Reports should be formatted were appropriate in APA style, be between 3,000–5,000 words long if they are the primary project output (project descriptions may be shorter), and include citations as appropriate. They should demonstrate a high level of writing ability, show attention to editorial detail, have a logical narrative structure, use coherent and well-developed arguments, and be evidence based. They should demonstrate analytical skills in synthesizing information and developing new insights.
- **Quality of oral presentation. (25%)** Oral presentations should present key aspects of the applied project clearly, concisely and engagingly. The presentation method used should effectively convey information to the audience, without being confusing or distracting. The presentation should describe what the focus of the project was, why this is relevant, how the challenge/issue was addressed, and what the outcomes were (such as new insights, recommendations, resources, tools etc.). The presentation should be understandable by graduate students without specific knowledge of the particular challenge/issue being addressed, or the policy context surrounding it.
- **Engagement with instructor and advisors. (5%)** Students should work closely with the HSD 593 instructor and applied project advisor, including meeting regularly with them, and providing regular progress updates. Project-specific assignments and drafts should be submitted in a timely manner, and feedback responded to as appropriate. The final draft of the written report should be submitted to the course instructor and project committee no less than 5 business days before the committee evaluation.

**Report of final master’s culminating experience**

The Applied Project requirement is the official university Culminating Experience for students in the Master of Science and Technology Policy. 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 – Applied Project* form that includes the MSTP Applied Project Rubric (see Appendix A).

*If you are doing your Applied Project in your final academic term, pay close attention to the deadline from the Graduate College for completing your presentation!*
STUDENT RESOURCES

MSTP ADVISING
The MSTP Graduate Program Academic Advisor in SFIS is available to help explain department and university policies and procedures. Questions about paperwork or university policies should be addressed to the Program Academic Advisor first. At times it might be necessary to refer the student to someone else or another unit. Questions regarding what courses a student should take, topics for the applied project, and research applied toward the degree should be directed to the student’s faculty advisor and/or supervisory committee.

MSTP RESOURCES BLACKBOARD SITE
All current MSTP students will be granted access to the MSTP Resources Blackboard site. Students can access the site through MyASU (https://my.asu.edu) by clicking on “Blackboard” at the bottom of the “My Classes” box in MyASU. The site will be located in the list of “My Organizations.” The site contains the MSTP handbook, internship handbook, internship opportunities, samples of applied projects, and all forms the student will need for the MSTP degree program.

WAYS TO STAY CONNECTED
Students in the Master of Science and Technology Policy program have access to several social media sites that students may join, making connections between alumni and current students.

- ASU MSTP Alumni Facebook Page (official): https://www.facebook.com/groups/MSTPalumni (available by invitation to current students and alumni)
- MSTP Current Students Linked In Page: https://www.linkedin.com/groups/13583484

SFIS GRADUATE STUDENT ORGANIZATION
The School for the Future of Innovation in Society Graduate Student Organization (GSO) exists to support three key functions for SFIS graduate students. In addition to cultivating community & cohesion within and between graduate cohorts & programs, we strive to provide a mechanism for interactions between SFIS graduate students, staff, and faculty, while supporting SFIS graduates in their academics, professional development, and new endeavors. Visit the SFIS GSO web site for more information.

TRAVEL FUNDING
Travel funding for conferences, internship interviews and job interviews may be available through SFIS, Graduate College and Graduate and Professional Student Association (GPSA). Some travel awards require a funding match from the academic unit. Students should pay close attention to application processes and deadlines.

ASU GRADUATE AND PROFESSIONAL STUDENT ASSOCIATION (GPSA)
GPSA is the official, representative student body government for all ASU graduate and professional students that supports students’ research, personal and professional development and service efforts. It operates through executive and legislative branches composed of over 41 elected student assembly members representing all ASU college and schools, 20 elected and appointed executives, and hundreds of volunteers.

Students are welcome to apply to GPSA for funding for travel, research and childcare. It also offers a wellness program, health insurance guide and professional development. Many events are scheduled throughout the year and students are encouraged to participate.

ASU GRADUATE WRITING CENTERS
ASU Writing Centers offer a dynamic, supportive learning environment for undergraduate and graduate students at any stage of the writing process. Tutors from a wide range of majors help students hone writing skills and gain confidence in their writing. The MSTP degree program recommends that all students take advantage of this opportunity.

