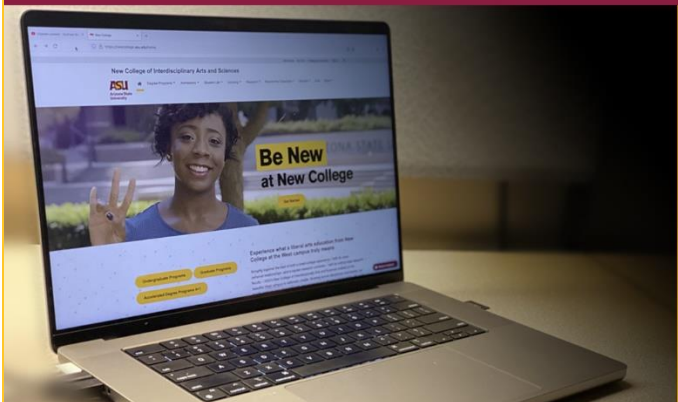




Online Handbook

**Forensic
Science,
PSM**



ASU New College
of Interdisciplinary Arts and Sciences
Arizona State University



Greetings!

Welcome to the New College of Interdisciplinary Arts and Sciences at Arizona State University.

Your acceptance into our graduate degree program is evidence of your past academic accomplishments and your future potential. It is both an honor and an indication of the hard work and dedication you have invested into your education. Congratulations! Chances are you probably have questions, answers for most of which you will find throughout this handbook. But there are at least two questions I want to address here. First, “for how long will New College be new?” New College will always be New! That’s because New is not measured on a stopwatch or even a calendar. New is a mindset to never settle for the status quo, but instead continue to push the bounds of knowledge and understanding.

The next most-often question I receive is, “what is Interdisciplinary?” The dictionary tells us interdisciplinary involves two or more disciplines. We put that in practice in New College by building degree programs that break down the silos between traditional academic disciplines. Your studies will likely include courses offered across our four unique schools.

Please know, starting a graduate degree program is a huge next step in your life – and I want you to know that throughout your journey with New College, all of us are ready to help you through every phase. If your schedule allows, I invite you to visit our beautiful campus at any point during your studies. Come meet your faculty and advisors. I would sincerely appreciate meeting you as well. Looking ahead, when you graduate, please consider joining us in person for commencement, convocation, and our special New College reception just for online students.

We are thrilled you have chosen New College to pursue your graduate degree and we commit to being here with you every step of the way.

Sincerely,



Todd R. Sandrin, Ph.D.

Dean, [New College of Interdisciplinary Arts and Sciences](#)

Vice Provost, [West Valley campus](#)

Professor, [School of Mathematical and Natural Sciences](#)

Senior Global Futures Scientist - [Julie Ann Wrigley Global Futures Laboratory](#)

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Overview

ASU Charter

ASU is a comprehensive public research university, measured not by whom we exclude, but rather by whom we include and how they succeed; advancing research and discovery of public value; and assuming fundamental responsibility for the economic, social, cultural and overall health of the communities it serves.

Visit [ASU Charter, Mission and Goals](#) for more information.

Welcome

Welcome to Arizona State University's Professional Science Master's (PSM) program in Forensic Science (Online). The PSM in Forensic Science will ready students for career advancement by providing them with greater educational depth and breadth in the forensic sciences and through the development of new competencies related to laboratory supervision and management. Our program is designed to instill advanced skills in scientific inquiry as well as critical laboratory leadership that will ready students for administrative and advancement opportunities. The PSM also trains students on how to work with regulatory bodies that provide the framework for oversight in forensic laboratories.

This program requires 30 credit hours of coursework, which includes a 6-credit hour culminating experience. The program requires students to follow the prescribed 4-semester course sequence. It is critical that you review this handbook thoroughly to ensure the successful completion of all requirements.

Arizona State University comprises sixteen colleges and schools spread across four campuses in the Phoenix, Arizona metropolitan area. The online PSM program in Forensic Science is offered by the School of Interdisciplinary Forensics, which is part of the New College of Interdisciplinary Arts and Sciences at [ASU's West Valley Campus](#) in Phoenix, AZ.

If you have any questions about our Online Forensic Science program, please contact NCGradOnline@asu.edu.

