

# Welcome

*Dear Students:*

*It is with pride that we introduce the Arizona State University West 2003-2004 Catalog. As a vital component of ASU's multi-campus vision, ASU West continues to expand its academic offerings and student services. This catalog is intended to provide information about the programs, facilities, and services available at ASU West during the 2003-2004 academic year.*

*This catalog is organized in a manner that will help you easily find the information you need. Although the catalog will answer many of your questions, we urge all students to seek guidance from an advisor when planning a program of study. Please feel free to call any of the offices or individuals listed in the catalog whenever you have a question.*

*Our goal is to provide you with a challenging and meaningful educational experience.*

*Welcome to ASU West.*

*Sincerely,*

*Michael Crow Elaine P. Maimon*

*Michael M. Crow  
President, ASU*

*Elaine P. Maimon  
Provost, ASU West;  
Vice President, ASU*



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The **ASU West Web** is the online presence of Arizona State University West on the World Wide Web. Offering links and guides to almost 5,500 different Web pages housed on ASU servers, the ASU West Web is becoming a comprehensive resource for learning about the people and places of Arizona State University West. It is the goal of the ASU West Web to help all visitors, students, staff, and faculty to make the most of their experiences at ASU West while pioneering a new age of communications, research, and education. ASU West home page: [www.west.asu.edu](http://www.west.asu.edu)



## 2003 Fall Semester

*March 27-April 4*  
Preregistration

*April 21-August 31*  
Drop/add

*April 23-August 31*  
Registration

*August 5*  
Final fee payment  
deadline for fall 2003  
(For students who  
register after August 5,  
fees are due daily.)

*August 25*  
Instruction begins

*September 1*  
Classes are excused  
for Labor Day

*September 26*  
Unrestricted  
withdrawal deadline

*October 15*  
December graduation  
filing deadline

*October 31*  
Restricted course with-  
drawal deadline

*November 11*  
Classes are excused  
for Veterans Day

*November 27-28*  
Classes are excused for  
Thanksgiving recess

*December 3*  
Last day to process  
transactions

*December 9*  
Instruction ends

*December 11-13 &  
December 15-17*  
Final examinations

*December 19*  
Commencement

*December 25, 2003-  
January 1, 2004*  
Campus closure

## 2004 Spring Semester

*October 27-  
November 4*  
Preregistration

*November 17, 2003-  
January 25, 2004*  
Drop/add

*November 19, 2003-  
January 25, 2004*  
Registration

*December 16, 2003*  
Final fee payment  
deadline for spring  
2004 (For students  
who register after  
December 16, fees  
are due daily.)

*January 19, 2004*  
Classes are excused  
for Martin Luther  
King Jr. Day

*January 20*  
Instruction begins

*February 13*  
Unrestricted with-  
drawal deadline

*March 14-21*  
Classes are excused  
for spring recess

*March 31*  
May graduation  
filing deadline

*March 26*  
Restricted course  
withdrawal deadline

*April 28*  
Last day to process  
transactions

*May 4*  
Instruction ends

*May 6-8 & 10-12*  
Final examinations

*May 14*  
Commencement

## 2004 Summer Semester

*February 2 - June 1*  
Registration and drop/add for first five-week session and eight-week session

*February 2 - July 7*  
Registration and drop/add for second five-week session

*April 27*  
Final fee payment dead-line for all summer sessions (For students who register after April 27, fees are due daily.)

*June 1*  
Instruction begins for first five-week session and eight-week session

*June 8*  
Unrestricted withdrawal deadline for first five-week session and eight-week session

*June 18*  
Restricted course withdrawal deadline for first five-week session and eight-week session

*June 25*  
Last day to process transactions for first five-week session

*July 1*  
August graduation filing deadline

*July 2*  
First five-week session ends

*July 5*  
Classes are excused for Independence Day

*July 6*  
Instruction begins for second five-week session

*July 13*  
Unrestricted withdrawal deadline for second five-week session

*July 16*  
Last day to process transactions for eight-week session

*July 23*  
Eight-week session ends

Restricted course withdrawal deadline for second five-week session

*July 30*  
Last day to process transactions for second five-week session

*August 6*  
Second five-week session ends

*To be determined*  
Commencement

## 2004 Fall Semester

*March 25-  
April 2, 2004*  
Preregistration

*April 19-August 29*  
Drop/add

*April 21-August 29*  
Registration

*August 3*  
Final fee payment deadline for fall 2004 (For students who register after August 3, fees are due daily.)

*August 3*  
Instruction begins

*September 6*  
Classes are excused for Labor Day

*September 17*  
Unrestricted withdrawal deadline

*October 15*  
December graduation filing deadline

*October 29*  
Restricted course withdrawal deadline

*November 11*  
Classes are excused for Veterans Day

*November 25-26*  
Classes are excused for Thanksgiving recess

*November 30*  
Last day to process transactions

*December 7*  
Instruction ends

*December 9-11 &  
December 13-15*  
Final examinations

*December 17*  
Commencement

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# General Information



## About ASU West

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Arizona State University West, a vital component of ASU's multi-campus structure, serves nearly 7,000 students on its growing campus in northwest Phoenix. The four-year urban campus features a friendly, supportive atmosphere in the context of a nationally acclaimed, PAC-10 University. Courses at ASU West lead to 29 bachelor's degrees, nine master's degrees, and eight professional certificates through the Colleges of Arts and Sciences, Education, and Human Services, and the School of Management.

The campus is dedicated to serving the evolving needs of high school graduates, working adults, returning and continuing students. Expanding campus facilities and programs along with a diverse student body, faculty, and staff, all contribute to a culturally rich academic and social campus environment.

ASU West's mission encompasses research and teaching, faculty-student research collaboration, interdisciplinary perspectives, and the development of university-community partnerships. Academic programs, classes, and student services are innovative and provide students with high-quality education.

The next significant addition to the campus will be completed in August 2003 when a 400-bed, state-of-the-art student residence

hall is expected to open its doors at the start of the fall 2003 semester. A new Classroom and Laboratory Building, the first new classroom building to be constructed at ASU West in more than a decade, is expected to open in 2004 with more than 100,000 square feet of space for classrooms with full computer and audio/video capabilities, science and computer teaching labs, and information technology offices.

ASU West offers many on-campus services and facilities, including a multi-media resource library, state-of-the-art computer classrooms and labs, housing facilities, tutoring services, bookstore, cafeteria, credit union, and fitness center, recreational facilities, and post office, plus many student activities, clubs and organizations. ASU West facilities are completely accessible for those with disabilities, with academic services provided by a disability resource center.

The architecture and courtyards at ASU West are modeled after those of the University of Oxford in Great Britain, enhanced by a beautifully landscaped natural environment featuring widely acclaimed public art. The campus occupies approximately 300 acres between 43rd and 51st Avenues on West Thunderbird Road in the City of Phoenix, easily accessed from Interstate 17 and Loop 101.

# Statement of Purpose

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The campus is committed to developing a learning community that addresses the needs of a diverse metropolitan environment.

**The mission of ASU West is:**

- to offer quality academic programs in the arts and sciences, as well as in selected professional fields;
- to encourage the educational, economic, cultural, and social development of the metropolitan area; and
- to prepare students for success in the global society of the 21st century by engendering a responsiveness to change and an appreciation of the intellectual, cultural, gender and generation diversity of modern society.

**The hallmarks of ASU West are:**

- A faculty that demonstrates excellence through innovative linkages among research, teaching, and service.
- Service that encourages involvement in the community and uses the talents of faculty, staff, and students for the benefit of the citizens.

- Experiential learning opportunities that link student education with community work, service learning, internships, and applied research projects.
- Innovative and flexible curricula that emphasize cross-disciplinary programs, imaginative program design, and community partnerships.
- Application of technology to the delivery of education to increase learning quality, productivity, and access.
- A student-centered campus with a welcoming, flexible, and supportive learning environment that encourages students of diverse backgrounds to reach their full potential.
- An attitude of continuous improvement that challenges every person in the university to reject the status quo and strive for excellence.
- A commitment to invest in and develop the human resources of the campus to allow each faculty and staff member to reach his/her full potential.

# History

In February of 1986, members of several western Maricopa County communities, legislators, and the Arizona Board of Regents (ABOR) joined in the ground-breaking ceremony for ASU West. The ground breaking culminated more than 10 years of intensive effort by numerous citizens' groups working to establish educational facilities in western Maricopa County. This grass-roots effort began in 1972 with the formation of the West Side Citizens' Committee for Higher Education. Citizens and legislators in western Maricopa County worked with officials at ASU and the ABOR to demonstrate the need for higher education facilities beyond those offered by the community colleges.

The Arizona State Legislature initiated a review of university level educational opportunities in western Maricopa County in 1976. The resulting *Whiteman Report* was submitted to the Legislature in February 1977. It noted a shortage of higher educational facilities in western Maricopa County and urged that ASU begin to serve unmet needs by the 1980 fall semester. In response, Arizona State University initiated courses at the Metrocenter shopping mall in 1978 and at Alhambra Elementary School in 1980. The state legislature appropriated funds in 1979-80 to the ABOR for the purpose of planning a permanent campus site in western Maricopa County. In 1982, the legislature provided an exchange of 171.66 acres of general revenue lands for "approximately 300 acres of state trust land located in Maricopa County." These 300 acres constitute the permanent site of ASU West.

ASU West's direction was set in the ABOR's first edition of the *Arizona University System Mission and Scope Statements*, published in July of 1982. This document supported "the

development of a modified, upper-level, primarily non-residential, branch institution of Arizona State University." In support of the *Whiteman* findings and the board's directions, the 36th Legislature enacted Senate Bill 1245. Signed on April 18, 1984, this bill amended Section 15 1601 of the Arizona Revised Statutes and directed the ABOR to "maintain an Arizona State University campus in western Maricopa County designated as Arizona State University West Campus." During that session, the legislature approved a separate state appropriation for the campus.

The first permanent building, Fletcher Library, opened in March of 1988 and the first classroom building, Sands Classroom Building, opened in 1989 for spring semester classes. Shortly thereafter, the 38th Legislature enacted Senate Bill 1123 authorizing a lease purchase agreement to fund construction of additional buildings. This legislation, which provided funding to complete the "first phase" of the campus' building program, was signed by the Governor on March 3, 1988, and approved by the ABOR on March 31, 1989. The first phase, consisting of seven buildings and 600,000 gross square feet, opened fully in the spring of 1991.

ASU West received its initial accreditation from North Central Association of Colleges and Secondary Schools (NCA) in August of 1992 and held its first commencement in spring of 1993. In fall 2001, ASU West became a four-year university campus with the addition of freshman and sophomore classes.

Student housing facilities will open in August 2003.



# Campus Facilities

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The campus of ASU West is located between 43rd and 51st Avenues on West Thunderbird Road in Phoenix. Immediately west of the campus is the city of Glendale. The core campus includes the following facilities:

**Fletcher Library.** With a seating capacity of 600 and space for 450,000 volumes, the 106,000 square-foot facility is a state-of-the-art information access center designed to take full advantage of electronic technology.

**Sands Classroom Building.** Containing 38 class and seminar rooms, the building provides an intimate atmosphere in which to exchange ideas.

**Kiva Lecture Hall.** The Kiva seats 200 and serves as an auditorium for a variety of programs, faculty lectures, and public forums.

**Classroom Laboratory/Computer Classroom Building.** The building contains computer classrooms, science laboratories, studios for art, dance and music, and an astronomy platform located on the roof.

**Faculty and Administration Building.** Most faculty and administrative offices are located in this building. Classrooms are located in the basement of the east wing.

**Faculty and Administration Building Annex.** This temporary facility houses Human Resources and other administrative offices.

**Student Housing.** Located in the northwest corner of the campus, the student housing facility includes two three-story buildings of residential units, a community hall with dining and meeting facilities, and a swimming pool.

**University Center Building.** This facility houses admissions and records, an array of student assistance programs, health services, a preschool, and student activities. Other building facilities include food service, a bookstore, cashier and fee payment services, student lounges, an art gallery, a wellness/fitness facility, a black box theater, meeting rooms, and a divisible, multi-purpose auditorium.

**Welcome and Information Building.** Located west of the 47th Avenue entrance, the Welcome and Information Building houses parking and information services and a branch office of the Arizona State Savings and Credit Union.

# Equal Opportunity and Affirmative Action

It is the policy of ASU to provide equal opportunity through affirmative action in employment and educational programs and activities. Discrimination is prohibited on the basis of race, color, religion, national origin, citizenship, sex, sexual orientation, age, disability, special disabled veteran, other protected veteran, or Vietnam-era veteran status. Equal employment opportunity includes but is not limited to recruitment, hiring, promotion, termination, compensation, benefits, transfers, university-sponsored training, education, tuition assistance, and social and recreational programs.

ASU is committed to taking affirmative action in increasing opportunities at all levels of employment and to increasing participation in programs and activities by all faculty, staff, and students. Affirmative action is directed toward minority persons, women, special disabled veterans, other protected veterans, Vietnam-era veterans, and persons with disabilities.

## University policy prohibiting discriminatory harassment

**Harassment prohibited.** Subject to the limiting provisions of “Freedom of Speech and Academic Freedom” specified below, it is a violation of university policy for any university employee or student to subject any person to harassment on university property or at a university-sponsored activity.

**Harassment defined.** Actions constitute harassment if (1) they substantially interfere with another’s educational or employment opportunities, peaceful enjoyment of residence, physical security, and (2) they are taken with a general intent to engage in the actions and with the knowledge that the actions are likely to substantially interfere with a protected interest identified in subsection 1 above.

Such intent and knowledge may be inferred from all the circumstances.

## Freedom of speech and academic freedom.

Neither this nor any other university policy is violated by actions that amount to expression protected by the state or federal constitutions or by related principles of academic freedom. This limitation is further described in the ASU First Amendment Guidelines, the current version of which supplements this policy and is available in the Office of the General Counsel.

## Relationship to the work of the Campus

**Environment Team (CET).** If harassment is discriminatory, it falls within the education, monitoring, information gathering, and referral functions of the Campus Environment Team. Harassment is discriminatory if actions are taken with the purpose or effect of differentiating on the basis of another person’s race, sex, color, national origin, religion, age, sexual orientation, disability, or Vietnam-era veteran status.

Complaints of alleged discrimination should be filed with the Office of Equal Opportunity/Affirmative Action at ASU Main Administration B-wing 171, (480) 965-5057, TTY (480) 965-0471.

## Student antiretaliation statement

Students have the right to be free from retaliation. Threats or other forms of intimidation or retribution against a student who files a complaint or grievance, requests an administrative remedy, participates in an investigation, appears as a witness at an administrative hearing, or opposes an unlawful act, discriminatory practice, or policy are prohibited and subject to university disciplinary procedures. Students with complaints

of retaliation should utilize the procedures available under the University Code of Conduct, the Student Code of Conduct, the Graduate Student Grievance Procedure, the Student Employment Grievance Procedure, the Sexual Harassment Policy, nondiscrimination policies, or other available administrative procedures as appropriate. For assistance with procedures, students

should contact the dean of the college if the circumstances relate to a course or academic evaluation, or the dean of students for all other circumstances.

## Student Responsibilities

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### Code of Conduct

Arizona State University West views students as individuals possessing qualities of worth and dignity and the capacity for self-direction. Therefore, the major responsibility for development and success resides with the students. This requires active personal involvement in the pursuit of their educational goals.

High standards of academic integrity are expected of all students. Students are responsible for maintaining standards of academic performance established for each course in which they are enrolled.

The university considers the cultivation of self-discipline to be of paramount importance in the educational process. Students are expected to obey federal, state, and local laws, as well as the regulations of this university.

Under the constitution and the laws of the State of Arizona, jurisdiction over ASU has been vested in the Arizona Board of Regents. The regents, in turn, grant broad legal authority to the president, the administration, and the faculty to regulate student life within reasonable limits.

After admittance to the university, students voluntarily assume certain obligations of

conduct and performance. Rules, regulations, and enforcement procedures in regard to student conduct are outlined in the *Student Code of Conduct*. Students are expected, as part of their obligations of enrollment, to become familiar with the *Student Code of Conduct*, available from the Dean of Students office (University Center Building 301) and in the electronic *Student Handbook* [www.west.asu.edu/studenthandbook](http://www.west.asu.edu/studenthandbook). Violations of the *Student Code of Conduct*, whether committed by individuals or groups, subject the perpetrators to university discipline, as do violations of university regulations with regard to academic dishonesty. The university reserves the right to take necessary and appropriate action to protect the safety and welfare of the campus community. Such action may include taking disciplinary measures under the *Student Code of Conduct* against students whose behavior off campus involves the sale or distribution of illegal drugs, physical assault, or violence that may present a danger to the university or to members of the university community.

To obtain information or to file conduct complaints against a student or student organization, contact the Dean of Students office in the University Center Building 301 or call (602) 543-8147.

## Organization

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Arizona State University West is a campus of Arizona State University, a multicampus, public, research university. Arizona State University is part of a three-university system governed by the Arizona Board of Regents. The campus chief executive officer and provost of ASU West provides executive leadership for the continuing development and management of the campus and reports directly to the president of Arizona State University. The campus chief executive officer and provost is aided in the administration of the campus by vice provosts, deans, directors, department chairs, faculty and other officers. Refer to “Administrative and Academic Personnel” beginning on page 270.

There are four schools and colleges at ASU West administered by deans. These academic units develop and implement the teaching, research, and service programs of the institution, aided by the ASU West Library, and other services.

The faculty and students of the institution play an important role in campus governance, with the Academic Assembly and Faculty Senate, Associated Students of ASU West, and numerous cross-campus and joint ASU West-ASU Main committees serving the needs of a rapidly growing institution.

## Academic Accreditation

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ASU West is accredited by the Higher Learning Commission and is a member of the North Central Association. For more information call (312) 263-0456 or write the Higher Learning Commission, 30 North LaSalle St., Suite 2400, Chicago, IL 60602-2504. Professional programs in the various academic areas are also accredited by the following agencies:

All Business and Accountancy degree programs in the School of Management are accredited by AACSB International - The Association to Advance Collegiate Schools of Business, the official accrediting agency in the field of business administration. The

Accountancy program is also an Endorsed Internal Auditing Program by the Institute of Internal Auditors.

In the College of Human Services, the Recreation and Tourism Management Department is accredited by the National Recreation and Park Association/American Association for Leisure and Recreation (NRPA/AALR) and the undergraduate Social Work program is accredited by the Council on Social Work Education (CSWE). The Master in Social Work program is currently in Candidacy for accreditation by the Council on Social Work Education. Full accreditation is anticipated in 2003.

# DEGREES, MAJORS, AND CONCENTRATIONS

Major	Degree	Administered by
<b>Baccalaureate degrees</b>		
Accountancy	B.S.	Department of Accounting and Information Systems Management
Administration of Justice	B.S.	Department of Administration of Justice
American Studies	B.A.	Department of American Studies
<i>Emphases:</i> American systems, American cultures, American lives, writing		
Applied Science	B.A.S.	College of Arts and Sciences
<i>Concentrations:</i> all minors available at ASU West (see list on page 82), individualized concentration		
Communication Studies	B.A., B.S.	Department of Communication Studies
<i>Emphases:</i> communication and relationships, communication and organizations, communication and culture, rhetoric, philosophy, and media studies		
Elementary Education	B.A.E.	Department of Elementary Education
<i>Concentrations:</i> early childhood education, bilingual education, English as a second language		
<i>Option:</i> middle-school education		
English	B.A.	Department of American Studies
Global Business	B.S.	School of Management
<i>Concentrations:</i> financial management, human resources management, information systems management, international studies, marketing		
History	B.A.	Department of American Studies
Integrative Studies	B.A.	Department of Integrative Studies
<i>Concentrations:</i> all minors available at ASU West (see list on page 82), individualized concentration		
Interdisciplinary Arts and Performance	B.A.	Department of Interdisciplinary Arts and Performance
<i>Concentrations:</i> media, music, performance studies, theater/performance, visual art		
Life Sciences	B.S.	Department of Life Sciences
<i>Emphases:</i> cell biology and physiology, ecology and organismal biology, human biology and environment		
Nursing	B.S.N.	College of Nursing (ASU Main)
Political Science	B.A., B.S.	Department of Social and Behavioral Sciences
Psychology	B.A., B.S.	Department of Social and Behavioral Sciences
Recreation and Tourism Management	B.S.	Department of Recreation and Tourism Management
Secondary Education	B.A.E.	Department of Secondary Education
<i>Academic specializations:</i> English, history, mathematics, social studies		
<i>Option:</i> middle-school education		
Social and Behavioral Sciences	B.A., B.S.	Department of Social and Behavioral Sciences
<i>Emphases:</i> interdisciplinary social sciences, interdisciplinary behavioral sciences		
Social Work	B.S.W.	Department of Social Work
Sociology	B.A., B.S.	Department of Social and Behavioral Sciences
Spanish	B.A.	Department of American Studies
Special Education	B.A.E.	Department of Special Education
Women's Studies	B.A., B.S.	Women's Studies Program

## DEGREES, MAJORS, AND CONCENTRATIONS

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Major	Degree	Administered by
<b>Graduate degrees</b>		
Business Administration	M.B.A.	School of Management
Communication Studies	M.A.	Department of Communication Studies
Criminal Justice	M.A.	Department of Administration of Justice
Educational Administration and Supervision	M.Ed.	Department of Graduate Studies and Professional Development
Elementary Education	M.Ed.	Department of Graduate Studies and Professional Development
<i>Concentrations:</i> bilingual education, ESL education, educational technology, reading		
Interdisciplinary Studies	M.A.	College of Arts and Sciences
Secondary Education	M.Ed.	Department of Graduate Studies and Professional Development
<i>Concentration:</i> educational technology		
Social Work	M.S.W.	Department of Social Work
<i>Concentration:</i> advanced generalist practice		
Special Education	M.Ed.	Department of Graduate Studies and Professional Development
<i>Concentration:</i> infant and young children		

## Student Affairs

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Student Affairs is responsible for the delivery of a variety of enrollment and student development services and programs in support of students' educational pursuits and extracurricular needs. Special attention is given to the enrollment and retention of a culturally diverse student population. Student Affairs' stated mission is to assess and respond to the support and development needs of students.

The Dean of Students Office is located in the University Center Building 301. Visit Student Affairs on the ASU West website at: [www.west.asu.edu/sa](http://www.west.asu.edu/sa).

# Campus and Student Services

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## Admission and Registration Services

Admission and Registration Services, located in University Center Building 120, provides students with a central location for all admission, academic records-related functions, and registration processes.

- Academic renewal
- Address and name changes
- Admissions: new admission, readmission, non-degree (undergraduate and graduate)
- Application for graduation
- Degree/major/campus changes
- Drop/add
- Enrollment verification
- Grade or other academic record changes
- Immunization verification (required for registration)
- “SunDial” telephone registration
- Program of study (undergraduate and graduate): declaration, petition to change
- Registration for classes
- Residency classification for tuition purposes
- Student photo ID (Sun Card)
- Unofficial and official transcripts
- Withdrawals (unrestricted and restricted)

For additional information or assistance, call (602) 543-8203, or visit one of these websites: [www.west.asu.edu/admissions](http://www.west.asu.edu/admissions); [www.west.asu.edu/registrar](http://www.west.asu.edu/registrar).

## Alumni Association

The ASU Alumni Association West, established in 1995 specifically for ASU West graduates, is dedicated to promoting the West campus through alumni service and events.

As part of the ASU Alumni Association, the West Association provides services and support to ASU West alumni through:

- Networking opportunities
- College alumni activities
- Social and cultural events
- Student recruitment programs
- Fund raising and scholarship programs

For more information call (602) 543-ALUM.

## Associated Students of ASU West

Associated Students of ASU West (ASASUW) is the student government of ASU West. It is the official representative of the student body in matters of campus governance. Programs and services include the promotion of campus clubs and organizations, active participation in political activities affecting the university, provision of student representation on campus committees, and the sponsorship of cultural, educational, and social activities. For further information call (602) 543-8186 or visit: [www.west.asu.edu/asasuw](http://www.west.asu.edu/asasuw).

## ASU Shuttle Service

The ASU West Express is a shuttle bus that makes regular trips between ASU Main and ASU West and between ASU Main and ASU East during regular semesters. Trips are scheduled Monday - Thursday between 6:10 a.m. and 9:45 p.m. and on Friday between 6:10 a.m. and 5:45 p.m. Books of ten tickets are available from ASU West's Cashier's Office, ASU Main's Cashier's Office, ASU West Parking Services, and ASU Main Parking and Transit Services for \$15 (\$1.50 each way). The cash price at the bus is \$2 each way. Call (602) 543-PARK for more information see the current *ASU West Schedule of Classes* or ASU West website [www.west.asu.edu/adaff/auxs/parking/expshtl/service.htm](http://www.west.asu.edu/adaff/auxs/parking/expshtl/service.htm).

## Bookstore

The ASU West Bookstore offers new and used textbooks, course packets, computer hardware and software, general books, magazines, newspapers, general supplies, ASU insignia clothing and gifts, class rings, and graduation supplies. As a complimentary service, merchandise may be transferred from the ASU Main Bookstore upon request.

The bookstore is located in the University Center Building 140. Regular hours are Monday - Thursday, 9:00 a.m. to 6:00 p.m. and Friday, 9:00 a.m. to 5:00 p.m. The bookstore is open for extended hours at the beginning of each semester. General information is available by calling (602) 543-6800 or visiting the web: [www.west.asu.edu/adaff/auxs/bookstore](http://www.west.asu.edu/adaff/auxs/bookstore).

## Campus Environment Team

The Campus Environment Team (CET) at ASU West is an advisory group to the Provost established for the general purpose of providing on-going activities to promote

*a positive campus environment* for faculty, staff, and students. The CET is to (1) work with other persons and organizations on campus to promote a campus environment that values diversity and provides respect for all individuals regardless of their status, and (2) protect free speech and academic freedom. Activities of the CET subcommittees include:

- Education
- Monitoring, information gathering and reporting
- Referrals and response to harassment

For more information contact (602) 543-5959 or CET's website: [www.west.asu.edu/cet](http://www.west.asu.edu/cet).

## Career Services and Personal Counseling Center

ASU West students are encouraged to acquire skills, knowledge, and support for their career planning and personal development, thus enhancing chances of success in life. Important topics to consider include:

- Career planning and preparation
- Goal setting, self-discovery
- Researching the world of work
- Developing job search skills
- Individual personal counseling appointments
- Personal growth and support groups
- Identifying academic goals
- Strategies for academic success

A wide variety of workshops, groups, and special events are offered throughout the year. Resource room materials and self-paced computerized career guidance tools are avail-



able. The Campus Employer Recruitment Program offers students job and internship interviews. Individual personal counseling appointments and career exploration sessions have proved beneficial for many individuals.

For information, call (602) 543-8124, stop by University Center Building 320, or visit [www.west.asu.edu/cspc](http://www.west.asu.edu/cspc).

### **Child Development and Family Studies Center**

In partnership with Educational Care, Inc., Phoenix Headstart, and ASU West, the Child Development and Family Studies Center's Lab School integrates full-time and part-time preschool child care and education into the research, teaching and service missions of ASU West. The children's educational enrichment program incorporates features of the most successful national preschool education programs and promotes the experience and expression of cultural diversity. The center is an important adjunct to faculty research and teaching activities in psychology, family studies, early childhood development, curriculum, and education.

The Child Development and Family Studies Center's Lab School is accredited by the National Association for the Education of Young Children (NAEYC). NAEYC accreditation is a rigorous, voluntary process by which early childhood education programs demonstrate that they consistently meet national standards of excellence.

For information call (602) 543-5437, visit the University Center Building 190, or visit the web: [www.west.asu.edu/cdc](http://www.west.asu.edu/cdc).

### **Computing Facilities and Services**

Information Technology at ASU West offers state-of-the-art computing facilities for use by students, faculty, and staff. A pervasive high-speed communications network provides access to university servers and to the Internet.

Technopolis, a student computing access center located on the lower level of Fletcher Library, contains networked PC and Macintosh microcomputers and high-quality peripherals such as laser printers and scanners. Adaptive technology for students with disabilities is available. A wide variety of software is provided. Information and help for computer users are available at the center.

ASU West's classrooms are equipped with VCRs, access to television and satellite broadcasts, projectors, and networked computers for presenters. Some classrooms are equipped with computers for every student. For additional information, contact the Information Technology Help Line at (602) 543-HELP or refer to [www.west.asu.edu/itweb](http://www.west.asu.edu/itweb).

### **Consortium for Interdisciplinary Projects and Residencies in the Arts**

The Department of Interdisciplinary Arts and Performance (IAP) sponsors Interdisciplinary Projects and Residencies in the Arts. Under this sponsorship, practicing professional artists engage their creative work with the curriculum and share their perspectives with the public through courses, workshops, and performances. The IAP department also produces numerous artistic events each year, which are open to the public, featuring artist/faculty, visiting artists, students, and regional artists. For information about performance events, call (602) 543-ARTS.

## Copy Services

A variety of services are available from the Copy Center, located in the lower level of the Faculty and Administration Building B23. The Copy Center has two high speed, high quality multi-featured photocopy machines and is able to provide high quality images, digital printing, duplexing, saddlestitching, covers, and tab inserts with minimal turn-around time. In addition to photocopying, other services include spiral binding, tape binding, padding, laminating, custom cutting, poster making, color copies, shrinkwrapping, thermal transfers, and FAX service. The Copy Center also carries a variety of specialty paper and will special order. Copy Center hours are 7:00 a.m. to 6:00 p.m. Monday - Thursday and 8:00 a.m. to 5:00 p.m. Friday. Call (602) 543-5575 for information on services and prices. For additional information visit the web: [www.west.asu.edu/adaff/auxs/copy\\_center/index.htm](http://www.west.asu.edu/adaff/auxs/copy_center/index.htm).

## Credit Union

The Arizona State Savings and Credit Union has a branch office located in the Welcome and Information Building. The organization offers a full range of services, including savings and checking accounts, loans, insurance, Price Club memberships, a vehicle buying assistance service, a telephone account access system, automated teller machines and more. All ASU West students, employees and their families are eligible for membership. For further information call (602) 644-4620 or visit [www.asustcu.org](http://www.asustcu.org).

## Devils' Den Game Room

The Devils' Den is located in the basement of the University Center Building Room 117, just west of the Fitness Center near Black Box Theatre. It is furnished with a pool table, ping-pong table, and foosball.

Equipment for these games may be checked out through the Fitness Center for the following fees: pool - \$3 per hour; ping-pong - \$2 per hour; foosball - \$2 per hour. These rates are for a complete set of the equipment needed to play the game, not per person. Various board games are also available to be checked out for use in the game room at no charge. A current ASU ID card is required to check out equipment and games. There are also couches, tables and chairs, a television with cable access, and a jukebox in the game room. Game room hours: 8:00 a.m. to 8:00 p.m. Monday -Thursday; 8:00 a.m. to 6:00 p.m. on Friday; closed Saturday and Sunday.

## Margaret Francis Disability Resource Center (DRC)

ASU West is committed to providing a fully integrated and accessible environment for students with disabilities. Professional staff assist students in obtaining the services and support needed to succeed at the university. The DRC works in conjunction with other offices to offer a full range of support services, including academic and career advising, registration, and financial aid. The following are examples of academic accommodations which may be secured through the DRC, as appropriate: testing accommodations (including proctors, readers, scribes), interpreters, notetakers, adapted course work materials, and adaptive technology.

Students with disabilities are encouraged to contact the DRC at the beginning of the admission process to discuss service needs. Disclosure of a disability to the university is optional and confidential. However, for students requesting accommodations, qualifying documentation must be provided to the DRC to substantiate the need for these accommodations.

The Disability Resource Center is located in the University Center Building 130. For further information call (602) 543-8145; TDD (602) 543-4327 or visit [www.west.asu.edu/drc](http://www.west.asu.edu/drc).

## Event Scheduling

An event is any meeting, seminar, or activity that is not an ASU credit course. Reservation forms for student clubs are available at Student Life, University Center Building 226, (602) 543-8200. Event requests for other on-campus groups should be sent by e-mail to [eventschedule@asu.edu](mailto:eventschedule@asu.edu) at least five working days in advance of the event. Space is available on a first-come, first-serve basis.

AV/media support is provided through Event Scheduling. Meetings, seminars, or events that involve food must use the campus catering services for all activities held on campus or paid for with university funds. For information and help in planning food events call (602) 543-3664.

## Financial Aid Services

The Financial Aid Services Office, located in the University Center Building 120, provides information and services about need based and non-need based grants, scholarships, loans, and employment opportunities. Programs are funded by an array of sources including private individuals, the university, alumni, and civic groups as well as the federal and state government. Paying for college is a critical factor for most students, and the goal of Financial Aid Services is to provide options for meeting college costs.

All students seeking financial assistance must complete the FAFSA (Free Application for Federal Student Aid) annually, which is processed through a standard financial needs analysis system. See the “Financial Aid” section of this catalog on page 34. For additional information call (602) 543-8178 or visit [www.west.asu.edu/financialaid](http://www.west.asu.edu/financialaid).

## First-Year Advising Center

The First-Year Advising Center is staffed with professional academic advisors to assist prospective and admitted freshmen and University-College Center Students. For appointments and information, call (602) 543-WCAC, visit University Center Building 105, or visit the web: [www.west.asu.edu/wcac](http://www.west.asu.edu/wcac).

## Food Services

Food service is provided on the first floor of the University Center Building west wing. A diversified menu is available for breakfast, lunch, and dinner Monday through Friday. Normal hours of operation are 7:00 a.m. to 8:00 p.m. Monday through Thursday and 7:00 a.m. to 3:30 p.m. Friday. Catering is available for functions held on campus. For information call (602) 543-3663 or visit [www.west.asu.edu/adaff/aux/food\\_services/](http://www.west.asu.edu/adaff/aux/food_services/).

The Sand Trap, located in Sands 106, provides drinks, sandwiches, salads and snacks Monday - Thursday 9:00 a.m. to 8:00 p.m. and Saturday 9:00 a.m. to 2:00 p.m.

## Graduate Studies

The Graduate Studies Office provides students and faculty with application materials, information regarding academic programs, assistance with the application process, and information on Graduate Studies policies and procedures. Information on hiring and management of graduate assistants, program of study, faculty serving on thesis and dissertation committees, graduate academic and tuition scholarships, graduate assistants orientations, and junior/senior workshops can also be obtained through the Graduate Studies Office. For information call (602) 543-4567, visit the Faculty and Administration Building S301, or visit [www.west.asu.edu/graduate](http://www.west.asu.edu/graduate) on the web.

## International Student Services Program (ISSP)

The mission of the ISSP is to enhance cultural diversity at ASU West by providing services which meet the diverse needs of the ASU West international student community and fostering intercultural awareness.

Services include advising international students on immigration and visa matters, admission procedures and credentials evaluation, international student orientation, information workshops, and cultural activities. Information on study abroad/exchange to a variety of countries is also available. An ISSP representative is available in Multicultural Student Services, University Center Building 220. For more information call (602) 543-8201 or visit [www.west.asu.edu/international](http://www.west.asu.edu/international).

## Kids' Evening Enrichment Program (KEEP)

KEEP offers learning enrichment activities for children, ages 6-12, of ASU West evening students. Call (602) 543-8010 for more information.

## Learning Enhancement Center

The Learning Enhancement Center provides collaborative support for learning in all academic disciplines. The center offers tutoring in writing, mathematics, and other areas.

For information call (602) 543-6151, visit the center in Fletcher Library, lower level 2, or visit [www.west.asu.edu/lec](http://www.west.asu.edu/lec).

## Library Services

ASU West Library provides resources that support the curriculum of the West Campus with a collection of 335,000 volumes, 1.4 million microforms, 8,500 videos, 15,000 slides, 230 electronic databases and nearly 7,300 serial titles including 4,370 electronic full-text

journals. Approximately 53% of electronic databases are available to ASU registered users from home computers.

The Library is open seven days a week to meet the informational needs of the campus community. Knowledgeable staff members are available to provide reference service and instruction in the use of the Library's considerable resources. Individual consultations with subject specialist librarians are available by appointment. The Library Instruction Program provides introduction to the tools and resources available for research in an academic discipline, including Internet resources.

A wide range of information and research tools, most accessible from off-campus, are available through the ASU West Library web site at [www.west.asu.edu/library](http://www.west.asu.edu/library). For library hours and information, call (602) 543-8501.

## Mail/Postal Services

In addition to processing incoming and outgoing university mail and providing an inter-campus courier service, first class, standard mail, priority mail, parcel post, certified, registered, and special delivery services are also provided by Mail Services. Padded manila and utility mailing envelopes are available for purchase through the Mail Services station as are fax transmissions and receipts.

Mail deposited with ASU West Mail Services is delivered to the U.S. Post Office by 5:00 p.m. each day. Mail deposited in the drop box in front of the Faculty Administration Building is picked up by the U.S. Postal Service at approximately 2:30 p.m. Monday-Saturday.

Mail Services hours are 9:00 a.m. to 4:00 p.m. Monday through Friday. They are located in the Central Services Complex. For more information call (602) 543-POST or visit the web at: [www.west.asu.edu/adaff/fas/finmail.htm](http://www.west.asu.edu/adaff/fas/finmail.htm).

## Multicultural Student Services

Multicultural Student Services (MSS) actively supports multicultural students through a variety of retention programs and is committed to building a greater understanding and appreciation of cultural diversity as an essential part of the educational environment. New student orientation, cultural activities, workshops and opportunities for student involvement in campus life assist students to achieve personal, educational, and developmental goals. A MSS Perspectives Newsletter is published quarterly with announcements of activities, student profiles, and information of particular interest to multicultural students. International Student Services Program is also coordinated within Multicultural Student Services.

The Multicultural Student Lounge is an area for students to meet, study, relax, and exchange ideas with others. Computers are available for students to access e-mail and the Internet.

The Multicultural Student Services Office is located in the University Center Building 220. For more information call (602) 543-8148 or visit [www.west.asu.edu/multicultural](http://www.west.asu.edu/multicultural).

## Native American Student Services Programs

Native American Student Services Programs (NASSP) assists Native American students to obtain a university education by providing recruitment and retention services and activities which facilitate their academic success and graduation. NASSP's student services include assisting with the transition into the university by providing information and support on a one-to-one basis, as well as introductions and referrals to faculty and staff. For more information call (602) 543-8138 or visit [www.west.asu.edu/nativeamerican](http://www.west.asu.edu/nativeamerican).

## Ombudsperson Committee

The members of the ASU West Ombudsperson Committee have been designated to help students, faculty, staff, and members of the public deal with university-related disputes. Ombudspersons are not authorized to make decisions but to assist parties in a dispute to find a resolution. For a list of Ombudspersons, see the current *ASU West Schedule of Classes*.

## Parking Services

**Parking decals.** All students, faculty, and staff are required to have a current ASU West, ASU Main, or ASU East parking decal to use parking lots at ASU West. ASU West faculty, staff, and student decals are available from Parking Services in the Welcome and Information Building for an annual fee of \$75. Prorated fees are available if purchasing the decal after September 7. Prorated refunds will be given upon request if decals are returned by close of business the last business day in April. Photo ID will be required for refunds. Payment for decals may be made by cash, check, VISA or MasterCard. New decals are required for each academic year. ASU West decals are valid in Lot 59 at ASU Main.

Parking lots are designated for specific types of decals. Parking maps (available at the Information Desks and Parking Services) and signage at each lot indicate which type of decal is appropriate for each lot. Visitors are encouraged to park in the visitor lot west of 47th Avenue, north of the Welcome and Information Building.

For more information on parking services, call (602) 543-PARK (7275) or visit the web at [www.west.asu.edu/adaff/auxs/parking](http://www.west.asu.edu/adaff/auxs/parking).

**Travel reduction.** The campus community is encouraged to support travel reduction measures by using mass transit, university shuttle bus, carpooling, bicycling, or walking, whenever possible. Bus schedules and bus tickets are available through Parking Services.

**Carpool program.** Parking Services will assist employees and students in locating a carpool partner or finding the closest carpool space. Special parking privileges are available to registered carpools. For information call (602) 543-PARK (7275).

### Recruitment and Outreach Services

Recruitment and Outreach Services helps new students adjust to the university environment and promotes higher level education by participating in community outreach events. ASU West recruiters are involved in community activities and high school visitations to encourage students to pursue a university degree. Recruitment and Outreach Services also offers campus tours, led by the West Devils' Advocates. For information visit the website at [www.west.asu.edu/recruitment](http://www.west.asu.edu/recruitment) or call (602) 543-8217.

### Research Consulting Center

The Research Consulting Center (RCC) provides support and supplementary instruction for students who are involved in courses or projects requiring the use of quantitative and qualitative research methods. The center is also a resource for faculty who desire assistance with research design; collection, management, and interpretation of data; selection of appropriate statistical procedures; and writing and presentation of research. RCC operates a lab in CLCC 104. For information call (602) 543-3411.

### Residential Life

Residential Life is committed to establishing a living and learning environment by developing programs that promote academic

success and personal development while providing attractive facilities that meet the needs of the campus community.

The new 400-bed residential community, Las Casas, features two 3-story buildings of apartment-style residential units with full kitchens, laundry facilities, classrooms, a multipurpose room and computer lab, a swimming pool, and parking. Amenities will include tutoring services, in-room Internet access, coordinated educational and social activities, and easy access to campus resources. The cost to residents is competitive with rents charged at nearby apartment complexes. Students with specific disability-related requirements may confirm which unit will best meet their needs with the Residential Life office. For information, contact (602) 543-CASA or visit [www.west.asu.edu/gowest/reslife.htm](http://www.west.asu.edu/gowest/reslife.htm).

### Student Accounts

Fee payment and cashiering services are sections of Student Accounts, located in the University Center Building 101. Student Accounts is open for business 9:00 a.m. to 6:00 p.m. Monday - Thursday and 9:00 a.m. to 4:00 p.m. on Friday.

The Fee Payment section is responsible for the acceptance of tuition payments from registered students, assistance with accounts receivable matters and disbursement of pre-approved financial aid checks.

The Cashier's Office handles all cash transactions, graduate application and graduation fees, plus requests for official transcript payments and shuttle tickets. In addition, a personal check can be cashed for up to \$50 per student per day. For more information call (602) 543-6709 or visit [www.west.asu.edu/adaff/fas/finstud.htm](http://www.west.asu.edu/adaff/fas/finstud.htm).

## Student Employment

Student Employment provides job opportunities, both on and off campus, for students who desire to work to meet their educational expenses. Students may be eligible for student hourly or Federal Work Study positions. For more information about student employment or to view the jobs currently available, visit [www.west.asu.edu/financialaid/stdemploy.htm](http://www.west.asu.edu/financialaid/stdemploy.htm), call (602)543-8178, or visit the University Center Building 120.

## Student Health Insurance

Students may purchase group health insurance. Student Health Services, in the University Center Building 170, can provide information about cost, coverage, and application forms. The premium is due upon payment of registration fees. Further insurance information may be obtained by calling (602) 543-8019.

## Student Health Services

Student Health Services, located in the University Center Building 170, promotes wellness through health education programming, early diagnosis intervention and treatment, referrals for specialized medical care, immunizations, and coordinating enrollment in the student health insurance plan. With the goal of supporting students to remain on campus as effective learners and to be academically successful, Student Health Services provides medical triage, treatment of minor conditions, limited women's health care, and assists students to monitor and manage chronic illnesses. Referrals are made for more serious or specialized medical concerns.

Call (602) 543-8019 for hours of service, to schedule an appointment, or to receive information about student health insurance. Information is also available at [www.west.asu.edu/studenthealth](http://www.west.asu.edu/studenthealth).

## Student Life

The Student Life Office encourages students to enhance their education by being actively involved in campus life and their community.

Club fairs are held at the beginning of fall and spring semesters. Student activities and events are supported by assisting clubs, student government, and individual student initiatives. Student Life publishes the electronic *Student Handbook* ([www.west.asu.edu/studenthandbook](http://www.west.asu.edu/studenthandbook)) and *Club Manual* ([www.west.asu.edu/clubhandbook](http://www.west.asu.edu/clubhandbook)). Resources are available for information on off-campus housing, student discounts, leadership training, and campus and community events. The office administers campus posting guidelines and distributes registered student organizations' mail and messages.

For information call (602) 543-8200, or visit the office in the University Center Building 221, or see the web at [www.west.asu.edu/studentlife](http://www.west.asu.edu/studentlife).

## Technical Support and Analysis

The unit works with established university teams to guide, build, and maintain a student tracking system; promotes awareness of technology concepts and applications, and coordinates the implementation and maintenance of departmental technology applications; creates and maintains web pages and listserves; implements procedures for service quality measurements; generates statistical analyses and reports; coordinates telecounseling efforts for communicating with prospective and current students; and addresses computerized needs for students with disabilities. For further information call (602) 543-8107 or visit [www.west.asu.edu/tsa](http://www.west.asu.edu/tsa).

## Testing Services

Testing Services, located in the Welcome & Information Building (WIB 102), offers information on national and state qualifying examinations such as the GRE, GMAT, MAT, CLEP, LSAT, MCAT, and the U.S. and Arizona Constitution tests. Regularly scheduled exams at ASU West include CLEP, MAT, U.S. and Arizona Constitution tests. For additional information or assistance, call (602) 543-8136 or visit [www.west.asu.edu/testing](http://www.west.asu.edu/testing).

## TRiO (SSS) Program

The TRiO (SSS) Program provides undergraduate degree-seeking students with a comprehensive system of learning assistance resources. The resources are designed to strengthen academic success as well as complement a student's overall educational experience. Personalized assistance such as math and writing tutoring, career and graduate school advising, cultural enrichment, faculty-student and community mentorships, and learning strategies for students, is offered to meet the diverse needs of ASU West's student population. Participation in the program is voluntary and free of charge. Students must meet U.S. Department of Education eligibility requirements.

For information call (602) 543-8121, visit the program office in the University Center Building 220, or visit the web at [www.west.asu.edu/trio](http://www.west.asu.edu/trio).

## University-College Center

Glendale Community College and ASU West have joined hands to create the University-College Center on the campus of ASU West. The Center provides students who are thinking of achieving a bachelor's degree with the courses and information they need to make a seamless and efficient transition to ASU West in the shortest period of time.

In addition to offering classes that will meet a variety of university-wide general studies and graduation requirements, the University-College Center provides students with advising, counseling, and academic support needed for progressing successfully toward a bachelor's degree. Call (602) 543-4222 for information or visit [www.west.asu.edu/ucc](http://www.west.asu.edu/ucc).

## Veteran Services

Veteran Services, located in the University Center Building 120, assists veterans eligible for VA educational benefits. Services include enrollment certification, benefits advisement, and assistance with the university admission and registration process. Call (602) 543-8220 for information or visit [www.west.asu.edu/veteran](http://www.west.asu.edu/veteran).

## Wellness and Fitness Facility

The Wellness and Fitness Facility, located in the lower level of the University Center Building, is open to students, faculty/staff, family members, and alumni on a fee for service basis. Students also have the option of taking credit classes in step aerobics classes or adult fitness. Non ASU-affiliated individuals may use the facility on a monthly or multiple monthly fee basis.

The 6600 square-foot facility houses a fully equipped weight room, aerobics room, men's and women's locker rooms and is accessible to accommodate individuals with disabilities. Amenities at the facility include aerobics classes, elliptical trainers, lifecycles, treadmills, stairclimbers, weight machines/free weights, and the capability to do fitness assessments and body composition analysis. New members of the facility can receive instruction on equipment usage and program development from any staff member, or they may schedule an individual session with a personal trainer. Non-members who are interested in body composition or blood pressure assessments may contact the coordinator for a complementary assessment.



The facility also lends recreation equipment to individuals with an ASU ID card for use on campus basketball courts, racquetball courts, sand volleyball courts, and the multi-purpose soccer/football field. These facilities, located west of the Sands classroom building and south of the University Center Building, are available at no charge to ASU and University-College Center faculty, staff, and students. Priority will be given to those who have reservations. Call (602) 543-3488 or visit UCB B119 for more information or to make reservations, or visit the web: [www.west.asu.edu/adaff/auxs/fitness](http://www.west.asu.edu/adaff/auxs/fitness).

### Facility hours

#### Fall & spring semesters:

Monday - Thursday	6:30 a.m. - 10:00 p.m.
Friday	6:30 a.m. - 7:00 p.m.
Saturday	8:00 a.m. - 3:00 p.m.

#### Summer sessions:

Monday - Wednesday	6:30 a.m. - 9:00 p.m.
Thursday	6:30 a.m. - 8:00 p.m.
Friday	6:30 a.m. - 7:00 p.m.
Saturday	8:00 a.m. - 3:00 p.m.

*Closed on regular university holidays.*

### West Campus Advising Center

The West Campus Advising Center (WCAC) is located in University Center Building 201. WCAC is a comprehensive academic advising center, staffed with professional advisors to assist the following ASU *West prospective and admitted* students:

- Undecided sophomores
- Undecided transfer students

For appointments call (602) 543-9222.

For additional information, visit

[www.west.asu.edu/wcac](http://www.west.asu.edu/wcac).

### Women's Studies Resource Center

As a multi-component program of Women's Studies, the Women's Studies Resource Center supports research pertaining to local, national, and global issues in women's studies. The Center also promotes leadership opportunities, serves as a resource and action center, and acts as an advocate for women both within the university and in the larger community. The Women's Studies Resource Center is located in the University Center Building 323. For information call (602) 543-3421 or visit [www.west.asu.edu/wsteam/resource.htm](http://www.west.asu.edu/wsteam/resource.htm).

# Financial Information



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# Residency Requirements

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## Residency classification policies

The Arizona Board of Regents is required by law to establish uniform guidelines and criteria for classifying students' residency to determine those students who must pay non-resident tuition. The following is a summary of the guidelines used to determine residency for tuition purposes. A complete explanation of the Arizona Board of Regents' residency classification policies is available in Admission Services ([www.west.asu.edu/admissions](http://www.west.asu.edu/admissions)), University Center Building 120.

To obtain resident status for tuition purposes, independent students must establish their residence in Arizona at least one year immediately before the last day of regular registration for the semester in which they propose to attend ASU West. Arizona residence is generally established when individuals are physically present in the state with the intention of making Arizona their permanent home.

Mere physical presence in Arizona for one year does not automatically establish residency for tuition purposes. Adult students and emancipated minors must be physically present in Arizona for one year, be self-supporting for two full tax years, and show objective evidence of their intent to make Arizona their permanent home. If these steps are delayed, the one-year period is extended until both presence and intent have been demonstrated for one full year. In addition to physical presence and intent, the student must demonstrate financial independence for the two tax years immediately preceding the request for resident classification. The student must demonstrate

objective evidence of self-support and that he/she was not claimed as an income tax deduction by his/her parents or any other individual for two years. An adult student is defined as being at least 18 years of age at the beginning of the domicile year.

No person is considered to have gained or lost resident status merely by attending an out-of-state educational institution.

**Aliens.** Students who are aliens are subject to the same requirements for in-state residency as are U.S. citizens. In establishing domicile, aliens must not hold a visa that prohibits establishing domicile in Arizona.

## Exceptions to the general residency rule

Students may be eligible for resident status for tuition purposes if they can meet one of the following criteria on or before the last day of regular registration.

**Legal dependents.** If a student and his or her parents reside in Arizona and have not met the one-year residency requirement but the parents are entitled to claim the student as a dependent for federal and state tax purposes, the student may be eligible for resident status for tuition purposes.

**Transferred employees.** If students are domiciled in Arizona and have not met the one-year residency requirement but are employees or spouses of employees who have been transferred to Arizona by their employers for employment purposes, the students may be eligible for resident status for tuition purposes.

**Members of the military.** If students are not domiciled in Arizona but are members of the U.S. Armed Forces stationed in Arizona or are the spouses or dependent children of a member (as defined in A.R.S. § 43-1001), the students may be eligible for resident status for tuition purposes. If military service is concluded while they are enrolled, students do not lose resident status while they are continuously enrolled in a degree program.

If individuals are domiciled in Arizona immediately before becoming members of the U.S. Armed Forces, they do not lose resident status because of their absence while on active duty with the military as long as they maintain Arizona affiliations and state tax filing status consistent with a claim to Arizona residence during their absence.

**Native Americans.** Students who are members of a Native American tribe whose reservation lies both in Arizona and an adjacent state and who are residents of that reservation may be eligible for resident status for tuition purposes.

**Refugees.** Refugees may qualify as in-state students by virtue of having been granted refugee status in accordance with all applicable laws of the United States and having met all other requirements for residence in Arizona.

### Procedures for establishing residency status

All students are responsible for obtaining residency classification for tuition purposes before registering and paying their fees. This procedure requires students to complete and file a domicile affidavit form. This form is required of all new and returning students as part of the admission or readmission process.

Students classified as nonresidents, who believe they may qualify for resident status, must file a petition with Registration Services. This petition must be filed by the last day of regular registration. Petitions may be obtained from Registration Services and may be submitted through that office. A student seeking resident status must also file supporting documentation, such as source(s) of support, driver's license, voter's registration, vehicle registration, etc. Students whose residency petitions are in process at the fee payment deadline are responsible for paying nonresident tuition. However, an appropriate refund is issued if residency is later granted for that semester.

*Any student found to have made a false or misleading statement concerning residency or tuition status is subject to dismissal from the university.*

Failure to file a timely written petition for reclassification of residency status for tuition purposes constitutes a waiver of the student's right to apply for the given semester. Petition deadlines are published each semester in the *ASU West Schedule of Classes*.

Residency classification is an extremely complex issue. The information presented here is a summary and does not address each individual's situation; therefore, students are encouraged to make a personal visit to Registration Services to discuss their individual circumstances. Guidelines for determination of residency for tuition purposes are subject to review and change without notice. For more information, call Admission Services, (602) 543-8203, or visit [www.west.asu.edu/admissions](http://www.west.asu.edu/admissions).

# Tuition and Fees

## Fees, deposits, and other charges

The following fees apply to both credit and noncredit (audit) registrations and are subject to change. The Arizona Board of Regents reserves the right to change fees and charges without notice. The current semester *ASU West Schedule of Classes* generally reflects the up-to-date fee amounts.

## Academic year resident tuition and nonresident tuition

The resident tuition and nonresident tuition for fall and spring semesters are shown in the “2002-2003 Resident and Nonresident Tuition” table. The amounts listed are per academic semester. “Resident tuition” refers to the charge assessed to all resident students who register for classes at ASU. “Nonresident tuition” refers to the charge assessed to nonresident students, as established in *Arizona Board of Regents’ Policy 4-102*.

For information on in-state versus out-of-state residency classification, see “Residency Requirements” on page 27.

Resident students registered for seven or more hours are considered full-time for fee payment purposes. The rate for one hour is charged if the student is registered for a one-hour or a zero-hour class.

**Summer sessions fees.** The 2003 registration fee for credit or audit enrollment is \$131 per semester hour for all courses. See the *Summer Sessions ASU West Schedule of Classes*.

## 2002-2003 Resident and Nonresident Tuition\*

Semester Hours	Resident Tuition	Nonresident Tuition
0-1	\$ 131	\$ 460
2	262	920
3	393	1,380
4	524	1,840
5	655	2,300
6	786	2,760
7	1,254	3,220
8	1,254	3,680
9	1,254	4,140
10	1,254	4,600
11	1,254	5,060
12 or more	1,254	5,514

\* Tuition is subject to change for 2003-2004. In addition to tuition, students are charged for other fees (e.g., special class fees and financial aid trust fee).

**Special class fees.** Certain university classes require payment of fees for materials, breakage, rentals, supervision and/or other related expenses. These fees are listed in the Special Class Fee table on page 30. Since fees change or are sometimes added to, or deleted from the list, students should consult the *ASU West Schedule of Classes* for current fees.

**Student Aid Trust fee.** All students must pay a Student Aid Trust fee. Full-time (seven or more hours) students are charged no more than one percent of the current tuition. The fee for students enrolled in six or fewer hours is half that charged full-time students. The total summer sessions fee does not exceed the amount for a full-time student. Fees collected from students are matched by the State of Arizona and used to create the Arizona Student Aid Trust Fund, from which student grants are awarded under the usual financial aid eligibility criteria used by the Financial Aid Services office.

## SPECIAL CLASS FEES

Course	Fee
ART 301 Photography II	\$25
ART 304 Advanced Photography	25
ART 314 Life Drawing II	20
ART 325 Figure Painting	20
ART 414 Advanced Life Drawing	20
ART 425 Advanced Figure Painting	20
ART 598 ST: Life Drawing	20
ART 598 ST: Figure Painting	20
BIO 100 The Living World	25
BIO 187 General Biology I	25
BIO 188 General Biology II	25
BIO 301 Field Natural History	10
BIO 361 Animal Physiology Laboratory	25
BIO 370 Vertebrate Zoology	25
BIO 385 Invertebrate Zoology	25
BIO 386 General Entomology	25
BIO 471 Ornithology	25
BIO 473 Ichthyology	25
BIO 474 Herpetology	25
BIO 480 Methods of Teaching Biology	10
BLE 478 Student Teaching	25
CHM 113 General Chemistry	25
CHM 115 General Chemistry w/Qualitative Analysis	25
CHM 335 General Organic Chemistry Laboratory I	25
CHM 336 General Organic Chemistry Laboratory II	25
COE 396 Field Experience 1	10
COM 484 Internship	5
EED 397 Field Experience 2	10
EED 411 Science in Elementary Schools	10
EED 478 Student Teaching	25
EED 496 Field Experience 3	10
EED 578 Student Teaching	25
GLG 111 Geological Disasters and the Environment Lab	10
HES 301 Adult Fitness	20
HES 302 Adult Fitness	20
HES 303 Adult Fitness	20
HES 394 ST: Group Fitness	20
IAP 352 Seeing and Drawing	20
IAP 353 Contemporary Figure Drawing I	20
IAP 361 Digital Editing and Media Library	25
IAP 365 Authoring CD ROMS	20
IAP 453 Contemporary Figurative Painting	20

Course	Fee
IAP 494 ST: Life Drawing	\$20
IAP 598 ST: Life Drawing	20
IAP 598 ST: Figure Painting	20
LSC 365 The Human Organism	10
PLB 300 Comparative Plant Diversity	25
SED 397 Field Experience 2	10
SED 478 Student Teaching	25
SED 578 Student Teaching	25
SPE 397 Field Experience 2	10
SPE 478 Student Teaching	25
SPE 496 Field Experience 3	10

**Arizona Students' Association (ASA) fee.** The Arizona Students' Association is a non profit, lobbying organization that represents Arizona's public university students to the Arizona Board of Regents, State Legislature, and U.S. Congress. During 1996-1997, students at the state universities voted to change the mechanism for funding the ASA to a \$1 fee, which will be charged to each student each semester. Any refunds for this fee will be provided through ASA Central Office at 1-877-294-6900.

**Student Recreation Complex fee.** All students (except university employees) who take at least one class at ASU Main must pay a mandatory Student Recreation Complex fee. Full-time (seven or more hours) students are charged \$25 per semester. Part-time students pay \$12 per semester, and summer students pay \$12 per session. See the current semester *ASU West Schedule of Classes* for further information.

**Graduate Professional Program fees.** Some graduate programs assess an additional differential fee. These fees differ according to college and/or program. Contact your program advisor for details on these fees.

**Late registration.** A \$35 fee is assessed on registrations processed on or after the first day of each session. A \$35 administrative fee will be assessed on registration payments received after fee payment deadline but processed before the class enrollment purge.

## Payment deadlines and methods

**Payment deadlines.** *Registration fees must be paid by the deadline dates and times indicated or the registration is voided.* A fee payment deadline is printed on all Schedule/Billing Statements and in the current semester *ASU West Schedule of Classes*.

Payment may be made by credit card (Visa, MasterCard, or Discover), debit card, cash, check, money order, or financial aid or by sponsored agencies.

**SunDial.** The SunDial system, at (480) 350-1500, allows students to make fee payments from any touch-tone phone, in addition to registering for classes and implementing drop/add. Fees can be paid from any touch-tone phone with available financial aid, debit cards, Visa, MasterCard, and Discover. Refer to the current semester *ASU West Schedule of Classes* for available dates and times, and further information about the SunDial system.

**Checks.** Checks payable for the exact amount of charges and without a restrictive endorsement are generally acceptable, except for students on check use suspension due to a previously returned check.

**Debit/credit card.** Debit card, VISA, MasterCard, or Discover payments are subject to authorization by the issuing bank. If authorization is denied, the registration payment cannot be processed and class registration will be lost.

**Financial Aid.** Students receiving financial aid may use their expected aid to pay tuition and fees. Students who wish to do so must follow specified procedures. See the current *ASU West Schedule of Classes* for further information.

**Returned checks.** Checks returned by a bank are assessed a \$15 service charge with repayment needed within five business days of notification. A second \$12 service charge is made if the returned check is not repaid within this five-day period. Repayment of a returned check must typically be in cash.

*Students paying tuition and fees with a check that is subsequently not honored by a financial institution are subject to involuntary withdrawal from the university if repayment is not made. All students involuntarily withdrawn are charged according to the standard refund schedule as of the involuntary withdrawal date, as determined by the university.*

## Other fees and charges

### Admission application.

	Resident	Nonresident*
Undergraduate		
Degree	0	\$50
Nondegree	0	\$50
Graduate		
Degree	\$45	\$45
Nondegree	\$15	\$15

\* Also includes resident students applying from out-of-state.

Admission application fees must be paid at the time of application. Graduate students must pay fees unless they have been enrolled as an ASU graduate student or paid the application fee within the past calendar year.

**Transcripts.** The fee for an official transcript is \$6 per copy. "Rush" transcripts (requested to be printed and picked up on the same day) will cost \$5 in addition to the total cost of the transcripts ordered.

**Copies of educational records other than ASU West transcripts.**

<i>Number of Pages</i>	<i>Total Charge</i>
1 to 5 .....	Free
6 to 10 .....	\$2
11 to 15 .....	\$3

Copies of additional pages cost \$1 for each five pages copied.

**Graduation application or reapplication.**

Undergraduate .....	\$18
Graduate .....	\$25

A late fee of \$25 is added to the charge noted if not paid on or before the deadlines shown in the *ASU West Schedule of Classes*.

**Sun Card (ID) card.**

Replacement fee .....	\$15
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**Comprehensive examination.** This fee is paid by all students seeking to establish credit by examination and is \$50 per semester hour.

**Parking violations.** Fines for parking violations range from \$10 to \$100. *Appeals of parking citations must be filed, within 14 calendar days from the issuance date, with the appeals officer and, after payment, may be further appealed to the Parking Citation Appeals Board.*

**Delinquent financial obligations**

*Arizona Board of Regents' Policy 4-103B*, which applies to ASU, states the following:

1. Each university shall establish procedures to collect outstanding obligations owed by students and former students.
2. Each university shall maintain a system to record all delinquent financial obligations owed to that university by students and former students.

3. Students with delinquent obligations shall not be allowed to register for classes, receive cash refunds or obtain transcripts, diplomas or certificates of degree. The university may allow students to register for classes, obtain transcripts, diplomas, or certificates of program completion if the delinquent obligation is \$25 or less.

4. Unpaid obligations shall remain a matter of record until students and former students satisfy their financial obligations or until satisfactory arrangements for repayment are made with the university.

5. The university may write off delinquent financial obligations of students according to accepted accounting principles and after appropriate collection efforts. No such write-off shall operate to relieve the student of liability for the obligation nor shall such write-off entitle the student to release of any transcripts, diplomas, or certificates of program completion, or to register for further university classes until such obligation is actually paid.

6. Each university shall include this policy in its bulletin or catalog.

A late charge of \$12 is made for any balances due the university not paid within 30 days of the initial due date, with a second \$12 late charge being made if these amounts are not paid within 30 days of the first late charge, and a third \$12 late charge is assessed if these charges are not paid within 60 days of the first late charge.

Procedures to be followed for disputed charges are available from Student Accounts in the University Center Building 101.



# Refunds

**Academic year resident tuition and nonresident tuition.** Students withdrawing from school or individual classes during the fall or spring terms receive a refund as follows:

<i>Withdrawal Date</i> . . . . .	<i>Refund</i>
Before first day of the semester . . . . .	100% less \$35
One through 7 calendar days . . . . .	.80%
8 through 14 calendar days . . . . .	.60%
15 through 21 calendar days . . . . .	.40%
22 through 28 calendar days . . . . .	.20%
After the 28th calendar day . . . . .	none

Students receiving financial aid and attending the university for the first time will receive a prorata refund. The refund schedule provided above reflects the minimum amount of money that will be refunded to these students.

The exact dates of the refund schedule are listed in the current semester *ASU West Schedule of Classes*.

Withdrawal occurs on the calendar day that withdrawal is requested, either in person at a registrar site or by phone using SunDial, the ASU West touch-tone telephone system for registration and fee payment. Students withdrawing for medical reasons or other extenuating circumstances may contact the Student Accounts Office, University Center Building 101, for refunds that may be available under these circumstances.

**Summer sessions fees.** Students withdrawing from any summer session or individual summer classes receive a refund as follows:

<i>Withdrawal Date</i> . . . . .	<i>Refund</i>
Before first day of the session . . . . .	100%*
First and second days of session . . . . .	.80%
Third day of session . . . . .	.60%
Fourth day of session . . . . .	.40%
Fifth day of session . . . . .	.20%
After the fifth day of session . . . . .	none

\*A \$35 processing fee is subtracted per session.

**Workshop and short courses.** Students withdrawing from a workshop or short course prior to the first scheduled class day may receive a full refund minus a \$35 fee. Students withdrawing the first class day may receive an 80% refund. No refunds will be made after the first class day.

**Special class fees.** Refunds of special class fees are processed automatically if the related course is dropped during the first week of class. After the first week, refunds, if any, are determined by the department offering the course. Refund determination is based on withdrawal date, type of activity, and costs already incurred by the department.

**Late registration.** This fee is not refundable.

**Student Recreation Complex fee.\*** This fee is refundable only upon complete withdrawal in percentage increments per the refund schedule.

\*For those students taking one or more classes at ASU Main.

**Admission application fee.** This fee is not refundable.

**Arizona Students' Association (ASA) fee.** Any refunds for this fee will be provided through ASA Central Office at (480) 966-6358.

**Student Aid Trust fee.** This fee is not refundable.

**Graduate Professional Program fee.** Students withdrawing from school or individual classes receive a refund of Graduate Program Fees in accordance with the tuition refund schedule.

**Official transcripts.** Overpayments by mail of \$5 or less are only refunded by specific request.

**Graduation fee.** Overpayments by mail of \$5 or less are only refunded by specific request.

**Other university charges.** Other university charges are normally not refundable, unless individual circumstances warrant.

**Payment of refunds.** When the last day of a refund period falls on a weekend or holiday, a withdrawal form must be submitted to one of the registrar sites no later than the workday

preceding the weekend or holiday. Refunds are normally paid by check, payable to the student, and are mailed to the student's local address.

**Forfeiture of refunds.** Refunds are subject to forfeiture unless obtained within 90 days of the last class day of the semester for which the fees were originally paid.

## Financial Aid

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Pursuing a college education is an important life decision as well as a major financial investment. Financial Aid Services is committed to assisting students with meeting their college costs; however, the primary responsibility for financing a college education belongs to the students and their families. Financial assistance is available in the form of scholarships, grants, loans, and employment. Financial aid programs are funded by a variety of sources including the university, alumni, private foundations, individuals, and state and federal governments.

To be considered for financial aid, all students must complete the Free Application for Federal Student Aid (FAFSA). The FAFSA is available in paper form at any high school, college, or university or it can be completed on the web at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). The FAFSA should be completed in January or early February preceding the academic year the student plans on attending ASU West. The priority date for submitting the FAFSA is February 15. Applications completed after the priority date are processed; however, students will be less likely to receive scholarships, grants and federal work-study due to funding limitations.

Upon receiving the FAFSA information, Financial Aid Services will send a letter to the student if any additional information is needed to complete the student's file. Additional information required could be documents such as copies of federal tax returns, proof of valid visa, or proof of registration with Selective Service. Students should read carefully all correspondence received. Once their files are complete, students will receive a Financial Aid Notification letter informing them about the types and amounts of financial assistance for which they are eligible. Additional information will also be sent to students regarding the disbursement of financial aid funds.

Students need to be aware of the responsibilities that are associated with receiving financial aid funds. It is the student's responsibility to notify Financial Aid Services of any changes in circumstances that may affect financial aid eligibility (e.g., loss of income, change in residency classification). Students receiving financial aid are required to meet minimum standards of satisfactory academic progress. In addition to maintaining the minimum GPA defined for good academic standing, students must complete the semester hours for which they are funded within

the academic year. Failure to meet these standards will result in suspension of financial aid for subsequent semesters until the deficiency is satisfied. Students who withdraw from the university will have their financial aid reevaluated in accordance with the federal and institutional refund policies. Refund policies are published in the *ASU West Schedule of Classes*.

**Use Financial Aid to hold/pay for classes.**

Students with financial aid awards should use the SunDial phone registration system, (480) 350-1500, to hold classes before the fee payment deadline published in the *Schedule of Classes*. Upon completing the SunDial transaction, the student will be

given a confirmation number that should be retained by the student for future reference. If the balance owed for tuition and fees exceeds the amount of financial aid, the student must pay the balance owed with cash, check, or credit card. Classes not held with financial aid and/or by personal payment will be dropped.

Information about financial aid is also available at [www.west.asu.edu/financialaid](http://www.west.asu.edu/financialaid). Students can access personal information regarding their financial aid through the SunDial phone system at (480) 350-1500 or on the FASTT web site at [www.asu.edu/fastt](http://www.asu.edu/fastt).

## Types of Financial Aid and Major Programs

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There are four categories of financial aid:

1. scholarships;
2. grants;
3. employment; and
4. loans.

### Scholarships

There are two sources of scholarships at ASU West — university funded and private donor scholarships. Many scholarships are offered on the basis of academic merit. However, financial need criteria may also be included in the selection of recipients. Other considerations are GPA, leadership qualities, and community service. Additional information about scholarships is available from Financial Aid Services in University Center Building 120, on the office website: [www.west.asu.edu/financialaid](http://www.west.asu.edu/financialaid), and in appropriate academic unit/program offices. High school students should also contact their high school counselors about scholarships available to graduates bound for college.

The largest source for university funded scholarships is the Arizona Board of Regents' authorized Waiver Program. In addition, many scholarships are funded from a General Endowment Fund. University scholarships are awarded to students who demonstrate leadership, financial need, scholastic or scientific abilities.

The deadline to apply for these awards is in early spring. Students are encouraged to contact Financial Aid Services or visit [www.west.asu.edu/scholarships](http://www.west.asu.edu/scholarships) to obtain the application deadline date.

Most of the private donor funds available are provided by employers, private individuals, organizations, and corporations. Private donors may use criteria determined by Financial Aid Services to identify candidates, or they may require a separate application process.

## Grants

Grants are awarded to students without future payment or service obligation. Grants are awarded on the basis of financial need, and in many cases, exceptional need.

**Federal Pell Grant.** The Federal Pell Grant program is funded by the federal government and is a basic financial resource to low- and moderate-income students. Eligibility is determined by the federal government through the financial aid application process. A student may be eligible for a maximum grant of \$4,000 for 2003-2004 (subject to change).

**Federal Supplemental Educational Opportunity Grant.** Funds are received from the federal government and awarded by the university. Students demonstrating exceptional financial need, based on a specific calculation, will receive funds from this program. Generally, students with Pell Grant eligibility are eligible for a supplemental grant, provided that funds are available. The maximum grant for 2003-2004 is \$1,000 (subject to change.)

**Leveraging Educational Assistance Partnership (LEAP).** Students with high financial need may receive this form of funding. This program is restricted to Arizona residents. The maximum grant is \$1,250 for 2003-2004 (subject to change).

**Student Aid Trust Grant.** This grant source is provided in partnership between ASU West students and the state legislature. These funds are provided to resident, undergraduate students with high financial need. The maximum grant for 2003-2004 is \$2,000 (subject to change).

**University Grant West.** This grant is for students admitted to ASU West degree programs only, and is awarded to students who demonstrate financial need. The maximum grant for 2003-2004 is \$2,000 (subject to change).

## Employment

At ASU West employment opportunities are available for students to not only earn funds, but to gain experience in areas related to their majors or career interests.

**Federal Work-Study.** Funds for this program are provided by the federal government and the university. Students employed under this program receive the same pay rates as other students employed at the university, and all students are paid bi-weekly. For participation in this program students must demonstrate need and be enrolled at least half-time.

**Hourly on-campus.** The university, with its own resources, hires many students on a part-time basis. Although the jobs are similar to the Federal Work-Study program, the university provides the entire amount of the student's wage. Hourly employed students must be enrolled for a minimum of one credit hour.

**Part-time off-campus.** The Financial Aid Services office acts as a referral source to the community surrounding ASU West. The university receives requests for assistance from many local agencies and corporations to help them recruit and hire students on a part-time basis.

For more information about student employment or to view jobs currently available, visit [www.west.asu.edu/financialaid/stdemply.htm](http://www.west.asu.edu/financialaid/stdemply.htm).

## Loans

More than 1,300 ASU West students borrow approximately \$9 million annually. A variety of loan programs is provided to assist students and, in some cases, parents in the financing of a university education.

### **William D. Ford Federal Direct Loan Program.**

Through the William D. Ford Federal Direct Loan Program, the federal government provides guaranteed loans to eligible students. The university must, through a needs analysis process, determine each applicant's eligibility. Repayment of the loans is made after graduation. For new borrowers, there is a variable interest rate that is adjusted annually and cannot exceed 8.25%. Grace periods, deferment opportunities, and consolidation options exist for borrowers after graduation.

There are two types of loans — subsidized and unsubsidized. Students awarded a William D. Ford Federal Direct Subsidized Loan have demonstrated need and the loan interest will be paid by the federal government while the student is in school or in deferment.

A student without demonstrated financial need can receive a William D. Ford Federal Direct *Unsubsidized* Loan, and will be responsible for the interest payments from the beginning of the loan period. However, the interest will be capitalized unless the student chooses to pay the interest while in school.

The combination of subsidized and unsubsidized loans borrowed by *independent undergraduate students* cannot exceed: year 1 - \$6,625; year 2 - \$7,500; year 3 - \$10,500; year 4 - \$10,500.

The combination of subsidized and unsubsidized loans borrowed by *dependent undergraduate students* cannot exceed: year 1 - \$2,625; year 2 - \$3,500; years 3, 4 - \$5,500.

*Graduate students* may borrow both subsidized and unsubsidized loans. The maximum amounts are \$8,500 per year in subsidized loans, and \$10,000 per year in unsubsidized loans.

**Federal Perkins Loan.** In this program, the university lends federal funds to eligible undergraduate and graduate students. Loans are repaid directly to the university at a 5% interest rate that begins nine months after graduation. No interest is charged or accumulated during enrollment. Deferment and cancellation provisions are available for community service as well as qualifying law enforcement and teaching occupations.

### **Federal Parent Loans for Undergraduate Students.**

The Federal Parent Loan for Undergraduate Students (PLUS) is available to help parent borrowers finance their children's education. There is no interest subsidy and lenders determine the parents eligibility based on credit worthiness. If parents are determined ineligible for a PLUS and students need additional funds, they should contact Financial Aid Services to determine their eligibility for a Direct Unsubsidized Loan. Repayment of parent loans begins 60 days after disbursement of the loan to the parent. The maximum loan amount is determined by subtracting all other financial aid awarded from the student's cost of attendance.

**Alternative loans.** For information and advisement about alternative loan programs, contact the Financial Aid Services office at (602) 543-8178.

## Taxability of financial aid programs

Scholarships, grants, fellowships, and stipends (but not loan funds) are taxable income to the recipient, except for the portion of these funds used for tuition, registration, and other university fees, or books, supplies, and equipment required for the courses being taken. Special tax regulations also apply to nonresident alien students and may require withholding of taxes at the time of aid disbursements to these individuals. Information on the taxability of scholarships can be obtained from the following Internal Revenue Service (IRS) publications and forms: *Publication 4-Student's Guide to Federal Income Tax*; *Publication 519-U.S. Tax Guide for Aliens*; *Publication 520-Scholarships and Fellowships*; Form 1040EZ and Instructions-Income Tax Return for Single and Joint Filers with no dependents; and Form 1040NR and Instructions-U.S. Nonresident Alien Income Tax Return.

These publications and forms can be obtained from the IRS at its toll-free number 1 (800) 829-FORM (3676). These publications and forms can also be accessed online at [www.irs.ustreas.gov/prod/forms-pubs](http://www.irs.ustreas.gov/prod/forms-pubs).

## Veterans benefits

Veteran Services provides assistance to veterans eligible for VA educational benefits. Services include enrollment certification, benefits advisement for Chapter 32 VEAP, Chapter 30 Montgomery GI Bill, Chapter 31 Voc-Rehabilitation, Chapter 35 Dependent/Survivor, Chapter 106 Reservists, and assistance with the university admission/registration process. Additional information is available online at [www.west.asu.edu/veteran](http://www.west.asu.edu/veteran).

Veteran Services is located in University Center Building 120 (602) 543-8220.

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# General Academic Policies



# Registration Information and Policies

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Anyone attending a class at the university must be registered for that class. A student is considered to be registered when all registration fees have been paid in full.

## Eligibility

To be eligible to register for courses at ASU West, a student must be continuing from the previous semester or have been admitted or readmitted to the university. See “Admission” pages 60-74 and “Readmission” page 75.

## Proof of identification (Sun Card)

In order to receive many university services, photo identification is required. Each admitted student who completes the registration process for a regular semester should obtain a student identification card (Sun Card). Photos are taken by Admission Services, University Center Building 120.

## Registration fees

For detailed information about registration fees, please refer to the “Tuition and Fees” section of this catalog and to the current *ASU West Schedule of Classes*. Registration fees are due and must be paid in full at the time specified each semester in the *ASU West Schedule of Classes*.

