Biological Design Graduate Program

Graduate Student Handbook
2018 - Present

Biological Design Graduate Program
School of Biological and Health Systems Engineering
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Tempe, AZ 85287-9709
480-965-3028
SBHSE@asu.edu
1.0 Program Overview

Goal of the Doctoral Program
The Doctor of Philosophy in Biological Design is an interdisciplinary degree program designed to develop a new type of scientist, one with specialized expertise combined with a broader understanding of solving problems as a member of a scientific team. The program is a joint effort by the College of Liberal Arts and Sciences, The Biodesign Institute, and the Ira A. Fulton Schools of Engineering. As a result, students work with faculty across disciplines, take courses from a variety of areas, and interact with students from various degree programs. The faculty work across ASU in multiple and different disciplines. Moreover, ASU has a highly interdisciplinary and innovative structure, and as a result faculty and staff work in a unit called either a “department” or a “school”. For example, within the College of Liberal Arts and Science there is the School of Life Science and the School of Molecular Science, among other schools and departments. The Ira A. Fulton Schools of Engineering is based entirely on a school structure.

The program requires the completion of 84 credit hours, a comprehensive written and oral exam, a prospectus, and a doctoral dissertation. Students are required to maintain satisfactory progress towards degree requirements. All degree requirements, however, can be petitioned.

Program Administration
Antonio Garcia: Chair of the Biological Design Graduate Program 480-353-8492
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Antonio Garcia, Thurmon Lockhart, Ana Moore, Joseph Blattman: Biological Design Executive Committee

1.1 Objective of Handbook
The objective of the student handbook is to summarize the current academic requirements for students enrolled in the Biological Design Graduate Program. This handbook serves as a fundamental guide used to outline important deadlines, degree requirements, and rules and regulations imposed by the Biological Design Graduate Program and the ASU Office of Graduate Education (OGE). It also promotes a clear understanding of the mutual responsibilities and expectations of faculty advisors and graduate students.

The Office of Graduate Education (OGE) establishes rules and regulations governing graduate students. In some cases discrepancies may occur between the student handbook and the OGE, in this case the university policy will take precedence.

1.2 Graduate Student Responsibility
It is our expectation that all students enrolled in the Biological Design Graduate Program will observe the policies expressed in this handbook as well as the academic policies of Arizona State University. Above all, we expect each student to maintain a high level of academic integrity. Each student must act with honesty and integrity and must respect the rights of others in carrying out all academic assignments. The policies that our program abides by include the student academic integrity policy, the student code of conduct, and the misconduct in research policy of ASU. We
require students to review and observe these policies described in the Arizona Board of Regents Policy Manual available online at: https://www.azregents.edu/board-committees/policy-manual

Other information concerning administrative procedures and university policies can be viewed online at: https://www.asu.edu/aad/manuals/ssm/index.html

We expect our students to be accountable for any and all of the policies defined above. Violations of an OGE, Biological Design Graduate Program, or Arizona State University policy will result in academic review and may consequently result in student disciplinary procedures.
2.0 Program General Admissions Information

Applicants must fulfill the requirements of both the Graduate College and the Ira A. Fulton Schools of Engineering.

Applicants are eligible to apply to the program if they have earned a bachelor's or master's degree from a regionally accredited institution.

Applicants must have a minimum of a 3.00 cumulative GPA (scale is 4.00 = "A") in the last 60 hours of a student's first bachelor's degree program, or applicants must have a minimum of a 3.00 cumulative GPA (scale is 4.00 = "A") in an applicable master's degree program.

All applicants must submit:

1. graduate admission application and application fee
2. official transcripts
3. GRE scores
4. three letters of recommendation
5. personal statement
6. resume
7. proof of English proficiency

Additional Application Information
An applicant whose native language is not English (regardless of current residency) must provide proof of English proficiency.

For GRE test scores, the institution code for ASU is 4007 and the departmental code is 0000. Subject test scores are also recommended, but not required.

Three letters of recommendation relative to the candidate’s academic career are required. The personal statement should reflect the candidate’s career and educational goals and should explain why the candidate is interested in pursuing this degree. The resume should include prior research and employment experience, honors, awards, memberships held, publications, etc.

For additional admission requirements, including transcripts, fees and international application requirements, students should see the Graduate Admission Services website.
3.0 Program Requirements

Courses: 23 credit hours of specialized coursework with a recommendation to include courses with components in bioethics and grant writing. Courses are selected by the student in consultation with the Faculty Advisor and Graduate Student Academic Advisor.