Benefits of Writing Tutoring
All writers — all ASU undergraduate or graduate students — can benefit from visiting the Writing Center to:

- explore, plan, and develop ideas
- organize and structure a paper
- integrate and cite sources
- engage in writing and revision
- discuss editing and proofreading strategies
- find a place to write

**In-Person Writing Tutoring**

ASU students can schedule a 30-minute, in-person appointment for one-on-one writing tutoring. Writing tutoring for walk-ins may be limited and is subject to tutor availability. Please be sure to call the appropriate campus writing center if you need to change or cancel your appointment. Please click on the campus names below to view the centers’ locations, hours of operation, and phone numbers. To schedule a one-on-one writing appointment in one of the writing centers, please view the schedule of available sessions and select an appointment time.

For information about graduate student writing appointments, please schedule an appointment by visiting Graduate Writing Center.

**ASU LIBRARIES**

ASU Library is home to seven library facilities across five ASU campuses, providing students access to millions of information resources, world-class collections, outstanding study spaces and research centers, and a suite of maker services. Locations are available here [https://lib.asu.edu/locations](https://lib.asu.edu/locations).

**CAREER SERVICES, INTERNSHIPS, AND PROFESSIONAL DEVELOPMENT**

ASU Career Services offers students the opportunity to speak with a career advisor and well as multiple career events that students may attend throughout the year. Internship postings are available to students who have an ASU “handshake” account. The office also offers assistance with resumes, cover letters and interviews.

For internships specific to the MSTP degree program, students are also welcome to contact the SFIS Internship Coordinator or the MSTP Graduate Academic Advisor for assistance.

The ASU Graduate College offers many avenues of professional development. Graduate students develop the professional identities needed to build enduring careers with academic integrity and university support programs that foster scholarly collaboration, career pathway exploration, and are encouraged to take advantage of the Graduate College’s knowledge mobilization initiatives.

**VETERANS AND MILITARY**

The Office for Veteran and Military Academic Engagement serves the Arizona State University community by promoting dialogue, teaching, and research that increases information, understanding, knowledge, and relationships among military, civilian, and academic cultures. Their goal is to listen to veteran students, look for ways to connect them with faculty and other students, and continue to learn where and how to build bridges between these different cultures.

The Pat Tillman Veterans Center provides guidance and support for students who are veterans, active-duty military or military dependents. Six locations are available for ASU military students:

<table>
<thead>
<tr>
<th>Downtown Phoenix campus</th>
<th>Tempe campus</th>
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</thead>
<tbody>
<tr>
<td>University Center Building, Room 130</td>
<td>Memorial Union, Lower Level, Room 75</td>
</tr>
<tr>
<td>602-496-0152</td>
<td>480-965-7723</td>
</tr>
<tr>
<td>480-522-3058 Fax</td>
<td>480-522-3058 Fax</td>
</tr>
<tr>
<td>Hours of Operation</td>
<td>Hours of Operation</td>
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<tr>
<td>Mon. – Fri.: 8 a.m. – 5 p.m.</td>
<td>Mon. – Thur.: 8 a.m. – 6 p.m.</td>
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<tr>
<td>Fri.: 8 a.m. – 5 p.m.</td>
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<table>
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<tr>
<th>Polytechnic campus</th>
<th>West campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration Building</td>
<td>University Center Building, Room 120</td>
</tr>
<tr>
<td>480-727-2773</td>
<td>602-543-8220</td>
</tr>
<tr>
<td>480-522-3058 Fax</td>
<td>480-522-3058 Fax</td>
</tr>
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<td>Hours of Operation</td>
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<td>Mon. – Fri.: 8 a.m. – 5 p.m.</td>
<td>Mon. – Fri.: 8 a.m. – 5 p.m.</td>
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INTERNATIONAL STUDENTS
The International Students and Scholars Center (ISSC) is the resource for international students who need information on maintaining SEVIS status, visa and travel, employment, and advising. The ISSC offers an orientation every fall and spring term for new international students and appointments for advising and counseling.

