

## Ph.D. Degree Requirements and Procedures

### Summary of Procedures for Ph.D. Students

- Complete every deficiency course with a grade of “B” or higher within the first two terms
- File an approved tentative program of study before the end of the first semester
- File a new approved tentative program of study before beginning work in any course that deviates from the previously approved tentative program of study
- Select the faculty advisor to serve as chair of the supervisory committee by the end of the first semester
- Select the supervisory committee, in consultation with the faculty advisor
- When 50% of coursework is completed, file the final plan of study (iPOS)
- When the course work on the plan of study is completed and approved by the Graduate College, the comprehensive examination can be completed
- Enroll in CSE 792 Research with approval from the supervisory committee to work on the dissertation prospectus
- After the dissertation prospectus is approved, apply for admission to candidacy and enroll in CSE 799 Dissertation to complete the work agreed upon in the dissertation prospectus
- In the final semester, file an application for graduation on My ASU with the Graduation Office of the Registrar
- Defend your dissertation in your last semester
- Deliver one bound copy of the dissertation to the graduate advisor and one bound copy to the faculty advisor. The bookstore delivers two bound copies directly to the library. As a courtesy, determine which members of the supervisory committee would like a bound copy of the dissertation.

Please review current [Graduate College policies and procedures](#).

### Transfer of credits

A student can transfer a maximum of thirty credit hours from an earned Master’s degree from another accredited institution plus 12 credits not used in any previous degree program. A student must prove by a Masters plan of study (iPOS) that these credits were not required for their Masters as specified in the ASU Graduate Catalog. Only resident graduate courses with an “A” or “B” grade are eligible for transfer. A course with a grade of “Pass”, “Credit”, or “Satisfactory” is not acceptable for transfer. A student who wishes to transfer credits from another institution should

contact the graduate advisor in the CIDSE Advising Center to initiate the transfer credit process.

### **Transfer between programs**

Students that want to change from a Master's to a Ph.D. in Computer Science must submit a new application with the Graduate College. Admission to the Ph.D. program can be denied. If admitted, the student is allowed to use only twelve credits from the original program to the new program.

A student who would like to switch from a Ph.D. to a Master's program in Computer Science can submit a Request Change through MyASU. Nine credits are allowed to be used in the Master's program.

### **Policy for Maintaining Academic Satisfactory Progress**

A student who has been admitted to a graduate degree program in the School of Computing and Informatics, with either regular or provisional admission status, must maintain a semester grade point average (GPA) of 3.25:

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 semester GPAs listed above falls below 3.25. Students will be notified by mail when placed on academic probation.
  - B. A student will earn academic good standing by obtaining a semester 3.25 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 semester GPAs

listed above to 3.25 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 unit in which they are enrolled.

Ph.D. students must be registered every semester until they have completed their degree. Auditing classes is not permitted. Students must take classes for a grade and earn credit to fulfill the Ph.D. degree requirements. If a student fails to register for a semester, the Graduate College will withdraw the student from the degree program.

### **Deficiency Coursework**

If the student was assigned any deficiency coursework, then those classes should be completed in the first year. All deficiency classes must be completed with a grade of “B” or higher within two semesters. If a student believes that an assigned deficiency course(s) has been completed at another institution, then the student must seek approval from the course coordinator by submitting a [Deficiency Evaluation form](#). If approved, the form can be submitted to the graduate advisor.

### **Continuous Enrollment and Leave of Absence Policies**

Once admitted to a graduate degree program, masters and doctoral students must be registered for a minimum of one credit hour (not audit) during all phases of their graduate education. This includes periods when they are engaged in research, working on or defending theses or dissertations, taking comprehensive exams, taking Graduate Foreign Language exams or in any other way using university facilities or faculty time including the term in which they graduate. This credit must appear on the Plan of Study or must be an appropriate graduate-level course (e.g. 595, 695, or 795, Continuing Registration). Courses with grades of “W” and “X” are not considered valid registration for continuous enrollment purposes.

Students planning to discontinue enrollment for a semester or more must request approval for a leave of absence. Student may petition the Graduate College for a leave of absence for a maximum of two semesters during their entire program. A petition for a leave of absence, endorsed by the members of the student’s supervisory committee and the head of the academic unit, must be approved by the Graduate College dean. This request must be filed and approved before the anticipated absence.