If any payment tendered is not authorized (e.g., credit card payment), incomplete, or received after the due date, registration fees are considered unpaid and class registration may be voided.

## Schedule of Classes

The *ASU West Schedule of Classes* is published each semester and distributed without charge. It lists the semester’s course offerings, dates, times, places, and procedures for registration, along with other important information relating to the semester.

For the on-line schedule of classes, visit [www.west.asu.edu/registrar](http://www.west.asu.edu/registrar).

## Course loads

Although full-time tuition and fees may be assessed for students enrolling for seven (7) hours or more, a minimum full-time course load for an undergraduate student is 12 semester hours for enrollment verification purposes. The maximum course load for which a degree-seeking undergraduate student may register is 18 semester hours.

For graduate students, a minimum full-time course load is nine (9) semester hours, and the maximum course load for which a student may register is 15 semester hours. A student wishing to register for more than the maximum must petition the appropriate standards committee and must present an approved override at the time of registration.

Overload petitions are not ordinarily granted to students who have a cumulative GPA of less than 3.00 and who do not state valid reasons for the need to register for the credits. Students who register for semester hours in excess of the maximum and do not have an approved overload petition on file will have courses randomly removed through an “administrative drop” action. Contact an academic advisor for more information about course overloads.



**Summer course loads.** The maximum load for each five-week session is seven semester hours and nine semester hours for the eight-week session. The student registering for any combination of sessions may not exceed a total of 14 semester hours. The credit load limit for the intersession is four semester hours, which are not considered part of the maximum 14 semester hours limit for Summer Sessions.

## Enrollment verification guidelines

The following general guidelines are used to verify enrollment. Such verifications are prepared by Registration Services upon request by the student.

	<i>Full-Time</i>	<i>Half-Time</i>	<i>Less Than Half-Time</i>
<b>Regular semester</b>			
Undergraduate	12 or more hours	6-11 hours	5 or less hours
Graduate	9 or more hours	5-8 hours	4 or less hours
Graduate Assistant*	6 or more hours	—	—
<b>Five-week summer session</b>			
Undergraduate	4 or more hours	2 hours	1 hour
Graduate	3 or more hours	2 hours	1 hour
Graduate Assistant*	2 or more hours	1 hour	
<b>Eight-week summer session</b>			
Undergraduate	6 or more hours	3-5 hours	2 or less hours
Graduate	5 or more hours	3-4 hours	2 or less hours

\*For enrollment verification purposes, graduate assistant is a generic term that includes graduate assistant, teaching assistant, research assistant, graduate associate, teaching associate, and research associate.

## Concurrent enrollment

Provided that other university regulations concerning enrollment, graduation requirements, or transfer of credits are not violated, a student may be enrolled in classes at other institutions or in correspondence courses while enrolled at ASU West. However, the student is urged to seek advisement before concurrent enrollment to assure timely progress toward a degree. If total credits exceed the maximum course load, prior permission must be granted by the appropriate standards committee.

## Reserving of course credit by undergraduates

Seniors at ASU West within 12 semester hours of graduation may enroll in a 400 level or graduate course and reserve the credit for possible use in a future graduate program. The course cannot be used to meet a baccalaureate graduation requirement. Before registration in the course, the student must submit a Graduate Studies Petition form requesting credit reservation. The form must be signed by the student's advisor, the dean of the academic unit offering the class, and the associate vice provost for academic affairs.

Permission to reserve a course does not guarantee admission to a graduate degree program or that the course may be used toward graduate degree requirements. A maximum of nine hours of credit may be reserved, and only courses with an "A" or "B" grade are applicable. Reserved credit earned before admission to a graduate degree program is classified as nondegree credit. The maximum course load for a student enrolled in a reserved course is 15 semester hours during a regular semester and six hours during a summer session.

# Special Programs

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## Studies abroad

Two types of programs—study abroad and student exchange—are available to all ASU students through the International Programs Office (IPO).

**Exchange programs.** These are programs in which ASU students study at a foreign institution in return for reciprocal opportunities to study at ASU for the students of that institution. ASU students simply pay their normal registration fees and tuition at ASU. For exchange programs, ASU registration fees and tuition may be paid by scholarships or waivers. Financial aid may, in most cases, be applied to the costs of exchange programs.

**Study abroad programs.** These programs are arrangements with institutions in foreign countries under which ASU students may study and earn resident credit for courses taken. Financial aid such as scholarships, grants and loans may, in most cases, be applied to program costs. There are three types of study abroad programs:

- Language immersion programs
- Specialized programs (generally courses specifically for program participants)
- Direct enrollment programs (regular courses with local students, though usually taught in English)

Information on study abroad/student exchange programs is available in Multicultural Student Services in University Center Building 220, (602) 543-8201. Interested students may also visit the IPO web page at <http://ipo.asu.edu> or call IPO at ASU Main at (480) 965-5965.

## Traveling Scholar Program

The Traveling Scholar Program is a cooperative program among the three state universities designed to enable students to take advantage of programs or special resources that are not available at their own institutions. Any undergraduate student with a GPA of at least 2.50 or graduate student with a GPA of at least 3.00 enrolled full-time at Arizona State University, Northern Arizona University, or University of Arizona may be designated a Traveling Scholar by prior mutual agreement of the appropriate academic authorities at both the sponsoring and hosting institutions. Contact Registration Services for additional information and the application form.

## Western Interstate Commission for Higher Education (WICHE)

For Arizona residents who wish to attend professional schools of dentistry, veterinary medicine, occupational therapy, optometry, and osteopathy in one of the other western states, Arizona has joined with the other western states to create the Western Interstate Commission for Higher Education through whose effort and agency qualified Arizona residents may attend schools in these other states at essentially the same expense to the students as to residents of the state in which the school is located. Students must have maintained at least average grades in their preprofessional work and must have been legal residents of Arizona for at least the last five years. Recipients are required to return to Arizona to practice or to repay a portion of the funds expended in their behalf.

For further information and applications, call (602) 229-2500, or access the website at: [www.wiche.edu](http://www.wiche.edu).

# Credits and Grades

## Credit enrollment

The semester hour is the unit on which credit is computed. To obtain credit, a student must be properly registered and must pay fees for the course.

**Definition of a unit of credit.** The Arizona Board of Regents has defined (May 26, 1979) a unit of credit for the institutions under its jurisdiction. A minimum of 45 hours of work by each student is required for each unit of credit. For lecture-discussion courses, this requirement equates to at least 15 hours in class and a minimum of 30 hours of work outside the classroom for each unit of credit. Even though the values of 15 and 30 may vary for different modes of instruction, the minimum total of 45 hours of work for each unit of credit is a constant. Since the unit of credit as defined by the Arizona Board of Regents is the cornerstone of academic degree programs at ASU, degrees granted by other institutions that are recognized by ASU should be based on a similar unit of credit.

## Grades and marks

All grades and marks appear on the permanent record and/or unofficial transcript.

They are indicated by the following letters:

- A - Excellent (4.00)
- B - Good (3.00)
- C - Average (2.00)
- D - Passing (1.00)
- E - Failure (0.00)
- I - Incomplete
- NR- No Report
- P - Pass
- RC - Remedial Credit<sup>1</sup>
- RN- Remedial No Credit<sup>1</sup>

- W - Withdrawal
- X - Audit
- Y - Satisfactory
- Z - Course in Progress<sup>2</sup>

<sup>1</sup>Appears only on unofficial copy of ASU transcript.

<sup>2</sup>This grade is usually given pending completion of courses such as practicum, research, applied project, solo performance, thesis, and dissertation (580, 680; 592, 692; 493, 593, 693; 596, 696; and 599). No grade for the course in progress appears on the transcript.

**Grade point average.** For the purpose of computing the grade point average (GPA), grade points are assigned to each of the grades for each semester hour as follows:

- A - four points
- B - three points
- C - two points
- D - one point
- E - zero points

Grade points earned for a course are multiplied by the number of semester hours to produce honor points. (*Grade points x semester hours = honor points.*) For example, receiving an “A,” which is assigned four grade points, in a three-semester-hour course would produce 12 honor points. The grade point average (GPA) is obtained by dividing the total number of honor points earned by the net hours, which is the total number of semester hours graded “A,” “B,” “C,” “D,” or “E.” ( $GPA = \text{total honor points} \div \text{total semester hours}$ .) GPAs are rounded to the nearest 100th of a grade point. Other grades do not carry grade points. *Semester* GPA is based on semester net hours. *Cumulative* GPA is based on total net hours.

**Incomplete.** A mark of “I” (incomplete) is given by the instructor only when a student who is otherwise doing work is unable to complete a course because of illness or other conditions beyond the student’s control. The mark of “I” should be granted only when the student can complete the unfinished work with the same instructor. However, an incomplete “I” may be completed with an instructor designated by the department chair/director if the original instructor later becomes unavailable for any reason.

The student is required to arrange with the instructor for the completion of the course requirements. The arrangement is recorded on the Request for Grade of Incomplete form. The student has one calendar year from the date the mark of “I” is recorded to complete the course. If the student completes the course within the calendar year, the instructor must submit a Request for Grade of Incomplete/Authorization for Change of Grade form to Registration Services whether the student passed or failed the course. Marks of “I” are changed to a grade of “E” for purposes of evaluating graduation requirements for undergraduate students. A grade of “I” received in an undergraduate course in the fall 1983 semester or thereafter will be automatically changed to a grade of “E” if it remains on the student’s record for more than a year. An undergraduate student does not reregister or pay fees for a course for which an incomplete “I” has been received in order to complete the course. Performance of work to remove the “I” grade does not constitute registration and does not afford the student access to university services or facilities.

Students who receive a mark of “I” in courses at the 500 level or above have one calendar year to complete the course for a grade. After one calendar year, the mark of “I” becomes a permanent part of the transcript. To repeat the course for credit, a student must reregis-

ter and pay fees. The grade for the repeated course appears on the transcript but does not replace the permanent “I.”

**Satisfactory.** A mark of “Y” (satisfactory) may be used at the option of individual colleges and schools within the university and is appropriate for internships, projects, reading and conferences, research, seminars, theses, and workshops. The “Y” is included in earned hours but is not computed in the GPA.

**Grading options.** Ordinarily a grade of “A,” “B,” “C,” “D,” or “E” is given upon completion of a course, unless a grading option of “audit” or “pass/fail” is indicated at the time of registration. *Grading options cannot be changed after the close of the drop/add period.*

**Audit Enrollment.** A student may choose to audit a course, in which case the student attends regularly scheduled class sessions, but no credit is earned. This grading option may not be changed after the close of drop/add. The student should obtain the instructor’s approval before registering and paying the fees for the course. Selected courses may not be audited.

The mark of “X” is recorded for completion of an audited course, unless the instructor determines that the student’s participation or attendance has been inadequate, in which case, the mark of “W” (unrestricted withdrawal) may be recorded. The “X” is not included in earned hours and is not computed in the GPA.

**Pass/Fail Enrollment.** A mark of “P” (pass) or “E” (fail) may be assigned for this grading option. This grading method may be used at the option of individual colleges and academic units within the university. Consult the appropriate college or school office for detailed information and restrictions before registration. A course in which the student receives a “P” is included in earned hours, but the “P” is not computed in the GPA.

## Attendance

The instructor has complete authority in deciding whether class attendance is required.

## Change of grade

Ordinarily, the instructor of a course has the sole and final responsibility for any grade reported. Once the grade has been reported to the registrar, it may be changed upon the signed authorization of the faculty member who issued the original grade, with the approval of the department chair and the dean of the college concerned. This policy also applies to the grade of “I” (incomplete).

**Grade appeals.** The professional responsibility for assigning grades is vested in the instructor of the course and requires the careful application of professional judgment. However, a grievance process allows academic deans to change a particular grade if evidence presented in the grievance process calls for such a change. For details on the Grade Appeals Process, see pages 52-53 of this catalog.

**Repeating courses.** Credit is given only once for enrollment in any university course. However, an undergraduate course taken at the university may be repeated for credit if the grade of “D,” “E,” or “W” or a mark of “X” is received. Undergraduate courses in which grades of “D” or “E” are received may be repeated only once. Credit is given only for the highest grade received. However, lower grades may affect student cumulative grade point averages.

After an undergraduate student repeats 100- and 200-level courses, the student’s transcript shows both grades, but the cumulative GPA reflects only the higher grade. After repeating 300- or 400-level courses, a student’s cumulative GPA and the transcript

reflect both grades. The student’s earned hours will include only credit for *one* enrollment in a class.

After repeating a 100- or 200-level course and receiving a better grade, the student may have the “D” or “E” grade deleted from the cumulative grade point average and total hours. This should be done as soon as possible by filing a Deletion Form with Registration Services. To be eligible for the deletion of the “D” or “E” grades from the GPA calculation, the course must be a 100- or 200-level course taken and repeated at ASU. Students who have graduated are not eligible to delete the grade for a course taken before the award of the ASU West bachelor’s degree.

This policy does not apply to repeat enrollment in seminar and independent studies courses with different content each semester. The policy affects only undergraduate students and undergraduate courses.

**Demonstration of mastery.** An undergraduate student who receives a “D” in a course in which a “C” or better is required may use the grade from an equivalent course taken elsewhere to demonstrate mastery at the “C” or higher level. However, the course may neither be transferred to ASU (since credit has already been given for the course) nor computed in the student’s GPA.

## Grade reports

**Midterm report.** Instructors are required to evaluate students at midterm for academic progress. A student who has been evaluated for a “D” or “E” at mid-semester receives a midterm report. The midterm “D” and “E” grades are not recorded on the student’s permanent record. Midterm reports are mailed to the student’s local address of record.

**Final grade report.** The university provides printed grade reports only for midterm deficiency notices. Final grades are available at the end of each semester or term via the SunDial telephone system or at [www.west.asu.edu/registrar](http://www.west.asu.edu/registrar). Select “View Your Grades” under the “Academic Record Information” heading and follow the instructions. When necessary, an official grade printout can be obtained in-person at Registration Services.

**Dean’s list.** Undergraduate students who earn 12 or more graded semester hours (“A,” “B,” “C,” “D,” or “E”) during a semester in residence at ASU with a GPA of 3.50 or better are eligible for the Dean’s List. A notation regarding Dean’s List achievement appears *only* on the final grade report for the semester.

**Transcripts.** Official transcripts may be requested on the web, in person, or by mail. The fee for official transcripts is \$6.00 per copy. “Rush” transcripts (requested to be printed and picked up the same day) will cost \$5.00 in addition to the total cost of the transcripts ordered. Special delivery requests will be fulfilled for an additional charge. No transcript is issued if a student has a delinquent account.

Official transcripts are released only upon the written request of the student. Access the web transcript request page from [www.west.asu.edu/registrar](http://www.west.asu.edu/registrar) under the Academic Records heading. In person requests require completion of a transcript request form and payment of transcript fees at the Cashier’s Office (University Center Building 101B). Mail requests may be made using a tran-

script request form or by signed letter which includes the following information:

- name
- former names (if applicable)
- ASU identification number
- Social Security number
- date of birth
- first and last dates of attendance
- current return address
- daytime telephone number
- specific mailing address for each transcript copy ordered
- specification of which of the following is to be displayed on the transcript:
  - ASU ID only
  - SSN only
  - Both ASU ID and SSN
  - Neither ASU ID nor SSN

Unofficial transcripts may be requested in person at Registration Services, or by mail if written request signed by the student is enclosed. Students may also view and print their own unofficial transcript at [www.west.asu.edu/registrar](http://www.west.asu.edu/registrar). There is no charge for an unofficial transcript.

All in-person transcript requests require presentation of photo identification. Requests are not accepted from third parties without written authorization from the student. For information on parental access to records, see “Access to Records,” page 54.

**Graduation with academic recognition.**

Designations of graduation with academic recognition are indicated on the diploma and the ASU transcript. Graduation with academic recognition applies only to undergraduate degrees. For information on the criteria for determining graduation with academic recognition, see “Graduation Information” on pages 80-82.

# Withdrawal

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## Drop/add

Students registering for courses for a semester or summer session may drop or add courses through the first week of classes in a semester or the first two days of a summer session. Drop/add transactions may be processed in person at Registration Services or via the SunDial telephone registration system. See the current *ASU West Schedule of Classes* for dates of drop/add periods. During this period, a student may drop one or more (but not all) scheduled courses without penalty. Courses that are dropped do not appear on the student's transcript and fees paid are fully refunded, if appropriate. A student who wishes to withdraw from all courses during the drop/add period must process an unrestricted withdrawal.

## Unrestricted course withdrawal

During the first four weeks of a semester or the first six days of a summer session, a student may withdraw at his or her own initiative and without instructor authorization from any course with a mark of "W." See the current *ASU West Schedule of Classes* for dates of the unrestricted withdrawal period.

## Restricted withdrawal

From the fifth week to the end of the 10th week of a semester and from the seventh day to the end of the third week of a summer session, students may withdraw with a mark of "W" from courses in which the instructor certifies that they are passing at the time of the withdrawal. Students are given the mark of "E" if the instructor cannot certify the mark of "W." See the current *ASU West Schedule of Classes* for dates of the restricted withdrawal period.

The number of restricted withdrawals with the mark of "W" is limited:

1. during freshman standing, a total of two;
2. during sophomore standing, a total of two;
3. during junior standing, a total of two;
4. during senior standing, a total of two; and,
5. during second undergraduate degree standing, a total of two.

The preceding limits do not prevent students from processing a complete withdrawal from the university with marks of "W" and/or "E." Complete withdrawal counts as one withdrawal for purposes of applying the above limits. The preceding does not apply to audit enrollment or zero-hour labs and recitations.

## Nonattendance of class

A student will not be withdrawn from a class for nonattendance. It is the student's responsibility to initiate such withdrawal if unable to attend the class. Failure to do so will result in a mark of "E" being assigned for the class. In special circumstances, a medical withdrawal or academic record change may be authorized by the dean of an academic unit if the student petitions for the change and presents documentation of reasons for being unable to attend the class. It is the student's responsibility to petition for such change if appropriate.

## Instructor-initiated withdrawal

An instructor may withdraw a student from a course with a mark of "W" or a grade of "E" only in cases of disruptive classroom behavior. A student may appeal an instructor-initiated withdrawal to the standards committee of the college or school offering the course. The decision of the committee

is final. Restricted withdrawal limits do not apply to withdrawals initiated by an instructor.

### **Withdrawal from the university**

In order to withdraw from *all* classes after having paid registration fees, a student must initiate complete withdrawal from the university by appearing in person at Registration Services. During the unrestricted complete withdrawal period, a student may withdraw from all courses with marks of “W.” During the restricted complete withdrawal period, a student may withdraw with marks of “W” only from courses that the instructors certify the student was passing at the time of withdrawal. Complete withdrawal counts as one withdrawal for purposes of applying the restricted withdrawal limits. See the *ASU West Schedule of Classes* for dates of the complete withdrawal periods. No one is permitted to withdraw from the university or to conduct any registration related transaction in the last two weeks of the semester. The date of the complete withdrawal is always the date on which the request is received in Registration Services.

### **Medical/compassionate withdrawal**

A medical/compassionate withdrawal request may be made in cases in which serious illness or injury (medical) or extreme personal circumstances (compassionate) prevents a student from continuing his or her classes, and incompletes or other arrangements with the instructor are not possible. Usually the consideration is for complete withdrawal. All applications for withdrawal require thorough and credible documentation. However, application for less-than-a-complete-withdrawal must be especially well documented to justify the selective nature of the partial medical/compassionate withdrawal.

**Medical withdrawal.** When a student wishes to withdraw from one or more classes for personal medical reasons, that student may request a medical withdrawal. This policy covers both physical health and mental health difficulties. Approval of a medical withdrawal aids the student in two ways:

1. It is considered an unrestricted withdrawal, regardless of when it occurs; and
2. According to the policies of the Student Fee Payment Office, the student may be refunded a greater portion of tuition and/or fees paid for the semester than the published university refund schedule would normally allow.

**Compassionate withdrawal.** A request for compassionate withdrawal will be approved only in rare and extraordinary circumstances such as the unexpected special care needs of a seriously ill child, spouse, domestic partner, parent, or a death in the student’s immediate family. A compassionate withdrawal will not be approved in circumstances caused by poor planning or poor choices on the part of the student. Approval of a compassionate withdrawal aids the student in the two ways listed above under Medical Withdrawal.

**Procedures.** A student requesting a medical/compassionate withdrawal is referred to the dean’s designee of the college of the major. A non-degree student is referred to the dean’s designee of the college with which he or she is primarily affiliated. The dean’s designee determines the appropriateness of the medical/compassionate withdrawal request and whether an administrative hold is indicated. If an administrative hold was issued, removal of the hold must be authorized by the designee before the student can register for a future semester or be readmitted to the university.

Although the medical/compassionate withdrawal procedure may be used at any time during or after the close of the specified



semester, the student is encouraged to submit the application as early as possible.

During the unrestricted withdrawal period (generally the first four weeks of a semester or the first six days of a summer session), a student who follows the regular withdrawal procedure will automatically be granted a “W” in each of his or her classes, regardless of the reasons for withdrawing and whether or not he or she is passing the classes. However, even during the unrestricted withdrawal period, a student must process a formal medical/compassionate withdrawal to be eligible for consideration of a larger refund of tuition and/or fees than would be granted under regular unrestricted withdrawal procedures.

For both partial and complete withdrawals, during both the unrestricted withdrawal period and the restricted withdrawal period, a student who follows the medical/compassionate withdrawal procedure will be granted

“W” in each of his or her classes upon approval of the medical/compassionate withdrawal, regardless of whether or not he or she is passing. The medical/compassionate withdrawal procedure will result in a special note line on the unofficial transcript.

Even after the close of the semester, a student may request a medical/compassionate withdrawal for some or all classes, regardless of which college offered the course(s). Refunds are not given beyond six months past the close of the semester.

Only one Request for Documented Medical/Compassionate Withdrawal form needs to be filed, with the college of the major, even if classes in more than one college are involved. The form must clearly specify each class for which the student seeks withdrawal. Signatures from the instructor(s) and/or department chair(s) for each class are not required.

## Academic Standards and Retention

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### Class standing of students

1. Freshman, 24 or fewer hours earned
2. Sophomore, 25-55 hours earned
3. Junior, 56-86 hours earned
4. Senior, 87 or more hours earned
5. Graduate, bachelor's degree from accredited institution

### Academic good standing

Academic good standing for degree-seeking students for the purpose of retention is defined as follows:

Total earned hours	Minimum cumulative GPA
24 or fewer	1.60
25-55	1.75
56 or more	2.00

A student who does not maintain the minimum GPA standard is placed on academic probation or is disqualified. A student on academic probation is in conditional good standing and is permitted to enroll. A student who has been disqualified is not in academic good standing and is not permitted to enroll for fall or spring semesters.

In order to transfer from one college or academic unit to another within the university or to be eligible for readmission, a student must have a GPA of 2.00 or better. The GPA determining good standing is computed on courses taken only at ASU.

For purposes of retention or transfer, an individual college or academic unit may set higher GPA standards; otherwise, the university standards prevail. See the “Academic Programs” section of this catalog for statements regarding program retention standards.

### Satisfactory academic progress

The university is required to publish and enforce standards of satisfactory academic progress for certain students (e.g., student athletes, students receiving financial aid, and students receiving veterans benefits).

Certification of satisfactory progress for student athletes is verified by the academic advisor and the dean or dean’s designee for certifying satisfactory progress. Certification of satisfactory progress for students receiving financial aid or veterans benefits is verified by Financial Aid Services or Veteran Services respectively. Students should contact their advisors or the appropriate office for additional information on satisfactory progress requirements.

### Probation

A student’s academic unit assumes responsibility for enforcing academic standards and may place any student on probation who has failed to maintain good standing as previously defined. For purposes of probation and retention, an academic unit may set higher GPA standards. A student on academic probation is required to observe any rules or limitations the academic unit may impose as a condition for retention.

**Disqualification.** A student who is placed on probation at the end of a semester is subject to disqualification by the academic unit at the end of the following semester if the conditions imposed for retention are not met.

Disqualification is exercised at the discretion of the academic unit and becomes effective on the first day of the semester following unit action. *A disqualified student is sent official notification by the university and is not allowed to register in a fall or spring semester at the university until reinstated.* A student who has been disqualified may appeal to the appropriate standards committee. A student who is disqualified may not attend as a nondegree student.

**Reinstatement.** If a student with a GPA of 2.00 or greater has been disqualified by one academic unit and seeks to transfer to another academic unit at ASU West, the student may apply directly to that academic unit if qualified to transfer.

To be reinstated into an ASU West academic unit other than the disqualifying academic unit, the student must submit an application for reinstatement to the ASU West Campus Standards Committee through Registration Services.

To be reinstated into the same academic unit from which the student was disqualified, the student must submit an application for reinstatement to the disqualifying academic unit. When reinstatement includes readmission, application must be made to Admission Services. See “Readmission” on page 75.

**Reinstatement Appeals.** A student wishing to appeal the decision of the standards committee of an academic unit may submit an appeal to the ASU West Campus Standards Committee. The decision of the committee is final.

## **Academic integrity**

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 academic unit. Violations of academic integrity include, but are not limited to, cheating, fabrication, tampering, plagiarism, or facilitating such activities. The university academic integrity policy is available from the Academic Programs and Graduate Studies Office. Unit academic integrity policies are available from the deans of the individual academic units.

## **Suspension or expulsion for academic dishonesty.**

All decisions relating to expulsion or suspension that are concerned with academic dishonesty are the sole prerogative of the dean of the unit to which the student has been admitted. These decisions of suspension or expulsion can be appealed in accordance with established university procedures. (See Student Academic Integrity Code adopted 1997.) Application for reinstatement may be made to any of the academic units within the university after the specified period of suspension. Merely having remained in a suspended status for a period of time does not, in itself, constitute a basis for reinstatement.

# **Student Grievances**

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## **Student academic complaints**

If a student is dissatisfied with the instruction received in a class or with the interaction with the instructor of the class, the student may take the following actions in the order listed:

1. The student may discuss the complaint with the instructor of the class.
2. If the issue is not resolved at this level, the student may contact the department chair/director of the program area in which the course is offered.
3. If further discussion and/or appeal is needed, the student may contact the dean of the unit in which the course is offered.

## **Petition for variance from university-wide academic requirements**

The Campus Standards Committee advises the vice president and provost for ASU West regarding undergraduate student petitions that concern university-wide academic requirements. These requirements include, but are not limited to, requirements on the amount of transfer credit, undergraduate admissions decisions, graduation requirements, resident credit requirements, and general studies requirements. In order to petition for a variance of such university requirements, students should discuss the matter with an academic advisor and complete a petition form. The petition will be reviewed by the relevant unit-level administrator and committee before being forwarded to the Office of the Associate Vice Provost for Academic Programs and Graduate Studies.

## Grade appeals

The professional responsibility for assigning grades is vested in the instructor of the course, and requires the careful application of professional judgment. However, the following grievance process allows deans to change a particular grade if evidence presented in the process warrants such a change.

It is university policy that students filing grievances and those who provide support for the student will be protected from retaliation. Students who feel that they are victims of retaliation should immediately contact the dean of the academic unit in which the course is offered.

The grade appeal process follows the steps described below. “Day” is defined as a normal business day, not including Saturday, Sunday, or any officially recognized university employee holiday or campus closure.

1. A student wishing to appeal a grade must first meet with the instructor who assigned the grade to try to resolve the dispute. The instructor must review the matter in good faith, explain how the original grading decision was made, and decide whether or not to change the grade in response to the student’s appeal. The instructor must respond to the student’s request for a meeting in writing, or via phone or by e-mail within 10 days.

If the grade dispute is not or cannot be resolved to the satisfaction of the student via this meeting, within 10 days after receiving the instructor’s response the student may appeal to the program chair/director. (If the program chair/director is also the instructor and/or responsible for the disputed grade the student may appeal directly to the ASU West Academic Grade Appeals Committee.)

2. Within 10 days after receiving the appeal, the program chair/director will confer with the student and the instructor to try to work out a mutually acceptable resolution to the dispute. If the grading dispute is not resolved to the satisfaction of the student, within 10 days after receiving the program chair/director’s response the student may appeal to the ASU West Academic Grade Appeals Committee. Appeals must be made in writing, with a separate document submitted for each grade being contested. Each appeal must provide the following information:

- name of instructor
- course section
- semester taken
- grade received
- attempts made to resolve the situation

3. Both the student and the instructor will be invited to appear before the committee within 20 days after the committee receives the appeal. The committee shall operate under written procedures that satisfy due process requirements. The committee will consider all of the evidence bearing on the dispute, and then decide by majority vote whether or not the grade should be changed. The committee will then send its recommendation to the dean of the academic unit where the course was offered.

4. Within 15 days of receiving the committee’s recommendation, the dean will make the final decision in the case after full consideration of the recommendation and a review of pertinent materials. If the dean determines that a grade change is warranted, the grade change may be made either by the instructor or by the dean. The dean shall notify the student, instructor, program chair/director, and the Grade Appeals Committee of the final outcome of the case.

For summer session or fall semester grade appeals the student must contact the course instructor within 60 days after the last day of instruction of the session or semester. To appeal a spring semester grade the student must contact the instructor within 60 days after the first day of instruction of the following fall semester.

For information regarding the campus Academic Grade Appeals Committee, call (602) 543-4567 or visit the Academic Programs and Graduate Studies Office in the Faculty and Administration Building S301.

## Student Records

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### Location and custodian of records

The custodian of educational records at ASU West is Registration Services. This office also maintains a directory that lists all education records maintained on students by ASU West.

### Family Educational Rights and Privacy Act of 1974 (FERPA)

This act, known as the Buckley Amendment, sets forth the requirements governing the protection of the privacy of the educational records of students who are or have been in attendance at ASU West. Copies of the university policy pertaining to this act are available at Registration Services.

### Definitions

**Eligible student.** For the purpose of this act, an *eligible student* is defined as any individual formally admitted to and enrolled at ASU or the parents of a *dependent* eligible student. Dependency is defined by Section 152 of the *Internal Revenue Code* of 1954.

**Record.** The term *record* includes any information or data recorded in any medium, including, but not limited to, handwriting, print, tapes, film, microfilm, microfiche, and electronic means.

**Educational record.** The term *educational record* refers to those records directly related to a student and maintained by an educational institution. Two types of educational records are subject to the provisions of this act: (1) directory information and (2) personally identifiable information.

**Directory information.** The term *directory information* includes the following student information: name, local and permanent addresses, local telephone number, date and place of birth, residency status, academic level, major field of study, college of enrollment, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent educational agency or institution attended by the student.

**Personally identifiable information.** The term *personally identifiable information* includes the name of a student's parent or other family member(s), a personal identifier such as the student's Social Security number, a list of personal characteristics, or other information that would make the student's identity easily traceable and any information, including directory information, that the student has indicated will not be released.

## Access to records

An eligible student or a parent of a dependent eligible student may inspect and review the student's educational records. Some form of photo identification must be displayed before access to educational records is allowed.

Directory information may be released to anyone without consent of the student unless the student has indicated otherwise. Students may request that this information not be released by completing a form at Registration Services. A request to withhold this information excludes the student from being listed in the annual directory only if the request is submitted to Registration Services before the end of the third week of the fall semester.

All other educational records that contain personally identifiable information may not be released without the written consent of the student. A parent of a dependent student may challenge denial of such access by producing the most current copy of Internal Revenue Form 1040. If that form lists the student in question as a dependent, the parent is required to sign an affidavit that affirms that the student is his or her dependent. The affidavit is retained by Registration Services. Upon receipt of the affidavit, the university makes student records available to the parent for the rest of that calendar year as specified under the Buckley Amendment.

Students may grant access to parents or agencies by completing a form at Registration Services.

## Records hold

Registration Services enforces a financial records hold or administrative hold on the records of a student when an outstanding financial obligation or disciplinary action has been reported.

When a hold is placed on a record, the following results may occur:

1. No official or unofficial transcript is issued.
2. Registration privileges are suspended.
3. Other student services may be revoked.

The hold remains effective until removed by the initiating office. It is the student's responsibility to clear the conditions causing the hold.

## Change of address

It is the responsibility of the student to notify the university of change in address or telephone number while attending ASU West. A Change of Address form must be completed and submitted to Registration Services to update the student record or the student may make the change on the web at [www.west.asu.edu/registrar](http://www.west.asu.edu/registrar).

# Classification of Courses

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## Course information

Classes scheduled for the current or upcoming fall, spring, or summer sessions are listed in the *ASU West Schedule of Classes*, published in advance of each registration period. ASU West course descriptions are found in the appropriate academic unit section of this catalog.

## Course numbering system

**100-299 (lower division) courses.** Lower division courses are designed primarily for freshmen and sophomores.

**300-499 (upper division) courses.** Upper division courses are designed primarily for juniors, seniors, and other advanced students. Prerequisites and other restrictions should be noted before registration. Courses at the 400 level apply to graduate degree requirements for individual programs of graduate study when approved by the Graduate Studies Office. See “Reserving Course Credit by Undergraduates” on page 115.

**500-799 (graduate-level) courses.** Graduate-level courses are designed for graduate students. However, an upper division undergraduate student may enroll in these courses with the approval of his or her advisor, the course instructor, the program chair/director, and the dean of the academic unit in which the course is offered.

## Omnibus courses

Omnibus numbers are used for courses offered on an experimental or tutorial basis or for courses in which the content is new or periodically changes. Academic units use their prefixes before omnibus course numbers. The general nature of the work required for a particular omnibus course is consistent from academic unit to academic unit, but subject matter varies. Omnibus courses are often offered for a variable number of semester hours.

## Omnibus undergraduate courses

**294, 394, and 494 Special Topics (1-4).** Cover topics of immediate or special interest to a faculty member and students.

**484 Internship (1-12).** Structured practical experience following a contract or plan, supervised by faculty and practitioners.

**498 Pro-seminar (1-7).** Small-group study and research for advanced students within their majors. Major status in the program or approval of the instructor is required.

**499 Individualized Instruction (1-3).** Provides an opportunity for original study or investigation in the major or field of specialization on an individual and more autonomous basis. Neither a substitute for a catalog course nor a means of taking a catalog course on an individual basis. Requires application well in advance of regular registration with the student’s advisor, the advisor’s signature, and approval by both the instructor with whom the student will work and the chair of the department offering the course. This course may be taken only by outstanding senior students who have completed at least one semester in residence and who have a cumulative GPA of 3.00 or higher in the major or field of specialization.

**Honors courses.** The courses listed as 298 and 492 (Honors Directed Study), 493 (Honors Thesis), and 497 (Honors Colloquium) and all courses with the HON prefix are reserved for students in the Barrett Honors College. These courses range in credit from one to six semester hours.

### **Omnibus graduate course descriptions**

**500, 600 Research Methods (1-12).** Course on research methods in a specific discipline.

**580, 680 Practicum (1-12).** Structured practical experience in a professional program, supervised by a practitioner and/or faculty member with whom the student works closely.

**583, 683 Field Work (1-12).** Structured, supervised field experience in a field science or other discipline requiring experience in field techniques.

**584, 684 Internship (1-12).** Structured practical experience following a contract or plan, supervised by faculty and practitioners.

**590, 690 Reading and Conference (1-12).** Individualized instruction in which a student meets regularly with a faculty member to discuss assignments. Course may include such assignments as intensive reading in a specialized area, writing synthesis of literature on a specified topic, writing literature review of a topic.

**591, 691 Seminar (1-12).** A small class emphasizing discussion, presentations by students, and written research papers.

**592, 692 Research (1-12).** Individualized instruction in which a student, under supervision of a faculty member, conducts research that is expected to lead to a specific project such as a thesis, report, or publication. Assignments might include data collection, experimental work, data analysis, or preparation of a manuscript.

**593, 693 Applied Project (1-12).** Preparation of a supervised applied project that is a graduation requirement in some professional major.

**594 Conference and Workshop (1-12).** Topical instruction, usually in compressed format, leading to academic credit. Often offered to groups of professionals off campus.

**595, 695 Continuing Registration (1).** Used in situations where registration is necessary but where credit is not needed. Replaces arbitrary enrollment in reading and conference, research, thesis, etc. Used by students when taking comprehensive examinations or defending thesis. Credit is not awarded, and no grade is assigned.

**598 Special Topics (1-4).** Topical courses not offered in regular course rotation - e.g., new courses not in the catalog, courses by visiting faculty, courses on timely topics, highly specialized courses responding to unique student demand.

**599 Thesis (1-12).** Supervised research focused on preparation of thesis including literature review, library research, data collection and analysis, and writing.



## Course listings

See “Course Prefix Index,” page 304, for the location of all ASU West courses by prefix. See the “Key to Course Listings” for help in understanding listings.

**Campus code.** Campus codes are used for all courses offered at ASU Main (M), ASU East (E), and ASU West (W) in the *Schedule of Classes*, on transcripts, and enrollment documents. The campus code identifies the campus that maintains academic control over the course (i.e., course content, registration restrictions, general studies designations, and other curricular matters).

**Semester offered.** The semester offered shows when the academic unit plans to offer the course. Refer to the *Schedule of Classes* and the *Summer Sessions Bulletin* for the actual course offerings.

**Prerequisites and corequisites.** Some requirements, known as prerequisites, must be met *before* registering for a course. Other requirements, called corequisites, must be met *while* taking a course. A student registering for a course should be able to show that prerequisites have been met and that corequisites will be met as stated in the catalog or *ASU West Schedule of Classes* or must otherwise satisfy the instructor that equivalent preparation has been completed.

## Key to course listings

<i>Code</i>	<i>Definition</i>
HIS	Interdisciplinary or discipline prefix designation
431	Course number
(3)	Three semester hours
L	Literacy and critical inquiry
MA	Mathematics core courses
CS	Computer/statistics/quantitative core courses
HU	Humanities and fine arts core courses
SB	Social and behavioral sciences core courses
SG	Natural sciences - general core courses
SQ	Natural sciences - quantitative core courses
C	Cultural diversity in the United States courses
G	Global awareness courses
H	Historical awareness courses
,	and
/	or

*Sample course listing:*

**HIS 431 Social History of American Women (3)**

*fall only*

Examination of women’s social position in America. In-depth analysis of specific women’s issues in terms of change over time. General studies: L/SB, H.

# Undergraduate Programs



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# Advisement

## Prospective, undecided, no-preference, and nondegree students

Effective academic advising is an essential aspect of the educational experience at ASU West. Prospective students should contact a general advisor as a first step in the admission process. Call (602) 543-4600 or visit the West Campus Advising Center in University Center Building 201 to make an appointment. A general advisor will review admission requirements and processes and make referrals to academic advisors as appropriate. For community college students, a convenient alternative is to meet with an outreach advisor at one of the ASU West Transfer Centers located on the following campuses of local community colleges:

Estrella Mountain Community College  
(623) 935-8826

Glendale Community College  
(623) 845-3096

Paradise Valley Community College  
(602) 787-7060

Phoenix College  
(602) 285-7110

South Mountain Community College  
(602) 243-8153

## Students admitted to academic programs

To assure timely and accurate advisement for their majors, each academic unit has advisors to assist students in developing programs of study and understanding rules, procedures, and curriculum requirements. Program advisors may be contacted at these telephone numbers or locations:

Applied Science Program  
(602) 543-4BAS      FAB N206

Barrett Honors College  
(602) 543-4503      UCB 201

College of Arts & Sciences  
(602) 543-6052      FAB N201I

College of Education  
(602) 543-6354      FAB S200L-1

College of Human Services  
(602) 543-6600      FAB S105A

School of Management  
(602) 543-6200      FAB N101

Prospective students will find a variety of information on the “GoWest” website:  
[www.west.asu.edu/gowest](http://www.west.asu.edu/gowest).

# Admission

Prospective students may call or write Admission Services for admission information or applications:

Admission Services  
 Arizona State University West  
 P.O. Box 37100  
 Phoenix, Arizona 85069-7100  
 Phone: (602) 543-WEST  
 Online at:  
[www.west.asu.edu/admissions](http://www.west.asu.edu/admissions)

The Arizona Board of Regents establishes undergraduate admission standards for the state universities. Particular colleges, schools, academic units, programs or departments may impose additional requirements. These are explained later in this catalog under the appropriate “Academic Programs” section.

**Nondegree students.** Nondegree students may take courses at ASU West according to the special provisions of this catalog on page 74 for undergraduate students and page 107 for graduate students.

**Degree-seeking students.** Degree-seeking students must meet the university admissions standards set by the Arizona Board of Regents (ABOR). Any student admitted to ASU may take courses at ASU West. In order to be admitted to an ASU West degree program, the student must meet ABOR admissions requirements and the specific admission requirements of the ASU West program.

## Admission policies for new degree-seeking students

Anyone pursuing admission as a degree-seeking undergraduate student at ASU West must have the following items on file in Admission Services:

1. Application for Admission (including Domicile Affidavit);
2. high school transcript, if needed; (see page 61)
3. entrance exam scores, as needed (see page 61 or 68): American College Test (ACT), Scholastic Aptitude Test (SAT), or Test of English as a Foreign Language (TOEFL);
4. official transcript(s) from transfer institutions; and
5. \$50 non-refundable application fee (required only of undergraduate applicants applying as nonresidents or residing outside Arizona).

Applicants are urged to apply and to have supplementary materials sent as early as possible prior to the start of the semester of desired enrollment. Applicants should allow four weeks after all required documents are received for an admission decision to be made. An additional admission or application process may be required for a specific degree program. See the specific degree program section for additional information.

## Priority dates

**Arizona applicants.** Receipt of undergraduate admission materials 45 days before the first day of classes allows adequate time to process admission documents and secure advising.

**Nonresident applicants.** The priority date for receipt of undergraduate materials is April 15 for fall semester admission and November 15 for spring semester admission. Although ASU West accepts applications after priority dates, out-of-state applicants who miss the priority date are not guaranteed admission in time to register for the desired semester.

**Resident and nonresident.** Admitted students who do not register must submit a new application if they wish to apply for a subsequent semester. All transcripts, test scores, and other documents submitted in support of an admission application are destroyed one year after the semester for which the student has applied if the student has not registered.

## Application material

**Application.** Prospective students must complete and sign the Application for Undergraduate Admission. Any misrepresentation or falsification on the admission application, including failure to report any college or university attendance, is cause for cancellation of enrollment and any credits earned.

**Domicile affidavit.** Arizona residents are required to file a Domicile Affidavit as part of the admission application. Anyone who does not complete the Domicile Affidavit is automatically classified as an out-of-state resident for tuition purposes. Contact Admission Services for more information.

**Transcripts.** Transcripts must be requested by the applicant. Official transcripts from high school and from each institution of higher education the student has attended must be *mailed directly to Admission Services by the records office of the issuing institution.* Applicants 22 years of age or older with 24 or more

semester hours of transferable college or university credit do not have to submit high school records. Transcripts sent or hand-carried by the applicants themselves or transmitted by facsimile (fax) machine will not be accepted. High school transcripts must show date of graduation. An English translation of all non-English transcripts is required.

**Entrance examinations.** All applicants with fewer than 24 transferable college credits, and applicants who have not completed first-semester composition must submit test scores from either the American College Test (ACT) or Scholastic Aptitude Test (SAT). A report of the test scores should be sent to the Undergraduate Admissions Office, ASU Main, directly from the American College Testing Program, P.O. Box 168, Iowa City, Iowa 52240, or the College Board Admissions Testing Program, Box 592 R, Princeton, New Jersey 08540.

**Immunization requirements.** Every newly admitted student must provide a complete immunization history to Student Health Services. This history must document immunity to measles and rubella. A tuberculin skin test is recommended for international students. *Students are not permitted to register until the immunization history, including measles and rubella immunization proof, is on file with Student Health Services.*

Adequate proof of immunization is:

1. record of two MMR (measles, mumps, rubella) vaccinations, at least one of which was received after January 1, 1980; or
2. record of blood test showing measles and rubella immunity.

**Health standards.** Admission may be denied or canceled for any applicant who has been shown by the university to have either an uncompensated psychiatric illness or a physical illness that can be hazardous to the safety of others.

## Admission requirements

**Graduation from secondary school.** To be eligible for admission to the university, an applicant must have graduated from a recognized high school with satisfactory scholarship defined as meeting both the basic competency and general aptitude requirements or have taken and passed the GED with a 50 or higher. Applicants may be admitted unconditionally, admitted with conditions, deferred until additional course work is completed, or denied.

**Basic competency requirements.** New students are required to have completed a specific number of courses in the areas of American history, English, laboratory science, mathematics, social science, fine arts and foreign language. For a complete list of the requirements, refer to the “Basic Competency Requirements” table, page 63.

An admitted student who needs to meet competencies in one or more of these areas must satisfy the requirement within two years of the beginning of the student’s first semester at ASU. Subject competencies in each area may be met by earning a grade of “D” or higher at ASU in an appropriate course(s) as listed in the “Basic Competency Courses” table, page 64.

**Competency requirements exemptions.** Students who are exempt from these requirements include students who have completed an Arizona General Education Curriculum (AGEC) or an associate degree, students admitted by GED, and students who are 22 years of age or older by the first day of the semester of admission.

An applicant whose most recent education is outside the United States is also exempt from fulfilling the basic competency requirements.

**General aptitude requirements.** The “General Aptitude Requirements are listed on page 64. All applicants must meet either the general aptitude requirements for freshmen or for college transfers.

**Arizona applicants.** An Arizona applicant for transfer admission must have a cumulative GPA of 2.00 or higher on a 4.00 = “A” scale in all work undertaken at previous institutions of higher learning. A student must have earned a minimum of 24 college or university transferable semester hours in order to be considered a transfer applicant. Some academic units may have different GPA requirements to enroll in junior or senior level courses.

**Nonresident applicants.** A non-Arizona applicant for transfer admission must have a cumulative GPA of 2.50 or higher on a 4.00 = “A” scale in all work undertaken at previous institutions of higher learning. Those applicants who have at least a 2.00 on a 4.00 = “A” scale and who believe that they have a strong academic record are encouraged to apply and are considered on a case-by-case basis.

**Arizona General Education Curriculum Certification.** The Arizona General Education Curriculum (AGEC) is a 35 semester-credit hour general education curriculum block which fulfills lower division general education requirements for students planning to transfer to any Arizona public community college or university. Of the 35 semester-credit hours, 15 must be taken at the AGEC certifying institution. All transfer courses require a grade of “C” or better. It is up to the student to request the AGEC certification to ensure its addition to the transfer transcript.

Completion of the AGEC can be considered good evidence of readiness for success in college-level work and is considered an alternative method of verifying aptitude and competency for admission purposes, thus exempting the student from the university admission requirements. For more information on the AGEC transfer process, please contact Admission Services at (602) 543-WEST.

## BASIC COMPETENCY REQUIREMENTS

High School Courses		Test Scores		College Courses
<b>English</b>				
Four years high school: English composition/ literature-based	<i>or</i>	Minimum test score: ACT English - 21 or SAT I Verbal - 530	<i>or</i>	One transferable three-semester- hour college-level course in English composition
<b>Mathematics</b>				
Four years high school: One year Algebra I One year Geometry One year Algebra II One year advanced mathematics	<i>or</i>	Minimum test score: ACT Math - 24 or SAT I Math - 540	<i>or</i>	One transferable three-semester- hour course in mathematics for which Algebra II is a prerequisite
<b>Laboratory Science</b>				
Three years high school, one each from three of the following: biology chemistry earth science physics integrated sciences An advanced-level course may be substituted for one subject area	<i>or</i>	Two years high school lab science (biology, chemistry, earth science, physics) plus minimum SAT II: subject test score on one of the following: Biology Achievement - 590 Chemistry Achievement - 600 Physics Achievement - 620 ACT Science Reasoning - 20 The test score may not be from any subject from which high school credit was earned.	<i>or</i>	Three transferable four-semester- hour college-level lab science courses in different subject areas  An advanced-level course may be substituted for one subject area
<b>Social Science</b> Complete both A and B.				
A One year high school American history	<i>or</i>	Minimum SAT II: subject test score on American History and Social Studies Achievement - 560	<i>or</i>	One transferable three-semester- hour college-level American history course
B One year high school social science (e.g., anthropology, European history, geography, government, sociology, world history )	<i>or</i>	Minimum SAT II: subject score on World History Achievement - 580	<i>or</i>	One transferable three-semester- hour college-level social science course
<b>Foreign Language</b>				
Two years of the same foreign language	<i>or</i>	NA	<i>or</i>	One year of transferable college study in the same foreign language
<b>Fine Arts</b>				
One unit of fine arts or a combination of two semesters of fine arts	<i>or</i>	NA	<i>or</i>	One transferable three-semester hour fine arts course

## GENERAL APTITUDE REQUIREMENTS

First Year <sup>1</sup>	Class Rank	Composite Score			High School GPA (4.00=A)		
		ACT	SAT				
Arizona residents	top quarter	<i>or</i>	22	<i>or</i>	1040	<i>or</i>	3.00 + Competency GPA <sup>2</sup>
Nonresidents	top quarter	<i>or</i>	24	<i>or</i>	1110	<i>or</i>	3.00 + Competency GPA <sup>2</sup>
<b>Transfer<sup>2</sup></b>	Transferable Semester Hours	Transfer GPA (4.00 = A)					
Arizona residents	24 or more hours	2.0 college GPA plus academic competency requirements listed above.					
Nonresidents	24 or more hours	2.5 college GPA plus academic competency requirements listed above.					

<sup>1</sup>All First Year students who carry a GPA from 2.50 to 2.99 or who rank in the top 26-50% of the graduating high school class and have no more than one deficiency in any two subjects in the coursework requirements may be admitted with conditions.

<sup>2</sup>A GPA calculated on courses that are used to fulfill competency requirements.

<sup>3</sup>All Transfer students with less than 24 transferable hours must meet the aptitude requirements for First Year students.

<sup>4</sup>All First Year and Transfer students with a combination Math/Science deficiency are not admissible.

## BASIC COMPETENCY COURSES

Area	ASU Courses That May Be Used to Meet Basic Competencies
<b>American history</b>	Any one course: HIS 103, 104
<b>English</b>	Any one course: ENG 101, 105; WAC 101
<b>Fine arts</b>	Any one course: ARS 101; IAP 101, 300, 302, 331; MUS 354, 355; THE 100, 320, 321, 400
<b>Foreign language</b>	Student must complete through the 102 or 107 course level of any foreign language course.
<b>Laboratory science* *</b>	
Chemistry	Any one course: CHM 101*, 107*, 113, 114*, 117*
Earth sciences	Any numbered selection: 1. GLG 101* and 103* 2. GLG 110 and 111 3. GLG 105* 4. GPH 111*
Life sciences	Any one course: BIO 100, 120*, 187, 188, 201*; PLB 108*
Physics	Any numbered selection: 1. AST 111* and 113* 2. AST 112* and 114* 3. AST 315 4. AST 316 5. PHS 110 6. PHY 101 7. PHY 111 and 113 8. PHY 112 and 114
<b>Mathematics</b>	Any one course: MAT 114, 117, 119, 170, 210, 260*, 270, 290*
<b>Social science</b>	Any one course: ASB 102; ECN 111, 112; GCU 102*, 121*, 141*; HIS 100, 101, 102; PGS 101; POL 101, 110, 150, 160; SOC 101

\* Some courses may be offered only at ASU Main.

\*\* Courses used to meet the laboratory science requirement of the equivalent of three courses must include at least two of the four indicated laboratory science areas.



**Associate degree exemption.** Students who complete an associate or higher degree from a regionally accredited postsecondary institution with a minimum 2.00 on a 4.00 = “A” scale for Arizona residents and a minimum 2.50 on a 4.00 = “A” scale for nonresidents, shall be considered to be exempt from university admission requirements including general aptitude requirements and basic competency requirements (*Arizona Board of Regents’ Policy 2-102, D3*). “Regionally accredited postsecondary institutions” are those which are accredited by one of the six regional associations recognized by the U.S. Secretary of Education.

#### **Exemption clarification.**

1. Completion of an associate degree or higher as described in this statement exempts a student from university admission requirements only; such completion does not guarantee that a student will be admitted to a specific degree program.
2. Only completion of an Arizona Associate of Arts, or an Arizona Associate of Business, or an Arizona Associate of Science degree guarantees block transfer to fulfill all lower division undergraduate General Studies requirements and specific lower division major requirements. Block transfer is not guaranteed for an Associate of Applied Science Degree (except for applicants accepted into the ASU West Bachelor of Applied Science program), or any other associate degree, or any other combination of community college course work; nor does the completion of these other associate degrees, or other combinations of community college course work, guarantee that all units will transfer or be applicable to a degree program.

#### **Appeal of admission decisions**

An applicant who does not meet these specific admission requirements or who wishes to appeal an admission decision may file a

letter of appeal to the Campus Standards Committee through Admission Services. The decision of the committee is final.

#### **Appealing basic competency dismissals**

A student who has not met all basic competencies at the end of two calendar years after the student’s initial date of enrollment is not permitted to continue at ASU West. Each student is notified that he or she may not register or, if already registered, that the registration has been canceled.

A student wishing to appeal the dismissal should submit a petition through his or her college. The colleges have three options in reviewing these appeals:

1. extending the student’s end semester to allow one additional semester to complete the required course work;
2. allowing the student to substitute a course not currently approved to fulfill a competency area when an error has been made in advising or for other just causes; or
3. denying the petition.

College actions are forwarded to Admission Services for processing.

#### **Change of major from ASU Main to ASU West**

Currently enrolled ASU Main degree-seeking students who want to relocate to an ASU West degree program should contact an academic advisor at ASU West for the appropriate procedures. Acceptance to an ASU West degree program requires the student to meet the prerequisites for entry to the student’s choice of major as stated in the appropriate catalog. Students should be aware that certain requirements (e.g., the minimum number of upper-division semester hours to graduate) differ between ASU West and ASU Main.

**Application of course credit.** All courses completed on any ASU campus may fulfill the 120 semester hour requirement for graduation with a baccalaureate degree. Every candidate for the baccalaureate degree is required to earn a minimum of 30 semester hours in resident credit courses at the ASU campus from which the student will graduate. Some degree programs have specific requirements that must be completed in the department of the major or through another department at the resident campus. The application of courses to the degree program is determined by the appropriate faculty or academic advisor of the student's major. Because of these constraints, students should seek advice from the appropriate academic advisor for their major before registering for classes at another ASU campus.

### Transfer credit

Credit is awarded for traditional course work successfully completed at institutions of higher learning as indicated by ASU and the Arizona Board of Regents. *Whether the specific credits can be applied toward a degree program depends on the requirements of the program, academic unit, or campus in which the student is enrolled.* There are several qualifications:

1. Transfer credit is not awarded for courses in which the lowest passing grade, normally a "D", or a failing grade was received.
2. While courses successfully completed but evaluated on non-traditional grading systems (e.g., pass/fail) are usually acceptable for transfer, some academic programs may not accept such credits to fulfill graduation requirements.
3. Grades and honor points earned at other colleges and universities are considered for admission but are not included in computing the student's cumulative GPA at ASU.

Certain types of credits cannot be transferred to ASU West:

1. credits awarded by postsecondary institutions in the United States that lack candidate status or accreditation by a regional accrediting association;
2. credits awarded by postsecondary institutions for life experience;
3. credits awarded by postsecondary institutions for courses taken at non-collegiate institutions (e.g., governmental agencies, corporations, industrial firms);
4. credits awarded by postsecondary institutions for noncredit courses, workshops, and seminars offered by other postsecondary institutions as part of continuing education programs;
5. credit for curriculum or courses that are considered remedial or non-collegiate level; and
6. credit for curriculum that is considered vocational in nature.

Acceptable academic credits earned at other institutions that are based on a different unit of credit than the one prescribed by the Arizona Board of Regents are subject to conversion before being transferred to ASU West.

**Veterans exception.** By Arizona statute, no failing grades received by a veteran at an Arizona university or community college before military service may be considered when determining eligibility for admission. This exception applies to veterans who:

1. are honorably discharged;
2. have served in the armed forces of the United States for a minimum of two years; and
3. have previously enrolled at a university or community college in Arizona.

Military services records must be submitted, including form DD 214.

**Community colleges.** A maximum of 64 semester hours are applicable toward a degree as lower division credit when transferred from community, junior, or two-year colleges. Community college students who plan to transfer to ASU West are advised to plan, in conjunction with both community college and ASU West advisors, their community college studies to meet the requirements of the program they select. Questions about the transferability of courses should be addressed to an academic advisor.

**Arizona community colleges.** To determine the equivalency of courses offered at Arizona community colleges and those offered at ASU, students should refer to the *Arizona Course Applicability System—Course Equivalency Guide* function at [az.transfer.org/cas](http://az.transfer.org/cas) in consultation with their advisor. Provided college attendance has been continuous, students are permitted to follow the degree requirements specified in the appropriate ASU catalog in effect at the time they began community college work. See “Guidelines for determination of catalog year” on pages 77-78.

**Appeal procedures for transfer credits.** Transfer students who feel they have been unjustly denied credit for courses they have taken may appeal to the appropriate standards committee. (This does not apply to the transfer of community college credit in excess of the 64-hour maximum.) The decision of the committee is final.

An applicant for transfer admission whose academic record fails to meet ASU scholastic admission standards is denied admission. Such an applicant, however, may appeal that decision. Contact Admission Services for information on this procedure.

## Admission before receipt of final transcript from transfer institution

Students enrolled in high school or other colleges and universities are considered for admission on the basis of meeting all admission requirements, except for the final transcript of work in progress. A student applying for admission to ASU West must have this final transcript sent to Admission Services (see page 61). Final transcripts should be sent directly from the issuing institution immediately after the work in progress has been completed and grades have been posted. Hand-carried transcripts are not accepted. *Admission is confirmed only after the university has received a final transcript showing that the applicant has met the university admission requirements.* In the event the applicant does not qualify or has falsified application documents, admission and registration are canceled, and any registration fees paid are returned.

## International student admission

For information about services available to international students at ASU West, call International Student Services Program at (602) 543-8201, or visit University Center Building 220, or [www.west.asu.edu/international](http://www.west.asu.edu/international).

### Admission requirements.

- English proficiency (see #3 below)
- Freshmen must have a 3.00 grade point average (GPA), a “B” or better where 4.00 = “A”, from a secondary school.
- Transfers must have a minimum 2.50 GPA, or “C+” or better where 4.00 = “A”, from a college or university.

Students must provide all of the following documents (ASU West does not accept faxed copies of official documents) before they may be considered for admission:

### 1. Application for

#### undergraduate admission

- A completed and signed application (incomplete, unsigned applications cannot be processed)
- A \$50 (U.S. dollars) non-refundable application fee in the form of a check or money order drawn on a U.S. Banking Affiliate and made payable to Arizona State University. Do not send cash or international postal money orders. Application fees cannot be waived or transferred to a future application.

### 2. Certified copies of official documents from each secondary school, college, university, and/or technical school attended

- A certified English translation for all documents not written in English.
- Records must include courses completed, grades or marks earned, and certificates or degrees awarded.

### 3. TOEFL

#### (Test of English as Foreign Language)

Applicants whose native language is not English must provide an official TOEFL score report sent directly to ASU from the Educational Testing Service, Box 899, Princeton, NJ 08540, USA, showing a minimum score of 500 (paper-based) or 173 (computer-based).

Exceptions to the TOEFL requirement:

- Applicants who have completed their junior and senior year in a U.S. high school with a SAT Verbal score of 550 or ACT English score of 23 for pre-professional programs and SAT Verbal 580 or ACT English 23.
- Applicants who have completed four years of high school in the U.S. may be

admitted without a TOEFL score, but are subject to competency and aptitude requirements.

- Applicants who have completed a minimum of 48 transferable semester credits including 6 credits of freshman composition at a U.S. college or university with a cumulative GPA of 2.50 or higher for admission.
- Applicants holding a bachelor's degree from a regionally accredited U.S. college or university are exempt from the TOEFL.

### 4. Financial guarantee

- In compliance with Immigration and Naturalization Services regulations, all international applicants on the F1 (student) visa must provide evidence of sufficient funds available for their studies.
- The Financial Guarantee, dated within the past six months, must be co-signed by an authorized bank or representative of a recognized sponsoring agency in the U.S.
- An Affidavit of Support cannot be used in lieu of a bank statement.

**Deadlines.** The application for admission and all required documents must be received at ASU West Admission Services by:

Fall Semester	May 1
Spring Semester	October 1

### Immigration, visas, and procedures.

- The I-20 (Certificate of Eligibility for Non-Immigrant Student Status), essential for securing an F1 student visa, will be forwarded to students admitted to ASU West.
- To apply for a student visa, students need to present their I-20 and letter of admission at the nearest U.S. Embassy.
- When arriving in the United States, students need to present their I-20 and letter of admission to the U.S. customs/immigration officials at the airport.

- Transfer students already in the U.S. should inform their foreign school advisor of their transfer plan.
- I-20 should be kept in a secure place, since ASU West will not issue a second I-20.
- Students should arrive at ASU West no later than one week before classes begin according to the information on the I-20. ASU West cannot authorize students to arrive later or change the information on their I-20.
- Students must enroll for a minimum of 12 semester hours each semester.
- Eligibility of admission to ASU West cannot be determined until all credentials are evaluated. See Admission Requirements for list of required documents.
- All international students must report to the international student advisor in International Student Services Program upon arrival on campus.

**Credit from a foreign institution.** Transfer credits or advanced standing is granted for academic course work completed at foreign tertiary institutions that are either recognized by the home government/Ministry of Education as a degree-awarding institution or attached to a regionally accredited U.S. college or university as a Study Abroad Program. No credit is awarded for English composition courses completed at foreign institutions (credit may be awarded at the discretion of ASU when the credit was completed in a country whose native language is English).

**Nondegree international applicants.** Students with F-1 visas may be permitted to take a maximum of six semester hours at ASU as a nondegree student while maintaining full-time status at other higher education institutions or in the American English and Culture Program (AECPP) at ASU. Approval by the responsible office at the other institution and/or AECPP is required to ensure that the student maintains full-time status in compliance with applicable U.S. laws and regulations.

### General information.

- **Scholarships and loans** are not funded for incoming international students.
- **Catalogs and schedules** are not mailed. If students need to see a catalog before they arrive, they may consult the nearest Office of the United States Information Services (USIS). To see an ASU West schedule of classes, visit: [www.asu.edu/schedule](http://www.asu.edu/schedule)
- **Measles immunization:** Students born after December 31, 1956, must complete and submit the measles immunization verification form received with the letter of admission before registering for classes.
- **Student health insurance:** All F-1 or J-1 visa students must have insurance coverage against illness and accident before being permitted to register and the cost of insurance is automatically added to their registration billing. Insurance must be maintained throughout the student's enrollment in the university and may be obtained at the time of registration. *No privately acquired insurance is accepted in place of the ASU insurance.* However, students who have health insurance coverage through their government or sponsoring agency may qualify for an insurance waiver if that coverage has been preapproved by the university. For information on waivers contact Student Health at (480) 965-3345 or visit [www.asu.edu/health](http://www.asu.edu/health).

### Admission of applicants with disabilities

There is no separate admission process for persons with disabilities. Those who meet academic qualifications are encouraged to apply for admission to ASU West through the general admission process. Eligibility for disability services is based on enrollment, appropriate documentation of a disability, and substantiated need for academic accommodations.

To ensure a smooth transition into the university community, all prospective students with disabilities are encouraged to make pre-admission inquiries to Disability Resource Center, Arizona State University West, 4701 W. Thunderbird, P.O. Box 37100, Phoenix, Arizona 85069-7100 or by calling (602) 543-8145. The TDD (Telecommunication Device for the Deaf) number for DRC is (602) 543-4327 (543-HEAR).

### Special programs for credit

Students can earn a maximum of 60 college credit hours toward the baccalaureate degree by participating in special programs, i.e., the Advanced Placement program at the secondary level (AP), the College-Level Examination Program (CLEP), the DSST Subject Standardized Test, the International Baccalaureate Diploma/Certificate (IB), and comprehensive examinations. Only credit earned by comprehensive examination counts toward the resident credit requirements for graduation. Contact an academic advisor regarding special programs for credit.

**Advanced placement.** Students who have completed advanced placement (AP) courses in secondary schools and have taken the advanced placement examinations given by the College Entrance Examination Board (CEEB) may receive university credit toward degree requirements. No credit is given for any examination with a score of 2 or 1. There is no limit to the number of AP credits that can be used to meet the General Studies requirement, including the requirements in natural sciences (SQ and SG), and literacy and critical inquiry (L).

When the scores are received by the university directly from the CEEB, credit is awarded as shown in the “Advanced Placement Credit” table, page 71.

### College-level examination program (CLEP).

Students who have taken a College-Level Examination of the College Entrance Examination Board (CEEB) at ASU West or another testing site may receive university credit. CLEP examination credit is *not* given where (1) it duplicates credit previously earned by the student at the university or accepted by the university for work done elsewhere or (2) it is more elementary than a course in which the student has already received credit. CLEP credits are generally used to fulfill the University General Studies requirements. CLEP credits, however, cannot be used to satisfy the requirements in natural sciences (SG and SQ) and literacy and critical inquiry (L).

*General Examinations.* To obtain credit or placement, students must receive a standard score of 50 (Computer Based Training [CBT] scale) or higher for the General Examinations, except for English Composition with Essay, on which students must receive a standard score of 610 (1978 scale), 500 (1986 scale), or 50 (CBT scale). *Students who have completed 60 semester hours of credit are not eligible to receive credit for the CLEP General Examinations.*

*Subject Examinations.* A standard score of 50 or higher (except Spanish, German or French) must be received to obtain credit for any subject examination. The completion of 60 semester hours of credit does not preclude eligibility for additional credit for subject examinations.

*All equivalency is subject to future review and possible catalog change.*

Credit is awarded according to the “CLEP Credit” table on page 72. For further information regarding CLEP, contact Testing Services at (602) 543-8136.

## ADVANCED PLACEMENT CREDIT

Examinations	Score	Semester Hours	Equivalency <sup>2</sup>
Art—History	5 or 4	6	ARS 101, 102
	3	3	ARS 101 or 102
Art—Studio—Drawing	5	6	ART 111, 112
	4	3	ART 111
Art—Studio—General	5	6	ART 111, <sup>1</sup> 112
	4	3	ART 112
Biology	5 or 4	8	BIO 187, 188
	3	4	BIO 187
Chemistry	5 or 4	9	CHM 113, 115
	3	4	CHM 113
Computer Science A	5 or 4	3	CSE 100
Computer Science AB	5 or 4	6	CSE 100, 200
Economics—Introductory Macroeconomics	5 or 4	3	ECN 111
Economics—Introductory Microeconomics	5 or 4	3	ECN 112
English—Language and Composition	5 or 4	6	ENG 101, 114 eligible for ENG 102
English—Literature and Composition	5 or 4	6	ENG 101, 204 eligible for ENG 102
Environmental Science	5 or 4	3	PLB 322
French—Language	5	14	FRE 201, 202, 311, 312
	4	11	FRE 201, 202, 311
	3	8	FRE 201, 202
French—Literature	5	18	FRE 111, 201, 202, 321, 322
	4	12	FRE 111, 201, 202
	3	8	FRE 201, 202
German—Language	5	14	GER 201, 202, 311, 312
	4	11	GER 201, 202, 311
	3	8	GER 201, 202
History—American or European	5 or 4	6	HIS 103 and 104 <i>or</i> HIS 101 and 102
Latin—Language	5	16	LAT 101, 102, 201, 202
	4	12	LAT 101, 102, 201
	3	8	LAT 101, 102
Mathematics—Calculus AB	5, 4, or 3	4	MAT 270
Mathematics—Calculus BC	5 or 4	8	MAT 270, 271
	3	4	MAT 270
Music	5 or 4	3	MTC 125
Physics B	5 or 4	6	PHY 111, 112
	3	3	PHY 111
Physics C—Electricity and Magnetism	5 or 4	3	PHY 112
Physics C—Mechanics	5 or 4	3	PHY 111
Political Science—			
American Government and Politics	5 or 4	3	POL 110
Political Science—			
Comparative Government and Politics	5 or 4	3	POL 150
Psychology	5 or 4	3	PGS 101
Spanish—Language	5	14	SPA 201, 202, 311, 312
	4	11	SPA 201, 202, 311
	3	8	SPA 201, 202
Spanish—Literature	5	15	SPA 111, 201, 202, 325
	4	12	SPA 111, 201, 202
	3	8	SPA 201, 202
Statistics	5, 4, or 3	3	STP 226

<sup>1</sup>ART 115 credit may be awarded in place of ART 111 based on the School of Art's evaluation of 3D art submitted as part of the AP portfolio.

<sup>2</sup>Courses not found in this catalog refer to ASU Main course prefixes/numbers. See the ASU General Catalog for additional information.

## CLEP CREDIT

General Examinations	Semester Hours	Equivalency
English Composition	None	With essay qualifies for ENG 105
Humanities	6	Elective credit
Mathematics	3	MAT 106
Natural Sciences	8	Elective credit
Social Sciences and History	6	Elective credit
Subject Examinations	Semester Hours	Equivalency
American Government	3	POL 110
American History (6)		
Early Colonization to 1877	3	HIS 103
1865 to the Present	3	HIS 104
American Literature	6	ENG 241, 242
Analysis and Interpretation of Literature	3	Elective credit
Calculus with Elementary Functions	4	MAT 270
College Algebra (1993)	3	MAT 117
(replaces College Algebra [1979])		
College Algebra and Trigonometry	3	MAT 170
College French	8	FRE 101, 102 <sup>1</sup> (Students must score 49 - 53)
College German	8	GER 101, 102 <sup>1</sup> (Students must score 46 - 50)
College Spanish	4	SPA 101 (Students must score 40 - 49)
	8	SPA 101, 102 (Students must score 50 - 54)
	12	SPA 101, 102, 201
		(Students must score 55 - 61)
	16	SPA 101, 102, 201, 202
		(Students must score 62 or higher)
English Literature	3	Elective credit
Freshman College Composition	None	With satisfactory essay qualifies for
(replaces College Composition <u>and</u>		ENG 105
Freshman English)		
General Biology	8	BIO 187, 188
General Chemistry	9	CHM 113, 115
Human Growth and Development	None	No credit
Information Systems and		
Computer Applications	3	Elective credit
Introduction to Educational Psychology	None	No credit
Introductory Accounting	6	Elective credit
Introductory Business Law	3	Elective credit
Introductory Psychology	3	PGS 101
Introductory Sociology	3	SOC 101
Principles of Macroeconomics	3	ECN 111 (Students must score 50
(replaces Introductory Macroeconomics)		or higher to receive credit.)
Principles of Management	None	No credit
Principles of Marketing	None	No credit
Principles of Microeconomics	3	ECN 112 (Students must score 50
(replaces Introductory Microeconomics)		or higher to receive credit.)
Trigonometry	None	No credit
Western Civilization (9)		
Ancient Near East to 1648	6	HIS 100, 101
1648 to the Present	3	HIS 102

<sup>1</sup> See the ASU General Catalog for ASU Main course information



## INTERNATIONAL BACCALAUREATE DIPLOMA/CERTIFICATE CREDIT

Examination	Score	Semester Hours	Equivalency <sup>2</sup>
Art/Design	7, 6, or 5	6	ART 111, 112
	4	3	ART 112
Biology	7, 6, or 5	8	BIO 187, 188
	4	4	BIO 187
Chemistry	7, 6, or 5	9	CHM 113, 115
	4	4	CHM 113
Economics	7, 6, or 5	6	ECN 111, 112
	4	3	ECN 111
English A	7, 6, or 5	6	ENG 101, 114
	4	3	ENG 114
English B	No credit	0	None
Foreign Language A or B <sup>1</sup>	7, 6, or 5	8	Foreign language 101, 102
	4	4	Foreign language 101
History—American	7, 6, or 5	6	HIS 103, 104
	4	3	HIS 103
History—European	7, 6, or 5	6	HIS 101, 102
	4	3	HIS 101
Mathematics	7, 6, 5, or 4	4	MAT 270
Physics	7, 6, or 5	8	PHY 111, 112, 113, 114
	4	4	PHY 111, 113
Social and Cultural Anthropology	7, 6, 5, or 4	3	ASB 102
Theatre - Introduction	7, 6, 5, or 4	3	THE 100

<sup>1</sup>No credit is awarded if the language is the student's native language.

<sup>2</sup>Courses not listed in this catalog refer to ASU Main course prefixes/numbers. See the ASU General Catalog for course information.

### DSST (DANTES [Defense Activity for Nontraditional Education Support] Subject Standardized Test).

Students who have taken a DSST may receive university credit. Credit will be awarded for score results at or above the American Council on Education's (ACE) recommended score if the subject examination is applicable to a program of study at ASU or may be assigned elective credit. To receive credit, a transcript showing the DSST results must be received by ASU directly from the Educational Testing Service. ASU West Testing Services administers DANTES Subject Standardized Tests.

### International Baccalaureate Diploma/Certificate.

Students who present an International Baccalaureate Diploma/Certificate may qualify for university credit, depending on the level of the examination and the grade received. Arizona State University grants credit for higher-level courses only. A grade of 5 qualifies the student to receive credit for up to two introductory courses while a grade of 4 qualifies a student to receive credit for one introductory course. No credit is awarded for English as a Second Language (English B). Credit is awarded according to

the "International Baccalaureate Diploma/Certificate Credit" table, on this page.

**Comprehensive examinations.** A comprehensive examination is intended to permit a student to establish academic credit in a field in which the student has gained experience or competence equivalent to an established university course. Examinations are given only for courses listed in the current catalog and only for courses in which a comprehensive examination can serve as a satisfactory measure of accomplishment.

A number of restrictions apply. The student must be enrolled at ASU with *no more than 100 semester hours of credit* earned. The examinations must be taken during the first two semesters in residence in a degree program at the university. *No more than 60 semester hours of credit may be established* by comprehensive examinations (including AP, DSST, IB, and CLEP credit) and independent learning courses.

Comprehensive examinations may not be taken in any course in which the student has been given admission credit or transfer credit from any educational institution. Credit may

not be received for an examination in an elementary level of a field in which the student has earned more advanced credit nor for a prerequisite for a course already completed.

The decision on the suitability of course material for a comprehensive examination, the development of a comprehensive examination, and the administration of an examination are strictly departmental functions. An application is for one course only. The student completes an application form with the number, title, and number of semester hours for the course. When completed, the application must be approved by the student's advisor and the chair/director of the program area responsible for offering the course.

The student must then pay the stated fee for such examinations at the Cashier's Office. The receipt must be taken to the program office.

The examination is prepared by the instructor who normally conducts the course, and it is comprehensive in nature and scope. The instructor and other experts designated by the chair grade the examination, using letter grades "A," "B," "C," "D," or "E." If the grade is "C" or better, a mark of "Y" is entered on the student's permanent record; otherwise, no entry is made. Credit by examination is indicated as such on the record. The student is notified by mail of the result of the examination. In cases of failure ("D" or "E"), the student is *not* given an opportunity to repeat the examination.

A student pursuing a second baccalaureate degree may not receive credit by comprehensive examination, but, with prior approval of the college, the student may use the examination to waive a course requirement if a grade of "C" or better is earned.

**Proficiency examinations.** Proficiency examinations and auditions are given

1. to waive a course requirement;
2. to validate certain transfer credits in professional programs; and

3. to determine a student's ability in a field where competence is an important consideration.

Detailed information may be obtained from the office of the academic unit in which the student is registered.

### **Admission policies for nondegree undergraduate applicants**

Any high school graduate may enroll for eight or fewer credit hours of undergraduate course work per semester as a nondegree student. Students currently enrolled in high school and persons under the age of 18 may be admitted as nondegree students by submitting official ACT or SAT scores that meet the general aptitude requirements of the university. If the student is currently a junior in high school or below, a letter from the high school giving the student permission and a permission letter from the instructor teaching the class must also be submitted.

To apply for admission as a nondegree undergraduate student at ASU West, the following must be submitted to Admission Services (see page 60):

1. Application for Nondegree Admission (including Domicile Affidavit); and
2. a \$50 non-refundable application fee (for applicants applying as nonresidents or who reside outside Arizona).

Students admitted as nondegree for a specific year and term must remain nondegree until the next semester. No more than 15 hours of completed nondegree work may be applied to a degree program. Nondegree students who decide to work toward a bachelor's degree must apply for admission to a degree program and meet all the admission requirements.

Once registered in a regular degree program, a student may not again register as a nondegree undergraduate student. Nondegree students are not eligible to receive most types of financial aid, nor are they eligible to receive certain benefits such as veteran's benefits.

## Readmission

Undergraduate students who have previously attended any ASU campus but have not been enrolled for one semester or more are required to apply for readmission specifying the semester for which registration is planned. Readmission applications for ASU West degree programs are available at Admission Services ([www.west.asu.edu/admissions](http://www.west.asu.edu/admissions)). Completed applications can be returned in person to Admission Services or mailed to the address on the application.

To be considered for readmission, applicants must:

1. have a minimum ASU GPA of 2.00;
2. meet the admission requirements of the degree program for which the application is being made; and
3. have official transcripts mailed to the address on the application from any accredited institution attended since leaving ASU West, ASU Main, or ASU East.

An applicant who has been denied readmission may appeal for reinstatement to the ASU West Campus Standards Committee. Applicants for nondegree readmission who do not have a GPA of 2.00, may appeal to have the requirement waived through Admission Services.

**Conditional readmission.** A student completing work at another institution may be granted conditional readmission. This conditional status remains effective until an official transcript is received. The student is subject to Records Hold action and will not be able to register for subsequent semesters until the hold is cleared.

## Academic Renewal

Academic renewal is a university policy designed to recalculate the ASU cumulative GPA of undergraduate students who:

1. have been readmitted to a degree program after an absence of at least five continuous calendar years; and

2. have completed, in good standing, a minimum of 12 academic unit-approved additional hours in residence within three semesters after reentry.

Students may have former grades (earned before the five-year absence - including transfer credits) accepted in the same manner as if the credits were transfer credits. That is, earned hours are carried forward for up to 60 hours of credit in which a grade of “C” or better was earned. The cumulative GPA is based only on credits earned subsequent to the student’s reentry. All graduation residency, academic recognition residency, and GPA requirements must be fulfilled after academic renewal.