HEALTH AND FITNESS
All ASU students enrolled in an in-person campus-based program have access to Sun Devil Fitness facilities on all campuses. For more information about facilities, membership and group fitness classes, please visit: https://fitness.asu.edu/.

In cooperation with Arizona Board of Regents and ASU Health Services, ASU offers an affordable medical insurance policy to students. This insurance provides access to the health and counseling services at any ASU Health Service location. The insurance plan is designed to provide group coverage to students that are currently uninsured, need a less expensive alternative or need an Arizona provider network. The Health Insurance Office is located in the Health Services building, at the Tempe campus and can be reached at 480-965-2411 or insurance@asu.edu to answer questions about this policy.

ASU Health Services is dedicated to the well-being and educational success of each individual student by providing high quality health care that is accessible, affordable, and compassionate. More than 20 physicians and nurse practitioners are board-certified in emergency medicine, family medicine, internal medicine, neurology, orthopedics, rheumatology, and sports medicine. Students, whether they have health insurance or not, are eligible to use ASU Health Services. However, we strongly advise every student to maintain adequate health insurance to cover unexpected medical expenses.

In addition, ASU Counseling Services offers confidential, personal counseling, and crisis services for students experiencing emotional concerns, problems in adjusting, and other factors that affect their ability to achieve their academic and personal goals. Health Services are for any Sun Devil, regardless of race, gender, sexual orientation, age, student status, religion, ability, size, financial situation, the issue you’re dealing with or whether you’ve had health care before. Appointments can be scheduled online, in person or by phone. For immediate concerns, walk-in appointments are available.

PARKING AND TRANSIT
Students, faculty and staff may purchase annual and semester permits through ASU Parking and Transit Services. Sun Devils who choose not to purchase a permit, as well as campus visitors, may use various daily and hourly parking options. ASU Parking and Transit Services has offices on four campuses. If you are unsure of which campus to contact or have questions, email PTS or call 480-965-6124.

<table>
<thead>
<tr>
<th>Campus</th>
<th>Address</th>
<th>Office hours</th>
<th>Parking information</th>
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</thead>
<tbody>
<tr>
<td>Downtown Phoenix</td>
<td>University Center - UCENT 411 N. Central Ave - Suite 116 Phoenix, AZ 85004</td>
<td>Mon–Fri 8 a.m.–4:30 p.m.</td>
<td>Campus information</td>
</tr>
<tr>
<td>Polytechnic</td>
<td>QUAD 4 7107 E. Tiburon, Bldg. 4 Mesa, AZ 85212</td>
<td>Mon–Fri 8 a.m.–4:30 p.m.</td>
<td>Campus information</td>
</tr>
<tr>
<td>Tempe</td>
<td>University Towers 525 S. Forest Ave. Tempe, AZ 85281 Entrance located on Fifth St.</td>
<td>Mon–Fri 7:30 a.m.–4:30 p.m.</td>
<td>Campus information</td>
</tr>
<tr>
<td>Thunderbird and West</td>
<td>North Services Building - NSB 4766 W. University Way North Glendale, AZ 85306</td>
<td>Mon–Fri 8 a.m.–4:30 p.m.</td>
<td>Campus information - Thunderbird West</td>
</tr>
</tbody>
</table>

ASU intercampus shuttles transport students, faculty and staff between the Downtown Phoenix, Polytechnic, Tempe and West campuses. Additional shuttle service is also available to the Scottsdale Mayo Clinic from Tempe and to the Thunderbird campus from West.
Several public transportation options are available to students and employees across the ASU campuses. City buses and light rail, discounted transit passes, Eco-Passes and car-sharing allow Sun Devils to travel quickly, easily and affordably throughout the greater-Phoenix area. More information is available at https://cfo.asu.edu/transit.

STUDENT ACCOUNTS
Student Business Services offers a variety of student account services including tuition and billing, student refunds (including financial aid), receipt and payment processing, support for past due accounts, third party sponsorship assistance and Perkins Loan repayment. Student may call 1-855-278-5080 or email sbs@asu.edu for information on their accounts. Office hours and locations are:
Monday - Friday
8:15 a.m. - 4:30 p.m.
Closed Saturday, Sunday and university holidays.