An approved leave of absence will enable students to re-enter their program without re-applying to the university. Students who do not enroll for a fall or spring semester without an approved leave of absence by the Graduate College are considered withdrawn from the university under the assumption that they have decided to discontinue their program. Student removed for this reason may reapply for admission to resume their degree program; the application will be considered along with all other new applications to the degree program.

### **Selection of Faculty Advisor**

When a student has decided on a primary area of research, the student must select a faculty advisor in that area of study. The faculty advisor must be a faculty member in Computer Science and Engineering with a rank of assistant professor or higher. The faculty advisor will serve as the chair of the supervisory committee that supervises the student's dissertation.

### **Select the Supervisory Committee**

The Graduate College recognizes three committees in conjunction with the Doctor of Philosophy degree:

- Program Committee
- Comprehensive Examination Committee
- Dissertation Committee

The Computer Science and Engineering faculty require that there is only one Supervisory Committee that functions as the student's Program Committee, Comprehensive Examination Committee and Dissertation Committee.

In consultation, the faculty advisor and student form a supervisory committee. The supervisory committee must include the faculty advisor and three committee members. The faculty advisor must be a faculty member with the rank of assistant professor or higher in Computer Science and Engineering. The faculty advisor serves as the chair of the supervisory committee.

At least three members, including the committee chair, must be faculty of Computer Science and Engineering. At least one committee member must be from outside the Computer Science and Engineering. This outside member is not required to be involved with the prospectus defense but is

expected to be present (in person or via teleconferencing) at the dissertation defense. For students in the AME and IA concentrations, at least one member of the student's committee must be from that program.

The composition of the committee must be in accordance with the guidelines of the Graduate College. Once the committee is established, changes to the committee are highly discouraged. Any changes to the committee must be submitted by completing a [Graduate Committee Change form](#) through the Graduate College that is signed by the student and all members of the student's committee.

The supervisory committee, in its role as comprehensive examination committee, administers the comprehensive examination, which consists of written and oral examinations designed to test the student's mastery of the field of specialization.

The supervisory committee, in its role as dissertation committee, approves the subject and title of the dissertation and advises the student during the formulation of the research topic and during the completion of the research and the dissertation. The faculty of Computer Science and Engineering require external peer-review of the dissertation research. The external member on the committee must have the necessary knowledge and skills to serve on the dissertation committee. The outside member must be approved by the Graduate Program Director and the Graduate College. An external member may be an ASU faculty member that is not a faculty of Computer Science and Engineering.

### **Final Plan of Study**

The Supervisory committee, in its role as program committee, advises the student in planning the plan of study (iPOS). The iPOS must be submitted by the time a student has completed 50% of their coursework and must have the approval of the student's supervisory committee, the Graduation Office, and the dean of the Graduate College.

Eighty-four credit hours of graduate work (500-level or above) beyond the bachelor's degree are required with the following constraints:

1. 48 credit hours must be in courses excluding practicum, dissertation, and research (CSE 580, 592, 599, 792 and 799).
2. At most 12 credit hours of reading and conference (independent study) courses (CSE 590 and 790) can be used.

3. At most 12 credit hours of CSE 598 coursework can be used. Students cannot take CSE 598 courses in subject areas they have taken as an undergraduate student.
4. At least 12 credit hours and no more than 18 credit hours of research (CSE 792) are permitted.
5. The minimum and maximum of 12 hours of dissertation (CSE 799) are permitted
6. At most 15 credit hours of interdisciplinary studies are counted (the remaining must be in computer science), with approval by the faculty advisor.
7. At most 30 hours of graduate credit from a Master's degree can be transferred from an accredited institution. Transfer credits must not have been used for an undergraduate degree must adhere to the above constraints and must have been graded with a "B" or higher. An additional 12 credit hours can be transferred in if not used in any previous degree program. A student will have to prove by a Master's plan of study from the previous institution that these credits were not required for their Master's.
8. At least 18 credit hours of 500 level courses (excluding CSE 598) must be taken. At least 3 credit hours in 500 level courses must be taken in each of the three areas: Foundations, Systems and Applications.
9. Practicum hours (CSE 580) or audit classes cannot be included on the plan of study (iPOS)

Of the 84 semester hours, at least 30 hours of the approved Ph.D. program and 24 hours of research and dissertation must be completed after admission to a Ph.D. program at ASU.

For the AME and IA concentrations, please review the [concentration webpage](#) for more information on requirements.

### **Satisfactory progress**

When there are outstanding courses in the final plan of study, a Ph.D. student must be enrolled in at least one course per semester to qualify for satisfactory progress. International students are typically required by SEVIS to be enrolled in 9 credit hours to maintain their full-time status. When the formal coursework has been completed, evidence of adequate progress consists of the completion of one or more major chapters of the dissertation and submission of refereed papers.