Students interested in academic renewal must complete the Application for Academic Renewal form available at [www.west.asu.edu/registrar/forms/regforms.htm](http://www.west.asu.edu/registrar/forms/regforms.htm) or from the dean of the academic unit offering the major. The Application for Academic Renewal may be submitted to the dean of the appropriate academic unit immediately upon readmission but no later than the start of the third semester after readmission. The dean reviews the request and specifies a minimum of 12 credit hours to be successfully completed to be eligible for academic renewal. When the approved credits are completed with a cumulative GPA of 2.50 or higher and no grade lower than “C” in each course, the dean forwards the Application for Academic Renewal to Registration Services for processing.

Only students working toward their first undergraduate degree are eligible to apply for academic renewal, which may be effected only once during a student’s academic career. Academic renewal is transferable among academic units at ASU West. Eligibility for graduation is based on the ASU cumulative GPA after academic renewal. However, a student’s complete record – before and after academic renewal – remains on the transcript and may be taken into consideration when a student applies for undergraduate professional or graduate programs.

# Degree Requirements

## Credit requirements

A minimum of 120 semester hours is required for graduation with a baccalaureate degree. A minimum of 50 semester hours in upper division courses is required for graduation.

Not more than 60 semester hours in independent learning courses and/or earned by comprehensive examination (including AP, CLEP, DSST, and IB exams) are accepted for credit toward the baccalaureate degree.

## Grade point requirements

For a baccalaureate degree, the minimum cumulative GPA is 2.00 for all courses taken at ASU.

## First-year composition requirement

Completion of both ENG 101 and 102 or ENG 105 with a grade of “C” or better is required for graduation from ASU in any baccalaureate program. Students for whom English is the second language may meet the First-Year Composition requirement by completing ENG 107\* and 108\* with a grade of “C” or better.

*\*Complete this ASU Main course or transfer equivalent.*

**New or Transfer Students.** Before new students or transfer students can register for the first time at ASU West, they must determine what courses to take to complete the university First-Year Composition requirement; the students must then enroll immediately in composition courses and continue to do so every term until composition requirements are met. *Colleges may grant waivers to the immediate and continual enrollment requirement when there are scheduling conflicts detrimental to the student’s academic progress.*

Transfer students from other Arizona colleges or universities can determine the acceptability of their composition courses by referring to the *Arizona Course Applicability System - Education Course Equivalency Guide* function at [az.transfer.org/cas](http://az.transfer.org/cas) in conjunction with an academic advisor. Composition courses transferred from non-state institutions must be evaluated and approved by the Composition Office. Students must file an application with their college advisor for Equivalency of First-Year Composition Requirements, along with a transcript and catalog descriptions of the composition courses to be transferred. The application, available in each college, should be filed immediately upon transfer of course work to ASU West so that the student is able to enroll in an additional composition course, if required to do so. Students who fail to meet these requirements will not be allowed to register for classes.

For more information, the student should visit the Composition Office in the Faculty and Administration Building N210.

## General Studies requirement

All students enrolled in a baccalaureate degree program must satisfy a university requirement of a minimum of 35 semester hours of approved course work in General Studies, as described on pages 83-87. ASU West General Studies courses are listed on pages 88-96, in the course descriptions, and in the *Schedules of Classes*.

Students transferring from Arizona community colleges with the Arizona General Education Core Curriculum (AGEC) have met all lower-division General Studies requirements.

**Mathematics requirement.** All undergraduate degree-seeking students are expected to fulfill the university's mathematics requirement by the time that they have accumulated 30 hours of credit in residence at ASU. Any student who has more than 30 hours of credit and has not fulfilled the mathematics requirement must enroll in a mathematics course or an appropriate prerequisite course and continue to do so every semester until the mathematics requirement is met. A waiver may be granted for continuous enrollment if there are scheduling conflicts detrimental to the student's academic progress.

### Resident credit requirements

Resident credit refers to a course that is offered in a regular semester, winter session, intersession, or summer session. Credit earned through comprehensive examinations is also included when calculating ASU resident hours. Credit earned through independent learning, advanced placement, the College-Level Examination Program, or an International Baccalaureate Diploma/Certificate (as described on pages 70-74) are excluded when calculating ASU resident hours.

### Campus resident credit requirements

A minimum of 30 semester hours earned in campus resident credit courses at ASU West is required of every candidate for the baccalaureate degree. Courses taken at ASU (Main or West) prior to Spring 1993 are considered resident credit at any ASU campus.

### Guidelines for determination of catalog year

In determining graduation requirements, an ASU West undergraduate student may use only one edition of the *ASU General Catalog* (for years prior to 1994-95) or the *ASU West Catalog* (beginning with 1994-95 and beyond). However, the student may elect to follow any subsequent catalog.

Students maintaining continuous enrollment at any public Arizona community college or university may graduate according to the requirements of the catalog in effect at the time of initial enrollment or according to the requirements of any single catalog in effect during subsequent terms of continuous enrollment. Students may maintain continuous enrollment whether attending a single public community college or university in Arizona or transferring among public institutions in Arizona while pursuing their degrees.

Students transferring among Arizona public higher education institutions must meet the admission, residency, and all curricular and academic requirements of the degree-granting institution.

1. A semester in which a student earns course credit is counted toward continuous enrollment. Non-credit courses, audited courses, failed courses, or courses from which the student withdraws do not count toward the determination of continuous enrollment for catalog purposes. See the "Continuous Enrollment—Example A" and "Continuous Enrollment—Example B" tables.
2. Students who do not meet the minimum enrollment standard stipulated in number 1 during three consecutive semesters (fall/spring/fall or spring/fall/spring) and the intervening summer term\* at any public Arizona community college or university are

no longer considered continuously enrolled. These students must meet requirements of the public Arizona community college or university catalog in effect at the time they are readmitted or of any single catalog in effect during subsequent terms of continuous enrollment after readmission. See the “Continuous Enrollment—Example C” and “Continuous Enrollment—Example D” tables. *\*Students are not obligated to enroll and earn course credit during summer terms, but summer enrollment may be used to maintain continuous enrollment status.*

3. Students admitted or readmitted to a public Arizona community college or university during a summer term must follow the requirements of the catalog in effect the following fall semester or of any single catalog in effect during subsequent terms of continuous enrollment. See the “Continuous Enrollment—Example E” table.

4. In areas of study in which the subject matter changes rapidly, material in courses taken long before graduation may become obsolete or irrelevant. Course work that is more than eight years old is applicable to completion of degree requirements at the discretion of the student’s major department. Departments may accept such course work, reject it, or request that the student revali-

date its substance. The eight-year limit on course work applies except when program accreditation agencies limit the life of course work to less than eight years. Departments may also require students to satisfy current major requirements rather than major requirements in earlier catalogs, when completing earlier requirements is no longer possible or educationally sound.

5. Enrollment by Arizona community college students in nontransferable courses still constitutes enrollment for purposes of determining whether the student has been continuously enrolled. For example, if a student takes two semesters of cooperative education classes, which are not transferrable to the university but constitute continuous enrollment at the community college, the university should consider it continuous enrollment.

6. Exceptions made by an institution apply only to the institution that made the exception. For example, if the community college departments accepted credit which was more than eight years old, the university department to which the student transfers has the right and the obligation to reevaluate any credit which is more than eight years old.

Inquiries about these guidelines may be directed to the student’s academic advisor.

## CONTINUOUS ENROLLMENT

Student's Activity	Semester/Year	Status
<b>Example A</b>		
Admitted and earned course credit at a community college	Fall 2000	Active
Continued at a community college	Spring 2001 Fall 2001	Active
Transferred to a university	Spring 2002	Student enrolled under 2000-2001 or any subsequent catalog.
<b>Example B</b>		
Admitted and earned course credit at a community college	Fall 1997	Active
Enrolled but earned all "Ws" or "Es"	Spring 1998	Inactive
Enrolled in audit courses only	Fall 1998	Inactive
Nonattendance	Spring 1999	Inactive
Transferred to a university	Fall 1999	Student enrolled under 1999-2000 or any subsequent catalog.
<b>Example C</b>		
Admitted and earned course credit at a community college	Fall 1999	Active
Nonattendance	Spring 2000 Fall 2000 Spring 2001	Inactive
Readmitted and earned course credit at a community college	Fall 2001	Active
Transferred to a university	Spring 2002	Student enrolled under 2001-2002 or any subsequent catalog.
<b>Example D</b>		
Admitted and earned course credit at a community college	Fall 1998	Active
Nonattendance	Spring 1999	Inactive
Readmitted and earned course credit at a community college	Summer 1999	Active
Nonattendance	Fall 1999 Spring 2000	Inactive
Transferred to a university	Fall 2000	Student enrolled under 1998-1999 or any subsequent catalog.
<b>Example E</b>		
Admitted and earned course credit at a community college	Summer 1998	Active
Continued at a community college	Fall 1998 Spring 1999	Active
Nonattendance	Fall 1999	Inactive
Readmitted and earned course credit at a community college	Spring 2000	Active
Transferred to a university	Summer 2000	Student enrolled under 1998-1999 or any subsequent catalog.

Inquiries about these guidelines may be directed to an academic advisor.

## Graduation Information

### Declaration of graduation requirements

A student must file a Declaration of Graduation (DOG) form no later than the semester he or she earns his or her 81st hour. The intention of the policy is to help the student successfully complete degree requirements in a timely manner. Students who fail to submit the Declaration of Graduation by completion of the 81st hour are prevented from further registration.

Any student wishing to have a college or university requirement variance must petition the appropriate standards committee of the academic unit in which the student is enrolled.

All petitions must originate with the student's advisor. See pages 51-53, "Student Grievances." See the "Academic Programs" section of this catalog for academic unit and program/major requirements. See page 51 for information on variance for university requirements.

### Application for graduation requirements

The following steps are required to complete the graduation process:

1. Register for the final semester.
2. Pay the graduation fee at the ASU West Cashier's Office, University Center Building 101. Note the deadline date listed in the current *ASU West Schedule of Classes*.
3. Submit the fee receipt to Registration Services, University Center Building 120; and apply for graduation. The Degree Audit is reviewed at this time and the graduation date and eligibility to graduate are verified.

4. Complete all course work listed on the Degree Audit by the graduation date. Currently enrolled courses, grades of incomplete, and/or correspondence courses all must be completed by the graduation date. Students who fail to comply with the above requirements must refile to a later graduation date.

Students failing to comply with the above requirements do not graduate. For additional information, call the Graduation Section at (602) 543-8163.

### Graduation with academic recognition

*An undergraduate student must have completed at least 50 semester hours of resident credit at ASU to qualify for graduation with academic recognition for a baccalaureate degree.* A student with a cumulative GPA of 3.40-3.59 graduates *cum laude*, 3.60-3.79 graduates *magna cum laude*, or 3.80-4.00 graduates *summa cum laude*. The cumulative GPA for these designations is based on only ASU resident course work. For example, ASU correspondence course grades are not calculated in the honors GPA. All designations of graduation with academic recognition are indicated on the diploma and the ASU transcript. Graduation with academic recognition applies only to undergraduate degrees.

A student who has a baccalaureate degree from ASU and is pursuing a second baccalaureate degree at ASU (with a minimum of 30 hours of resident credit) is granted academic recognition on the second degree based on the semester hours earned subsequent to the posting of the first degree. If fewer than 50 semester hours are completed at ASU subse-



quent to completion of the first ASU degree, the level of academic recognition can be no higher than that obtained on the first degree. If 50 or more semester hours are completed at ASU after completion of the first ASU degree, the level of academic recognition is based on the GPA earned for the second ASU degree. Inquiries about graduation with academic recognition may be directed to Registration Services, (602) 543-8203.

### **Second baccalaureate degree**

The student seeking a second baccalaureate degree must meet admission criteria for that degree. After conferral of the first degree, a minimum of 30 semester hours in resident credit must be successfully completed at the ASU campus from which the second baccalaureate degree will be awarded. The student must meet all degree and university requirements of the second degree.

### **Concurrent degrees**

More than one baccalaureate degree may be pursued concurrently if prior approval is given by the standards committee(s) of the academic unit(s) offering the degrees. Students may receive concurrent degrees if they meet the minimum requirements for both degrees.

### **Minors**

A minor is an approved, coherent concentration of academic study in a single discipline, involving substantially fewer hours of credit than the corresponding major.

Students in most majors may pursue one or more minors and, upon successful completion of the prescribed course work, have that accomplishment officially recognized on the ASU transcript at graduation if (1) the academic unit/department of the minor officially certifies, through established verification procedures, that all requirements for the minor have been met, and (2) the academic unit (and, in certain academic units, the department) of the student's major allows the official recognition of the minor.

A minor consists of a minimum of 18 hours of course work. A minimum of nine upper division hours in the minor must be taken in residence at ASU West. All upper division courses in the minor must be completed with a minimum grade of "C". Double counting courses from the major in the minor is allowed; however, certain major and minor combinations may be deemed inappropriate by the academic unit or department of the major or minor. Inappropriate combinations include (but would not be limited to) ones in which an excessive number of courses in the minor are simultaneously being used to fulfill

requirements of the student's major (e.g., Major in Secondary Education/English and Minor in English, Major in Integrative Studies/Sociology and Minor in Sociology. Some departments may have more specific or stringent requirements for minors.

Several undergraduate minors are offered at ASU West. A student wishing to pursue a specific minor should consult an academic advisor in the unit offering that minor to ensure that an appropriate set of courses is taken. For more information about specific minors refer to the pages indicated below.

<u>Minors</u>	<u>Pages</u>
<i>College of Arts and Sciences</i>	
American Studies	124
English	125
Ethnic Studies	155
Film and Video Studies	138
History	130
Interdisciplinary Arts and Performance	137
Interdisciplinary Organizational Studies	152
Life Sciences	143
Mathematics	133
Philosophy	134
Political Science	147
Psychology	149
Religious Studies	156
Social and Behavioral Sciences	146
Sociocultural Anthropology	151
Sociology	150
Spanish	131
Women's Studies	154
<i>College of Human Services</i>	
Communication Studies	222
Gerontology	227
Prelaw	237
Public Relations and Strategic Communications	222
Special Events Management	231
Tourism Management	231

## Certificates

Students may pursue some certificate programs along with a major and other certificate programs independently.

At least 50% of the semester hours required to earn a certificate must be ASU West campus resident credit. All course work in the certificate must be completed with a minimum grade of "C". Some departments may have more specific or stringent requirements for certificates.

Joint programs between ASU campuses (e.g., Certificate in Gerontology) are the only exceptions to this policy. The coordinating committee that oversees a joint program certificate will determine the resident credit requirements for the certificate.

For more information, refer to the pages indicated below.

<u>Certificates</u>	<u>Pages</u>
<i>College of Arts and Sciences</i>	
Ethnic Studies	155
Film and Video Studies	138
Women's Studies	154
Writing	127
<i>College of Human Services</i>	
Communication and Human Relations	222
Gerontology	226
<i>School of Management</i>	
Accountancy	256
Professional Accountancy	257

## General Studies Program

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A baccalaureate education should prepare students for a particular profession or advanced study and for constructive and satisfying personal, social, and civic lives. In addition to depth of knowledge in a particular academic or professional discipline, students should also be broadly educated and develop the general intellectual skills they need to continue learning throughout their lives. Thus, the General Studies requirements complement the undergraduate major by helping students gain mastery of critical learning skills, investigate the traditional branches of knowledge, and develop the broad perspective that frees one to appreciate diversity and change across time, culture, and national boundaries.

Critical learning skills include proficiency in the use of language, mathematics, and quantitative methods as tools for acquiring, renewing, creating, and communicating knowledge. A broad education includes an understanding of the methods and concerns of traditional branches of knowledge—the arts and humanities, the social sciences, and the natural sciences. Developing perspective requires historical, global, and cross-cultural examination of knowledge of all kinds.

To help students achieve these educational goals, the General Studies Program includes five *core areas* and three *awareness areas*.

The five *core areas* help students acquire critical lifelong learning skills and guide their exploration of the traditional branches of knowledge.

1. literacy and critical inquiry;
2. mathematical studies;
3. humanities and fine arts;
4. social and behavioral sciences; and
5. natural sciences.

The three *awareness areas* promote appreciation of cultural diversity within the contemporary United States, develop an international perspective, and foster an understanding of current human events through study of the past.

1. cultural diversity in the United States;
2. global awareness; and
3. historical awareness.

## Meeting the General Studies requirement

All students enrolled in a baccalaureate degree program must successfully complete a minimum of 35 semester hours of approved General Studies courses. Many General Studies courses are approved as satisfying more than one requirement. The following conditions govern the application of courses toward General Studies requirements:

1. A single course may be used to satisfy one core area and a maximum of two awareness area requirements;
2. A single course may be used to satisfy a maximum of two awareness area requirements; and
3. A single course cannot be used to satisfy two core area requirements, even if it is approved for more than one core area.

There is no limit to the number of advanced placement (AP) or College-Level Examination Program (CLEP) credits that can be used to meet the General Studies requirement (see “Special programs for credit” on page 70). However, the natural sciences (SQ and SG) and literacy and critical inquiry (L) portions of the General Studies requirement are not satisfied by CLEP.

## Five core areas

### Literacy and Critical Inquiry (L)

Literacy is competence in written and oral discourse; critical inquiry is the gathering, interpretation, and evaluation of evidence. The literacy and critical inquiry requirement helps students sustain and extend their ability to reason critically and communicate clearly through language.

**L requirement (6 semester hours).** Students must complete six semester hours from courses designated as L, at least three semester hours of which must be chosen from approved upper-division courses, preferably in their major. Students must have completed ENG 101 or 105 (or ENG 107 at ASU Main) to take an L course.

### Mathematical Studies (MA and CS)

This core area has two categories: 1) mathematics (MA) is the acquisition of essential skill in basic mathematics, and requires the student to complete a course in college mathematics, or college algebra or to demonstrate a higher level of skill by completing a course for which college algebra is a prerequisite; and 2) computer/statistics/quantitative applications (CS) apply mathematical reasoning, and require students to complete a course in either the use of statistics/quantitative analyses or the use of the computer to assist in serious math analytical work.

**MA and CS requirement (6 semester hours).** At least three semester hours must be selected from courses designated MA, and at least three semester hours must be selected from courses designated CS.

All students are expected to fulfill the MA requirement by the time they accumulate 30 hours of credit in residence at ASU. Any student who has more than 30 hours of resident ASU credit and has not fulfilled the mathematics (MA) requirement must enroll in a mathematics (MA) course or an appropriate prerequisite and continue to do so every semester until the mathematics (MA) requirement is met. College officers may grant waivers to the immediate and continual enrollment requirement only when there are scheduling conflicts detrimental to the student's academic progress.

### **Humanities and Fine Arts (HU)**

The humanities and fine arts explore, through critical and creative activities, questions of human experience and expression as these articulate the human condition and reflect basic human values. Although differing in method, both probe the universality of human experience and promote a broader and deeper understanding of an individual's relationship to self, culture, and nature.

**HU requirement.** The requirements for humanities and fine arts (HU) are combined with the requirements for social and behavioral sciences (SB). See "Combined HU and SB requirement" section on this page.

### **Social and Behavioral Sciences (SB)**

The social and behavioral sciences provide scientific methods of inquiry and empirical knowledge about human behavior, both within society and individually. The forms of study may be cultural, economic, geographic, historical, linguistic, political, psychological, or social. The courses in this area address the challenge of understanding the diverse natures of individuals and cultural groups who live together in a world of diminishing economic, linguistic, military, political, and social distance.

**Combined HU and SB requirement (15 semester hours).** A total of 15 semester hours must be completed in the following two core areas: 1) humanities and fine arts (HU) and 2) social and behavioral sciences (SB). Two conditions must be satisfied:

1. Six semester hours must be taken in one of these two core areas and nine hours in the other core area; and
2. Three of the 15 semester hours must be at the upper-division level.

### Natural Sciences (SQ and SG)

The natural sciences help students appreciate the scope and limitations of science and its contributions to society. Natural science areas of study include anthropology, astronomy, biology, biochemistry, chemistry, experimental psychology, geology, microbiology, physical geography, physics, and plant biology. Knowledge of methods of scientific inquiry and mastery of basic scientific principles and concepts are stressed, specifically those that relate to matter and energy in living and nonliving systems. Firsthand exposure to scientific phenomena in the laboratory is important in developing and understanding the concepts, principles, and vocabulary of science.

General Studies courses that satisfy the Natural Science requirement are given one of two classifications:

#### 1. Natural Science - Quantitative (SQ):

These laboratory courses include a substantial introduction to the fundamental behavior of matter and energy in physical and biological systems.

#### 2. Natural Science - General (SG):

These laboratory courses cover those aspects of scientific inquiry that lend themselves to more qualitative or descriptive discussions of science.

**SQ and SG requirement (8 semester hours).** Eight semester hours of courses designated SQ or SG must be selected. Of these, at least four semester hours must be taken from the SQ category.

### Three awareness areas

Students must complete courses that satisfy each of the three awareness areas. Courses that are listed for a core area and one or more awareness areas may satisfy each of these requirements concurrently.

#### Cultural Diversity in the United States (C) (3 semester hours)

The objective of the cultural diversity requirement is to promote awareness and appreciation of cultural diversity within the contemporary United States. This is accomplished through the study of the cultural, social, or scientific contributions of women and minority groups, examination of their experiences in the United States, or exploration of successful or unsuccessful interactions between and among cultural groups. Awareness of cultural diversity and its multiple sources can illuminate the collective past, present, and future and can help students to achieve greater mutual understanding and respect.

#### Global Awareness (G) (3 semester hours)

The objective of the global awareness requirement is to help students recognize the need for an understanding of the values, elements, and social processes of cultures other than the culture of the United States. The global awareness area includes courses that recognize the nature of other contemporary cultures and the relationship of the American cultural system to generic human goals and welfare.

#### Historical Awareness (H) (3 semester hours)

The objective of the historical awareness requirement is to help students develop knowledge of the past that can be useful in shaping the present and future. History is present in the languages, art, music, literature, philosophy, religion, and the natural sciences, as well as in the social science traditionally called history.

## Transfer credit

The Arizona General Education Curriculum (AGEC), offered by the Arizona community colleges, is composed of 35 semester hours of lower-division general education course work. Students who complete the AGEC have completed the ASU First-Year Composition requirement and all lower-division portions of the General Studies requirement. The students must still take six upper-division semester hours (three for L and three for SB or HU) to complete the ASU General Studies requirement. If students transfer from Arizona community colleges without completing AGEC or from other accredited postsecondary institutions, they receive credit for General Studies based on course-by-course equivalency.

## College or school, and major requirements

In addition to General Studies requirements, students must also complete college or school, and major requirements. Students are encouraged to work with their academic advisors to develop a program of study that efficiently meets all graduation requirements. A well-planned program may enable a student to concurrently satisfy requirements at the university, college or school levels, and within their major.

## General Studies courses

The following ASU West courses satisfy the requirements of the five core areas and three awareness areas. General Studies courses are regularly reviewed. Since

courses are occasionally added to and deleted from the list, students should always consult the *Schedule of Classes* each semester to see which courses currently meet the General Studies requirement.

A student receives the General Studies credit a course carries in the semester in which the course is taken.

Under each core and awareness area, courses are presented alphabetically by course prefix. The course prefix is followed by course number and course title. (See “General Studies Courses” table, pages 88-96.) The “Key to General Studies Credit Abbreviations” on every other page defines the abbreviations used. General Studies courses are also identified following course descriptions at the end of each college/school section in this catalog.

General Studies credit for a course may vary by campus; however, General Studies credit granted at one campus will be honored at all campuses.

The campus codes “M” (for ASU Main), “W” (for ASU West), and “E” (for ASU East) identify the campus that maintains academic control over the course (i.e., course content, registration restrictions, General Studies designations, and other curricular matters). The campus code is not used in the catalogs but appears in the *Schedule of Classes*, on transcripts, and other enrollment and registration records.

## GENERAL STUDIES COURSES

NUMBER	NAME	SEMESTER HOURS	Literacy & Critical Inquiry	Mathematical Studies	Humanities & Fine Arts	Social & Behavioral Sciences	Natural Sciences	Cultural Diversity in the U.S.	Global Awareness	Historical Awareness
---	493 Honors Thesis (See description on page 100.)	3-6	L							
AJS	100 The Justice System	3				SB				
	200 Topics in Concepts and Issues of Justice	3				SB				
	303 Statistical Analysis	3		CS						
	305 Women, Crime, and Justice	3						C		
	306 Race, Ethnicity, and Justice	3						C		
	350 Law and Social Control	3				SB				
	470 Discretionary Justice	3	L			SB				
	490 Senior Seminar in Criminal Justice	3	L							
AMS	219 Newspaper Production (Cross-listed as ENG 219.)	3	L							
	301 Introduction to American Studies	3	L							
	310 American Systems	3	L					C		H
	311 American Systems	3								H
	320 American Cultures (Cross-listed as HIS 303.)	3				SB				H
	321 American Cultures (Cross-listed as HIS 304.)	3				SB				H
	330 Introduction to American Lives	3			HU					
	417 Religious Traditions of the American Southwest	3						C		
	422 Studies in American Literature	3	L		HU					
	428 Chicano Cultures in the Southwest	3				SB				
ARS	101 Art of the Western World I	3			HU					H
	102 Art of the Western World II	3			HU					H
	438 Art of the 20th Century I	3			HU					
	439 Art of the 20th Century II	3			HU					H
ASB	102 Introduction to Cultural and Social Anthropology	3				SB			G	
	211 Women in Other Cultures	3			HU	SB			G	
	311 Principles of Social Anthropology	3	L			SB			G	H
	340 Migration and Culture	3				SB			G	
	346 Marriage and Family Diversity	3				SB		C		
	350 Anthropology and Art	3			HU					
	353 Death and Dying in Cross-Cultural Perspective (Cross-listed as SOC 353.)	3			HU	SB			G	
	440 Women in the Global Factory	3				SB			G	
	441 Sexuality and Culture	3				SB			G	
	442 Urban Anthropology	3				SB				
AST	315 The Solar System	4					SQ			
	316 The Universe, Stars, Galaxies	4					SQ			
BIO	100 The Living World	4					SQ			
	187 General Biology I	4					SG			
	188 General Biology II	4					SQ			
	300 Natural History of Arizona (If credit also earned in BIO 301.)	3					SG			
	301 Field Natural History (If credit also earned in BIO 300.)	1					SG			
	410 Techniques in Wildlife Conservation Biology	3	L							
	415 Biometry	4		CS						
	473 Ichthyology	3	L							

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## GENERAL STUDIES COURSES

NUMBER	NAME	SEMESTER HOURS	Literacy & Critical Inquiry	Mathematical Studies	Humanities & Fine Arts	Social & Behavioral Sciences	Natural Sciences	Cultural Diversity in the U.S.	Global Awareness	Historical Awareness
BLE 312	ESL, Diversity, and Culture in Education	3	L							
CHM 113	General Chemistry	4					SQ			
115	General Chemistry with Qualitative Analysis	5					SQ			
COE 111	Exploration of Education	3				SB				
212	Understanding the Culturally Diverse Child	3						C		
315	Child and Adolescent Development	3				SB				
COM 100	Introduction to Human Communication	3				SB				
222	Argumentation	3	L							
225	Public Speaking	3	L							
308	Empirical Research Methods in Communication	3	L							
316	Gender and Communication	3						C		
320	Communication and Consumerism	3				SB				
321	Rhetorical Theory and Research	3	L		HU					
371	Cross-Cultural Communication Perspectives	3							G	
410	Interpersonal Communication Theory and Research	3				SB				
411	Communication in the Family	3				SB				
421	Rhetoric of Social Issues	3			HU					
422	Argumentation, Critical Reasoning, and Public Communication	3	L							
430	Leadership in Group Communication	3				SB				
450	Theory and Research in Organizational Communication	3				SB				
456	Political Communication	3				SB				
463	Cultural and Intercultural Communication Theory and Research	3				SB			G	
471	International Communication	3							G	
CSE 180	Computer Literacy	3		CS						
DAH 300	Introduction to Dance	3			HU					H
301	Philosophy and Criticism of Dance	3	L		HU					
ECN 111	Macroeconomic Principles	3				SB				
112	Microeconomic Principles	3				SB				
EDP 310	Educational Psychology	3				SB				
EDT 321	Computer Literacy	3		CS						
ENG 200	Critical Reading and Writing About Literature	3	L		HU					
219	Newspaper Production (Cross-listed as AMS 219.)	3	L							
221	Survey of English Literature	3			HU					H
222	Survey of English Literature	3			HU					H
241	American Literature	3			HU					
242	American Literature	3			HU					
305	Classical and Biblical Backgrounds to Literature	3			HU					
311	Persuasive Writing (Cross-listed as HIS 301.)	3	L							
315	Writing for the Professions	3	L							
316	Writing and Arguing Politics	3	L							

**Key to General Studies Credit Abbreviations**

L Literacy and critical inquiry core courses

MA Mathematics core courses

CS Computer/statistics/quantitative application core courses

HU Humanities and fine arts core courses

SB Social and behavioral sciences core courses

SG Natural science-general core courses

SQ Natural science-quantitative core courses

C Cultural diversity in the United States courses

G Global awareness courses

H Historical awareness courses

## GENERAL STUDIES COURSES

NUMBER	NAME	SEMESTER HOURS	Literacy & Critical Inquiry	Mathematical Studies	Humanities & Fine Arts	Social & Behavioral Sciences	Natural Sciences	Cultural Diversity in the U.S.	Global Awareness	Historical Awareness
ENG 323	Rhetoric and Grammar	3	L							
337	Major American Novels (Cross-listed as AMS 322.)	3	L		HU					
352	Short Story (Cross-listed as AMS 322.)	3			HU					
384	Science Fiction and Fantasy	3	L		HU					
386	American Gothic (Cross-listed as AMS 322.)	3	L		HU					
400	History of Literary Criticism	3			HU					
410	Folklore in Everyday Life	3	L			SB				
420	Multicultural Autobiographies (Cross-listed as IAS 420.)	3	L		HU			C		
421	Western American Literature (Cross-listed as AMS 422.)	3	L		HU					
428	European Renaissance Literature	3	L		HU					
431	Whitman and Dickinson	3			HU					
432	The American Renaissance	3			HU					
434	International Postmodern Literature	3			HU				G	
445	The American Novel, 1900-1960	3	L		HU					
446	American Novel since 1960 (Cross-listed as AMS 422.)	3	L		HU					
449	Medieval Literature	3			HU					
450	The British Novel	3			HU					
451	History of Film	3			HU					
453	Erotic Writing in the Renaissance	3	L		HU					
454	Gender and Literature	3	L		HU					
455	Contemporary Women Writers	3			HU					
463	African-American Literature	3			HU			C		
464	American Indian Literature	3			HU			C		
466	Chicano Literature	3	L		HU			C		
467	Ethnic Women Writers (Cross-listed as AMS 422, WST 467.)	3	L		HU			C		
468	Africana Literature	3			HU				G	
475	Milton	3			HU					
477	World Literature (Cross-listed as IAS 477.)	3	L		HU				G	
478	Modernist Literature	3			HU					
ETH 100	Introduction to Ethnic Studies	3				SB		C		
300	Principles of Ethnic Studies	3						C		
FAS 301	Introduction to Parenting	3	L			SB				
330	Personal Growth in Human Relationships	3				SB				
GCU 352	Political Geography	3				SB			G	
357	Social Geography	3				SB				
361	Urban Geography	3				SB				
373	Introduction to Geographic Information Science	4					SG			
GLB 300	Gateway to Global Business	3	L							
301	Business in the Global Environment	4							G	
401	Global Business Integration	4	L							
GLG 110	Geological Disasters and the Environment (If credit also earned in GLG 111.)	3					SG		G	
111	Geological Disasters and the Environment Lab (If credit also earned in GLG 110.)	1					SG			

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## GENERAL STUDIES COURSES

NUMBER	NAME	SEMESTER HOURS	Literacy & Critical Inquiry	Mathematical Studies	Humanities & Fine Arts	Social & Behavioral Sciences	Natural Sciences	Cultural Diversity in the U.S.	Global Awareness	Historical Awareness
GRN 400	Aging in the New Millennium (Cross-listed as SOC 400.)	3				SB				
420	Health Aspects of Aging	3				SB				
HIS 101	Western Civilization	3				SB				H
102	Western Civilization	3				SB		G		H
103	The United States	3				SB				H
104	The United States	3				SB				H
300	Historical Methods	3	L							H
301	Writing in History (Cross-listed as ENG 311.)	3	L							
303	American Cultural History (Cross-listed as AMS 320.)	3				SB				H
304	American Cultural History (Cross-listed as AMS 321.)	3				SB				H
305	History of American Systems to 1865 (Cross-listed as AMS 310.)	3	L					C		H
306	History of American Systems since 1865 (Cross-listed as AMS 311.)	3								H
320	19th Century West	3				SB				H
340	American Military History	3				SB				H
355	Europe and the World I	3						G		H
356	Europe and the World II	3						G		H
377	Women in Europe, 1700 - Present	3								H
378	20th Century Europe at War, 1900-1945	3								H
406	Civil War and Reconstruction	3	L			SB				H
411	Contemporary America	3	L			SB				H
423	Mexico	3				SB				H
424	The Hispanic Southwest	3				SB				
430	20th Century Chicano/a History	3				SB				H
431	Social History of American Women	3	L			SB				H
443	Constitutional History of the United States	3				SB				H
444	American Urban History	3				SB				H
454	History of Genocide	3						G		H
469	Modern Germany	3						G		H
498	Proseminar	3	L			SB				
HON 171	The Human Event	3	L		HU					H
172	The Human Event	3	L		HU					H
HPS 323	History of Science	3			HU					H
330	History of Biology: Conflicts and Controversies	3								H
411	History and Philosophy of Mathematics (Cross-listed as IAS 411, MAT 411.)	3			HU					H
412	History and Philosophy of the Social Sciences (Cross-listed as IAS 412.)	3			HU					H
IAP 101	Art, Artist, and Culture	3			HU					
300	Introduction to Interdisciplinary Arts	3			HU					
302	Cross-Cultural Perspectives on the Arts	3	L		HU					
304	The Avante-Garde to WW II	3			HU					
305	The Avante-Garde and Experimental Arts, WW II to Present	3	L		HU					
310	Women in Art	3			HU					

**Key to General Studies**

**Credit Abbreviations**

L Literacy and critical inquiry  
core courses

MA Mathematics core courses

CS Computer/statistics/quantitative  
application core courses

HU Humanities and fine arts  
core courses

SB Social and behavioral sciences  
core courses

SG Natural science-general core courses

SQ Natural science-quantitative  
core courses

C Cultural diversity in the  
United States courses

G Global awareness courses

H Historical awareness courses

## GENERAL STUDIES COURSES

NUMBER	NAME	SEMESTER HOURS	Literacy & Critical Inquiry	Mathematical Studies	Humanities & Fine Arts	Social & Behavioral Sciences	Natural Sciences	Cultural Diversity in the U.S.	Global Awareness	Historical Awareness
IAP	323 Music and the Visual Arts	3			CS	HU				
	361 Digital Editing and Media Literacy	3								
	371 Verbal Art	3	L			HU				
	373 The Critical Artist	3				HU				
	471 Language, Culture, and Performance	3	L			HU				
	473 Aesthetic Research	3	L			HU				
IAS	220 Psychology, Autobiographies, Religion	3	L			HU				
	300 Adult Career Development	3	L				SB			
	310 Women in Art	3				HU				
	323 History of Science (Cross-listed as HPS 323.)	3				HU				H
	330 History and Philosophy of Biology (Cross-listed as HPS 330.)	3								H
	406 Moral Dilemmas (Cross-listed as PHI 406.)	3	L			HU				
	407 Environmental Philosophy and Policy (Cross-listed as PHI 407.)	3	L			HU				
	410 Evolution of Ideas	3	L			HU				H
	411 History and Philosophy of Mathematics (Cross-listed as HPS 411, MAT 411.)	3				HU				H
	412 History and Philosophy of the Social Sciences (Cross-listed as HPS 412.)	3				HU				H
	420 Multicultural Autobiographies (Cross-listed as ENG 420.)	3	L			HU		C		
	430 Science and Religion	3	L			HU				
	477 World Literature (Cross-listed as ENG 477.)	3	L			HU			G	
LSC	300 Modes of Biological Thought	3	L							
	301 Life Sciences: History and Method	4					SG	C		
	330 Pollution vs. Protection: Counting the Cost	3							G	
	365 The Human Organism	4					SG			
MAT	114 College Mathematics	3								
	117 College Algebra	3								
	119 Finite Mathematics	3								
	170 Precalculus	3								
	210 Brief Calculus	3								
	270 Calculus with Analytic Geometry I	4								
	271 Calculus with Analytic Geometry II	4								
	272 Calculus with Analytic Geometry III	4								
	411 History and Philosophy of Mathematics (Cross-listed as HPS 411, IAS 411.)	3				HU				H
MUE	464 Music of World Cultures in the Classroom	3				HU			G	
MUS	340 Listening to Music	3				HU				H
	347 Music in America	3				HU				
	354 Popular Music	3				HU				
	356 Survey of the Musical Theatre	3				HU				

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## GENERAL STUDIES COURSES

NUMBER	NAME	SEMESTER HOURS	Literacy & Critical Inquiry	Mathematical Studies	Humanities & Fine Arts	Social & Behavioral Sciences	Natural Sciences	Cultural Diversity in the U.S.	Global Awareness	Historical Awareness
PGS 101	Introduction to Psychology	3				SB				
304	Effective Thinking	3	L							
306	Environmental Psychology	3				SB				
315	Personality Theory and Research	3				SB				
341	Developmental Psychology	3				SB				
344	Directed Child Study	3	L			SB				
350	Social Psychology	3				SB				
370	Interpersonal Relationships	3				SB				
414	History of Psychology	3	L			SB				
427	Psychology of Aging	3	L			SB				
442	Life Span Development	3				SB				
443	Abnormal Child Psychology	3	L			SB				
446	Social Development	3	L			SB				
453	Organizational Behavior	3				SB				
458	Group Dynamics	3				SB				
465	Psychology of Stress and Coping	3	L			SB				
466	Abnormal Psychology	3				SB				
473	Psychology and Politics of Child Maltreatment	3				SB				
480	Cross-Cultural Social Psychology	3				SB		G		
481	Psychology of Social Issues	3	L			SB				
482	Social Influence and Consumer Behavior	3				SB				
PHI 101	Introduction to Philosophy	3			HU					
103	Principles of Sound Reasoning	3	L		HU					
105	Introduction to Ethics	3			HU					
306	Applied Ethics	3			HU					
360	Business and Professional Ethics	3			HU					
406	Moral Dilemmas	3	L		HU					
407	Environmental Philosophy and Policy (Cross-listed as IAS 407.)	3	L		HU					
PHS 110	Fundamentals of Physical Science	4					SQ			
PHY 101	Introduction to Physics	4					SQ			
111	General Physics (If credit also earned in PHY 113.)	3					SQ			
112	General Physics (If credit also earned in PHY114.)	3					SQ			
113	General Physics Laboratory (If credit also earned in PHY 111.)	1					SQ			
114	General Physics Laboratory (If credit also earned in PHY 112.)	1					SQ			
POL 101	Political Ideologies	3				SB				
110	Government and Politics	3				SB				
150	Comparative Government	3				SB		G		
160	Global Politics	3				SB		G		
310	American National Government: Ideas and Institutions	3				SB				H
313	The Congress	3				SB				
314	The American Presidency	3				SB				
320	Latino Politics	3				SB	C			
331	Public Opinion	3				SB				
336	Electoral Behavior	3				SB				
340	Political Theory	3	L		HU					H
350	Comparative Politics	3				SB		G		

**Key to General Studies**

**Credit Abbreviations**

L Literacy and critical inquiry core courses

MA Mathematics core courses

CS Computer/statistics/quantitative application core courses

HU Humanities and fine arts core courses

SB Social and behavioral sciences core courses

SG Natural science-general core courses

SQ Natural science-quantitative core courses

C Cultural diversity in the United States courses

G Global awareness courses

H Historical awareness courses

## GENERAL STUDIES COURSES

NUMBER	NAME	SEMESTER HOURS	Literacy & Critical Inquiry	Mathematical Studies	Humanities & Fine Arts	Social & Behavioral Sciences	Natural Sciences	Cultural Diversity in the U.S.	Global Awareness	Historical Awareness
POL 360	World Politics Theory	3				SB			G	
361	American Foreign Policy	3				SB			G	
430	Race and Politics in the Americas	3				SB		C		
434	Media and Politics	3				SB				
435	Women, Power, and Politics	3				SB		C		
436	Gender, Sexuality, Nation-States	3				SB			G	
440	Political Futures through Science Fiction	3	L		HU					
446	Democracy	3			HU					
453	Latin American Cities	3				SB			G	
454	Mexico: Politics, Economy, Cultures	3				SB			G	
460	Politics of Globalization	3				SB			G	
470	Law and the Political Order	3				SB				H
486	Global Political Economy	3				SB			G	
PSY 230	Introduction to Statistics	3		CS						
290	Research Methods	4	L				SG			
324	Memory and Cognition	3				SB				
330	Statistical Methods	3		CS						
425	Biological Bases of Behavior	3	L							
QBA 221	Statistical Analysis	3		CS						
REC 120	Leisure and Quality of Life	3				SB				
309	Leisure and Society	3			HU					
373	Leisure Travel and Tourism	3	L			SB				
401	Administration of Recreation and Tourism Services	3	L							
458	International Tourism	3							G	
REL 100	Religions of the World	3			HU				G	
201	Religion and the Modern World	3	L		HU					
320	Religion in America	3			HU					H
321	Religion in America	3	L		HU					H
390	Women and Religion	3	L			SB			G	
SBS 300	Interdisciplinary Approaches to Social and Behavioral Sciences	3				SB				
301	Cultural Diversity	3				SB		C		
304	Social Statistics I	3		CS						
404	Social Statistics II: Multivariate Analysis	3		CS						
430	Topics in Power/Knowledge	3				SB				
440	Family Studies	3				SB				
450	Topics in Local/Global	3				SB			G	
460	Urban Studies	3				SB				
SOC 101	Introductory Sociology	3				SB				
301	Principles of Sociology	3				SB				
315	Courtship and Marriage	3				SB				
324	Work and the Workplace	3				SB				H
331	Migration	3				SB			G	
340	Sociology of Deviant Behavior	3				SB				
341	Modern Social Problems	3	L			SB				
352	Social Change	3				SB			G	H
353	Death and Dying in Cross-Cultural Perspective (Cross-listed as ASB 353)	3			HU	SB			G	

Note: The campus code (W=ASU West; M=ASU Main; E=ASU East) identifies the campus that maintains academic control over the course (i.e., course content, registration restrictions, general studies designations, and other curricular matters). The course campus code appears in the Schedule of Classes, on transcripts, and other enrollment/registration records.

## GENERAL STUDIES COURSES

NUMBER	NAME	SEMESTER HOURS	Literacy & Critical Inquiry	Mathematical Studies	Humanities & Fine Arts	Social & Behavioral Sciences	Natural Sciences	Cultural Diversity in the U.S.	Global Awareness	Historical Awareness
SOC 354	Popular Music and Society	3			HU					
360	Sociological Psychology	3				SB				
364	Popular Culture	3				SB				
365	Sociology of Mass Communication	3				SB				
366	Film and Society	3				SB				
370	Racial and Ethnic Minorities	3				SB	C			
400	Aging in the New Millennium (Cross-listed as GRN 400.)	3				SB				
418	Aging and the Life Course	3				SB				H
424	Social Inequality	3				SB				
456	Political Sociology	3				SB		G		
457	Social Movements and Social Change	3				SB		G		
486	Contemporary Theory	3				SB				
SPA 201	Intermediate Spanish	4						G		
202	Intermediate Spanish	4						G		
313	Spanish Conversation and Composition	3						G		
314	Spanish Conversation and Composition	3						G		
325	Introduction to Hispanic Literature	3			HU					
412	Advanced Conversation and Composition	3						G		
425	Spanish Literature	3			HU					
426	Spanish Literature	3			HU					
464	Mexican American Literature	3			HU		C			
472	Spanish-American Civilization	3			HU					
SPE 311	Orientation to Education of Exceptional Children	3				SB				
320	Assessment and Evaluation of Special Education	3	L							
STP 420	Introductory Applied Statistics	3		CS						
SWU 271	Introduction to Social Work: Social Problems and Social Justice	3				SB				H
301	Human Behavior in the Social Environment I	3	L							
331	Social Policy and Services I	3								H
402	Human Behavior in the Social Environment II	3				SB				
474	Ethnic/Cultural Variables in Social Work	3					C			
THE 100	Introduction to Theatre	3			HU					
300	Film: The Creative Process	3			HU					
320	History of the Theatre	3			HU					H
321	History of the Theatre	3			HU					H
WST 100	Women and Society	3				SB		C		
300	Women in Contemporary Society	3	L			SB		C		
320	Women in Popular Culture	3			HU			C		
350	Race, Class, and Gender	3				SB		C		
370	Chronicling Women's Lives	3			HU			C		
376	Feminist Theory	3	L					C		
390	Women and World Religions	3	L			SB			G	
431	Women and Film	3	L						G	
457	Women, Cultures, and Societies	3				SB			G	

**Key to General Studies  
Credit Abbreviations**

L Literacy and critical inquiry  
core courses  
MA Mathematics core courses

CS Computer/statistics/quantitative  
application core courses  
HU Humanities and fine arts  
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SB Social and behavioral sciences  
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United States courses  
G Global awareness courses  
H Historical awareness courses

## GENERAL STUDIES COURSES

NUMBER	NAME	SEMESTER HOURS	Literacy & Critical Inquiry	Mathematical Studies	Humanities & Fine Arts	Social & Behavioral Sciences	Natural Sciences	Cultural Diversity in the U.S.	Global Awareness	Historical Awareness
WST 467	Ethnic Women Writers (Cross-listed as AMS 422, ENG 467.)	3	L		HU			C		
473	Latina/Chicana Representation (Cross-listed as AMS 429.)	3				SB		C		
475	Women of the Diaspora Across Cultures	3			HU				G	
483	Contemporary Women Writers	3			HU				G	
487	Gender and International Development	3				SB			G	
498	Pro-Seminar: Theory and Method in Women's Studies	3	L							

*Note: The campus code (W=ASU West; M=ASU Main; E=ASU East) identifies the campus that maintains academic control over the course (i.e., course content, registration restrictions, general studies designations, and other curricular matters). The course campus code appears in the Schedule of Classes, on transcripts, and other enrollment/registration records.*



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<i>Honors transcript recognition</i>	<b>100</b>
<i>Barrett Honors College</i>	
<i>Course descriptions</i>	<b>101</b>

# The Craig and Barbara Barrett Honors College



**Dean:**  
Ted Humphrey, Ph.D.

**Faculty Director:**  
Ramsey Eric Ramsey, Ph.D.

**Program Coordinator Sr.:**  
Dean R. Jolly

**Location:**  
UCB 201  
(602) 543-3410

**Website:**  
[www.west.asu.edu/honors](http://www.west.asu.edu/honors)

## Nature and goals

The Craig and Barbara Barrett Honors College offers talented, motivated students educational opportunities designed to enrich and further their personal, academic, and career goals. The college is unique in Arizona and the Southwest. It provides students the educational benefits typical of small colleges while allowing them to enjoy the resources found only at a dynamic research university. Students enroll for courses taught by teaching and research faculty who nurture intellectual creativity and curiosity. These faculty bring to undergraduate education the expertise of their own academic backgrounds and the excitement of nationally distinguished research.

The first two years of the honors curriculum typically focus on general studies. The second two years of upper division study concentrate on the student's academic major and lead to graduation from both a disciplinary college and the Barrett Honors College. Participating in the upper division curriculum allows students to write an honors thesis or complete some other extended creative project appropriate to their academic interests. In conceiving and completing this project, each student works closely with a faculty mentor to identify and develop an original concept that extends and integrates the student's work in a discipline.

Participants in the Barrett Honors College have diverse interests and strong records of success. Many go on to the nation's finest graduate and professional programs. Many have published portions of their honors theses or creative projects and have presented

their work at the national and regional meetings of scientific and honors societies.

## Benefits

Honors students have special advisors to help them plan individualized programs of study, and they receive priority at preregistration. Honors courses are normally limited to 20 students.

The Office of National Scholarship Advisement (ONSA) assists honors and other high-achieving students by identifying nationally competitive programs appropriate to each person's intellectual and career goals, nurturing these prospective applicants, and advancing their candidacy. This office, administered by the Barrett Honors College, serves the entire ASU community. ASU students regularly earn distinction in the most rigorous and prestigious scholarship competitions. Many pursue enhanced degree programs and research projects under the auspices of Goldwater Scholarships or National Security Education Program (NSEP) awards. Still others undertake postgraduate study abroad as Rhodes, Marshall, or Fulbright scholars, and in the United States as Truman and Mellon scholars. Many others have been recognized by a range of postgraduate awards, fellowships, and assistantships.

Students who meet all upper division requirements of both their disciplinary college and the Barrett Honors College receive transcript recognition of that accomplishment as well as special acknowledgment in the graduation ceremonies and collegiate honors convocations.

## Admission

Students who have demonstrated high levels of academic achievement at the high school, community college or university level are invited to apply for admission to the Barrett Honors College. All candidates for admission must file a separate application to the college.

Applicants will be evaluated on the basis of their high school GPA, high school class rank and performance on the SAT or ACT. A student may also possess other talents that contribute to academic leadership and community service. Continuing ASU or transfer students will be evaluated on their college GPA. The typical first-year student in the Barrett Honors College has a high school GPA of 3.8, is in the top five percent of his or her high school graduating class, and has a 29 composite of the ACT or 1300 composite on the SAT.

The typical transfer or continuing student will have completed at least 12 semester hours with a 3.5 GPA or better.

## Retention

Honors students must maintain high standards of academic performance and show progress toward completion of graduation requirements in their disciplinary majors and the Barrett Honors College. Students should complete an average of one honors course each semester. The associate dean of the college must approve any deviation from this standard. Good standing in the Barrett Honors College requires students to maintain the following cumulative ASU GPAs (4.00 = A):

1. less than 45 semester hours, 3.25;
2. between 45 and 80 semester hours, 3.33; and
3. above 80 semester hours, 3.40.

A student with a cumulative ASU GPA below this criteria is placed on probation and is withdrawn from the college if he or she does not make reasonable progress in raising the cumulative GPA during the following semester. Students who fail to complete an average of one honors course in two semesters may be placed on inactive status. A student on inactive status within the college will not be eligible for extended library privileges, early registration, or honors internship placement. Reinstatement to active status will require a formal application and appointment with an honors advisor.

## Courses

Only courses in which a student earns at least a grade of “C” may be used to meet Barrett Honors College requirements.

Freshmen and students entering the college with fewer than 45 semester hours of course work must take HON 171 and 172 The Human Event. This cross-disciplinary seminar acquaints them with ideas that form the foundation of a university education and emphasizes critical thinking, discussion, and writing.

Transfer students with 45 or more semester hours entering the college at ASU West must take HON 394, a junior-level seminar that introduces them to critical thinking, discussion, and writing in an area chosen by the instructor.

Departmental courses carrying footnote number 18 in the *Schedule of Classes* allow honors students to contract with the instructor for honors credit by pursuing enrichment activities. When several students in the same section arrange such contracts, the instructor may require them to meet for supplemental sessions. Footnote 18 contracts must be filed during the first four weeks of class during the semester in which the course is offered.

Departmental courses carrying footnote number 19 in the *Schedule of Classes* are limited to honors students and others who receive special permission to enroll from the instructor. Enrollment in these courses is limited to 25 students.

Departmental courses with the number 493 are reserved for honors students completing their honors theses or projects. A student may enroll for these courses only with the approval of the sponsoring academic department and of the faculty member who serves as the student's thesis director. Students may receive a maximum of six semester hours credit for an honors thesis or project, three semester hours of which may fulfill the student's literacy and critical inquiry (L) General Studies requirement.

All courses a student takes for honors credit count toward graduation, even if the student does not graduate from the Barrett Honors College.

### Honors transcript recognition

All courses used to fulfill graduation requirements for the Barrett Honors College must carry earned letter grades of at least "C." A "Y" grade does not meet college requirements.

**Lower division.** To receive transcript recognition for lower-division honors work, students must complete 18 semester hours of honors course work within 60 earned semester hours with a cumulative ASU GPA greater than or equal to

3.40 (4.00 = A). Courses *must* include HON 171 and 172 The Human Event. Courses that earn automatic honors credit, although not carrying a footnote number 19 in the *Schedule of Classes*, include ENG 105 (any section), CHM 117\* and 118\* (any section), and MAT 290\* and 291\* (any section). \*Complete this ASU Main course.

Students may apply upper-division honors course work toward lower-division requirements; however, those classes may not also be used to meet Barrett Honors College upper-division/graduation requirements.

**Upper division/graduation from the Barrett Honors College.** To graduate from the Barrett Honors College, students must

1. complete HON 171 and 172 The Human Event for continuing ASU or transfer students with fewer than 45 hours of credit *or* HON 394 Special Topics for continuing or transfer students with 45 or more hours of credit;
2. complete 18 additional semester hours of upper-division honors course work for an earned letter grade, which must include three to six semester hours of Honors Thesis and six semester hours outside the academic major and which may include graduate courses;
3. complete ASU graduation requirements in an academic major; and
4. earn a cumulative ASU GPA greater than or equal to 3.40 (4.00 = A).

## Honors College

### HON 171 The Human Event (3)

*fall only*

Landmarks in the social and intellectual development of the human race, with emphasis on Western civilization. Enrollment restricted to members of the Barrett Honors College. General studies: L/HU, H.

### HON 172 The Human Event (3)

*spring only*

Continuation of HON 171, with emphasis on the Renaissance through the modern period. Prerequisite: HON 171. General studies: L/HU, H.

### HON 394 Special Topics (3)

*fall and spring only*

Junior level seminar that introduces students to critical thinking, discussion, and writing in various content areas.

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#### Key to General Studies

#### Credit Abbreviations

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applications core courses

HU Humanities and fine arts  
core courses

SB Social and behavioral  
sciences core courses

SG Natural sciences-  
general core courses

SQ Natural sciences-  
quantitative core courses

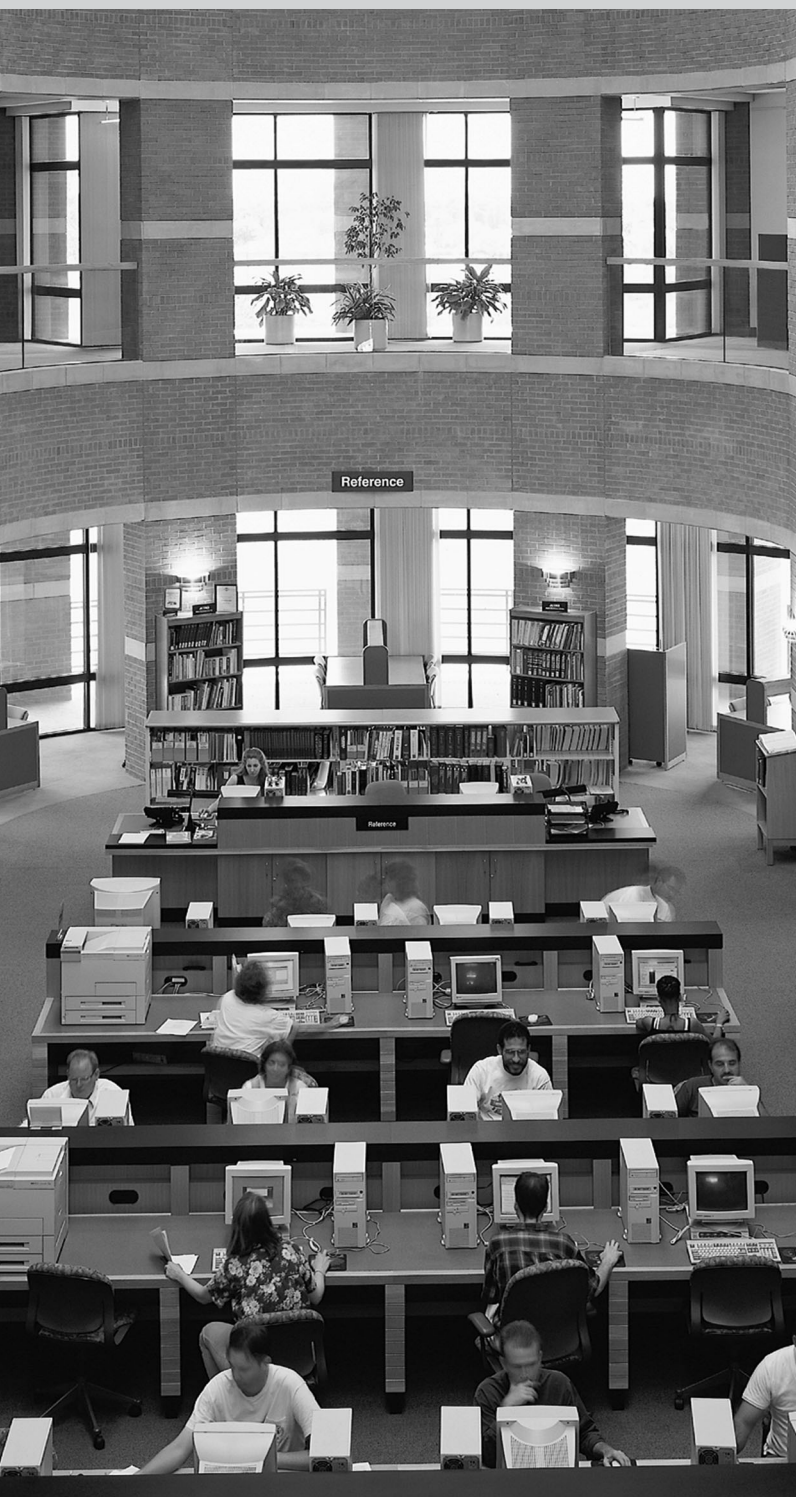
C Cultural diversity in the  
United States courses

G Global awareness courses

H Historical awareness courses  
,  
and  
/  
or

# Graduate Studies

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Policies and Procedures*
- 113** *Graduate Studies  
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Scholarships, and Loans*



**Associate Vice Provost for  
Academic Programs and  
Graduate Studies:**  
Fernando Delgado, Ph.D.

**Student Support Coordinator:**  
Marge A. Williams

**Location:**  
FAB S301  
(602) 543-4567

**Website:**  
[www.west.asu.edu/graduate](http://www.west.asu.edu/graduate)

## Nature of Program

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Graduate Studies at ASU West provides students with opportunities to study beyond the bachelor's degree.

Professional graduate programs emphasize training that leads to professional practice. In these degree programs, students develop a high-order mastery of a comprehensive body of knowledge and the ability to organize and carry out significant investigations in their professional field. The following degrees are offered through Graduate Studies:

Master of Arts Degree  
in Communication Studies

Master of Arts Degree  
in Criminal Justice

Master of Arts Degree  
in Interdisciplinary Studies

Master of Business Administration

Master of Education

Master of Social Work

## Admission to Graduate Studies

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### Eligibility

Anyone who holds a bachelor's (or equivalent) or graduate degree from a college or university of recognized standing is eligible to apply for admission to Graduate Studies. Undergraduate deficiencies may be assigned if the undergraduate degree is based on credits not accepted by ASU, such as life experience or noncredit workshops and seminars.

### Graduate Studies requirements

Generally, an applicant must have a GPA of 3.00 (4.00 = "A" scale), or the equivalent, in the last two years of work leading to the bachelor's degree. A student who enters a graduate degree program is expected to have undergraduate educational experiences, including general education studies, that are similar to those required for the baccalaureate degree at ASU.

### Requirements of the academic unit

Academic units or programs may have admission requirements in addition to those of Graduate Studies. Some graduate programs require scores from a national admissions test such as the Graduate Record Examination (GRE), Graduate Management Admission Test (GMAT), or the Miller Analogies Test (MAT). Some programs also require additional materials such as a portfolio, letters of recommendation, or a statement of goals. Applicants should contact the academic unit regarding specific requirements.

## Submission of an application

U.S. citizens and permanent residents should submit the following *in one envelope* (clearly labeled “application”) to:

Graduate Studies  
Arizona State University West  
P.O. Box 37100  
Phoenix, AZ 85069-7100

1. application ([www.west.asu.edu/graduate](http://www.west.asu.edu/graduate));
2. application fee;
3. two transcripts from every college and university in which the applicant was previously enrolled;
4. appropriate test score reports (e.g., GRE, GMAT); and
5. a domicile affidavit if the applicant is a resident of Arizona.

If all materials are not available, what is available ought to be submitted with the application and fee. The rest of the materials should be submitted as soon as possible.

Graduate Studies accepts as *official* all transcripts submitted in sealed envelopes, stamped and verified by the issuing institution or transcripts sent directly from another college or university. The applicant must ask the appropriate testing service to send the test results directly to Graduate Studies. The process of providing all necessary records may take two months or longer.

Portfolios, letters of recommendation, and statements of goals should be sent directly to the academic unit.

## Application fee

Each application for entry to ASU West graduate programs must be accompanied by a nonrefundable application fee. The fee is

\$45 to apply for admission to a degree program and \$15 to apply for nondegree studies. A student who pays the \$45 application fee may apply within one year to more than one degree program at ASU West.

Students currently enrolled in any ASU West graduate degree program need not pay a fee to change from one program to another. Former or present ASU nondegree students applying to a degree program must pay the \$45 application fee. ASU West nondegree or degree students who have not been enrolled at ASU West for one or more semesters must apply to reenter the university in their previous degree or nondegree status. Reentry applications must be accompanied by a non-refundable \$15 application fee. The reentry fee is waived for students who were enrolled in Graduate Studies within the last two semesters and session (fall, spring, or summer) before the one for which they seek re-entry.

Applicants not accepted into the degree program to which they apply, can, within one year of the time the application fee was paid, apply to another degree program or apply to be a nondegree student without paying an additional application fee.

ASU faculty, staff, or dependents who are eligible for reduced tuition rates are granted waivers of the application fee.

## International applicants

Applicants who will attend the university while holding F-1 or J-1 visas must meet the regulations of the Immigration and Naturalization Services in addition to the requirements of Graduate Studies and the degree programs to which they apply.



Among the additional materials required of international students are scores from English language examinations. All applicants whose native language is not English must submit a score from the Test of English as a Foreign Language (TOEFL). All international applicants who do not speak English as a primary language and who wish to apply for teaching assistantships must pass an examination that certifies their skill in speaking English—either the Test of Spoken English (TSE), which may be taken in the student’s home country, or the SPEAK test, which is administered at ASU Main Testing Services. Some degree programs also require TSE or SPEAK scores of all applicants whose native language is not English. For specific information about TSE requirements, contact directly the head of the academic unit.

As required by the U.S. Immigration and Naturalization Service, international applicants must also verify that they have the financial resources to cover their expenses during graduate study at ASU West. Graduate Studies provides the Financial Guarantee form to international applicants, who then must see that the form with a verification from a bank or sponsoring organization is completed and returned to Graduate Studies. The I-20 or the IAP66 (documents needed to obtain a student visa) are issued only after the completed, properly verified Financial Guarantee form has arrived. International students may enroll at ASU West only if they have been admitted to a degree program, a certificate program, or the postbaccalaureate teacher education program. They must meet all appropriate immigration standards and requirements.

Applications are processed when they are received. However, international applicants should submit all materials in December or January in order to begin study the following

fall semester and in August or September in order to begin study the following spring semester. An application fee of \$45 (in U.S. funds) must accompany the formal application, which otherwise is not evaluated. (See page 104, “Application Fee,” in this catalog regarding multiple applications and other matters relating to the application fee.)

All F-1 or J-1 visa students must have insurance coverage against illness and accident before being permitted to register. Insurance must be maintained throughout the student’s enrollment in the university and may be obtained at the time of registration.

**International applications.** International applicants should submit the following *in one envelope* (clearly labeled “application”) to:

Graduate Studies  
Arizona State University West  
P.O. Box 37100  
Phoenix, AZ 85069-7100

1. application ([www.west.asu.edu/graduate](http://www.west.asu.edu/graduate));
  2. application fee;
  3. two copies of all college and university academic records;
  4. translation of all college and university academic records;
- All records must be in English. If the registrar of your institution does not issue records in English, original language records must be submitted with translations. Translations must be literal, complete versions of original records. Documents must be translated by a university or government official, not the applicant.*
5. TOEFL score;
  6. appropriate test score report (e.g., GRE, GMAT); and
  7. Financial Guarantee form. (This item may be submitted at a later time.)

## Application deadlines

Graduate Studies does not have deadlines. Applications are processed as they are received. However, many academic units have specific and early deadlines. Applicants are urged to contact the academic units regarding deadlines.

## Application procedures

When Graduate Studies has a complete file (the application, Domicile Affidavit, application fee, transcripts, and applicable national admissions test scores) for an applicant, one copy is forwarded to the academic unit. The second copy becomes part of the applicant's permanent record. Academic units review the file and the supporting materials (such as applicable test scores, portfolios, and letters of recommendation) and, following admission policies established by Graduate Studies and the faculty of the academic unit, make a recommendation (regular admission, regular admission with deficiencies, provisional admission, or denial) to Graduate Studies. All recommendations are reviewed and approved by admissions officers in the Graduate Studies Office. If there are questions about the likelihood of a student succeeding in the designated program, Graduate Studies admissions officers communicate with the academic unit, perhaps agreeing on a provisional admission or arranging for the student in question to have a special faculty advisor or an advanced graduate student assigned as a mentor. Other times they may suggest that the student take some preliminary courses as a nondegree student. International students, however, may enroll at ASU West only if they have been admitted to a degree program and therefore may not pursue nondegree studies. They must meet all appropriate immigration standards and requirements.

Academic units, which must indicate their willingness to admit applicants, frequently set higher standards than those established by Graduate Studies. Denial decisions may be based on the limitations of program resources as well as on the relative qualifications of those competing for admission in a particular semester.

## Notice of admission decisions

Only the associate vice provost for academic programs and graduate studies can make formal offers of admission. The Office of Graduate Studies notifies all applicants in writing of the admission decision.

All documents received by the university in connection with an application for admission become the property of ASU West. If the applicant does not enroll in the university within one year, the admission documents may be destroyed.

The date (month/day/year) on the Graduate Studies' letter of admission is the actual date of admission. If the student is enrolled in courses on the admission date, those courses—if applicable—may be considered part of a program of study. Courses taken the semester before this date are nondegree hours.

## Readmission to Graduate Studies

Any former graduate student who has not been in attendance at the university for one or more semesters must submit an application for reinstatement to Graduate Studies. The application should be submitted at least one month before the beginning of the semester in which the student plans to reenter. For details on reentry and other matters relating to the application fee, see page 98 of this catalog.

## Admission classifications

**Regular admission.** Applicants who fulfill all requirements for admission and are acceptable to both the academic unit and Graduate Studies are granted regular admission.

**Regular admission with deficiencies.** A student whose grades and test scores are at an acceptable level but who does not have the undergraduate background expected by the academic unit and the university may be assigned deficiency courses. The letter of admission specifies the deficiencies that must be completed before the student is awarded a graduate degree. Deficiency courses are taken in addition to those normally required for a degree.

**Provisional admission.** A student who does not meet minimum academic standards but has counterbalancing evidence to suggest the potential for success may be admitted on a provisional basis. Provisional admission provides an academic unit with more evidence on which to base its decision. Normally the academic unit reviews the student's status following completion of 12 semester hours of approved graduate study. At that time, the academic unit recommends to Graduate Studies a change in status to either regular admission or withdrawal from the program. When students have completed their provisional requirements, they should check with their advisors to make sure that the change of

status has been recommended. A provisional student may also be assigned deficiencies.

**Nondegree admission.** A student not interested in earning a degree or not yet ready to apply to a particular degree program may enroll as a nondegree student. The application process is streamlined, does not require submission of transcripts or test scores, and can be completed during a single visit to the Admissions and Records office or the Office of Graduate Studies. This process may also be completed by mail.

A maximum of nine hours taken at ASU West while in this category may be applied toward a master's degree at ASU West if appropriate for the student's program of study. The six-year maximum time limit applies to nondegree semester hours appearing on a master's program of study, see page 116.

## Recognition of a degree

Recognition of a degree is acknowledgment that the program leading to the degree is equivalent to a program offered by ASU or is an acceptable program for the proposed graduate major at ASU. A student who enters a graduate degree program at ASU West is expected to have undergraduate educational experiences, including general education studies, that are appropriate for the program.

# Graduate Studies Policies and Procedures

## Change in graduate degree program

A change from one graduate degree program to another requires a new application to Graduate Studies. The usual admission procedures are followed. For details on matters relating to the application fee, see page 104 of this catalog.

## Determination of catalog requirements

*In determining graduation requirements, a student may use only one catalog.* A student graduates under the curriculum, course requirements, and regulations for graduation in effect at the time of admission to a graduate degree program at ASU West. A student may also choose to graduate under any subsequent catalog issued.

Some changes in policies and procedures affect all students regardless of the catalog used by the student. These policies and procedures may appear in the catalog or in other university publications.

## Registration

Graduate students, like all university students, register during the intervals indicated in the *ASU West Schedule of Classes*. Details regarding registration and course drop-add procedures are also provided in the current *ASU West Schedule of Classes*. Day and evening graduate classes, offered on or off campus, during the two regular semesters and the summer sessions, are considered part of the regular program.

## Audit enrollment

Graduate students may register as auditors in one or more courses; see the academic unit's graduate advisor for more information. The student must be registered properly and pay the fees for the course. An audited course is

counted in the student's maximum course load. It does not count for students who must take a minimum number of credits, e.g., graduate assistants or students receiving financial assistance. The mark of "X" is recorded for completion of an audited course, unless the instructor determines that the student's participation or attendance has been inadequate, in which case a "W" may be recorded.

## Summer sessions

Work taken during the summer sessions carries the same scholastic recognition as that taken during the regular semester. A complete schedule of offerings is available in the *ASU West Summer Sessions Schedule of Classes*, which may be obtained from the Admissions and Records office.

## Course load

The course load is determined by the student's advisor but is not to exceed 15 semester hours of credit during each of the two semesters, seven semester hours during each five-week summer session, or nine semester hours of credit during an eight-week summer session. An audited course is counted in the student's maximum load.

All graduate assistants and associates must enroll for a minimum of six semester hours during each semester (fall and spring) of their appointment. The six hours cannot include audit enrollment. Enrollment in continuing registration (595 or 695) does not fulfill the six-hour requirement. A half-time (50%) graduate assistant or associate working 20 clock hours per week may not register for more than 12 hours of course work each semester; a third-time (33%) assistant or associate for more than 13 hours; and a quar-

ter-time (25%) assistant or associate for more than 15 hours.

During the summer sessions, graduate assistants employed 25% time may enroll for a maximum of six semester hours during a five-week session or nine hours during the eight-week session; those employed 50% time may enroll for a maximum of five hours during a five-week session or seven hours during the eight-week session; and those employed 100% time may enroll for a maximum of three hours during a five-week session or four hours during the eight-week session.

All graduate students using university facilities or faculty time, must be registered for a minimum of one hour of credit, not audit, that appears on the program of study or is an appropriate graduate-level course.

**Summer course loads.** The maximum load for each five-week session is seven semester hours and nine semester hours for an eight-week session. The student registering for any combination of sessions may not exceed a total of 14 semester hours.

## Course withdrawal

During the first four weeks of a semester, a student may withdraw with a mark of “W.” From the fifth week to the end of the tenth week of a semester, a student may withdraw with a mark of “W” only from courses in which the instructor certifies the student is passing at the time of withdrawal.

Failure to withdraw officially from a course results in a grade of “E,” which is used in the computation of the GPA. *The ASU West Schedule of Classes* lists the procedures for withdrawal.

An instructor may withdraw a student from a class with a mark of “W” or a grade of “E” for disruptive classroom behavior. A student may appeal an instructor-initiated withdrawal

to the standards committee of the unit in which the course is offered. The decision of the committee is final.

## Withdrawal from the university

A graduate student who does not enroll for three calendar years is considered withdrawn and must reapply for admission to a degree program.

Students who find it necessary to withdraw from the university should obtain and complete an official withdrawal form from any registrar site. Until officially withdrawn, the student is registered in all courses and, at the end of the semester, receives grades appropriate for the performance in each course. A student who officially withdraws from the university during the first four weeks of a semester receives the mark of “W” in all courses registered. A student who officially withdraws from the university later than the fourth week receives a mark of “W” or “E,” depending upon the quality of work at the time of official withdrawal. No student is permitted to withdraw during or after the last two weeks of the semester (the last week of classes and final examination week).

## Academic integrity

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.

Violations of academic integrity include, but are not limited to, cheating, fabrication, tampering, plagiarism, or facilitating such activities.

The university academic integrity policies are available in the Graduate Studies Office.

## Misconduct in scholarly research and creative activities

Students are expected to maintain the highest standards of integrity and truthfulness in scholarly research and creative activities.

Misconduct in scholarly research and creative activities includes, but is not limited to, fabrication, falsification or misrepresentation of data, and plagiarism. Misconduct by any student may result in suspension or expulsion from the university and other sanctions as specified by the individual programs. Policies on misconduct are available in the Graduate Studies Office.

## Policies and procedures of the Graduate Studies Advisory Council Appeals Board (GSAB)

The purpose of the GSAB is to review written appeals of graduate students (or on occasion a faculty member may bring an appeal regarding a decision about a graduate student) made by a program, department, school, college, or by the Graduate Studies Office.

### Policy

**Grounds for appeal.** GSAB will respond to a request for an appeal on allegations of:

1. Unfair removal from a graduate degree program;
2. An adverse evaluation on an academic matter other than grades; or
3. An unfair procedure in part of the graduate program (e.g. comprehensive examinations).

GSAB will respond to a request for an appeal if it appears or is alleged that:

4. All other remedies open to the graduate student have been exhausted;
5. The graduate student was previously denied a fair hearing;
6. The decision being appealed is not supported by substantial evidence;
7. The sanction being imposed is beyond the authority of the personnel involved; or
8. The sanction or action is unduly severe or disproportionately harsh in comparison to like cases.

**Composition.** The GSAB consists of three members of the Graduate Studies Advisory Council, selected from the regular voting membership of the Council, and called together by the associate vice provost for academic programs and graduate studies only when an appeal is received. Appointments to GSAB shall not be longer than three academic years. A chairperson will be designated by the associate vice provost for academic programs and graduate studies. In specific cases, GSAB may ask the associate vice provost academic programs and graduate studies to appoint additional members from the faculty or a graduate student representative.

### GSAB meetings.

1. GSAB will meet when notified by the associate vice provost for academic programs and graduate studies that an appeal is pending.
2. Two-thirds of the committee will constitute a quorum.
3. A GSAB member must disqualify him/herself if a case involves a student in his/her immediate unit, or if the member has some direct connection to the appellant. Should this occur, the associate vice provost

for academic programs and graduate studies will replace the individual with a current or past Graduate Studies Advisory Council member.

4. A recording secretary will be appointed at the beginning of each meeting and detailed records will be kept of the deliberations. An audiotape may be made of the meetings.

**General jurisdiction.** GSAB has the authority to receive written appeals from graduate students on the review of any action or decision by any university faculty member, staff member, or administrator. However, any appeal must first be reviewed at the level of the academic unit from which the graduate student is making an appeal. GSAB has the right to decide not to hear an appeal, in which case the decision of the academic unit stands. GSAB may hear appeals on program dismissals, other academic issues or procedural issues, and will consider appeals referred by the associate vice provost for academic programs and graduate studies.

**Limitations.** The GSAB will not hear:

1. appeals of course grades;
2. appeals concerning academic dishonesty;
3. appeals for which the student has not fully used all other appeal and review processes;
4. appeals filed more than 30 calendar days after receiving notification of the action being appealed;
5. allegations of discrimination;
6. other appeals or grievances that are more appropriately heard by other university committees.

Note: Appeals are not heard during the summer.

### **Authority.**

1. GSAB may affirm, modify or set aside the decision being appealed, and recommend further actions as deemed appropriate.
2. GSAB may request additional evidence or testimony.
3. GSAB has final authority in procedural matters, and if all participants (including the appellant) agree, reasonable variations in procedures may be made.
4. GSAB makes a recommendation to the provost, whose decision is final.

### **Procedures**

**Filing an appeal.** Before an appeal is forwarded to GSAB, all preceding opportunities for resolving disputes must have been fully explored, beginning with the professor/staff member responsible, the department chair or other relevant supervisor, and the dean or equivalent administrator.

All appeals must be submitted in writing, according to the format described in the Graduate Appeals Petition (copy available from the Graduate Studies Office) and clearly specify the grounds for the appeal. The document must not exceed ten pages, including attachments.

The associate vice provost for academic programs and graduate studies will notify the appellee of the appeal, and request in writing, information relevant to the case. A fifteen working day time limit will be specified for the appellee to provide the information, from the date of notification.

All documents, including the appeal, the appellee's responses, lists of witnesses and other documentary evidence constitutes the written evidence in the case, and will be transmitted to all parties and GSAB members as soon as possible. GSAB may accept or reject any additional evidence provided during the course of the hearing.

**Initial review of appeals.**

1. Members of GSAB will be convened by the chair, to conduct an initial review of the appeal to determine whether the appeal is subject to dismissal, redirection to another university administrative process, redirection to mediation, or to be heard by GSAB. (If the appeal is deemed to be incomplete, GSAB members may ask the appellant to provide an amended appeal within a reasonable time.)
2. If an appeal is directed to mediation and that mediation fails, evidence emerging during the mediation process cannot be considered by GSAB during the hearing process, unless all parties agree to its consideration.

**Hearings.** All hearings shall be conducted in accordance with written rules of procedures adopted by GSAB and made available to all parties.