ASU ID CARDS
Students may choose between the Pitchfork ID, complete with Sun Devil Checking exclusively from MidFirst Bank, or the basic Sun Card to use as their official university ID card. The Pitchfork ID is two cards in one: an official photo ID for ASU® students - and a Visa® debit card. The Pitchfork ID must be created at one of the MidFirst Bank locations. The basic Sun Card for on-campus students can be created by uploading a photo and then picking up the completed card at the Sun Card campus location. ID card FAQs are available at https://cfo.asu.edu/cardservices-faqs.

CAMPUS AMENITIES - STORES, BANKS, EATERIES
The Sun Devil Campus Stores sell textbooks, used books, academic supplies, art supplies and ASU logo clothing and gifts. Students can rent textbooks, or enjoy the convenience and savings of digital textbooks and ebooks. Thesis and dissertation binding is available, as are medical and nursing reference materials. The campus store is located on Orange Street, east of Computing Commons on the Tempe Campus.

Sun Devil Dining offers quality, value, variety and convenience with over 50 dining locations including dining halls, fast casual restaurants, cafes and on-campus markets. Dining on campus plays an integral role in the college experience. Students may participate in the meal plan program, which saves money and gives great value.

The Memorial Union (MU) is a one-stop campus hub. The MU features dozens of dining options, ATMs and full-service banking operations, meeting space, lounge and study space, a full-service salon, copy center, and market.

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/equity-and-inclusion).

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 (https://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.

- 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.

For Life threatening emergencies, please call 911.

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.

DIASBLILITY RESOURCES
The Disability Resource Center (DRC) facilitates a comprehensive range of academic support services and accommodations for qualified students with disabilities. Qualified students with disabilities may be eligible to receive academic support services and accommodations. Eligibility is based on qualifying documentation and assessment of individual need. Students who believe they have a current and essential need for disability accommodations are responsible for requesting accommodations and providing qualifying documentation to the DRC. Every effort is made to provide reasonable accommodations for qualified students with disabilities.

Qualified students who wish to request an accommodation for a disability should contact the DRC by going to https://eoss.asu.edu/drc, calling 480-965-1234, or emailing DRC@asu.edu.

<table>
<thead>
<tr>
<th>Downtown Phoenix</th>
<th>Polytechnic</th>
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<tbody>
<tr>
<td><strong>Post Office, Suite 201</strong></td>
<td><strong>Sutton Hall - Suite 201</strong></td>
</tr>
<tr>
<td><strong>Hours:</strong> Monday - Friday, 8 a.m. - 5 p.m.</td>
<td><strong>Hours:</strong> Monday - Friday, 8 a.m. - 5 p.m.</td>
</tr>
<tr>
<td>Disability Resource Center</td>
<td>Disability Resource Center</td>
</tr>
<tr>
<td>522 N Central Ave, Ste 201</td>
<td>6049 S. Backus Mall</td>
</tr>
<tr>
<td>Phoenix, AZ 85003</td>
<td>Mesa, AZ 85212</td>
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<tr>
<th>Tempe</th>
<th>West</th>
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<tbody>
<tr>
<td><strong>Matthews Center building, 1st floor</strong></td>
<td><strong>University Center Building, Room 304</strong></td>
</tr>
<tr>
<td><strong>Hours:</strong> Monday - Friday, 8 a.m. - 5 p.m.</td>
<td><strong>Hours:</strong> Monday - Friday, 8 a.m. - 5 p.m.</td>
</tr>
<tr>
<td>Disability Resource Center</td>
<td>Disability Resource Center</td>
</tr>
<tr>
<td>PO Box 873202</td>
<td>PO Box 37100, MC 1050</td>
</tr>
<tr>
<td>Tempe, AZ 85287-3202</td>
<td>Phoenix, AZ 85069-7100</td>
</tr>
</tbody>
</table>
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 (https://my.asu.edu/).

APPLY FOR GRADUATION
Apply for graduation and pay the graduation fee online through 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>
</tr>
</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 who apply for graduation will not be eligible to register for subsequent semesters without being admitted to a new certificate program. Students who wish to change their graduation semester after they have applied must contact the graduation office to request that the application for graduation be moved to 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 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 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. Students must obtain at least a 3.0 GPA on all three GPA calculations: 1) iPOS, 2) Graduate (all graduate level coursework 500 level and above), 3) cumulative that includes all coursework completed during the graduate career.