Quick Facts

Program location: Online

Start terms (online): Fall A, Spring A, Summer

Time to completion: 18 Months

Schedule: Evening/Weekend/Part-Time

Student Support & Academic Advising

The New College of Interdisciplinary Arts and Sciences has a team of Academic Success Advisors available to support you throughout your graduate career. Academic Success Advisors are available weekdays from 8 am - 5 pm MST. Contact us at 602-543-3000 or email NCGradOnline@asu.edu.

Current students can schedule an appointment [here](#).

Although we typically provide same day responses, please allow up to 2 business days for an email response. If you have questions that are better suited for a verbal conversation please schedule an appointment with an Academic Success Advisor via your My ASU page.

Program Handbook Archives

To review archived handbooks, please visit [New College Graduate Handbook Archives](#)

My ASU Portal

On your My ASU portal you will find information about your courses, transcripts, transportation, student success and support, finances, university policies and the academic calendar. You can familiarize yourself [with these resources](#).

Student Responsibility

As a graduate student, you're responsible for reviewing and adhering to all university, college, and graduate college policies and procedures.

- Review this program handbook and communicate with your academic success team about any questions.
- Review your [program website](#) to ensure you have information related to course registration and course sequencing.
- Check your ASU email daily and review all messages from your New College Graduate Student Services team.
- Monitor your My ASU account regarding your status, holds, action items and other important information to ensure you're on track for your degree.

Admissions

Application Requirements & Deadlines

Admissions to the PSM Forensic Science - Online is offered for the Fall (August), Spring (January), and Summer (May). Completed admission files are reviewed on a rolling basis. Admission decisions are typically made within five business days. Applicants are encouraged to apply early and have all application materials on file with ASU on or before any posted deadlines.

The Graduate College at ASU maintains a minimum requirement of admission to master's, certificate and doctoral programs. These minimum requirements can be reviewed on the [ASU Graduate Admission](#) site. Each degree program also establishes specific admission requirements. Please visit [ASU Degree Search](#) for details on application requirements. Applicants must fulfill the requirements of both the Graduate College and the New College of Interdisciplinary Arts and Sciences.

Application deadlines for online New College graduate degree programs can be found online [here](#).

Admissions Contact Information:

Future Students: EnrollmentOnline@asu.edu

Current Applicants: ncgradadmissions.online@asu.edu

Current & Newly Admitted: ncgradonline@asu.edu

Investment and Funding

Tuition and Fees

All amounts shown in the Tuition and Fees Schedules or in other University publications or web pages represent tuition and fees as currently approved. However, Arizona State University reserves the right to increase or modify tuition and fees without prior notice, upon approval by the Arizona Board of Regents or as otherwise consistent with Board policy and to make such modifications applicable to students enrolled at ASU at that time as well as to incoming students.

To view current year tuition, program fees, other fees, please visit the [Tuition and Cost Calculator](#). To view historical information about tuition and fees, please visit [Tuition and Fees Schedule](#).

Financial Aid and Scholarship Services

For information on investing in your graduate degree visit [Financial Aid and Scholarship Services](#) online.

Current or incoming ASU Online students can call 24/7 at 855-278-5080.

Travel and Research Funding

Online PSM in Forensic Science Program Funding. The PSM program makes approximately \$1,500 in travel/research funding available to qualifying students. As with the other funding requests, the Program Director must approve this request. Other ASU approvals and guidelines for travel must also be met before funding can be approved. Please contact Dr. Sree Kanthaswamy (Sree.Kanthaswamy@asu.edu), for more information.

Funding Priorities for PSM Forensic Science Program Fee Monies (not rank-ordered)

- Presenter at a professional conference
- Co-authorship on a conference presentation
- Applied Project research expenses
- Attending only at a professional conference (eligible for a lower amount of funding)

How to Get Reimbursements

Typically, to get a reimbursement for research expenses, you need to submit the original receipt and justification (and a log for the gift cards) to Tracey Simpson (Tracey.Simpson@asu.edu) for reimbursement. For travel reimbursement, you will need to set up a [Travel Profile](#) and use the Concur program to submit a Travel Request (prior to travel) and an Expense Request (after travel). No advances are given for travel to conferences. Please see the following PowerPoint on information about reimbursements and the Concur system: [How to get reimbursements and use Concur \(PPT\)](#).