- BDE 702 Biological Design II (required)
- Seminar: 4 credit hours minimum. Seminars are repeated until 4 credits hours are completed
- BDE 791 Biological Design Proseminar
- BDE 598 Biological Design Seminar
- Research: Credit hours will vary for each student
- BDE 792 Research (hours will vary and will be used to meet the 84 credit hour minimum and should reflect time spent in the lab)
- BDE 692 Lab Rotations (2 semesters of 2 credit hours each during the first year of doing lab rotations)
- Dissertation: 12 credits only
- BDE 799 Dissertation (enrollment requires an override, done when post Prospectus defense)

Total Credit Hour Requirement
To graduate with a PhD degree from Arizona State University, a minimum of eighty four (84) credit hours is required. However, total credit hours are determined by the student’s supervisory committee and may exceed the minimum 84 credit hours.

1st year Faculty Advising
During the first year of study, students will rotate between three laboratories. This will give the student time to determine a potential advisor, their research topic and specialized areas of interest. Until a research advisor and a supervisory committee have been determined, the program director and the Graduate Student Academic Advisor will assist the student with rotation and course recommendations.

Research Rotations
Throughout the first year, all students are required to complete three ten-week lab rotations. During the final lab rotation, students may return to one of the former labs. All students will decide on a lab for their PhD studies at the end of their 1st year of study. Students should not accept contingent offers, or assume they will join the lab of their choice, prior to this date.

During the research rotations students should uphold a high level of professionalism, as each rotation essentially serves as a ten-week long interview. The rotations are important not only to help students determine a lab they would like to join, but also for the faculty to determine whether or not the student is appropriate for their lab. The student is asked to provide lab rotation information (name of faculty member and rotation dates) to the Graduate Student Academic Advisor.
# Research Rotation Expectations

These are general guidelines provided to the lab mentor and the student. Please refer to your lab manager/rotation supervisor for specific rules and regulations.

<table>
<thead>
<tr>
<th>Purpose of the rotation</th>
<th>During the rotation</th>
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<tbody>
<tr>
<td>• Evaluate philosophy &amp; atmosphere of lab</td>
<td>• Keep a proper notebook</td>
</tr>
<tr>
<td>• Learn experimental strategies &amp; techniques</td>
<td>• Interact with &amp; seek feedback from mentor</td>
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<tr>
<td>• Broaden exposure to different research areas &amp; approaches</td>
<td>• Keep a regular daily schedule</td>
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<tr>
<td>• Allow mentor to evaluate you as potential student</td>
<td>• Attend lab meetings (unless there is a conflict with your scheduled courses)</td>
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<tr>
<td><strong>Please note that the rotation is not primarily to complete a specific project, but accomplishing enough work to co-author peer reviewed journal articles based on the work is strongly recommended.</strong></td>
<td>• Be prepared to present a written report and preferably a lab presentation at end of rotation</td>
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<tr>
<th>Don’t</th>
<th>Lab Notebook Content</th>
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<tbody>
<tr>
<td>• Read newspapers or play computer games</td>
<td>• Date of start of experiment (including year)</td>
</tr>
<tr>
<td>• Constantly mention “we didn’t do it this way in my other lab”</td>
<td>• Brief title of experiment</td>
</tr>
<tr>
<td>• Use telephone or copy machine excessively for personal reasons</td>
<td>• Brief statement of purpose</td>
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<tr>
<td>• Fail to attend required lab meetings, research sessions, or meetings with lab director.</td>
<td>• Description of the experiment including original &amp; amended protocol</td>
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<tr>
<td></td>
<td>• Brief summation of results</td>
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<tr>
<td></td>
<td><strong>The lab notebook belongs to the laboratory, not the labworker.</strong></td>
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<tr>
<th>Survival Rules (attitude)</th>
<th>Survival Rules (bench courtesy)</th>
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<tr>
<td>• Treat other lab members with courtesy</td>
<td>• Do clean up your own mess</td>
</tr>
<tr>
<td>• Take notes when someone is giving you instructions</td>
<td>• Don’t use reagents or buffers of others except with permission</td>
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<tr>
<td>• Ask for appointments or request time with people who can help you</td>
<td>• Don’t put an empty bottle back</td>
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<tr>
<td>• Don’t discuss a fellow lab member’s results with others not in the lab</td>
<td>• Don’t ignore broken equipment</td>
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<td></td>
<td>• Don’t change the location of lab material</td>
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<td></td>
<td>• If you make an error, confess</td>
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<table>
<thead>
<tr>
<th>You will be evaluated on</th>
<th>Lab Notebook Rules</th>
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</thead>
<tbody>
<tr>
<td>• Effort &amp; attitude</td>
<td>• Find out what format the lab uses</td>
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<tr>
<td>• Initiative &amp; creativity</td>
<td>• Use pen instead of pencil</td>
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<tr>
<td>• Aptitude &amp; laboratory skills</td>
<td>• Write the date &amp; experiment on all pieces of data</td>
</tr>
<tr>
<td>• Improvement over the course of the rotation</td>
<td>• Write so anyone can pick up the notebook &amp; duplicate the experiment and results</td>
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Grading:

Grades are assigned in graduate courses as follows:

- **A+** 4.33
- **A** Excellent 4.00
- **A-** 3.67
- **B+** 3.33
- **B** Good 3.00
- **B-** 2.67
- **C+** 2.33
- **C** Passing 2.00
- **D** No Graduate Credit 1.00**
- **E** Failure 0.00**

- **W** Withdrawal*
- **X** Incomplete
- **X** Audit
- **Y** Satisfactory
- **Z** Course in progress***

* This grade is given whenever a student officially withdraws from a class.

** This grade cannot be applied to a graduate degree but is included in the calculation of a grade point average.

*** This grade is usually given pending completion of courses such as thesis or practicum.
All grades of "Z" that appear on the plan of study must be changed to "Y" before graduation. A student cannot graduate with an "I" on their transcript so all courses where an "I" has been issued must have some grade resolution.

A grade of "P" (Pass) in a 400 or higher level course may not appear on a program of study. Grades of "D" or "E" cannot be used to meet the requirements for a degree although they are used to compute the grade point averages. A student receiving a grade of "D" or "E" must repeat the course in a regularly scheduled (not an independent study) class if it is to be included in the program of study. However, both the "D" or "E" and the new grade are used to compute the grade point averages. Grades on transfer work will not be used in computing grade point averages.

Transfer Credits
Requests for transfer credits will be reviewed on a case by case basis by the Executive Committee and in accordance with OGE policy.

Repeating ASU Courses:

Graduate students (degree or nondegree) may retake any course at any level at ASU, but all grades remain on the student transcript as well as in GPA calculations.
Academic Standing:

To be eligible for a graduate degree, the Office of Graduate Education stipulates that a student must achieve two grade point averages of "B" (3.00) or better. The first grade point average is based on all courses numbered 500 or higher which appear on the transcript. (Courses noted as deficiencies in the original letter of admission are not included.) The second grade point average is based on all courses that appear on the program of study. Academic excellence is expected of students doing graduate work.

Upon recommendation from the chair of the Graduate Program in Biomedical Engineering, the Director of the Office of Graduate Education can withdraw a student who is not progressing satisfactorily.

Good Standing:

A student who has been admitted to a graduate degree program administered by the Ira A. Fulton Schools of Engineering, with either regular or provisional admission status, must maintain a 3.0 or higher, grade point average (GPA):

1. in all work taken for graduate credit (courses numbered 500 or higher),
2. in the coursework in the student’s approved program of study, and
3. in all course work taken at ASU (overall GPA) post baccalaureate.

A. A student will be placed on academic probation if one or more of the student's GPAs listed above falls below 3.0. Students will be notified by mail when placed on academic probation.

B. A student will earn academic good standing by obtaining a 3.0 or better in the GPAs listed above by the time the next nine hours are completed. Coursework such as research and dissertation registration that are for Z or Y grade cannot be included in these nine hours.

C. A student may be recommended for dismissal from a graduate program if the student fails to increase all of the GPAs listed above to 3.0 or better by the time he/she completes at least nine credit hours as defined in section B.

A student may appeal actions concerning dismissal by petitioning the departmental/school unit in which they are administratively enrolled.

Misconduct:

The highest standards of academic integrity are expected of all students. The failure of any student to meet these standards may result in suspension or expulsion from the university and/or other
Sanctions as specified in the academic integrity policies of the individual colleges (for example, the Ira A. Fulton Schools of Engineering is considered one college). Violations of academic integrity include, but are not limited to, cheating, fabrication, tampering, plagiarism, falsification or misrepresentation of data or facilitating such activities. The university and college academic integrity policies are available in the Office of the Senior Vice President and Provost and the offices of the deans of the individual colleges.

**Graduate Credit Courses:**

Courses at the 500, 600 and 700 levels are graduate credit courses. Courses at the 400 level satisfy graduate degree requirements when appearing on an approved program of study. There is a limit of 6 credits of 400 level courses that can be included on a graduate plan of study.

**Concurrent Degree:**

Concurrent degrees may be available, enabling qualified graduate students to pursue two graduate degrees. Students must petition both departments/schools and receive approval. NOTE: One-sixth or twenty percent (1/6) of the total combined hours may be used on the two degrees. (i.e. two 30 hours degree = 60 hours hence 10 hours may be used for both degrees.)