1. All written materials must be circulated to all parties at least two days prior to any scheduled hearing, and all parties have the opportunity for a written response to specific documents.
2. Parties to the appeal have the right to be present and to hear all statements made to GSAB.
3. Parties to the appeal have the right to present oral and written statements, and witnesses.
4. GSAB has the right to have an advisor present, call witnesses, or introduce information deemed relevant to the appeal.
5. Parties have the right to bring an advisor to the hearings, and must inform the chair that an advisor will be present at least

48 hours prior to the hearing. The advisors may advise the parties but cannot participate directly in the process and cannot address the GSAB.

6. GSAB may establish time limits for presentations.
7. Hearings normally are closed to the public, however, GSAB may consider a written request by the appellant to open the meetings. If it is agreed to hold open hearings, witnesses are excluded from the meeting until they have given evidence.
8. Parties may agree on a resolution at any point in the hearing process.
9. If the appeal involves more than one student, collective hearings may be held, at the discretion of the GSAB, however, individual findings and recommendations should be rendered.
10. The chair will preside and rule on matters of procedure, and has the right to dismiss any person from the hearing, should his/her conduct become disorderly.

**Findings, recommendations.** Upon completion of the hearings, GSAB will meet in closed session to deliberate recommendations. All issues presented in the appeal should be addressed. Recommendations should clearly state whether the appealed decision is affirmed, set aside, or modified, and what further actions if any, are needed. The chair will send written recommendations to the provost, via the associate vice provost for academic programs and graduate studies, and provide copies to all parties to the appeal, and members of GSAB.



# Graduate Studies Degree Requirements

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## Graduate advisement

Advising is much more than technical support; it is an integral part of graduate education. Students' programs of study are generally tailored to meet individual needs, and students should seek advice from faculty or advisors as they plan their course work, examinations, and other degree requirements.

## Student responsibility

It is the responsibility of the graduate student to know and observe all procedures and requirements of Graduate Studies as defined in the *ASU West Catalog* and the *ASU West Schedule of Classes*. Each student should also be informed about the requirements concerning the student's degree program and any special requirements within the academic unit.

## Admission to all master's degree programs

Students wishing to enroll in a master's program at ASU West are admitted according to the procedure described on pages 103-107 (see also specific program descriptions). Since graduate work presupposes adequate preparation in a selected field at the undergraduate level, deficiencies are specified at the time of admission by the academic unit involved.

## Transfer credit

Transfer of credit is the acceptance of credit from another institution for inclusion in a program of study leading to a degree awarded by ASU at the West campus. The number of hours transferred from other institutions may not exceed 20% of the total minimum semester hours required for a master's degree unless stated otherwise for a specific degree program.

Transfer credit taken before admission to a graduate degree program at ASU West is nondegree credit. Nondegree credit taken at ASU West combined with nondegree credit taken at another institution may not exceed nine hours on the master's program of study. The date (month/day/year) on the official letter of admission is the actual date of admission. If the student is enrolled in courses on the admission date, those courses-if applicable-may be considered part of a program of study. Courses taken the semester before this date are nondegree hours.

Transfer credits must be acceptable toward graduate degrees at the institution where the courses were completed. Certain types of graduate credits cannot be transferred to ASU West, including the following:

1. credits awarded by postsecondary institutions in the United States that lack candidate status or accreditation by a regional accrediting association;
2. credits awarded by postsecondary institutions for life experience;
3. credits awarded by postsecondary institutions for courses taken at noncollegiate institutions (e.g., government agencies, corporations, and industrial firms);
4. credits awarded by postsecondary institutions for noncredit courses, workshops, and seminars offered by other postsecondary institutions as part of continuing education programs; and
5. credits given for extension and correspondence courses.

Acceptable academic credits earned at other institutions that are based on a different unit of credit than the ones prescribed by the Arizona Board of Regents are subject to conversion before being transferred to ASU West.

Only resident graduate courses with an “A” or “B” grade may be transferred. A course with the grade of pass, credit, or satisfactory may not be transferred.

Official transcripts of any transfer credit to be used on a program of study must be sent directly to Graduate Studies from the office of the registrar at the institution where the credit was earned.

#### **Correspondence and extension courses.**

Correspondence and extension courses cannot be used to meet the requirements for a graduate degree.

### **Credit requirements**

A minimum of 30 semester hours of graduate work approved by a student’s advisor and Graduate Studies is required. More than 30 semester hours are required in certain programs.

### **Program of study**

Upon receiving regular admission status the student should contact appropriate faculty and/or academic advisors. Such advising contact helps students form a committee (when applicable) and create an official Program of Study. The student must complete and file a Program of Study before one-third of the semester hours required for the graduate degree program are completed. The Program of Study must be approved first by the faculty and/or academic advisor, then the director of the graduate studies program, and finally by the associate vice-provost for academic programs and graduate studies.

Courses appearing on an approved ASU West graduate degree Program of Study must be 500 or higher, except one 400 level course may be included on the Program of Study.

The faculty and/or academic advisor, the director of the graduate studies program, and

the associate vice-provost for academic programs and graduate studies must also approve changes to the Program of Study.

Forms for the submission of the Program of Study are available in the Graduate Studies Office (FAB S301) and on line at <http://www.west.asu.edu/gowest/forms/posforms.htm>.

Students who have not filed a Program of Study in compliance with the one-third rule will be prevented from further registration.

A student may not apply for the comprehensive or final examination until a Program of Study has been approved and any foreign language requirement completed.

### **Grading**

- A - Excellent (4.00)
- B - Good (3.00)
- C - Passing (2.00)
- D - No Graduate Credit (1.00)<sup>1</sup>
- E - Failure (0.00)<sup>1</sup>
- I - Incomplete
- W - Withdrawal<sup>2</sup>
- X - Audit
- Y - Satisfactory
- Z - Course in Progress<sup>3</sup>

<sup>1</sup> This grade cannot be applied toward a graduate degree but is included in the calculation of a GPA.

<sup>2</sup> This grade is given whenever a student officially withdraws from a class.

<sup>3</sup> This grade is usually given pending completion of courses such as practicum, research, applied project, solo performance, thesis, and dissertation (580, 680; 592, 692; 493, 593, 693; 596, 696; and 599). No grade for the course in progress appears on the transcript.

A grade of “P” (pass) in a 400 level course may not appear on a program of study. Grades of “D” and “E” cannot be used to meet the requirements for a graduate degree, although they are used to compute the GPAs. A student receiving a grade of “D” or “E” must repeat the course in a regularly scheduled (not an individualized instruction) 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 GPAs. Grades

on transfer work or ASU law credit are not included in computing GPAs.

Graduate course work (500 and 600 level courses) reported as an “I” (incomplete) must be completed within one calendar year. At the time the “I” grade is given, the student must complete a “Request for Grade of Incomplete” form. The form first serves as a record of the “I” grade and the work required to complete it. When the student has completed the work, the form then serves as a change-of-grade authorization.

If the work specified on the form is not completed within one calendar year, the “I” grade (500 and 600 level courses) becomes part of the student’s permanent transcript. The student is not allowed to complete the course work as specified on the “Incomplete” form. The student may, however, repeat the course after the “I” has become permanent, by reregistering, paying fees, and fulfilling all course requirements. The grade for the repeated course appears on the transcript but does not replace the permanent “I.”

**Repeating ASU West courses.** Graduate students (degree or nondegree) may retake any courses at any level at ASU West, but all grades remain on the student transcript as well as in GPA calculations.

## Standards and retention

To be eligible for a degree, a student must achieve two GPAs of “B” (3.00) or better. The first GPA is based on all courses numbered 500 or higher that appear on the transcript. (Courses noted as deficiencies in the original letter of admission are not included.) The second GPA is based on all courses that appear on the program of study.

The designation of academic recognition (*summa cum laude*, *magna cum laude*, and *cum laude*) is reserved for undergraduates. Graduate Studies does not use these academic distinctions.

Academic excellence is expected of students doing graduate work. Upon recommendation from the head of the academic unit, the associate vice provost for academic programs and graduate studies can withdraw a student who is not progressing satisfactorily.

## Graduate credit courses

Courses at the 500 and 600 levels are graduate credit courses. Courses at the 400 level apply to graduate degree requirements when appearing on an approved program of study. However, 400 level courses are not graduate courses by definition and cannot be certified as such for purposes of employment or transferring to other institutions.

### Reserving of course credit by undergraduates.

Seniors at ASU West within 12 semester hours of graduation may enroll in a 400 level or graduate course and reserve the credit for possible use in a future graduate program. The course cannot be used to meet a baccalaureate graduation requirement. Before registration in the class, the student must submit a Graduate Studies Petition form requesting credit reservation; the form must be signed by the student’s advisor, the head of the academic unit offering the class, and the associate vice provost for academic programs and graduate studies.

Permission to reserve a course does not guarantee admission to a graduate degree program or that the course may be used toward graduate degree requirements. A maximum of nine hours of credit may be reserved, and only courses with an “A” or “B” grade are applicable. Reserved credit earned before admission to a graduate degree program is classified as nondegree credit. The maximum course load for a student enrolled in a reserved course is 15 semester hours during a regular semester and six hours during a summer session.

## College of Law credit

Graduate Studies accepts a numerical grade of 70 or above for courses taken in the College of Law at ASU as part of an approved program of study for a master's degree program. These grades are not used in the two GPAs calculated for graduation: the courses on the program of study and all courses numbered 500 and above.

A maximum of six semester hours taken in the College of Law may be included in a 30-hour program of study for a master's degree. For a 36-45 hour program, the number of hours is limited to a maximum of nine semester hours of course work in the College of Law.

## Comprehensive examinations

A comprehensive examination, written, oral, or both, administered by the academic unit, is required in all professional master's programs that do not have a thesis or equivalent requirement. A comprehensive examination is optional in other programs. Students are not eligible to apply for the comprehensives equivalent until they have been regularly admitted, have filed an approved program of study, removed any deficiencies, and fulfilled any foreign language requirements. Students are required to register for at least one hour of credit that appears on the program of study or one hour of appropriate graduate-level credit (such as Continuing Registration 595 or 695) during the semester or summer session in which they take their comprehensive examinations. Failure in the comprehensive examination is considered final unless the graduate academic advisor and the head of the academic unit recommend, and the associate vice provost for academic programs and graduate studies approves, a re-examination. Only one re-examination is permitted. A re-examination may be administered no sooner than three months and no later than one year from the date of the original examination.

## Graduation

The student is eligible for graduation when all course work is successfully completed, the Graduate Studies scholarship requirements have been met, any required comprehensive examinations have been passed, and have been approved by the graduate academic advisor and accepted by the head of the academic unit and the associate vice provost for academic programs and graduate studies.

**Application for graduation.** Students should apply for graduation no later than the date specified in the "University Calendar," see pages 3-4. All fees are payable at that time. Students applying for graduation after the deadline are required to pay a late fee. At the end of the semester in which they apply for graduation, students are officially notified of any requirements for their degree that they have not yet completed. Students who do not complete all degree requirements by their anticipated graduation date are required to pay a refiling fee.

## Maximum time limit

Unless stated otherwise for a specific degree program, all work offered toward a master's degree must be completed within six consecutive years. The six years begin with the first course included on a student's approved program of study. For example, if the first course listed was taken fall semester 1998, the student must complete all requirements by August 2004. The six-year maximum time limit applies to nondegree transferred semester hours appearing on a program of study.

## Withdrawal policy

A master's degree student who does not enroll for three calendar years is considered withdrawn and must reapply for admission to a degree program.

## **Programs leading to two master's degrees**

A student may pursue concurrent master's degrees or a second master's degree provided that a maximum of one-sixth of the minimum total semester hours required for the completion of both degrees is common to the two programs of study. The total number of hours common to both degree programs may vary from this maximum value only when the Graduate Studies Advisory Council (GSAC) has formally approved coordinated degree programs.

In all cases these guidelines must be followed:

1. course work common to both programs must constitute a well-planned and meaningful part of each of the programs;
2. the course work common to both programs may not include Thesis (599) or Research (592) credits leading to the thesis or equivalent in either degree program;
3. graduate credit transferred from another institution may be applied toward only one degree program; and
4. when the two degree programs are pursued at the same time, they must have the approval of the heads of both academic units involved.

## **Graduate Assistantships, Scholarships, and Loans**

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### **Application procedure**

Since it is necessary for all applicants to be admitted to degree programs before awards are made, students should apply for admission through Graduate Studies at the same time they apply for financial assistance.

### **Definitions**

The following definitions are provided to assist in interpreting awards. "Resident tuition" refers to the fee charged to all students who register for classes at ASU West. "Nonresident tuition" refers to additional charges assessed to nonresidents.

### **Graduate assistantships and associateships**

Appointments as graduate assistants and associates are available in most academic units offering graduate work to students admitted with regular status. Students who have completed a master's degree or the equivalent may be considered for graduate associateships when available.

A number of academic units administer assistantships under research programs sponsored and supported by government, industry, and foundations. Inquiries concerning requirements and deadlines as well as applications should be sent to the head of the appropriate academic unit.

Nonresident tuition is waived (but not the resident tuition) for all graduate assistants and associates working 25% or more time if their first working day occurs before the end of the first five days of instruction during the semester in question.

Course load requirements for graduate assistants and associates are detailed on pages 108-109.

### **Assistantships, associateships, and commercial services**

All graduate students who are hired for class/course support or who hold assistantships or associateships *for a specific course*—including teaching assistants, research assistants, and graduate assistants—may not take or provide notes for *that* course to commercial notetaking services or students. An exception may be made by the course instructor(s) on a case-by-case basis as an authorized support service for a disabled student. This policy covers all commercial activities (e.g., notetaking and paid review sessions) that might be associated with a course for which the assistant/associate has assigned responsibilities.

### **Scholarships**

#### **Regents Graduate Academic Scholarships.**

Regents Graduate Academic Scholarships are available on a competitive basis to graduate students with outstanding academic records. This scholarship covers the *resident tuition only (not nonresident tuition)* and is granted for the academic year or one semester only (not including summer sessions). Applicants must be regularly admitted to a graduate degree program; continuing students must also be in good standing (3.00 postbaccalaureate GPA at ASU). A graduate student may be nominated for this scholarship by the head of the student's academic unit. Application forms and further information may be obtained

from each academic unit. Forms are also available from the Graduate Studies Office. Applications should be completed and returned to the academic unit. Graduate Studies does not accept direct applications. Applicants must meet deadlines established by the academic units and Graduate Studies.

**Regents Graduate Tuition Scholarships.** Regents Graduate Tuition Scholarships are available on a competitive basis to nonresident graduate students with outstanding academic records. This scholarship covers *nonresident tuition only (not the resident tuition)* and is granted for the academic year or one semester only (not including summer sessions). Applicants must be regularly admitted to a graduate degree program; continuing students must also be in good standing (3.00 postbaccalaureate GPA at ASU). Application forms and further information may be obtained from each academic unit. Forms are also available from Graduate Studies. Applications should be completed and returned to the academic unit. Graduate Studies does not accept direct applications. Applicants must meet deadlines established by their academic unit and Graduate Studies.

**Sponsored Scholarships.** The scholarships listed below are offered through the Graduate College at ASU Main.

#### **Herman E. DeMund Memorial Scholarship.**

One \$2,000 scholarship is awarded annually to a deserving graduate student at ASU. Students who are regularly admitted to a graduate degree program are eligible to be nominated for this award. Nominations are made by the heads of the individual academic units to the Graduate College and the recipient is chosen from these nominees. The selection for this award is made on the basis of scholastic ability.

The deadline for the submission of nominations is announced by the Graduate College.

**Other forms of scholarship support.** Students are encouraged to contact the academic unit in which they intend to study to determine if other sources of support are available.

The Graduate College publishes *GradNews*, a newsletter listing current grant and scholarship information. The college also maintains a file and some reference books and posts announcements of national and regional scholarships for which students may be eligible. Announcements are available for review in Center Lobby, Wilson Hall, ASU Main. Funding source information is available on reserve at Hayden Library.

## **Loans**

Loans are available to students enrolled in graduate programs to meet reasonable educational expenses. Inquiries should be directed to Financial Aid Services, University Center Building 120, (602) 543-8178.

# College of Arts and Sciences



- 121** *Purpose*
- 121** *Baccalaureate degree programs*
- 123** *Department of American Studies*
- 123** *American Studies*
- 125** *English*
- 127** *Certificate in Writing*
- 128** *History*
- 130** *Spanish*
- 132** *Department of Integrative Studies*
- 135** *Department of Interdisciplinary Arts and Performance*
- 140** *Department of Life Sciences*
- 144** *Department of Social and Behavioral Sciences*
- 144** *Social and Behavioral Sciences*
- 146** *Political Science*
- 148** *Psychology*
- 149** *Sociology*
- 152** *Interdisciplinary Organizational Studies Minor*
- 153** *Women's Studies Program*
- 155** *Ethnic Studies Program*
- 156** *Religious Studies Minor*
- 156** *Master of Arts Degree in Interdisciplinary Studies*
- 158** *Division of Collaborative Programs*
- 158** *Applied Science Program (B.A.S.)*
- 161** *Arts and Sciences course descriptions*

**Dean:**

Emily F. Cutrer, Ph.D.

**Location:**

FAB N201  
(602) 543-6000

**College website:**

[www.west.asu.edu/coas/](http://www.west.asu.edu/coas/)

**Professors:**

E. Cutrer, T. Cutrer, Dennis, Graves, Irvin, Keil, Kirby, Lerman, Levy, Maimon, McGovern, Mueller, Nájuez, Pough, Stage, Sullivan

**Associate Professors:**

Anokye, Ávalos, Bredbenner, Broaddus, Cárdenas, Collins-Chobanian, Cuádriz, Deutch, Elenes, Gilkeson, Gonzales, Gutierrez, Hattenhauer, Koptiuch, Lentz, Mengesha, Miller, Moulton, Murphy Erfani, Pambuccian, Pulido, Sabatini, Stryker, Taylor, Vaughan, Wertheimer

**Assistant Professors:**

Anastasi, Burleson, Cabrera, Carter, Champion, Chavez, Shaffer, Simmons, Toth, Ukpanah

**Visiting Assistant Professor:**

Hewitt

**Academic Professionals:**

Kennedy, Lash, Medville, St. Clair

**Senior Lecturers:**

Aleshire, Hay, Luken, Schmidtke, Wosinska

**Lecturers:**

Ackroyd, Corley, Inman, Persau, Raiser, Sweat, Vakiladeh, Wilson



## Purpose

The College of Arts and Sciences offers academic programs that prepare students to take their place as active participants in a rapidly changing social, political, and natural environment. These programs seek to provide students with the following:

1. the skills necessary for independent thinking and effective expression;
2. an understanding and appreciation of diverse cultures both past and present;
3. a sensitivity to the aesthetic dimensions of human endeavor and the natural environment; and
4. an appreciation and understanding of scientific perspectives and methods as tools for understanding nature and society.

The College of Arts and Sciences is organized into six interdisciplinary departments—American Studies, Integrative Studies, Interdisciplinary Arts and Performance, Life Sciences, Social and Behavioral Sciences, and Women’s Studies. The faculties of each of these departments contribute both interdisciplinary and disciplinary courses to the general education and major programs of all ASU West students.

The College of Arts and Sciences offers the following degree programs:

- B.A. American Studies
- B.A. English
- B.A. History
- B.A. Integrative Studies
- B.A. Interdisciplinary Arts and Performance
- B.S. Life Sciences
- B.A., B.S. Political Science
- B.A., B.S. Psychology
- B.A., B.S. Social and Behavioral Sciences
- B.A., B.S. Sociology
- B.A. Spanish
- B.A., B.S. Women’s Studies
- B.A.S. Applied Science
- M.A. Interdisciplinary Studies

The College of Arts and Sciences offers certificates in Ethnic Studies, Film and Video Studies, Writing, and Women’s Studies. Students may also acquire minors in eighteen areas.

The Division of Collaborative Programs is an organizational unit within Arts and Sciences that is comprised of the Applied Science Program (B.A.S.), the First-Year Advising Center, the University-College Center, and the West Campus Advising Center.

## Bachelor of Arts and Bachelor of Science degree programs

### Admission

Any student who is admitted to the university and who wishes to major in an interdisciplinary or disciplinary field offered by the College of Arts and Sciences is admitted to the degree program.

### Degree requirements

All candidates for graduation in the B.A. and B.S. degree curricula are required to present at least 120 semester hours, of which at least 50 hours must consist of upper division courses. A minimum cumulative GPA of 2.00 is required for graduation.

In cooperation with their college and faculty advisors, students file a Declaration of Graduation in accordance with the degree requirements. It is the students’ responsibility to be aware of the requirements for their degree program and to select courses accordingly.

To graduate, a student must satisfy separate requirements of three kinds:

1. college proficiency requirements for Language and Cultures and Mathematics;
2. university First-Year Composition and General Studies requirements; and
3. major requirements which involve concentrated course work in one program.

**Proficiency requirements.** Each student is required to demonstrate proficiency in the analysis of language and cultures and mathematics by passing an examination or by completing the courses specified below with a grade of “C” or better in each course.

Students considering graduate work after completion of a bachelor’s degree should consult with faculty advisors regarding language requirements in their intended areas of study.

#### **A. Language and Cultures**

This requirement may be satisfied through one of the following:

1. completion of secondary education at a school in which the language of instruction is not English; or
2. completion of a language course at the intermediate level (202 or equivalent), including American Sign Language IV; or
3. completion of upper division course(s) taught in a foreign language, taken in the United States or the relevant country; or
4. completion of six hours of upper division courses that have a Global Awareness (G) or Cultural Diversity in the U.S. (C) designation, in addition to the courses used to meet the University General Studies requirements; or
5. completion of two sequential semesters of course work in a current computer language. Contact the college Advising Office for information on applicable coursework.

#### **B. Mathematics**

1. MAT 114 or 117; or
2. any higher level MAT course.

**Major requirements.** Each student is required to select a major from among the programs offered by the College of Arts and Sciences. The requirements for completion of the major are described under department listings.

A. The major program may require up to 45 semester hours of course work. The minimum is 30 hours. A maximum of 18 additional hours may be required in related courses and prerequisites. No more than 63 semester hours of course work may be required to complete the major, related courses, and prerequisites. A minimum of 12 upper division hours in the major must be taken in campus resident credit.

B. No credit is granted toward fulfilling major or minor requirements in any upper division course in the subject field of the major unless the grade in that course is at least a “C.” Normally a “Y” (satisfactory) grade needs confirmation that it is equivalent to a “C” or better.

**General electives.** Once the three kinds of requirements have been satisfied, the remainder of the minimum of 120 hours required for graduation are general electives. Contact college advisors for assistance in selecting elective courses.

The Department of American Studies faculty offers an interdisciplinary Bachelor of Arts degree program in American Studies, Bachelor of Arts degree programs in English,

History, and Spanish, and courses in other disciplines represented in the program, such as Religious Studies and Art History.

## *Bachelor of Arts Degree in American Studies*

### **Nature of program**

The Bachelor of Arts in American Studies enables students to look at the experiences of North Americans and their environment from a variety of historical and contemporary perspectives. Courses are grouped into four emphases:

**American systems**, which deals with political, economic, religious, and legal institutions;

**American cultures**, which concentrates on systems of belief and their symbolic expression in literature, art, philosophy, and regional and popular cultures;

**American lives**, which explores the ways in which categories of race, ethnicity, class, and gender intersect with individual and community experience; and

**Writing**, which stresses critical writing skills and helps train students to undertake careers in which writing is a major activity.

American Studies offers a flexible, interdisciplinary degree program that allows students to take courses in a number of areas. Students who have interests in American history, society, literature, or art, for example, but prefer not to major in a single discipline, such as English or History,

are ideal candidates for the program. All students complete a core of American Studies courses (12 hours) that provides them with an overview of American history and society and introduces them to interdisciplinary study. In addition, each student designs, with the approval of the American Studies faculty advisor, a program of focused course work (21 hours) tailored to the student's interests and career goals. Students may choose to emphasize a particular area in American Studies, for example, or select other courses to develop a program focusing on a particular topic, such as the American West, the twentieth century, or American multi-culturalism. Of the focused course work, at least four courses (12 hours) must be at the upper division.

Students conclude the program with an exit project, developed with an individual faculty member, and approved by the faculty advisor. Exit projects may take a variety of forms; they can include internships, theses, or some similar kind of creative project. The purpose of the exit project is to help students to integrate the knowledge and skills that they have gained in the program. It also provides students with a means of exploring career interests before graduation.

## Career outlook

The B.A. in American Studies teaches students to think and write critically, to conduct research, and to appreciate the changing and diverse nature of American life. American Studies graduates accordingly are well-equipped to embark on a wide variety of careers in government, education, business, museum and foundation work, law, journalism and other forms of professional writing, and in other areas where these capabilities are highly valued and sought. The program also serves as excellent preparation for law school and for graduate programs in fields such as American Studies, English, Journalism, History, and Art History. Most importantly, American Studies, by virtue of its interdisciplinary approach to the study of American cultures, systems, and lives, provides a rounded perspective, a chance to see issues and problems from a variety of angles. As such, it is ideally suited to careers in which research, analysis and planning play a central role.

## Major requirements

A minimum of 36 semester hours (27 upper division) with a grade of “C” or better is required for the Bachelor of Arts in American Studies.

	Semester Hours
<b>Core courses</b>	12
AMS 301 Introduction to American Studies (L)	
AMS 310 American Systems (L, C, H) <i>and</i>	
AMS 311 American Systems (H) <i>or</i>	
AMS 320 American Cultures (SB, H) <i>and</i>	
AMS 321 American Cultures (SB, H)	
AMS 330 Introduction to American Lives (HU)	
<b>Focused course work</b>	21
Working with the American Studies faculty advisor, students will designate appropriate lower division course work (if applicable) and select upper division course work to develop a coherent program or topic of study. The focused course work may be in a single American Studies area, or it may be spread across the areas of emphasis. Twelve hours must be upper division.	
<b>Exit project</b>	3
Thesis, internship, or research designed in consultation with a faculty advisor.	
<b>Total</b>	<u>36</u>

## Minor in American Studies

The Minor in American Studies offers students the opportunity to pursue an interest in the interdisciplinary study of American Culture. This interdisciplinary minor is particularly appropriate for students majoring in one of the humanities or social sciences disciplines.

The minor consists of 18 semester hours, 12 of which must be upper division hours.

	Semester Hours
<b>Core courses</b>	12
AMS 301 Introduction to American Studies	
AMS 310, 311 American Systems <i>or</i>	
AMS 320, 321 American Cultures	
AMS 330 Introduction to American Lives	
<b>Supporting courses</b>	6
Courses must be with substantial American content and must be approved by the American Studies faculty advisor.	
<b>Total</b>	<u>18</u>

## Bachelor of Arts Degree in English

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### Nature of program

As part of the Department of American Studies, the English curriculum emphasizes the study of texts in contexts. Students study not only the forms of writing but also the history of those forms as well as read and analyze literature from a broad range of periods and genres. Students will learn to produce good expository prose.

The major allows students to emphasize particular genres, periods, regions, and themes through a mix of requirements and electives. Students determine appropriate programs of study in consultation with faculty advisors. Thus, each student is assured the general background that academia and business often require.

### Career outlook

The English curriculum prepares students for graduate and professional training (including law, business, teaching, and public policy) and because of its breadth and emphasis on the communication of ideas serves as an excellent point of departure for careers in marketing, public relations, government, diplomacy, and community work.

### Major requirements

The program requires 45 semester hours in English, at least 24 of which must be in upper division courses. A grade of “C” or better is required in all courses taken for the major.

	Semester Hours
<b>Lower division courses required</b>	12
ENG 221, 222 Survey of English Literature (HU, H)	
ENG 241, 242 American Literature (HU)	
<b>Upper division courses required</b>	15
ENG 311 Persuasive Writing (L)	
ENG 323 Rhetoric and Grammar (L)	
ENG 400 History of Literary Criticism (HU)	
ENG 473 Shakespeare	
Three semester hours in AMS or ENG upper division course work in literature of gender or ethnicity as approved by advisor	
<b>Other requirements</b>	
English electives (select in consultation with a faculty advisor)	18
<b>Total</b>	<u>45</u>

## Minor in English

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The Minor in English requires 21 semester hours in English, at least nine of which must be in upper division courses.

	Semester Hours
<b>Lower division courses required</b>	12
ENG 221, 222 Survey of English Literature	
ENG 241, 242 American Literature	
<b>Upper division courses required</b>	9
ENG 311 Persuasive Writing	
ENG 323 Rhetoric and Grammar	
ENG 473 Shakespeare	
<b>Total</b>	<u>21</u>

### English specialization

The requirements for the Bachelor of Arts in Secondary Education with a specialization in English consist of the Professional Teacher Preparation Program for secondary majors (see the “College of Education” section of this catalog) and 42 semester hours in English, at least 24 of which must be in upper division courses. The English major for teachers focuses on the skills, authors, periods, genres, regions, and themes that Arizona high schools teach most: writing, Shakespeare, British and American classics, major recent texts, ethnicity, and gender. Students determine appropriate programs of study in consultation with faculty advisors. A grade of “C” or better is required in all courses taken for the major.

	Semester Hours
<b>Lower division courses required</b>	12
ENG 221, 222 Survey of English Literature	
ENG 241, 242 American Literature	
<b>Upper division courses required</b>	12
ENG 311 Persuasive Writing	
ENG 323 Rhetoric and Grammar	
ENG 473 Shakespeare	
One course in the literature of ethnicity or gender as approved by advisor	
<b>Other requirements</b>	
English electives (select in consultation with a faculty advisor)	18
<b>Total</b>	42

### English minor

The program requires 21 semester hours in English, at least 12 of which must be in upper division courses. The minor focuses on material most frequently taught in Arizona high schools.

	Semester Hours
<b>Lower division courses required</b>	9
1. Select one course from the following:	
ENG 221 Survey of English Literature	
ENG 241 American Literature	
2. ENG 222 Survey of English Literature	
3. ENG 242 American Literature	
<b>Upper division courses required</b>	12
1. ENG 311 Persuasive Writing	
2. ENG 323 Rhetoric and Grammar	
3. ENG 473 Shakespeare	
4. One course in the literature of ethnicity <i>or</i> one course in the literature of gender as approved by a faculty advisor	
<b>Total</b>	21

## Nature of program

The Department of American Studies offers a non-fiction writing certificate program for students enrolled in any college at Arizona State University. Comprised of 19 semester hours, the program offers students flexibility in choosing among writing courses, classes by working professionals, internships, and major professional projects. In addition, students may fill up to 9 semester hours of the certificate's requirements with courses relevant to their major course of study. Students will learn and practice writing in the various styles and genres; learn computer technology relevant to writing, public relations, and both conventional and web publishing; learn theory and pedagogical applications for classroom practices; and learn about local and national markets for publishing their work.

## Career outlook

Certification of advanced writing skills opens the way to a vast array of opportunities, from journalism and publishing to public advocacy, military and government careers, elementary and secondary education, business management, economic development, the law, and high-tech industry. Ability to communicate clearly and directly is a key to career advancement in all aspects of business, government, and community service. Students may assemble concentrations of courses in journalism, public relations, web publishing, and teaching writing.

## Admission Requirements

To gain admission to the Writing Certificate Program, students must demonstrate fundamental writing skills by submitting a portfolio of writing from lower division courses or

independent writing projects. An entry interview completes the admission process.

## Program requirements

The Writing Certificate program consists of a minimum of 19 semester hours of writing intensive course work, of which at least 12 semester hours must be upper division. A one semester hour Exit Portfolio is the only required course. A grade of "C" or better is required for course work taken to fulfill program requirements with the exception of the Exit Portfolio, which is graded on a satisfactory/fail basis.

**Selected courses (18 semester hours)** With the approval of the Writing Program director, students will select courses from the following categories:

**Internship** with a company, agency, or publication related to the student's planned career field

AMS 484 Internship (1-3)

**Capstone project** in the student's major, especially recommended if an internship is not completed

AMS 498 Proseminar: Writing Certificate Capstone Project (1-3)

**Electives** consisting of writing intensive courses in the program's home department

AMS/ENG 219 Newspaper Production (3) (L)  
AMS 301 Introduction to American Studies (3) (L)  
AMS 342 Writing about American Culture (3)  
AMS 344 Creative Writing (3)  
AMS 345 Reporting (3)  
AMS 346 Editing (3)  
AMS 351 Technical Writing (3)  
ENG 210 Introduction to Creative Writing (3)  
ENG 311 Persuasive Writing (3) (L)  
ENG 315 Writing for the Professions (3) (L)  
ENG 316 Writing and Arguing Politics (3) (L)  
ENG 323 Rhetoric and Grammar (3) (L)  
ENG 412 Writing for Publication (3)

**Short courses** taught by working professionals in a one semester hour format

AMS 494 ST: Freelance Photography (1)  
 AMS 494 ST: Writing Historical Fiction (1)  
 AMS/ENG 394 ST: Comedy Writing (1)  
 AMS/ENG 394 ST: Desktop Publishing (1)  
 AMS/ENG 494 ST: HTML Creating a Web Page (1)  
 AMS/ENG 494 ST: Layout and Design (1)  
 AMS/ENG 394 ST: Magazine Publication (1)  
 AMS/ENG 394 ST: Scriptwriting (1)  
 AMS/ENG 494 ST: Selling Your Writing (1)

**Other approved courses** in the student's major or field of interest (0-9)

Writing-intensive courses in Communication Studies and Interdisciplinary Arts and Performance articulate well with the Writing

Certificate program. Potential electives from those programs include:

#### Communication Studies courses

COM 320 Communication and Consumerism (3) (SB)  
 COM 329 Persuasion (3)  
 COM 353 Professional Communication (3)  
 COM 414 Crisis Communication (3)  
 COM 484 Internship (1-3)

#### Interdisciplinary Arts and Performance courses

IAP 334 Writing/Performance Seminar (3)  
 IAP 351 Concept, Image, and Text (3)  
 IAP 361 Digital Editing and Media Literacy (3) (CS)  
 IAP 465 Media Technologies and the Arts (3)  
 IAP 494 ST: Creating a Web Page (1)

## *Bachelor of Arts Degree in History*

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### Nature of program

The Bachelor of Arts in History trains students in the use of basic tools and methods of the historical discipline. It exposes students to a broad span of modern history, a wide range of historiographical perspectives and approaches, and such fundamental categories of historical analysis as race, class, gender, and ethnicity. Students in the history program should develop habits of mind associated with history as a discipline, including an awareness of change over time, an ability to make reasoned arguments about historical events and developments, and a sensitivity to the varieties of historical experience.

The History major consists of several specific core courses and a range of electives and distributional requirements. It provides students with a solid foundation in historical methods while at the same time allowing them to tailor the major to their personal and professional interests. Students will develop their program of study in History in consultation with a faculty advisor.

### Career outlook

The history major serves as excellent preparation to study in graduate or professional degree programs and for careers in which critical thinking, research, and writing skills are highly valued. The history major provides a strong foundation for understanding the forces of change that shape contemporary society, the marketplace, and the lives of individuals and groups, thereby equipping students to negotiate the complex cultural, community, and business environments of the 21st century.

### Major requirements

The Bachelor of Arts degree in History requires a minimum of 45 semester hours with a grade of "C" or better. Program requirements include:

- Twelve hours of core requirements in History
- Eighteen hours of History electives
- Fifteen hours of supporting coursework



At least 21 hours in history courses and six hours in supporting courses must be taken at the upper division.

The major requires completion of HIS 300 Historical Methods which should be scheduled early in the student's program of study and HIS 498 History Proseminar, to be completed as an exit project during the student's final semester.

	Semester Hours
<b>Core requirements</b>	
<b><i>Lower or upper division requirements:</i></b>	
A two semester survey in United States History or European History or World History This requirement may also be satisfied by six hours of supporting course work in one of the following upper division survey sequences:	6
American Survey	
AMS 310/HIS 305 American Systems I (L, H, C) <i>or</i>	
AMS 320/HIS 303 American Cultures I (SB, H) and	
AMS 311/HIS 306 American Systems II (H) <i>or</i>	
AMS 321/HIS 304 American Cultures II (SB, H) <i>or</i>	
AMS 330 Introduction to American Lives (HU)	
European Survey	
HIS 355 Europe and the World I (G,H) <i>and</i>	
HIS 356 Europe and the World II (G, H)	
<b><i>Upper division requirements:</i></b>	
HIS 300 Historical Methods (L, H)	3
HIS 498 History Proseminar (L)	3
<b>Total</b>	12

**History electives.** History majors are required to complete 18 semester hours of history electives, of which a maximum of three hours may be taken at the lower division. The 15 semester hours of upper division course work must be distributed as follows: six hours in American history, six hours in European history, and three hours in comparative history.

**Supporting course work.** A minimum of 15 hours of supporting course work may be taken in American Studies, Ethnic Studies, English and American literature, Religious Studies, foreign language courses, or in other related fields as approved by the History faculty advisor.

**Optional.** Students considering graduate studies upon completion of the baccalaureate degree should prepare themselves with proficiency in a foreign language.

## Minor in History

The minor in History consists of 18 semester hours of history course work with a grade of “C” or better, of which six semester hours may be lower division.

### Lower or upper division requirements:

A two semester survey in United States History or European History or World History  
This requirement may also be satisfied by six hours of supporting course work in one of the following upper division survey sequences:

Semester Hours		Semester Hours
	American Survey	
	AMS 310/HIS 305 American Systems I <i>or</i>	
	AMS 320/HIS 303 American Cultures I	
	<i>and</i>	
	AMS 311/HIS 306 American Systems II <i>or</i>	
	AMS 321/HIS 304 American Cultures II <i>or</i>	
	AMS 330 Introduction to American Lives	
	European Survey	
	HIS 355 Europe and the World I <i>and</i>	
	HIS 356 Europe and the World II	
	<b>Upper division requirements:</b>	
	HIS 300 Historical Methods	3
	Select three history electives	9
	<b>Total</b>	<b>18</b>

## B.A.E. in Secondary Education

### History specialization

The requirements for the Bachelor of Arts in Secondary Education with a specialization in History consist of the Professional Teacher Preparation Program for Secondary majors (see the “College of Education” section of this catalog) and 42 semester hours in the specialization area.

### History requirements:

- |  |   |
|--|---|
| 1. Arizona History                               | 3 |
| 2. U.S. History Survey                           | 6 |
| HIS 103, 104 The United States <i>or</i>         |   |
| HIS 303, 304 American Cultural History <i>or</i> |   |

	Semester Hours
HIS 305 History of American Systems to 1865 <i>and</i>	
HIS 306 History of American Systems since 1865	
3. HIS 300 Historical Methods	3
4. U.S. History (upper division; non-survey)	9
5. Non-U.S. History (upper division)	9
<b>Total</b>	<b>30</b>

**Supporting course work.** 12 semester hours of supporting course work, including nine upper division hours to be approved by the B.A.E. History advisor.

## Bachelor of Arts Degree in Spanish

### Nature of program

The Spanish program consists of three tracks: language, literature, and cultures. These tracks are integrated within the discipline and with other disciplines within the College of Arts and Sciences. Spanish classes are taught

through an intensive language approach using the most recent electronic technologies including videos, CD-ROMs, electronic chat groups, and news groups devoted to Hispanic literature and culture.

Spanish also offers credit for internships in social and business agencies. This school-to-work experience, in addition to offering the student an entry-level job opportunity, will provide stimulating linguistic and cultural rewards outside of the campus environment.

### Career outlook

The Spanish major serves as excellent preparation for graduate school or for employment as a teacher in either the elementary or secondary school system, especially in those districts where bilingual programs are integral to the curricula. Outside the education system, students majoring in Spanish can find employment as translators and interpreters in social agencies, federal and state courts, the diplomatic corps, law enforcement agencies, and law firms. The business world also provides employment for those fluent in Spanish. This is especially true in the southwest, with its proximity to Mexico and through new outlets opened by the trilateral NAFTA agreement.

### Major requirements

The Spanish Major consists of a minimum of 45 semester hours, of which at least 30 hours are in Spanish (SPA) courses and 15 are in

related courses to be selected in consultation with an Arts and Sciences academic advisor. Of the 30 hours in Spanish, at least 24 upper division hours are required, with at least nine hours at the 400 level. A minimum grade of "C" is required in all upper division courses in Spanish. First-year Spanish courses (SPA 101, 102) are not applicable to the major, but may be applied to the degree as electives.

	Semester Hours
<b>Required courses include:</b>	15
SPA 313 Spanish Conversation and Composition (G) (or 315*)	
SPA 314 Spanish Conversation and Composition (G) (or 316*)	
SPA 325 Introduction to Hispanic Literature (HU)	
SPA 412 Advanced Conversation and Composition (G)	
SPA 425 Spanish Literature (HU) <i>*Equivalent courses for Bilinguals, available at ASU Main.</i>	
<b>Two courses from the following:</b>	6
SPA 426 Spanish Literature (HU)	
SPA 427 Spanish-American Literature	
SPA 428 Spanish-American Literature	
<b>One course from the following:</b>	3
SPA 471 Civilization of the Spanish Southwest (HU) (available at ASU Main)	
SPA 472 Spanish-American Civilization (HU)	
<b>Two SPA electives*</b>	6
<b>Related area coursework*</b>	<u>15</u>
<b>Total</b>	45
<i>*Chosen in consultation with a faculty advisor</i>	

### Minor in Spanish

The minor in Spanish consists of 20 hours of Spanish course work, of which 12 hours must be upper division. All Spanish course work must be completed with a minimum grade of "C." The following courses are required:

- SPA 201 Intermediate Spanish (4) *and*
  - SPA 202 Intermediate Spanish (4) *or*
  - SPA 207 Spanish for International Professions II (8)
- 12 additional hours at the 300 or 400 level, chosen in consultation with a faculty advisor.

The Department of Integrative Studies faculty offers an interdisciplinary Bachelor of Arts degree program in Integrative Studies,

Minors in Mathematics and Philosophy, and courses in a number of areas that contribute to General Studies program requirements.

## *Bachelor of Arts Degree in Integrative Studies*

### **Nature of program**

The Bachelor of Arts degree in Integrative Studies enables students to design individualized programs of study for their academic, personal, and professional pursuits.

Integrative Studies emphasizes focused study in the liberal arts, the development of critical thinking skills, and the capacity to synthesize problem-solving strategies for life in the 21st century. In this program, students will work closely with dedicated faculty who have scholarly training and teaching interests in the sciences, social sciences, mathematics, arts, and humanities. Students learn from one another's life experiences and from the professional expertise of their faculty.

### **Career outlook**

The Integrative Studies curriculum emphasizes advanced, interdisciplinary study combined with a concentration in a traditional disciplinary or professional area (e.g. English, communication studies, gerontology, history, psychology, prelaw, pre-MBA etc.). Students can tailor their academic programs to meet their individualized career goals. A capstone internship program prepares students to make the transition smoothly to post-baccalaureate employment in business, cultural, educational, community, and human service settings, as well as to graduate school. Students planning graduate or professional degrees in law, business, helping professions, or in traditional disciplinary areas will benefit from the flexibility of this program for a broad range of future academic and career pursuits.

### **Major requirements**

The Integrative Studies major consists of 39-45 semester hours with a grade of "C" or better.

#### **Core courses**

Twenty-one semester hours of course work are required.

1. IAS 300 Adult Career Development (L/SB)
2. IAS 420 Multicultural Autobiographies (L/HU, C) *or*  
IAS 477 World Literature (L/HU, G)
3. IAS 484 Internship
4. IAS \_\_\_ Elective
5. IAS 406 Moral Dilemmas (L/HU) *or*  
IAS 407 Environmental Philosophy and Policy (L/HU)
6. IAS 323 History of Science (HU, H) *or*  
IAS 330 History and Philosophy of Biology (H) *or*  
IAS 410 Evolution of Ideas (L/HU, H) *or*  
IAS 411 History and Philosophy of Mathematics (HU, H) *or*  
IAS 412 History and Philosophy of the Social Sciences (HU, H)
7. One additional course from 2, 5, or 6.

### **Concentration**

Working with the Integrative Studies faculty advisor, students will complete the coursework of a minor available at ASU West or create an individualized concentration.

**Approved ASU West minor.** Working with the Integrative Studies faculty advisor, students will select one of the minors available at ASU West (see page 82). Specific requirements for these minors are described in this catalog under the major field departments and are available from the IAS faculty advisor. The credits required in a minor vary by department. The courses taken to fulfill the concentration requirement may not be used to concurrently fulfill the requirements of a minor.

**Individualized concentration.** Working with the Integrative Studies faculty advisor, students may construct an individualized concentration of 18 upper division semester hours that has a coherent theme or purpose and fulfills

intended general learning outcomes. Other options are a concentration of six literacy and critical inquiry General Studies (L) courses and the ASU West Writing Certificate Program.

## Minor in Mathematics

### Nature of program

The minor in Mathematics explores the study of higher mathematics. It is designed to enable the student to understand the mathematics most commonly used in science, economics, and business. It is expected that students in the minor will be able to reason, and to find creative solutions to problems that were either presented to them or meaningfully formulated by them. The minor is recommended for students who plan to major in integrative studies, life sciences, and business, as well as those who prepare for further graduate study.

### Requirements

The minor in Mathematics consists of a minimum of 27 semester hours, of which nine semester hours must be taken in the Integrative Studies Department.

#### Required courses:

MAT 270 Calculus with Analytic Geometry I  
 MAT 271 Calculus with Analytic Geometry II  
 MAT 272 Calculus with Analytic Geometry III  
 MAT 300 Mathematical Structures  
 MAT 342 Linear Algebra

#### Electives

Select three courses in consultation with a mathematics advisor from:

MAT 310 Introduction to Geometry  
 MAT 371 Advanced Calculus I  
 MAT 411 History and Philosophy of Mathematics  
 MAT 443 Abstract Algebra  
 MAT 445 Theory of Numbers  
 Other approved course

## B.A.E. in Secondary Education

### Mathematics specialization

The requirements for the Bachelor of Arts in Secondary Education with a specialization in Mathematics consist of the Professional Teacher Preparation Program for secondary majors (see the “College of Education” section of this catalog) and 36 semester hours in mathematics, of which 21 must be upper division.

	Semester Hours
<b>Required lower division courses</b>	15
Choose one computer course	
CIS 200 Computer Applications and Information Technology*	

CSE 100 Principles of Programming*	
CSE 180 Computer Literacy	
CSE 181 Applied Problem Solving with Visual Basic*	
MAT 270 Calculus with Analytic Geometry I	
MAT 271 Calculus with Analytic Geometry II	
MAT 272 Calculus with Analytic Geometry III	

<b>Required upper division courses</b>	21
MAT 300 Mathematical Structures	
MAT 310 Introduction to Geometry	
MAT 342 Linear Algebra	
MAT 371 Advanced Calculus I	
MAT 411 History and Philosophy of Mathematics	
MAT 443 Abstract Algebra <i>or</i>	
MAT 445 Theory of Numbers	
STP 420 Introductory Applied Statistics	

**Total** 36

\*Complete this ASU Main course or transfer equivalent.

### Nature of program

The minor is designed to provide students with an understanding of central philosophical issues. The minor provides students with:

- a knowledge of the most important problems and ideas in the philosophical areas studied;
- a capacity for critical thinking and analytical reasoning; and
- the ability to present one's positions effectively through oral and written communication.

The Minor in Philosophy with a concentration in the history and philosophy of science is attractive to students from Life Sciences, American Studies, and Social and Behavioral Sciences Departments. The minor with a concentration in ethics should appeal to majors in Political Science, Social and Behavioral Sciences, Life Sciences, Global Business, Administration of Justice, and others.

### Program requirements

The Minor in Philosophy consists of 21 semester hours of Philosophy coursework, of which 15 must be upper division hours. Fifteen semester hours of campus resident credit is required. Only courses in which the student earns a grade of "C" or better will fulfill requirements for the minor. Courses are to be selected with a Philosophy advisor to create a coherent and complete program of study for the Minor.

### Requirements

At least one course from the following:

PHI 306	Applied Ethics
PHI/IAS 406	Moral Dilemmas
PHI/IAS 407	Environmental Philosophy and Policy
PHI 360	Business and Professional Ethics

At least one course from the following:

HPS/IAS 323	History of Science
HPS 330	History of Biology: Conflicts and Controversies
IAS 330	History and Philosophy of Biology
HPS/IAS/MAT 411	History and Philosophy of Mathematics
HPS/IAS 412	History and Philosophy of the Social Sciences

At least one course from the following

___ 494	Special Topics
___ 499	Individual Instruction (3 semester hours maximum)

### Electives

Select 12 hours of electives from the following in consultation with a faculty advisor:

IAS 484	Internship (3 semester hours maximum)
IAS 499	Individual Research or Creative Project
Other approved courses	

The Department of Interdisciplinary Arts and Performance (IAP) offers courses and activities that can develop practicing artists for the 21st century, provide for the aesthetic education of the general student body, and serve as a cultural resource for the community.

The department offers specialized Interdisciplinary Arts and Performance courses with concentrations in Media Arts, Music, Performance Studies, Theatre/Performance, and Visual Arts. The IAP faculty also offers courses in Art, Art History, Humanities, Music, and Theatre.

## *Bachelor of Arts Degree in Interdisciplinary Arts and Performance*

### **Nature of program**

The Bachelor of Arts in Interdisciplinary Arts and Performance (IAP) focuses on integrated study of all the arts. It encourages practical application of theory and content-area knowledge with the integration of skills and performance. Emphasis is placed on creativity, innovation, integration, and presentation.

### **Student outcomes**

The IAP program provides graduates with the knowledge and skills needed to:

- understand the inter-relationship among the art forms of music, theater, visual art, performance, and media arts;
- develop creative work independently;
- illustrate practical knowledge of the collaborative process in the arts;
- continue self-development in the arts beyond the program itself;
- engage in current levels of technology in the arts;

- exhibit a historical awareness of artistic works, particularly of the 20th century and contemporary practices; and
- demonstrate an understanding of artistic practices within cultural contexts.

### **Career outlook**

This interdisciplinary training can be the basis for a variety of personal and career pursuits. Students who major in the program will receive practical professional training and solid academic skills. They will gain in-depth preparation necessary for careers as creators and performers. They will also develop critical backgrounds useful for future teachers and scholars in the arts. Graduates of the program will be prepared for advanced study in the performing arts or arts-related professions in education, art and cultural journalism, government and community arts administration, media services, and production.

## Admission requirements

Admission to the Interdisciplinary Arts and Performance program requires completion of at least 15 semester hours of course work from any single or combination of arts discipline with a grade of “C” or better. Students with specialized training in a single art form may be admitted to the program based on portfolio assessment or audition and personal interviews.

## Major requirements

The Bachelor of Arts in Interdisciplinary Arts and Performance consists of at least 45 semester hours of Interdisciplinary Arts and Performance course work of which three semester hours may be lower division.

Program requirements include:

- Interdisciplinary core courses that focus on the applied nature of the arts
- Course work in one concentration that provides a developmental sequence in a particular arts discipline
- Topics course work focusing on applied practice
- Studies course work emphasizing theoretical, historical, and/or analytical aspects of the arts
- Elective course
- Senior Project intended to focus the body of IAP course work in an original creative work or comparable experience

Semester  
Hours  
15

### Core courses

#### Media

IAP 361 Digital Editing and Media Literacy (CS)

#### Music

IAP 325 Sound Performance: Exploring Alternative Performance Groups

#### Performance Studies

Select one course from the following:

IAP 304 The Avant-Garde to WW II (HU)

IAP 305 The Avant-Garde and Experimental Arts, WW II to Present (L/HU)

#### Theater/Performance

IAP 334 Writing/Performance Seminar

#### Visual Art

IAP 354 Visual Representations

### Concentration

Select one of the following concentrations:

#### Media

IAP 363 Sound, Image, and Media

IAP 364 Documentaries

IAP 365 Authoring CD Roms

IAP 465 Media Technologies and the Arts

#### Music

IAP 321 Music Composition I

IAP 421 Music Composition II

IAP 322 Multitrack Digital Recording

IAP 323 Music and the Visual Arts (HU)

IAP 422 Contemporary Orchestration Practices

#### Performance Studies

IAP 371 Verbal Art (L/HU)

IAP 375 Introduction to Performance Theory (L/HU)

IAP 472 20th Century Theories of Arts and Performance

IAP 473 Aesthetic Research (L/HU)

#### Theater/Performance

IAP 333 Directing for Performance

IAP 431 Perspectives on Performance and Acting

IAP 434 Production Laboratory

IAP 441 Movement for Performance

#### Visual Art

IAP 355 Illusion and Vision

IAP 356 Spatial Impressions

IAP 457 Urban Narrative

Select one course from the following:

IAP 353 Contemporary Figure Drawing I

IAP 452 Elements of Painting

12



	Semester Hours
<b>Studies in the Arts</b>	6
Select two courses from the following list or select courses from any concentration above other than the student's primary concentration:	
IAP 300 Introduction to Interdisciplinary Arts (HU)	
IAP 301 Energetic Systems of Art: Collaboration in the Arts	
IAP 302 Cross-Cultural Perspectives on the Arts (L/HU)	
IAP 303 Artists and the Contemporary American Experience	
IAP 304 The Avant-Garde to WW II (HU)	
IAP 336 Career Skills for the Artist (L/HU)	
IAP 373 The Critical Artist (HU)	
IAP 464 Media and Diversity	
IAP 471 Language, Culture, and Performance (L/HU)	
MUS 340 Listening to Music (HU, H)	
MUS 347 Music in America (HU)	
MUS 354 Popular Music (HU)	
MUS 355 Survey of American Music	
THE 300 Film: The Creative Process (HU)	
THE 320 History of the Theatre (HU, H)	
THE 321 History of the Theatre (HU, H)	
THE 400 Focus on Film	

	Semester Hours
<b>Topics in the Arts</b>	6
Select two courses from the following list or select courses from any IAP concentration other than the student's primary concentration:	
IAP 324 The Voice and Performance	
IAP 331 Performance, Acting and the Individual	
IAP 332 Technical Production for Interdisciplinary Arts	
IAP 335 Vocalization and Movement	
IAP 341 Movement Technique	
IAP 351 Concept, Image, and Text	
IAP 352 Seeing and Drawing	
IAP 433 Directing Workshop	
IAP 442 Movement and Music	
IAP 466 Authoring CD Roms, Advanced	
IAP 467 Acoustic Ecology	
<b>Electives</b>	3
Elective hours may be fulfilled by courses with the following prefixes at the upper division: ART, IAP, MUS, MUP, THE, THP or any lower division applied arts course with departmental approval.	
<b>IAP 480 Senior Project</b>	<u>3</u>
<b>Total</b>	45

**Senior Project.** The goal of any senior project should be to focus the body of course work undertaken in the IAP curriculum in an original creative work or comparable experience. This work may take the form of a performance (with the student as creator/producer and/or performer), or a written thesis, gallery exhibition, internship, media work or some other acceptable format.

Successful completion of a more demanding senior project for six semester hours is required for the student to graduate with departmental distinction.

### *Minor in Interdisciplinary Arts and Performance*

The minor consists of 24 semester hours in the arts. Twelve of these must be at the upper division (IAP prefix). Six of the 12 upper division credits must be selected from a sin-

gle concentration offered by the department. The other six credits must be from the IAP core courses. Twelve additional semester hours in applied arts are required.

The Minor and Certificate in Film and Video Studies explore theory and practice in the general field of the moving image. These interdisciplinary programs provide students the opportunity to develop interests, skills, and knowledge of the forms, channels, technologies, and histories of the media arts. Students may pursue focused interests in film studies or adopt a more generalized approach to visual media through television, film, and video. The Minor or Certificate Program is useful to students who may pursue careers in broadcasting, writing, and public relations, as well as degrees in production, film studies, media studies, performance studies, and communication studies.

Courses in the Minor/Certificate in Film and Video Studies are designed to:

- develop astute and discriminating critics and analysts of film and media arts;
- strengthen critical thinking through an awareness of the philosophical, aesthetic, political, and technological debates in film, media, and video studies;
- develop knowledge of the history of film, television, and the video arts as dynamic forces of social, cultural, and political expression; and
- develop practical skills that will enable students to be competitive in film, video, television, and media-related production industries.

## **Minor in Film and Video Studies**

For the minor, students will select one of two areas of emphasis: Films Studies and Media and Video Studies. The Film Studies emphasis focuses on the impact of film and video. The Media and Video Studies emphasis is concerned with the rendering of film and video.

The Minor consists of 21 semester hours, 15 of which must be at the upper division level. A maximum of six semester hours of lower division coursework may be applied to the non-foundation coursework. Both emphases identify foundational courses and available elective courses as listed below. Students are required to include courses drawn from two or more different prefixes and complete IAP 480 which requires a capstone experience.

## **Film Studies emphasis**

### **Course work requirements**

Select two of the following foundational courses:

ENG 451 History of Film

IAP 351 Concept, Image, and Text

SOC 366 Film and Society

Select two courses from the following theoretical, conceptual, or historical courses:

ENG 451 History of Film

IAP 351 Concept, Image, and Text

IAP 364 Documentaries

IAP 465 Media Technologies and the Arts

SOC 364 Popular Culture

SOC 365 Sociology of Mass Communication

SOC 366 Film and Society

THE 300 Film: The Creative Process

THE 400 Focus on Film

Other approved course

Select two courses from the following applied, practical courses:

- COM 329 Persuasion
  - COM 421 Rhetoric of Social Issues
  - COM 429 Semiotics and Visual Communication
  - ENG 451 History of Film
  - IAP 322 Multitrack Digital Recording
  - IAP 334 Writing/Performance Seminar
  - IAP 361 Digital Editing and Media Literacy
  - IAP 363 Sound, Image, and Media
  - IAP 364 Documentaries
  - IAP 365 Authoring CD ROMS
  - IAP 465 Media Technologies and the Arts
  - IAP 466 Authoring CD ROMS, Advanced
  - IAP 467 Acoustic Ecology
  - SOC 364 Popular Culture
  - SOC 365 Sociology of Mass Communication
  - SOC 366 Film and Society
  - THE 300 Film: The Creative Process
  - THE 394 ST: Acting for the Camera
  - THE 394 ST: Television Production
  - THE 400 Focus on Film
- Other approved course  
Capstone project:  
IAP 480 Senior Project

## Media and Video Studies emphasis

### Course work requirements

Select two of the following foundational courses:

- COM 324 Rhetoric and Media Criticism
- IAP 351 Concept, Image, and Text
- IAP 465 Media Technologies and the Arts
- SOC 365 Sociology of Mass Communication

Select four courses from the following theoretical, critical, performance, and/or production courses:

- COM 324 Rhetoric and Media Criticism
  - COM 329 Persuasion
  - COM 421 Rhetoric of Social Issues
  - COM 429 Semiotics and Visual Communication
  - ENG 451 History of Film
  - IAP 322 Multitrack Digital Recording
  - IAP 334 Writing/Performance Seminar
  - IAP 351 Concept, Image, and Text
  - IAP 361 Digital Editing and Media Literacy
  - IAP 363 Sound, Image, and Media
  - IAP 364 Documentaries
  - IAP 365 Authoring CD ROMS
  - IAP 465 Media Technologies and the Arts
  - IAP 466 Authoring CD ROMS, Advanced
  - IAP 467 Acoustic Ecology
  - SOC 364 Popular Culture
  - SOC 365 Sociology of Mass Communication
  - SOC 366 Film and Society
  - THE 300 Film: The Creative Process
  - THE 394 ST: Acting for the Camera
  - THE 394 ST: Television Production
  - THE 400 Focus on Film
  - WST 431 Women and Film
- Other approved course  
Capstone project:  
IAP 480 Senior Project

**Senior Project.** The project should reflect the integration of coursework with creative initiative to generate a product that stands alone as a piece of original work. For the Film Studies emphasis the project will focus on an intellectual analysis of some dimension of film products, reception, institutions, economics, and so forth. In the Media and Video Studies emphasis, the project may be intellectual or creative (performance/production) in nature. Projects will be examined and evaluated by at least one faculty member involved in the Film and Video Studies minor.

## Certificate in Film and Video Studies

The Certificate Program is recommended for graduate students, nondegree students, and students with majors in professional programs. A certificate of concentration in Film and Video Studies is awarded for the successful completion of the 21 semester hours required for the minor.

The Department of Life Sciences offers an interdisciplinary Bachelor of Science degree program in Life Sciences, including a

premedical track, a minor in Life Sciences, and teacher training in the biological sciences.

## *Bachelor of Science Degree in Life Sciences*

### **Nature of program**

The intricate connections among environment, medicine, and human culture form the basis of the Life Sciences curriculum at ASU West. The Life Sciences major integrates traditionally separate areas within biological sciences, such as environmental biology and medicine, while drawing on the rich heritage of the American Southwest to illustrate the importance of cultural perspectives in science.

The Life Sciences major provides opportunities for students who wish to enhance their employment opportunities at the level of a Bachelor of Science degree, as well as for students who plan graduate training for careers in human or veterinary medicine, dentistry, biotechnology, and academic or environmental biology. Courses include a blend of basic and applied topics.

The Life Sciences Department has developed alliances with the Sun Health Research Institute, the Arizona Department of Game & Fish, Bolin Laboratories, Maricopa Environmental Health Services Department, Arizona Department of Environmental Quality, the Phoenix Zoo, and the Salt River Project that allow students to work with

practicing scientists from those organizations. Students can work with faculty in the department to arrange volunteer or paid internships with these and other organizations in the community, tailored to the student's needs and interests.

The Life Sciences Department encourages undergraduate students to gain research experience in faculty laboratories, and full time students enrolled for at least three credits of individualized instruction may apply for Salt River Project Science Scholarships.

**Environmental Specialist program.** The Department of Life Sciences has developed a curriculum articulation with the Maricopa Community Colleges for students interested in employment in environmental biology. This articulation is a highly-structured eight-semester sequence (four semesters at a Maricopa Community College and four semesters at ASU West) leading to the Bachelor of Science degree in Life Sciences. A required internship is included, as are courses in Geology, Computer Science, Communication, and Ethics. For information call (602) 543-6050 to make an appointment with a Life Sciences advisor.

**Premedical course articulations to medical degrees.**

Medical colleges base admission decisions on a variety of factors, including GPA, the courses a student has taken, scores in required national exams, extracurricular activities, and hands-on experience. All medical colleges in the United States have extensive science course prerequisites, including lower division courses in chemistry, physics, and biology. Many medical colleges have additional course requirements, often including courses in psychology, communication, or math as well as upper division biology or biochemistry courses.

The Department of Life Sciences has worked with local medical colleges, other departments in the College of Arts and Sciences, the College of Human Services, and the Maricopa Community Colleges to develop articulations of lower and upper division courses that satisfy the requirements of specific postbaccalaureate medical programs. Articulations are in place with two masters' level programs (Physician Assistant and Occupational Therapy) and one doctoral program (Physical Therapy) at the Arizona School of Health Sciences, with the Doctor of Osteopathic Medicine program at the Arizona College of Osteopathic Medicine (Midwestern University), and with the Doctor of Naturopathic Medicine program at the Southwest College of Naturopathic Medicine and Health Sciences. Students who complete the specified courses and satisfy admissions requirements receive preferred admission to these programs. For more information, make an appointment to talk with a Life Sciences advisor (602) 543-6050.

**Career outlook**

A degree in Life Sciences provides broad training in laboratory, data-gathering, writing, communication, quantitative, problem-solving, and critical thinking skills that prepare students for a wide variety of careers. Life Sciences students may enter careers in laboratory or field research, business, scientific journalism, publishing, teaching, and medicine.

Laboratory technician or research associate positions are available in university and government research laboratories, hospital and diagnostic laboratories, and pharmaceutical, biotechnology, agricultural, and food processing companies. Laboratory experience at the undergraduate level, available in laboratories on and off campus, will enhance employability in these areas.

Students who emphasize field studies may prepare themselves for entry level positions in private companies as well as state and federal agencies. These positions include wildlife biologist, environmental consultant, conservation officer, and pest control officer. Participation in volunteer or paid internships in government agencies or private companies as an undergraduate will provide the student with experience valuable to potential employers.

The Bachelor of Science degree is appropriate for students who wish to enter Master's and Doctoral programs in basic or applied areas of biology.

## Major requirements

The Bachelor of Science in Life Sciences requires a minimum of 32 semester hours of upper division course work in the major (plus BIO 187 and 188), as well as a minimum of 19 semester hours of course work in Chemistry, Physics, and Mathematics. A grade of “C” or better is required for all course work taken to fulfill major requirements.

	Semester Hours
<b>Required lower division courses:</b>	
Biology (8 hours)	
BIO 187 General Biology I (SG)	4
BIO 188 General Biology II (SQ)	4
Chemistry (12-17 hours)*	
At least two semesters of inorganic chemistry with lab and at least one semester of organic chemistry with lab.	
Mathematics (3 hours)	
MAT 210 Brief Calculus (MA) <i>or</i> any calculus course	3
Physics (4-8 hours)*	
PHY 101 Introduction to Physics (SQ) <i>or</i>	4
PHY 111 General Physics <i>and</i>	3
PHY 113 General Physics Laboratory (SQ) <i>and</i>	1
PHY 112 General Physics <i>and</i>	3
PHY 114 General Physics Laboratory (SQ)	1
<b>Required upper division courses:</b>	
Degree Core Courses	
BIO 340 General Genetics	4
BIO 345 Organic Evolution	3
LSC 300 Modes of Biological Thought (L)	3

*\*Students who anticipate applying to postbaccalaureate medical or graduate programs should complete two semesters of organic chemistry and the two semester physics option.*

All students will complete one of the following emphases, which require 10-11 semester hours of core courses and a minimum of 12 semester hours from the cluster options and electives course lists.

Cell Biology and Physiology Emphasis  
Ecology & Organismal Biology Emphasis  
Human Biology and Environment Emphasis

## Cell Biology and Physiology emphasis

The Cell Biology and Physiology emphasis is especially appropriate for students who plan careers in any area of medicine, molecular biology, or biotechnology. It emphasizes courses that are traditionally part of biomedical preparation, including biochemistry, physiology, and immunology, and combines these with the environmental perspective provided by environmental toxicology and the evolutionary framework of vertebrate zoology.

	Semester Hours
<b>Core courses</b>	
BIO 353 Cell Biology	3
BIO 360 Animal Physiology Lecture <i>and</i>	3
BIO 361 Animal Physiology Laboratory	2
LSC 429 Capstone Course in Cell Biology and Physiology	3

## Ecology and Organismal Biology emphasis

The Ecology and Organismal Biology emphasis is intended for students who are interested in all aspects of ecology, evolution, or environmental biology, including applied areas such as conservation, habitat restoration, and environmental assessment. Course work focuses on the emergent properties of biological systems and the interactions of organisms – including humans – with their environments. Courses blend basic and applied areas of biology, combining classroom instruction with field work and first-hand experience in ecological problem-solving.

	Semester Hours
<b>Core courses</b>	
BIO 320 Fundamentals of Ecology	3
BIO 415 Biometry (CS)	4
LSC 439 Capstone Course in Ecology and Organismal Biology	3

## Human Biology and Environment emphasis

Human Biology and Environment is the most interdisciplinary of the three emphases, and will draw students with wide-ranging interests. It is particularly appropriate for those planning careers in education in the broadest sense, including scientific journalism and interpretation of science for the public, as well as for classroom teachers.

Furthermore, the broadly integrative nature of the human biology emphasis makes it an appropriate specialization for pre-medical students.

	Semester Hours
<b>Core courses</b>	
LSC 360 The Biology of Human Experience	3
LSC 365 The Human Organism (SG)	4
LSC 469 Capstone Course in Human Biology and Environment	3

**Additional Requirements.** To complete the requirements for the emphasis area, students will work with a faculty advisor to select a minimum of 12 semester hours from the course lists below:

**Cluster Options** minimum of 9  
(three courses chosen from at least two of the following groups; core courses for the student's chosen emphasis may not fulfill this requirement)

### *Disciplinary Courses*

BCH 361	Principles of Biochemistry (3)
BIO 320	Fundamentals of Ecology (3)
BIO 353	Cell Biology (3)
BIO 360	Animal Physiology Lecture (3) <i>and</i>
BIO 361	Animal Physiology Laboratory (2)
BIO 370	Vertebrate Zoology (4)
BIO 385	Invertebrate Zoology (4)
LSC 365	The Human Organism (4) (SG)
PLB 300	Comparative Plant Diversity (4)

Semester  
Hours

### *Topics Courses*

BIO 351	Developmental Anatomy (3)
BIO 415	Biometry (4) (CS)
BIO 443	Molecular Genetics (3)
LSC 330	Pollution vs. Protection (3) (G)
LSC 342	Hormones and Behavior (3)
LSC 362	The Human Environment (3)
LSC 363	Genes, Race, and Society (3)
LSC 430	Environmental and Human Toxicology (4)
LSC 432	Basic Pharmacology (4)
LSC 434	Marine Ecology (3)

### *Focus Courses*

(no more than one course from this group)	
LSC 350	Premedical Professional Seminar (3)
LSC 450	Premedical Externship (3)
LSC 484	Internship (3)
LSC 494	Special Topics (3)
LSC 499	Individualized Instruction (3)

**Elective** 3  
One upper division course with a BCH, BIO, LSC, MIC, or PLB prefix approved by the student's advisor. Internship (LSC 484) or Individualized Instruction (LSC 499) may be used to fill this requirement.

**Total** 12  
Courses may be added to or deleted from the cluster options selections by the department to meet curricular needs. See the program advisor for possible additions or substitutions.

## Minor in Life Sciences

The minor consists of 23 hours in the life sciences, including BIO 187 General Biology I and BIO 188 General Biology II, LSC 300 Modes of Biological Thought, and

12 additional hours of courses with the prefixes BCH, BIO, LSC, MIC, or PLB offered by the Department of Life Sciences.

The Department of Social and Behavioral Sciences offers students the opportunity to enroll in traditional social and behavioral science courses (Anthropology, Family Studies, Geography, Political Science, Psychology, and Sociology), as well as inter-

disciplinary courses. The faculty offers interdisciplinary Bachelor of Arts and Bachelor of Science degree programs in Social and Behavioral Sciences and Bachelor of Arts and Bachelor of Science degree programs in Political Science, Psychology, and Sociology.

## *Bachelor of Arts and Bachelor of Science Degrees in Social and Behavioral Sciences*

### **Nature of program**

The Bachelor of Arts and Bachelor of Science programs in Social and Behavioral Sciences provide an interdisciplinary foundation in the social and behavioral science disciplines. The objective of the Social and Behavioral Sciences degree program is to:

1. provide a basic understanding of the assumptions underlying the social and behavioral sciences;
2. develop the research skills necessary for the analysis of complex social issues;
3. offer a flexible program tailored to the career goals of the individual student; and
4. offer both individual and group experiences in working with faculty on concrete intellectual and policy issues.

The interdisciplinary program is designed to provide students with a substantive understanding of the theoretical assumptions and methodological techniques underlying the latter. Students can choose either a social science (ISS) or a behavioral science (IBS) emphasis. Each contains a number of course clusters: in the ISS emphasis they are titled

Identity/Difference, Power/Knowledge and Local/Global; in the IBS emphasis they are titled Biological Foundations, The Individual and the Family, and The Individual and the Group. All courses provide students with knowledge about the biological and/or social principles related to the behavior of individuals across multiple social contexts and institutions (family, community, society, and culture). For further details, please contact the department.

### **Career outlook**

The interdisciplinary degrees are an excellent means of creating a degree program that both matches the individual's interests and fulfills many employers' expectations of a baccalaureate degree, namely that it should expose the student to varied outlooks and challenges. Such a degree will be competitive in most situations where the disciplinary social and behavioral degrees are accepted and is advantageous when seeking entry to broad professional programs such as regional planning or urban studies.



## Major requirements

The Bachelor of Arts or Bachelor of Science in Social and Behavioral Sciences consists of 45 hours of required course work.

Students must select one of two emphases: Interdisciplinary Social Sciences or Interdisciplinary Behavioral Sciences. Each emphasis consists of:

- Required interdisciplinary core in theory and methodology
- Cluster requirements
- Electives

## Interdisciplinary Social Sciences emphasis

		Semester Hours	
		B.A.	B.S.
<b>Core requirements</b>			
SBS 300	Interdisciplinary Approaches to Social and Behavioral Sciences (SB)	3	3
SBS 301	Cultural Diversity (SB, C)	3	3
SBS 302	Qualitative Methods	3	3
	<i>or</i>		
SBS 303	Quantitative Methods	3	3
SBS 304	Social Statistics I (CS)	3	3
SBS 404	Social Statistics II (CS)	-	3
<b>Cluster requirements</b>			
Required topics courses:			
SBS 410	Topics in Identity/Difference	3	3
SBS 430	Topics in Power/Knowledge (SB)	3	3
SBS 450	Topics in Local/Global (SB, G)	3	3
Plus any three courses selected from among the following clusters:		9	9
<i>Identity/Difference</i>			
<i>Power/Knowledge</i>			
<i>Local/Global</i>			
<b>Electives</b>			
Choose courses with prefixes: ASB, FAS, GCU, POL, PGS, SBS, or SOC.			
<b>Total</b>		45	45

## Interdisciplinary Behavioral Sciences emphasis

		Semester Hours	
		B.A.	B.S.
<b>Core requirements</b>			
SBS 300	Interdisciplinary Approaches to Social and Behavioral Sciences (SB)	3	3
—	Global Awareness <i>or</i> Cultural Diversity (courses from the department)	3	3
SBS 302	Qualitative Methods	3	3
SBS 303	Quantitative Methods	3	3
SBS 304	Social Statistics I (CS)	3	3
SBS 404	Social Statistics II (CS)	-	3
<b>Cluster requirements</b>			
Select courses from each cluster as indicated:			
<i>Biological Foundations</i>		6	9
<i>The Individual and the Family</i>		6	3
<i>The Individual and the Group</i>		6	3
<b>Electives</b>			
Choose courses with prefixes: ASB, FAS, GCU, POL, PGS, PSY, SBS, or SOC.			
<b>Total</b>		45	45

### Alternative options for electives in either emphasis.

All course substitutions must be appropriately related to the student's interdisciplinary program of study within the major, as determined in consultation with and approved by a faculty advisor. A grade of "C" or better is required of all substitutions. The student may elect to combine options.

- Up to six credits of lower division courses in any of the social sciences for the ISS emphasis, or the behavioral sciences for the IBS emphasis.
- Up to six credits of upper division courses taken in related fields outside the SBS department.
- Senior Thesis: (a two-course sequence, six credits: SBS 490, SBS 491) Under the supervision of an SBS faculty member, students conduct research and write up the results as the Senior Thesis. The Senior Thesis is optional but strongly encouraged. For students who complete a thesis, the degree will be posted on the transcript with the notation "with Senior Thesis."

The minor offers students an interdisciplinary focus across several fields of the Social and Behavioral Sciences, including Sociocultural Anthropology, Geography, Political Science, Psychology, and Sociology.

The minor consists of 18 credit hours, at least 12 hours of which must be in upper division courses. Two courses are required:

1. SBS 300 Interdisciplinary Approaches to Social and Behavioral Sciences
2. SBS 302 Qualitative Methods *or*  
SBS 303 Quantitative Methods

The remaining courses must be drawn from at least two of the fields of social and behavioral sciences (including the SBS interdisciplinary prefix). Internships or individualized instruction/research may not be applied to the minor. All courses must be passed with a minimum grade of “C.” Students wishing to pursue a minor must meet with an SBS faculty advisor to construct a minor that reflects a particular area of specialty and interest.

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*Bachelor of Arts and Bachelor of Science Degrees in Political Science*

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### **Nature of Program**

The Political Science degree program is designed to help students gain an understanding of theory, practice and policy underlying political processes locally, nationally and internationally, as well as to train students in research skills necessary for the analysis of complex sociopolitical issues locally and globally. The program strives to meet these goals by offering students learner-centered coursework in political theory, American political institutions, and international relations and world affairs. These goals are accomplished by offering a flexible program of coursework focusing on international, urban, and race/ethnic sociopolitical areas, internships, and service-learning/action research opportunities. Under the direction of faculty, students throughout the degree program focus on intellectual and concrete policy issues in the greater Phoenix metropolitan area, the State of Arizona, the Arizona-Mexico borderlands, the Americas, and the world.

### **Career Outlook**

The Political Science major provides students with the background and skills necessary to gain employment in a relevant profession or to continue their studies in graduate degree programs in political science, social science disciplines, urban planning, or professional schools. The baccalaureate degree in Political Science is also a good precursor to staff, manager, or policy analyst positions in local, state, and federal government. Some graduates work in the U. S. Foreign Service; as policy analysts/aides in Congress or in state legislatures; some are elected to those bodies. Alternate careers can be found in linking business interests and legislators. In addition, a Political Science degree is a recognized qualification for many careers in business (for profit and non-profit) and industry, particularly as firms become more global in scope. Some graduates may work in binational, cross-border positions linking U.S. and Mexican businesses, Arizona-Sonora local government, or local community groups on both sides of the bor-

der. Some students view a degree in Political Science as a valuable gateway to law school; many use the degree as a basis for further study in such applied fields as urban affairs/urban and regional planning, public administration, public policy, or community development.

## Major requirements

The Bachelor of Arts degree in Political Science consists of 42 semester hours, of which 12 are core requirements, 18 are Political Science electives, and 12 are electives in related fields or in POL internships. For the B.A., at least 15 hours in Political Science must be in upper division courses.

### Required core

1. POL 101 Political Ideologies (SB) *or*  
POL 340 Political Theory (L/HU, H)
2. POL 110 Government and Politics (SB) *or*  
POL 310 American National Government:  
Ideas and Institutions (SB, H)
3. POL 160 Global Politics (SB, G) *or*  
POL 360 World Politics Theory (SB, G)
4. SBS 302 Qualitative Methods *or*  
SBS 303 Quantitative Methods

**Political Science electives.** Select 18 semester hours from among other POL courses, not including POL Internships.

**Electives in internships and related fields.** Select 12 semester hours from among courses in:

1. POL 484 Internship (No more than 6 hours may be applied toward the major)
2. Administration of Justice, Anthropology, Communication Studies, Economics, Geography, History, Psychology, Social and Behavioral Sciences, Sociology, and Women's Studies
3. Other courses approved by the departmental adviser.