Program Requirements

Degree Requirements

The PSM Forensic Science - Online requires 30 credit hours including 6 credit hour culminating experience.

Visit [ASU Degree Search](#) for more information.

Course Descriptions

Required Core (9 credit hours):

FOR 525 Forensic Science and Governance (3): Focus on quality assurance and control within a crime laboratory and cover topics specific to laboratory directors and the management of all activities within the laboratory critical to meeting local, regional and national standards.

FOR 550 Ethics in Forensic Science (3): Covers several professional codes of ethics and common ethical dilemmas that may confront criminalists and other forensic scientists.

FOR 565 Laboratory Leadership, Policy, and Practice (3): Focuses on essential laboratory management functions, knowledge and skills required to successfully function as a laboratory manager and/or senior-level scientist in clinical, academic, research and applied science laboratories (e.g., forensic science laboratories). Topics include quality assurance and quality control; laboratory accreditation and audits; standards for specific accrediting bodies including but not limited to CLIA, CAP, ASCLD/LAB, OSHA; documentation and sample accessioning; laboratory safety and chemical hazard programs; validation studies and protocol development; certification of individual scientists; and overall laboratory management 'best practices.

Required Courses (18 credit hours):

BMI 515 Applied Biostatistics in Medicine and Informatics (3): Comprehensive treatment of the statistical methods used most often to analyze quantitative data collected in medical and biomedical informatics studies, including clinical trials, epidemiologic studies, studies of the accuracy and performance of screening and diagnostic tests, and studies to develop predictive models. Students learn to use SAS statistical software to analyze biomedical data.

CRJ 537 Criminal Procedure of Investigations for Social & Forensic Scientists (3): Explores the criminal procedures mandated by the U.S. Constitution as applied to criminal investigations with emphases on pretrial rights under the Fourth, Fifth and Sixth Amendments.

FOR 501 Forensic Toxicology (3): Includes the history of toxicology; the pharmacodynamics and pharmacokinetics of drugs and alcohol in the human body, as well as the legal applications of toxicology. Also discusses ethics, quality control and quality assurance, and courtroom testimony (as they relate to forensic toxicology).

FOR 502 Advanced Forensic Botany (3): Teaches students the historical and potential uses of plants and other organisms traditionally included with plants as evidence in forensic investigations.

FOR 503 Forensic Entomology (3): Presents current information on the role of arthropods in decomposition, the role of forensic entomology in criminal and civil investigations and the increasing importance of science on society. Provides an understanding of the importance and role that arthropods play in civil and criminal investigations.

FOR 532 Principles of Pharmacology (3): Aspects of pharmacology using an integrated approach to familiarize students with natural and synthetic therapeutic agents used in medicine.

FOR 540 Advanced Topics in Human Forensic DNA (3): Examines the science of current forensic DNA typing methods by focusing on the technology behind STR, Y-STR and mtDNA typing, real-time PCR, serology tests, capillary electrophoresis, expert systems and statistics.

FOR 560 Quantitative Methods in Forensic Science Research (3): Focuses on developing foundations for using statistical analyses as research tools in the forensic sciences, with special emphasis placed on the fundamentals.

FOR 592 Research (3): Independent study in which a student or a team of students, under the supervision of a faculty member/supervisor, conducts research that is expected to lead to a specific project such as a thesis, or dissertation, report, or publication. Assignments might include data collection, experimental work, analysis, or manuscript preparation.

HCD 501 Population Health Data Management and Analysis (3): Develops knowledge and skills for statistical tools and principles of population health data analysis in health environments. Utilizes various quantitative analysis approaches to interpret health services data to understand the current status of a large population health data set in an effort to create solutions that improve health outcomes.

PSY 546 Advanced Forensic Psychology (3): Advanced overview of the clinical practice of forensic psychology: the assessment and treatment of people who interact with the legal system. Focuses on the ways in which psychologists do clinical work (assessment and treatment) to help courts make informed decisions about cases.

Culminating Experience (3 credit hours):

FOR 593 Applied Project (3): Applied Project (3): Preparation of a supervised applied project that is a graduation requirement in some professional majors. This course focuses on providing students with realistic case/research experiences under the guidance of a faculty member/supervisor.