## List of Area Courses

### 1. FOUNDATIONS

CSE 550 Combinatorial Algorithms and Intractability

CSE 552 Randomized and Approximation Algorithms

CSE 555 Theory of Computation

### 2. SYSTEMS

CSE 517 Hardware Design Languages

CSE 520 Computer Architecture II

CSE 530 Embedded Operating Systems Internals

CSE 531 Distributed Operating Systems

CSE 534 Advanced Computer Networks

CSE 535 Mobile Computing

CSE 536 Theory of Operating Systems

CSE 539 Applied Cryptography

CSE 543 Information Assurance and Security

CSE 561 Modeling and Simulation Theory and Applications

CSE 563 Software Requirements and Specification

CSE 564 Software Design

CSE 565 Software Verification, Validation and Testing

CSE 566 Software Project, Process and Quality Management

CSE 591 Mobile Ad Hoc Networking and Computing

CSE 591 Wireless Networks

### 3. APPLICATIONS

CSE 509 Digital Video Processing

CSE 510 Database System Implementation

CSE 511 Semi-Structured Data Management

CSE 512 Distributed Databases

CSE 514 Object-Oriented Databases

CSE 515 Multimedia and Web Databases

CSE 539 Applied Cryptography

CSE 570 Advanced Computer Graphics I

CSE 571 Artificial Intelligence

CSE 572 Data Mining

CSE 573 Advanced Computer Graphics II

CSE 574 Planning and Learning

CSE 577 Advanced Computer-Aided Geometric Design I

CSE 578 Advanced Computer-Aided Geometric Design II

CSE 591 Enterprise/Service-Oriented Computing

A transfer course may be used to satisfy an area course requirement only if the course is approved by a faculty member teaching a similar area course at ASU.

## **Interdisciplinary Studies**

In recognition of the interdisciplinary nature of computer science and individual research interests, Ph.D. students are encouraged to acquire a certain level of knowledge in another discipline by completing up to fifteen credit hours of graduate work in other departments such as biomedical informatics, mathematics, psychology, engineering, philosophy (logic) and linguistics. Although the School wants to maintain uniform standards concerning the academic work of all students, an individual student's educational background, research interests and plans for the future must play a role in course selection. Therefore, the members of the student's program committee and the student together are to agree on which area and which courses are permitted for interdisciplinary studies. The guidelines for the selection are:

1. The quality of the course is satisfactory, and the content is relevant to computer science and the student's research.
2. There is no significant overlap between the courses in question and others that the student has already taken to satisfy Ph.D. requirements.

## **Maximum Time Limit**

Doctoral students must complete all program requirements within a ten-year period. The ten-year period starts with the initial enrollment into the doctoral program. In addition, the student must take the final oral examination in defense of the dissertation within five years after passing the comprehensive examinations. Any exception must be approved by the supervisory committee and the dean of the Graduate College and ordinarily involves repetition of the comprehensive examinations.

## **Comprehensive examination**

The comprehensive examination tests the student's mastery in the specialization and closely related areas, and, when applicable, the specific topic of the intended dissertation. The purpose of the comprehensive examination is to show that the student has developed the research tools necessary to undertake the dissertation research.

The student must file an approved plan of study (iPOS) for the Ph.D. degree with the Graduate College prior to taking the comprehensive exam.

The comprehensive examination consists of at least two components: an oral component and written component. The comprehensive examination committee members determine both the content and format of the written components.

Prior to defending the dissertation prospectus, each committee member is required to submit written questions to the graduate advisor, who will forward them to the candidate. The candidate will have ten business days to answer the questions and will submit the answers to the graduate advisor in the CIDSE Advising Center, who will distribute them to the committee. The candidate must be enrolled at the time of the comprehensive exam.

The chair of the comprehensive examination committee reports the results of the written exam to all committee members.

The oral component follows the conclusion of the written component. The oral exam is attended by the comprehensive examination committee and is open to the department faculty. At the discretion of the committee, graduate students may also attend the oral examination. The syllabus for the exam is set by the comprehensive examination committee in consultation with the student. Once the candidate has passed both parts of the comprehensive exam, the prospectus defense may take place.

The student's supervisory committee must sign the [Report of Doctoral Comprehensive Exams form](#) once the examinations are successfully completed. The student submits the form to the graduate advisor, who will submit the form to the Graduate Program Director and the Graduate College.