The Bachelor of Science degree in Political Science consists of 48 semester hours, including all of the core requirements and electives listed for the B.A. degree. Six additional hours are required for the B.S. degree, including three hours in Political Science and three hours in SBS 304 Social Statistics I (CS). For the B.S., at least 21 hours in Political Science must be in upper division courses.

## Minor in Political Science

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The minor in Political Science consists of 18 semester hours in POL courses, 12 hours of which must be in upper division courses. The following courses are required for a Minor in Political Science, of which three hours must be in upper division courses:

1. POL 101 Political Ideologies *or*  
POL 340 Political Theory
2. POL 110 Government and Politics *or*  
POL 310 American National Government:  
Ideas and Institutions
3. POL 160 Global Politics *or*  
POL 360 World Politics Theory

No more than three hours of internship and three hours of individualized instruction may be applied to the minor.

## Nature of program

Psychology is the scientific study of the behavior and mental processes of individuals and groups. The ASU West program provides a diverse curriculum of basic and applied courses, multiple perspectives of the psychology field are covered, including clinical, cognitive systems/behavioral neuroscience, cross-cultural, developmental, organizational, and social psychology. Courses are presented in the context of cultural, sociohistorical, and transnational issues, enabling the student to understand the relationship between psychology and other social and behavioral sciences.

Students may add practical experiences to enrich their program of study through service learning, internships, and research with individual faculty members. A strong emphasis is placed on developing skills in critical thinking and reasoning, quantitative and qualitative research methods, and writing to round out the student's preparation for a career or graduate studies.

## Career outlook

A baccalaureate degree in psychology is a logical choice for careers in the mental health professions, the social services, education, government, and many areas of business, (e.g., sales and marketing, human services management). It is also an excellent foundation for graduate study in fields such as public administration, law, family studies, communication, and the various programs of psychology such as clinical and counseling, developmental, environmental, experimental, physiological, cognitive neuroscience, and social.

## Major requirements

The Bachelor of Arts and the Bachelor of Science programs in Psychology consist of 31 semester hours in psychology and

18 semester hours of related course work, including at least 15 upper division hours. Required course work in the major, or the equivalent, which must be passed with a minimum grade of "C."

### Required lower division courses

PGS 101 Introduction to Psychology (SB)  
PSY 230 Introduction to Statistics (CS)  
PSY 290 Research Methods (L/SG)

### Required upper division psychology courses

*One course from the following:*

PGS 315 Personality Theory and Research (SB)  
PGS 341 Developmental Psychology (SB)  
PGS 350 Social Psychology (SB)

*One course from the following:*

PSY 323 Sensation and Perception  
PSY 324 Memory and Cognition (SB)  
PSY 325 Physiological Psychology

### Additional required psychology courses

1. one additional upper division PSY course (excluding PSY 394 Special Topics, PSY 494 Special Topics, and PSY 499 Individualized Instruction);
2. two additional upper division psychology courses (PGS or PSY); and
3. two additional psychology courses (excluding PGS 270 Psychology of Adjustment).

No more than a total of three hours in PGS 399 Supervised Research or PGS/PSY 499 Individualized Instruction may be used to complete the major requirements. PGS 484 Internship may be taken for elective credit only.

**Related Course Work Requirements.** Eighteen hours in courses related to psychology must be passed with a minimum grade of "C." They must be approved by an advisor and include:

*One course from among:*

CSE 180 Computer Literacy (CS)  
CSE 185 Internet and the World Wide Web\*

*For the Bachelor of Arts in Psychology:*

MAT 119 Finite Mathematics (MA)  
(or higher level math course)

*For the Bachelor of Science in Psychology:*

1. MAT 210 Brief Calculus (MA)
2. one life science lab course from Biology, Microbiology, or Zoology
3. one physical science lab course from Astronomy, Chemistry, Geology, or Physics

The lab science courses taken to satisfy the Bachelor of Arts and the Bachelor of Science requirements (including PSY 290) are in addition to the lab science courses used to meet the University General Studies requirements.

*\*Complete this ASU Main course or transfer equivalent.*

The minor consists of 22 hours in psychology, including the following:

**Required lower division courses**

PGS 101 Introduction to Psychology  
PSY 230 Introduction to Statistics  
PSY 290 Research Methods

**Required upper division courses**

*One from the following:*

PGS 315 Personality Theory and Research  
PGS 341 Developmental Psychology  
PGS 350 Social Psychology

*One from the following:*

PSY 323 Sensation and Perception  
PSY 324 Memory and Cognition  
PSY 325 Physiological Psychology

Two additional upper division psychology courses are required (PGS or PSY). A maximum of three hours of research (PGS 399 Supervised Research and PGS/PSY 499 Individualized Instruction) may be used to meet the minor requirements. Students with an appropriate equivalent course may exclude PSY 230 Introduction to Statistics and PSY 290 Research Methods from the requirements with prior approval of the psychology advisor. PGS 484 Internship may be taken for elective credit only. All courses must be passed with a minimum grade of "C."

## Bachelor of Arts and Bachelor of Science Degrees in Sociology

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### Nature of program

The Sociology major provides students with the background and skills necessary to gain employment in corporate or governmental organizations or to continue their studies in graduate degree programs in sociology, social science disciplines, or professional schools.

The program is designed to help the student gain a basic understanding of the assumptions underlying the discipline of sociology as well as to help the student develop research skills necessary for analysis of complex social issues. These are accomplished by offering a flexible program and by providing the student with both individual and group experiences in working with faculty on concrete intellectual and policy issues.

### Career outlook

Graduates with a baccalaureate degree in sociology apply the sociological perspective to a wide variety of jobs in such sectors as business, the health professions, the criminal justice system, social services, and government. The discipline also offers valuable preparation for careers in journalism, politics, public relations, or public administration, all fields that involve investigative skills and an ability to work with diverse groups.

Graduates with an advanced degree in sociology may become research analysts, survey researchers, gerontologists, statisticians, urban planners, community developers, criminologists, or demographers.

## Major requirements

The Sociology major consists of 45 semester hours, of which 30-33 must be in sociology and 12-15 in closely related fields approved by the faculty advisor in consultation with the student. At least 18 semester hours must be in upper division courses. The 30 hours must include:

		Semester Hours	
		B.A.	B.S.
<b>Required core</b>			
SOC	101 Introductory Sociology (SB)	3	3
		<i>or</i>	<i>or</i>
SOC	301 Principles of Sociology (SB)	3	3
SBS	302 Qualitative Methods	3	3
		<i>or</i>	
SBS	303 Quantitative Methods	3	3
SBS	304 Social Statistics I (CS)	3	3
SOC	486 Contemporary Theory (SB)	3	3

Semester Hours

**B.A. B.S.**

18 18

### Cluster requirements

Students are required to take one course from three of the four clusters (nine credits) and three additional courses (nine credits) from any of the four clusters:

*Culture and Power*  
*Social Conflict and Change*  
*Family, Work, and Community*  
*Social Inequality: Race, Class, and Gender*

### Electives

The remaining 12-15 hours may be taken from other courses in Sociology or from courses in related fields: Administration of Justice, Anthropology, American Studies, Geography, Integrative Studies, Political Science, Psychology, and Women's Studies.

15 12

## Minor in Sociology

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The minor in Sociology requires 18 hours in sociology, nine of which must be upper division, including:

1. SOC 101 Introductory Sociology *or*  
SOC 301 Principles of Sociology
2. SBS 303 Quantitative Methods *or*  
SOC 486 Contemporary Theory
3. Four additional sociology courses to be selected in consultation with the student's advisor in sociology.

### **Social Studies specialization**

The requirements for the Bachelor of Arts in Secondary Education with a specialization in Social Studies were under review at the time the catalog was being printed. Contact a College of Education advisor for information about the program requirements.

### *Minor in Sociocultural Anthropology*

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The Sociocultural Anthropology minor focuses on sociocultural anthropology with an interdisciplinary social science component. The minor requires 18 semester hours, at least 12 hours of which must be in upper division courses. Two courses, ASB 311 and SBS 302, are required. The other 12 hours may be drawn from ASB courses and from several key SBS courses in the interdisciplinary social science degree at ASU West. All courses must be passed with a minimum grade of “C.”

Upper division ASB courses offered at ASU Main may be applied toward the Minor in Sociocultural Anthropology. Up to six hours of lower division ASB credit and three hours of Individualized Instruction (ASB 499) may also be applied toward the Minor.

#### **Required upper division courses:**

- ASB 311 Principles of Social Anthropology
- SBS 302 Qualitative Methods

#### **Select 12 hours from the following:**

- ASB 319 Indigenous Peoples of North America
- ASB 340 Migration and Culture
- ASB 346 Marriage and Family Diversity
- ASB 350 Anthropology and Art
- ASB 353 Death and Dying in Cross-Cultural Perspective
- ASB 440 Women and the Global Factory
- ASB 441 Sexuality and Culture
- ASB 442 Urban Anthropology
- ASB 394/494 Special Topics
- ASB 499 Individualized Instruction (3 hours maximum)
- SBS 301 Cultural Diversity
- SBS 410 Topics in Identity/Difference
- SBS 430 Topics in Power/Knowledge
- SBS 440 Family Studies
- SBS 450 Topics in Local/Global
- SBS 460 Urban Studies
- Other approved course

### Nature of program

The Minor in Interdisciplinary Organizational Studies is designed to increase students' understanding of behavior and the dynamics of individual, group, and organizational processes in the workplace. It incorporates perspectives from the behavioral and social sciences, communication studies, and management. The minor is learner-centered and allows students to select coursework that matches their career and educational goals.

### Career outlook

The minor is relevant to students who seek employment in corporate and small business, governmental agencies, and non-profit organizations, such as in the health professions, social services, education, public relations, and community services. The minor is also good preparation for students seeking to pursue graduate studies in organizational psychology, human relations, industrial relations, or related fields in sociology and communication.

### Major requirements

The Minor in Interdisciplinary Organizational Studies is open to all undergraduate majors. Students, however, should consult with the advisors in the department of their major to determine if the minor is consistent with their educational goals. Students are encouraged to take courses outside their major and college. No more than six credits may be applied from major requirements toward completion of the minor.

The Minor consists of 21 semester hours of which 18 must be upper division coursework.

Semester  
Hours  
**12**

#### Required courses

1. Research Methods Course  
(SBS advisor's approval required)
2. PGS 453 Organizational Behavior
3. PGS 430 Industrial Psychology or  
SBS 461 Program Evaluation and Policy Research
4. SOC 419 Organizations and Technological Change

#### Electives

**9**

##### Cluster 1: Courses focused on organizations

Select two courses or Internship plus one course from the following:

- COM 450 Theory and Research in Organizational Communication\*\*
- COM 451 Employee Participation Processes in Organizations\*\*
- COM 453 Communication Training and Development\*\*
- GLB 303 Relationship Management
- HRM 410 Domestic and Global Human Resources Management
- MGT 301 Principles of Management
- PGS 482 Social Influence and Consumer Behavior
- PGS 430 Industrial Psychology\*
- PHI 360 Business and Professional Ethics
- REC 301 Leadership in Recreation and Tourism
- SBS 461 Program Evaluation and Policy Research\*
- SOC 324 Work and the Workplace
- Other approved course

##### Recommended Option

- \_\_\_ 484 Internship in Organizations  
Course prefix (e.g., PGS, COM, SOC) and internship site approved by the SBS advisor.

##### Cluster 2: Courses focused on diversity within organizations

Select one course from the following:

- COM 463 Cultural and Intercultural Communication Theory & Research \*\*
- PGS 480 Cross-Cultural Social Psychology
- POL 435 Women, Power, and Politics
- SOC 370 Racial and Ethnic Minorities
- SOC 400 Aging in the New Millennium
- SOC 424 Social Inequality
- WST 350 Race, Class, and Gender
- WST 487 Gender and International Development
- Other approved course

\* Course may be selected if not used to fulfill core requirements

\*\* Prerequisites: COM 308 and COM 309 may be waived for non-Communication Studies majors



## Nature of program

Women's Studies is an interdisciplinary program with strong cross-cultural, national, and global perspectives at the center of the curriculum. Both curriculum transformation and social change are central to the program.

The curriculum includes courses offered by the Women's Studies Program and by other academic programs and departments throughout the university. Women's Studies courses can be used to fulfill the requirements of the Bachelor of Arts, Bachelor of Science, Minor, and Certificate in Women's Studies. The courses also fulfill General Studies requirements and serve as electives. Following are the goals of the Women's Studies Program:

- To provide the university and the community with academic programs of study and research that place women at the center of the university curriculum.
- To provide a model for interdisciplinary teaching and research with cross-cultural, national, and global perspectives on women.
- To generate and facilitate research on women's experience and the social construction of gender.

- To stand as a visible example of the university's commitment to improve the status of women.

Women's Studies offers the following academic programs:

B.A., B.S. Women's Studies  
Certificate in Women's Studies

## Women's Studies Resource Center

As a multi-component program of Women's Studies, the Women's Studies Resource Center supports research pertaining to local, national and global issues in Women's Studies. See page 25 for more information.

## Career outlook

Women's Studies majors receive a valuable educational background that provides the knowledge and critical thinking skills needed to deal with changing gender roles in our society. A major, minor, or certificate in Women's Studies prepares students for opportunities in many settings: business and professional schools, education and training, health care services, human resources development, public and business administration, social services, and graduate study in the humanities and social sciences.

## *Bachelor of Arts or Bachelor of Science Degrees in Women's Studies*

### Major requirements

The major consists of 45 semester hours, 30 in Women's Studies and 15 in a coherent set of related courses. At least 30 of the 45 semester hours required for the major must be completed in upper division courses. In addition, for the B.S. degree, students must complete six hours of statistics, computer science, or quantitative

research methods. This sequence must be approved by the Women's Studies advisor.

#### Core requirements. (21 hours)

1. WST 100 Women and Society (SB, C) *or*  
WST 300 Women in Contemporary Society (L/SB, C)
2. WST 350 Race, Class, and Gender (SB, C)
3. WST 457 Women, Cultures, and Societies (SB, G)
4. WST 498 Proseminar: Theory and Method in Women's Studies (L)

5. One course with a *global perspective* selected from the following:
  - WST 390 Women and World Religions (L/SB, G)
  - WST 475 Women of the Diaspora Across Cultures (HU, G)
  - WST 483 Contemporary Women Writers (HU, G)
  - WST 487 Gender and International Development (SB, G)
 or other approved course
6. One course with a *focus on representation* selected from the following:
  - WST 370 Chronicling Women's Lives (HU, C)
  - WST 376 Feminist Theory (L, C)
  - WST 467 Ethnic Women Writers (L/HU, C)
  - WST 473 Latina/Chicana Representation (SB, C)
 or other approved course
7. One course with *focus on culture studies* selected from the following:
  - WST 320 Women in Popular Culture (HU, C)
  - WST 431 Women and Film (L, G)
 or other approved course

No course may be used to satisfy more than one of these seven core requirements. Students must complete all course work in the major with a grade of "C" or better. No pass/fail credit may be used for major requirements.

**Electives.** In addition to the 21 hours of core requirements, students must complete an additional nine hours of courses from those offered by the Women's Studies Program and fifteen hours of work in related courses. The plan for completing the related courses requirement must be worked out with and approved in writing by the Women's Studies advisor.

**Internships.** Women's Studies offers internships with business and nonprofit organizations that are designed to enable students to balance theory with practice, to gain valuable training, and to serve as potential placement opportunities. Women's Studies students at their own initiative have the opportunity to work with organizations as varied as Planned Parenthood, the Women's Studies Resource Center-ASU West, the Center for New Directions, Motorola, Viad, and others.

### *Certificate Program in Women's Studies*

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A Certificate in Women's Studies is awarded for the successful completion of all 21 hours of core requirements. The Certificate

Program is recommended for graduate students, nondegree students, and students with majors in professional programs.

### *Minor in Women's Studies*

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The Women's Studies minor consists of 18 semester hours. Required courses consist of WST 100 (or WST 300), WST 350, WST 457, WST 498, and one course each in *two*

of the following three areas: global, representation, culture studies.

# Ethnic Studies Program

**Director:** Gloria H. Cuádriz, Ph.D.  
**Program Coordinator:** Hortencia Gutierrez  
**Location:** FAB N204  
(602) 543-6007

## Nature of program

The Minor and Certificate in Ethnic Studies explore the study of ethnicity within the United States. The program is designed to foster direct linkages between the university and community through student participation in community-based internships that are a keystone to the program. With an emphasis on service learning that combines the acquisition of analytical skills from classroom instruction and work experience gained through community-based organization internships, students are placed at a significant advantage in acquiring jobs in the state and local labor market.

Courses in the Ethnic Studies minor and certificate are designed to:

1. address theoretical, analytical, and practical issues relevant to understanding race, culture, and ethnicity in American society from a comparative and interdisciplinary perspective;
2. enhance the student's critical thinking and writing skills through the study of ethnicity in the United States;

3. develop more effective skills for working in diverse communities through integration of service-learning experiences in course content; and
4. create collaborations among faculty, students, and community members to address concrete issues facing racial and ethnic groups in the United States.

This minor/certificate is designed for students who plan to work and live in ethnically diverse communities and seek to acquire the skills for understanding the complexities of race, class, and gender at a local or national level. It is expected that students in the minor/certificate program will be able to think both analytically and creatively about ethnicity in the United States. The minor or certificate is strongly recommended for students who plan to enter a wide variety of jobs in such sectors as business, the health professions, the criminal justice system, social services, education, public relations, community development, public policy, or government. It is also valuable for students preparing for further graduate study.

## Minor in Ethnic Studies

The minor consists of 21 semester hours, 15 of which must be at the upper division level. Students are encouraged to take courses that develop breadth rather than limiting their selection to courses in one particular discipline. Up to three semester hours of individualized instruction may be applied toward the minor. All courses must be passed with a minimum grade of "C."

### Required courses

- ETH 300 Principles of Ethnic Studies (C)  
ETH 484 Ethnic Studies Internship

### Electives

Five courses selected from the approved Ethnic Studies course list in consultation with the Ethnic Studies advisor.

Semester  
Hours  
6

15

## Certificate in Ethnic Studies

The Certificate Program is recommended for graduate students, non-degree students, and students with majors in professional programs. A certificate in Ethnic Studies is

awarded for successful completion of 21 semester hours, including ETH 300 and 18 semester hours of elective courses from the approved course list.

# Religious Studies Minor

## *Minor in Religious Studies*

**Interim Director:** Linda Stryker, Ph.D.  
**Location:** FAB N277  
(602) 543-6024

The Minor in Religious Studies consists of 21 semester hours of Religious Studies coursework, of which 18 must be upper division hours. Fifteen hours of campus resident credit is required. Only courses in which the student earns a minimum grade of “C” can be counted toward the minor. Courses are to be selected in consultation with the Religious Studies Director to create a coherent and complete program of study for the minor.

### **Requirements**

At least one course from the following:

- AMS 417 Religious Traditions of the American Southwest
- REL 320 Religion in America (to Civil War)
- REL 321 Religion in America (after Civil War)
- REL 420 Religion in American Life and Thought

At least two courses from the following:

- REL 305 Ritual, Symbol, and Myth
- REL/WST 390 Women and World Religions
- ENG 475 Milton
- HIS 363 The Reformation
- IAS/REL 494 Science and Religion
- AMS/REL 494 Psychology of Religion

At least one Special Topics Course:

AMS/COM/IAS/REL/WST 394/494

Examples of topics may include: Spiritual Narratives, Communication as Theology, Testimony in a Post-Metaphysical World, The Goddess Religions, Gender and the Environment

Select 9 semester hours of Religious Studies electives from the following in consultation with the Director:

Other approved courses

AMS/IAS/WST 484 Internship

AMS/COM/IAS/REL/WST 499 Individual Instruction or Senior Thesis

# Master of Arts Degree in Interdisciplinary Studies

## *Master of Arts Degree in Interdisciplinary Studies*

**Associate Dean:** Candice Bredbenner, Ph.D.  
**Location:** FAB N201F  
(602) 543-6241

### **Nature of program**

The Master of Arts Degree in Interdisciplinary Studies is a graduate program designed to respond to the needs of postbaccalaureate students who wish to pursue an advanced degree for (1) job advancement or redirection, (2) personal development and intellectual growth, or (3) preparation for further graduate study. Prospective students include those working in the public educational system, particularly secondary education teachers who intend to increase and integrate their knowledge in content areas; those employed in the corporate sector and social service system; and professionals who wish to return to the university and pursue enrichment in liberal arts areas.

The Master of Arts degree in Interdisciplinary Studies will comprise 30 hours of coursework. Two required core courses will develop advanced critical thinking skills and knowledge of current research tools, technologies, and methodologies in a variety of fields. Students will then choose a minimum of two foundation courses that expand on the broad interdisciplinary themes of the core through in-depth study of culture, change, mind, contemporary issues, and models of inquiry. Working with a faculty mentor, each student will plan a set of emphasis courses to meet their educational goals. Emphasis courses may be selected from graduate course offerings from departments throughout the College of Arts and Sciences as well as from other col-

leges and schools when approved by the director. Examples include a plan to study ethics and environment, media and ethnicity, urban studies, and the arts. The program of study may include one elective course and will conclude with a capstone experience requiring a written or applied project.

## Admission

Admission to the master's program is open to:

1. holders of baccalaureate degrees from institutions with regional accreditation;
2. those who show promise of success as demonstrated by previous schooling and experience;
3. those who have academic and career goals that are compatible with the educational objectives of the program; and
4. those who have taken the Graduate Record Examination (GRE) or Miller Analogies Test or completed a graduate degree.

**Application.** Application packets are available from the Office of Graduate Studies and the Master of Arts in Interdisciplinary Studies Program Office. The Office of Graduate Studies at ASU West must receive the application, application fee and an official transcript from every university or institution attended before an application can be considered. GRE or MAT scores must be sent directly to ASU. On the appropriate program forms, letters of recommendation, a resume, a writing sample, and a personal statement must be sent to the program office. The suggested application deadlines are March 15 for fall semester and October 1 for the spring semester.

Students may elect to take the degree in conjunction with the Graduate Certificate in Gerontology (see page 218). Contact either program for details.

The application, application fee, and transcripts should be sent to:

Graduate Studies  
Arizona State University West  
P.O. Box 37100  
Phoenix, AZ 85069-7100

All other information for admission processing should be sent to:  
M.A. in Interdisciplinary Studies Program  
College of Arts and Sciences  
P.O. Box 37100  
Phoenix, AZ 85069-7100

**Admission process.** Each application is reviewed by a faculty committee. The candidate will be selected after consideration of the undergraduate grade point average, GRE or MAT scores, academic and work experiences, letters of recommendation\*, personal statement\*, and writing sample\*. (*\*As specified by program application forms.*)

## Program requirements

The M.A. in Interdisciplinary Studies is a 30 semester hour degree program that includes:

	Semester Hours
<b>Required courses</b>	
MAS 501 Models of Inquiry for Contemporary Issues	3
MAS 505 20th Century Thought: Concepts of Change, Culture, Mind	3
MAS 585 Capstone Course	3
<b>Foundation courses</b>	6-9
At least two courses from the following:	
MAS 510 Science and Religion: Cosmologies and Worldviews	
MAS 511 Technology, Environment and Humanity	
MAS 512 History and Philosophy of the Social Sciences	
MAS 513 Sociology of Everyday Life	
MAS 553 Latin American Cities	
Other approved courses	
<b>Emphasis area</b>	12
<b>Elective</b>	0-3

**Emphasis area.** Working with a faculty mentor, students will select 12 semester hours of graduate level coursework that reflect a particular area of specialty or interest.

# Division of Collaborative Programs

Faculty Director: Afsaneh Nahavandi, Ph.D.

Location: UCB 201

(602) 543-4600

## Purpose

The Division of Collaborative Programs is a focal point for programs serving first-year students, including advising for prospective and enrolled freshmen, University-College Center students, B.A.S. majors, and unde-

cided sophomores and transfer students. In addition, the division provides leadership and administrative support for learning communities, university success courses, the lower-division class schedule, and assessment of the first-year curriculum.

## *Bachelor of Applied Science Degree*

Location: FAB N260

(602) 543-4BAS

## Nature of the program

The Bachelor of Applied Science (B.A.S.) is a flexible degree plan designed specifically to serve the additional education needs of students who have earned community college Associate of Applied Science (A.A.S.) degrees. The A.A.S. degree will transfer as a block to the university as meeting all graduation requirements beyond the B.A.S. requirements. B.A.S. students will then complete a 60 semester hour capstone program.

To be admitted to the B.A.S., students must complete an A.A.S. degree at a regionally accredited institution or an A.A.S. equivalent to be determined by the B.A.S. admissions committee. A student who is completing an A.A.S. degree may be granted conditional admission into the B.A.S. degree program. This conditional status is effective for one semester. An official transcript with the degree posted must be received by the B.A.S. program coordinator in order to register for subsequent semesters.

## Career outlook

The B.A.S. degree is primarily intended to assist in job progression rather than initial job qualification. Achievement of a bachelor's degree may remove promotional ceilings that can limit advancement. The degree may also be of use to those who wish to make mid-career changes. Most of the students for whom the B.A.S. is designed have an occupational qualification by virtue of their A.A.S. degrees, and most will be employed in related areas. The B.A.S. curriculum can enhance the student's technical education and experience while providing the broader cognitive skills and perspective that are associated with baccalaureate education and are relevant in any working environment. With the assistance of an advisor, students will be able to tailor their programs to suit their personal or career objectives.

## Admission

To be admitted to the B.A.S. degree program, students must have completed an Associate of Applied Science (A.A.S.) degree at a regionally accredited institution or an A.A.S. equivalent to be determined by the B.A.S. admissions committee.

## Program requirements

The B.A.S. is comprised of the A.A.S. degree plus a 60 semester-hour capstone requirement. The 60 semester hours must all be upper division with the exception of the mathematics (MA) course if it is needed.

B.A.S. Core	21 semester hours
General Studies	
Completion Curriculum	13 semester hours (minimum)
Concentration	18-21 semester hours
Electives	0-8 semester hours

**Core requirements (21 semester hours).** The goals of the B.A.S. core curriculum are (1) to provide an educational bridge between lower division and upper division programming, (2) to develop students' professional communication and quantitative skills, and (3) to hone students' critical and creative abilities. The B.A.S. core includes the following:

	Semester Hours
<b>B.A.S. bridge</b>	3
IAS 300 Adult Career Development	
<b>Management skills</b>	3
GLB 303 Relationship Management	
<b>Communication skills</b>	3
ENG 315 Writing for the Professions	
<b>Quantitative skills (select one)</b>	3
EDT 321 Computer Literacy	
SBS 304 Social Statistics I	
<b>Aesthetics/creativity (select one)</b>	3
IAP 301 Energetic Systems of Art: Collaboration in the Arts	
THE 400 Focus on Film	
Other approved Arts course	
<b>Ethics (select one)</b>	3
PHI 306 Applied Ethics	
PHI 360 Business and Professional Ethics	
PHI 406 Moral Dilemmas	
PHI 407 Environmental Philosophy and Policy	
<b>Exit project (select one)</b>	3
— 484 Internship	
— 499 Individualized Instruction	

**General Studies completion curriculum (minimum 13 semester hours).** The B.A.S. curriculum is based on the assumption that the students have completed an A.A.S. degree program with a general studies component of approxi-

mately 18 hours. In order to complete the remainder of their university requirements, students will need to take one course in each of the following areas:

Cultural Diversity in the U.S. (C)  
Global Awareness (G)  
Historical Awareness (H)  
Natural Science-General with lab (SG)

Social and Behavioral Sciences (SB):  
Students may complete the SB requirement in conjunction with one of the other program requirements.

Mathematics (MA): Students may be required to take an MA course if the mathematics course included in the A.A.S. degree does not meet the criteria for MA. This course may be taken at the lower division.

**Concentration (18-21 semester hours).** In consultation with an advisor, the student will complete the course work of a minor available at ASU West (see page 82) or develop an individualized concentration that has a coherent theme or purpose and fulfills intended learning outcomes. Specific requirements for the minor are described in this catalog under the major field department. The semester hours required in a minor vary by department. The courses taken to fulfill the concentration requirement may not be used to concurrently fulfill the requirements of a minor. A minimum of nine upper division hours in the concentration area must be completed in residence at ASU West. Courses taken to fulfill the concentration requirement at ASU Main or ASU East must be chosen in consultation with and approved by the department offering that coursework.

**Elective credit (0-8 semester hours).** Electives, if needed, will be chosen to fulfill the 60 semester-hour requirement.

**Other requirements.** No credit is granted toward fulfilling major or concentration requirements in any upper division course unless the grade in that course is at least a “C.” Normally a “Y” (satisfactory) grade needs confirmation that it is equivalent to a “C” or better.

Candidates for the B.A.S. degree program are not required to fulfill the College of Arts and Sciences proficiency requirements.

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### *First-Year Advising Center*

**Location:** UCB 105  
(602) 543-WCAC

The First-Year Advising Center is staffed with professional academic advisors to assist

prospective and admitted freshmen and University-College Center Students.

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### *University-College Center*

**Program Coordinator, Sr.:** Christina Hahn  
**Location:** UCB 201  
(602) 543-4222

The University-College Center (UCC), a collaboration between ASU West and Glendale Community College (GCC), provides students with the opportunity to take lower division general education courses through GCC on the ASU West campus. In

addition to offering courses that every university graduate must complete, the UCC provides students with the advising, counseling, and academic support needed for transferring to the university and achieving a bachelor’s degree.

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### *West Campus Advising Center*

**Assistant Director:** Cynthia Rasmussen  
**Location:** UCB 201  
(602) 543-9222

Academic advising is a critical link to academic success and an important aspect of the educational experience at ASU West. The West Campus Advising Center (WCAC) is a

comprehensive advising facility for undecided sophomores and undecided transfer students. Appointments may be made by calling (602) 543-9222.



## American Studies

### AMS 219 Newspaper Production (3)

*selected semesters*

Students will work on campus newspaper to learn basics of news and column writing, digital photography and layout. Cross-listed as ENG 219. Prerequisite: ENG 102 (or 105). General studies: L.

### AMS 301 Introduction to American Studies (3)

*fall only*

Introduction to the interdisciplinary study of American culture. Course emphasizes critical reading and writing skills. Cross-listed as HIS 301. Prerequisite: ENG 101 (or 105). General studies: L.

### AMS 310 American Systems (3)

*fall only*

First of a two-part survey of political, legal, and economic institutions, placed in the context of a dynamic industrialist capitalist society. Cross-listed as HIS 305. Prerequisite: ENG 101 (or 105). General studies: L, C, H.

### AMS 311 American Systems (3)

*spring only*

Second in a two-part survey of political, legal, and economic institutions, placed in the context of a dynamic industrialist capitalist society. Cross-listed as HIS 306. Prerequisite: ENG 101 (or 105). General studies: H.

### AMS 314 Military Studies (3)

*selected semesters*

Topics in the history of the American military. May be repeated for credit when topics vary.

### AMS 316 American Religious Systems (3)

*selected semesters*

Topics in American religion. May be repeated for credit when topics vary. Topics may include Hispanic missions of the Southwest.

### AMS 320 American Cultures (3)

*fall only*

First of a two-part survey of American culture, broadly defined as historically transmitted patterns of meaning expressed in symbolic forms, i.e., in philosophy, science, art, literature, and religion. Cross-listed as HIS 303. General studies: SB, H.

### AMS 321 American Cultures (3)

*spring only*

Second of a two-part survey of American culture, broadly defined as historically transmitted patterns of meaning expressed in symbolic forms, i.e., in philosophy, science, art, literature, and religion. Cross-listed as HIS 304. General studies: SB, H.

### AMS 322 Studies in American Literature (3)

*selected semesters*

Topics in American literature. May be repeated for credit when topics vary.

### AMS 323 Studies in American Art and Architecture (3)

*selected semesters*

Topics in the visual arts and material culture. May be repeated for credit when topics vary.

### AMS 326 Popular Culture (3)

*selected semesters*

Topics in American popular culture, including theories of popular culture, the history and analysis of mass media including television, film, and the music industry, and vernacular art and the "folk" tradition. May be repeated for credit when topics vary.

### AMS 327 Regional Cultures (3)

*selected semesters*

Examination of the concept of regionalism and regional cultures in America with a special emphasis on the Southwest/Borderlands.

### AMS 330 Introduction to American Lives (3)

*fall and spring only*

An examination of American society through the study of autobiography and ethnography.

General studies: HU.

### AMS 332 Studies in Race and Ethnicity (3)

*selected semesters*

Topics relating to issues of race and ethnicity in American life. May be repeated for credit when topics vary.

### AMS 334 The American Class System (3)

*selected semesters*

Studies in social classes and their function within American society. May be repeated for credit when topics vary.

### AMS 335 American Biography (3)

*selected semesters*

Topics in biographies of individuals, comparative biographies, the art of biography, and the function of autobiography. May be repeated for credit when topics vary.

Key to General Studies

Credit Abbreviations

L Literacy and critical inquiry core courses

MA Mathematics core courses

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H Historical awareness courses

, and / or

**AMS 342 Writing about American Culture (3)***selected semesters*

This course is designed to teach students methods of writing cultural criticism. Emphasis is on the essay form.

**AMS 344 Creative Writing (3)***selected semesters*

Emphasizes the study and practice of creative nonfiction. May be repeated for credit when topics vary.

**AMS 345 Reporting (3)***selected semesters*

Fundamentals of news gathering, interviewing, and in-depth reporting.

**AMS 346 Editing (3)***selected semesters*

Theory and practice of editing.

**AMS 351 Technical Writing (3)***fall only*

Computer-based instruction in writing documents for on-line, oral, and print formats, focusing on audience-centered rhetoric. Hand-on lab. Prerequisite with a grade of "C" or higher: ENG 102 (or 105).

**AMS 412 Studies in American Politics and Law (3)***selected semesters*

Topics in American political and legal systems. May be repeated when topics vary. Topics may include social movements in the United States and women and the law.

**AMS 414 Military Studies (3)***selected semesters*

Topics in the history of the American military. May be repeated for credit when topics vary.

**AMS 417 Religious Traditions of the American Southwest (3)***spring only*

Examines the sacred traditions that have evolved within the North American Southwest context. General studies: C.

**AMS 422 Studies in American Literature (3)***selected semesters*

Topics in American literature. May be repeated for credit when topics vary. Topics may include contemporary American comic fiction, literature of the American South, the literature of American wars, Hispanic chronicles of the Southwest, literature of la Chicana, and American rhetoric. Prerequisite: ENG 101 (or 105). General studies: L/HU.

**AMS 428 Chicano Cultures in the Southwest (3)***fall only*

This course examines and explores Chicana/o culture as place and sentiment. The physical place and space and the sentiment related to Chicanas/os. General studies: SB.

**AMS 429 Interdisciplinary Topics (3)***selected semesters*

Senior-level seminar that examines issues relevant to two or more American cultures' fields. May be repeated for credit when topics vary. Topics may include Southwest/border Hispanic folklore, Southwestern corridors, American art and the city, and the West of the imagination.

**AMS 431 Gender Studies (3)***selected semesters*

Topics relating to issues of gender in American life. May be repeated for credit when topics vary.

**AMS 432 Studies in Race and Ethnicity (3)***selected semesters*

Topics relating to issues of race and ethnicity in American life. May be repeated for credit when topics vary.

**AMS 490 Writing Certificate Portfolio (1)***fall, spring, summer*

Preparing a portfolio demonstrating advanced writing skills. Limited to and required of students in the Writing Certificate Program. Prerequisite: completion of course work for Writing Certificate Program.

**AMS 494 Special Topics (3)***fall and spring only*

Senior-level seminar exploring issues or topics from the perspective of each of the three tracks in American Studies. Topics may include American environment, exploration of America, modernism and modernity, the 1920s: age of experiment.

**AMS 498 Proseminar (3)***spring only*

Senior-level exit seminar for American Studies majors.

## Anthropology

**ASB 102 Introduction to Cultural and Social Anthropology (3)***selected semesters*

Principles of cultural and social anthropology, with illustrative materials from a variety of cultures. The nature of culture. Social, political, and economic systems; religion, aesthetics, and language. General Studies: SB, G.

**ASB 211 Women in Other Cultures (3)***selected semesters*

Cross-cultural analysis of the economic, social, political, and religious factors that affect women's status in traditional and modern societies. General studies: HU/SB, G

**ASB 311 Principles of Social Anthropology (3)***fall only*

Comparative analysis of domestic groups and economic and political organizations in primitive and peasant societies. Prerequisite: ENG 101 (or 105). General studies: L/SB, G, H.

**ASB 319 Indigenous Peoples of North America (3)***selected semesters*

Ethnology of the range of Native North American Indian cultural history. Comparative analysis of historical and contemporary issues.

**ASB 340 Migration and Culture (3)***spring only*

Examines migration and culture embedded in a transnational field of social, economic, and political processes. General studies: SB.

### ASB 346 Marriage and Family Diversity (3)

*fall and spring only*

Social, economic, and cultural factors that shape family diversity in relation to generational and gender dynamics within the family. General studies: SB, C.

### ASB 350 Anthropology and Art (3)

*selected semesters*

Art forms of people in relationship to their social and cultural setting. Prerequisite: ASB 102 or instructor approval. General studies: HU.

### ASB 353 Death and Dying in Cross-Cultural Perspective (3)

*fall and spring only*

Humanistic and scientific study of aging, sickness, dying, death, funerals, and grief and their philosophy and ecology in non-Western and Western cultures. Cross-listed as SOC 353. General studies: HU/SB, G.

### ASB 394 Special Topics (3)

*fall and spring only*

Topics may include anthropology of gender, cross-cultural perspectives on art.

### ASB 440 Women in the Global Factory (3)

*selected semesters*

Examines the impact of Third World women's incorporation into the new global division of labor in the late 20th century. General studies: SB, G.

### ASB 441 Sexuality and Culture (3)

*selected semesters*

This course uses a global, comparative approach to examine the cultural and historical construction of sexualities. General studies: SB, G.

### ASB 442 Urban Anthropology (3)

*spring only*

Issues in understanding urban culture and social space from interdisciplinary anthropological perspective. May involve fieldwork. May be repeated for credit when topics vary. General studies: SB.

## Art

### ART 301 Photography II (3)

*selected semesters*

Photography as an art medium with additional exploration into personal photographic aesthetics. 6 hours a week. Fee. Prerequisites: ART 113 and 115 and 201 or instructor approval.

### ART 304 Advanced Photography (3)

*selected semesters*

Interpretation and manipulation of light as a tool in the performance of expressive photography. 6 hours a week. Fee. Prerequisite: ART 301 or instructor approval.

### ART 314 Life Drawing II (3)

*selected semesters*

Drawing from the model with greater reference to structural, graphic, and compositional concerns. 6 hours a week. Fee. Prerequisite: ART 214 or instructor approval.

### ART 323 Painting II (3)

*selected semesters*

Development of competency in skills and expression. Assigned problems involve light, space, color, form, and content. 6 hours a week. Prerequisite: ART 223 or instructor approval.

### ART 324 Painting III (3)

*selected semesters*

Continuation of ART 323. 6 hours a week. Prerequisite: ART 323 or instructor approval.

### ART 325 Figure Painting (3)

*selected semesters*

The human figure clothed and nude as the subject for painting in selected media. 6 hours a week. Fee. Prerequisites: ART 314 and 323.

### ART 394 Special Topics (3)

*selected semesters*

Topics may include music videos, rock culture and the avant garde, aesthetics of visual perception.

### ART 414 Advanced Life Drawing (3)

*selected semesters*

Various media and techniques on an advanced level. The human figure as an expressive vehicle in various contexts. 6 hours a week. May be repeated for credit. Fee. Prerequisite: ART 315 or instructor approval.

### ART 425 Advanced Figure Painting (3)

*selected semesters*

Continuation of ART 325, 6 hours a week. May be repeated for credit. Fee. Prerequisites: ART 315 and 324 and 325.

### ART 598 Special Topics (3)

*selected semesters*

Topics may include problem painting, problem life drawing, life drawing.

## Art Auxiliary

### ARA 460 Gallery Exhibitions (3)

*selected semesters*

Practical experience in all phases of department gallery operations and preparation of gallery publications. May be repeated once for credit. Prerequisite: instructor approval.

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, and  
/ or

## Art History

### ARS 101 Art of the Western World I (3)

*fall only*

History of Western art from the Paleolithic period through the Middle Ages. General Studies: HU, H.

### ARS 102 Art of the Western World II (3)

*spring only*

History of Western art from the Renaissance to the present. General Studies: HU, H.

### ARS 438 Art of the 20th Century I (3)

*selected semesters*

Developments and directions in art between 1900 and World War II. Prerequisites: ARS 101 and 102 or instructor approval. General studies: HU.

### ARS 439 Art of the 20th Century II (3)

*selected semesters*

Art since World War II, with consideration of new concepts and experimentation with media and modes of presentation. Prerequisites: ARS 101 and 102 and 438 or instructor approval. General studies: HU, H.

### ARS 494 Special Topics (3)

*selected semesters*

Topics may include art of the Southwest.

## Astronomy

### AST 301 Discovering the Sun and its Planets (3)

*fall only*

Comprehensive course in astronomy for non-science majors. Course will include lectures, written assignments, and hands-on work. Not open to students with credit in AST 111 or equivalent.

### AST 302 Modern Astronomy (3)

*spring only*

Comprehensive course in astronomy for non-science majors. Covers achievements and controversies of 20th century astronomy through lectures, written assignments, and hands-on work. Not open to students with credit in AST 112 (available at ASU Main) or equivalent.

### AST 315 The Solar System (4)

*fall only*

Introduction to the solar system for non-science majors, emphasizing physical concepts, scientific method, astronomical research. Telescope observing, data-gathering and analysis, computer laboratory. Not open to students with credit in AST 111 (available at ASU Main) or 301. General studies: SQ.

### AST 316 The Universe, Stars, Galaxies (4)

*spring only*

Introduction to the universe, stars, galaxies for non-science majors, emphasizing physical concepts, scientific method, astronomical research. Telescope observing, data gathering and analysis, computer laboratory. Not open to students with credit in AST 112 (available at ASU Main) or 302. General studies: SQ.

### AST 494 Special Topics (1-4)

*selected semesters*

Topics may include modern topics in astronomy and astrophysics. Prerequisite: at least one astronomy course.

## Biochemistry

### BCH 361 Principles of Biochemistry (3)

*fall and spring only*

Structures, properties, and functions of proteins, enzymes, nucleic acids, carbohydrates, and lipids; the utilization and synthesis of these materials by living systems, and the relationship of these processes to energy production and utilization. Not open to students who have taken BCH 461 (available at ASU Main). Prerequisite: an organic chemistry course.

## Biology

### BIO 100 The Living World (4)

*fall and spring only*

Principles of biology. Cannot be used for major credit in the biological sciences. 3 hours lecture, 3 hours lab. Fee. General Studies: SQ.

### BIO 187 General Biology I (4)

*fall only*

Biological concepts emphasizing principles and the interplay of structure and function at the organismal, population, and community levels. 3 hours lecture, 3 hours lab. Intended for life sciences, biology, and health-related science majors. Fee. General studies: SG.

### BIO 188 General Biology II (4)

*spring only*

Biological concepts emphasizing principles and the interplay of structure and function at the molecular, cellular, and organismal levels. 3 hours lecture, 3 hours lab. Fee. Prerequisite: BIO 187. General studies: SQ.

### BIO 300 Natural History of Arizona (3)

*fall and spring only*

Plant and animal communities of Arizona. Cannot be used for major credit in the biological sciences. General studies: SG (if credit also earned in BIO 301).

### BIO 301 Field Natural History (1)

*fall and spring only*

Organisms and their natural environment. Weekly field trips, field project. Cannot be used for major credit in the biological sciences. Fee. Pre or corequisite: BIO 300. General studies: SG (if credit also earned in BIO 300).

### BIO 320 Fundamentals of Ecology (3)

*fall only*

Organization, functioning, and development of ecological systems; energy flow; biogeochemical cycling; environmental relations; population dynamics. Prerequisite: BIO 188 or instructor approval.

**BIO 340 General Genetics (4)***fall and spring only*

Science of heredity and variation. 3 hours lecture, 1 hour recitation. Prerequisite: BIO 188; an organic chemistry course.

**BIO 345 Organic Evolution (3)***fall and spring only*

Processes of adaptive change and speciation in sexual populations. Prerequisite: BIO 188.

**BIO 351 Developmental Anatomy (3)***selected semesters*

General developmental biology (embryology) and comparative structure of organ systems, illustrated mainly by vertebrate examples. Prerequisite: BIO 188.

**BIO 353 Cell Biology (3)***fall only*

Survey of major topics in cell biology, including structural, biochemical, and molecular aspects of cell function. Prerequisite: BIO 188; an organic chemistry course.

**BIO 360 Animal Physiology Lecture (3)***fall and spring only*

Physiological mechanisms of the higher vertebrates. Prerequisites: BIO 188; CHM 115; MAT 117 or equivalents.

**BIO 361 Animal Physiology Laboratory (2)***fall and spring only*

Experimental laboratory studies of physiological mechanisms in animals and model systems. Lab, recitation. Fee. Prerequisites: BIO 188, CHM 115, MAT 117. Corequisite: BIO 360.

**BIO 370 Vertebrate Zoology (4)***spring only*

Characteristics, classification, evolution, and natural history of the major groups of vertebrate animals. 3 hours lecture, 3 hours lab. Fee. Prerequisite: BIO 188.

**BIO 385 Invertebrate Zoology (4)***spring in even years only*

Characteristics, life cycles, adaptations, and evolution of invertebrate animals. 3 hours lecture, 3 hours lab. Fee. Prerequisite: BIO 188 or instructor approval.

**BIO 386 General Entomology (4)***summer only; selected semesters*

Form, activities, and classification of insects. 3 hours lecture, 3 hours lab. Fee. Prerequisite: BIO 188.

**BIO 410 Techniques in Wildlife Conservation Biology (3)***summer only; selected semesters*

Field and analytical techniques used in evaluating population structure, viability and environmental impacts. Lecture, lab. Prerequisites: ENG 101 (or 105); BIO 188; BIO 320 and 340 recommended. General studies: L.

**BIO 415 Biometry (4)***fall only*

Statistical methods applied to biological problems, design of experiments, estimation, significance, analysis of variance, regression, correlation, chi square, and bioassay; the use of computers. 3 hours lecture, 3 hours lab. Prerequisite: MAT 210 or equivalent. General studies: CS.

**BIO 443 Molecular Genetics (3)***spring only*

Nature and function of the gene; emphasis on the molecular basis of inheritance and gene expression in prokaryotes and eukaryotes. Prerequisites: BIO 340; a course in organic chemistry.

**BIO 465 Neurophysiology (3)***summer only; selected semesters*

Detailed treatment of cellular and organismal neurophysiology and nervous system functioning. Prerequisite: BIO 360/361 or instructor approval.

**BIO 471 Ornithology (3)***summer only; selected semesters*

The biology of birds. 2 hours lecture, 3 hours lab, weekend field trips. Fee. Prerequisite: BIO 370 or instructor approval.

**BIO 473 Ichthyology (3)***summer only; selected semesters*

Systematics and biology of recent and extinct fishes. 2 hours lecture, 3 hours lab or field trip, weekend field trips required. Fee. Prerequisites: ENG 101 (or 105); BIO 370 or instructor approval. General studies: L.

**BIO 474 Herpetology (3)***summer only; selected semesters*

Systematics and biology of recent and extinct reptiles and amphibians. 2 hours lecture, 3 hours lab or field trip. Fee. Prerequisite: BIO 370 or instructor approval.

**BIO 480 Methods of Teaching Biology (3)***fall only*

Methods of instruction, experimentation, organization, and presentation of appropriate content in biology. Fee. Prerequisite: 20 hours in the biological sciences.

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## Chemistry

### CHM 113 General Chemistry (4)

*fall only*

Principles of chemistry. Adapted to the needs of students in the physical, biological, and earth sciences. 3 hours lecture, 1 hour discussion, 2 hours lab. Credit is allowed for only CHM 113 or CHM 101, 107, 114, or 117 (available at ASU Main). Fee. Prerequisite: 1 year of high school chemistry recommended; MAT 106 or 3 semesters of high school algebra. General Studies: SQ.

### CHM 115 General Chemistry with Qualitative Analysis (5)

*spring only*

Continuation of CHM 113. Equilibrium theory, chemistry of metals, nonmetals, and metalloids and the introduction to organic chemistry. Laboratory includes qualitative analysis. 3 hours lecture, 2 hours discussion, 4 hours lab. Credit is allowed for only CHM 115 or CHM 114, 116, or 118 (available at ASU Main). Fee. Prerequisite: CHM 113 or 2 years of high school chemistry. General Studies: SQ.

### CHM 331 General Organic Chemistry Lecture I (3)

*fall only*

Chemistry of organic compounds. Prerequisite: CHM 115.

### CHM 332 General Organic Chemistry Lecture II (3)

*spring only*

Continuation of CHM 331. Prerequisite: CHM 331.

### CHM 335 General Organic Chemistry Laboratory I (1)

*fall only*

Microscale organic chemical experiments in separation techniques, synthesis, analysis and identification, and relative reactivity. 4 hours lab. Fee. Corequisite: CHM 331.

### CHM 336 General Organic Chemistry Laboratory II (1)

*spring only*

Continuation of CHM 335. 4 hours lab. Fee. Prerequisite: CHM 335. Corequisite: CHM 332.

## Dance History

### DAH 300 Introduction to Dance (3)

*selected semesters*

Orientation to the field of dance, focusing on history, styles, cultural and theatrical aspects of the art form. May not be taken for credit by student who has completed DAH 100. General studies: HU, H.

### DAH 301 Philosophy and Criticism of Dance (3)

*selected semesters*

Philosophical issues in dance and dance criticism, with emphasis on written analysis and interpretation. Prerequisite: ENG 101 (or 105). General studies: L/HU.

## English

*ENG Note: Completion of the First-Year Composition requirement (ENG 101 and 102 or ENG 105 or ENG 107 and 108 [available at ASU Main] with a grade of "C" or higher) is a prerequisite for all English courses above the 100 level.*

### ENG 101 First-Year Composition (3)

*fall, spring, summer*

Discovering, organizing, and developing ideas in relation to the writer's purpose, subject, and audience. Emphasis on modes of written discourse and effective use of rhetorical principles.

### ENG 102 First-Year Composition (3)

*fall, spring, summer*

Critical reading and writing; emphasis on strategies of academic discourse. Research paper required. Prerequisite: a grade of "C" or higher in ENG 101.

### ENG 105 Advanced First-Year Composition (3)

*selected semesters*

A concentrated composition course for students with superior writing skills; intensive reading; research papers; logical and rhetorical effectiveness. Not open to students with credit in First-Year Composition.

### ENG 200 Critical Reading and Writing About Literature (3)

*selected semesters*

Introduction to the terminology, methods, and objectives of the study of literature, with practice in interpretation and evaluation. Prerequisite: English major or minor; See ENG note. General studies: L/HU.

### ENG 210 Introduction to Creative Writing (3)

*selected semesters*

Beginning writing of poetry, fiction, and drama (both stage and screen). Separate sections for each genre. Each genre may be taken once. Prerequisite: See ENG note.

### ENG 213 Introduction to the Study of Language (3)

*selected semesters*

Language as code; phonetics, phonology, morphology, and syntax; the lexicon; language acquisition; sociolinguistics. Prerequisite: See ENG note.

### ENG 219 Newspaper Production (3)

*selected semesters*

Students will work on campus newspaper to learn basics of news and column writing, digital photography and layout. Cross-listed as AMS 219. Prerequisite: See ENG note. General studies: L.

### ENG 221 Survey of English Literature (3)

*fall, spring, summer*

Medieval, Renaissance, and 18th-century literature. Emphasis on major writers and their works in their literary and historical contexts. Prerequisite: See ENG note. General studies: HU, H.

### ENG 222 Survey of English Literature (3)

*fall, spring, summer*

Romantic, Victorian, and 20th-century literature. Emphasis on major writers and their works in their literary and historical contexts. Prerequisite: See ENG note. General studies: HU, H.

**ENG 241 American Literature (3)***fall, spring, summer*

From colonial times to the Civil War, including the growth of nationalism and romanticism. Prerequisite: See ENG note. General studies: HU.

**ENG 242 American Literature (3)***fall, spring, summer*

From the Civil War to the present. Development of realism, naturalism, and modernism, and contemporary trends in prose and poetry. Prerequisite: See ENG note. General studies: HU.

**ENG 305 Classical and Biblical Backgrounds to Literature (3)***selected semesters*

Selected readings from the Bible and Greek and Latin literature in translation, emphasizing ideas, forms, and myths related to the development of English literature. Prerequisite: See ENG note. General Studies: HU.

**ENG 311 Persuasive Writing (3)***fall, spring, summer*

An advanced writing course that focuses on persuasive writing for diverse audiences. Cross-listed as HIS 301. Prerequisite: See ENG note. General studies: L.

**ENG 315 Writing for the Professions (3)***fall, spring, summer*

Advanced practice in writing and editing expository prose. Primarily for preprofessional majors. Prerequisite: See ENG note. General studies: L.

**ENG 316 Writing and Arguing Politics (3)***selected semesters*

A course in logical argumentation and writing, enabling students to analyze and construct arguments. Prerequisite: See ENG note. General studies: L.

**ENG 323 Rhetoric and Grammar (3)***fall, spring, summer*

A practical course taught in the computer lab. Emphasizes rhetorical strategies and grammar for writers. Prerequisite: See ENG note. General studies: L.

**ENG 337 Major American Novels (3)***selected semesters*

Novels from the 19th century to the present studied in their historical and cultural contexts. Cross-listed as AMS 322. Prerequisite: See ENG note. General studies: L/HU.

**ENG 352 Short Story (3)***once a year*

Development of the short story as a literary form; analysis of its technique from the work of representative authors. Cross-listed as AMS 322. Prerequisite: See ENG note. General studies: HU.

**ENG 384 Science Fiction and Fantasy (3)***selected semesters*

Development of science fiction and fantasy literature. Cross-listed as AMS 322. Prerequisite: See ENG note. General studies: L/HU.

**ENG 386 American Gothic (3)***selected semesters*

The development of modern American Gothic as a literary form from Poe to Oates. Emphasis on the short story. Cross-listed as AMS 322. Prerequisite: See ENG note. General studies: L/HU.

**ENG 394 Special Topics (3)***selected semesters*

Topics may include writing and American culture. Prerequisite: See ENG note.

**ENG 400 History of Literary Criticism (3)***once a year*

Major critics and critical traditions in the western world. Prerequisite: 6 hours of literature or instructor approval. Prerequisite: See ENG note. General studies: HU.

**ENG 410 Folklore in Everyday Life (3)***selected semesters*

Focuses on the discipline of Folklore, the theories and methods related to the oral, material, and cultural practices of society. Prerequisite: See ENG note. General Studies: L/SB.

**ENG 412 Writing for Publication (3)***fall and spring only*

Lectures and conferences concerning techniques of writing for publication. Prerequisite: See ENG note.

**ENG 420 Multicultural Autobiographies (3)***fall, spring, summer*

Examination of the human experience via autobiographies and personal narratives. Multicultural, literary, and psychological perspectives on individual lives. Cross-listed as IAS 420. Prerequisite: See ENG note. General studies: L/HU, C.

**ENG 421 Western American Literature (3)***selected semesters*

Critical examination of ideas and traditions of the literature of the western United States. Cross-listed as AMS 422. Prerequisite: See ENG note. General studies L/HU.

**ENG 422 Southern Writers (3)***selected semesters*

An analysis of Southern culture through the eyes of the region's novelists, short story writers, poets, filmmakers, photographers, and song writers. Cross-listed as AMS 422. Prerequisite: See ENG note.

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/ and or

**ENG 428 European Renaissance Literature (3)***selected semesters*

Prose, poetry, and drama of Europe and England from 1492-1660 with an emphasis on cultural history.

Prerequisite: See ENG note. General studies: L/HU.

**ENG 431 Whitman and Dickinson (3)***selected semesters*

Evaluation of the 19th century "American Literary Renaissance" through the specialized examination of its poetry and authors in their historical context.

Prerequisite: See ENG note. General studies: HU.

**ENG 432 The American Renaissance (3)***selected semesters*

Novels, poetry, short fiction, and criticism of the major literary figures of the early to mid-nineteenth century.

Prerequisite: See ENG note. General studies: HU.

**ENG 434 International Postmodern Literature (3)***selected semesters*

Focuses on the international nature of Postmodernist literature. Authors studied may include Rushdie, Garcia Marquez, and Toni Morrison. Prerequisite: See ENG note. General studies: HU, G.

**ENG 441 Romantic Poetry (3)***selected semesters*

Poetry of Wordsworth, Coleridge, Shelley, Keats, and Byron. Prerequisite: See ENG note.

**ENG 445 The American Novel, 1900 - 1960 (3)***selected semesters*

Developments in theory and practice of major novelists. Prerequisite: See ENG note. General studies: L/HU.

**ENG 446 American Novel since 1960 (3)***selected semesters*

Major novelists of the period. Developments in theory and practice. Cross-listed as AMS 422. Prerequisite: See ENG note. General studies: L/HU.

**ENG 449 Medieval Literature (3)***selected semesters*

Medieval English and continental literature in translation, emphasizing cultural and intellectual backgrounds. Prerequisite: See ENG note. General Studies: HU.

**ENG 450 The British Novel (3)***selected semesters*

A course focusing on the British novel from the 18th century to the present. Prerequisite: See ENG note. General Studies: HU.

**ENG 451 History of Film (3)***selected semesters*

Emphasis on American film, with some study of European film. 3 hours lecture, 4 hours of screening. Prerequisite: See ENG note. General studies: HU.

**ENG 453 Erotic Writing in the Renaissance (3)***selected semesters*

A course addressing the relation between erotic representation, gender, and sexuality in early modern Europe and England. Prerequisite: See ENG note. General studies: L/HU.

**ENG 454 Gender and Literature (3)***once a year*

A course focusing on the representation of gender in literature. Prerequisite: See ENG note. General studies: L/HU.

**ENG 455 Contemporary Women Writers (3)***once a year*

Critical examination of literature by contemporary women writers. May be repeated for credit when topics vary. Prerequisite: See ENG note. General studies: HU.

**ENG 463 African-American Literature (3)***once a year*

Thematic and cultural study of African-American literature. Prerequisite: See ENG note. General studies: HU, C.

**ENG 464 American Indian Literature (3)***selected semesters*

Selected oral traditions of American Indians and their influences on contemporary Native American literary works. Prerequisite: See ENG note. General studies: HU, C.

**ENG 466 Chicano Literature (3)***selected semesters*

Development of Chicano literature; study of genres and themes; attention to literary antecedents. Prerequisite: See ENG note. General studies: L/HU, C.

**ENG 467 Ethnic Women Writers (3)***once a year*

Concentrates on selected women writers of the U.S. who are Native American, black, Hispanic, and Asian-American. Cross-listed as AMS 422, WST 467. Prerequisite: See ENG note. General studies: L/HU, C.

**ENG 468 Africana Literature (3)***selected semesters*

Focuses on the literature of the African Diaspora, including texts from the Caribbean, the Americas, and Africa. Prerequisite: See ENG note. General Studies: HU, G.

**ENG 473 Shakespeare (3)***fall and spring only*

A selection of comedies, histories, and tragedies. Prerequisite: See ENG note.

**ENG 475 Milton (3)***selected semesters*

Selected prose and poetry, emphasizing Paradise Lost, Paradise Regained, and Samson Agonistes. Prerequisite: ENG 221 or instructor approval. General studies: HU.

**ENG 477 World Literature (3)***spring only*

Introduces students to world literature, mostly outside the United States and England. Cross-listed as IAS 477. Prerequisite: See ENG note. General studies: L/HU, G.



### ENG 478 Modernist Literature (3)

*selected semesters*

Focuses on the international nature of Modernist literature. Authors studied may include Proust, Kafka, Joyce, and Woolf. Prerequisite: See ENG note. General Studies: HU.

### ENG 494 Special Topics (3)

*selected semesters*

Topics may include writing practicum. Prerequisite: See ENG note.

## Ethnic Studies

### ETH 100 Introduction to Ethnic Studies (3)

*fall and spring only*

This course undertakes an introductory comparative analysis of ethnic groups to understand cultural diversity within the United States. General studies: SB, C.

### ETH 300 Principles of Ethnic Studies (3)

*fall and spring only*

The objective of this course is to familiarize students with a range of analytical and theoretical frameworks in the field of ethnic studies. General studies: C.

### ETH 484 Ethnic Studies Internship (3)

*fall, spring, summer*

Seminar with structured practical experience in the field and/or in community organizations.

## Family Studies

### FAS 301 Introduction to Parenting (3)

*summer only*

Integrated approach to understanding parenting and parent-child interactions. Prerequisites: ENG 101 (or 105); PGS 101, SOC 101 or equivalent. General studies: L/SB.

### FAS 330 Personal Growth in Human Relationships (3)

*fall, spring, summer*

Personal development and behavior as related to competency in interpersonal relationships with the family. Processes of family interaction. Prerequisites: PGS 101, SOC 101 or equivalent. General studies: SB.

### FAS 331 Marriage and Family Relationships (3)

*fall and spring only*

Issues, challenges, and opportunities relating to present day marriage and family living. Factors influencing interrelations within the family. Prerequisite: course in psychology or sociology.

### FAS 332 Human Sexuality (3)

*selected semesters*

Relationship of sexuality to family life and to major societal issues. Emphasis on developing healthy, positive, responsive ways of integrating sexual and other aspects of human living. Prerequisite: PGS 101.

### FAS 431 Adolescence and Family Relationships (3)

*fall only*

Coverage of functional and dysfunctional family dynamics involving adolescents, siblings, parents, and extended family members. Prerequisite: PGS 101.

## Cultural Geography

### GCU 352 Political Geography (3)

*spring only*

Relationship between the socio-physical environment and the state. General studies: SB, G.

### GCU 357 Social Geography (3)

*selected semesters*

Environmental perception of individuals and groups. The spatial aspect of social and physical environments is stressed. General studies: SB.

### GCU 361 Urban Geography (3)

*selected semesters*

External spatial relations of cities, internal city structure, and spatial aspects of urban problems in various parts of the world, particularly in the United States. General studies: SB.

### GCU 373 Introduction to Geographic Information Science (4)

*fall only*

Introduction to theoretical and computer based aspects of Geographic Information Systems, involving data analysis and map generation. General studies: SG.

## Geology

### GLG 110 Geological Disasters and the Environment (3)

*spring only*

Geological studies as they apply to interactions between humans and earth. Includes geological processes and hazards, resources, and global change. General studies: G, SG (if credit also earned in GLG 111).

### GLG 111 Geological Disasters and the Environment Laboratory (1)

*spring only*

Basic geological processes and concepts. Emphasis on geology-related environmental problems concerning Arizona. Case histories and field studies. Fee. General studies: SG (if credit also earned in GLG 110).

Key to General Studies

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# History

## HIS 101 Western Civilization (3)

*fall only*

Traces origin and development of Western societies and institutions from the Renaissance and Reformation through Age of Enlightenment. General studies: SB, H.

## HIS 102 Western Civilization (3)

*spring only*

Traces origin and development of Western societies and institutions from the French Revolution to the present. General studies: SB, G, H.

## HIS 103 The United States (3)

*fall only*

Growth of the Republic from colonial times through the Civil War period. General studies: SB, H.

## HIS 104 The United States (3)

*spring only*

Growth of the Republic from the Civil War period to the present day. General studies: SB, H.

## HIS 300 Historical Methods (3)

*fall only*

An introduction to the methodological and theoretical tools of history as a scholarly discipline for history majors. Prerequisite: ENG 102 (or 105). General studies: L, H.

## HIS 301 Writing in History (3)

*once a year*

Focuses on methods of writing, reasoning, and arguing in American Studies. Emphasizes the drafting of summaries and short arguments. Cross-listed as ENG 311. Prerequisite: ENG 101 (or 105). General studies: L.

## HIS 303 American Cultural History (3)

*fall only*

Culture in a broad connotation, including ideas, ideals, the arts, and social and economic standards from the nation's colonial background and early national period. Cross-listed as AMS 320. General studies: SB, H.

## HIS 304 American Cultural History (3)

*spring only*

Culture in a broad connotation, including ideas, ideals, the arts, and social and economic standards from the age of industrialism and modern America. Cross-listed as AMS 321. General studies: SB, H.

## HIS 305 History of American Systems to 1865 (3)

*fall only*

Survey of political, legal, and economic institutions, placed in the context of a dynamic industrial society. Cross-listed as AMS 310. Prerequisite: ENG 101 (or 105). General studies: L, C, H.

## HIS 306 History of American Systems since 1865 (3)

*spring only*

Survey of political, legal, and economic institutions, placed in the context of a dynamic industrial society. Cross-listed as AMS 311. Prerequisite: ENG 101 (or 105). General studies: H.

## HIS 320 19th Century West (3)

*selected semesters*

Social, political, and economic development of trans-Mississippi West beginning with Louisiana Purchase and ending in 1900. General studies: SB, H.

## HIS 331 American Indians (3)

*fall only*

History of the American Indian with emphasis on the government's Indian policy and the impact of the white man on tribal culture.

## HIS 340 American Military History (3)

*selected semesters*

A study of the role of the military in American life during war and peace from colonial times to the present day. General studies: SB, H.

## HIS 355 Europe and the World I (3)

*fall only*

A survey of early-modern European history (1400-1800), with an emphasis on European relations with the non-European world. Prerequisite: ENG 102 (or 105). General studies: G, H.

## HIS 356 Europe and the World II (3)

*spring only*

A survey of modern European history (1789-present), with an emphasis on European relations with the non-European world. Prerequisite: ENG 102 (or 105). General studies: G, H.

## HIS 363 Reformation (3)

*fall only*

The Protestant and Catholic Reformations in the 16th century. Prerequisite: ENG 101 (or 105).

## HIS 377 Women in Europe, 1700-Present (3)

*selected semesters*

A historical survey of European women's lives, emphasizing the impact of gender on social, political, economic, and cultural experience. Prerequisite: ENG 102 (or 105). General studies: H.

## HIS 378 20th Century Europe at War, 1900-1945 (3)

*fall only*

A survey of the history of the World Wars in Europe, emphasizing the relationship between military developments, culture, and society. General studies: H.

## HIS 394 Special Topics in History (3)

*fall and spring only*

A full description of topics for any semester is available in the American Studies office. May be repeated for credit.

## HIS 406 Civil War and Reconstruction (3)

*spring only*

Causes and development of the war; political, constitutional, and social issues of Reconstruction and their effects on postwar America. Prerequisite: ENG 101 (or 105). General studies: L/SB, H.

### HIS 411 Contemporary America (3)

*fall only*

The United States from 1945 to the present. Prerequisite: ENG 101 (or 105). General studies: L/SB, H.

### HIS 419 Topics in American Historical Periods (3)

*spring only*

Courses under this title focus on specific periods in American history. May be repeated for credit when topics vary.

### HIS 423 Mexico (3)

*selected semesters*

Political, economic, social, and cultural developments from 1810 to the present. General studies: SB, H.

### HIS 424 The Hispanic Southwest (3)

*fall only*

Development of the Southwest in the Spanish and Mexican periods to 1848. General studies: SB.

### HIS 430 20th Century Chicano/a History (3)

*selected semesters*

Historical development of the Chicano community in the 20th century. General studies: SB, H.

### HIS 431 Social History of American Women (3)

*fall only*

Examination of women's social position in America. In-depth analysis of specific women's issues in terms of change over time. Prerequisite: ENG 101 (or 105). General studies: L/SB, H.

### HIS 439 Topics in American Race, Class, Gender, and Ethnicity (3)

*fall and spring only*

Courses under this title emphasize the use of race, class, gender, and/or ethnicity as categories of historical analysis.

### HIS 443 Constitutional History of the United States (3)

*spring only*

Origin and development of the American constitutional system, from Reconstruction to the present. Prerequisite: HIS 104 or instructor approval. General studies: SB, H.

### HIS 444 American Urban History (3)

*spring only*

The history of the city in American life from the 19th century to the present. General studies: SB, H.

### HIS 449 Topics in American Themes and Issues (3)

*fall only*

Courses under this title focus on significant themes and issues in American history. May be repeated for credit when topics vary.

### HIS 450 Topics in Comparative History (3)

*selected semesters*

Comparative history with reference to one or more themes. May be repeated for credit when topics vary.

### HIS 454 History of Genocide (3)

*spring only*

Course examines the individuals and institutions responsible for the most infamous episodes of state-sanctioned violence in the 20th Century. General studies: G, H.

### HIS 467 Topics in European Historical Periods (3)

*selected semesters*

Courses under this title focus on specific periods in European history. May be repeated for credit when topics vary.

### HIS 469 Modern Germany (3)

*spring only*

Germany since 1840. General studies: SB, G, H.

### HIS 475 Topics in European Regional/National History (3)

*selected semesters*

Courses under this title focus on the history of specific geographic regions or nations in Europe. May be repeated for credit when topics vary.

### HIS 482 Topics in European Gender, Ethnicity, and Class (3)

*selected semesters*

Courses under this title emphasize the use of gender, ethnicity and/or class as categories of historical analysis. May be repeated for credit when topics vary.

### HIS 487 Topics in European Themes and Issues (3)

*fall only*

Courses under this title focus on significant themes and issues in European history. May be repeated for credit when topics vary.

### HIS 498 History Pro-Seminar (3)

*fall and spring only*

Required course for majors on topic selected by instructor; introduction to historical research and writing; writing intensive course related to the development of research skills and writing tools used by historians. Prerequisite: ENG 101 (or 105). General studies: L.

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, and  
/ or

## History and Philosophy of Science

### HPS 323 History of Science (3)

*once a year*

Development and application of scientific thinking from the 18th century to the present. Cross-listed as IAS 323. General studies: HU, H.

### HPS 330 History of Biology: Conflicts and Controversies (3)

*selected semesters*

Focuses on the 19th and 20th centuries, considering biology as a discipline, evolution, and problems of heredity, development, and cell theory. General studies: H.

### HPS 411 History and Philosophy of Mathematics (3)

*once a year*

Examines nature of mathematics from origins to present, revealed by its history and philosophy. Strong background in mathematics not required. Cross-listed as IAS 411, MAT 411. General studies: HU, H.

### HPS 412 History and Philosophy of the Social Sciences (3)

*fall only*

Development of the social sciences (economics, psychology, sociology, anthropology, history, political science) from the 17th century to the present. Cross-listed as IAS 412. General studies: HU, H.

## Integrative Studies

### IAS 220 Psychology, Autobiographies, Religion (3)

*fall only*

Interdisciplinary course about identity, narratives, and spiritual values. Developmental-personality theory, literary criticism, religious studies, and multicultural scholarship used to examine autobiographical texts. Prerequisite: ENG 101 (or 105). General Studies: L/HU.

### IAS 300 Adult Career Development (3)

*fall, spring, summer*

Analysis of sociological and economic factors of 21st century work environments, integrated with a psychological understanding of adult development. Prerequisite: ENG 101 (or 105). General studies: L/SB.

### IAS 310 Women in Art (3)

*fall only*

Cultural, historical, and social issues relating to the seeming scarcity of women artists and changing social contexts for women artists. Prerequisite: ENG 101 (or 105). General Studies: HU.

### IAS 323 History of Science (3)

*once a year*

Development and application of scientific thinking from 18th century to the present. Cross-listed as HPS 323. General studies: HU, H.

### IAS 330 History and Philosophy of Biology (3)

*selected semesters*

Examines the development of biological thought in its social context and the philosophical foundations of scientific inquiry. Cross-listed as HPS 330. General studies: H.

### IAS 406 Moral Dilemmas (3)

*fall and spring only*

Philosophical analysis of moral dilemmas arising in professional and public settings. Ethical decision making in business, educational, human service, and scientific communities. Cross-listed as PHI 406. Prerequisite: ENG 101 (or 105). General studies: L/HU.

### IAS 407 Environmental Philosophy and Policy (3)

*once a year*

Ethical concepts and theories applied to environmental issues: biotic community, biodiversity, ecofeminism, ecology, economics, population, property rights, and wilderness. Not open to students with credit in PHI 310 (available at ASU Main). Cross-listed as PHI 407. Prerequisite: ENG 101 (or 105). General studies: L/HU.

### IAS 410 Evolution of Ideas (3)

*fall only*

Investigates ideas (paradigms) and revolutions (paradigm shifts). Examines several topics from perspectives of science, arts, humanities, social sciences. Prerequisite: ENG 101 (or 105). General studies: L/HU, H.

### IAS 411 History and Philosophy of Mathematics (3)

*once a year*

Examines nature of mathematics from origins to present, revealed by its history and philosophy. Strong background in mathematics not required. Cross-listed as HPS 411, MAT 411. General studies: HU, H.

### IAS 412 History and Philosophy of the Social Sciences (3)

*fall only*

Development of the social sciences (economics, psychology, sociology, anthropology, history, political science) from the 17th century to the present. Cross-listed as HPS 412. General studies: HU, H.

### IAS 420 Multicultural Autobiographies (3)

*fall and spring only*

Examination of the human experience via autobiographies and personal narratives. Multicultural, literary, and psychological perspectives on individual lives. Cross-listed as ENG 420. Prerequisite: ENG 101 (or 105). General studies: L/HU, C.

### IAS 430 Science and Religion (3)

*spring only*

Examination of evolving relationships between scientific thought and Western and Eastern religious thought. Cosmologies, worldviews, and epistemologies explored. Prerequisite: ENG 101 (or 105). General studies: L/HU.

### IAS 477 World Literature (3)

*spring only*

Introduces students to world literature, mostly outside the United States and England. Cross-listed as ENG 477. Prerequisite: ENG 101 (or 105). General studies: L/HU, G.

### IAS 484 Internship (1-12)

*fall, spring, summer*

Structured practical experience supervised in the field by practitioners with parallel, on-campus seminar held with program faculty.

### IAS 499 Individual Research or Creative Project (1-3)

*fall and spring only*

Application of interdisciplinary methods of inquiry to a problem identified by student and supervised by faculty.

## Interdisciplinary Arts and Performance

### IAP 101 Art, Artist, and Culture (3)

*fall and spring only*

Provides students with an approach to art, creativity, and culture in global, historical, and contemporary contexts. General studies: HU.

### IAP 300 Introduction to Interdisciplinary Arts (3)

*fall only*

Interdisciplinarity considered in practical terms in all art forms. Antecedents and cross-cultural issues will also be considered. General studies: HU.

### IAP 301 Energetic Systems of Art: Collaboration in the Arts (3)

*selected semesters*

Identification and exploration of the energetic systems at work in the creation, performance, and perception of art.

### IAP 302 Cross-Cultural Perspectives on the Arts (3)

*selected semesters*

Social and cultural perspectives of art and performance through a survey of historical and contemporary attitudes. Prerequisite: ENG 101 (or 105). General studies: L/HU.

### IAP 303 Artists and the Contemporary American Experience (3)

*selected semesters*

Exploration into the life of the contemporary American artist with respect to individuality, pluralism, gender, race, and ethnicity, regionalism, etc.

### IAP 304 The Avant-Garde to WW II (3)

*selected semesters*

Survey of movements and trends from late 19th century to World War II, including symbolism, surrealism, the Bauhaus, atonality, etc. General studies: HU.

### IAP 305 The Avant-Garde and Experimental Arts, WW II to Present (3)

*spring only*

Survey of movements and trends from World War II to the present, including abstract expressionism, musique concrete, minimalism, etc. General studies: L/HU.

### IAP 306 Extended Traditions in Drawing (3)

*fall in even years only*

Exploring alternative methods of rendering the drawn image. Emphasis on incorporating other art forms to inform students' individual work.

### IAP 310 Women in Art (3)

*fall only*

Cultural, historical, and social issues relating to the seeming scarcity of women artists and changing social contexts for women artists. Prerequisite: ENG 101 (or 105). General Studies: HU.

### IAP 321 Music Composition I (3)

*fall in even years only*

Study and implementation of specific compositional theories and procedures. May be repeated for credit as topics vary.

### IAP 322 Multitrack Digital Recording (3)

*spring in odd years only*

Introduces students to theory and practice of Musical Instrument Digital Interface (M.I.D.I.) technology.

### IAP 323 Music and the Visual Arts (3)

*spring in odd years only*

Histories and theories of music and visual arts with particular attention paid to convergences within 20th century avant-garde traditions. General studies: HU.

### IAP 324 The Voice and Performance (3)

*selected semesters*

This course will involve all aspects of the human voice, including research, creation, and performance.

### IAP 325 Sound Performance: Exploring Alternative Performance Groups (3)

*spring only*

Utilizes innovative sound ensembles to explore all aspects of sound and its place in various art forms.

### IAP 331 Performance, Acting, and the Individual (3)

*fall only*

Designed to explore the concepts of the "self," the "subject," and the "author" as each pertain to the solo artist.

### IAP 332 Technical Production for Interdisciplinary Arts (3)

*selected semesters*

Development of basic technical knowledge and application of fundamental stagecraft techniques used in the creation and presentation of performance works.

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, and / or

**IAP 333 Directing for Performance (3)***fall only*

This course is designed to explore various strategies for performance. Emphasis will be on non-traditional staging and performance.

**IAP 334 Writing/Performance Seminar (3)***fall only*

Developing original text into rehearsal-ready script. Text, design, acting style, music, and movement are developed in a workshop setting.

**IAP 335 Vocalization and Movement (3)***spring only*

Study, application, and coordination of vocal projection techniques with bodily movement competencies in presenting original and existing contemporary performance works.