Culminating Experience

Summary of Culminating Experience

The PSM Forensic Science (Online) requires FOR 592 Research and FOR 593 Applied Project, 6 credit hours to satisfy the culminating experience requirement. Students will be required to complete an applied project on one of the subject areas (below) that will be delivered as an e-poster (session A) as well as a research paper (session B) that summarizes the importance, methodology, and findings of the chosen project. Students will need to pick one of the following courses as the subject of their project and work with their instructor to supervise the projects. The project will need to be approved by their project supervisor and may include other students as collaborators. Students will need to abide by the project requirements and deadlines and work within these deadlines. Students will need to communicate regularly with their collaborators. Students should work closely with their project supervisors for guidance during the entire applied project period. Project supervisors will also ensure that students have a formulated project plan and provide ongoing feedback (formative assessment) as the students develop and complete their projects. Project supervisors will be responsible for assessing the completed projects with written comments and feedback. Students will be scored as a pass/fail (direct measure), where 49/70 points (70%) or more would be considered a pass.

- FOR 501 Forensic Toxicology
- FOR 502 Forensic Botany
- FOR 503 Forensic Entomology
- FOR 532 Principles of Pharmacology
- FOR 540 Advanced Topics in Human Forensic DNA
- FOR 560 Quantitative Methods in Forensic Science Research

Capstone Course Eligibility and Registration

The capstone course is completed in a student's final semester of study.

- Have an approved iPOS with no course errors
- Resolve all items listed under Priority Tasks affecting registration in the My ASU Portal
- Meet the minimum 3.00 GPA in each Plan of Study GPA, Overall Graduate GPA, Cumulative GPA.
 - If one or more of the GPAs is below the required minimum and can increase to a 3.00 with successful completion of the capstone, registration will be permitted.
- If a student becomes ineligible before the start of the culminating experience they will be removed from the course by New College Graduate Student Services.

The capstone course has specific prerequisite requirements: FOR 501 or FOR 532; FOR 502 or FOR 503; FOR 560 or BMI 515 or HCD 501; PSY 546 or CRJ 537; FOR 525; FOR 540; 550; FOR 565, each with C or higher and FOR 592 with B or higher; minimum 3.00 graduate GPA; minimum 27 hours. Enrollment is a first-come first-serve process for eligible students starting the first day of class registration. If a student enrolls and does NOT meet the pre-reqs one week before session begins, the student will be automatically removed from the class. To remain in the class, students will work with the online graduate advising team to verify the iPOS is approved and up to date (no course errors) with the correct anticipated graduation semester. If at any time between enrollment in the capstone and the session the capstone begins, students change their schedules and/or no longer meet the prerequisite requirements, they must immediately notify NCGradOnline@asu.edu to update the iPOS and adjust class registration.

Capstone Course Completion

All PSM Forensic Science students must earn a "B" or better in both courses FOR 592 Research and FOR 593 Applied Project.

The PSM Forensic Science program allows students a maximum of two graded attempts per course (letter grade A to E). All PSM Forensic Science students must earn a "B" or better in both the FOR 592 Research and FOR 593 Applied Project courses. Students must obtain a "B" or better in FOR 592 in Session A to be allowed to register for FOR 593 in Session B. If they do not earn a "B" or better grade in FOR 593, they must complete both FOR 592 and FOR 593 in a future semester. Students who do not achieve a "B" or better in FOR 592 or FOR 593 after two attempts may be recommended for dismissal from the program.

Grades of Incomplete "I" or Withdrawal "W" in FOR 592 or FOR 593 do not indicate satisfactory academic progress. A student with three or more earned "I" or "W" grades (or a combination of "I" and "W" grades) may be recommended for dismissal.

Graduation Requirements

Congratulations on nearing the completion of your master's degree. There are a few administrative items that need your attention:

- 1) Ensure you have an approved and up-to-date iPOS on file.
- 2) [Apply for graduation](#) via My ASU

Applying for graduation and registering to attend in-person graduation ceremonies are separate but related issues. Applying and paying your graduation fee ensures that your degree will be processed after coursework is complete and certification of your degree is issued. Registering for attendance at ceremonies ensures that seating will be made available for you and your guests for the event(s) you will attend. It also ensures tickets will be reserved for those events that require tickets.