Refer to Graduate College Graduation Deadlines ([https://graduate.asu.edu/completing-your-degree](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 the Graduate College.

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 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 College. Only the Vice Provost for Graduate College 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.

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 and Members
   • 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 Form
   • Submission of the completed Internship Approval Form
   • Successful completion of Policy Workshop Course, HSD 505
   • Successful completion of the Internship and submittal of all associated paperwork and forms
6. Meet the stated time limit for graduation from the degree program.

ANNUAL REVIEW OF PROGRESS – PROGRESS REPORT
All students must submit an annual review of progress towards degree. The MSTP Graduate Program Academic Advisor will send out the Annual Progress Report form and instructions early in the spring semester. The report must be completed by the student (including all required attachments), reviewed by the student, the faculty advisor and supervisory committee. The report must include input by the faculty advisor and signed by the student, the faculty advisor and the Degree Program Chair. The deadline to submit the annual review is determined by the Degree Program Chair.

In order for a student to be eligible for funding from SFIS for the next academic year, they must have submitted the Annual Progress Report for the previous academic year by the appropriate deadline.

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 Applied Project Faculty Advisor 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 Cumulative, 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 the Graduate College 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

Graduate students in the Master of Science and Technology Policy degree program may complete the program in 12 months, beginning with Fall semester admission and graduating the following August at the end of the Summer sessions. Students may request to earn their degree in 18-24 months and with continuous enrollment status.

If for any reason there is a need to exceed 1 to 2 years of study in the MSTP degree program, the student would need to seek approval from the Degree Program Chair and Supervisory Committee Members.

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 Advisor, the Degree Program Chair, or the MSTP Graduate Program Academic Advisor.

And remember that the Graduate College 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 the Graduate College. We suggest you also bookmark these and check frequently for any updates:

- The Graduate Catalog -- https://catalog.asu.edu/
- Graduate College Policies and Procedures -- https://graduate.asu.edu/policies-procedures
- The Current Students page on Graduate College 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

- Applied Project Proposal Form – HSD 593
- Curriculum and Graduation Checklist - Permission to Schedule MSTP Applied Project Presentation
- Report of Final Master’s Culminating Experience – Applied Project – HSD 593
APPLIED PROJECT PROPOSAL FORM
HSD 593
Master of Science & Technology Policy

This proposal must be completed (fill in all form fields), printed, and signed by the student and the Faculty Advisor 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 366, no later than the end of the academic term PRIOR to the start of the academic term during which the student registers for HSD 593 Applied Project.

STUDENT INFORMATION

<table>
<thead>
<tr>
<th>LAST NAME</th>
<th>FIRST NAME</th>
<th>M.I.</th>
<th>DATE (00/00/0000)</th>
</tr>
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<tr>
<th>ASU AFFILIATE ID (10-DIGIT)</th>
<th>ASU EMAIL ADDRESS</th>
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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>CUMULATIVE GPA</th>
<th>COURSE CREDIT HOURS COMPLETED TOWARDS DEGREE</th>
</tr>
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</table>

Attach a description of your applied project. The following sections should be included in a document approximately 3-5 pages long.

- **Project Statement:** state exactly what the project is designed to demonstrate, question or analyze.
- **Project Design:** provide a detailed plan for the project, including timeline for completion.
- **Methodology:** describe the methodology to be employed in the project.
- **Literature Review:** provide a literature review, including projects that have been undertaken by others with similar projects.
- **Bibliography:** provide a working bibliography for your project.

Student Signature _____________________________________ Date ____________________

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

Faculty Advisor Name: ☐ Approved ☐ Disapproved

Faculty Advisor Signature _____________________________________ Date ____________________

Head of Academic Unit Name: ☐ Approved ☐ Disapproved

Head of Academic Unit Signature _____________________________________ Date ____________________

Return completed form to the MSTP Graduate Program Academic Advisor in the School for the Future of Innovation in Society in Interdisciplinary B Room 256. 7/2015
STUDENT: When the student is ready to schedule the final applied project presentation, this form must be completed (fill in all form fields) and given to the Faculty Chair listed on the Plan of Study. Work with Faculty Chair and Committee on a day and time to hold the presentation.