Failure of the comprehensive examinations is considered final unless the supervisory committee and the Graduate Program Director recommends, and the dean of the Graduate College approves, a re-examination. A re-examination may be administered no earlier than three months and no later than one year from the date of the original examination. Only one re-examination is permitted. A student cannot obtain the approval of the dissertation prospectus until the comprehensive examination has been passed. The candidate must complete the defense of the dissertation within five years after passing the comprehensive examination.

## Research

A Ph.D. student's plan of study (iPOS) must include 12-18 hours of CSE 792 Research. The requirement for the completion of CSE 792 is an approved dissertation prospectus.

Before enrolling for CSE 792, each member of the student's supervisory committee must sign [Application for Research](#) form. The student will then meet with the graduate advisor for approval to register.

After enrolling in CSE 792, the student must prepare a dissertation prospectus in accordance with the following guidelines. The dissertation prospectus must contain:

1. a statement of the research and why it is important.
2. an overview of bibliography of the relevant literature.
3. a description of the student's competence in conducting the research (an initial competence metric is the successful completion of the comprehensive examination in the area of research. The student, however, is encouraged to provide evidence of initial results in the scope of the dissertation research).
4. a discussion of how the research will be approached (including specific criteria for the completion of the research broken down by research tasks, and the order in which the tasks will be completed).
5. a projected time-table and outline of the dissertation.

The length of the written dissertation prospectus is not to exceed 20 pages (no exceptions). The student is encouraged to provide the required material in an effective manner. Ultimately, the student's committee chair guides the prospectus writing process.

After the student's committee chair is satisfied with the student's dissertation prospectus, the student must submit a copy of the dissertation prospectus to each member of the supervisory committee at least two weeks before the defense. The student must also post and submit a [Defense Announcement](#) of the dissertation prospectus defense to the graduate advisor at least two weeks before the defense.

Before the student submits the announcement to the graduate advisor, the student must schedule a room through the Administrative office (5th floor Brickyard) for the date and time agreed to by the supervisory committee. The announcement must include an abstract, the name of the student and the names of the committee members in addition to specifying the time,

date and place of the presentation of the dissertation prospectus. The presentation must be announced and open to the School faculty. Attendance by others is left to the discretion of the supervisory committee. The dissertation prospectus may be presented immediately following the successful comprehensive examination, if all members of the supervisory committee agree. Under these circumstances, there must be a clear separation of the successful completion of the comprehensive examination and the start of the dissertation prospectus defense. The committee evaluates the prospectus in terms of:

1. The value of the research.
2. The feasibility of the research plan.
3. The student's preparation for carrying out the proposed research.

The committee accepts the dissertation prospectus, accepts it with changes or rejects it. If the committee deems the student's work on the dissertation prospectus to be unsatisfactory, the student may request one more opportunity to submit a dissertation prospectus. The student must wait until the next semester or summer session before making the second and final attempt and the student must make the second and final attempt within one year after the first attempt.

If the committee accepts the dissertation prospectus with changes, the supervisory committee indicates a description of the required changes on the [Results of the Doctoral Dissertation Proposal/Prospectus](#) form. The student must submit the revised dissertation prospectus to the supervisory committee no later than one month after the oral presentation of the prospectus. The committee must evaluate the revised prospectus no later than one month following the student's submission of the revision.

When the committee accepts the proposal, each committee member must sign the [Results of the Doctoral Dissertation Proposal/Prospectus](#) form.

Then the student must submit the prospectus to the graduate advisor for approval by the Graduate Program Chair. The Graduate College will then approve the student for candidacy.

A student must have an approved research prospectus on file before the student can register for CSE 799 Dissertation. Therefore, a student cannot take CSE 792 and CSE 799 in the same semester.

## Prospectus Defense

If the committee finds the written questions adequately answered (within one week of receiving the answers), the candidate will submit the Ph.D. prospectus (not to exceed 20 pages) to the committee members. The candidate may now set the date for the prospectus defense, within two weeks of completing the written/oral examination. The candidate must be enrolled at the time of the prospectus defense.

## Dissertation

Before a dissertation can be defended, parts of it must have been published or accepted for publication in at least one journal, conference, or book of a quality acceptable to the dissertation committee.

Ph.D. student's plan of study (iPOS) must include twelve hours of CSE 799 Dissertation which must be taken after the approval of the dissertation prospectus. Therefore, before enrolling for CSE 799, the student's approved dissertation prospectus must be on file with the graduate advisor.