Ceremonies

There are a variety of opportunities to celebrate this milestone. Two of the most popular ceremonies are Commencement (ASU ceremony) and Convocation (College ceremony).

Commencement: Commencement ceremonies are the official graduation events for the university. During the university's graduate Commencement, President Crow confers degrees on all ASU graduate students (master's and doctoral candidates).

- **Master's degree candidates** will be hooded at Graduate Commencement, but will **NOT** be called individually to cross the stage.
- **Doctoral candidates** will be hooded at Graduate Commencement, have their names called and cross the stage individually to receive congratulations.

Convocation: Convocation ceremonies celebrate graduating New College of Interdisciplinary Arts and Sciences students and their achievements. During Convocation, New College of Interdisciplinary Arts and Sciences **graduates are individually recognized** for their academic achievement, including crossing the stage while their name is read.

Register to Attend an Event

All ASU graduation ceremonies require reservations (RSVPs) from graduating students who wish to participate. Attendance is not mandatory or you may elect to attend one or more ceremonies.

[Register to Attend Commencement](#)

[Register to Attend New College Convocation](#)

Summer graduates completing coursework in August may opt to participate in ceremonies the May prior to course completion or the December following course completion.

Program Leadership & Faculty

Program Director



Dr. Sree Kanthaswamy is the Program Director for the online PSM in Forensic Science program. More information on Dr. Kanthaswamy is [available here](#).

Program Faculty

The Arizona State University faculty is at the forefront nationally in advancing research and discovery. Our more than 4,700 faculty members inspire new ways of thinking, innovating and solving problems socially, culturally and economically in our region and in the international community.

We aspire to create an accessible academic experience and attract faculty not bound by traditional disciplinary distinctions, but who embrace an inclusive, collaborative and entrepreneurial environment defined by excellence and impact.

Interdisciplinary Forensics Faculty information can be found [here](#).

Degree Progress

Registration and Course Selection

Students will register for classes each semester via My ASU and use their course sequence or approved iPOS as a guide for registration. The schedule of classes is available [here](#).

The recommended course sequence varies slightly for each admit term and can be viewed online at the PSM Forensic Science (Online) [advising website](#). It is important to consider your personal and professional commitments when you select a completion timeline. Summer registration may be required for students based on the required course sequence.

Continuous Enrollment Policy

To remain active at ASU graduate students must be continuously registered for a minimum of 1 graduate credit hour in every fall and spring semester.

Students who fail to enroll in any semester (not including summer) will be dropped automatically by the ASU Graduate College and have to re-apply and be re-admitted to continue working towards the degree.

Please review the Registration and Course Selection above. Depending on course availability, some programs may require summer registration.

Drop/Add Withdrawal

The [ASU Academic Calendar](#) lists specific dates and deadlines for each semester. Exceptions to published dates are rare and made on a case-by-case basis.

Request Leave of Absence

Students can apply for a formal waiver of the continuous enrollment requirement or a leave of absence (up to 2 semesters). These must be submitted via the iPOS in My ASU and approved by the student success team, program director, and the Graduate College prior to the semester for which the waiver or leave is requested.

Medical or Compassionate Withdrawal

A [medical or compassionate withdrawal request](#) may be made in extraordinary cases in which serious illness or injury (medical) or another extraordinary personal situation such as a death in the family (compassionate) prevents a student from continuing their classes and incompletes or other arrangements with the instructors are not possible.

For information on the New College Medical/Compassionate Withdrawal policy and procedures, students should visit <https://newcollege.asu.edu/advising/medical-compassionate-withdrawal>.

Interactive Plan of Study (iPOS)

What is the Interactive Plan of Study (iPOS)?

The Interactive Plan of Study (iPOS) functions as an agreement between the student, the academic unit, and the ASU Graduate College. It will support you as you make progress toward your degree requirements. ([Learn More](#))

The iPOS allows you to plan for your course load, can guide registration each term, and provides an anticipated timeline for degree completion.

How do I select courses for my iPOS?

At the time of admission students in the PSM Forensic Science (Online) program are provided with a recommended sequence of courses that are planned out for 18-month completion. It is expected that students take coursework in Fall, Spring, and Summer.