**Course Load:**

All graduate assistants and associates (RA/TA) must enroll for a minimum of 12 credit hours (this includes research credit hours) during each semester of their employment. Please note that this departmental/school requirement exceeds the Office of Graduate Education minimum of six (6) hours. Also, note that the credit hours cannot include audit enrollment. A half-time (50%) graduate research or teaching assistant and associate (RA/TA) working 20 clock hours per week as a paid ASU RA/TA may not register for more than 12 hours of coursework each semester, a third-time (33%) RA/TA for more than 13 hours and a quarter-time (25%) RA/TA for more than 15 hours. Graduate research and teaching assistants and associates (RA/TA) may petition to exceed these limits for a semester.

During the summer session, RA/TAs must be enrolled in at least one credit in coursework related to their degree program in one of the summer session terms. RA/TAs employed at 25% time may enroll for a maximum of 6 semester hours during a 5-week session or 9 hours during an 8-week session; those employed 50% may enroll for a maximum of 5 hours during a 5-week session or 7 hours during the 8-week session and those employed 100% time may enroll for a maximum of 3 hours during the 5-week session or 4 hours during the 8-week session. Courses taken in the summer that are not in the program of study may not be covered by tuition award.

All graduate students who are doing research, working on thesis or dissertations, taking comprehensive final examinations or using university facilities or faculty time must be registered for a minimum of one hour of credit that appears on the program of study or in an appropriate graduate level course.
All graduate students are expected to enroll continuously, excluding summer sessions, until all requirements for the degree have been fulfilled.

Graduate Student Orientation:

All new entering graduate students are encouraged to attend a departmental/school graduate student orientation meeting, held the week prior to the beginning of classes, in their first semester in residence.

4.0 Information about Culminating Events

Selecting a Research Advisor

Students will select an advisor from a list of approved faculty members affiliated with the Biological Design Graduate Program. The list of faculty approved by the OGE can be viewed online at: http://graduate.asu.edu/graduate_faculty. Students are urged to meet with these faculty members in order to choose an advisor with similar research interests. Research advisors will be determined at the completion of the 1st academic year.

Selecting a Supervisory Committee

With the aid of the student’s research advisor, the student will choose a supervisory committee with a minimum of 3 faculty members. Typically the research advisor will act as the supervisory committee chair. Students should select a committee from a list of approved faculty members affiliated with the Biological Design Graduate Program. The list of faculty approved by the OGE can be viewed online at: https://graduateapps.asu.edu/graduate-faculty/degree/GCBDSPHD. If a faculty member has been chosen who is not on the approved list, the student must submit a Committee Approval Request to the OGE. This document can be viewed at: https://graduate.asu.edu/sites/default/files/committee-approval-request-individual-student-committee.pdf.

The supervisory committee roles include advising the student during the research and writing of the dissertation, and evaluating the dissertation defense. Minimally, every student will meet with their supervisory committee each academic semester and submit a supervisory committee report to the BDGP advising office. After the student passes the comprehensive examination, the committee will approve the proposed dissertation prospectus.

Interactive Plan of Study (iPOS)

The interactive Plan of Study (iPOS) is an academic contract between the department, the OGE and the student. It demonstrates a plan for achieving degree requirements.

Each student will need to create an iPOS when they have determined an advisor, a supervisory committee and developed a Plan of Study. Students should work with their advisor when establishing an individualized Plan of Study.

The iPOS should be submitted when the student has completed and registered for at least 50% of the total required coursework.
Instructions on how to submit your iPOS can be found at: https://graduate.asu.edu/sites/default/files/how-to-ipos.pdf

Once the student has filed an iPOS, the student will need to print their Plan of Study and obtain signatures of approval from the advisor and supervisory committee members. They will then submit the signed iPOS to the School of Biological and Health Systems Engineering advising office for review and approval from the program director. The iPOS must be approved before a student can request to take the comprehensive examination, advance to candidacy and graduate.

**Change of Advisor**

If a change of advisor is desired, the student will need to change the advisor listed on their iPOS. Once the student has updated the advisor section of the iPOS, the student will need to print their Plan of Study and obtain signatures of approval from the new advisor and supervisory committee members. The signed iPOS should be submitted to the School of Biological and Health Systems Engineering advising office for review and approval from the Graduate Student Academic Advisor.