**IAP 347 Movement in Education (3)***selected semesters*

Theory and practice of teaching dance and creative movement in schools, K-12. Open to all students.

**IAP 351 Concept, Image, and Text (3)***selected semesters*

This course will engage the student in the generation of images and metaphors using various media and visual stimuli.

**IAP 352 Seeing and Drawing (3)***fall and spring only*

Developing drawing and seeing skills that are important not only to visual arts but also to music, dance, and theatre. Studio: 6 hours per week. Fee.

**IAP 353 Contemporary Figure Drawing I (3)***selected semesters*

A look at life through drawing of the human figure. Concerns: composition, anatomy. Useful in other art forms. Studio: 6 hours per week. Fee. Prerequisite: ART 314 or IAP 352 or ART 311 (available at ASU Main) or instructor approval.

**IAP 354 Visual Representation (3)***fall only*

Exploring materials, processes, and aesthetic concepts of art making through various media with readings on cultural perspectives and contemporary theory. Lecture and studio.

**IAP 355 Illusion and Vision (3)***spring in odd years only*

Inquiry into 2D surfaces for visual representation and personal expression including readings on color theory, visual perception, and historical/cultural patterns. Lecture and studio.

**IAP 356 Spatial Impressions (3)***spring in even years only*

Investigating 3D forms, the processes and concepts of physicality, and the environment with readings on spatial perception and cultural objects. Lecture and studio.

**IAP 361 Digital Editing and Media Literacy (3)***fall and spring only*

An investigation of the approaches used in digital editing with a focus on interactivity, graphics, audio, and desktop video. Fee. General studies: CS.

**IAP 363 Sound, Image, and Media (3)***fall in odd years only*

Interdisciplinary arts projects for experimental approaches to relating sound and visual image, accompanied by survey of historical and contemporary material.

**IAP 364 Documentaries (3)***fall in even years only*

Media arts projects exploring new and experimental forms of visualization based upon an interdisciplinary survey of historical and contemporary examples. Recommended: IAP 361.

**IAP 365 Authoring CD ROMS (3)***spring in odd years only*

Students learn to combine multi-media, graphics, and programming skills specific to the program "Director" to create their own CD-ROMS. Fee. Pre or corequisite: IAP 361.

**IAP 371 Verbal Art (3)***fall in even years only*

Course examines varieties of verbal art in: everyday life, literature, oral and literate cultures. Considers diverse cultural forms and values. Prerequisite: ENG 101 (or 105). General studies: L/HU, C. L/HU.

**IAP 373 The Critical Artist (3)***selected semesters*

This course will focus on artists' critical thought, theorizing, and representation of art across disciplines and genres. General studies: HU.

**IAP 422 Contemporary Orchestration Practices (3)***fall in odd years only*

Traditional and experimental scoring techniques for small and large ensembles using MIDI technology, digital samplers, and traditional instruments.

**IAP 431 Perspectives on Performance and Acting (3)***spring only*

This course focuses on the interaction of the performer with media, alternative stagings, and collaboration with other performers.

**IAP 433 Directing Workshop (3)***fall only*

Application of experimental directorial techniques to presentations and deconstruction of classical works including European and cross-cultural traditions. Prerequisite: IAP 333.

**IAP 434 Production Laboratory (3)***spring only*

Develop original scripts into showcase productions. Students function as theatrical ensemble, participate in all phases of performance and production values.

**IAP 441 Movement for Performance (3)***spring only*

This course explores the relationship of movement as it relates to performance, both historically and cross-culturally.

**IAP 442 Movement and Music (3)***spring only*

This course surveys ways artists have brought together movement and music in artistic creations in various disciplinary and interdisciplinary contexts.

### IAP 452 Elements of Painting (3)

*selected semesters*

Will develop painting skills and also develop personal artistic vision through projects that will be stimulated by other art forms. Studio: 6 hours per week.

Prerequisite: ART 323 or IAP 352 or ART 311 (available at ASU Main) or instructor approval.

### IAP 453 Contemporary Figurative Painting (3)

*selected semesters*

Painting the human form from observation; will perfect painting skills; stimulate an interdisciplinary awareness through exposure of other art forms. Studio: 6 hours per week. Fee. Prerequisite: IAP 353 or instructor approval.

### IAP 454 New Directions in Painting (3)

*selected semesters*

Will develop painting skills and personal artistic vision, through projects that will be stimulated by other art forms. Studio: 6 hours per week. Fee. Prerequisite: IAP 452 or instructor approval.

### IAP 457 Urban Narrative (3)

*fall in odd years only*

Conceptually based studio focusing on artists' voices in contemporary urban environment with readings on spatial perception and cultural objects. Lecture and studio. Prerequisite: instructor approval.

### IAP 464 Media and Diversity (3)

*spring in odd years only*

Interdisciplinary art projects exploring identity, perception and technologies from a basis of class, race, ethnicity, gender, sexuality, and ecology.

### IAP 465 Media Technologies and the Arts (3)

*fall in odd years only*

Practical explorations of media arts inter related with cultures, society, and technology, addressed through readings, discussion research and student arts projects.

### IAP 466 Authoring CD ROMS, Advanced (3)

*selected semesters*

Students learn more advanced programming skills specific to the program "Director" to create their own multi-media pieces and CD ROMS. Prerequisite: IAP 365 or instructor approval.

### IAP 467 Acoustic Ecology (3)

*spring in even years only*

Investigations into the relationship between Audio Art & Ecology, covering field recording, oral histories, digital editing and designing audio website/data bases.

Prerequisites: IAP 361; admission is also by consent of instructor for students in Life Sciences and Communication Studies.

### IAP 471 Language, Culture, and Performance (3)

*selected semesters*

This course offers an in-depth examination of language in myth, poetry, social and aesthetic performance genres. Prerequisites: ENG 101 (or 105); IAP 371 or instructor approval. General studies: L/HU.

### IAP 472 20th Century Theories of Arts and Performance (3)

*spring in even years only*

This course will orient students toward key texts, thinkers, concepts, and approaches to the arts and performance. Prerequisites: ENG 101 (or 105); IAP 372 or 375.

### IAP 473 Aesthetic Research (3)

*fall in odd years only*

This course investigates how artists, in all disciplines and from different historical periods, conduct or participate in research. Prerequisites: ENG 101 (or 105); IAP 373. General studies: L/HU.

### IAP 480 Senior Project (3-6)

*fall and spring only*

Capstone Course. Students develop an exit project for the IAP degree under the guidance of an advisor. Prerequisites: IAP major, senior standing, or advisor approval.

## Life Sciences

### LSC 264 The Biology of Humans (3)

*selected semesters*

Human anatomy, physiology, and behavior are analyzed in an ecological and evolutionary context with the methods of comparative biology.

### LSC 300 Modes of Biological Thought (3)

*fall and spring only*

Lecture course involving students in the process of biological discovery to examine how we identify truth in biological science. Prerequisites: ENG 101 (or 105); BIO 188. General studies: L.

### LSC 301 Life Sciences: History and Method (4)

*summer only*

Lecture/laboratory integrating philosophy, history, and methods of the life sciences and includes issue of underrepresentation of minorities in science. General studies: SG, C.

### LSC 330 Pollution vs. Protection: Counting the Cost (3)

*spring only*

A comparison of the economic costs and global consequences of permitting versus preventing pollution. General studies: G.

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, and  
/ or

**LSC 342 Hormones and Behavior (3)***selected semesters*

An examination of the short-term and long-term effects of hormones on the behavior of animals, including humans. Prerequisite: BIO 188.

**LSC 350 Premedical Professional Seminar (3)***fall and spring only*

An opportunity for students who anticipate a career in any area of medicine to explore the realities of the field. Prerequisite: instructor approval. Prerequisite: BIO 188.

**LSC 360 The Biology of Human Experience (3)***spring only*

An introduction to the evolutionary origins and characteristics of humans as they are reflected in morphology, physiology, ecology, and behavior. Prerequisite: BIO 188.

**LSC 361 Human Sexual Biology (3)***selected semesters*

Human sexuality from a biological and integrative perspective, including comparisons to other vertebrates and examination of social, behavioral, and physiological factors. Cannot be used for major credit in the biological sciences.

**LSC 362 The Human Environment (3)***selected semesters*

Evolution of humans' physiological, ecological, and behavioral interaction with their environment.

**LSC 363 Genes, Race, and Society (3)***fall only*

Examines biological theories of "race" and their impact on human society.

**LSC 365 The Human Organism (4)***fall only*

Human anatomy, physiology, and behavior are analyzed in an ecological and evolutionary context with the methods of comparative biology. Fee. General studies: SG.

**LSC 425 Medical Epidemiology (3)***summer only; selected semesters*

The origin, spread, and control of contagious disease including zoonoses. Prerequisite: upper division biology course and instructor approval.

**LSC 429 Capstone Course in Cell Biology and Physiology (3)***fall and spring only*

Student-generated group projects focusing on the interface of biology and health issues. Prerequisite: major status or instructor approval.

**LSC 430 Environmental and Human Toxicology (4)***spring in even years only*

Lecture/fieldwork course investigating toxic substances in the environment and their effect on the health of organisms, including humans. Prerequisite: BIO 188; CHM 113, 115; or equivalents.

**LSC 432 Basic Pharmacology (4)***spring in odd years only*

Aspects of pharmacology using an integrated approach to familiarize students with natural and synthetic therapeutic agents used in medicine. Prerequisite: BIO 353 or BIO 360/361 or instructor approval.

**LSC 434 Marine Ecology (3)***spring in odd years only*

An examination of ecological processes in oceans, seas, and estuaries that emphasizes species- and community-level phenomena. Prerequisite: an upper division biology course.

**LSC 439 Capstone Course in Ecology and Organismal Biology (3)***fall and spring only*

Student-generated projects focusing on biodiversity. Prerequisite: major status or instructor approval.

**LSC 450 Premedical Externship (3)***fall and spring only*

This course provides hands-on experience in a hospital setting for premedical students. Prerequisite: BIO 188. Pre or corequisite: LSC 350 and instructor approval.

**LSC 469 Capstone Course in Human Biology and Environment (3)***fall and spring only*

Student-generated group projects focusing on humans and their environment. Prerequisite: major status or instructor approval.

**LSC 480 Practicum (1-4)***selected semesters*

Applied biological topics. Taught by staff from environmental and biomedical organizations. Topics change each semester. Prerequisite: instructor approval.

**LSC 484 Internship (1-12)***fall, spring, summer*

Opportunities for students to pursue interests they develop in courses at ASU West. Especially appropriate for applied aspects of biology. Prerequisite: instructor approval.

## Master of Arts in Interdisciplinary Studies

**MAS 501 Models of Inquiry for Contemporary Issues (3)***fall, spring, summer*

This course provides students with a critical survey of current models of inquiry, tools, processes, and methods in different fields.

**MAS 505 20th Century Thought: Concepts of Change, Culture and Mind (3)***fall, spring, summer*

This course introduces students to graduate-level interdisciplinary study of key thinkers, movements, theories and paradigms in 20th century thought.

**MAS 510 Science and Religion: Cosmologies and Worldviews (3)***once a year*

This course will examine science and religion, stressing modern scientific findings and philosophical/ historical debates and dialogues.



### MAS 511 Technology, Environment and Humanity (3)

*once a year*

This course will critically analyze technology in relation to human and environmental issues.

### MAS 512 History and Philosophy of the Social Sciences (3)

*once a year*

Examines the development, historical context, and long-term importance of major theories of human nature from the 17th century until today.

### MAS 513 Sociology of Everyday Life (3)

*once a year*

Examination of institutional ethnography, a way of exploring the particular and generalized social relations that shape people's everyday experiences. Prerequisite: graduate standing or instructor approval.

### MAS 553 Latin American Cities (3)

*once a year*

An interdisciplinary study of Latin American world cities (Mexico City, Santiago, etc.) emphasizing integration with U.S. cities, including Los Angeles and Phoenix.

### MAS 585 Capstone Course (3)

*fall, spring, summer*

This course is designed to assist students in preparing their Capstone Project, which represents the culmination of their study for the M.A. in Interdisciplinary Studies.

## Mathematics

### MAT 106 Intermediate Algebra (3)

*fall and spring only*

Topics from basic algebra such as linear equations, polynomials, factoring, exponents, roots, and radicals. Prerequisite: 1 year of high school algebra.

### MAT 114 College Mathematics (3)

*fall and spring only*

Applications of basic college-level mathematics to real-life problems. Appropriate for students whose major does not require MAT 117 or 170. Prerequisite: MAT 106 or 2 years of high school algebra. General studies: MA.

### MAT 117 College Algebra (3)

*fall and spring only*

Linear and quadratic functions, systems of linear equations, logarithmic and exponential functions, sequences, series, and combinatorics. Prerequisite: MAT 106 or 2 years of high school algebra. General studies: MA.

### MAT 119 Finite Mathematics (3)

*fall and spring only*

Topics from linear algebra, linear programming, combinatorics, probability, and mathematics of finance. Prerequisite: MAT 117 or equivalent. General studies: MA.

### MAT 170 Precalculus (3)

*fall and spring only*

Intensive preparation for calculus (MAT 270). Topics include functions (including trigonometric), matrices, polar coordinates, vectors, complex numbers, and mathematical induction. Prerequisite with a grade of "B" or higher: MAT 106. Prerequisite with a grade of "C" or higher: MAT 117 or two years of high school algebra. General studies: MA.

### MAT 210 Brief Calculus (3)

*fall and spring only*

Differential and integral calculus of elementary functions with applications. Not open to students with credit in MAT 270 or MAT 260 or 290 (available at ASU Main). Prerequisite: MAT 117 or equivalent. General studies: MA.

### MAT 270 Calculus with Analytic Geometry I (4)

*selected semesters*

Real numbers, limits and continuity, and differential and integral calculus of functions of 1 variable. Not open to students with credit in MAT 290 (available at ASU Main). Prerequisite with a grade of "C" or higher: MAT 170 or satisfactory score on placement examination. General studies: MA.

### MAT 271 Calculus with Analytic Geometry II (4)

*selected semesters*

Methods of integration, applications of calculus, elements of analytic geometry, improper integrals, sequences, and series. Not open to students with credit in MAT 291 (available at ASU Main). Prerequisite with a grade of "C" or higher: MAT 270 or equivalent. General studies: MA.

### MAT 272 Calculus with Analytic Geometry III (4)

*selected semesters*

Vector-valued functions of several variables, multiple integration, and introduction to vector analysis. Prerequisite with a grade of "C" or higher: MAT 271 or equivalent. General studies: MA.

### MAT 300 Mathematical Structures (3)

*fall only*

Introduction to rigor and proof in mathematics. Basic logic, set theory, mathematical induction, combinatorics, functions, relations, and problem solving. Prerequisites: ENG 101 (or 105) and one semester of calculus or instructor approval.

### MAT 310 Introduction to Geometry (3)

*spring only*

Congruence, area, parallelism, similarity and volume, and Euclidean and non-Euclidean geometry. Prerequisite: MAT 272 or equivalent.

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**MAT 342 Linear Algebra (3)***once a year*

Linear equations, matrices, determinants, vector spaces, bases, linear transformations and similarity, inner product spaces, eigenvectors, orthonormal bases, diagonalization, and principal axes. Prerequisite: MAT 272 or equivalent.

**MAT 371 Advanced Calculus I (3)***fall only*

Continuity, Taylor's theorem, partial differentiation, implicit function theorem, vectors, linear transformations and norms in  $R^n$ , multiple integrals, and power series. Prerequisite: MAT 300 and 342.

**MAT 411 History and Philosophy of Mathematics (3)***once a year*

Examines nature of mathematics from origins to present, revealed by its history and philosophy. Strong background in mathematics not required. Cross-listed as HPS 411, IAS 411. General studies: HU, H.

**MAT 443 Abstract Algebra (3)***spring only*

Introduction to the most important algebraic structures, including groups, rings, integral domains, and fields. Prerequisites: MAT 300 and 342 or instructor approval.

**MAT 445 Theory of Numbers (3)***spring only*

Prime numbers, unique factorization theorem, congruences, Diophantine equations, primitive roots, and quadratic reciprocity theorem. Prerequisites: MAT 300 and 342 or instructor approval.

## Microbiology

**MIC 380 Medical Parasitology (3)***summer only; selected semesters*

Parasitic diseases of humans, including life cycle events and clinical manifestations. Prerequisite: BIO 353 or BIO 385 or instructor approval.

**MIC 420 Introductory Immunology (3)***summer only; selected semesters*

Fundamental concepts in research and medicine. Cellular immunity, antibody and antigen, immunogenetics, immunoregulation, hypersensitivity, clinical immunology, and nervous-immune system interactions. Prerequisites: CHM 231 (or 331) and MIC 205 or instructor approval.

## Music

**MUS 340 Listening to Music (3)***selected semesters*

Major periods, composers, and compositions in the history of music. General studies: HU, H.

**MUS 347 Music in America (3)***selected semesters*

Current styles of American music including jazz, popular, and folk music. General studies: HU.

**MUS 354 Popular Music (3)***selected semesters*

Emphasis on historical, cultural, and performance patterns in a variety of popular idioms such as, but not limited to, rock, folk, jazz, and Afro-American music. General studies: HU.

**MUS 355 Survey of American Music (3)***selected semesters*

Growth and development of American music.

**MUS 356 Survey of the Musical Theatre (3)***selected semesters*

Music's place in the theatre, viewed in terms of historical importance and relative function. General studies: HU.

## Philosophy

**PHI 101 Introduction to Philosophy (3)***fall and spring only*

Exploration of issues that philosophers have traditionally considered, including morality, reality, and knowledge. General studies: HU.

**PHI 103 Principles of Sound Reasoning (3)***selected semesters*

Fallacies, validity, and soundness of arguments. May include syllogistic, elementary symbolic, inductive logic, and scientific method. Prerequisite: ENG 101 (or 105). General studies: L/HU.

**PHI 105 Introduction to Ethics (3)***selected semesters*

Philosophical examination of such questions as, How should we live? Is morality a social invention? Does anything matter? General studies: HU.

**PHI 306 Applied Ethics (3)***fall and spring only*

Philosophical techniques are used to elucidate such vital moral issues as sexual perversion, civil disobedience, abortion, punishment, violence and pacifism, suicide, and euthanasia. General studies: HU.

**PHI 360 Business and Professional Ethics (3)***fall, spring, summer*

Examines moral theories applied to cases of corporate responsibility, property rights, environment, fairness, profit, employee rights, and responsibilities. General studies: HU.

**PHI 406 Moral Dilemmas (3)***fall and spring only*

Philosophical analysis of moral dilemmas arising in professional and public settings. Ethical decision making in business, educational, human service, and scientific communities. Cross-listed as IAS 406. Prerequisite: ENG 101 (or 105). General studies: L/HU.

## PHI 407 Environmental Philosophy and Policy (3)

*once a year*

Ethical concepts and theories applied to environmental issues: biotic community, biodiversity, degradation, ecofeminism, ecology, economics, population, property rights, and wilderness. Not open to students with credit in PHI 310 (available at ASU Main). Cross-listed as IAS 407. Prerequisite: ENG 101 (or 105). General studies L/HU.

## Physical Science

### PHS 110 Fundamentals of Physical Science (4)

*selected semesters*

One-semester survey of the principles of physics and chemistry. Understanding of elementary algebra is presumed. 3 hours lecture, 2 hours lab. General studies: SQ.

## Physics

### PHY 101 Introduction to Physics (4)

*selected semesters*

Emphasizes applications of physics to life in the modern world. Understanding of elementary algebra is presumed. 3 hours lecture, 1 hour recitation, 2 hours lab. General studies: SQ.

### PHY 111 General Physics (3)

*fall only*

Noncalculus treatment of the principles of physics for nonphysics majors. Students whose curricula require a laboratory course must also register for PHY 113. 3 hours lecture, 1 hour recitation. Prerequisite: trigonometry. General studies: SQ (if credit also earned in PHY 113).

### PHY 112 General Physics (3)

*spring only*

Continuation of PHY 111. Students whose curricula require a laboratory course must also register for PHY 114. Prerequisite: PHY 111. General studies: SQ (if credit also earned in PHY 114).

### PHY 113 General Physics Laboratory (1)

*fall only*

Elementary experiments in physics. 2 hours lab. Outside preparation for experiments and report writing are required. May be taken concurrently with, or subsequent to, PHY 111. General studies: SQ (if credit also earned in PHY 111).

### PHY 114 General Physics Laboratory (1)

*spring only*

See PHY 113. May be taken concurrently with, or subsequent to, PHY 112. General studies: SQ (if credit also earned in PHY 112).

## Plant Biology

### PLB 300 Comparative Plant Diversity (4)

*spring only*

Systematic and evolutionary survey of the plant kingdom, emphasizing diversity of gross and cellular structure, reproduction, life cycles, and habitat. 3 hours lecture, 3 hours lab. Fee. Prerequisites: ENG 101 (or 105); BIO 100 or 188 or equivalent.

## Political Science

### POL 101 Political Ideologies (3)

*fall and spring only*

Leading political ideas and belief systems, e.g., Marxism, liberalism, conservatism, theories of democracy, and alternative futures. Not open to students with credit for POL 340. General studies: SB.

### POL 110 Government and Politics (3)

*spring only*

Major institutions of modern government and processes of individual and group political activity, with emphasis on the American experience. Meets the federal government requirement for teacher certification. Not open to students with credit for POL 310. General studies: SB.

### POL 150 Comparative Government (3)

*selected semesters*

Political institutions and processes in selected foreign countries, including origins, strengths, and weaknesses of contemporary political systems and political development. General studies: SB, G.

### POL 160 Global Politics (3)

*fall only*

The nature of contemporary world politics through the study of both general theoretical topics and specific geographical areas. Not open to students with credit for POL 360. General studies: SB, G.

### POL 310 American National Government: Ideas and Institutions (3)

*fall and summer only*

Historical, analytic context of constitutionalism and citizenship vis-a-vis social, economic, and political institutions. Meets the federal government requirement for teacher certification. Not open to students with credit for POL 110. General studies: SB, H.

### POL 313 The Congress (3)

*spring only*

The modern American Congress: Its role, power and interrelationship in the American political system. General studies: SB.

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**POL 314 The American Presidency (3)***fall only*

Office, role, and power of the American presidency in the American political system. General studies: SB.

**POL 320 Latino Politics (3)***fall only*

Examination of contemporary political issues in the diverse Latino community. General studies: SB, C.

**POL 331 Public Opinion (3)***selected semesters*

Examination of U.S. public opinion, the diversity of its cultural sources, and political influence. General studies: SB.

**POL 336 Electoral Behavior (3)***selected semesters*

Voting behavior and the attitudes, perceptions, and activities of the citizenry in the political process. General studies: SB

**POL 340 Political Theory (3)***fall and summer only*

Survey of ancient, modern, and contemporary political theorists and ideas in European and American contexts. Not open to students with credit for POL 101. Prerequisite: ENG 101 (or 105). General studies: L/HU, H.

**POL 350 Comparative Politics (3)***spring and summer only*

Theoretical approaches and political institutions, such as parties, pressure groups, legislatures, and executives, from a cross-national perspective. General studies: SB, G.

**POL 360 World Politics Theory (3)***spring only*

Theoretical examination of one or more aspects of international politics, e.g., foreign policy, negotiations, alliances, crises, wars, and international systems. Not open to students with credit for POL 160. General studies: SB, G.

**POL 361 American Foreign Policy (3)***fall only*

United States in world affairs; foreign policy since World War I. Techniques in formulating American foreign policies. General studies: SB, G.

**POL 417 The Arizona Political System (3)***selected semesters*

Contemporary political problems within the context of Arizona's political, social, and constitutional frameworks. Meets the Arizona Constitution requirement for teacher certification.

**POL 430 Race and Politics in the Americas (3)***selected semesters*

The study of racial politics in North, Central, and South America with a focus on the United States. General studies: SB, C.

**POL 434 Media and Politics (3)***selected semesters*

The study of mass media and politics in the United States, e.g., media and elections, media and government. General studies: SB.

**POL 435 Women, Power, and Politics (3)***spring only*

The roles and treatment of women within various political contexts. Specific focus may vary with instructor. General studies: SB, C.

**POL 436 Gender, Sexuality, Nation-States (3)***selected semesters*

Issues and problems related to the interface of gender, sexualities, nationalism and states in various world contexts. General studies: SB, G.

**POL 440 Political Futures through Science Fiction (3)***selected semesters*

Examination of the relationship between politics and science fiction literature and film. Prerequisite: ENG 101 (or 105). General studies: L/HU.

**POL 446 Democracy (3)***spring only*

Issues and problems in democratic theory, e.g., the nature of democracy, majority rule, representation, equality, and the value of political participation. General studies: HU.

**POL 453 Latin American Cities (3)***spring only*

Urban studies of Latin American world cities, e.g., Mexico City, Santiago, emphasizing integration with U.S. cities, including Los Angeles, Phoenix. General studies: SB, G.

**POL 454 Mexico: Politics, Economy, Cultures (3)***fall and spring only*

Politics, economy, and cultures in Mexico in historical and contemporary perspective. General studies: SB, G.

**POL 460 Politics of Globalization (3)***fall only*

Theories and analysis of the politics of economic and technological globalization in the contemporary world. General studies: SB, G.

**POL 470 Law and the Political Order (3)***spring and summer only*

Investigation of concepts of justice, political rights, adjudication and legislation, legal ordering, constitutional law, law as an instrument of change. General studies: SB, H.

**POL 484 Internship (1-6)***fall, spring, summer*

Structured practical experience supervised in the field by practitioners and overseen by the departmental internship coordinator. Prerequisite: prior approval of internship coordinator and department chair.

**POL 486 Global Political Economy (3)***fall only*

Contending approaches to historical and contemporary issues of international political economy, including global welfare, equality, ecology, and peace. General studies: SB, G.

# Psychology (Social & Behavioral)

## PGS 101 Introduction to Psychology (3)

*fall, spring, summer*

Major areas of theory and research in psychology. Participation in department-sponsored research or an educationally equivalent alternative activity is required. General studies: SB.

## PGS 304 Effective Thinking (3)

*spring and summer only*

Understanding and improving your intellectual and behavioral skills; information analysis, inference, logic, problem solving, and decision making. Prerequisites: ENG 101 (or 105); MAT 119 or PSY 230 or equivalent. General studies: L.

## PGS 306 Environmental Psychology (3)

*fall and summer only*

Concepts and research strategies in the study of behavior in interaction with physical environment. Prerequisite: PGS 101. General studies: SB.

## PGS 315 Personality Theory and Research (3)

*fall and summer only*

Definition and description of personality in terms of theoretical and methodological approaches. Prerequisites: PGS 101; PSY 290. General studies: SB.

## PGS 341 Developmental Psychology (3)

*fall only*

Behavior development analyzed in terms of psychological principles. Current research in human development. Prerequisites: PGS 101; PSY 290. General studies: SB.

## PGS 344 Directed Child Study (3)

*spring only*

Theories and methods of intervention with pre-school children and supervised practicum in the Child Study Laboratory. 1 hour lecture, 6-8 hours practicum. Prerequisites: ENG 101 (or 105); PGS 101. General studies: L/SB.

## PGS 350 Social Psychology (3)

*fall, spring, summer*

Human social behavior, including such concepts as aggression, attraction, attribution, conformity, groups, helping, person perception, and persuasion. Prerequisite: PGS 101. General studies: SB.

## PGS 370 Interpersonal Relationships (3)

*fall and spring only*

Development of personal skills for competent functioning in interpersonal relationships across multiple social contexts. Principles of mental health adjustment. Prerequisite: PGS 101 or equivalent. General studies: SB.

## PGS 399 Supervised Research (1-3)

*fall, spring, summer*

Experience within the context of current faculty research projects. Student is assigned responsibility depending on qualifications. "Y" grade only. May be repeated for a total of 6 hours. Prerequisites: approval of faculty member prior to registration; "B" average in major. Pre or corequisite: PSY 230 or equivalent.

## PGS 414 History of Psychology (3)

*selected semesters*

Historical development of psychology from its philosophical beginnings to the present. Prerequisites: PGS 101; PSY 230, 290. General studies: L/SB.

## PGS 427 Psychology of Aging (3)

*fall only*

Behavioral, experiential, and emotional phenomena associated with aging. Analysis of retained abilities and resources as well as losses and stresses. Prerequisites: PGS 101, 341. General studies: L/SB.

## PGS 430 Industrial Psychology (3)

*selected semesters*

Organizations and management systems: motivation and work performance; human factors in systems design and evaluation; personnel selection and testing. Prerequisite: MGT 301 or PGS 350.

## PGS 442 Life Span Development (3)

*spring only*

Methods and findings of recent studies of the development, growth, and problems of adolescents and adults, with implications for education. Prerequisite: PGS 341. General studies: SB.

## PGS 443 Abnormal Child Psychology (3)

*spring only*

The major disorders of childhood and adolescence (e.g., autism, hyperactivity, phobias, and delinquency) are covered, including cause, diagnosis, treatment, and prevention. Prerequisites: ENG 101 (or 105); PGS 101 and one course from among PGS 315, 341, 350 or instructor approval. General studies: L/SB.

## PGS 444 Adolescent Psychology and Psychopathology (3)

*fall only*

An advanced level survey of normal adolescent psychological development and psychological disorders of this age period. Lecture, discussion. Prerequisites: PGS 101, 341; PSY 290.

## PGS 446 Social Development (3)

*selected semesters*

Theory, research, and issues regarding social development are discussed. Example topics: formation of attachments, prosocial development, and gender-role development. Lecture, seminar. Prerequisite: PGS 341. General studies: L/SB.

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**PGS 453 Organizational Behavior (3)***spring only*

A survey of psychological theory and research as applied to the behavior of individuals in organizational settings. Lecture, discussion. Prerequisites: PGS 101, 350 or instructor approval. General studies: SB.

**PGS 458 Group Dynamics (3)***selected semesters*

Theories and methods of group leadership, group effectiveness, communication within groups, and relations between groups and individual members. Prerequisite: PGS 350. General studies: SB.

**PGS 462 Health Psychology (3)***selected semesters*

Contributions of psychology to health promotion and illness prevention, adaptation to acute and chronic illness, and to the health care system. Prerequisites: PSY 230, 290.

**PGS 465 Psychology of Stress and Coping (3)***fall only*

Readings in theory and research in the area of stress and coping. Lecture, discussion, class presentations. Prerequisites: PGS 315 or 350; PSY 290. General studies: L/SB.

**PGS 466 Abnormal Psychology (3)***fall and summer only*

Historical and current definitions, theory, and research concerning abnormal behavior. Major categories of psychopathology, including related treatment approaches. Prerequisites: PGS 101; PSY 290. General studies: SB.

**PGS 468 Psychology and Law (3)***selected semesters*

Theories, research, and practice in psychology as related to law, including criminal, civil, domestic relations, and professional issues. Prerequisite: PGS 101.

**PGS 472 Clinical Psychology (3)***selected semesters*

Clinical psychology as a science and profession. Historical development, methods of interviewing, assessment, and therapeutic intervention. Prerequisite: PGS 466.

**PGS 473 Psychology and Politics of Child Maltreatment (3)***spring only*

Examines psychological literature on child maltreatment in the context of development. Explores interactions between professionals responding to maltreatment. Prerequisites: PGS 101, 341; PSY 290. General studies: SB.

**PGS 480 Cross-Cultural Social Psychology (3)***spring only*

Focuses on patterns of social behavior in individualistic and collectivistic cultures. Includes multi-disciplinary research using qualitative and quantitative methodologies. Prerequisite: PGS 101 and 350. General studies: SB, G.

**PGS 481 Psychology of Social Issue (3)***fall only*

Focuses on how theory and research from psychology and other social sciences contribute to an understanding of contemporary social issues. Prerequisites: ENG 101 (or 105); PGS 101. General studies: L/SB.

**PGS 482 Social Influence and Consumer Behavior (3)***spring only*

Discusses social influence principles, emphasizing strategies employed by professionals that affect consumer behavior. Analyzes consumer defenses against manipulations. Prerequisite: PGS 350. General studies: SB.

**PGS 494 Special Topics (3)***fall, spring, summer*

Topics may include theoretical and applied areas of psychology (e.g., infant development).

## Psychology (Science & Mathematics)

**PSY 230 Introduction to Statistics (3)***fall, spring, summer*

Basic concepts in descriptive and inferential statistics, emphasizing applications to psychology. Prerequisites: MAT 117; PGS 101. General studies: CS.

**PSY 290 Research Methods (4)***fall, spring, summer*

Planning, execution, analysis, and reporting of experiments. Literature, procedures, and instruments in representative areas of psychological research. 3 hours lecture, 3 hours lab. Prerequisites: ENG 101 (or 105); PSY 230. General studies: L/SG.

**PSY 323 Sensation and Perception (3)***fall, spring, summer*

Underlying processes of vision, audition, and the other senses. Application of current research and theory in a laboratory environment. Prerequisite: PSY 290 or instructor approval.

**PSY 324 Memory and Cognition (3)***fall and summer only*

Processes underlying information storage and retrieval, including different kinds of memory, forgetting, depth of processing, and control processes. Prerequisite: PSY 290. General studies: SB.

**PSY 325 Physiological Psychology (3)***fall only*

Relationships of physiological processes to behavior. Emphasis is on nervous system functioning. Prerequisites: PSY 290 or two courses in biological science; instructor approval.

**PSY 330 Statistical Methods (3)***spring only*

Advanced application of statistics to psychology. Highly recommended for students interested in attending graduate school. 3 hours lecture, 1 hour lab. Prerequisite: PSY 230. General studies: CS.

**PSY 425 Biological Bases of Behavior (3)***spring only*

Critical study of physiological psychology; brain mechanisms underlying motivation, learning, etc. ENG 101 (or 105); PSY 325. General studies: L.

## PSY 433 Human Psychophysiology (3)

*selected semesters*

Emphasis on human physiological-behavioral relationships. Topics include physiological change associated with imagery, stress, attention, skill learning, lying, and biofeedback. Prerequisite: PSY 325.

## Religious Studies

### REL 100 Religions of the World (3)

*fall only*

An introduction to the history of religious traditions of the world, including Buddhism, Christianity, Hinduism, Islam, Judaism, and others. Not open to students who have completed REL 200 (available at ASU Main). General studies: HU, G.

### REL 201 Religion and the Modern World (3)

*selected semesters*

An introduction to the nature and role of religious beliefs and practices in shaping the lives of individuals and societies, with particular attention to the modern world. Prerequisite: ENG 102 (or 105). General studies: L/HU.

### REL 305 Ritual, Symbol, and Myth (3)

*fall and spring only*

Ritual, symbol, and myth as types of religious expression, with examples selected from the non-literate religions of the world. Prerequisite: ENG 101 (or 105).

### REL 320 Religion in America (3)

*fall only*

The emergence of religious ideas and institutions up to the Civil War. General studies: HU, H.

### REL 321 Religion in America (3)

*spring only*

The emergence of religious ideas and institutions from the Civil War to the present. Prerequisite: ENG 101 (or 105). General studies: L/HU, H.

### REL 390 Women and Religion (3)

*selected semesters*

The role of women in several organized religions and/or religious sects, including a study of myth and symbols as they are used to establish, maintain, and enforce sex-roles within specific religions. Prerequisite: ENG 101 (or 105). General studies: L/SB, G.

### REL 420 Religion in American Life and Thought (3)

*fall only*

The influence of religion on American society, culture, and ideas; the distinctive character of religion in America. Prerequisite: REL 321 recommended.

## Social and Behavioral Sciences

### SBS 300 Interdisciplinary Approaches to Social and Behavioral Sciences (3)

*fall and spring only*

The interdisciplinary approach to the study of social life. General studies: SB.

### SBS 301 Cultural Diversity (3)

*fall and spring only*

Socially structured differences in historical and cross-cultural perspective. Prerequisite: ENG 101 (or 105). General studies: SB, C.

### SBS 302 Qualitative Methods (3)

*spring only*

Basic methodological issues in the systematic application of qualitative analysis of human social life. Surveys range of qualitative methods used by social and behavioral scientists.

### SBS 303 Quantitative Methods (3)

*fall only*

Concepts underlying design and implementation of quantitative research methods.

### SBS 304 Social Statistics I (3)

*fall and spring only*

Statistical techniques of the social and behavioral sciences. General studies: CS.

### SBS 404 Social Statistics II: Multivariate Analysis (3)

*selected semesters*

Analysis of variance, multiple regression, dummy variable regression, path analysis, and related topics. Computer application to problem solving. Prerequisites: SBS 303 and 304 or instructor approval. General studies: CS.

### SBS 410 Topics in Identity/Difference (3)

*fall and spring only*

Topics which focus on race/ethnic, gender, sexual or cultural identity/difference. May be repeated for credit when topics vary.

### SBS 430 Topics in Power/Knowledge (3)

*fall and spring only*

Discussion of selected topics concerning the effects of political and social institutions on perceptions of politics and political culture. May be repeated for credit when topics vary. General studies: SB.

### SBS 440 Family Studies (3)

*fall and spring only*

Theoretical frameworks for analyzing the development of family systems. Impact of social and economic conditions on family forms. May be repeated for credit when topics vary. General studies: SB.

Key to General Studies

Credit Abbreviations

L Literacy and critical inquiry core courses

MA Mathematics core courses

CS Computer/statistics/quantitative applications core courses

HU Humanities and fine arts core courses

SB Social and behavioral sciences core courses

SG Natural sciences-general core courses

SQ Natural sciences-quantitative core courses

C Cultural diversity in the United States courses

G Global awareness courses

H Historical awareness courses

, and / or

**SBS 450 Topics in Local/Global (3)***fall and spring only*

Examines links between social, political, economic changes at local, national, global levels. May be repeated for credit when topics vary. General studies: SB, G.

**SBS 460 Urban Studies (3)***fall and spring only*

Study of local/global urban issues like social geography, political economy, culture and social space, urban social diversity. May be repeated for credit when topics vary. General studies: SB.

**SBS 461 Program Evaluation and Policy Research (3)***spring only*

Examines design, data collection/analysis, and political/ethical issues in planning and evaluating social programs and policies in community organizations. Prerequisite: a research course in social or behavioral sciences, or instructor approval.

**SBS 484 Internship (1-6)***fall, spring, summer*

Structured practical experience supervised in the field by practitioners and overseen by the departmental internship coordinator. Prerequisite: prior approval of internship coordinator and department chair.

**SBS 490 Senior Thesis I (3)***fall, spring, summer*

Supervised, independent, interdisciplinary research and writing on an intellectual issue or social problem chosen by the student. First part of a six-credit sequence, followed by SBS 491. Prerequisite: approval of departmental advisor and department chair.

**SBS 491 Senior Thesis II (3)***fall, spring, summer*

Supervised, independent, interdisciplinary research and writing on an intellectual issue or social problem chosen by the student. Second part of a six-credit sequence. Prerequisite: SBS 490; approval of departmental advisor and department chair.

## Sociology

**SOC 101 Introductory Sociology (3)***fall, spring, summer*

Fundamentals of sociology, organization of human groups and society, processes of interaction, and social change. Not open to students who have credit for SOC 301. 2 hours lecture, 1 hour discussion. General studies: SB.

**SOC 301 Principles of Sociology (3)***spring only*

Intensive and critical analysis of the concepts of sociology. Not open to students who have credit for SOC 101. General studies: SB.

**SOC 315 Courtship and Marriage (3)***fall and spring only*

An overview of courtship, marriage, and related processes, focusing on problematical aspects of these institutions from the sociological perspective. Prerequisite: SOC 101 (or 301) or instructor approval. General studies: SB.

**SOC 324 Work and the Workplace (3)***selected semesters*

Historical and comparative examination of changes in the structure and meaning of work and current shifts in people's work lives. General studies: SB, H.

**SOC 331 Migration (3)***spring only*

Introduction to the definition and analysis of migration in all forms. General studies: SB, G.

**SOC 332 The Modern City (3)***spring only*

Growth, characteristics, and problems of the modern city. Prerequisite: SOC 101 (or 301).

**SOC 340 Sociology of Deviant Behavior (3)***spring only*

A sociological analysis of stigmatized behaviors and conditions, including the causes, effects, and management of stigma. Prerequisite: SOC 101 (or 301) or instructor approval. General studies: SB.

**SOC 341 Modern Social Problems (3)***fall and summer only*

Race relations, poverty, unemployment, and other current issues. Prerequisite: ENG 101 (or 105). General studies: L/SB.

**SOC 352 Social Change (3)***fall and spring only*

Patterns of social change, resistance to change, and change-producing agencies and processes. Prerequisite: SOC 101 (or 301). General studies: SB, G, H.

**SOC 353 Death and Dying in Cross-Cultural Perspectives (3)***fall and spring only*

Humanistic and scientific study of aging, sickness, dying, death, and grief and their philosophy and ecology in non-Western and Western cultures. Cross-listed as ASB 353. General studies: HU/SB, G.

**SOC 354 Popular Music and Society (3)***summer only*

This class places contemporary music in its social, economic and political context; usually offered with MUS 354. General studies: HU.

**SOC 360 Sociological Psychology (3)***selected semesters*

Interaction patterns between the sociocultural order and individuals; socialization process; norms, roles, and statuses; collective behavior. Prerequisite: SOC 101 (or 301). General studies: SB.



**SOC 364 Popular Culture (3)***fall and spring only*

Study of the social approaches to popular culture, focusing on the function of various forms (literature, film, theatre, and music). General studies: SB, G.

**SOC 365 Sociology of Mass Communication (3)***selected semesters*

A sociological exploration of the major mass media as a communicative process in American society. General studies: SB.

**SOC 366 Film and Society (3)***fall and spring only*

Study of the social approaches to film as an art form, mass medium, and ideological construct. General studies: SB.

**SOC 370 Racial and Ethnic Minorities (3)***spring only*

Problems of minorities in the United States and in other racially and ethnically heterogeneous societies. Evaluation of theories of prejudice and of research dealing with discrimination, desegregation, and assimilation. Prerequisites: SOC 101 (or 301). General studies: SB, C.

**SOC 394 Special Topics (3)***fall, spring, summer*

Topics may include film and society, women, work and the border economy, sports and society, women and religion.

**SOC 400 Aging in the New Millennium (3)***selected semesters*

Multidisciplinary introduction to the study of aging in individuals, families, and society. Cross-listed as GRN 400. General studies: SB.

**SOC 418 Aging and the Life Course (3)***selected semesters*

Examines aging as a process of change and adaptation over the lifespan, patterned by social, cultural, and historical forces. Prerequisite: SOC 101 (or 301). General studies: SB, H.

**SOC 419 Organizations and Technological Change (3)***spring only*

Explores the increasing impact of information technology on corporate, governmental, and private organizations. May involve fieldwork.

**SOC 424 Social Inequality (3)***fall only*

Examines stability and change in social inequality based on age, class, ethnicity, gender, and race. General studies: SB.

**SOC 456 Political Sociology (3)***fall only*

Social factors associated with voting; nature and structure of the electorate and political parties and the nature of national and international power structure. Prerequisite: SOC 101 (or 301) or instructor approval. General studies: SB, G.

**SOC 457 Social Movements and Social Change (3)***spring only*

The processes by which groups mobilize and collectively pursue social goals such as equality, justice, peace, and salvation. Prerequisite: ENG 101 (or 105). General studies: SB, G.

**SOC 484 Internship (1-6)***fall, spring, summer*

Structured practical experience supervised in the field by practitioners and overseen by the departmental internship coordinator. Prerequisite: prior approval of internship coordinator and department chair.

**SOC 486 Contemporary Theory (3)***fall and spring only*

Contemporary issues and crises in social theory with major focus on particular theorists. Ideological factors in theory, philosophical issues, the nature of theory, and its relationship with methodology. Prerequisite: SOC 101 (or 301) or instructor approval. General studies: SB.

## Spanish

**SPA 101 Elementary Spanish (4)***fall only*

Fundamentals of the language. Emphasis on listening, speaking, reading, and writing. Not open to students with credit in SPA 111 (available at ASU Main). 4 hours lecture, 1 hour lab.

**SPA 102 Elementary Spanish (4)***spring only*

See SPA 101. Not open to students with credit in SPA 111 (available at ASU Main). Prerequisite: SPA 101 or equivalent.

**SPA 107 Spanish for International Professions I (8)***selected semesters*

Accelerated program alternative to SPA 101 and 102 sequence. Functional approach to needs of international professions.

**SPA 201 Intermediate Spanish (4)***fall only*

Continuation of fundamentals. Emphasis on the development of the skills of reading, listening comprehension, speaking, writing, and culture. 4 hours lecture, 1 hour lab. Prerequisite: SPA 102 or equivalent. General studies: G.

Key to General Studies

Credit Abbreviations

L Literacy and critical inquiry core courses

MA Mathematics core courses

CS Computer/statistics/quantitative applications core courses

HU Humanities and fine arts core courses

SB Social and behavioral sciences core courses

SG Natural sciences-general core courses

SQ Natural sciences-quantitative core courses

C Cultural diversity in the United States courses

G Global awareness courses

H Historical awareness courses  
, and  
/ or

**SPA 202 Intermediate Spanish (4)***spring only*

See SPA 201. Prerequisite: SPA 201 or equivalent. General studies: G.

**SPA 207 Spanish for International Professions II (8)***selected semesters*

Continuation of SPA 107, alternative to SPA 201 and 202 sequence. Expansion of communicative proficiency in specific areas of international professions. Prerequisite: SPA 107 or instructor approval.

**SPA 311 Spanish Conversation (3)***fall only*

Designed primarily for nonmajors to promote vocabulary building and communicative expression in Spanish through discussions based on cultural readings. Prerequisite: SPA 202 or equivalent.

**SPA 312 Spanish Conversation (3)***spring only*

See SPA 311. Prerequisite: SPA 202 or equivalent.

**SPA 313 Spanish Conversation and Composition (3)***fall only*

Designed to develop skill and accuracy in spoken and written Spanish. Required of majors; SPA 313 and 314 must be taken in sequence. Prerequisite: SPA 202 or equivalent. General studies: G.

**SPA 314 Spanish Conversation and Composition (3)***spring only*

See SPA 313. Prerequisite: SPA 202 or equivalent. General studies: G.

**SPA 325 Introduction to Hispanic Literature (3)***selected semesters*

A critical approach to and analysis of literary types, including poetry, drama, short story, and novel. Required of all majors. Prerequisite: SPA 202. General studies: HU.

**SPA 412 Advanced Conversation and Composition (3)***selected semesters*

Oral and written Spanish communication skills, with particular attention given to developing fluency and facility. Required of majors. Prerequisite: SPA 314 or instructor approval. General studies: G.

**SPA 413 Advanced Spanish Grammar (3)***selected semesters*

Intensive analysis of the Spanish language. Required of teaching majors. Prerequisite: SPA 314 or instructor approval.

**SPA 425 Spanish Literature (3)***selected semesters*

Survey of Spanish literature from its beginning to the present. Prerequisite: SPA 325. General studies: HU.

**SPA 426 Spanish Literature (3)***selected semesters*

Survey of Spanish literature from 1700 to the present. Prerequisite: SPA 325. General studies: HU.

**SPA 427 Spanish-American Literature (3)***selected semesters*

Survey of major works, figures, and movements from Colonial period to 1880. Prerequisite: SPA 325.

**SPA 428 Spanish-American Literature (3)***selected semesters*

Survey of major works, figures, and movements from 1880 to the present. Prerequisite: SPA 325.

**SPA 464 Mexican American Literature (3)***selected semesters*

Representative literature in Spanish and English by Mexican Americans, emphasizing sociocultural as well as literary values. Prerequisite: SPA 325. General studies: HU, C.

**SPA 472 Spanish-American Civilization (3)***selected semesters*

Growth of the institutions and cultures of Spanish-American people. Prerequisite: SPA 314 or instructor approval. General studies: HU.

## Statistics and Probability

**STP 420 Introductory Applied Statistics (3)***once a year*

Introductory probability, descriptive statistics, sampling distributions, parameter estimation, tests of hypotheses, chi-square tests, regression analysis, analysis of variance, and nonparametric tests. Prerequisite: MAT 117 or equivalent. General studies: CS.

## Theatre

**THE 100 Introduction to Theatre (3)***fall and spring only*

Survey of theatre production from the Greeks to contemporary theatre. Taught in conjunction with distance learning. Lecture, discussion, guest artists. Prerequisite: Non-major. General studies: HU.

**THE 300 Film: The Creative Process (3)***selected semesters*

Elements of the theatrical film: cinematography, sound, editing, directing, acting, scriptwriting, producing, and criticism. 3 hours lecture, 2 hours lab. General studies: HU.

**THE 320 History of the Theatre (3)***fall only*

Traces major developments in theatre production from its beginning to the 17th century. General studies: HU, H.

**THE 321 History of the Theatre (3)***spring only*

Traces major developments in theatre production from the 17th century to modern times. General studies: HU, H.

**THE 400 Focus on Film (3)***selected semesters*

Specialized study of prominent film artists, techniques and genres. Emphasis is on the creative process. May be repeated once for credit. Prerequisite: ENG 101 or 105.

**THE 494 Special Topics (3)***selected semesters*

Topics may include film and society, women in film, experimental film.

## Theatre Performance and Production

### THP 294 Special Topics (1-4)

*selected semesters*

Topics such as musical theatre (history/survey).

### THP 394 Special Topics (3)

*selected semesters*

Topics may be selected from the following:

- Acting for Non-Majors
- Acting for the Camera
- Theatre Studio/Workshop I
- Television Production

### THP 494 Special Topics (3)

*selected semesters*

Topics may be selected from the following:

- Acting for Non-Majors
- Acting for the Camera
- Storytelling and Poetry
- Theatre Studio/Workshop II

## University-Academic Success

### UNI 100 Academic Success at the University (3)

*selected semesters*

Orientation to campus resources, study skills, and other academic and social issues for college students.

Introduction to an understanding of human diversity, values, and perspectives as they relate to student success. Lecture, seminar, discussion. Prerequisite: freshman or sophomore or transfer student standing.

### UNI 101 Student Success Seminar (1)

*fall and spring only*

Understanding human diversity, perspectives, and values as they relate to student success. Orientation to ASU resources, study skills, and academic and social issues for students. Seminar, discussion.

## Writing Across the Curriculum

### WAC 101 Introduction to Academic Writing (3)

*fall and spring only*

Combines classroom and supplemental instruction to teach academic genres of writing, including definition, summary, and analysis.

## Women's Studies

### WST 100 Women and Society (3)

*spring only*

Interdisciplinary introduction examining critical issues in women's studies. Not open to students who have credit for WST 300. General studies: SB, C.

### WST 300 Women in Contemporary Society (3)

*fall and spring only*

Interdisciplinary examination of such topics as gender roles, work, education, sexuality, politics, health, and law. Not open to students who have credit for WST 100. Prerequisite: ENG 101 (or 105). General studies: L/SB, C.

### WST 320 Women in Popular Culture (3)

*fall only*

Analyzes from a historical perspective the images of women in magazines, films, advertising, toys, and other popular culture forms. General studies: HU, C.

### WST 350 Race, Class, and Gender (3)

*fall and spring only*

Explores the intersections of race, class, and gender in the U.S. and world, as forces of social control, oppression, and liberation. General studies: SB, C.

### WST 370 Chronicling Women's Lives (3)

*once a year*

Explores the lives of a selected group of American women as a point of departure for the chronicling of contemporary women's lives. General studies: HU, C.

### WST 376 Feminist Theory (3)

*once a year*

Exploration of feminist theories and the intersection of gender, race, ethnicity, and class through critical analyses. Prerequisite: ENG 101 (or 105). General studies: L, C.

### WST 390 Women and World Religions (3)

*once a year*

A comparative examination of vital issues about women and religions in different places of the world and different historical periods. Prerequisite: ENG 101 (or 105). General studies: L/SB, G.

### WST 394 Special Topics (3)

*fall and spring only*

Selected topics in women's studies, such as:

- Cultural Diversity
- Gender and Sexuality

Key to General Studies

Credit Abbreviations

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H Historical awareness courses

, and / or

**WST 431 Women and Film (3)***once a year*

Comparative international course explores ways feminist directors have broken the Hollywood mold in films focusing on women. Prerequisite: ENG 101 (or 105). General studies: L, G.

**WST 457 Women, Cultures, and Societies (3)***fall only*

Examines issues such as poverty, dependency, interdependency, race, class, and gender in different societies of the world. General studies: SB, G.

**WST 467 Ethnic Women Writers (3)***fall only*

Concentrates on selected women writers of the United States who are Native American, African American, Latina, and Asian-American. Cross-listed as AMS 422, ENG 467. Prerequisite: ENG 101 (or 105). General studies: L/HU, C.

**WST 473 Latina/Chicana Representation (3)***fall only*

Examines from an interdisciplinary perspective contemporary issues experienced by Chicana/Latina women in the U.S. Cross-listed as AMS 429. General studies: SB, C.

**WST 475 Women of the Diaspora Across Cultures (3)***selected semesters*

Course examines the socioeconomic condition, political formation and identities of contemporary indigenous, ethnic minority, immigrant and migrant women globally. General studies: HU, G.

**WST 483 Contemporary Women Writers (3)***once a year*

A comparative approach to contemporary writings by women from around the world. General studies: HU, G.

**WST 487 Gender and International Development (3)***fall, spring and summer only*

Addresses conceptual, methodological and theoretical issues concerning gender, development and internationalism; evaluates theories and models for change. General studies: SB, G.

**WST 494 Special Topics (3)***fall and spring only*

Selected topics in women's studies, such as:

- a) Aging: Women/Minority Issues
- b) Social History of American Women
- c) Women, Power and Politics

**WST 498 Pro-Seminar: Theory and Method in Women's Studies (3)***spring only*

Reading and research on important theoretical and methodological issues in women's studies. Prerequisite: ENG 101 (or 105). General studies: L.

Omnibus courses: See pages 55-56 for omnibus courses that may be offered.

# College of Education

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**Dean:**

Michael A. Awender, Ph.D.

**Location:**

FAB S210  
(602) 543-6300

**College website:**

[www.west.asu.edu/coe](http://www.west.asu.edu/coe)

**Professors:**

Awender, Cardelle-Elawar,  
Haladyna, Harris, Malian,  
D. Moore, Ryan, Sowell,  
Wetzel

**Associate Professors:**

Achilles, Buss, Chisholm,  
Christie, De La Cruz,  
Glass, Gonzalez-Jensen,  
Haas, Hess, Irwin,  
M. Kelley, Midobuche,  
Painter, Perry, Ridley,  
Rillero, Zambo

**Assistant Professors:**

Amobi, Beckett, Brown,  
Hansen, Nucci, Onofrey,  
Reese, Renne, Ruff

**Lecturer:**

Buscher, Cheek, George,  
Hurwitz, Wilhelm, Williams



## Purpose

The College of Education faculty is dedicated to the promotion of the full development of human beings through education. Using innovative, traditional and interdisciplinary programs and services, the faculty participates in partnerships to improve the quality of life of those we serve. Pre-service and in-service opportunities are provided for personal and professional growth. We promote a lifelong passion for learning and involvement.

The College of Education provides undergraduate and graduate professional education programs. Some programs lead to the initial certification of elementary, secondary, and special education teachers. Other programs lead to master's degrees in Educational Administration and Supervision, Elementary Education, Secondary Education, and Special Education. Graduate courses are also offered for certification in Educational Administration and Supervision.

The faculty of the College of Education offers the following degree or certification programs:

### B.A.E. Elementary Education

*Concentrations:*

Bilingual education  
Early childhood  
English as a second language

*Option:*

Middle-school education

### B.A.E. Secondary Education

*Academic Specializations:*

English  
History  
Mathematics  
Social studies

*Option:*

Middle-school education

### B.A.E. Special Education

### M.Ed. Educational Administration and Supervision

### M.Ed. Elementary Education

*Concentrations:*

Bilingual education  
ESL education  
Educational technology  
Reading

### M.Ed. Secondary Education

*Concentration:*

Educational technology

### M.Ed. Special Education

*Concentration:*

Infants and young children

### Postbaccalaureate Programs for Teacher Certification

Elementary education  
Secondary education

## Certification programs

Education programs are approved by the Arizona Department of Education for the preparation of elementary, secondary, and special education teachers. Other programs of study offered by the faculty of the College of Education include:

- Concentrations in bilingual education and English as a second language required for endorsement of teachers specifically responsible for providing bilingual or English as a second language instruction to students in elementary grades.
- An early childhood concentration that allows students to specialize in teaching kindergarten through grade three.
- A middle school endorsement for both elementary and secondary education students.
- At the graduate level, Educational Administration and Supervision courses that meet the state certification requirements for supervision, principalship, and superintendency.

# Undergraduate Professional Teacher Preparation

## Nature of program

The College of Education faculty is dedicated to developing and continuously improving high quality teacher education programs that support and improve education for all children.

## Career outlook

The career outlook for the teaching profession is quite promising in Arizona and the nation. Students seeking endorsements in bilingual and English as a second language, as well as those seeking certification in special education will find that demand is great in these areas. Demand for elementary and early childhood educators will continue to be strong. In secondary education, demand in the sciences and mathematics will be substantial. There will be more competition for teaching positions in English, history, and social studies at the secondary level. ASU West College of Education graduates are highly sought after by area school districts.

## General information

**Admission.** To be considered for admission as undergraduate education majors, students must:

1. be admitted to ASU West as a degree-seeking student;
2. complete required postsecondary course work as specified for each major with a grade of “C” or better and attain a cumulative GPA of 2.50 or higher; and
3. submit a completed application form for the desired professional education program to the College of Education Academic Advising Office by the appropriate deadline date.

Students are considered for admission to undergraduate education programs in the spring of each year for the following fall semester and in the fall of each year for the following spring semester. Applicants should contact the College of Education Academic Advising Office for specific deadline dates, which are determined annually.

Admission to undergraduate education programs is selective. Meeting minimum requirements does not ensure admittance to any program.

**Transfer.** To be considered for admission to an undergraduate education major, prospective students must meet all admission requirements to ASU West as well as those for undergraduate education programs. Students must complete the first two years of specified course work at an accredited community college or four-year institution. Prospective students are discouraged from taking courses on a pass/fail basis. Pass/fail courses may be transferred to the College of Education only for elective credit. For assistance in planning a program of study for transfer to the B.A.E. program, contact the College of Education Academic Advising Office, (602) 543-6367.

**Degree requirements.** Students seeking a Bachelor of Arts in Education degree must satisfactorily complete a minimum of 120 semester hours and attain a cumulative GPA of 2.50 or higher. Specific requirements for majors in Elementary Education, Secondary Education, and Special Education are provided on the following pages of this catalog.

Education students must file a Declaration of Graduation during the first semester by consulting a College of Education academic advisor. The four semesters of the program are sequential.

The College of Education grades some courses, field experiences, and student teaching on a satisfactory/fail basis. Students who successfully complete these courses, receive a grade of “Y” (satisfactory). Such grades are acceptable for meeting program requirements, but these grades are not included in computing the student’s grade point average.

Any exceptions to these requirements must be approved by a College of Education academic advisor.

**Field-experience requirements.** In addition to course work, students admitted to all undergraduate education programs are required to participate in structured field experiences during each of the four semesters of the program.

The field experiences progress from observation and short-term participation to long-term supervised student teaching. Students should expect these field experiences to be above and beyond the class times listed in the *ASU West Schedule of Classes* for each semester. Such field experiences typically take place in public schools throughout the greater Phoenix area. Elementary and Special Education programs include at least one semester of field experiences at a local public school campus taken concurrently with university course work. Students should plan extra travel time and expect to confer with mentor teachers and student teacher supervisors before or after scheduled field experiences. Regular attendance is required during all field experiences. To meet field experience requirements, students must plan to have their own transportation and be available during regular school hours.

**Student teaching.** The major field experience, called student teaching, occurs in the fourth semester and is a full-day, full-semester obligation. Student teaching is only possible during fall and spring semesters.

Applications for student teaching must be completed early in the semester before the student teaching semester and turned in to the Office of Field Experiences. To be accepted for student teaching, students must:

1. have cumulative ASU GPA of 2.50 or higher;
2. have a GPA of 2.50 or higher in professional teacher preparation course work;
3. complete all required professional teacher preparation course work;
4. remove all academic deficiencies, such as grades of “D,” “E,” or “I” before placement;
5. demonstrate appropriate professional conduct; and
6. complete the application procedure and secure approval to student teach from the Offices of Field Experiences and Academic Advising prior to the deadline date.

Student teachers must adhere to the calendar, regulations, and philosophy of the schools in which they are placed. Beginning and ending dates for student teaching are determined by the Office of Field Experiences in cooperation with the placement schools. Because student teaching is on a full-day schedule, 8:00 a.m. to 4:00 p.m. Monday through Friday for 15 consecutive weeks, student teachers are strongly encouraged to avoid extra activities and course work that would interfere with the heavy demands placed upon them while student teaching.



**Academic policies.** Students enrolled in undergraduate education programs are expected to maintain academic standards and demonstrate qualifications for the teaching profession, including mental health, interpersonal skills, basic communication skills, a positive attitude, appropriate professional conduct, and satisfactory performance in field experiences.

To be in good standing, students must maintain an overall cumulative GPA of 2.50 or higher with at least a grade of “C” in each undergraduate education course. Any undergraduate education student whose cumulative GPA falls below 2.50 may be placed on academic probation or suspended from enrollment in professional courses for the next semester. Students on academic probation or suspension from the university and/or the College of Education must seek advisement from a College of Education academic advisor before registering for additional course work. Probation and/or suspension status for academic reasons begins on the first day of classes of the semester after the probation or suspension action. Students placed on probation or suspension for any reason are subject to disqualification by the College of Education at the end of the following semester if the conditions imposed for reinstatement are not met. Students placed on probation or suspension for any reason are reviewed at the end of the following semester.

Students demonstrating behaviors or characteristics that make it questionable whether they can succeed in the teaching profession may be disqualified or prescribed specific conditions under which continued participation is permitted, i.e., probation or suspension.

Students who wish to appeal decisions of the College of Education’s Student Issues Committee may do so in writing to the dean of the College of Education. Any exceptions to the above retention and disqualification policies and procedures must be approved by the College of Education’s Student Issues Committee and the dean of the College of Education.

*Bachelor of Arts Degree in Education,  
Major in Elementary Education*

Chair, Department of Elementary Education: Michael F. Kelley, Ed.D.  
Location: FAB S218  
(602) 543-6315

### Admission requirements

To be considered for admission to the Elementary Education Major, applicants must:

1. complete a minimum of 56 semester hours of course work as outlined below at ASU West or equivalent courses at another accredited college or university, with a grade of “C” or better and an overall GPA of 2.50 or higher;
2. applicants in Bilingual Education only must show proficiency in Spanish by—
  - a. a grade of “C” or better in SPA 202 Intermediate Spanish *or*
  - b. a CLEP score of 62 or higher on College Spanish General Examination *or*
  - c. passing scores on all four areas of the Arizona Spanish Proficiency Examination;
3. submit a completed application form for the Elementary Education program to the College of Education Academic Advising Office by the appropriate deadline date.

### Required courses

		Semester Hours	
ENG	101, 102	First-Year Composition <i>or</i>	3-6
ENG	105	Advanced First-Year Composition	
MAT	114	College Mathematics or higher level math course (MA)	3
MTE	180	Theory of Elementary Mathematics 1	3
MTE	181	Theory of Elementary Mathematics 2	3
CSE	180	Computer Literacy (CS) <i>or</i>	3
EDT	321	Computer Literacy (CS)	
COE	111	Exploration of Education (SB)	3
COE	212	Understanding the Culturally Diverse Child (C)	3
SPE	311	Orientation to Education of Exceptional Children (SB)	3
HIS	103	The United States (SB, H) <i>or</i>	3
HIS	104	The United States (SB, H)	

### Selected courses

Natural Science/Lab - Quantitative (SQ) course	4
Natural Science/Lab - Quantitative or General (SQ/SG) course	4
Literacy and Critical Inquiry (L) course	3
Humanities and Fine Arts (HU) course	3
Humanities and Fine Arts (HU) course	3
Global Awareness (G) course	3
Electives	<u>6-9</u>
Total	56

Some General Studies courses may be used to satisfy a General Studies core area requirement and one-two awareness area requirements at the same time, leaving the student more free-choice electives. Selected courses and General Studies courses should be chosen in consultation with a College of Education Academic Advisor. Credit for SPA 101, 102, 201, 202 may also be counted as elective credit toward the 56 semester hour requirement.

## Program requirements

Candidates for the degree of Bachelor of Arts in Education, Major in Elementary Education are required to complete an approved program of 120 semester hours. These hours include:

- 56 semester hours of specified lower division courses for admission
- 35 semester hours of General Studies courses
- 51 semester hours of specified upper division course work in professional education
- 6 semester hours of upper division content course work selected in consultation with a College of Education Academic Advisor including:
  - one course from any of the following AMS, ENG, GCU, HIS, POL, or SPA (Bilingual Education majors only); and
  - one course from any of the following AST, BIO, LSC, or PLB
- 3 semester hours of upper division elective course work
- BLE concentration requires proficiency in Spanish; ESL concentration requires six semester hours in a single foreign language or its equivalent

For efficient progress toward the baccalaureate degree, much of this course work must be taken at the lower division and selected so that courses will count toward more than one requirement simultaneously. Prospective elementary education majors are encouraged to contact the College of Education Advising Office to plan their program of study beyond the required course work noted for admission above.

Upper division, professional education courses include College of Education core

curriculum courses, elementary education courses, and field experience courses prior to and including student teaching. This course work prepares individuals with abilities and attitudes to work in elementary schools. The combination of course work and field experience are aligned with the Arizona Professional Teaching Standards. Specified courses in elementary education are listed on the following pages.

Elementary education students should review General Information, Field Experience Requirements, Student Teaching, and Academic Policies on pages 191-193 of this catalog.

### Elementary Education (K-8) Major

#### Semester 1 - 15 semester hours

- BLE 312 ESL, Diversity, and Culture in Education (3) (L)  
 COE 311 Instruction and Management in the Inclusive Classroom (3)  
 COE 313 Educational Technology in the K-12 Curriculum (3)  
 COE 314 Classroom Assessment (3)  
 COE 315 Child and Adolescent Development (3) (SB)  
 COE 396 Field Experience 1 (0)

#### Semester 2 - 12 semester hours

- BLE 321 ESL Methods for Diverse Language Classrooms (3)  
 RDG 322 Language Literacy 1 in Elementary Classrooms (3)  
 EDP 323 Professional Development, Learning, and Motivation (3)  
 EED 324 Social Studies in Elementary Schools (3)  
 EED 397 Field Experience 2 (0)

#### Semester 3 - 12 semester hours

- EED 411 Science in Elementary Schools (3)  
 EED 412 Mathematics in Elementary Schools (3)  
 RDG 413 Language Literacy 2 in Elementary Schools (3)  
 EED 414 Elementary Curriculum and Organization (3) *or*  
 EED 464 Middle School Curriculum and Organization (3)  
 EED 496 Field Experience 3 (0)

#### Semester 4 - 12 semester hours

- EED 478 Student Teaching in the Elementary School (9)  
*or*  
 EED 578 Student Teaching in the Elementary School (9)  
 EED 479 Capstone Seminar in Elementary Education (3)

### Elementary Education (K-8) Major with Concentration in Bilingual Education or English as a Second Language Education

#### Semester 1 - 15 semester hours

- BLE 312 ESL, Diversity, and Culture in Education (3) (L)  
 COE 311 Instruction and Management in the Inclusive Classroom (3)  
 COE 313 Educational Technology in the K-12 Curriculum (3)  
 COE 314 Classroom Assessment (3)  
 COE 315 Child and Adolescent Development (3) (SB)  
 COE 396 Field Experience 1 (0)

#### Semester 2 - 12 semester hours

- BLE 321 ESL Methods for Diverse Language Classrooms (3)  
 BLE 322 Second Language Literacy 1 in Elementary Classrooms (3)  
 EDP 323 Professional Development, Learning, and Motivation (3)  
 BLE 324 Social Studies for Diverse Language Classrooms (3)  
 EED 397 Field Experience 2 (0)

#### Semester 3 - 12 semester hours

- EED 411 Science in Elementary Schools (3)  
 EED 412 Mathematics in Elementary Schools (3)  
 BLE 413 Second Language Literacy 2 in Elementary Schools (3)  
 BLE 414 Bilingual/ESL Curriculum and Organization (3)  
 EED 496 Field Experience 3 (0)

#### Semester 4 - 12 semester hours

- BLE 478 Student Teaching in Diverse Language Classrooms (9) *or*  
 BLE 578 Student Teaching in Diverse Language Classrooms (9)  
 BLE 479 Capstone Seminar in Bilingual/ESL Education (3)

### Elementary Education (K-8) Major with Concentration in Early Childhood Education

#### Semester 1 - 15 semester hours

- COE 311 Instruction and Management in the Inclusive Classroom (3)  
 BLE 312 ESL, Diversity, and Culture in Education (3) (L)  
 COE 313 Educational Technology in the K-12 Curriculum (3)  
 COE 314 Classroom Assessment (3)  
 COE 315 Child and Adolescent Development (3) (SB)  
 COE 396 Field Experience 1 (0)

#### Semester 2 - 12 semester hours

- BLE 321 ESL Methods for Diverse Language Classrooms (3)  
 RDG 322 Language Literacy 1 in Elementary Classrooms (3)  
 EDP 323 Professional Development, Learning, and Motivation (3)  
 ECD 324 Social Studies and Creative Arts for Primary Level Children (3)  
 EED 397 Field Experience 2 (0)

#### Semester 3 - 12 semester hours

- EED 411 Science in Elementary Schools (3)  
 EED 412 Mathematics in Elementary Schools (3)  
 RDG 413 Language Literacy 2 in Elementary Schools (3)  
 ECD 414 Early Childhood Curriculum and Organization (3)  
 EED 496 Field Experience 3 (0)

#### Semester 4 - 12 semester hours

- EED 478 Student Teaching in the Elementary School (9)  
*or*  
 EED 578 Student Teaching in the Elementary School (9)  
 ECD 479 Capstone Seminar in Early Childhood Education (3)

## Admission requirements

To be considered for admission to the Secondary Education Major, applicants must complete a minimum of 56 semester hours of course work as outlined below at ASU West or equivalent courses at another accredited college or university, with a grade of “C” or better and an overall GPA of 2.50 or higher:

	Semester Hours
<b>Required courses</b>	
ENG 101, 102 First-Year Composition <i>or</i>	3-6
ENG 105 Advanced First-Year Composition	
MAT 114 College Mathematics or higher level math course (MA)	3
SPE 311 Orientation to Education of Exceptional Children (SB)	3
<b>Selected courses</b>	
Computer/statistics/quantitative application (CS) course	3
Natural Science/Lab - Quantitative (SQ) course	4
Natural Science/Lab - Quantitative or General (SQ/SG) course	4
Literacy and Critical Inquiry (L) course	3
Humanities and Fine Arts (HU) course	3
Humanities and Fine Arts (HU) course	3
Social and Behavioral Sciences (SB) course	3
Cultural Awareness in the U.S. (C)	3
Global Awareness (G) course	3
Historical Awareness	3
Electives	<u>12-15</u>
	56

## Program requirements

Candidates for the degree of Bachelor of Arts in Education, Major in Secondary Education are required to complete an approved program of 120 semester hours. These hours include:

- 56 semester hours of specified lower division courses for admission
- 35 semester hours of General Studies courses
- 37-39 semester hours of specified upper division course work in professional education
- 39 semester hours of course work in an academic specialization

Some General Studies courses may be used to satisfy a General Studies core area requirement and one-two awareness area requirements at the same time, leaving the student more free-choice electives. Academic specialization courses may be used to fulfill General Studies or elective requirements. Selected courses and General Studies courses should be chosen in consultation with a College of Education Academic Advisor.

Secondary education students should also review General Information, Field Experience Requirements, Student Teaching, and Academic Policies on pages 191-193 of this catalog.

## Secondary Education (7-12) Major

### Semester 1 - 15 semester hours

- BLE 312 ESL, Diversity, and Culture in Education (3) (L)  
COE 311 Instruction and Management in the Inclusive Classroom (3)  
COE 313 Educational Technology in the K-12 Curriculum (3)  
COE 314 Classroom Assessment (3)  
COE 315 Child and Adolescent Development (3) (SB)  
COE 396 Field Experience 1 (0)

### Semester 2 - 12 semester hours

- SED 321 Critical Issues in Secondary Education (3)  
SED 322 Classroom Leadership in Secondary Schools (3)  
RDG 323 Literacy Processes in Content Areas (3)  
\_\_\_\_ Major methods course (3)  
SED 397 Field Experience 2 (0)

### Semester 3 - 10-12 semester hours

- SED 478 Student Teaching in the Secondary School (10-12)

## Additional requirements

Additional course work, taken outside the College of Education, is required for the academic specialization in secondary education. The ASU West College of Arts and Sciences offers courses that are required for secondary education certification in four areas - English, History, Social Studies, and Mathematics. Since these four secondary specializations are best supported at ASU West, preference in admissions is given to students applying to these areas. Secondary majors, who elect a

specialization other than the four offered at ASU West, must complete a substantial portion of their specialization course work and the major methods course at ASU Main. Refer to the pages shown below for descriptions of the academic specializations available at ASU West.

Academic specialization	Page
English	126
History	130
Mathematics	133
Social Studies	151

## *Bachelor of Arts Degree in Education, Major in Special Education*

Chair, Department of Special Education: Ida Malian, Ph.D.  
Location: FAB S252A  
(602) 543-6380

### Career outlook

The career outlook for this teaching profession is quite promising. Special educators are in high demand in Arizona as well as many other states. Demand is expected to remain strong. ASU West Special Education graduates are highly regarded by school districts. There are also many opportunities for special education program graduates to take positions in K-8 classrooms as they may be eligible for elementary education certification. Increasing proportions of school districts practice full inclusion of students with disabilities into general education classes which increases the demand for qualified special educators.

### Admission requirements

To be considered for admission to the Special Education Major, applicants must complete a minimum of 56 semester hours of course work as outlined below at ASU West or equivalent courses at another accredited college or university, with a grade of "C" or better and an overall GPA of 2.50 or higher

	Semester Hours
<b>Required courses</b>	
ENG 101, 102	First-Year Composition <i>or</i> 3-6
ENG 105	Advanced First-Year Composition
MAT 114	College Mathematics or higher level math course (MA) 3
MTE 180	Theory of Elementary Mathematics 1 3
MTE 181	Theory of Elementary Mathematics 2 3
CSE 180	Computer Literacy (CS) <i>or</i> 3
EDT 321	Computer Literacy (CS)
COE 111	Exploration of Education (SB) 3
COE 212	Understanding the Culturally Diverse Child (C) 3
SPE 311	Orientation to Education of Exceptional Children (SB) 3
HIS 103	The United States (SB, H) <i>or</i> 3
HIS 104	The United States (SB, H)
<b>Selected courses</b>	
Natural Science/Lab -	
Quantitative (SQ) course	4
Natural Science/Lab -	
Quantitative or General (SQ/SG) course	4
Literacy and Critical Inquiry (L) course	3
Humanities and Fine Arts (HU) course	3
Humanities and Fine Arts (HU) course	3
Global Awareness (G) course	3
Electives	<u>6-9</u>
	56

Some General Studies courses may be used to satisfy a General Studies core area requirement and one-two awareness area requirements at the same time, leaving the student more free-choice electives. Selected courses and General Studies courses should be chosen in consultation with a College of Education Academic Advisor.

## Programs requirements

Candidates for the degree of Bachelor of Arts in Education, Major in Special Education are required to complete an approved program of 120 semester hours. These hours include:

- 56 semester hours of specified lower division courses for admission
- 35 semester hours of General Studies courses
- 54 semester hours of specified upper division course work in professional education

Upper division, professional education courses include College of Education core curriculum courses, special education courses, and field experience courses prior to and including student teaching. This course work prepares individuals with abilities and attitudes to work in special education classrooms. The combination of course work and field experience are aligned with the Arizona Professional Teaching Standards.

Special education students should review General Information, Field Experience Requirements, Student Teaching, and Academic Policies on pages 191-193 of the catalog.

## Special Education (7-12) Major

### Semester 1 - 15 semester hours

- BLE 312 ESL, Diversity, and Culture in Education (3) (L)  
 COE 311 Instruction and Management in the Inclusive Classroom (3)  
 COE 313 Educational Technology in the K-12 Curriculum (3)  
 COE 314 Classroom Assessment (3)  
 COE 315 Child and Adolescent Development (3) (SB)  
 COE 396 Field Experiences 1 (0)

### Semester 2 - 12 semester hours

- SPE 310 Professional Practices in Special Education (3)  
 SPE 317 Special Education for Culturally and Linguistically Diverse Children and Youth (3)  
 SPE 320 Assessment and Evaluation in Special Education (3) (L)  
 SPE 322 Behavior Management and Consultation (3)  
 SPE 397 Field Experience 2 (0)

### Semester 3 - 12 semester hours

- SPE 318 Family-school Collaboration: An Integrated Approach for Children and Adolescents with Special Needs (3)  
 SPE 423 Technology and Instructional Methods in Language, Reading, and Mathematics for Students with Mild/Moderate Disabilities (3)  
 SPE 424 Methods in Cross-Categorical Special Education (3)  
 SPE 431 Collaborative Teaching Methods for General Education Classroom Environments (3)  
 SPE 496 Field Experience 3 (0)

### Semester 4 - 15 semester hours

- SPE 478 Student Teaching in Special Education (12)  
 SPE 440 Professional Seminar in Special Education (3)

# Postbaccalaureate Programs for Teacher Certification

Chair, Department of Graduate Studies and Professional Development: Alice Christie, Ph.D.  
 Location: FAB S220  
 (602) 543-3634

## Nature of program

Postbaccalaureate programs that lead to initial teaching certification are designed for people who hold bachelor's degrees in areas other than education. Postbaccalaureate programs are available in elementary education and secondary education.

Please review Career Outlook, page 191, for employment demand and/or see a College of Education academic advisor.