The recommended course sequence varies slightly for each admit term and can be viewed online at the PSM Forensic Science (Online) [advising website](#). It is important to consider your personal and professional commitments when you select a completion timeline.

Failure to follow the provided course sequence may delay time to degree completion. It is the responsibility of the student to communicate with the academic success team at ncgradonline@asu.edu if there are any challenges with the assigned course sequence.

How to create an iPOS

To access the iPOS: Login to [My ASU](#). From the My Programs box, under the Programs tab, select iPOS. Select Graduate Interactive Plan of Study (iPOS). Note: Pop up blockers may need to be turned off.

You will find instructions for submitting the iPOS in the downloadable [how-to guide](#).

All of the information you need to submit your iPOS including course requirements by semester, faculty advisor, and anticipated graduation term are available on the course sequence on [advising website](#).

When do I file my iPOS?

We encourage students to file their iPOS as soon as possible (the iPOS is available to students 30 days prior to the start of their first semester). It helps our team to monitor progress and provides you with the information you need for registration each term.

An advising hold will be placed on your account if you do not have your iPOS filed by the end of your first semester.

Can I update my iPOS?

Yes! Once approved, the iPOS can be updated to accommodate changings in your course selection.

Academic Progress

Satisfactory Academic Progress

This policy applies to all graduate students in the New College of Interdisciplinary Arts & Sciences. All graduate students are expected to make systematic progress toward the completion of their degree. In order to remain in good standing in the New College of Interdisciplinary Arts & Sciences (NCIAS), students must maintain satisfactory academic progress. This document sets forth the standards for “satisfactory academic progress” and “good standing” and explains the consequences of not meeting these standards.

Review the complete policy and performance requirements [here](#).

Academic (grade) Grievance Policy

The New College of Interdisciplinary Arts & Sciences requires that any student seeking to appeal a grade must follow the Academic (grade) Grievance Policy.

Review the complete policy and steps located in the “Graduate policies” section of the New College Academic Catalog policies located [here](#).

Student Code of Conduct and Academic Integrity

Student Code of Conduct

All students are expected to adhere to the [Arizona Board of Regents Student Code of Conduct](#).

Academic Integrity

The highest standards of [academic integrity](#) and compliance with the university’s [Student Code of Conduct](#) and [Academic Integrity Student Policy](#) 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.

For more information please visit: the [Graduate College’s Policies, Forms, and Deadlines](#) and [Maintaining Academic and Research Integrity](#).

Resources

There are a number of resources available in the program and through the university.

Academic and Professional Services

- [ASU Library](#) now has an online tutorial version of "Library 501: What Grad Students Need to Know about the Library" workshop available for online students and anyone else for whom it might be useful. The Library 501 tutorial can be found on the tutorials page under "[Other Tutorials](#)".
- [Career & Professional Development Services](#) – resource for finding jobs and internships, career advising, and more; online services available.
- Resources for ASU Online students through the ASU Library are available [here](#).

Student Support Services

- [Counseling](#)
 - [Graduate Student Wellness Resources](#)
 - [Graduate Student Wellbeing](#)
 - [360 Life Services](#): This resource gives students access to experts who can answer financial questions, provide legal advice, offer clinical or personal care, and provide career advice 24/7
- [Educational Outreach & Student Services \(Dean of Students Office\)](#)
- [Graduate Student Diversity Resources](#)
- [Graduate Academic Support Services](#) – in-person (all campuses) and online, no-cost writing and statistics tutoring (most services are free except for special sessions, refer to the website for more details).
- [Health](#)
- [ID Cards](#)
- [International Student Services Center \(ISSC\)](#)
- [Sexual Violence Awareness, Prevention and Response](#) (Title IX)
- [Statistics and Methods \(SAM\) Lab](#)
- [Student Accessibility and Inclusive Learning Services \(SAILS\)](#)
- [Student Rights and Responsibilities](#)
- [Veterans](#)

University Contact Information

- [Emergency Services](#)
- [Graduate College](#)
- [GPSA Outreach](#)
- [Provost's Office](#)
- [Student Business Services](#)
- [University Technology Office/IT Help](#)



ASU **New College**
of Interdisciplinary Arts and Sciences
Arizona State University