**Change of Supervisory Committee**

If a change of supervisory committee member(s) is desired, the student will need to change the supervisory committee member(s) listed on their iPOS. If a faculty member has been chosen who is not on the approved list, the student must submit a Committee Approval Request to the OGE before they can change their iPOS. Once the student has updated the supervisory committee section of the iPOS, the student will need to print their Plan of Study and obtain signatures of approval from the advisor and supervisory committee members. The signed iPOS should be submitted to the School of Biological and Health Systems Engineering advising office for review and approval from the Graduate Student Academic Advisor.

**Change of Coursework**

If a student would like to change the coursework listed on the Plan of Study, the student will need to change the coursework listed on their iPOS. Once the student has updated their coursework, they will need to print their updated Plan of Study and obtain signatures of approval from the advisor and supervisory committee members. The signed iPOS should be submitted to the School of Biological and Health Systems Engineering advising office for review and approval from the Graduate Student Academic Advisor.

**Comprehensive Examination**

The comprehensive examination will include both a written research proposal and an oral examination in the broader areas that pertain to that specific research proposal. In the oral examination, students will be questioned in depth about the proposed research and related areas. The written portion of this exam will have the form of an NIH RO1 proposal. The topic of the proposal should not be in the specific area of the student’s dissertation research, but may be in the same general field of study. The comprehensive exam committee, which administers the exam, is assigned to the student by the Biological Design Executive Committee.

The research proposal outline is listed below:

- Title of project (81 characters maximum, including spaces and punctuation)
- Project Summary (30 lines of text maximum)
- Table of Contents
- Research Plan
The comprehensive exam committee will determine whether the student passes, passes with conditions, or fails. If the committee establishes conditions, those must be completed within the specified time period. The student doesn’t pass the comprehensive examination until the student has completed all conditional requirements. Once the student has passed the examination, the Report of Comprehensive Examination Results form must be submitted to the Graduate Advisor.

It is the student’s responsibility to complete the adequate forms and prepare for the examination within the allotted time period. Failure to take the examination within this time period will be considered as a failed attempt. One re-examination may be administered no sooner than three months and no later than one year after the original examination date. If a student is not able to pass the comprehensive examination, the student will be recommended for dismissal from the program or the committee might also recommend the student pursue a Master’s in Passing (see below).

**Dissertation Prospectus**

The student must have their proposed research approved by their supervisory committee by the end of the Fall semester of their 3rd year of study. It is the student’s responsibility to present their proposed research to their committee within the allotted time period. Each student should schedule a meeting with his or her supervisory committee for the dissertation prospectus approval. The supervisory committee will be the same as that listed on the student’s graduate plan of study, with the advisor or one of the co-advisors as chair. During the dissertation prospectus meeting, the supervisory committee will review the planned dissertation project and progress to date.

Students will submit a document of 10 pages or less describing their proposed dissertation project to their committee at least one week before the dissertation prospectus meeting. The summary should be organized in standard format of abstract, background, aims, preliminary results, and future work. During the dissertation prospectus meeting, the student should give a 20 to 30 minute presentation, and then defend their proposed dissertation project. If the dissertation prospectus is not approved by the committee, the student will need to present a revised prospectus to the supervisory committee.

Once the supervisory committee has approved the Doctoral Dissertation Proposal/Prospectus, the Results of the Doctoral Dissertation Proposal/Prospectus form must be signed by the supervisory committee and submitted to the School of Biological and Health Systems Engineering advising office (see Page 3 for advising information).
**Master's in Passing**

The Biological Design Graduate Program offers a Master's in Passing (MIP) to students who decide to complete a Master's degree, after all 1st and 2nd year coursework has been completed. The supervisory committee or comprehensive exam committee can also recommend the student pursue a Master’s in Passing, if they have determined the student cannot continue on with their PhD studies. The degree that will appear on the student's transcript is a Master of Science (MS) in Biological Design.

Once the student has decided they would like to pursue a Master’s in Passing, they must get approval from their supervisory committee and the BDGP program director. The student must write an abstract for their proposed Master's thesis and submit a *Master's in Passing* Form to the Biological Design Graduate Program office. This paperwork must be submitted prior to the semester the student plans on graduating. The student also needs to submit a new iPOS to the OGE and apply for graduation before they will be able to graduate. Please refer to the Graduation section of this handbook for more detailed information on graduation.

To earn a Master’s in Passing, the student must complete 36 total credit hours including 6 hours of BDE 599 Thesis during their final semester. The student may have the following courses listed on their Master’s in Passing iPOS:

- BDE 692 Lab Rotations
- BDE 792 Research
- Specialized Disciplinary Courses
- BDE 599 Thesis

The student must complete a written Master’s thesis and an oral defense of the thesis before their supervisory committee. Once the student is ready to start writing a Master’s thesis, the student should review the Format Manual, and refer to the automatic formatting tool provided by the OGE: [https://graduate.asu.edu/completing-your-degree/format](https://graduate.asu.edu/completing-your-degree/format).