## Admission requirements

In order to be considered for admission to postbaccalaureate programs in education, students must:

1. submit transcripts indicating an earned bachelor's degree from an accredited institution;
2. have a cumulative GPA of 2.50 or higher on the last 60 semester hours of credit earned;
3. be admitted to ASU West as a nondegree graduate student; and
4. submit a completed application form for the Postbaccalaureate Programs for Teacher Certification by the appropriate deadline dates to the College of Education Academic Advising Office.

*Note: Students will not be allowed to take course work prior to admittance to the program.*

Students are admitted to the postbaccalaureate programs in education in the fall of each year for the following spring semester and in the spring of each year for the following fall semester. Applicants should contact the College of Education Academic Advising Office for specific deadline dates, which are determined annually.

Admission to postbaccalaureate programs is selective. Meeting minimum requirements does not ensure admittance to the program.

## Curriculum

**Elementary education.** Elementary postbaccalaureate students may choose any of the three elementary programs including the Elementary Education program, Elementary Education program with a Concentration in Bilingual Education or English as a Second Language Education, or Elementary Education program with a Concentration in Early Childhood Education. Course work for postbaccalaureate students is composed of 51 semester hours of specified professional education courses appropriate to the particular elementary education program selected by the student, MTE 180 and 181, three semester hours of computer literacy course work, and up to six semester hours of content course work, which will be determined based on a review of the student's transcript by the College of Education Advising Office.

**Secondary education.** Coursework for the postbaccalaureate program in secondary education includes 33 semester hours of specified professional education courses as outlined below, and completion of academic specialization course work sufficient to allow an individual to pass one or more of the subject knowledge portions of the Arizona Educator Proficiency Assessments (AEPA).

### Postbaccalaureate Secondary Education (7-12) Program

#### Level 1 - 12 semester hours

- COE 313 Educational Technology in the K-12 Curriculum (3)  
 COE 314 Classroom Assessment (3)  
 RDG 507 Content Area Reading (3)  
 SED 501 Introduction to Effective Instruction (3)  
 COE 396 Field Experience 1 (0)

#### Level 2 - 9 semester hours

- BLE 312 ESL, Diversity, and Culture in Education (3)  
 EDP 510 Essentials of Classroom Learning (3)  
 — — Major methods course (3)  
 SED 397 Field Experience 2 (0)

#### Level 3 - 12 semester hours

- SED 578 Student Teaching in the Secondary School (12)



Secondary postbaccalaureate education students majoring in areas other than English or History or Social Studies may be required to take their major methods course at ASU Main. The curriculum in each postbaccalaureate program contains specified courses that must be taken prior to student teaching. Information about these courses is available from the College of Education Academic Advising Office.

### **Student teaching**

Student teaching is the last course in the sequence taken by postbaccalaureate students. Students must file applications for student teaching early in the semester prior to the student teaching term. The Office of Field Experiences provides information about the deadlines for student teaching applications.

To be accepted for student teaching, students must:

1. be admitted to the Postbaccalaureate Programs for Teacher Certification;
2. have a cumulative GPA of 2.50 or higher in required professional education course work;
3. complete all required professional teacher education course work;
4. remove all academic deficiencies such as grades of “D,” “E,” or “I” before placement;
5. demonstrate appropriate professional conduct during the field experiences prior to student teaching; and
6. complete the application procedure and secure approval to student teach from the Offices of Field Experiences and Academic Advising prior to the deadline date.

# Graduate Programs

Chair, Department of Graduate Studies and  
Professional Development: Alice Christie, Ph.D.  
Location: FAB S220  
(602) 543-3634

## Nature of programs

The College of Education offers Master of Education degrees in four program areas: Educational Administration and Supervision, Elementary Education, Secondary Education, and Special Education. In addition to master's degree course work, the Educational Administration and Supervision program also offers courses which meet the state certification requirements for supervision, principalship, and superintendency.

The faculty of the College of Education also offers course work that meets personal and professional development needs of West Valley teachers. For specific information about the four graduate programs in Education, contact the College of Education graduate programs secretary in the Faculty Administration Building S220 or call (602) 543-3634.

## Admission requirements

Students applying to any of the Master of Education programs must apply to Graduate Studies at ASU West and to the specific program area to which they seek admission. Admission to a degree program is based on undergraduate and/or graduate grade point averages. Also considered are letters of recommendation, the personal statements, work and academic experiences, and the availability of faculty to supervise academic areas of interest. Applicants to the elementary or secondary programs must hold valid Arizona teaching certificates for that grade level. Admission to graduate programs is selective. Meeting minimum requirements does not ensure admittance to the program.

## Graduation/exit requirements

Candidates for the Master of Education degree are required to complete a comprehensive exam unless their program requires an applied project or its equivalent.

## Program requirements

	Semester Hours
<b>Core requirements</b>	9
COE 501 Introduction to Research and Evaluation in Education	
COE 504 Learning and Instruction	
COE 505 American Education System	
<b>Required Elementary Education courses</b>	3
EED 511 Principles of Curriculum Development <i>or</i>	
ECD 555 Modern Practices in Childhood Education	
<b>Electives*</b>	21
<b>Total</b>	33

\*Elective courses must be selected in consultation with an advisor

**Elementary Education concentrations.** Elementary Education majors have the option of crafting 21 hours of electives or completing a concentration in Bilingual Education or English as a Second Language Education, Educational Technology or Reading.

## Concentration in Bilingual Education

	Semester Hours
<b>Required courses</b>	21
BLE 511 Introduction to Language Minority Education	
BLE 515 Instructional Methods for Bilingual Students	
BLE 520 ESL for Children	
BLE 522 Literacy/Biliteracy Development	
BLE 541 Nature of Bilingualism/Second Language Acquisition	
BLE 561 Parent Involvement in Language Minority Ed. Programs	
BLE 580 Practicum (not required of teachers with two years of verifiable bilingual teaching experience) or BLE elective	

## Concentration in ESL Education

	Semester Hours
<b>Required courses</b>	21
BLE 511 Introduction to Language Minority Education	
BLE 520 ESL for Children	
BLE 522 Literacy/Biliteracy Development	
BLE 541 Nature of Bilingualism/Second Language Acquisition	
BLE 561 Parent Involvement in Language Minority Ed. Programs	
BLE 598 ST: Assessment and Curriculum	
BLE 580 Practicum (not required of teachers with two years of verifiable ESL teaching experience) or BLE elective	

## Concentration in Educational Technology

	Semester Hours
<b>Required courses</b>	9
EDT 530 Technology Integration Across the Curriculum	
EDT 575 Critical Issues in Technology	
EDT 593 Applied Project	
<b>Electives*</b>	12
EDT ___ Other	
EDT ___ Other	
EDT ___ Other	
EDT ___ Other <i>or</i>	
___ ___ Other	

\*Elective courses must be selected in consultation with an advisor

## Concentration in Reading

	Semester Hours
<b>Required courses</b>	9
RDG 505 Developmental Reading	
RDG 550 Practicum Experiences in Reading	
RDG 556 Assessment Procedures in Reading	
<b>Electives*</b>	12
RDG ___ Other	
RDG ___ Other	
___ ___ Other	
___ ___ Other	

\*Elective courses must be selected in consultation with an advisor

## Master of Education in Secondary Education

### Program requirements

#### Core requirements

- COE 501 Introduction to Research  
and Evaluation in Education  
COE 504 Learning and Instruction  
COE 505 American Education System

#### Required Secondary Education courses

- SED 522 Secondary School Curriculum  
Development  
SED 533 Improving Instruction in  
Secondary Schools

#### Electives in Secondary Education

- SED 577 Issues and Trends in  
Secondary Education  
SED \_\_\_ Other\*

#### Electives\*

#### Total

Semester  
Hours

9

6

12

6

33

### Concentration in Educational Technology

In the Secondary M.Ed. program, students may complete a Concentration in Educational Technology (EDT) by taking 18 semester hours of EDT course work.

#### Required courses

- EDT 530 Technology Integration  
Across the Curriculum  
EDT 575 Critical Issues in Technology  
EDT 593 Applied Project

#### Electives\*

- EDT \_\_\_ Other  
EDT \_\_\_ Other  
EDT \_\_\_ Other

\*Elective courses must be selected in consultation with an advisor

Semester  
Hours

9

9

## Master of Education in Special Education

For the Master of Education in Special Education, students must complete 12 semester hours of core requirements plus a concentration in Infants and Young Children.

### Program requirements

#### Core requirements

COE 501	Introduction to Research and Evaluation in Education	Semester Hours 12
SPE 540	Family Centered Practices	
SPE 541	Consultation Frameworks and Issues	
SPE ___	Elective*	

### Concentration in Infants and Young Children

#### Required courses

ECD/SPE 542	Systems, Policies and Program Practices for Infants and Young Children	Semester Hours 15-21
ECD/SPE 543	Issues in the Development of Infants and Young Children	
ECD/SPE 544	Assessment and Evaluation of Infants and Young Children	
ECD/SPE 545	Curricula, Methods, Technology, and Adaptations for Infants and Young Children	

ECD/SPE 546	Communication, Language, and Early Literacy	Semester Hours 0-6
ECD/SPE 547	Supporting Motor Development	
ECD/SPE 580	Practicum	

#### Electives\*

Select courses from the following area(s):

Bilingual/ESL Education	Semester Hours 0-6
Counselor Education	
Early Childhood Education	
Educational Administration and Supervision	
Educational Psychology	
Educational Technology	
Ethnic Studies	
Music Education	
Reading and Language Arts	
Social and Behavioral Sciences	
Social Work	

#### Total

\*Elective courses must be selected in consultation with an advisor.

33

## Master of Education in Educational Administration and Supervision

### Program requirements

#### Core requirements

COE 501	Introduction to Research and Evaluation in Education	Semester Hours 9
COE 504	Learning and Instruction	
COE 505	American Education System	

#### Educational Administration Requirements

EDA 501	Competency/Performance in Educational Administration	Semester Hours 24
EDA 511	School Law	
EDA 526	Instructional Supervision	

EDA 548	Community Relations in Education	Semester Hours 3
EDA 571	School Business Management	
EDA 573	School Personnel Administration	
EDA 576	The School Principalship	
EDA 634	Instructional Leadership	

#### Internship (select one)

EDA 584	Supervision Internship	Semester Hours 3
EDA 684	Principal Internship	
EDA 784	Superintendent Internship	

#### Total

36

## COLLEGE OF EDUCATION COURSE DESCRIPTIONS

## Bilingual Education

### BLE 312 ESL, Diversity, and Culture in Education (3)

*fall and spring only*

An examination of social, historical, philosophical, and legal issues affecting racially, linguistically, culturally, and exceptionally diverse students in US schools. Prerequisites: admission to PTPP or postbaccalaureate programs; ENG 101 ( or 105). Corequisite: COE 396. General studies: L.

### BLE 321 ESL Methods for Diverse Language Classrooms (3)

*fall and spring only*

Strategies and materials for second language learning, including research on language acquisition/learning, practical applications of ESL methodologies, phonics. Prerequisite: completion of core curriculum courses. Corequisite: EED 397.

### BLE 322 Second Language Literacy 1 in Elementary Schools (3)

*fall and spring only*

Instructional/assessment strategies including systematic, research-based phonics, vocabulary, comprehension, spelling, writing, phonemic writing in Spanish/English. Prerequisite: completion of core curriculum courses. Corequisite: EED 397.

### BLE 324 Social Studies for Diverse Language Classrooms (3)

*fall and spring only*

Social studies education standards, curriculum, and instructional strategies for English language learners. Prerequisite: completion of core curriculum courses. Corequisite: EED 397.

### BLE 413 Second Language Literacy 2 in Elementary Schools (3)

*fall and spring only*

Literacy and language arts instruction; assessment of reading and writing; transition literacy skills, particularly critical reading of content. Prerequisites: BLE 321, 322, 324; EDP 323; EED 397. Corequisite: EED 496.

### BLE 414 Bilingual/ESL Curriculum and Organization (3)

*fall and spring only*

ESL curriculum content and organization including program model effectiveness; language assessment and language usage; special needs and parent involvement. Prerequisites: BLE 321, 322, 324; EDP 323; EED 397. Corequisite: EED 496.

### BLE 478 Student Teaching in Diverse Language Classrooms (9)

*fall and spring only*

Student teaching in diverse language classrooms; focus on use of English language learning and bilingual strategies; integration of all previous course work. Fee. Prerequisites: BLE 413, 414; EED 411, 412, 496. Corequisite: BLE 479.

### BLE 479 Capstone Seminar in Bilingual/ESL Education (3)

*fall and spring only*

Reflective, experience-based integration of theory and practice; professional development. For bilingual/ESL teachers. Prerequisites: BLE 413, 414; EED 411, 412, 496. Corequisite: BLE 478 or BLE 578.

### BLE 511 Introduction to Language Minority Education (3)

*selected semesters*

Historical, philosophical, theoretical, and pedagogical foundations of language minority education in the United States.

### BLE 515 Instructional Methods for Bilingual Students (3)

*selected semesters*

An introduction to general dual language teaching approaches. Focuses on the effective teaching of limited English proficient populations. Prerequisite: BLE 511.

### BLE 520 ESL For Children (3)

*selected semesters*

Examines approaches to second language development for children congruent with recent research in second language acquisition in children. Prerequisite: BLE 511.

### BLE 522 Literacy/Biliteracy Development (3)

*selected semesters*

Examines approaches to first and second language reading and writing for bilingual/second language learners from a whole language perspective (Spanish-English emphasis). Prerequisite: BLE 511.

### BLE 535 Sociolinguistic Issues in Bilingual Education (3)

*selected semesters*

Survey of major theoretical issues (e.g., language situations, communicative competence, language attitudes) interrelating language, social processes, and bilingual education. Prerequisite: BLE 511.

### BLE 541 Nature of Bilingualism/ Second Language Acquisition (3)

*selected semesters*

Bilingual and second language acquisition, with emphasis on children and adolescents. Cognitive, social, and cultural aspects will be stressed. Prerequisite: BLE 511.

**BLE 561 Parent Involvement in Language Minority Education Programs (3)***selected semesters*

Examines issues, approaches, and strategies for improving parental and community involvement in the schooling of language minority children and youth. Prerequisite: BLE 511.

**BLE 578 Student Teaching in Diverse Language Classrooms (9)***fall and spring only*

Student teaching in diverse language classrooms for postbaccalaureate students; focus on use of English language learning and bilingual strategies; integration of all previous course work. Prerequisites: BLE 413, 414; EED 411, 412, 496. Corequisite: BLE 479.

**BLE 580 Practicum (3)***selected semesters*

Provides for practical application in school settings of principles of bilingual education or English as a second language. Special permission required.

## College of Education Core

**COE 111 Exploration of Education (3)***selected semesters*

Education as an instrument in the development of the individual and society and its significance as an American Institution. General studies: SB.

**COE 212 Understanding the Culturally Diverse Child (3)***fall, spring, summer*

Survey of cultural and linguistic diversity in American education, including education equity, pluralism, learning styles, and roles of schools in a multiethnic society. Prerequisite: COE 111. General studies: C.

**COE 311 Instruction and Management in the Inclusive Classroom (3)***fall and spring only*

Planning and delivering instruction; organizing and managing classrooms; and making adaptations for English language learners and students with special needs. Prerequisite: admission to PTPP or postbaccalaureate programs. Corequisite: COE 396.

**COE 313 Educational Technology in the K-12 Curriculum (3)***fall and spring only*

Application and integration of educational technologies in all curricular areas; examination of theoretical and practical issues for diverse learners. Prerequisite: admission to PTPP or postbaccalaureate programs. Corequisite: COE 396.

**COE 314 Classroom Assessment (3)***fall and spring only*

Focus is assessment and evaluation of student learning; emphasizes integration and adaptation of curriculum, instruction, and evaluation of all students. Prerequisite: admission to PTPP or postbaccalaureate programs. Corequisite: COE 396.

**COE 315 Child and Adolescent Development (3)***fall and spring only*

Physical, cognitive, social, and emotional development during childhood and adolescence; developmentally appropriate principles and practices to facilitate development for all students. Prerequisite: admission to PTPP or postbaccalaureate programs. Corequisite: COE 396. General studies: SB.

**COE 396 Field Experience 1 (0)***fall and spring only*

Observation in classrooms and individual and small group instruction. Fee. Prerequisite: admission to PTPP or postbaccalaureate programs.

**COE 501 Introduction to Research and Evaluation in Education (3)***fall, spring, summer*

Overview of educational inquiry from controlled, quantitative to qualitative, naturalistic. Emphasis on locating and critically interpreting published research.

**COE 504 Learning and Instruction (3)***fall, spring, summer*

Introduction to psychology of learning and instruction. Includes the foundations of learning theories and their application to educational practice. Cross-listed as EDP 504.

**COE 505 American Education System (3)***fall, spring, summer*

Political, social, historical, and philosophical analyses of American education at all levels. Examination of primary sources, legal findings, and case studies.

## Computer Science

**CSE 180 Computer Literacy (3)***fall and spring only*

Introduction to personal computer operations and their place in society. Problem-solving approaches using databases, spreadsheets, word processing, and other current applications. Lecture, demonstration, lab. General studies: CS.

**Key to General Studies****Credit Abbreviations**

L Literacy and critical inquiry core courses

MA Mathematics core courses

CS Computer/statistics/quantitative applications core courses

HU Humanities and fine arts core courses

SB Social and behavioral sciences core courses

SG Natural sciences-general core courses

SQ Natural sciences-quantitative core courses

C Cultural diversity in the United States courses

G Global awareness courses

H Historical awareness courses  
, and  
/ or

## Counselor Education

### CED 512 Introduction to the Helping Relationship (3) *selected semesters*

Introduction to the skills used in the helping professions and an examination of the settings in which they occur.

### CED 522 Personality Development (3) *selected semesters*

Interaction of affective and cognitive factors in personality development at different age levels. Various personality theories examined.

### CED 567 Group Procedures (3) *selected semesters*

Social psychological factors determining interaction, effectiveness, and morale in small groups. Techniques of observation, assessment, and leadership.

## Early Childhood Education

### ECD 310 Educational Environments: Infants/Toddlers (3)

*fall and spring only*

Organizing, planning, and implementing developmentally appropriate educational practices to provide optimal learning environments for infants and toddlers in group settings.

### ECD 314 The Developing Child (3)

*fall, spring, summer*

Provides a base for understanding and working with young children. Examines all aspects of development of children from birth through age eight, with implications for teachers and parents.

### ECD 324 Social Studies and Creative Arts for Primary Level Children (3)

*fall and spring only*

Social studies and creative arts standards, curriculum, and instructional/assessment strategies for all primary level children; developmentally appropriate methods/strategies for effective instruction. Prerequisite: completion of core curriculum courses. Corequisite: EED 397.

### ECD 414 Elementary School Curriculum and Organization (3)

*fall and spring only*

Historical and legal influences on early childhood education; advanced preparation for curriculum designs and developmentally appropriate practices; school organization topics. Prerequisites: BLE 321; ECD 324; EDP 323; EED 397; RDG 322. Corequisite: EED 496.

### ECD 479 Capstone Seminar in Early Childhood Education (3)

*fall and spring only*

Reflective, experience-based integration of theory and practice; professional development for early childhood teachers. Prerequisites: ECD 414; EED 411, 412, 496; RDG 413. Corequisite: EED 478 or EED 578.

### ECD 542 Systems, Policies, and Program Practices for Infants and Young Children (3)

*spring in even years only*

Analysis of historical, political, social, and legal factors affecting services for infants and young children. Examination of critical issues. Cross-listed as SPE 542. Prerequisites: SPE 311 or the equivalent; COE 315 or the equivalent.

### ECD 543 Issues in the Development of Infants and Young Children (3)

*spring in even years only*

Factors and conditions that affect early development. Strategies for promoting attachment, self-regulation, resilience, adaptation, and coping. Cross-listed as SPE 543. Prerequisites: SPE 311 or the equivalent; COE 315 or the equivalent.

### ECD 544 Assessment and Evaluation of Infants and Young Children (3)

*fall in even years only*

Developmental assessment and related program planning for infants and young children. Emphasis on authentic, individualized, family-centered and culturally competent approaches. Cross-listed as SPE 544. Prerequisites: SPE 311 or the equivalent; COE 315 or the equivalent.

### ECD 545 Curricula, Methods, Technology, and Adaptations for Infants and Young Children (3)

*fall in even years only*

Developmentally appropriate practices. Serving young children with diverse abilities in natural, inclusive settings. Emphasis on cognitive development, social competence. Cross-listed as SPE 545. Prerequisites: SPE 311 or the equivalent; COE 315 or the equivalent.

### ECD 546 Communication, Language, and Early Literacy (3)

*spring in odd years only*

Early communication development and language acquisition. Facilitating communicative competence and early literacy for infants and young children with diverse abilities. Cross-listed as SPE 546. Prerequisites: SPE 311 or the equivalent; COE 315 or the equivalent.

### ECD 547 Supporting Motor Development (3)

*spring in odd years only*

Early sensorimotor development. Strategies to facilitate the acquisition of motor skills and address the needs of children with motor disabilities. Cross-listed as SPE 547. Prerequisites: SPE 311 or the equivalent; COE 315 or the equivalent.

### ECD 555 Modern Practices in Early Childhood Education (3)

*spring only*

Trends and practices, instructional and resource materials, and methods and techniques in early childhood education.



# Educational Administration and Supervision

## EDA 501 Competency/Performance in Educational Administration (3)

*fall only*

The nature of educational administration and the concept of competency as it applies to educational administration.

## EDA 511 School Law (3)

*fall only*

Constitutional, statutory, and case law that relates to all school personnel, pupils, the school district, and other governmental units. Contracts, dismissals, tenure, retirement, pupil injuries, liability of personnel and district, school district boundary changes, and bonding.

## EDA 521 Evaluation of Teaching Performance (3)

*selected semesters*

In-depth analysis of legal basis of teacher appraisal, teacher competency, measurement of teacher performance, and application of performance appraisal systems.

## EDA 524 Theory and Application of Educational Administration (3)

*selected semesters*

History and development of public school administration in the United States; current organizational patterns for public education at local, intermediate, state, and national levels; current theoretical positions in educational administration.

## EDA 526 Instructional Supervision (3)

*fall only*

Administering curriculum improvement, in-service education, evaluating, and improving teaching competence; administrative instructional responsibilities.

## EDA 544 Public School Finance (3)

*selected semesters*

Measures of ability, efforts, and educational need; capital outlay funding; tax revenues; federal, state, and local financing alternatives; major issues and trends in the financing of public education.

## EDA 548 Community Relations in Education (3)

*spring only*

Administrative factors of primary importance in developing community involvement in public schools. Emphasis on theory and skill of school system and individual communication.

## EDA 555 Educational Facility Planning (3)

*selected semesters*

School building needs, educational planning for facilities, responsibilities of architects, duties of contractors, and equipping and furnishing of school buildings.

## EDA 571 School Business Management (3)

*spring only*

Purchasing, budgeting, accounting, payroll management, auditing, financial reporting, insurance, and administration of nonteaching personnel and services.

## EDA 573 School Personnel Administration (3)

*fall only*

Organization for personnel services; development of policy to govern selection, orientation, placement, remuneration, transfers, separations, and development of morale among instructional and noninstructional personnel.

## EDA 576 The School Principalship (3)

*spring only*

Problem and laboratory approaches used to provide application of administrative activities of elementary and secondary schools.

## EDA 634 Instructional Leadership (3)

*spring only*

Curricular practices and processes used by instructional leaders who plan, organize, and coordinate the professional activities in elementary and secondary schools. Prerequisite: EDA 526.

## EDA 675 Politics of Education (3)

*selected semesters*

Social science theory and research are used to consider the political context of educational policy making.

## EDA 679 Administration of Special Programs in Education (3)

*summer only*

For personnel administering special educational services; responsibilities of superintendents, principals, supervisors, and directors for special education, student personnel, audiovisual, library science, and others.

# Educational Psychology

## EDP 310 Educational Psychology (3)

*fall, spring, summer*

Human behavior in educational settings. Individual differences, factors affecting learning, behavioral and cognitive learning, motivation, testing, and assessment. General studies SB.

Key to General Studies

Credit Abbreviations

L Literacy and critical inquiry core courses

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H Historical awareness courses

, and / or

**EDP 323 Professional Development, Learning, and Motivation (3)***fall and spring only*

Applying educational psychology principles in classrooms; strategies for building classroom community; learner-centered and intentional teaching; and proactive professional development. Prerequisite: completion of core curriculum courses. Corequisite: EED 397.

**EDP 504 Learning and Instruction (3)***fall, spring, summer*

Introduction to psychology of learning and instruction. Includes the foundations of learning theories and their application to educational practice. Cross-listed as COE 504.

**EDP 510 Essentials of Classroom Learning (3)***fall and spring only*

Theoretical and empirical foundations of learning in the classroom milieu. Critical exposure to research and method in instructional psychology. Prerequisite: admission to postbaccalaureate programs for teacher certification. Corequisite: SED 397.

## Educational Technology

**EDT 321 Computer Literacy (3)***fall and spring only*

Survey of the role of computers in business and education. Emphasis on word processing, database, and spreadsheets. General studies: CS.

**EDT 530 Technology Integration Methods Across the Curriculum (3)***spring only*

Course examines a constructivist approach to technology in education. Students investigate technology as a catalyst for rethinking instructional goals/practices. Prerequisite: EDT 321 or instructor approval.

**EDT 545 Using the Internet in Education (3)***summer only*

Exploration of the Internet as an educational tool for research, inquiry-based learning, and online learning communities. Course incorporates constructivist theory. Hands-on lab. Prerequisite: EDT 530.

**EDT 546 Using Technologies for Presentations (3)***summer only*

Students create presentations appropriate for educational settings and electronic portfolios on CD-ROMs using scanners, digital/video cameras, and multimedia software. Hands-on lab. Prerequisites: EDT 530, 545.

**EDT 547 Technology in Language Arts and Social Studies Education (3)***fall in odd years only*

An applied course examining numerous ways technology is used to enhance teaching and learning in language arts/social studies classrooms. Hands-on lab. Prerequisite: EDT 530.

**EDT 548 Technology in Mathematics and Science Education (3)***fall in even years only*

An applied course examining numerous ways technology is used to enhance teaching and learning in mathematics and science classrooms. Hands-on lab. Prerequisite: EDT 530.

**EDT 549 Using the Internet and Case Studies to Solve Educational Problems (3)***selected semesters*

Course provides a model of the use of distance education technologies.

**EDT 555 Advanced Web Site Design and Development (3)***fall only*

An applied course that prepares technology leaders to design and create interactive school and district web sites. Prerequisites: EDT 530 and 545.

**EDT 556 Managing School Information Systems (3)***spring only*

An applied course based on constructivist theory that examines the techniques and strategies of networking information systems within educational settings. Prerequisites: EDT 530 plus two other EDT courses.

**EDT 575 Critical Issues in Technology (3)***fall only*

Exploration and critical analysis of theoretical issues related to using technology in education. Students do literature reviews for EDT 593. Prerequisites: EDT 530 plus three other EDT courses.

**EDT 593 Applied Project (3)***spring only*

Preparation of a supervised applied project that synthesizes students' EDT Masters experience. Students will create a final electronic portfolio. Prerequisites: EDT 530, 575 plus three other EDT courses.

## Elementary Education

**EED 324 Social Studies in Elementary Schools (3)***fall and spring only*

Social studies education standards, curriculum, and instructional/assessment strategies for all children. Prerequisite: completion of core curriculum courses. Corequisite: EED 397.

**EED 397 Field Experience 2 (0)***fall and spring only*

Observation, instruction, and management of small groups and the whole class. Fee. Prerequisite: completion of core curriculum courses.

**EED 411 Science in Elementary Schools (3)***fall and spring only*

Science education standards, curriculum, instructional and assessment strategies for all children. Prerequisites: BLE 321; EDP 323; EED 397. Corequisite: EED 496.

**EED 412 Mathematics in Elementary Schools (3)***fall and spring only*

Methods of teaching mathematics to all students at the K-8 level, instructional planning and assessment. Prerequisites: BLE 321; EDP 323; EED 397. Corequisite: EED 496.

**EED 414 Elementary School Curriculum and Organization (3)***fall and spring only*

Rationales for instructional curricula; alternative curriculum designs and broad-based content; selected topics in school governance, finance, and law.

Prerequisites: BLE 321; EDP 323; EED 324; RDG 322. Corequisite: EED 496.

**EED 464 Middle-School Curriculum and Organization(3)***fall and summer only*

Educational implications of the characteristics of a diverse adolescent population on middle-level organization and components, curriculum, instructional strategies, assessment. Cross-listed as SED 464.

Prerequisite: Semester 2 of the PTPP.

**EED 478 Student Teaching in the Elementary School (9)***fall and spring only*

Student teaching in elementary school classrooms; integration of all previous coursework. Fee. Prerequisites: EED 411, 412, 496; RDG 413. Corequisite: EED 479 or ECD 479.

**EED 479 Capstone Seminar in Elementary Education (3)***fall and spring only*

Reflective, experienced-based integration of theory and practice; professional development for K-8 teachers.

Prerequisites: EED 411, 412, 496; RDG 413. Corequisite: EED 478.

**EED 496 Field Experience 3 (0)***fall and spring only*

Instruction and management of small groups and substantial work with the whole class. Fee. Prerequisites: BLE 321; EDP 323; EED 397.

**EED 511 Principles of Curriculum Development (3)***fall and summer only*

Contemporary curriculum theories. Curriculum as an interrelated entity. Principles of conceiving and effecting change.

**EED 564 Middle-School Curriculum and Organization (3)***fall and summer only*

Educational implications of the characteristics of a diverse adolescent population on middle-level organization and components, curriculum, instructional strategies, assessment. Cross-listed as SED 564.

**EED 578 Student Teaching in the Elementary School (9)***fall and spring only*

Supervised student teaching in elementary school classrooms for postbaccalaureate students; integration of all previous coursework. Fee. Prerequisites: EED 411, 412, 496; RDG 413. Corequisite: EED 479 or ECD 479.

**Mathematics Education****MTE 180 Mathematics for Elementary Teachers 1 (3)***fall only*

Number systems, intuitive geometry, elementary algebra, and measurement. Intended for prospective elementary school teachers. Prerequisite: MAT 114 (or 117).

**MTE 181 Mathematics for Elementary Teachers 2 (3)***spring only*

Data analysis, probability, geometry, and measurement. For prospective elementary and special education majors. Prerequisite: MTE 180.

**MTE 380 Arithmetic in the Elementary School (3)***selected semesters*

Historical numeration systems, overview of elementary number theory, including primes, factorization, divisibility, bases, modular systems, linear congruence, and continued fractions. Prerequisite: MTE 180 or instructor approval.

**MTE 482 Methods of Teaching Mathematics in Secondary School (3)***summer only*

Examination of secondary school curricular material and analysis of instructional devices. Teaching strategies, evaluative techniques, diagnosis, and remediation and problem solving. Prerequisite: instructor approval.

**Music Education****MUE 310 Music in Early Childhood Education (3)***selected semesters*

Identifying and understanding musical needs of young children. Methods and materials for program development for classroom teachers.

**MUE 311 Music for the Classroom Teacher (3)***selected semesters*

Development of the classroom music program in the elementary school. No previous music experience or course work required. Not for Music majors or minors.

**Key to General Studies****Credit Abbreviations**

L Literacy and critical inquiry core courses

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G Global awareness courses

H Historical awareness courses  
, and  
/ or

**MUE 464 Music of World Cultures in the Classroom (3)**

*fall and spring only*

Study of contemporary music of representative cultures within the context of a people's total way of life. General studies: HU, G

## Reading Education

**RDG 322 Language Literacy 1 in Elementary Schools (3)**

*fall and spring only*

Instructional strategies for teaching reading using systematic research-based phonics to aid decoding, vocabulary, and comprehension development; writing, speaking, and listening skills. Prerequisite: completion of core curriculum courses. Corequisite: EED 397.

**RDG 323 Literacy Processes in Content Areas (3)**

*fall and spring only*

Principles and practices for planning subject matter units of instruction that explicitly address learning with texts across academic disciplines. Prerequisite: completion of core curriculum courses. Corequisite: SED 397.

**RDG 413 Language Literacy 2 in Elementary Schools (3)**

*fall and spring only*

Application of literacy strategies including instruction and diagnostic assessment; literacy lessons with adaptations for diverse learners; extended classroom experiences. Prerequisites: BLE 321; EDP 323; EED 397; RDG 322. Corequisite: EED 496.

**RDG 505 Developmental Reading (3)**

*fall only*

For classroom and special reading teachers. Specific professional skills in decoding, comprehension, and evaluation. Required for Special Reading Endorsement. Prerequisite: teaching certificate.

**RDG 507 Content Area Reading (3)**

*fall and spring only*

Theory, teaching strategies, and practical application concerning learning from text across subject matter disciplines. Prerequisite: admission to postbaccalaureate programs for teacher certification.

**RDG 550 Practicum Experiences in Reading (3)**

*fall only*

Experience utilizing reading diagnostic and instructional techniques for classroom and clinic settings. Lab sections. (Recommended for State of Arizona reading endorsement.) Prerequisite: RDG 505 or equivalent.

**RDG 556 Assessment Procedures in Reading (3)**

*spring only*

Techniques for classroom and clinical reading assessment and instruction. Emphasis on continuous assessment. Recommended for State of Arizona reading endorsement. Prerequisite: RDG 505.

## Secondary Education

**SED 321 Critical Issues in Secondary Education (3)**

*fall and spring only*

Examines perspectives of critical issues in contemporary education and encourages students to think critically and to develop their own viewpoints. Prerequisite: completion of core curriculum courses. Corequisite: SED 397.

**SED 322 Classroom Leadership in Secondary Schools (3)**

*fall and spring only*

Theories and practices for managing and maintaining secondary classrooms for learning; strategies for home/school communication; and leadership roles for teachers. Prerequisite: completion of core curriculum courses. Corequisite: SED 397.

**SED 397 Field Experience 2 (0)**

*fall and spring only*

Application of course content in a secondary school setting. Emphasis on observation, pupil management, planning and delivering instruction, and assessment. Fee. Prerequisite: completion of core curriculum courses.

**SED 464 Middle-School Curriculum and Organization (3)**

*fall and summer only*

Educational implications of the characteristics of a diverse adolescent population on middle-level organization and components, curriculum, instructional strategies, assessment. Cross-listed as EED 464. Prerequisite: Semester 2 of the PTPP.

**SED 478 Student Teaching in the Secondary School (10-12)**

*fall and spring only*

The practice of teaching. The relationship of theory and practice in teaching. Fee. Prerequisites: a 2.50 GPA; completion of all professional course work; approval of Offices of Field Experiences and Academic Advising.

**SED 480 Special Methods of Teaching Social Studies (3)**

*fall and spring only*

Interdisciplinary approaches; production and collection of materials.

**SED 481 English Teaching Methods for Secondary Schools (3)**

*fall and spring only*

Instructional, organizational, and presentation methods for English in secondary schools. Prerequisite: ENG 312 or 314 (available at ASU Main) or instructor approval.

**SED 501 Introduction to Effective Instruction (3)**

*fall and spring only*

Introductory course for postbaccalaureate certification program in secondary education. Emphasis upon developing basic classroom management, instruction, and evaluation. Includes a field assignment of at least 120 hours. Prerequisite: admission to postbaccalaureate programs for teacher certification. Corequisite: COE 396.

**SED 522 Secondary School Curriculum Development (3)***fall and summer only*

Social processes, issues, principles, patterns, and procedures in curriculum development.

**SED 533 Improving Instruction in Secondary Schools (3)***spring only*

Analyses of procedures, methods, techniques, and experiments in teaching in secondary schools.

Prerequisites: SED 478, 578.

**SED 564 Middle-School Curriculum and Organization (3)***fall and summer only*

Educational implications of the characteristics of a diverse adolescent population on middle-level organization and components, curriculum, instructional strategies, assessment. Cross-listed as EED 564.

**SED 577 Issues and Trends in Secondary Education (3)***selected semesters*

Analyses of lay and professional reports; problems and issues in American secondary education. Prerequisites: SED 478, 578.

**SED 578 Student Teaching in the Secondary School (12)***fall and spring only*

The practice of teaching. The relationship of theory and practice in teaching. Postbaccalaureate students only. Fee. Prerequisites: completion of approved post-baccalaureate program; a minimum 2.50 GPA; approval of Offices of Field Experiences and Academic Advising.

**Special Education****SPE 310 Professional Practices in Special Education (3)***fall and spring only*

Emphasis on the roles and professional responsibilities of special educators in all service delivery models. Prerequisite: completion of core curriculum courses. Corequisites: SPE 317, 320, 322, 397. General studies: L.

**SPE 311 Orientation to Education of Exceptional Children (3)***fall, spring, summer*

Includes gifted, mildly handicapped, severely handicapped, and the bilingual/multicultural exceptional child. General studies: SB.

**SPE 317 Special Education for Culturally and Linguistically Diverse Children and Youth (3)***fall and spring only*

General issues and practical applications regarding the education of culturally and linguistically diverse students with disabilities. Prerequisite: completion of core curriculum courses. Corequisites: SPE 310, 320, 322, 397.

**SPE 318 Family-School Collaboration: An Integrated Approach for Children and Adolescents with Special Needs (3)***fall and spring only*

Exploration of relationships between families of children with special needs and professionals in educational institutions and community agencies. Prerequisite: completion of core curriculum courses. Corequisites: SPE 423, 424, 431, 496.

**SPE 320 Assessment and Evaluation in Special Education (3)***fall and spring only*

Norm-referenced, criterion-referenced, and authentic strategies to determine eligibility, plan individualized programs, and monitor progress of students with disabilities. Prerequisites: ENG 101 (or 105); completion of core curriculum courses. Corequisites: SPE 310, 317, 322, 397. General studies: L.

**SPE 322 Behavior Management and Consultation (3)***fall and spring only*

Analysis, intervention, and consultation strategies for effective management of classroom behavior will be developed and implemented for students with disabilities. Prerequisites: completion of core curriculum courses. Corequisites: SPE 310, 317, 320, 397.

**SPE 397 Field Experience 2 (0)***fall and spring only*

Application of course content in a special education setting. Emphasis on observation, pupil management, planning and delivering instruction, and assessment. Fee. Prerequisites: completion of core curriculum courses. Corequisites: SPE 310, 317, 320, 322.

**SPE 423 Technology and Instructional Methods in Language, Reading and Mathematics for Students With Mild/Moderate Disabilities (3)***fall and spring only*

Effective use of technology; instruction and assessment of performance in language, reading, and mathematics for students with mild/moderate disabilities. Prerequisites: SPE 310, 317, 320, 322, 397. Corequisites: SPE 318, 424, 431, 496.

**Key to General Studies****Credit Abbreviations**

L Literacy and critical inquiry core courses

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C Cultural diversity in the United States courses

G Global awareness courses

H Historical awareness courses  
, and  
/ or

**SPE 424 Methods in Cross-Categorical Special Education (3)***fall and spring only*

Assessment and instructional methods for students with mild to moderate mental retardation, learning disability, emotional disabilities, and physical/health impairment. Prerequisites: SPE 310, 317, 320, 322, 397. Corequisites: SPE 318, 423, 431, 496.

**SPE 431 Collaborative Teaching Methods for General Education Classroom Environments (3)***fall and spring only*

Methods and issues in cooperative teaching for special education students in general education classrooms. Prerequisite: SPE 310, 317, 320, 322, 397. Corequisites: SPE 318, 423, 424, 496.

**SPE 440 Professional Seminar in Special Education (3)***fall and spring only*

Examination of critical issues in the delivery of special education services. Emphasis on self-reflection and professional development. Prerequisites: SPE 318, 423, 424, 431. Corequisite: SPE 478.

**SPE 478 Student Teaching in Special Education (12)***fall and spring only*

Student teaching in special education setting. Fee. Prerequisites: a 2.50 GPA; completion of all professional course work; approval of Offices of Field Experiences and Academic Advising.

**SPE 496 Field Experience 3 (0)***fall and spring only*

Application of course content in a special education setting. Emphasis on observation pupil management, planning and delivering instruction, and assessment. Fee. Prerequisites: SPE 310, 317, 320, 322, 397. Corequisite: SPE 318, 423, 424, 431.

**SPE 511 The Exceptional Child (3)***fall and spring only*

Educational needs of exceptional children and adults. Not recommended for students who have completed SPE 311.

**SPE 540 Family Centered Practices (3)***fall in odd years only*

Issues associated with families and family systems. Effects of disabilities on families. Strategies for family support and empowerment.

**SPE 541 Consultation Frameworks and Issues (3)***fall in odd years only*

Models, activities, and roles of educational consultants working with families, professionals, and support personnel across disciplines and agencies.

**SPE 542 Systems, Policies, and Program Practices for Infants and Young Children (3)***spring in even years only*

Analysis of historical, political, social, and legal factors affecting services for infants and young children. Examination of critical issues. Cross-listed as ECD 542. Prerequisites: SPE 311 or the equivalent; COE 315 or the equivalent.

**SPE 543 Issues in the Development of Infants and Young Children (3)***spring in even years only*

Factors and conditions that affect early development. Strategies for promoting attachment, self-regulation, resilience, adaptation, and coping. Cross-listed as ECD 543. Prerequisites: SPE 311 or the equivalent; COE 315 or the equivalent.

**SPE 544 Assessment and Evaluation of Infants and Young Children (3)***fall in even years only*

Developmental assessment and related program planning for infants and young children. Emphasis on authentic, individualized, family-centered and culturally competent approaches. Cross-listed as ECD 544. Prerequisites: SPE 311 or the equivalent; COE 315 or the equivalent.

**SPE 545 Curricula, Methods, Technology, and Adaptations for Infants and Young Children (3)***fall in even years only*

Developmentally appropriate practices. Serving young children with diverse abilities in natural, inclusive settings. Emphasis on cognitive development, social competence. Cross-listed as ECD 545. Prerequisites: SPE 311 or the equivalent; COE 315 or the equivalent.

**SPE 546 Communication, Language, and Early Literacy (3)***spring in odd years only*

Early communication development and language acquisition. Facilitating communicative competence and early literacy for infants and young children with diverse abilities. Cross-listed as ECD 546. Prerequisites: SPE 311 or the equivalent; COE 315 or the equivalent.

**SPE 547 Supporting Motor Development (3)***spring in odd years only*

Early sensorimotor development. Strategies to facilitate the acquisition of motor skills and address the needs of children with motor disabilities. Cross-listed as ECD 547. Prerequisites: SPE 311 or the equivalent; COE 315 or the equivalent.

Omnibus courses: See pages 55-56 for omnibus courses that may be offered.

# College of Human Services

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**Interim Dean:**

John Hultsman, Re.D.

**Location:**

FAB S105A  
(602) 543-6600

**College website:**

[www.west.asu.edu/chs/](http://www.west.asu.edu/chs/)

**Professors:**

Gitelson, J. Hultsman,  
Knopf, Morris, Searle,  
V. Waldron, Webb

**Associate Professors:**

Andereck, Bernat, Britt,  
Delgado, Di Mare,  
Fitzpatrick, Haarr,  
W. Hultsman, D. Kelley,  
Lavitt, Nadesan, Ramsey,  
Wise, Zorita

**Assistant Professors:**

G. Armstrong,  
T. Armstrong, Bushfield,  
Farone, Griffin, Gruber,  
Kassing, Katz, McCabe,  
Rodriguez, Shaffer, Shome

**Visiting Assistant Professor:**

Tsoudis

**Senior Lecturer:**

Dix

**Lecturers:**

Nadir, Yungbluth

**Instructor:**

Ealy, Gaffney, Gordon,  
Montano, K. Waldron



## Purpose

The College of Human Services offers a wide range of undergraduate course work and some graduate instruction in the departments of Administration of Justice, Communication Studies, Recreation and Tourism Management, and Social Work. One goal of these programs is to prepare students for careers in the helping professions. Another goal is to provide a variety of service courses for the entire university, enabling students of all majors to explore the life quality challenges of contemporary society. The programs provide opportunities for involvement with public and private human service organizations throughout the West Valley, the state, and the nation. The faculty of the College of Human Services is committed to excellence as it strives to empower students with abilities to respond to the needs of increasingly complex social systems. As such, the college seeks to be an inclusive unit where students from various cultures and backgrounds can meet and learn about our diverse community, country, and world.

The College of Human Services offers eight degree programs:

- B.S. Administration of Justice
- B.A., B.S. Communication Studies
- B.S. Recreation and Tourism Management
- B.S.W. Social Work
- M.A. Communication Studies
- M.A. Criminal Justice
- M.S.W. Social Work

In addition, ASU West students can secure a degree in Nursing (B.S.N.) by taking courses “hosted” by Human Services but administered by ASU Main. The College of Human Services offers a multidisciplinary Certificate in Gerontology and a Postbaccalaureate Certificate in Communication and Human Relations. Students can also acquire minors in Communication Studies, Public Relations and Strategic Communications, Gerontology, Prelaw, Special Events Management, and Tourism Management. Students should consult the College of Human Services web

pages for additional information at [www.west.asu.edu/chs/](http://www.west.asu.edu/chs/).

## Baccalaureate degree programs

**Admission.** Admission to programs in Administration of Justice, Communication Studies, Recreation and Tourism Management, or Social Work requires a minimum cumulative GPA of 2.00, and whatever additional requirements the respective programs impose.

**Transfer students.** Any person applying for admission or transfer to the Communication Studies or Administration of Justice programs is admitted as a major of that program. A student applying for admission to the Social Work or Recreation and Tourism Management programs must meet the requirements identified in the respective academic program sections that follow.

**Degree requirements.** Students seeking a baccalaureate in a Human Services major must successfully complete 120 semester hours of college course work, fulfill all university degree requirements, and complete the specific requirements of the degree program. Specific degree requirements are explained under the respective academic program sections that follow.

## Master’s degree programs

Information regarding university requirements, including admission policies and procedures are explained within the “Graduate Studies” section of this catalog. Specific degree requirements are explained under the respective academic program sections that follow.

## Special grading options

The College of Human Services grades some courses, internships, field experiences, and individualized instruction on a satisfactory/fail basis. Students who successfully complete these experiences receive a “Y” grade. Such grades are acceptable for meeting program requirements, but these grades are not computed in the GPA.



*The name of the Department of Administration of Justice will be changed to the Department of Criminal Justice and Criminology effective fall 2004. In spring 2004, the name of the undergraduate major will change from Administration of Justice to Criminal Justice and Criminology. Concurrently, the Administration of Justice course prefix (AJS) will change to Criminal Justice (CRJ). All AJS undergraduate courses will be converted to CRJ courses while maintaining the same number. Students completing the B.S. in Administration of Justice or the B.S. in*

*Criminal Justice and Criminology will be able to complete course requirements under either the AJS or corresponding CRJ prefix/number. Please see your advisor for additional information.*

The Administration of Justice Department offers the Bachelor of Science Degree in Administration of Justice and the Master of Arts Degree in Criminal Justice to accommodate the needs of one of the most rapidly growing academic and professional fields in the United States.

## *Bachelor of Science Degree in Administration of Justice*

### **Nature of program**

The program provides a social science, interdisciplinary perspective to the study of the administration of justice. The focus is on the policies and practices of criminal justice system components including law enforcement, corrections, and the courts. Students are exposed to the criminal law and its origins, patterns and theories of crime and crime analysis, and the body of research based literature that examines and evaluates contemporary criminal justice practice.

The Administration of Justice curriculum offers students a solid foundation of courses that provide the content, analytical, and communication skills required for working in complex criminal justice occupations. The program also prepares students to enter into graduate studies and exposes students considering law school to substantive and procedural criminal law.

During their senior year, students are encouraged to complete an internship in a justice-related placement. AJS 484

Internship in Administration of Justice has been designed to provide the student with a well-rounded learning experience in an experiential setting. It involves a three-way partnership among students, ASU West, and cooperating institutions. It is guided by a set of goals and objectives that are based on the needs and resources of those involved. The intern's goals and objectives are developed with the assistance of the internship coordinator and the cooperating agency supervisor. They represent skills and competencies that can be reasonably accomplished during the internship period.

### **Career outlook**

The Administration of Justice Department provides an interdisciplinary approach to understanding issues related to the field of criminal justice. Societal concern about issues of crime, crime prevention, and victimization necessitate that state and federal monies be devoted to the field of criminal justice. Consequently, this field is one of the fastest growing areas of employment.

Graduates of the Administration of Justice program find employment in both the public and private sector. Employment opportunities exist in the areas of law enforcement, probation, parole, corrections, private security, court personnel, legal offices, and victim witness advocate agencies. Graduates may also pursue advanced degrees in law and in social science disciplines.

### Major requirements

The 51 semester hour Bachelor of Science degree program in Administration of Justice consists of 24 hours of major core courses, 21 hours of major elective courses, and 6 hours in a related field. A student must attain a grade of “C” or higher in all courses credited toward the major, including courses in the related area. A minimum of 24 upper division semester hours of coursework toward the major must be completed at ASU West.

	Semester Hours
<b>Administration of Justice core courses</b>	
AJS 100 The Justice System (SB)	3
AJS 230 The Police Function	3
AJS 240 The Correctional Function	3
AJS 302 Research Methods	3
AJS 303 Statistical Analysis (CS)	3
AJS 304 Criminology	3
AJS 305 Women, Crime, and Justice (C)	3
AJS 306 Race, Ethnicity, and Justice (C)	3
AJS 485 Student Assessment	0
<b>Total</b>	<b>24</b>

**Electives.** The 21 hours of elective courses in the major and the 6 hours of courses in related fields must be strategically assembled with appropriate advising to make up a specialty area consistent with the student’s intellectual and career interests and objectives.

**Community college courses.** Many Administration of Justice courses are currently taught at Arizona community colleges. The transferability of these courses is governed by the Course Equivalency in effect when the course was taken. This information is maintained in the Course Applicability System (CAS) - CEG function at [az.transfer.org/cas](http://az.transfer.org/cas). Community college courses which are equivalent to ASU West upper division courses will apply to the program, if completed with a grade of “C” or better, and should *not* be repeated at ASU West; however, these courses will not count toward the required upper division credit hours.

The following ASU West courses may have ASU Main or Community College transfer equivalents and should not be repeated at ASU West.

ASU West	Course Title	ASU Main Equivalent
AJS 100	The Justice System	JUS 100
AJS 200	Topics in Concepts and Issues of Justice	JUS 200
AJS 230	The Police Function	JUS 306
AJS 240	The Correctional Function	JUS 310
AJS 442	Community Relations	JUS 320
AJS 360	Substantive Criminal Law	JUS 365
AJS 410	Procedural Criminal Law	JUS 368

**Other requirements.** Students must complete all university degree requirements (including General Studies program requirements). For descriptive information on these requirements, refer to the “General Studies Program” section of this catalog and the *Administration of Justice Undergraduate Advisement Guide* available in the College of Human Services.

## Nature of program

The Master of Arts Degree in Criminal Justice is designed to provide criminal justice agency professionals with advanced training in management and operations analysis and research and evaluation. The degree consists of 30 hours of coursework that will enable students to develop the high level skills in agency data analysis, policy analysis, program planning, and program evaluation allowing them to apply scientific criminology to crime prevention and criminal justice practice. Students will also be required to complete a major policy analysis, agency data analysis, or agency planning project.

The master's program is offered to both full-time and part-time students. Full-time students can earn the degree in as few as 12 months. Part-time students may complete the degree on a longer schedule, but may not exceed six years.

## Admission

Admission to the master's program is open to:

1. holders of baccalaureate degrees from institutions with regional accreditation;
2. those who show promise of success as demonstrated by scores on the Graduate Record Examination (GRE), previous schooling, and experience; and
3. those who have career goals that are compatible with the educational objectives of the program.

**Application.** An official transcript from every university or college attended must be received by the Office of Graduate Studies at ASU West before an application can be considered. Official GRE scores must be sent by ETS to ASU. Letters of recommendation, a resume, and a personal statement must be sent to the M.A. in Criminal Justice Program Office.

The suggested application deadlines are April 1 for fall semester and November 1 for the spring semester.

The application, application fee, and transcripts should be sent to:

Graduate Studies  
Arizona State University West  
P.O. Box 37100  
Phoenix, AZ 85069-7100

All other information for admission processing should be sent to:

M.A. in Criminal Justice Program  
College of Human Services  
P.O. Box 37100  
Phoenix, AZ 85069-7100

## Program requirements

The 30-semester hour master's program includes 15 semester hours of required core courses, a six semester-hour applied project, and nine semester hours of electives.

Students will be able to develop specializations in areas such as policing, corrections, and management by combining required and elective coursework. The planning of specializations will be done jointly by the student and his or her faculty program committee.

	Semester Hours
<b>Core course</b>	15
CRJ 531 Seminar in Criminal Justice	
CRJ 532 Seminar in Criminology	
CRJ 533 Criminal Justice Planning	
CRJ 534 Program Evaluation in Criminal Justice	
CRJ 535 Statistical Tools for Criminal Justice	
<b>Specialization</b>	9
Select three courses in consultation with faculty program committee.	
CRJ 551 Applied Data Analysis in Criminal Justice	
CRJ 552 Seminar in Policing	
CRJ 553 Courts and Sentencing	
CRJ 554 Seminar in Corrections	
CRJ 555 Seminar in Women and Crime	
CRJ 556 Seminar in Criminal Justice Organization and Management	
CRJ 598 Special Topics	
<b>Applied Project</b>	6
CRJ 593 Criminal Justice Policy Analysis Project	

The Department of Communication Studies offers Bachelor of Arts and Bachelor of Science Degrees in Communication Studies, undergraduate Minors in Communication Studies and Public Relations and Strategic

Communication, the Master of Arts Degree in Communication Studies, and a Postbaccalaureate Certificate in Communication and Human Relations.

## *Bachelor of Arts and Bachelor of Science Degrees in Communication Studies*

### **Nature of program**

The Department of Communication Studies prepares students to enter the global age with competencies necessary to become active participants in democratic life. Because few phenomena are as central to society as communication, students in our program have the opportunity to achieve critical understanding of their increasingly international, multicultural, gendered worlds. Using scientific, interpretive, rhetorical, and critical research approaches, graduates learn to produce, analyze, and critique social and cultural information created by the practices of communication. Understanding communication's centrality in human experience brings a rich variety of material into the student's view. Contexts for studying communication include diversity, media, public influence, critical/rhetorical inquiry, personal relationships, and social organizations.

### **Career outlook**

Our academic and scholarly focus on the criticism of communicative practices across various conditions prepares students well for a multitude of vocations in an increasingly complex world. Conceptualizing the world as one overflowing with meanings related to diverse social groups, identities, and relation-

ships, students of communication are able to think critically about how meaning is made, how meaning can be made to change, and how communication fosters democratic ideals for the workplace and the world. Thus, the successful graduate will be able to work productively with other people, assimilate, organize, and analyze information, solve problems, make effective presentations, and show potential for leadership. The program prepares students for advanced education, advancement toward careers in teaching, counseling, law, and medicine, and various careers and professions, including:

- training and development
- public relations
- public administration
- public office
- public advocacy
- speech writer
- lobbyist
- research
- advertising
- mediation
- customer relations
- human resources
- health and human services
- international service
- fund-raising
- the ministry

## Admission requirements

A minimum GPA of 2.00 is required for entrance into the major and for enrollment in all upper division courses.

## Major requirements

Of the minimum required 48 semester hours, majors must complete nine semester hours of program core courses, 18 semester hours of selected coursework across competency-based categories (all of which must be upper division, and nine hours of which must be at the 400-level), and 21 hours of elective coursework (up to nine hours of which may be lower division). COM 484 and 499 may not be used to satisfy selected course work requirements but may fulfill elective coursework requirements. Students seeking the Bachelor of Science degree must complete one lower division statistics course and one additional upper division statistics course. All courses must be completed with a minimum grade of “C.”

### Required coursework (9 hours)

COM 225 Public Speaking (L)  
COM 308 Empirical Research Methods in Communication (L)  
COM 309 Rhetorical, Interpretive, and Critical Methods in Communication

### Selected upper division coursework (18 hours)

Students are required to complete one course from each of the six categories below, nine hours of which must be at the 400-level:

#### *Diversity*

COM 316 Gender and Communication (C)  
COM 371 Cross-Cultural Communication Perspectives (G)  
COM 394 Special Topics (only as designated by instructor)  
COM 416 Gender, Race, Colonialism, and Media  
COM 463 Cultural and Intercultural Communication Theory and Research (SB, G)  
COM 465 Intercultural Communication Workshop  
COM 471 International Communication (G)  
COM 494 Special Topics (only as designated by instructor)

#### *Media Literacy*

COM 324 Rhetoric and Media Criticism  
COM 394 Special Topics (only as designated by instructor)  
COM 424 Television Studies and Criticism  
COM 429 Semiotics and Visual Communication  
COM 457 New Media  
COM 494 Special Topics (only as designated by instructor)

#### *Public Influence Processes*

COM 325 Advanced Public Speaking  
COM 329 Persuasion  
COM 353 Professional Communication  
COM 394 Special Topics (only as designated by instructor)  
COM 414 Crisis Communication  
COM 454 Rhetorical and Critical Approaches to Public Relations  
COM 494 Special Topics (only as designated by instructor)

#### *Critical/Rhetorical Inquiry*

COM 321 Rhetorical Theory and Research (L/HU)  
COM 394 Special Topics (only as designated by course instructor)  
COM 421 Rhetoric of Social Issues (HU)  
COM 422 Argumentation, Critical Reasoning, and Public Communication (L)  
COM 456 Political Communication (SB)  
COM 494 Special Topics (only as designated by instructor)

#### *Relational Interaction*

COM 310 Relational Communication  
COM 312 Communication, Conflict, and Negotiation  
COM 394 Special Topics (only as designated by course instructor)  
COM 410 Interpersonal Communication Theory and Research (SB)  
COM 411 Communication in the Family (SB)  
COM 417 Communication and Aging  
COM 475 Nonverbal Communication Theory and Research  
COM 494 Special Topics (only as designated by instructor)

#### *Social Organizations*

COM 320 Communication and Consumerism (SB)  
COM 394 Special Topics (only as designated by course instructor)  
COM 450 Theory and Research in Organizational Communication (SB)  
COM 451 Employee Participation Processes in Organizations  
COM 430 Leadership in Group Communication (SB)  
COM 453 Communication Training and Development  
COM 494 Special Topics (only as designated by instructor)

**Communication electives (21 hours).** Select COM electives in consultation with a faculty advisor. A maximum of nine hours may include COM 100 and courses at the 200-level.

**Other requirements.** In addition to the above listed requirements, students must satisfy the General Studies Program requirements. Students should consult their advisors for current information concerning College of Human Services and the Communication Studies Program courses applicable to General Studies requirements.

## *Minor in Communication Studies*

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The minor consists of 18 credit hours of Communication Studies courses. Students wishing to pursue a minor must meet with a Communication Studies faculty advisor to construct a minor that reflects a particular area of specialty and interest. At least 12

semester hours must come from upper division courses. To graduate with the minor, students must earn a minimum cumulative GPA of 2.0 in Communication Studies courses. All courses must be passed with a minimum grade of “C.”

## *Minor in Public Relations and Strategic Communications*

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The Public Relations and Strategic Communications will provide students with professional and academic expertise in persuasion and campaign communication, public relations, crisis communication, special events planning, marketing, professional writing, and editing (among other areas). Additionally, students will have the opportunity to refine their presentational skills needed for public and community relations.

### **Program Requirements**

The minor consists of 18 semester hours upper division coursework, including six semester hours of required course work, an internship, and nine semester hours of electives.

### **Required core courses (9 hours)**

Select two of the following three courses:

- COM 320 Communication and Consumerism
- COM 329 Persuasion
- COM 454 Rhetorical and Critical Approaches to Public Relations

COM 484 Internship

### **Electives (9 hours)**

Select courses from the following in consultation with an advisor

- COM 353 Professional Communication
- COM 414 Crisis Communication
- COM 453 Communication Training and Development
- ENG 311 Persuasive Writing
- ENG 315 Writing for the Professions
- ENG 412 Writing for Publication
- MKT 301 Fundamentals of Marketing
- MKT 410 Consumer Behavior
- REC 404 Marketing Recreation and Tourism
- REC 486 Special Events Management

Or other approved courses

## *Postbaccalaureate Certificate in Communication and Human Relations*

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### **Nature of program**

The contemporary workplace increasingly requires employees to develop advanced knowledge and skill in the processes of communication. This observation is based on several long-term trends. First, the increasing popularity of team-based organizational structures requires employees to develop competencies in group communication, nego-

tiation, and conflict management. Second, the tendency toward decentralization of decision-making in contemporary organizations requires leaders and followers to rely more heavily on persuasion and communication and less heavily on traditional structures and position power. Third, the need for organizations and governments to be more responsive to an increasingly diverse set of citizens and cus-

tomers requires competencies in cross-cultural communication, audience analysis, and message development. Fourth, rapidly developing communication technologies can be exploited only when employees are knowledgeable about the capabilities, limitations, and ethical implications of traditional and emerging media. Fifth, modern organizations are increasingly required to be responsive to the social, ethical, and environmental concerns of local communities. The program in Communication and Human Relations provides an individualized program of coursework for advanced students and employees seeking to stay abreast of these trends.

The certificate program is designed for working professionals in communication-intensive fields such as public affairs, employee relations, mediation, organizational development, public relations, training and development, community relations, customer relations, media relations, change management, sales and sales management, marketing, public administration, event planning, and health communication.

### Admission requirements

To be admitted to the Postbaccalaureate Certificate in Communication and Human Relations, an individual must:

1. possess a four-year baccalaureate degree from a regionally accredited college or university;
2. be admitted to ASU West as a nondegree graduate student; and
3. have completed the following college-level courses with a grade of “C” or better in each course:
  - a. Quantitative, qualitative, or critical research methods (three semester hours)

- b. Oral communication performance (200 level or above) (three semester hours)

### Program requirements

The certificate requires completion of 18 semester hours of upper division coursework in Communication Studies and related disciplines.

**Focused Coursework.** In consultation with a faculty advisor, students will design a program of study comprised of five courses (15 semester hours) focused in an area of human relations, such as employee communications, interpersonal relations, community relations. Course selections will be made from the following:

- COM 410 Interpersonal Communication
- COM 411 Communication in the Family
- COM 414 Crisis Communication
- COM 417 Communication and Aging
- COM 421 Rhetoric of Social Issues
- COM 430 Leadership in Group Communication
- COM 450 Theory and Research in  
Organizational Communication
- COM 451 Employee Participation Processes in  
Organizations
- COM 453 Communication Training and Development
- COM 456 Political Communication
- COM 457 New Media
- COM 494 Special Topics
- Other approved substitution

**Capstone Project.** Students are required to complete an independent research project (supervised by a faculty member) on a communication topic related to their professional or research interests. The project should reflect the integration and application of coursework to a social or organizational problem. The scope and quality of the written report will be appropriate for post-baccalaureate students. A minimum of three semester hours of COM 499 Individualized Instruction is required.

## Nature of program

The Master of Arts Degree in Communication Studies provides students with advanced analytical, oral, and written communication skills applicable in today's technological and information-based society. The program blends theoretical and practical perspectives concerning communication and advocacy in public and private communication settings.

## Career outlook

In today's technological and information-based society, advanced degrees that educate and train individuals in analytical, oral, and written communication skills make graduates suitable for a variety of occupations. National statistics indicate that the average American will experience at least four different occupations during his or her lifetime.

Graduate degrees in communication studies are among few degrees that blend the best attributes of a professional degree (training in specific areas and skills for particular vocations) with the best attributes of a liberal arts degree (ability to think critically, conceptualize new theories, and apply skills across a variety of occupational situations and challenges). This blend of intellectual skills is of great social and community consequence with respect to advocacy and social justice.

## Admission

Admission to the program is competitive, based on applicant's undergraduate scholarly activities and research abilities, and professional experience. All applicants must submit the following:

1. a completed application and official transcripts of all undergraduate and graduate work;

2. a 500-word personal statement indicating professional goals and addressing how the program will aid in the achievement of those goals;
3. official Graduate Record Examination (GRE) scores;
4. three letters of recommendation, up to two of which may come from appropriate professional, non-academic sources.
5. a writing sample of scholarly work or an example of professional activities (i.e., technical reports, grants, creative campaign); and
6. a minimum test score of 450 on the Test of English as a Foreign Language and a minimum score of 220 on the Test of Spoken English for all applicants who are non-native English speakers.

**Application.** The application, application fee, transcripts, and official GRE scores (sent by ETS) should be sent to:

Graduate Studies  
Arizona State University West  
P.O. Box 37100  
Phoenix, AZ 85069-7100

Letters of recommendation, a resume, personal statement, and writing sample must be sent to:

Director of Graduate Studies  
Department of Communication Studies  
Arizona State University West  
P.O. Box 37100  
Phoenix, AZ 85069-7100

The completed application including all supporting material must be received prior to consideration for admission. The suggested application deadline is the second Tuesday in April for fall semester.



## Program requirements

The Master of Arts Degree in Communication Studies consists of 36 semester hours of coursework at the 500 level or above, including:

1. COM 502 Theory and Practice in Communication and Persuasion
2. COM 505 Methods in Applied Communication Research
3. COM 506 Humanistic Inquiry and Field Research
4. at least 21 semester hours of electives selected in consultation with the student's program advisor. When appropriate, students may take up to six semester hours outside the department.
5. a thesis (6 hours) or applied project (6 hours), or a written comprehensive examination plus six semester hours of coursework.

### Additional Requirements.

COM 502, 505, and 506 must be completed with a grade of "B" or better. In addition, the student must earn a cumulative GPA of 3.00 or better in all courses numbered 500 or higher that appear on the transcript and all courses that appear on the program of study.

Each student's program of study is the mutual responsibility of the student and his/her advisor. Students will be permitted to take comprehensive examinations only concurrent with or subsequent to completion of their 36th semester hour of coursework. Students who choose to complete the thesis or applied project option will be permitted to register for thesis or applied project semester hours only concurrent with or subsequent to completion of their 24th semester hour of coursework.

**Thesis or Applied Project.** The thesis or applied professional project must demonstrate intellectual, academic, and/or professional growth and ability. The prospectus and thesis or applied project will be supervised and approved by the student's advisor and committee. An oral defense is required for the thesis or applied project.

Descriptions of current program options and requirements are available from the Department of Communication Studies office in the Faculty and Administration Building S116-1.

## Nature of program

The Gerontology Program brings together faculty from several disciplines to teach courses related to adult development and aging, to collaborate on gerontological research, and to participate in projects of service to older adults. ASU West offers courses that fulfill requirements for the undergraduate Minor in Gerontology and the Graduate Certificate in Gerontology. In addition, many of the courses offered by this program may satisfy requirements for ASU West degree programs and General Studies requirements.

Program activities are designed for students who wish to study the psychological, sociological, biological, and policy-related aspects of aging as well as for those interested in the health, economic, and social concerns of older people.

Students study the aging process from multiple perspectives and develop knowledge and skills to prepare them for careers in an aging society. Courses related to aging are taught by faculty

who are active contributors to research and theory, and public policy and practice. Students gain practical experience in working with older adults through field-based experience and internships. The faculty also help students find rewarding volunteer positions in community programs and agencies for older adults.

## Career outlook

Since older Americans are becoming an increasing percentage of the population, there is a growing need for professionals with gerontological expertise. This is especially the case in Arizona due to the large number of retirement communities located here. Careers will be available in a broad range of fields including recreation, social work, nursing, counseling, public policy, and long term care administration. Career outlook for those with gerontological expertise is bright in not-for-profit, governmental and non-governmental settings as well as for-profit entrepreneurial settings.

## *Certificate in Gerontology*

The interdisciplinary Certificate in Gerontology is designed for students who wish to study the psychological, sociological, biological, and policy-related aspects of aging and the health, economic, and social concerns of older people. Admission to the program is open to individuals with a baccalaureate degree. The Certificate may be earned by nondegree seeking graduate students as well as graduate students enrolled in master's or doctoral programs. Undergraduate students may reserve up to nine semester hours earned toward the Certificate in Gerontology. (See the policy on Reserving of Course Credit by Undergraduates, page 107.)

The 21 semester hour Certificate in Gerontology provides a broad academic foundation for students who wish to apply the knowledge and skills acquired in their major and/or work experience to a variety of aging-related pursuits. Students complete seven courses related to aging. Students must complete two of three core courses (GRN 420, PGS 427, SOC 418) and a three-hour capstone experience (GRN 584 Internship, GRN 590 Reading and Conference, or GRN 592 Applied Research). The remaining 12 semester hours are courses taken as electives. Students must obtain a 3.00 GPA in the seven courses completed for the certificate.

For their electives, students choose courses from the gerontology-related offerings of several departments as well as those offered by the Gerontology Program. Of the 21 hours required for the Certificate, 15 hours must be completed at the 500 level. The capstone course must be completed at ASU West.

Students may elect to take the Certificate in conjunction with the M.A. in Interdisciplinary Studies (see page 150), with the 21 hours of study for the former constituting the core of the program of study for the M.A. Contact either program for details.

## *Minor in Gerontology*

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The Minor in Gerontology requires 18 semester hours of course work. The Gerontology minor is designed to explore the study of aging from an interdisciplinary perspective. Students select two of the three gerontology core courses and four additional aging-related courses that are approved as electives. The Gerontology Program allows double counting of courses from the student's major in the minor; however, students should consult with their major department to determine if it has more stringent requirements. A 2.50 grade point average must be obtained in the six courses.

Undergraduate students may begin taking courses for the minor upon completion of 56 semester hours with a minimum cumulative grade point average of 2.00.

### **Core courses**

GRN 420 Health Aspects of Aging *or*  
approved substitution  
PGS 427 Psychology of Aging  
SOC 418 Aging and the Life Course

**Electives.** All courses carrying a GRN prefix can be counted as elective courses in the program. A list of elective courses carrying other disciplinary prefixes which may be used towards completion of the minor and certificate in gerontology is available from the Gerontology Program Office.

For specific information on the Certificate in Gerontology and the undergraduate Minor in Gerontology, call the Gerontology Program at (602) 543-6647.

# Nursing

## *Bachelor of Science in Nursing Degree*

Dean, ASU Main College of Nursing: Barbara A. Durand,  
Ed.D., R.N., FAAN

Location: Nursing 457  
(480) 965-3244

Nursing Liaison: Lasca Beck, R.N., M.S.

Location: FAB N290B  
(602) 543-6605

ASU West hosts the ASU Main College of Nursing Bachelor of Science in Nursing program. Junior and senior level nursing courses are hosted at ASU West and taught by ASU College of Nursing faculty. Beyond admission requirements, all upper division requirements for a nursing degree are offered at ASU West.

The Nursing faculty acknowledge their responsibility to health care consumers for the preparation of individuals who provide nursing care of professional quality through teaching, research, and service. Within the context of a liberal education, the undergraduate degree program prepares professional nurses who:

1. understand and respond to changing health and social needs and services;
2. influence nursing practice and health care through leadership and participation in professional and sociopolitical activities; and,
3. utilize scientific knowledge to advance professional nursing practice.

The continuing education program provides opportunities for nurses to improve and expand their nursing practice to meet the health care needs of various populations and to further their own professional development.

For information on admission, advising and degree requirements, refer to *ASU General Catalog*, “College of Nursing” section, call (480) 965-2987, or consult the College’s web page at [nursing.asu.edu](http://nursing.asu.edu).

# Recreation and Tourism Management

Chair: Wendy Hultsman, Ph.D.  
Location: FAB S115 A  
(602) 543-6603

The Recreation and Tourism Management Department offers the Bachelor of Science degree in Recreation and Tourism Management and minors in Special Events

Management and Tourism Management for majors outside the department.

## *Bachelor of Science Degree in Recreation and Tourism Management*

### **Nature of program**

The Recreation and Tourism Management program prepares students for leadership roles in the recreation, park, tourism, and travel management fields. Its primary purpose is to help students acquire the knowledge and perspective they will need to lead these fields through the social, economic, and environmental challenges of the next century.

The program offers a curriculum that places the study of recreation and tourism in a broad, multi-disciplinary context. Students will integrate perspectives from such diverse arenas as human development and behavior, law, marketing, strategic planning, urban and regional planning, financing, economic development, social justice, environmental management, human resource management, organizational behavior, and public policy. At the same time, the curriculum emphasizes experiential learning in professional settings to develop the core competencies required for professional-level entry into the recreation and tourism fields.

Students graduating from this program are eligible to sit for the examination to become a Certified Park and Recreation Professional (CPRP) and thereby acquire this valuable credential for professional advancement.

### **Accreditation**

The Bachelor of Science degree program in Recreation and Tourism Management is accredited by the National Recreation and Park Association (NRPA)/American Alliance for Leisure and Recreation (AALR) Council on Accreditation.

### **Career outlook**

Recreation and Tourism combined is the second-largest industry in the United States. While no university degree automatically ensures employment, Recreation and Tourism Management graduates who have tailored their programs and work experience to market opportunities have done very well in securing relevant career positions.

Public sector and for-profit recreation operations, resorts, employee recreation, special events, and non-profit agency recreation services have continued to grow to meet recreation demands. Employment for recreation professionals working with youth, older adults, and other special populations has grown significantly. Strong citizen and government emphasis has recently been placed on how to best use natural resources and how to best plan, design, operate, and maintain these resources.

Employment opportunities are expanding in areas such as resorts, outdoor recreation programs, fitness facilities, private membership clubs, military recreation, camps, and commercial recreation businesses. Federal, state, and local recreation agencies are contracting for many recreation services to handle increased demands they cannot presently meet. There are opportunities for assertive, highly motivated, competent, and innovative graduates to create their own nontraditional jobs. Career opportunities for minority students are good, especially in parks and natural resources where there is significant underrepresentation of

minorities. In terms of career opportunities, it is the Recreation and Tourism Management Department's goal to provide the best professional training possible to help our students be leading candidates for jobs upon graduation.

### Admission requirements

Admission to the degree program is based upon the applicant's educational and career goals. The applicant must meet the university and College of Human Services admission requirements.

Application forms are available in the Recreation and Tourism Management department office (FAB S115-A; (602) 543-6603). The application must be completed and accepted for the student to be considered a Recreation and Tourism Management major.

### Major requirements

The 63 semester hour Bachelor of Science degree program in Recreation and Tourism Management consists of 39 hours of major core courses, 15 hours of major elective courses, and nine hours of approved nonmajor elective courses from related areas.

The major core courses include six hours of lower division courses and 33 hours of upper division courses.

	Semester Hours
<b>Lower division core</b>	
REC 120 Leisure and Quality of Life (SB)	3
REC 210 Leisure Delivery Systems	3
<b>Upper division core</b>	
REC 301 Leadership in Recreation and Tourism	3
REC 302 Recreation and Tourism for Diverse Populations	3
REC 303 Programming Recreation and Tourism Services	3
REC 304 Recreation and Tourism Areas and Facilities Management	3
REC 401 Administration of Recreation and Tourism Services (L)	3
REC 402 Evaluation and Assessment in Recreation and Tourism	3
REC 403 Professional Development Seminar	3
REC 404 Marketing Recreation and Tourism	3
REC 484 Senior Internship	9
<b>Total</b>	<b>39</b>

The 15 hours of elective courses in the major must be strategically assembled to craft a specialty area in recreation or tourism management. Similarly, the nine hours of nonmajor course work in related areas must be chosen to enhance development within that specialty area. To achieve these goals, all elective hours within the degree program must be chosen in consultation with a faculty advisor.

**Additional major requirements.** The program requires two hundred hours of professional field experience approved by a faculty advisor, which must be completed and documented prior to enrollment in REC 484 Senior Internship. A minimum 2.00 cumulative GPA is required for major courses prior to enrollment in the internship. Students may enroll in the internship anytime after completion of REC 301, 302, 303 and 304 with a grade of "C" or better.

A grade of "C" or better is required for all courses credited toward the 54 semester hours of major courses required by the program.

Students must complete all university degree requirements, including General Studies Program requirements as articulated in the "General Studies Program" section of this catalog.

## Minor in Special Events Management

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### Nature of program

The Minor in Special Events Management is designed to offer students a solid understanding of special event programming and management. In addition to the two-tiered special event courses, which provide both basic and advanced instruction, as well as experiential learning opportunities through event production, each student will be able to select electives to meet his or her specific interests.

### Minor requirements

The minor consists of 12 semester hours of required courses and six semester hours of electives selected in consultation with a faculty advisor. At least 12 semester hours must be completed at ASU West in upper division classes. To earn the minor, students must complete all course work in the minor with a minimum grade of “C”. Recreation and Tourism Management majors are not eligible to earn the Minor in Special Events Management.

### Required core courses (12 hours)

- REC 303 Programming Recreation and Tourism Services or
- REC 404 Marketing Recreation and Tourism
- REC 453 Volunteer Management in Human Service Organizations
- REC 486 Special Events Management
- REC 487 Special Events Management, Advanced

### Electives (6 hours)

Select courses from the following in consultation with the minor advisor:

- REC 301 Leadership in Recreation and Tourism
  - REC 303 Programming Recreation and Tourism Services\*
  - REC 373 Leisure Travel and Tourism
  - REC 404 Marketing Recreation and Tourism\*
  - REC 451 Grant Writing for Human Service Professionals
  - REC 475 Entrepreneurial Recreation and Tourism
  - REC 345 Meeting and Convention Planning (available at ASU Main)
  - REC 484 Senior Internship
- Other approved course

*\*Course may be taken as an elective if not selected to fulfill core requirement.*

## Minor in Tourism Management

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### Nature of program

The Minor in Tourism Management is designed to provide students with fundamental knowledge in travel and tourism management. The minor may be useful to students pursuing degrees in Communication Studies, Administration of Justice, Global Business, Interdisciplinary Arts and Performance, Spanish, etc.

### Minor requirements

The minor consists of 18 semester hours of which 15 semester hours must be at the upper division level. To earn the minor, students must complete all courses with a minimum grade of “C”. Recreation and Tourism Management majors are not eligible to earn the Minor in Tourism Management.