After enrolling in CSE 799, the student must complete the research described in the approved dissertation prospectus.

A student must be enrolled in at least one graduate-level course at the time of the defense. If you are holding the defense during the interim period between semesters, you must be registered in the following semester. If you defend during the period between the Spring and Summer semester, you must be registered for the summer session. If you defend during the period between the Summer session and Fall semester, then you must be registered in the Fall semester. Please see the [Graduate College policies](#).

The Graduate College publishes information regarding the details of dissertation preparation, formal requirements, deadlines and oral examinations. The student must comply with all guidelines that the Graduate College publishes regarding the submission of a dissertation and the scheduling of a final oral examination.

Once the dissertation is completed, the candidate will submit it to the committee members as well as to the external reviewer. The dissertation defense will take place no earlier than four weeks after the dissertation is received by the committee.

There will be an open oral defense following the completion of the dissertation. The candidate must defend the dissertation within five years after passing the comprehensive examinations. A student can schedule the defense after the student's committee chair and the Graduate College have approved the student's dissertation. The student must also post and submit a [Defense Announcement](#) at least 2 weeks before the defense to the graduate advisor.

Please review the following information:

- [Thesis/Dissertation Format Preparation and Support](#)
- [Doctoral Defense Schedule form](#)
- [Defense Announcement](#) - posting of the defense is a STATE LAW. If the defense announcement is not posted 10 working days before the defense, then the defense MUST be re-scheduled to meet STATE LAW.

Before the student submits the announcement of the oral defense to the graduate advisor, the student must schedule a room through the Administrative office (5<sup>th</sup> floor Brickyard) for the date and time agreed to by the supervisory committee. The announcement should include an abstract, the name of the student and the names of the committee members in addition to specifying the time, date and place of the defense. The defense includes a presentation of the research results. The final defense is open to the public and anyone may question the candidate.

The supervisory committee evaluates the dissertation and the student's performance on the defense. The committee accepts the dissertation, accepts it with changes or rejects it. If the committee deems the student's work on the dissertation or performance on the oral examination to be unsatisfactory, the student may request one more opportunity to submit a dissertation and pass the defense. The student must wait until the next semester or summer session before making the second and final attempt and the student must make the second and final attempt within one year after the first attempt.

Once the dissertation has been approved, the student is required to provide at least four bound copies of the dissertation:

Bookstore - 2  
Graduate Advisor -1  
Committee Chair- 1

As a courtesy, the student should determine whether other members of the supervisory committee would like a bound copy of the dissertation.

## Removal from the program

A Ph.D. student may be removed from program for any of the reasons listed below:

1. Cumulative GPA is less than 3.25 for two consecutive semesters. (The student with such a cumulative GPA will be put on probation after the first semester.)
2. The semester GPA is less than 3.25 in the course of two consecutive semesters. (The student is put on probation with such GPA after the first semester.)
3. Failure to make up deficiencies within the time allowed, as determined by the admissions committee.
4. Failure to meet a requirement specified for the Ph.D. degree, including not making satisfactory progress toward the completion of the degree.

## Filing for Graduation

During the final semester, a student must file an application for graduation with the Graduation Office of the Registrar on My ASU. The student's approved final plan of study (iPOS) must be on file with the Graduate College before the student can apply for graduation.

## TA/RA Requirements

Students who have assistantships through the Ira A. Fulton Schools of Engineering are required to register for no more and no less than 12 credit hours. These hours must be 500 level courses (audit courses are not permitted and a maximum of 9 hours of CSE 580 Practicum is permitted). All international students must pass the Interview or SPEAK test with a score of 55 to be fully certified.

## Internship Programs

### CSE 584 Internship (CPT)

Curricular Practical Training (CPT) is a type of off-campus employment authorization for F-1 international students who must complete an internship course in order to graduate from their current degree program.

CSE 584 Internship may be required for inclusion on the plan of study (iPOS) for some computer science and engineering students. The student's faculty advisor determines this in consultation with the Associate Director of Academics Affairs. Internship cannot be added to an official iPOS which has previously been approved. Internship may be necessary if the student needs practical engineering experience to complete qualifications for an advanced degree, needs industrial experience to gain the ability to perform required degree dissertation research, or needs the use of unique industrial facilities not available on campus to complete a dissertation research study. Students must complete two semesters at ASU before becoming eligible for Internship.