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

STUDENT INFORMATION

<table>
<thead>
<tr>
<th>LAST NAME</th>
<th>FIRST NAME</th>
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<th>DATE (00/00/0000)</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>
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<th>GRADUATE COURSEWORK GPA</th>
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<th>CUMULATIVE GPA</th>
<th>COURSE CREDIT HOURS COMPLETED TOWARDS DEGREE</th>
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POS VERIFIED AGAINST TRANSCRIPT FOR ACCURACY: □

CORE COURSES (6 credits)

<table>
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<tr>
<th>Course</th>
<th>Term/Session/Year Taken</th>
<th>Grade</th>
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<tbody>
<tr>
<td>HSD 501</td>
<td>Science and Technology Policy</td>
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</tr>
<tr>
<td>HSD 502</td>
<td>Advanced Science and Technology</td>
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RESTRICTED ELECTIVES (6 credits)

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ELECTIVES (9 credits)

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APPLIED EXPERIENCE COURSES (6 credits)

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<th>Grade</th>
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<td>HSD 505</td>
<td>DC Policy Workshop</td>
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<tr>
<td>HSD 584</td>
<td>Internship</td>
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CULMINATING EXPERIENCE COURSE (3 credits)

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<tbody>
<tr>
<td>HSD 593</td>
<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.

Faculty Advisor Name: □ Approved □ Disapproved

Faculty Advisor Signature __________________________ Date ____________

Head of Academic Unit Name: □ Approved □ Disapproved

Head of Academic Unit Signature __________________________ Date ____________

Return completed form to the MSTP Graduate Program Academic Advisor in the School for the Future of Innovation in Society. 7/2015
REPORT OF FINAL MASTER'S CULMINATING EXPERIENCE
APPLIED PROJECT – HSD 593
Master of Science & Technology Policy

NAME OF STUDENT (Last name, first name, middle initial) 10 DIGIT ASU AFFILIATE ID#

DEGREE MSTP MAJOR Science and Technology Policy

APPLIED PROJECT TITLE COMPLETION DATE – MM/DD/YYYY

APPLIED PROJECT EVALUATION CHART (enter the score points for each area)

<table>
<thead>
<tr>
<th>AREAS OF PERFORMANCE</th>
<th>Excellent</th>
<th>Good</th>
<th>Poor</th>
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</thead>
<tbody>
<tr>
<td>Identification and framing of a specific science and technology</td>
<td>(4-5 points)</td>
<td>(3-4 points)</td>
<td>(0-3 points)</td>
</tr>
<tr>
<td>policy challenge or issue (5%)</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Application of policy-related knowledge, approaches, tools and/or</td>
<td>(19-20 points)</td>
<td>(17-19 points)</td>
<td>(10-17 points)</td>
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<tr>
<td>methods (20%)</td>
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<td></td>
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</tr>
<tr>
<td>Analysis of, and responsiveness to, policy-related challenges</td>
<td>(19-20 points)</td>
<td>(17-19 points)</td>
<td>(10-17 points)</td>
</tr>
<tr>
<td>and opportunities (20%)</td>
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<td></td>
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</tr>
<tr>
<td>Quality of the written report (25%)</td>
<td>(23-25 points)</td>
<td>(21-23 points)</td>
<td>(15-21 points)</td>
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<tr>
<td>Quality of oral presentation (25%)</td>
<td>(23-25 points)</td>
<td>(20-23 points)</td>
<td>(15-20 points)</td>
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<tr>
<td>Engagement with instructor and advisors (5%)</td>
<td>(4-5 points)</td>
<td>(2-4 points)</td>
<td>(0-2 points)</td>
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TOTAL POINTS ______ (minimum 82.5 grade points required for graduation)  GRADE ASSIGNED ______

NAMES OF COMMITTEE as they appear on approved POS SIGNATURES DATE

CHAIR OR CO-CHAIR #1 (if applicable)

CO-CHAIR #2 (if applicable)

MEMBER

MEMBER

MEMBER

NAME OF HEAD OF ACADEMIC UNIT SIGNATURE DATE