**Candidacy**

Once a doctoral student has passed the required comprehensive examination and the proposed dissertation research is approved, they are admitted to candidacy. Candidacy indicates that a student has completed all coursework on the Plan of Study and will only be working on research, seminar and dissertation credit hours, and the doctoral dissertation. Students will advance to candidacy by submitting their *Results of the Doctoral Dissertation Proposal/Prospectus* form to the Biological Design Graduate Program office. The *Results of the Doctoral Dissertation Proposal/Prospectus* form acts as an application for candidacy. Student will receive a written notification indicating the status of candidacy from the OGE.

**Dissertation**

Six months prior to degree completion students will meet with their supervisory committee to confirm readiness to begin writing their dissertation and to request approval of the dissertation outline. During the writing process, the OGE suggests that students obtain a copy of the thesis/dissertation *Format Manual*. The formatting guidelines in the *Format Manual* must be followed when writing the dissertation. The OGE also offers a Thesis/Dissertation Workshop every Fall and Spring semester. For more information, please see the OGE Website.

Once the student has completed all research and is in the process of writing the dissertation, the student will contact their supervisory committee and schedule the final defense. The student should schedule the examination 2-3 months before the expected date to accommodate faculty schedules. Students will also be
encouraged to make a public presentation on their research findings. This should take place in a location accessible to the public and be directed towards the non-scientific community.

The time, date and location for both the dissertation defense and the public presentation need to be determined by the student, including any arrangements to reserve a conference room. The student must also complete the appropriate steps at least **10 working days** prior to the scheduled defense date. For Thesis/Dissertation Preparation and Support, please see the OGE website at: [https://graduate.asu.edu/completing-your-degree/defenses](https://graduate.asu.edu/completing-your-degree/defenses)

**Graduation**

The student is eligible for graduation when all Biological Design Degree Requirements are met and the dissertation is approved by the supervisory committee. It is recommended that the student meet with the Graduate Student Academic Advisor early in the semester they are planning to graduate.

If you have any further questions about commencement, please contact the University Ceremonies Office at (480) 965-3256 or via email at commence@asu.edu.

**5.0 Student Code of Conduct and Academic Integrity**

**Student Code of Conduct Summary**

The aim of education is the intellectual, personal, social, and ethical development of the individual. The educational process is ideally conducted in an environment that encourages reasoned discourse, intellectual honesty, openness to constructive change, and respect for the rights of all individuals. Self-discipline and a respect for the rights of others in the university community are necessary for the fulfillment of such goals. The Student Code of Conduct is designed to promote this environment at Arizona State University.

The [Student Code of Conduct](https://graduate.asu.edu/completing-your-degree/defenses) 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.

**Academic Integrity**

The highest standards of academic integrity and compliance with the university’s [Student Code of Conduct](https://graduate.asu.edu/completing-your-degree/defenses) 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.

Violations of academic integrity include, but are not limited to: cheating, fabrication of data, tampering, plagiarism, or aiding and/or facilitating such activities. At the graduate level, it is expected that students are familiar with these issues and that each student assumes personal responsibility for their work.

**6.0 Department and University Policies**

All Students are expected to adhere to the [ABOR Student Code of Conduct](https://graduate.asu.edu/completing-your-degree/defenses)
Policy for Maintaining Satisfactory Academic Progress

The following conditions must be met by each student to maintain satisfactory academic progress. If the student is not considered to be making academic progress they will be recommended for dismissal from the Biological Design Graduate Program to the OGE. A student may appeal actions concerning dismissal by petitioning the Biological Design Executive Committee in the form of a written request.

A. A student must maintain a 3.0 or higher, grade point average (GPA) in two specific areas: in all work taken for graduate credit (courses numbered 500 or higher) and in the coursework in the student’s approved Plan of Study. Students will be placed on academic probation if either GPA listed above falls below 3.0. Students will be notified by mail when placed on academic probation. Students placed on academic probation must meet with their supervisory committee prior to the start of the following semester. A student can move out of academic probation by bringing all of the GPAs listed above to a 3.0 or better by the time the next nine credit hours are completed. Coursework given a grade of “Z” or “Y” such as research (BDE 792) and dissertation (BDE 799) cannot be included in these nine hours. A student will be recommended for dismissal from the graduate program if the student fails to increase both of the GPAs listed above to a 3.0 or better by the time he or she completes at least nine credit hours.