Internship registration is for one credit hour per semester. Internship for the Ph.D. degree is limited to no more than four semesters and two summer sessions. Internships may be part-time (20 hours per week) or full-time (40 hours per week). An international student having 12 months or more of full-time internship will become ineligible for Optional Practical Training (OPT).

Internship is only available to full-time, on-campus students. Full-time is defined as having completed nine credit hours or more for the semester preceding the internship unless the student has passed the Ph.D. Comprehensive Exam and completed all required research and dissertation credits. In the latter case, the student will still be eligible for internship. Students must receive all approvals from their faculty advisor and from the Associate Director of Academics Affairs. All application materials for internship must be completed by the last day of regular registration for any semester.

During any regular semester (fall or spring), a student on an internship must be registered full-time. CSE 584 Internship credit counts toward this requirement. For a summer internship the student needs to register for only one credit hour of internship.

An approved plan is required before starting the internship by filling out the Internship Application and submitting the form to the graduate advisor. Internship is not permitted for Ph.D. students after all classes for the plan of study have been completed.

At the Ph.D. level, internship is intended to enhance the student's research capabilities in the area related to the dissertation. Therefore, the internship plan must show the relationship between the work proposed and the intended research program. The dissertation advisor must write a separate letter explaining why the internship is required.

After the internship period ends, a minimum five page report is required before a grade and credit is given. The final report will be submitted to the Industrial supervisor for comments, then to the faculty advisor for a grade assignment, and

then to the graduate advisor. The student must submit the report by the end of the following term at the latest (i.e. end of Fall term for Summer internship) or the grade will be a failing grade (“E”).

### **CSE 584 Embedded Systems Internship**

The Consortium for Embedded Systems internship program provides real-world work experience in embedded systems for graduate students. Students may work as interns for a maximum of three semesters.

Students must work 20 hours per week at the industry member site during spring and fall semesters and 40 hours per week during summer session.

Students must be registered for 12 credit hours during the semester they complete the internship, 3 credits of which are CSE 584 Embedded Systems Internship. Graduate students cannot use this Internship for their degree program and put it on the Plan of Study.

Students will submit an [Application for Embedded Systems Internship form](#), a resume and an unofficial transcripts to Dr. Karamvir Chatha. If hired for the internship, the student will submit the application form to the CIDSE Advising Center in Brickyard Engineering, Ste. 208 for an override to enroll.

### **CSE 584 Internship (Hourly)**

This internship program is designed to provide CSE graduate students an industrial internship experience in computer science industries and related sectors that **(a)** provides the intern direct exposure to real world professional activities, **(b)** enhances their personal and professional skills, and **(c)** increases the likelihood of professional employment opportunities in their major.

CSE 584 Internship (Hourly Worker) registration is for one credit hour per semester. A student can register for 1 credit hour of Internship during any semester (spring, 8-week summer session, or fall). A student must work 20 hours/week during a spring or fall semester, and 40 hours/week during an 8-week summer session. The summer work can (and normally will) extend beyond the 8-week summer session to cover the entire 12 weeks of the summer break, but the requirement for credit includes only the 8 weeks of the 8-week summer session.

Internship is only available to full-time, on-campus students. Full-time is defined as having completed nine credit hours or more for the semester preceding the internship. Students must receive all approvals from faculty internship coordinator. All application materials for internship must be completed by the last day of regular registration for any semester.

During any regular semester (fall or spring), a student on an internship must be registered full-time. Internship (CSE 584) credit counts toward this requirement. For a summer internship the student needs to register for only one credit hour of internship.

An approved plan is required before starting the internship by filling out the [Application for CSE 584 Internship form](#) and submitting the form to the faculty internship coordinator. Internship is not permitted for Master's degree students after all classes for the plan of study have been completed.

After the internship period ends, a minimum five page report is required before a grade and credit is given. The final report will be submitted to the Industrial supervisor for comments, then to the faculty internship coordinator. The student must submit the report by the end of the following term at the latest (i.e. end of fall term for summer internship) or the grade will be a failing grade ("E").

Graduate students cannot use this Internship for their degree program and put it on the Plan of Study.

If you have any questions on these policies and procedures, contact Dr. Hasan Davulcu, Internship Coordinator, at (480) 965-6385 or by email at: [cidse.internships@asu.edu](mailto:cidse.internships@asu.edu)

### **Questions**

If you have any questions on these policies and procedures, contact the CIDSE | Advising Center at (480) 965-3199 or by email at [cidse.advising@asu.edu](mailto:cidse.advising@asu.edu).