B. Students must have no more than one of the following grades in any semester: “C”, “I”, “W”. If a student receives an “I”, they must complete the requirements for the course and achieve a passing grade within one calendar year. Any 2 combinations of grades “C”, “W”, or “I”, can result in termination from the program. Courses with grades of “D” and “E” cannot appear on the iPOS but will be included when calculating the Graduate GPA. Courses with an “I” grade cannot appear on the iPOS.

C. A student who withdraws from a required course (grade of “W”) will NOT be permitted to continue coursework as scheduled. Participation in the program will be contingent on approval from the Biological Design program director.

D. If a student receives an incomplete (grade of “I”) in any required course, the student and faculty member must submit to the Biological Design Graduate Program office a mutually agreed written plan to complete the coursework within a specified amount of time. If the student does not complete the coursework outlined in the written plan, they will NOT be permitted to continue coursework as scheduled. Participation in the program will be contingent on approval from the Biological Design program director.

E. Students must pass the comprehensive examination before the start of the third year (unless the student needs to retake the comprehensive examination). If a student has not passed the comprehensive examination by this point, they are not considered to be making satisfactory academic progress.

F. Students must enroll in a minimum of 1 credit hour of BDE 792 research every semester (with the exception of the first and final semester) and meet with their supervisory committee each Fall and Spring semester. The supervisory committee must agree the student is making satisfactory progress towards their dissertation research project.
Safety:
The department/school is committed to providing a safe work environment for faculty, staff and students. Students are required to follow safe procedures in accomplishing their research and teaching assignments. All graduate students are required to attend a safety orientation outlining university, college and departmental/school safety guidelines and regulations. This orientation is typically held at the beginning of each fall semester. Students are required to take safety refresher courses EVERY year.

Intellectual Property:
Key intellectual property policies can be found within the Arizona Board of Regents Policy Manuals well as ASU’s Research and Sponsored Projects Manual. It is the student’s responsibility to understand and remain in compliance with these key policies. These policies confirm and clarify ownership of research data and materials. For additional information, visit http://www.asu.edu/aad/manuals/rsp/rsp604.html

Conflict of Interest:
In some cases, students can find themselves working on projects which are part of a commercial development, either of their own, or associated with a faculty member. Once a conflict of interest has been identified, the graduate committee will determine an appropriate course in consultation with the student, the mentor, and, if necessary, University Counsel.

Enrollment:
Students must be enrolled for at least one hour of credit (that appears on the iPOS) or one hour of appropriate graduate-level credit during the semester or summer session in which they defend a thesis.

Summer: During the summer session, enrollment in any one of the summer sessions will fulfill the requirement.

Break Period. Students with an oral defense scheduled during a break period must be enrolled in both the proceeding semester and the following semester, including the summer term. If the break is between the summer and fall, enrollment during any one of the summer session will fulfill the requirement.

Access to Departmental Staff and Facilities

ISAAC and Building Access:
ISAAC (key card) provides access for the offices and laboratories in the Ira A. Fulton School of Engineering: Engineering Research Center (ERC), ISTB1, Schwada (SCOB) Classroom Office Building, and Goldwater Center (GWC) are obtained by filling out an online ISAAC form available on the SBHSE website. The student's research advisor and an authorized
department/school signor must also sign the form.

**Office Equipment:**
Graduate students are not permitted to use offices (e.g., computers, printers) without School approval. Students are urged to familiarize themselves with the extensive free computer facilities on campus available for word processing

**Copier:**
The SBHSE copier is for faculty and staff use. Faculty may authorize their students to use the copier for teaching duties or for research. Large jobs (greater than 100 copies) require approval by the school's Business Operations Manager. No personal copying can be done on the departmental machine. Pay copiers are available at many locations on and off campus. Misuse of departmental telephones, copiers, supplies, facilities is a serious offense that will lead to disciplinary action. At a minimum, students found to have used departmental/school resources for non-department/school approved purposes will be required to reimburse the department/school for such uses.

**7.0 Financial Assistance Policies and Procedures**
The Biological Design Graduate Program provides financial support during the first year rotation in the form of a Research Associateship. This RA appointment of 50% time provides the student a stipend. Stipend amounts are expected to vary by year, so please check with the program administrator for the current rate. In addition, the program pays the RA’s tuition and health insurance coverage. Students are responsible for paying associated ASU fees. RAs must be enrolled in a minimum of 9 credit hours each Fall and Spring term and 2 credit hours during the Summer. During the first year of study students will complete three 10-week laboratory rotations as well as participate in recruitment and outreach activities. Rotations can be in an ASU laboratory affiliated with the BDGP. At the completion of the first academic year, students will select a lab they intend to join. The student will negotiate their research topic with the faculty member in their desired lab. In August the mentor will be responsible for the student’s continued funding. The program administration will provide assistance as needed in making a smooth transition to the new lab.

Students are also encouraged to seek out additional funding sources particularly following the first year (for example, the NSF graduate fellowship). Student support will be contingent on adequate progress in the degree program.

**Teaching Assistantships:**
Some teaching assistantships may be available to qualified individuals. The TA Application Form is available online: https://sbhse.engineering.asu.edu/academics/currentstudents/graduate/ta-application/ Students receiving teaching assistantships may be assigned appointments that are half-time (20 hours per week) or quarter-time (10 hours per week). Assignments may include sole responsibility for the teaching of undergraduate laboratories, assistance in the teaching of undergraduate laboratories or assistance in the grading of undergraduate homework. Occasionally the student may be asked to prepare specific lectures in undergraduate courses and administer examinations. Teaching responsibilities are in addition to the time spent on research for the graduate degree. Teaching assistantships often are also available in other degree programs at the University. This includes, for example, Chemistry, Mathematics and Computer Science degree programs. A tuition waiver is usually given to students awarded an RA. In some cases, a doctoral student may be listed as instructor of record for a course, and deliver the entire course. In addition to the above requirements, a student must also complete their Teaching Practicum prior to being listed as instructor of record.
Research Assistantships:

Research assistantship appointments pay the student a stipend to participate in a particular research project that may serve as his/her thesis research topic. Research assistantships may also be available for projects that will not serve as the student's research topic. The research assistant may be appointed 50% time (20 hours per week) or 25% time (10 hours per week). Students receiving stipends for research activity that also constitutes the dissertation research should spend considerably more time each week working on the project than that dictated by the assistantship in order to ensure good progress towards the doctoral degree.

Scholarships:

The Graduate College provides a variety of mechanisms to support funding for outstanding graduate students recommended by the program, if funds are available (see http://graduate.asu.edu/financing). Students are encouraged to apply for these awards administered by the Graduate College. Generally, students receiving research assistantships or teaching assistantships qualify for out-of-state tuition waivers. However, only a very limited amount of support is available. Also note that these scholarships are awarded to students with the most outstanding academic credentials.

8.0 Conduct and Conflict Resolution

As stated above, students are expected to abide by the Arizona State University Student Code of Conduct. Since the Biological Design Graduate Program is administered through the Ira A. Fulton Schools of Engineering, conflict resolution follows the same policies and procedures that are found at the college level. If a conflict or issue arises, the first steps students should take is to contact their research advisor and/or the chair of the Biological Design Graduate Program in order to explain the situation. This ensures that faculty and chairs are aware of the problem, can inform school directors and deans if the need arises, and can then guide the student on next steps. Please note that information provided to students on matters involving infractions of the student code of conduct, violations of ASU or ABOR policies, academic integrity, or other situations pertaining to conditions at ASU that affect the ability of students, faculty, and staff to work and learn at ASU cannot be held confidentially by faculty and program chairs. They are obligated, as employees of ASU, to report the situation to the appropriate administrators and, if the need arises, to the Office of ASU Legal Counsel.
9.0 University Resources

Academics and Professional Development:
- Libraries (see https://lib.asu.edu/services/graduate-students )
- Writing Centers (see https://tutoring.asu.edu/writing/graduate )
- Career Services (see https://eoss.asu.edu/cs )
- Professional Development Workshops and Opportunities (see https://graduate.asu.edu/professional-development )

Student Support Services:
- International Student Services (https://issc.asu.edu )
- Housing (https://eoss.asu.edu/offcampushousing )
- Health Services (https://eoss.asu.edu/health )
- Counseling Services (https://eoss.asu.edu/counseling )
- Disability Resources (https://eoss.asu.edu/drc )
- Veterans Office (https://veterans.asu.edu/veteran-support-resources )
- Graduate and Professional Student Association (https://gpsa.asu.edu )

Business and Finance Services:
- Parking and Transit (https://cfo.asu.edu/parking )
- Student Accounts (https://cfo.asu.edu/financial-services )
- ID Cards (https://cfo.asu.edu/cardservices )

Campus Amenities:

The Memorial Union, considered the living room of the campus, welcomes you as a member of the ASU community. Our goal is to provide you with the best possible experience - whether joining a student organization, participating in a day of community service, planning an event or enjoying a meal. The opportunities for involvement are endless.

Contact Information:
- Provost's Office https://provost.asu.edu/
- Graduate College https://graduate.asu.edu/
- GPSA Outreach https://gpsa.asu.edu/
- IT Help Office https://uto.asu.edu/
- Emergency Services https://cfo.asu.edu/safety