### Required core courses (6 hours)

- REC 373 Leisure Travel and Tourism
- REC 458 International Tourism
- REC 475 Entrepreneurial Recreation and Tourism

### Electives (12 hours)

Select courses from the following in consultation with the minor advisor

- REC 303 Programming Recreation and Tourism Services
  - REC 304 Recreation and Tourism Areas and Facilities Management
  - REC 360 Policy, Planning, Development of Recreation and Tourism Resources
  - REC 401 Administration of Recreation and Tourism Services
  - REC 404 Marketing Recreation and Tourism
  - REC 458 International Tourism\*
  - REC 473 Tourism Management
  - REC 475 Entrepreneurial Recreation and Tourism\*
  - REC 486 Special Events Management
- Other approved course (may be lower division)

*\*Course may be taken as an elective if not selected to fulfill core requirement.*

The Department of Social Work offers the Bachelor of Social Work and the Master of Social Work degree programs.

## *Bachelor of Social Work Degree*

Director, Undergraduate Studies: Tanya Fitzpatrick, Ph.D.  
Location: FAB S148  
(602) 543-6629

### **Nature of program**

The goal of the Social Work Department is to train professional social workers for entry-level, generalist practice focused on populations that are most oppressed and most in need of the services social workers offer. A special emphasis is placed on working with diverse groups of the Southwest.

The undergraduate curriculum leads to a Bachelor of Social Work (B.S.W.). Junior and senior Social Work majors focus on Social Work courses in social policy and services, human behavior in the social environment, social work practice, research, and field instruction in community agencies. In addition, majors take elective courses in related areas.

The B.S.W.-level practitioner is seen as a generalist. The curriculum focuses on such roles as advocacy, referral, case management, and problem-solving functions with individuals, groups, families, organizations, and the community.

### **Accreditation**

The Bachelor of Social Work degree program is accredited by the Council on Social Work Education (CSWE).

### **Career outlook**

The Department of Social Work prepares students for professional generalist B.S.W. practice. Employment in social work is expected to grow faster than most other occupations until at least the year 2005.

Social Workers are employed in public and private agencies dealing with a wide variety of social issues including, child abuse, foster care, adoptions, health, mental health, aging, delinquency, corrections, family dysfunction, poverty, teen pregnancy, domestic violence, homelessness, AIDS, school-related problems, discrimination, disability, substance abuse, and others. Social work skills such as problem solving, resource utilization, counseling, group work, and community organization are also useful for positions with industry in employee relations and mediation.

### **Admission requirements**

In order to be considered for admission to the Bachelor of Social Work program, applicants must have:

1. completed the university First-Year Composition requirement with a grade of "C" or better;
2. completed all General Studies requirements with a grade of "C" or better;
3. completed the following Social Work courses with a grade of "C" or better:
  - a. SWU 271 Introduction to Social Work (SB, H)
  - b. SWU 291 Social Service Delivery Systems
  - c. SWU 301 Human Behavior in the Social Environment I
  - d. SWU 310 Social Work Practice I



4. completed a minimum of 240 hours of volunteer or paid experience in social work related settings;
5. completed the following related courses with a grade of “C” or better:
  - a. ECN 111 Macroeconomic Principles (SB)
  - b. PGS 101 Introduction to Psychology (SB)
  - c. PHI 101 Introduction to Philosophy (HU)
  - d. POL 110 Government and Politics (SB) *or* POL 310
  - e. SOC 101 Introductory Sociology (SB) *or* SOC 301
  - f. A course in Human Biology (e.g., LSC 365; BIO 120\*, 201\*)
  - g. A course in Statistical Analysis
  - h. A course with a contemporary focus on ethnic minorities of the Southwest
  - i. A course with a contemporary focus on women

*\*Complete this ASU Main course or transfer equivalent*

6. completed and submitted the Social Work Department application packet; and
7. be admitted to the university as a degree-seeking student.

**Applications.** Students wishing to enter the Social Work program are required to apply for admission to the program in addition to obtaining an official Certificate of Admission to the university. Students are eligible to apply for admission to the Social Work major during the last semester of the junior year.

A student may obtain a Social Work Department application packet at the Department of Social Work office (FAB S126) or request that one be mailed by calling (602) 543-6602.

**Criteria for admission.** Admission is based on the following criteria:

1. A minimum cumulative GPA of 2.00 is required.

2. A minimum cumulative GPA of 2.75 in core Social Work courses (SWU 271, 291, 301, and 310) and a grade of “C” or better in all Social Work courses are required. Students with less than a 2.75 GPA in Social Work courses may apply for conditional acceptance to the program.

3. The applicant’s educational and career goals must be compatible with the educational objectives of the program.

4. Three references are required for each applicant. Two references should be from individuals who have known the applicant in a professional capacity. The other reference will be provided by the applicant’s SWU 310 instructor.

5. The applicant must possess the degree of physical and mental health necessary to function successfully as a social worker.

**Admission appeal.** Those applicants who have been denied admission may request a conference to discuss the decision and to obtain guidance in the development of future plans. Students may appeal the decision to the B.S.W. Standards Committee.

**Readmission.** Undergraduate students who have previously attended ASU West but have not been enrolled at this institution for one or more semesters are required to apply for readmission following university procedures. Students who were previously B.S.W. majors may, in addition, be required to apply for readmission to the program.

**Transfer credit.** Direct transfer of courses from other accredited institutions to the Social Work Program is subject to the existence of parallel and equal courses in the school’s curriculum. Transfer credit is not given for courses in which the lowest passing grade (“D”) or a failing grade (“F”) was received. Credit for “life experience” is not given in lieu of course requirements.

## Major requirements

The required Social Work core consists of 48 semester hours.

	Semester Hours
SWU 271 Introduction to Social Work (SB, H)	3
SWU 291 Social Service Delivery Systems	3
SWU 301 Human Behavior in the Social Environment I (L)	3
SWU 310 Social Work Practice I	3
SWU 331 Social Policy and Services I (H)	3
SWU 402 Human Behavior in the Social Environment II (SB)	3
SWU 410 Social Work Practice II†	3
SWU 411 Social Work Practice III†	3
SWU 412 Field Instruction I†	5
SWU 413 Field Instruction Seminar I†	1
SWU 414 Field Instruction II†	5
SWU 415 Field Instruction Seminar II†	1
SWU 420 Practice-Oriented Research	3
SWU 432 Social Policy and Services II	3
SWU 474 Ethnic/Cultural Variables in Social Work (C)	3
SWU 4__ Social Work Elective	3
<b>Total</b>	<b>48</b>

†Majors only.

**Electives.** Students are required to take courses in areas related to Social Work, such as Psychology, Sociology, Political Science, and Economics. It is necessary to consult with a faculty advisor in selecting electives.

**Field instruction.** Field instruction for the B.S.W. program is offered concurrently with classroom study. Students are assigned to a social service agency and work under the supervision of an experienced and certified social work professional. Field instruction permits testing theory in practice and gives a base of experience to class discussions. Qualified agencies in several Arizona communities are utilized for field instruction.

B.S.W. students work in one placement for 16 hours a week, usually two full days each week, for a total of 480 hours over two semesters. In assigning the placement, the program takes into account the student's educational needs and career goals. Generalist social workers need to be familiar with the methods of working with individuals, families, and groups, as well as in organizations

and communities and with all ages and ethnic groups. The faculty are committed to establishing the capabilities necessary for high-quality, social work generalist practice.

B.S.W. field instruction agencies are located primarily in the Phoenix metropolitan area. Personal transportation is strongly recommended while in field placement.

## Graduation requirements

Social Work majors must file a Declaration of Graduation within the semester that they earn their 81st credit. A minimum of 120 semester hours, a minimum of 50 semester hours in upper division courses, a minimum of 480 hours in field education, and a minimum GPA of 2.00 are required for graduation with a B.S.W. degree. To be acceptable as graduation credit, all course and field work in the major must show an earned grade of "C" (2.00) or higher.

## Academic policies

In order to remain in good academic standing, students must maintain a minimum overall GPA of 2.00 (B.S.W.) at the end of each semester. Most courses in the program are sequential; successful completion of each course in the sequence is required to enroll in the following course. Students may not enroll in any second-year required courses until all foundation courses have been completed successfully.

**Retention and disqualification.** Students must maintain a minimum overall cumulative GPA of 2.00 (B.S.W.). A student is placed on probationary status automatically when (1) the GPA is less than the minimum at the end of any semester or (2) a grade of "D" or "E" is received for any major core requirement, regardless of the GPA. Students may also be put on probation for reasons other than grades. See the *Policies and Procedures Manual of the Department of Social Work* for information on the resolution of probationary status.

**Termination from the program.** A student may be terminated from the program under any one of the following circumstances:

1. a student fails to carry out the plan developed during a probationary semester.
2. the student receives an “E” grade (failure) in field practicum.
3. the student does not accept or is not accepted by three or more field agencies if, in the judgment of faculty and field staff, the placements can provide appropriate field experiences without undue inconvenience to the student.
4. the student does not adhere to professional expectations and standards (see the *Code of Conduct*, *NASW Code of Ethics*, and *CSWE Curriculum Policy Statement*).
5. a student appears to lack the degree of physical and/or mental health necessary to function successfully as a social worker.

The responsibility for reviewing and determining the qualification of students whose behavior and/or performance are in question is vested in the Status Review Committee.

**Appeal procedures.** Students who feel they have been unjustly treated in academic or other matters relating to their career as students may appeal by following the guidelines set forth in the “ASU West Academic Policies” section of the *B.S.W. Student Handbook*.

**Student responsibilities.** Students are expected to support and maintain the highest professional standards as spelled out in the *Code of Conduct* and the *National Association of Social Workers Code of Ethics*.

Regular attendance is expected in all classes and in field education and is a critical factor in evaluation of performance.

## Master of Social Work Degree

**Director, Graduate Studies:** Melissa Lavitt, Ph.D.  
**Location:** FAB S126  
 (602) 543-6602

### Nature of program

The Master of Social Work (M.S.W.) program requires 60 semester hours of course work with 900 hours of fieldwork. The MSW program is a practice-oriented that prepares Advanced Generalist practitioners – social workers who are able to work with individuals, families, groups, organizations and communities. The first year, or its equivalent, consists of foundation courses. The second year, or its equivalent, provides an opportunity to focus coursework on advanced generalist practice. Students will also gain expertise in a particular aspect of diversity such as ethnic minorities of the southwest, physical disability, religious diversity, immigrants, or gender.

An Advanced Standing program is designed for applicants who have completed a B.S.W. from an accredited undergraduate social work

program. Preference will be given to applicants who completed the B.S.W. within the past six years. The successful applicant has social work experience that demonstrates competence in generalist practice skills. Advanced Standing requires 34 semester hours, beginning with a summer preparatory “bridge” class.

### Career outlook

There is currently a shortage of master’s level social workers in the United States. Considering Arizona’s rapidly growing population, the need for more social services and social service providers is greater than in other parts of the country. Locally, the need for professional social workers is expected to increase faster than average in comparison to all occupations. There is a significant shortage of social workers in behavioral health and services for children and their families. Furthermore, services for aging adults continue to expand.

## Accreditation

The Council on Social Work Education (CSWE) has specific guidelines for accreditation. The accreditation process proceeds in sequential stages: candidacy and then accreditation. The M.S.W. program is currently in candidacy for accreditation. Full accreditation is anticipated to occur in Summer 2003.

## Admission

Admission to the M.S.W. program is open to:

1. holders of baccalaureate degrees from institutions with regional accreditation;
2. those who show promise of success as demonstrated by scores on the Graduate Record Examination (GRE), Miller Analogies Test (MAT), previous schooling, and experience; and
3. those who have career goals that are compatible with the educational objectives of the program.

**Application.** An official transcript from every university or institution attended must be received by the Office of Graduate Studies at ASU West before an application can be considered. Three letters of recommendation, a resume, and a personal statement must be sent to the M.S.W. program office. The suggested application deadline is May 1 for fall semester. The application deadline for the Advanced Standing Program is March 1.

The application, application fee, transcripts, and official GRE or MAT scores (sent by the testing service to ASU) should be sent to:  
Graduate Studies  
Arizona State University West  
P.O. Box 37100  
Phoenix, AZ 85069-7100

All other information for admission processing should be sent to:  
M.S.W. Program  
Department of Social Work  
Arizona State University West  
P.O. Box 37100  
Phoenix, AZ 85069-7100

## Program requirements

The M.S.W. program is comprised of 42 semester hours of coursework plus 18 semester hours of fieldwork. (Note: One semester hour of fieldwork requires 50 clock hours in the field setting.)

	Semester Hours
<b>Required foundation courses</b>	<b>29</b>
SWG 503 Development of Families in Oppressive Context	
SWG 504 Theories of Human Behavior	
SWG 512 Values and Ethics of Social Work Practice I	
SWG 513 Advanced Social Work Generalist Practice II	
SWG 520 Research and Advocacy	
SWG 532 Policy and Social Change	
SWG 534 Diversity and Underserved Populations	
SWG 540 The Professional Experience (fieldwork)	
SWG 543 The Professional Experience (fieldwork)	
<b>Advanced Standing Required "Bridge" Course</b>	<b>3</b>
SWG 600 Foundation for Advanced Practice	
<b>Advanced Generalist Practice concentration</b>	<b>25</b>
<b>Required courses</b>	
SWG 610 Advanced Social Work Practice III	
SWG 612 Advanced Generalist Practice IV	
SWG 631 Advanced Policy Analysis	
SWG 645 The Professional Experience III	
SWG 646 The Professional Experience IV	
SWG 693 Applied Project	
SWG 697 Special Topics in Working with Diverse Groups	
<b>Electives in specialized area of practice</b>	<b>6</b>
In consultation with their faculty advisor, students will select two courses based on field placement, intended area of practice, final project, and specific diversity emphasis.	
SWG 607 Social Work Perspective in Alcohol and Drug Addictions	
SWG 615 Effective Intervention with Children and Adolescents	
SWG 625 Violence Across the Life Cycle	
SWG 626 Crisis Intervention and Short-Term Treatment	
SWG 650 Grief and Loss	
SWG 651 Theories of Aging	
SWG 652 Human Services for At-Risk Youths	
SWG 653 Theory and Practice of Family Therapy	
SWG 655 Issues in Prevention	
Other approved course	

## Research activity

Faculty in the Department of Social Work have a wide diversity of teaching experience and research interests experience. The focus of the curriculum includes human behavior

and the social environment and ethnic and cultural variables as they impact practice. Faculty and students are engaged in research in the areas of behavioral health care, differential assessment, child sexual abuse, poverty & gender, ethnic dilemmas

in practice, aging and long-term care, and ethnic diversity, and older adults. For more details, visit the department's website at: [www.west.asu.edu/chs/msw/](http://www.west.asu.edu/chs/msw/)

## Prelaw Minor

### *Minor in Prelaw*

Chair, Prelaw Advising Committee: Nancy Rodriguez, Ph.D.  
 Location: FAB S272 A  
 (602) 543-6601

### Nature of program

The Prelaw minor is designed to explore the study of law from an interdisciplinary perspective. Students will take a core of classes which are reflective of courses taken by first year law students and will enhance a student's critical thinking skills. In addition, students will select elective courses for the minor with assistance from the College's Human Services Advising Office and from a faculty member on the College's Prelaw Advising Committee. In general, the courses selected as Prelaw minor electives are those which:

1. enhance the student's critical thinking and writing skills;
2. develop the student's knowledge of the law; and
3. enhance the student's understanding of the social, cultural, historical, economic and political development of the law in our society or world.

The minor is designed for students who plan to attend law school or who contemplate careers in fields closely related to the legal profession. Students who exhibit exceptional critical thinking and writing skills are highly successful in their legal studies. It is expected that students in the minor will be able to think both logically and creatively about the law and its philosophical basis. In addition, students will be able to effectively apply legal principles

to various factual problems, a rudimentary part of the case book method of legal study.

### Minor requirements

The 18 semester hour Minor in Prelaw consists of nine hours of required courses and nine hours of elective courses to be selected with advisement. Students may not count classes towards both completion of their major and the Prelaw minor.

	Semester Hours
<b>Core Classes (select three classes)</b>	<b>9</b>
AJS 360 Substantive Criminal Law	
COM 422 Argumentation, Critical Reasoning and Public Communication	
GLB 300 Gateway to Global Business <i>or</i>	
LES 306 Business Law	
POL 470 Law and the Political Order	
<b>Electives</b>	<b>9</b>
Students must select nine hours of courses with advisement to complete the minor.	

**Electives.** The nine hours of electives must be strategically assembled from courses which are either reflective of the different types of law they are interested in studying (e.g.: business law, civil liberties, criminal law, environmental law, family law, international law, legal history and jurisprudence, and mental health law), or which enable them to develop critical thinking and writing skills. A list of elective courses which may be used towards completion of the minor is available from the College of Human Services' Advising Office or from a member of the Prelaw Advising Committee.

## Administration of Justice

### AJS 100 The Justice System (3)

*fall and spring only*

Overview of the justice system. Roles of law enforcement personnel, the courts, and correctional agencies. Philosophical and theoretical views in historical perspective. General studies: SB.

### AJS 200 Topics in Concepts and Issues of Justice (3)

*fall only*

Use of critical thinking skills to analyze and comprehend controversial social issues. May be repeated for credit with different titles. General studies: SB.

### AJS 230 The Police Function (3)

*fall and spring only*

Introduction to policing in the United States covering the history of police, contemporary police work, and problems in policing.

### AJS 240 The Correctional Function (3)

*fall and spring only*

This course introduces students to the structure and function of the corrections system from historical and contemporary perspectives.

### AJS 302 Research Methods (3)

*fall and spring only*

Focus is on developing and evaluating research designs, data collection, and the relationship between validity and reliability. Methods for conducting research are also stressed. Pre or corequisite: AJS 100 or instructor approval.

### AJS 303 Statistical Analysis (3)

*fall and spring only*

Introduction to the fundamentals and application of descriptive and inferential statistics, with emphasis in the administration of justice area. Pre or corequisite: the university mathematics requirement; AJS 100 or instructor approval. General studies: CS.

### AJS 304 Criminology (3)

*fall and spring only*

Provides a basic overview of the nature, the causes and consequences, and the theories of criminal behavior. Pre or corequisite: AJS 100 or instructor approval.

### AJS 305 Women, Crime, and Justice (3)

*fall and spring only*

The study of women as offenders, victims, and professionals in the criminal justice system. Pre or corequisite: AJS 100. General studies: C.

### AJS 306 Race, Ethnicity, and Justice (3)

*fall and spring only*

The study of minority issues in the criminal justice system. Pre or corequisite: AJS 100. General studies: C.

### AJS 312 Police and Culture (3)

*once a year*

Covers broad concept of culture, theoretical approaches to police subculture, and major themes that characterize police culture (suspicion, danger, solidarity, and isolationism). Prerequisites: AJS 100, 230.

### AJS 314 Innovations in Policing (3)

*once a year*

Examine current theories and research findings that guide police work, and the practical implications of evaluation within police departments. Prerequisites: AJS 100, 230.

### AJS 315 Police Organization and Management (3)

*once a year*

The course provides students with a thorough understanding of the structure, processes, and behavior of police organizations. Prerequisites: AJS 100, 230.

### AJS 320 The Adjudication Function (3)

*once a year*

History and development of courts, trial by jury, and other dispute resolution mechanisms; selection and removal of judges and juries; organization, structure, and jurisdiction of courts; trial and nontrial processes of the judiciary. Pre or corequisite: AJS 100.

### AJS 340 Juvenile Justice (3)

*fall and spring only*

A critical examination of the history and development of the juvenile court and the juvenile justice system. Pre or corequisite: AJS 100.

### AJS 350 Law and Social Control (3)

*once a year*

Resolution of social issues through the application of law as an agent of social control. Nature, sanctions, and limits of law. Categories of law and schools of jurisprudence. Pre or corequisite: AJS 100. General studies: SB.

### AJS 360 Substantive Criminal Law (3)

*fall and spring only*

Criminal liability. Crimes against persons, property, and society. Governmental sanctions of individual conduct as formulated by legislatures and the courts. Pre or corequisite: AJS 100.

### AJS 410 Procedural Criminal Law (3)

*fall and spring only*

The criminal process. Constitutional and legal problems associated with arrest, search and seizure, and due process of law. Prerequisite: AJS 100.

### AJS 420 Imperatives of Proof (3)

*once a year*

Problems and means of establishing identity and fact in relation to arrest, detention, adjudication, sentencing, and correctional case management. Prerequisite: AJS 100.

**AJS 430 Correctional Law (3)***once a year*

The study of the rights of inmates and the duties of corrections officials. Prerequisite: AJS 100, 230.

**AJS 441 Prevention of Crime and Delinquent Behavior (3)***once a year*

Theories of prevention, individual, group, and community approaches: intervention at appropriate stages; contemporary law enforcement and corrections practices. Prerequisite: AJS 100.

**AJS 442 Community Relations in the Justice System (3)***once a year*

Focus on developing an informed plan and policy for incorporating research findings about the surrounding community within various justice services and agencies. Topics include social stratification, minority groups, and victimology. Prerequisite: AJS 100.

**AJS 443 Probation and Community Corrections (3)***once a year*

This course examines the probation and parole functions as well as the numerous and diverse types of community corrections programs. Prerequisite: AJS 100, 240.

**AJS 461 Domestic Violence (3)***once a year*

Legal, historical, theoretical, and treatment aspects of domestic violence, including child abuse, woman battering, incest, and marital rape. Prerequisite: AJS 100.

**AJS 462 Gangs (3)***once a year*

A critical examination of the history and development of gangs, including criminal justice system responses to gangs and gang related behaviors. Prerequisite: AJS 100.

**AJS 463 Occupational Crime (3)***once a year*

Overview of major issues in business, professional, and official rule violations. Includes consumer fraud, securities violations, unethical professionalism, and political corruption. Prerequisite: AJS 100.

**AJS 464 Organized Crime (3)***once a year*

The nature of organized crime and its illegal activities, theories of containment, and efforts by justice agencies to counter its dominance in society. Prerequisite: AJS 100.

**AJS 470 Discretionary Justice (3)***once a year*

Use/abuse, key issues/manifestations of discretion in legal system and other societal institutions. Theoretical/empirical linkages between discretion and discrimination, based on race, ethnicity, and gender. Prerequisite: AJS 100. General studies: L/SB.

**AJS 484 Internship (1-12)***fall, spring, summer*

Assignments in a justice-related placement designed to further the student's integration of theory and practice. Placements are arranged through consultation with students and agencies. May be taken for a total of up to 12 hours credit, of which a maximum of 6 are applied to the major. Students must consult with the program to arrange internships.

**AJS 485 Student Assessment (0)***fall, spring, summer*

Students may attend a mid-semester information session on the assessment process. At the end of the semester, students will take part in a standardized examination and self-administered survey. Satisfactory (Y)/fail (E) grades only. Students must register for this class their final semester.

**AJS 490 Senior Seminar in Criminal Justice (3)**

Covers a variety of topics in the criminal justice system. Content varies with each offering. Prerequisite: completion of Administration of Justice core courses with a minimum 2.0 GPA. General studies: L.

**AJS 499 Individualized Instruction (1-3)***fall, spring, summer*

Original study or investigation in the advanced student's field of interest under the supervision of a faculty member. May be repeated for credit up to a maximum of 6 hours, all applicable to the major. Readings, conferences, tutorials. Prerequisite: AJS 100.

## Communication Studies

**COM 100 Introduction to Human Communication (3)***fall and spring only*

A topics-oriented introduction to basic theories, dimensions, and concepts of human communicative interaction and behavior. General studies: SB.

**COM 222 Argumentation (3)***fall and spring only*

Philosophical and theoretical foundations of argumentation, including a comparison of models of advocacy and evidence. Prerequisite: ENG 101 (or 105). General studies: L.

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, and  
/ or

**COM 225 Public Speaking (3)***fall only*

Verbal and nonverbal communication in platform speaking. Discussion and practice in vocal and physical delivery and purposeful organization of public communication. Prerequisite: ENG 101 (or 105). General studies: L.

**COM 308 Empirical Research Methods in Communication (3)***fall and spring only*

Examination of social science approaches to the study of communication, including experimental, survey, descriptive, and other quantitative approaches. Prerequisite: ENG 101 (or 105). General studies: L.

**COM 309 Rhetorical, Interpretive, and Critical Methods in Communication (3)***fall and spring only*

Examination of humanistic and qualitative approaches to communication. Introduction of textual, interactional and ethnographic methods.

**COM 310 Relational Communication (3)***fall and spring only*

This course examines communication processes as they relate to relationship development, maintenance, and termination.

**COM 312 Communication, Conflict, and Negotiation (3)***fall and spring only*

Theories and strategies of communication relevant to the management of conflicts and the conduct of negotiations.

**COM 316 Gender and Communication (3)***fall and spring only*

Introduction to gender-related communication. Verbal, nonverbal, and paralinguistic differences and similarities are examined within social, psychological, and historic perspectives. General studies: C.

**COM 320 Communication and Consumerism (3)***fall only*

Critical evaluation of messages designed for public consumption. Perceiving, evaluating, and responding to political, social, and commercial communication. General studies: SB.

**COM 321 Rhetorical Theory and Research (3)***fall only*

Historical development of rhetorical theory and research in communication, from classical antiquity to the present. Prerequisite: ENG 101 (or 105). General studies: L/HU.

**COM 324 Rhetoric and Media Criticism (3)***once a year*

Critical examination of media arts, including cinema, television, and video. Application of rhetorical, textual, and interpretive methods of criticism.

**COM 325 Advanced Public Speaking (3)***fall and spring only*

Social and pragmatic aspects of public speaking as a communicative system; strategies of rhetorical theory and the presentation of forms of public communication.

**COM 329 Persuasion (3)***once a year*

Variables that influence and modify attitudes and behaviors of message receivers, including analysis of theories, research, and current problems.

**COM 353 Professional Communication (3)***once a year*

Introduction to both verbal and written professional communication styles and technologies in preparation for communication-related internships and careers.

**COM 371 Cross-Cultural Communication Perspectives (3)***fall only*

Exploration of different cultures' approaches to theories of and practices in social interaction and public discourse. General studies: G.

**COM 382 Classroom Apprenticeship (1-3)***fall and spring only*

Nongraded credit for students extending their experience with a content area by assisting with classroom supervision in other COM courses. Maximum 3 semester hours each semester. Prerequisite: instructor approval.

**COM 394 Special Topics (1-3)***fall, spring, summer*

Variable topics course designed around specific themes, concepts, and questions central to the study of communication. Prerequisite: instructor approval.

**COM 410 Interpersonal Communication Theory and Research (3)***fall and spring only*

Survey and analysis of major research topics, paradigms, and theories dealing with message exchanges between and among social peers. Prerequisite: COM 308 or 309, or instructor approval. General studies: SB.

**COM 411 Communication in the Family (3)***fall only*

A broad overview of communication issues found in marriage and family life, focusing on current topics concerning communication in the family. General studies: SB.

**COM 414 Crisis Communication (3)***once a year*

Role of communication in crisis development and intervention.

**COM 416 Gender, Race, Colonialism, and Media (3)***once a year*

Exploration of how the mass media constructs gender and race and perpetuates colonial views of minorities and varied nationalities.



**COM 417 Communication and Aging (3)***spring only*

Critical study of changes in human communicative patterns through the later adult years, with attention on intergenerational relationships and self-concept functions.

**COM 421 Rhetoric of Social Issues (3)***spring only*

Critical rhetorical study of significant speakers and speeches on social issues of the past and present. Prerequisite: COM 321 or instructor approval. General studies: HU.

**COM 422 Argumentation, Critical Reasoning and Public Communication (3)***fall, spring, summer*

Advanced study of argumentation theories and research as applied to public forums including: political, business, and legal contexts. Prerequisite: COM 222 or instructor approval. General studies: L.

**COM 424 Television Studies and Criticism (3)***fall only*

Survey of critical and historical approaches to television as a medium; to television research; and to television's effects. Prerequisite: COM 309 or instructor approval.

**COM 429 Semiotics and Visual Communication (3)***once a year*

Semiotic analysis of mediated forms of communication, including film, television, and photography. Includes the political and aesthetic dimensions of images. Prerequisite: COM 309 or instructor approval.

**COM 430 Leadership in Group Communication (3)***fall only*

Theory and process of leadership in group communication, emphasizing philosophical foundations, contemporary research, and applications to group situations. General studies: SB.

**COM 450 Theory and Research in Organizational Communication (3)***fall and spring only*

Critical review and analysis of the dominant theories of organizational communication and their corollary research strategies. Prerequisite: COM 308 or 309, or instructor approval. General studies: SB.

**COM 451 Employee Participation Processes in Organizations (3)***spring only*

Communication principles and practices associated with employee empowerment, team-based organizing, and similar employee involvement processes. Prerequisite: COM 308 or COM 309 or instructor approval.

**COM 453 Communication Training and Development (3)***fall only*

Examination of the procedures and types of communication training and development in business, industry, and government. Prerequisite: COM 308 or instructor approval.

**COM 454 Rhetorical and Critical Approaches to Public Relations (3)***once a year*

An historical and contemporary account of how public relations messages build corporate identities and persuade audiences by shaping public values. Prerequisite: COM 309 or instructor approval.

**COM 456 Political Communication (3)***spring only*

Theory and research related to political campaign communication. The persuasive process of political campaigning, the role of the media, the candidate and image creation. General studies: SB.

**COM 457 New Media (3)***once a year*

Exploration of how new communication and information technologies affect communication and culture. Prerequisite: COM 308 or 309.

**COM 463 Cultural and Intercultural Communication Theory and Research (3)***fall and spring only*

Survey and analysis of major theories and research dealing with communication within cultures and between people of different cultural backgrounds. Prerequisite: COM 308 or 309, or instructor approval. General studies: SB, G.

**COM 465 Intercultural Communication Workshop (1-3)***selected semesters*

Experientially based study of communication between members of different cultures designed to help students improve their intercultural communication skills.

**COM 471 International Communication (3)***once a year*

Exploration of the political, economic, socio-cultural, and communicative dimensions of mediated communication across borders and the processes of globalization. Prerequisite: COM 463 or instructor approval. General studies: G.

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**COM 475 Nonverbal Communication Theory and Research (3)***once a year*

Critical study of theories/research concerning nonlinguistic aspects of communication. Functions of nonverbal behaviors in various communication contexts are examined.

**COM 484 Internship (1-12)***fall and spring only*

Supervised field experience. Fee. Prerequisite: approval of Coordinator of Internship programs.

**COM 502 Theory and Practice in Communication and Persuasion (3)***once a year*

Theoretical exploration of communicative and persuasive practices as applied in various contexts. Surveys classical, modern, and contemporary theories of persuasion.

**COM 505 Methods in Applied Communication Research (3)***once a year*

Examination of the intellectual, practical, and ethical dimensions of engaging in applied research. Emphasis on empirical and quantitative methods.

**COM 506 Humanistic Inquiry and Field Research in Communication (3)***once a year*

Examination of interpretive, critical, and rhetorical approaches to communication and advocacy; includes hermeneutics, ethnography, and cultural studies.

**COM 515 Ethical Issues in Communication (3)***once a year*

Variable topics course examining the ethical issues or concerns related to communication. Course may examine research, theory, and/or practice. Prerequisite: COM 502.

**COM 516 Conflict and Negotiation (3)***spring only*

Survey of conflict strategies in interpersonal, group, and organization settings. Examines theoretical and practical approaches to conflict and negotiation.

**COM 520 Communication Campaigns (3)***spring only*

Exploration of the theory and practice of developing effective public communication strategies aimed at general or specific audiences. Prerequisite: COM 502.

**COM 522 Argumentation and Advocacy (3)***fall and spring only*

Introduction to various models of argumentation and their applications to various spheres of advocacy.

**COM 531 Communication and Social Change (3)***fall and spring only*

Examination of human communication and technologies of communication as agents of social change within groups, communities, organizations, and/or cultures. Prerequisite: COM 502.

**COM 532 Relational Dynamics in Communication (3)***once a year*

Relational communication examined through principles of personal relationships and social interaction, includes discussion of reciprocity, dialogue, and equality. Prerequisite: COM 502.

**COM 550 Advocacy in Organizational Settings (3)***once a year*

Examines issues of upward influence, the expression of dissent, and grievance systems within organizational contexts. Prerequisite: COM 502.

**COM 551 Democracy and Power in Organizations (3)***selected semesters*

Examination of structural, relational, and symbolic dimensions of organizational communication and discourses. Prerequisite: COM 502.

**COM 557 Communication and Technology (3)***once a year*

Assesses technology's role in the social dynamics of human interaction. Focus on the impact of technology and related policy issues. Prerequisite: COM 502.

**COM 565 Communication, Globalization, and Diversification (3)***spring only*

Exploration of the forces leading to increased intergroup contact and their impact on social, economic, and political dynamics. Prerequisite: COM 502.

**COM 593 Applied Project (1-6)***once a year*

Preparation of a supervised applied professional project.

**COM 599 Thesis (1-6)***once a year*

Supervised research focused on preparation of thesis, including literature review, research, data collection and analysis, and writing.

## Criminal Justice

**CRJ 531 Seminar in Criminal Justice (3)***fall only*

An overview of the American criminal justice system with emphasis on policy issues in police, courts, sentencing, corrections. Prerequisites: Admission to MACJ program or by instructor approval.

**CRJ 532 Seminar in Criminology (3)***spring only*

Theory and research on the nature, causes and prediction of criminal careers and events. Prerequisites: Admission to MACJ program or by instructor approval.

**CRJ 533 Criminal Justice Planning (3)***spring only*

Course examines the application of alternative models of strategic planning to the criminal justice systems. Prerequisites: Admission to MACJ program or by instructor approval.

**CRJ 534 Program Evaluation in Criminal Justice (3)***fall only*

The course covers methods of program evaluation, principals of research design, and evaluation tools and resources. Prerequisites: Admission to MACJ program or by instructor approval.

**CRJ 535 Statistical Tools for Criminal Justice (3)***fall only*

This course focuses on essential statistical analysis that can be used by persons working in criminal justice and related agencies. Prerequisites: Admission to MACJ or by instructor approval.

**CRJ 551 Applied Data Analysis in Criminal Justice (3)***spring only*

This course examines a variety of tools used in the analysis of criminal justice data including GIS mapping. Prerequisites: Admission to MACJ program or by instructor approval.

**CRJ 552 Seminar in Policing (3)***fall only*

Graduate level review of policing and police organizations. Seminar examines research on police strategies and practices designed to address crime. Prerequisites: Admission to MACJ program or by instructor approval.

**CRJ 553 Courts and Sentencing (3)***spring only*

An overview of the nature, proposed principles, and theoretical doctrine of the courts and sentencing policies in criminal justice.

**CRJ 554 Seminar in Corrections (3)***spring only*

Theory, research, and policy issues regarding community based and institutional correction programs. Prerequisites: Admission to MACJ program or by instructor approval.

**CRJ 555 Seminar in Women and Crime (3)***spring only*

Introduces students to issues regarding women and the criminal justice system, focusing on their roles as offenders, victims and professionals. Prerequisites: Admission to MACJ program or by instructor approval.

**CRJ 556 Seminar in Criminal Justice Organization and Management (3)***spring only*

Graduate level review of policing and police organizations. Seminar examines research on police strategies and practices designed to address crime. Prerequisites: Admission to MACJ program or by instructor approval.

**CRJ 593 Criminal Justice Policy Analysis Project (1-6)***fall, spring, summer*

Students will apply statistical, evaluation, and planning skills and tools to criminal justice policy and operational issues. Prerequisites: Admission to MACJ program or by instructor approval.

**CRJ 598 Special Topics in Criminal Justice (1-3)***fall and spring only*

Topics may include restorative justice, drugs and crime, juvenile justice, community policing, community corrections, crime prevention, and legal issues.

## Gerontology

**GRN 394 Special Topics (3)***fall and spring only*

Selected topics in gerontology.

**GRN 400 Aging in the New Millennium (3)***selected semesters*

Multidisciplinary introduction to the study of aging in individuals, families, and society. Cross-listed as SOC 400. General studies: SB.

**GRN 420 Health Aspects of Aging (3)***spring only*

Examines biological, social, and behavioral aspects of health in the later years. The organization and delivery of care are considered. General studies: SB.

**GRN 494 Special Topics (3)***fall, spring, summer*

Selected topics in gerontology, such as:

- Communication and Aging
- Aging and Social Policy
- Aging and the Family
- Spirituality and Aging
- Women and Aging
- Mental Health and Aging
- Leisure and Aging

**GRN 598 Special Topics (3)***fall, spring, summer*

Selected topics in gerontology.

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## Health Science

### HES 301 Adult Fitness I (1)

*fall, spring, summer*

Physical fitness and benefits of exercise. Emphasis on fitness assessment and designing an individualized assessment program. 2 hours a week. “Y/E” grade only. Not open to students with credit for EPE 301 or 325 or 494 or HES 494. Fee.

### HES 302 Adult Fitness II (1)

*fall, spring, summer*

Continuation of HES 301. 2 hours a week. “Y/E” grade only. Not open to students with credit for EPE 301 or 325 or 494. Fee. Prerequisite: HES 301.

### HES 303 Adult Fitness III (1)

*fall, spring, summer*

Continuation of HES 302. 2 hours a week. “Y/E” grade only. Not open to students with credit for EPE 301 or 325 or 494. Fee. Prerequisites: HES 301, 302.

### HES 394 Special Topics (1)

*fall and spring only*

Selected topics in Health Science, such as Tai Chi and Yoga. “Y/E” grade only. Fee.

## Recreation and Tourism

### REC 120 Leisure and Quality of Life (3)

*fall only*

Conceptual foundations for understanding the role of leisure in quality of life, socially, historically, psychologically, culturally, economically, and politically. General studies: SB.

### REC 210 Leisure Delivery Systems (3)

*spring only*

Introduction to development, management, and organization of the public, not-for-profit, and private sectors for the leisure services profession.

### REC 301 Leadership in Recreation and Tourism (3)

*fall only*

Leadership theory and strategies applied to recreation and tourism settings, emphasizing group dynamics, motivational processes, and supervisory skills.

### REC 302 Recreation and Tourism for Diverse Populations (3)

*fall only*

The role of recreation and tourism in serving the needs of culturally, physically, emotionally, mentally, and demographically diverse populations. Involves fieldwork.

### REC 303 Programming Recreation and Tourism Services (3)

*spring only*

Foundations for effective programming of leisure services in public, not-for-profit, and private sectors. Involves fieldwork. Prerequisite: Recreation and Tourism Management major status or instructor approval.

### REC 304 Recreation and Tourism Areas and Facilities Management (3)

*spring only*

Principles of management, care, function, and maintenance of recreation and tourism areas, facilities, and resources. Field and classroom based.

### REC 340 Outdoor Survival (3)

*selected semesters*

Interdisciplinary approach to outdoor survival, including attitudes, psychological stress, physiological stress, preparation, hypothermia, navigation, flora, and wildlife. Field trips required.

### REC 345 Team Building Strategies (3)

*summer only*

Exploration of the concepts and strategies for facilitating team building, self-confidence, and positive self-esteem in situations across the lifespan.

### REC 360 Policy, Planning, Development of Recreation and Tourism Resources (3)

*selected semesters*

An investigation of the policy, planning, development, and management practices related to the provision of recreation and tourism opportunities.

### REC 373 Leisure Travel and Tourism (3)

*once a year*

An examination of leisure travel and tourism, tourist behavior, and the effect of tourism on communities. Prerequisite: ENG 101 (or 105). General studies: L/SB.

### REC 401 Administration of Recreation and Tourism Services (3)

*spring only*

Basic application of management principles to recreation and tourism services. Includes budgeting, personnel actions, legal issues, and public relations. Involves fieldwork. Prerequisite: REC 210. General studies: L.

### REC 402 Evaluation and Assessment in Recreation and Tourism (3)

*spring only*

In-depth development of a program evaluation. Specification of objectives, instrument development and administration, data analysis, and reporting findings. Prerequisite: REC 210 or instructor approval.

### REC 403 Professional Development Seminar (3)

*fall only*

Emphasis on current professional issues and refinement of professional philosophy and competencies that enable transition from student to professional. Prerequisite: Recreation and Tourism Management major.

### REC 404 Marketing Recreation and Tourism (3)

*fall only*

Principles of marketing and promotional strategy for recreation and tourism operations. Emphasizes case study experience with leading professionals.

**REC 450 Leisure and Aging (3)***spring only*

An examination of the factors influencing leisure among older adults, including policy issues and program service implications. Involves fieldwork.

**REC 451 Grant Writing for Human Service Professionals (3)***fall and spring only*

How to increase grant funding: creating fundable ideas, identifying sponsors, following guidelines, writing effectively, constructing budgets, responding to reviewers.

**REC 453 Volunteer Management in Human Service Organizations (3)***fall only*

Administration of volunteer service programs. Study and analysis of volunteer personnel process.

**REC 458 International Tourism (3)***fall and spring only*

A global examination of international tourism and its significance as a vehicle for social and economic development. General studies: G.

**REC 473 Tourism Management (3)***selected semesters*

Operations and management of human, financial, environmental, and physical plant resources in travel and tourism enterprises.

**REC 475 Entrepreneurial Recreation and Tourism (3)***spring only*

Examination of the development, management, and future of for-profit ventures in recreation and tourism.

**REC 484 Senior Internship (1-9)***fall, spring, summer*

Supervised field experience in selected recreation and tourism management enterprises. Prerequisites: Recreation and Tourism Management major or minor; for major, all 300 level major core courses completed; 2.0 GPA in major or minor.

**REC 486 Special Events Management (3)***fall only*

Principles of programming and managing special events for diverse populations. Class plans, conducts, and evaluates a community special event. Involves fieldwork.

**REC 487 Special Events Management, Advanced (3)***spring only*

Advanced principles of special event sponsorship, public relations, marketing, contracting, risk management, and financial management. Prerequisite: REC 486 or instructor approval.

**REC 494 Special Topics (1-4)***fall and spring only*

Topics in recreation, parks and tourism including commercial recreation, special events management, professional development seminar, management issues in leisure studies, issues in clinical therapeutic recreation, and activities and facilities modification in therapeutic recreation.

**Social Work (Undergraduate)****SWU 271 Introduction to Social Work: Social Problems and Social Justice (3)***fall only*

Descriptive and historical perspectives of social problems, social justice issues and society's response to them. General studies: SB, H.

**SWU 291 Social Service Delivery Systems (3)***spring only*

Introduction to federal and state social service delivery systems as well as private social service agencies. Purpose and structure of community resources will be explored. During the semester, students will be required to complete 40 hours of service learning in a social agency. Prerequisite: SWU 271 or instructor approval.

**SWU 301 Human Behavior in the Social Environment I (3)***fall and spring only*

Introduction to interrelation of bio-psycho-sociocultural systems and their effect on behavior, birth-adolescence, focused on southwestern ethnic and cultural groups. Prerequisites: ENG 101 (or 105); PGS 101; SOC 101 (or 301). Pre or corequisites: SWU 271, 291; course in Human Biology. General studies: L.

**SWU 310 Social Work Practice I (3)***fall and spring only*

Introduction to social work methods, emphasizing the following skills: relationship development, cross-cultural interviewing, communication patterns, and case-recording. Prerequisites: SWU 271, 291. Pre or corequisite: SWU 301.

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**SWU 331 Social Policy and Services I (3)***fall only*

History, philosophy, and values of social welfare; function and role of social welfare in society; development of the social work profession and practice.

Prerequisites: ECN 111; POL 110; SWU 271, 291.

General studies: H.

**SWU 402 Human Behavior in the Social Environment II (3)***spring only*

Sequel completing study of life span development and behavior which forms base for social work practice.

Prerequisite: SWU 301. General studies: SB.

**SWU 410 Social Work Practice II (3)***fall only*

Introduction to generalist social work; major areas of knowledge, values and skills basic to the social work helping process focused on individuals and families.

Prerequisites: PHI 101; SWU 301, 310; Social Work major. Corequisites: SWU 412, 413.

**SWU 411 Social Work Practice III (3)***spring only*

Applications of theoretical frameworks to social work practice at group and community levels. Prerequisites: SWU 410, 412, 413; Social Work major. Corequisites: SWU 414, 415. Pre or corequisite: SWU 420.

**SWU 412 Field Instruction I (5)***fall only*

Sixteen hours a week of supervised practice in an approved placement. "Y/E" grade only. Prerequisite: Social Work major. Corequisites: SWU 410, 413.

**SWU 413 Field Instruction Seminar I (1)***fall only*

Field-focused seminar, including practice evaluation. 1.5 hours a week. Prerequisite: Social Work major. Corequisites: SWU 410, 412.

**SWU 414 Field Instruction II (5)***spring only*

Sixteen hours a week of supervised practice in an approved placement. "Y/E" grade only. Prerequisites: SWU 410, 412, 413; Social Work major. Corequisites: SWU 411, 415.

**SWU 415 Field Instruction Seminar II (1)***spring only*

Field-focused seminar, including practice evaluation. 1.5 hours a week. Prerequisites: SWU 410, 412, 413. Corequisites: SWU 411, 414.

**SWU 420 Practice-Oriented Research (3)***fall and spring only*

Application of scientific principles to field practice, problem formulation, intervention procedures, and impact assessment in social work. Prerequisite: SWU 310. Pre or corequisites: an approved course in data analysis techniques or instructor approval.

**SWU 432 Social Policy and Services II (3)***spring only*

Contemporary social, political, and economic issues. Special emphasis on poverty and inequality in the Southwest. Analysis and development of social welfare policies and programs. Prerequisite: SWU 331.

**SWU 474 Ethnic/Cultural Variables in Social Work (3)***fall and spring only*

A basic conceptual approach to understanding ethnic/cultural variables of southwestern ethnic minorities and how these factors influence social work practice. General studies: C.

**SWU 494 Special Topics (1-4)***fall and spring only*

Topics in Social Work related to in-depth theory and practice in a specific social work area, including child welfare, gerontology, domestic violence, mental health, disability, culturally-sensitive practice, family intervention, advocacy, crime and delinquency, school-based practice, and others.

**Social Work (Graduate)****SWG 503 Development of Families in Oppressive Context (3)***fall only*

This course addresses the development of health, families and children. We examine essential tasks of human development and theories that inform practice.

Prerequisite: admission to MSW program or instructor approval.

**SWG 504 Theories of Human Behavior (3)***spring only*

Course addresses development of healthy adults and human behavior in groups, organizations, and communities. Prerequisite: SWG 503

**SWG 512 Values and Ethics of Social Work Practice I (3)***fall only*

Develops a basic understanding of diverse ethical systems and their application to a broad range of human problems in various social and cultural contexts.

Prerequisite: admission to MSW program or instructor approval.

**SWG 513 Advanced Social Work Generalist Practice II (3)***spring only*

Building on SWG 512, this course assists students in continuing to develop and apply a generalist framework of social work practice. Prerequisite: SWG 512 or instructor approval.

**SWG 520 Research and Advocacy (3)***spring only*

Develops knowledge and skills needed to utilize and engage in social research related to advocacy issues and the evaluation of social work practice. Prerequisites: undergraduate statistics course; admission to MSW program or instructor approval.

**SWG 532 Policy and Social Change (3)***fall only*

An overview of the history, development, pertinent concepts, skills and definitions associated with social welfare problems and policies. Prerequisite: admission to MSW program or instructor approval.

**SWG 534 Diversity and Underserved Populations (3)***fall only*

Examines issues of privilege and oppression, including their impact on the social work process, with the goal of developing a culturally competent master's level social worker. Prerequisite: admission to MSW program or instructor approval.

**SWG 540 The Professional Experience I (3)***fall only*

Engages the students in 150 clock hours of supervised social work practice and provides opportunities to apply classroom learning in the field setting. "Y/E" grade only. Prerequisite: admission to MSW program or instructor approval. Corequisite: SWG 512.

**SWG 543 The Professional Experience II (5)***spring only*

Engages the students in 250 hours of supervised social work practice and provides opportunities to apply classroom learning in the field setting. "Y/E" grade only. Prerequisite: SWG 512. Corequisite: SWG 513.

**SWG 598 Special Topics (1-4)***fall and spring only*

Topics in Social Work related to in-depth theory and practice in a specific social work area, including child welfare, gerontology, domestic violence, mental health, disability, culturally-sensitive practice, family intervention, advocacy, crime and delinquency, school-based practice, and others. Prerequisite: admission to MSW program or instructor approval.

**SWG 600 Foundation for Advanced Practice (3)***summer only*

Course will prepare student for advanced generalist study and practice through an exploration of social work research and theory. Prerequisites: admission into advanced standing; undergraduate statistics course.

**SWG 607 Social Work Perspective in Alcohol and Drug Addiction (3)***selected semesters*

This course engages students in analyzing the social impact of alcohol and drugs and prepares them to team with drug and alcohol counselors. Prerequisite: completion of foundation courses or advanced standing or instructor approval.

**SWG 610 Advanced Social Work Practice III (3)***fall only*

This course assists students in advanced theoretical understanding and practice with families, groups, and communities. Prerequisite: completion of foundation courses or advanced standing or instructor approval. Corequisite: SWG 645, 693.

**SWG 612 Advanced Generalist Social Work Practice IV (3)***spring only*

Integration of a multilevel approach to practice with critical choice theories and interventions. Focus on groups, organizations, and communities and their impact on social work practice. Prerequisite: SWG 610. Corequisite: SWG 646, 693.

**SWG 615 Effective Intervention with Children and Adolescents (3)***spring only*

Provides a framework of knowledge, theories, and skills for effective social work practice with vulnerable children and adolescents. Prerequisite: completion of foundation courses or advanced standing or instructor approval.

**SWG 625 Violence Across the Life Cycle (3)***spring only*

Course examines contributions of various theories and empirical studies in understanding personal and societal consequences of violence. Prerequisite: completion of foundation courses or advanced standing or instructor approval.

**SWG 626 Crisis Intervention and Short-Term Treatment (3)***once a year*

A comprehensive analysis of crisis and solution-focused brief intervention strategies and approaches used in advanced social work practice. Prerequisite: SWG 610 or instructor approval.

**SWG 631 Advanced Policy Analysis (3)***fall only*

Course supports Advanced Generalist practice with emphasis on policy analysis and philosophy and politics of resource allocation and social welfare. Prerequisite: completion of foundation courses or advanced standing or instructor approval.

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**SWG 635 Advanced Policy – Children, Youth, and Families (3)***selected semesters*

Provides knowledge base for analysis, implementation and advocacy of social policies and services for children, youth, and families. Prerequisite: completion of foundation courses or advanced standing or instructor approval.

**SWG 637 Aging and Social Policy (3)***selected semesters*

This course deals with policy and planning issues that are specific to the older adult populations in the United States. Prerequisite: completion of foundation courses or advanced standing or instructor approval.

**SWG 645 The Professional Experience III (5)***fall and summer only*

Engages the students in 250 hours of supervised social work practice and provides opportunities to apply classroom learning in the field setting. “Y/E” grade only. Prerequisite: completion of foundation courses or advanced standing or instructor approval. Prerequisite: SWG 543. Corequisite: SWG 610, 693.

**SWG 646 The Professional Experience IV (5)***fall and spring only*

Engages the students in 250 hours of supervised social work practice and provides opportunities to apply classroom learning in the field setting. “Y/E” grade only. Prerequisite: completion of foundation courses or advanced standing or instructor approval. Prerequisite: SWG 645. Corequisite: SWG 612, 693.

**SWG 650 Grief and Loss (3)***spring only*

Addresses theory, research and interventions related to grief and loss, using the human life span as its organizing framework. Prerequisite: completion of foundation courses or advanced standing or instructor approval.

**SWG 651 Theories of Aging (3)***spring only*

This course is a review and critique of theories that influence research, policy and social work practice with older adults. Prerequisite: completion of foundation courses or advanced standing or instructor approval.

**SWG 652 Human Services for At-Risk Youths (3)***spring only*

This course emphasizes interdisciplinary and multidisciplinary approaches to addressing the problems that face youth today. Prerequisite: completion of foundation courses or advanced standing or instructor approval.

**SWG 653 Theory and Practice of Family Therapy (3)***selected semesters*

Provides advanced theoretical knowledge and family treatment models for the practice of social work with families. Prerequisite: completion of foundation courses or advanced standing or instructor approval.

**SWG 655 Issues in Prevention (3)***spring only*

This course focuses on knowledge and skills in prevention of a multiplicity of problems and the promotion of healthy living. Prerequisite: completion of foundation courses or advanced standing or instructor approval.

**SWG 693 Applied Project (1-3)***fall and spring*

Preparation of a supervised professional project. Corequisite: SWG 645 or 646.

**SWG 697 Special Topics in Working with Diverse Groups (3)***fall, spring, summer*

These courses will: provide practice strategies for clients of specific marginalized groups; address access to resources; and describe the larger political context and policy issues that impact the particular group. Prerequisite: completion of foundation courses or advanced standing or instructor approval.

**Omnibus courses:** See pages 55-56 for omnibus courses that may be offered.



# School of Management

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**Dean:**

Bruce Forster, Ph.D.

**Location:**

FAB N101  
(602) 543-6200

**School website:**

[www.west.asu.edu/som/](http://www.west.asu.edu/som/)

**Professors:**

Anders, Atwater, Baldwin,  
Bellizzi, Firat, Forster,  
Nahavandi, Silberman,  
Van Fleet, Vickrey,  
Waldman

**Associate Professors:**

Anderson, Balthazard,  
Brett, Carey, Chang,  
Davidson, Duncan,  
Golpalakrishnan, Greenhut,  
Greenstein, Lowe, Meznar,  
Mizzi, Noronha, Sen,  
Swenson

**Assistant Professors:**

Bristol, Foster, Mesquita,  
Mohan, Samuels, Slotnick

**Senior Lecturer:**

Muller

**Lecturers:**

Costantino, Dallmus,  
Goldman, Hayden,  
Olander, Thording, Toel



## Purpose

The mission of the School of Management is to foster the economic vitality of Maricopa County and its citizens and to advance the practice of management in the context of a global economy where change is constant and far-reaching. To accomplish the mission, the School is a partner for progress with the Maricopa County business community; has an excellent faculty who blend scholarship, interaction with business, and teaching; offers programs of excellence with a managerial perspective at the baccalaureate and master's level; educates students who primarily live and work in Maricopa County to be life-long learners ever more skilled in the practice of management where moving across geographic, cultural, and intellectual borders is imperative; has graduates that enhance the effectiveness of their organizations and contribute to the quality of life in their communities; and develops and disseminates knowledge valued by the management profession.

A promise to our **Graduates**:

- Proficiency in recognizing and analyzing organization issues from an integrated, global perspective.
- Adeptness in anticipating and managing change.
- Knowledge and application of state-of-the-art management practices and information technology.
- Conceptual, technical, and interpersonal abilities essential to flourish in a diverse, global business environment.

A promise to our **Students**:

- A program that is responsive to student needs.
- Exposure to important management issues through faculty research, case studies, team projects, internships, and mentoring programs.

- Continuous improvement and development of courses and programs informed by current issues and practice.
- Continuous development of faculty who are committed to excellence in teaching, research, and service.
- Access to class offerings that permit graduation in two years for undergraduate students and three years for master's students.

A promise to the **Business Community**:

- A partnership that generates a responsive, leading-edge curriculum.
- Faculty dedicated to using their expertise to develop innovative solutions to organization and community problems.
- Masters and Baccalaureate graduates who add value to their organizations.

A promise to the **Profession**:

- Advancement and communication of knowledge of management through research, writing, and teaching.
- Service to academic and professional associations and the University through leadership and active participation.

To accomplish its purpose, the faculty of the School of Management offers these programs:

B.S. Accountancy

B.S. Global Business

*Includes concentrations in:*

Financial Management

Human Resources Management

Information Systems Management

International Studies

Marketing

Master of Business Administration (M.B.A.)

Postbaccalaureate Certificate in Accountancy

Postbaccalaureate Certificate in Professional Accountancy

In addition to the regular degree curricula, other programs of study in the college are designed to meet special needs. Evening, continuing education, and short courses on a noncredit basis are also available.

## Accreditation

The business and accountancy degree programs are accredited by the AACSB International - The Association to Advance Collegiate Schools of Business, the official accrediting organization in the field of business administration.

The Accountancy program is also an Endorsed Internal Auditing program by the Institute of Internal Auditors.

## Baccalaureate degree programs

### Nature of program

The undergraduate curriculum has been devised so that the student completes 50% of work in general education and other non-business courses and 45% in courses offered by the School of Management, with the remaining 5% selected from either area by the student in consultation with his or her advisor.

### Admission

**The Professional Program.** The School of Management offers the junior and senior levels of the undergraduate curriculum. Admission is awarded to those applicants demonstrating the highest promise for professional success.

To be considered for admission to the professional program, the student must be admitted to ASU West and must have:

1. completed at least 56 semester hours or the Arizona Associate of Business degree;
2. attained a minimum cumulative GPA of 2.50 for all courses taken;

3. completed the following 10-11 courses with a grade of "C" or better and a minimum GPA of 2.50:

- a. ACC 230 Uses of Accounting Information I *or* Financial Accounting course
- b. ACC 240 Uses of Accounting Information II *or* Managerial Accounting course
- c. ACC 250 Introductory Accounting Lab, required for Accountancy majors only who have completed the ACC 230 and 240 sequence
- d. Introduction to Computers
- e. ECN 111 Macroeconomics (SB)
- f. ECN 112 Microeconomics (SB)
- g. ENG 101, 102 First-Year Composition
- h. MAT 119 Finite Mathematics (MA)
- i. MAT 210 Brief Calculus (MA)
- j. QBA 221 Statistical Analysis (CS); and

4. completed an SG and an SQ laboratory science course, a course in oral communication (3 hours), PGS 101 Introduction to Psychology (SB) (3 hours), and SOC 101 Introductory Sociology (SB) (3 hours).

Contact the School of Management Undergraduate Program Advising Office (602) 543-6200 for information.

To be accepted for credit as part of the academic program in business, all courses transferred from other institutions must carry prerequisites similar to those of the courses they are replacing at ASU.

**Non-business students.** A non-business student may register for selected 300 and 400 level business courses only if, (1) at the time of registration, the student has junior standing (56 hours completed) and (2) the student has a minimum cumulative GPA of 2.50 at ASU and a minimum GPA of 2.50 for all

business courses completed at ASU. Students who have 56 hours completed but have never attended ASU are given a one-semester period to register and to establish a GPA at ASU. Students must meet all prerequisites and course requirements as listed in the catalog.

Non-business majors are limited to a maximum of 15 semester hours of selected upper division business courses (excluding economics courses).

**Nondegree students.** A nondegree student is permitted to enroll in selected 300 and 400 level business courses only during on-line registration and only if, (1) the student has an ASU cumulative GPA of at least 2.50 and an ASU cumulative business GPA of at least 2.50 at the time of on-line registration, or (2) the student has never attended ASU, in which case he or she is given a one-semester period to register during on-line registration and to establish a GPA at ASU. Students must meet all prerequisites and course requirements as listed in the catalog.

Nondegree students are limited to a maximum of 15 semester hours of selected upper division business courses (excluding economics courses).

#### **Transfer credit**

Freshman and sophomore level courses (numbered 100 - 299) at a community college or another four year university will not be accepted as transfer credit in the upper division program.

Professional business courses taught in the junior or senior year in the three state universities may not be completed at a two-year college for transfer credit in the business core or major. A maximum of nine semester hours of upper division business credits may, upon approval, be transferred from ASU Main or from another AACSB-accredited four-year institution.

An Associate in Transfer Partnership Degree is available to Maricopa County Community College students who wish to complete their first two years of course work at a Maricopa County Community College and transfer to the School of Management without loss of credit. The Arizona ABUS degree is also available for transfer to any business program at an Arizona state-funded university without loss of credit. Students may consult with an academic advisor in the School of Management to assist in planning their program.

#### **Degree requirements**

Students seeking a Bachelor of Science degree in the School of Management must satisfactorily complete a curriculum of 120 semester hours.

Specific requirements for the Bachelor of Science, Accountancy major and Global Business major are explained under the respective academic program sections.

**University General Studies requirements.** All students pursuing a baccalaureate at ASU must successfully complete a minimum of 35 semester hours of approved general studies courses. Courses completed in the business major, as well as selected courses required for admission to the B.S. degree program in the School of Management, can be applied toward meeting the university General Studies requirement. Students should consult with their advisor when selecting courses to fulfill the General Studies requirement.

**Additional graduation requirements.** In addition to completion of the courses outlined above, to be eligible for the Bachelor of Science degree in the School of Management, a student must have:

1. attained a cumulative GPA of 2.00 or higher for all business courses taken at this university and for all courses for the concentration/major taken at this university;

2. earned at least 50% of the business semester hours required for the business degree in resident credit at ASU West; and
3. earned a grade of “C” or better in all upper division business courses required for the major or concentration.

**Pass/fail.** School of Management undergraduate students may not include among the semester hours required for graduation any courses taken at this university on a pass/fail basis.

### Academic policies

The following academic policies are minimum standards applicable to all degree and certificate programs offered by the School of Management. Some programs may have more specific or stringent requirements.

**Probation.** Students are placed on probation when their GPA for all courses taken at ASU drops below a 2.0 minimum.

**Disqualification.** Probationary students have at most the next two consecutive semesters to raise their ASU GPA to the minimum 2.0 or higher. In the first semester of probation the student must receive a grade of “C” or above in all courses and have a GPA of at least 2.5 for the semester. Immediate disqualification occurs if either of these conditions are not

met. If both are satisfied but the GPA for ASU courses still remains below 2.0, then the student may be given a second semester under probation to raise the GPA to the minimum. The student is disqualified from the business program if the ASU GPA has not been restored to at least 2.0 after the two semesters.

**Reinstatement.** The School of Management does not accept applications for reinstatement until the disqualified student has remained out of the college for at least a 12-month period. Merely remaining in a disqualified status for the above period of time does not, in itself, constitute a basis for reinstatement. Evidence of ability to do satisfactory academic work is required.

Students who have been academically disqualified are permitted to enroll in courses during summer sessions in order to raise their ASU GPA. Disqualified students may not enroll in upper division business courses until they have been reinstated in a business program.

**Academic dishonesty.** School of Management students are expected to adhere to the ASU *Academic Integrity Policy*. A copy of the policy may be obtained from the School of Management Advising Office.

# Accountancy

Chair, Department of Accounting and Information  
Systems Management: William Duncan, Ph.D.  
Location: FAB S190B  
(602) 543-6127

There are three accounting programs available at ASU West. The Bachelor of Science in Accountancy is available for students pursuing an undergraduate degree. The Postbaccalaureate Certificate in Accountancy is available for those already possessing a bachelors degree who seek a career change to accounting or upgraded accounting skills. The Postbaccalaureate Certificate in Professional Accountancy is designed to

allow B.S. in Accountancy graduates to meet the educational requirements for CPA licensure.

Either certificate program can be used as a foundation to pursue professional certification as a Certified Public Accountant (CPA), Certified Management Accountant (CMA), or Certified Internal Auditor (CIA).

## *Bachelor of Science in Business, Major in Accountancy*

### **Nature of program**

The faculty of the Accountancy Program is dedicated to improving the quality of accounting practice. This objective is achieved primarily through offering rigorous and relevant educational experiences through the bachelor's program. The complexity of the modern business world and its growing interaction with social, political, and economic environments is reflected in the revised accountancy program with its emphasis on a solid foundation of accounting and business courses with a selection from a number of optional courses for specialized career development. Students who study accountancy aspire to enter a challenging professional environment. An accounting professional in today's environment must possess technical expertise, communication skills, analytical skills, and interpersonal skills.

### **Career outlook**

Graduates of the Accountancy Program at ASU West accept positions as accountants, auditors, and internal auditors, while some students pursue business careers outside traditional accounting roles. Students are recruited by CPA firms, banks, other financial institutions, manufacturing companies, utilities, and government agencies. The curriculum in the undergraduate accountancy program provides the foundational requirements for professional certification as a Certified Public Accountant (CPA), Certified Management Accountant (CMA), or Certified Internal Auditor (CIA). Additional coursework may be necessary for licensure.

### **Admission**

To be considered for admission to the undergraduate Accountancy major, a student must meet the School of Management admission requirements.

## Major requirements

### Upper division business core

FIN 301	Fundamentals of Finance	3
ACC 346	Information Systems Management	3
MKT 301	Fundamentals of Marketing	3
OPM 301	Operations Management	3
GLB 401	Global Business Integration (L) Management	4
<i>Select one course from the following list:</i>		3-4
MGT 301	Principles of Management (3)	
GLB 303	Relationship Management (3)	
HRM 410	Domestic and Global Human Resources Management (4)	
Total upper division business core		19-20

### Accounting core

ACC 326	External Financial Reporting I	3
ACC 327	External Financial Reporting II	3
ACC 336	Cost Management and Control	3
ACC 356	Income Tax Accounting	3
ACC 361	Accounting Technology	3
Total accounting core		15

### Career focus

<i>Select two courses as specified below:</i>		6-9
ACC 426	Advanced Reporting: Consolidation, International, and Not-for-Profit Topics (3)	
ACC 436	Advanced Topics in Cost Management (3)	
ACC 456	Advanced Taxation (3)	
ACC 476	External Auditing (3)	
ACC 477	Internal Auditing (3)	
ACC 478	Governmental and Not-for-Profit Accounting (3)	
ACC 484	Accounting Internship (3)	
<i>One career focus course may be selected from the following list:</i>		0-3
FIN 410	Investments (3)	
FIN 411	International Finance (3)	
FIN 412	Financial Management (3)	
LES 306	Business Law (3)	
Total career focus		9
<b>General Studies requirements</b>		
ENG 315	Writing for the Professions (L)	3

PHI 306	Applied Ethics (HU) <i>or</i>	
PHI 360	Business and Professional Ethics (HU)	3
COM 100	Introduction to Human Communication (SB) <i>or</i>	
COM 230	Small Group Communication* (SB)	3
COM 259	Communication in Business and the Professions*	3
<i>Select one course from the General Studies curriculums.</i>		
Courses to be approved by a business advisor, having subject matter in political science, government, or business and society.		
Specified General Studies		3
		15

**Total Major Requirements** 58-59

*\*Complete this ASU Main course or transfer equivalent.*

**Academic good standing.** Accountancy majors must receive grades of “C” or better in the required upper division accounting courses to be in good standing. If an Accountancy major receives a grade below “C” in any required course, this course must be repeated before any other upper division accounting course can be taken. If a second grade below “C” is received in an upper division accounting course already taken, the student is no longer eligible to take additional upper division accounting courses.

### Nature of program

The Postbaccalaureate Certificate in Accountancy is a flexible 30 semester hour program available exclusively at ASU West. The program is designed for students already possessing an undergraduate degree. The undergraduate degree may be in any field, business related or not.

The certificate program is particularly useful for persons seeking a career change to accounting or upgrading existing accounting skills. The program involves undergraduate course work in accounting and related fields and prepares a student to sit for the Certified Public Accountant (CPA) examination or other professional accounting certification such as the Certified Management Accountant (CMA) or Certified Internal Auditor (CIA).

The curriculum is designed to provide students with a solid foundation, teaching students the technical accounting expertise they need while learning the communication, analytical, and interpersonal skills necessary to succeed in today's business world. Classes are conveniently offered during day and evening hours. Students also have the opportunity to receive work experience through internship programs with local firms and governmental agencies. Students who complete the Certificate are highly sought after by employers because of their real-world work experience and superior communication skills.

### Admission

To be admitted to the Postbaccalaureate Certificate in Accountancy program, an individual must:

1. possess a four-year baccalaureate degree from an accredited college or university;
2. be admitted to ASU West as a non-degree graduate student; and

3. have completed the prerequisite Business core with a minimum GPA of 2.50 and a grade of "C" or better in each course:
  - a. Financial and Managerial Accounting (6 hours)
  - b. Microeconomics and Macroeconomics (6 hours)
  - c. Finite Mathematics (3 hours)
  - d. Statistical Analysis (3 hours)
  - e. Computers in Business (3 hours)

### Program requirements

		Semester Hours
<b>Accounting core</b>		
ACC 326	External Financial Reporting I	3
ACC 327	External Financial Reporting II	3
ACC 336	Cost Management and Control	3
ACC 346	Information Systems Management	3
ACC 356	Income Tax Accounting	3
ACC 361	Accounting Technology	3
<b>Career focus</b>		
<i>Select two courses from the following list:</i>		6
ACC 426	Advanced Reporting: Consolidation, International, and Not-for-Profit Topics (3)	
ACC 436	Advanced Topics in Cost Management (3)	
ACC 456	Advanced Taxation (3)	
ACC 476	External Auditing (3)	
ACC 477	Internal Auditing (3)	
ACC 478	Governmental and Not-for-Profit Accounting (3)	
ACC 484	Accounting Internship (3)	
<i>One career focus course may be selected from the following list: (0-3)</i>		
FIN 410	Investments (3)	
FIN 411	International Finance (3)	
FIN 412	Financial Management (3)	
LES 306	Business Law (3)	
<b>Business electives</b>		
<i>Select two courses from the following list:</i>		6-7
FIN 301	Fundamentals of Finance (3)	
MKT 301	Fundamentals of Marketing (3)	
OPM 301	Operations Management (3)	
Management ( <i>maximum of one</i> )		
MGT 301	Principles of Management (3)	
GLB 303	Relationship Management (3)	
HRM 410	Domestic and Global Human Resources Management (4)	
<b>Total</b>		<b>30</b>



Students admitted to the Postbaccalaureate Certificate in Accountancy program are permitted to enroll in courses other than those listed above only with the written permission of the Accountancy director.

At least 21 of the upper division credits for the certificate and at least 18 of the upper division credits in accounting must be taken in residence at ASU West. Candidates must achieve a grade of “C” or better in each course presented for the Postbaccalaureate Certificate.

**Academic good standing.** Postbaccalaureate Certificate students must receive grades of “C” or better in the required upper division accounting courses to be in good standing. If a Postbaccalaureate Certificate student receives a grade below “C” in any required course, this course must be repeated before any other upper division accounting course can be taken. If a second grade below “C” is received in an upper division accounting course already taken, the student is no longer eligible to take additional upper division accounting courses.

## *Postbaccalaureate Certificate in Professional Accountancy*

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### **Nature of program**

The Postbaccalaureate Certificate for Professional Accountancy is designed for students who have earned a Bachelor of Science in Accountancy and need additional college coursework to meet the educational requirements for Certified Public Accountant (CPA) licensure in the State of Arizona. Upon completion of the Postbaccalaureate Certificate in Professional Accountancy, students will have met the 150-hour requirement for CPA certification in Arizona that takes effect June 30, 2004.

### **Admission**

To be admitted to the Postbaccalaureate Certificate in Professional Accountancy program, an individual must possess a four-year baccalaureate degree in Accountancy from ASU West or the equivalent from another regionally accredited university or college with a minimum of 120 semester hours.

### **Program requirements**

In consultation with a program advisor, students will design individualized programs of study that will enable them to meet the educational requirements for certification as Certified Public Accountants of the State of Arizona. Certificates will be earned by students who have completed at least 150 semester hours of college-level coursework including at least 36 semester hours of accounting courses, of which at least 30 semester hours must be upper division, and 30 semester hours of related business courses acceptable for certification. All course work presented for the certificate must be completed with a minimum grade of “C” and be earned at regionally accredited universities or colleges. At least 18 semester hours must be taken in residence at ASU West.

**Academic good standing.** Postbaccalaureate Certificate students must complete all courses used to fulfill the certificate requirements with a grade of “C” or better.

# Global Business

Bachelor of Science in Business, Major in Global Business

Advising Coordinator: Tamara Popovich  
 Location: FAB N101B  
 (602) 543-6115

## Nature of program

The Global Business degree program establishes the foundation for understanding the entire business enterprise operating in a global economy. The program emphasizes real-world skills, such as conflict management, team building, diversity awareness, and problem solving, by integrating innovative courses into its curriculum.

The Global Business curriculum is comprised of a global business core, a business concentration, and focused liberal studies courses. The core courses integrate concepts to develop the understanding of how businesses operate and how to make decisions in the world marketplace.

Each student's degree program includes courses in a specialized area of interest in business. The focused liberal studies courses are directly linked to global awareness, understanding diverse customers and markets, communication, and problem solving skills.

## Career outlook

The Global Business major is designed for students seeking careers in a variety of domestic business organizations as well as those focused on worldwide business activity. Opportunities for graduates exist with both large and small employers. Most career-related positions tend to be in private firms, followed by government agencies, and by non-profit organizations. In addition, the degree program's emphasis on the analysis of business environments and related business practices and issues serves as an excellent foundation for graduate study in business and for the study of law.

## Major requirements

		Semester Hours
<b>Upper division business core.</b>		
ACC	346 Information Systems Management	3
FIN	301 Fundamentals of Finance	3
MGT	301 Principles of Management	3
MKT	301 Fundamentals of Marketing	3
OPM	301 Operations Management	3
GLB	301 Business in the Global Environment (G)	4
GLB	302 Culture and Diversity Management	3
GLB	303 Relationship Management	3
GLB	401 Global Business Integration (L) Business Elective	4
		<u>4</u>
Total core		33
<b>Focused liberal studies.</b>		
<i>Select 15 upper division semester hours from the following areas:</i>		
<b>Ethics (Choose one)</b>		
PHI	306 Applied Ethics (HU)	3
PHI	360 Business and Professional Ethics (HU)	3
<b>Creativity (Choose one)</b>		
COM	422 Argumentation, Critical Reasoning, and Public Communication (L)	3
IAP	331 Performance, Acting, and the Individual	3
IAP	335 Vocalization and Movement	3
IAP	352 Seeing and Drawing	3
IAP	442 Movement and Music	3
<b>Perspectives on American culture (Choose one)</b>		
AMS	311 American Systems (H)	3
AMS	321 American Cultures (SB, H)	3
AMS	330 Introduction to American Lives (HU)	3
SOC	352 Social Change (SB, G, H)	3
<b>Global/regional studies (Choose two)</b>		
HIS	356 Europe and the World II (G, H)	3
HIS	394 ST: Japan	3
HIS	394 ST: Modern Mexico, <i>or</i>	
HIS	423 Mexico (SB, H)	3
LSC	330 Pollution vs. Protection: Counting the Cost (G)	3
POL	454 Mexico: Politics, Economy, Cultures (SB, G)	3
POL	486 Global Political Economy (SB, G)	3
WST	487 Gender and International Development (SB, G)	<u>3</u>
Total focused liberal studies		15

**Concentrations.** Each student's degree program will include one of the following areas of concentration: Financial Management, Human Resources Management, Information Systems Management, International Studies, or Marketing. Each concentration consists of 12 semester hours.

**Honors thesis.** With the approval of the thesis advisor, honors students may substitute the Honors Thesis for one course in the concentration.

### Financial Management Concentration

The objective of the Financial Management Concentration is to prepare students to enter a career in corporate finance. The graduating student should have an in-depth understanding of both the quantitative and qualitative aspects of analytic tools used to make financial management decisions such as forecasting, planning, and capital budgeting. The student should understand both the domestic and global environment in which the financial manager makes decisions, and the nature and use of various securities available to provide financing for the firm.

The Financial Management Concentration consists of four required courses as follows:

	Semester Hours
ACC 326 External Financial Reporting I <i>or</i>	
ACC 410 Contemporary Financial Reporting	3
FIN 410 Investments	3
FIN 411 International Finance	3
FIN 412 Financial Management	3

### Human Resources Management Concentration

The Human Resources Management Concentration provides students with broad exposure to the principles and practices of managing human resources in profit-seeking as well as not-for-profit organizations. The concentration is designed for those students who wish to acquire the skills necessary for beginning a career in human resources management or for general management positions requiring knowledge of the management of human resources.

The Human Resources Management Concentration consists of HRM 410 and two of the remaining three courses:

	Semester Hours
HRM 410 Domestic and Global Human Resources Management	4
HRM 411 Reward Systems and Compensation	4
HRM 412 Staffing and Development	4
HRM 494 Special Topics in HRM	4

## Information Systems Management Concentration

The Information Systems Management Concentration focuses on how information technology can be used, designed, and managed to support effective decision-making. Students are first introduced to the underlying technologies. The subject matter then expands to include the analysis, design, implementation, and evaluation of systems as well as the managerial, organizational, and social implications of information systems use.

The Information Systems Management Concentration will consist of three required courses as follows:

	Semester Hours
ISM 410 Client/Server Systems	4
ISM 411 Distributed Client Development and Deployment	4
ISM 412 Managing the Information System Resource	4

## International Studies Concentration

The International Studies Concentration is designed to prepare graduates to help their firms compete in the increasingly borderless business environment. The courses are designed to deepen understanding of how international operations affect key functional activities within the firm. The concentration also exposes students to current thinking on issues of international competitiveness at the national, industry, and organizational levels. Furthermore, students are able to gain a greater understanding of a specific geographic region of interest to them.

The International Studies Concentration consists of the following:

	Semester Hours
FIN 411 International Finance	3
GLB 411 Global Competitiveness	4
MKT 414 Global Strategic Marketing	4
GLB 499 Individualized Instruction	1

## Marketing Concentration

Study in the field of marketing involves analysis of how organizations design, distribute, price, and promote products and services that satisfy customer needs as well as meet organizational objectives. Marketing students prepare for careers in general marketing management, brand management, advertising, marketing research, international marketing, distribution and retailing, and selling and sales management.

The Marketing Concentration consists of three required courses as follows:

	Semester Hours
MKT 410 Consumer Behavior	4
MKT 413 Marketing Research Concepts and Practice	4
MKT 414 Global Strategic Marketing	4

# Master of Business Administration

*Master of Business Administration*

Director: David D. Van Fleet, Ph.D.

Location: FAB N151

(602) 543-6201

## Nature of program

The Master of Business Administration degree is designed for those who seek a broad, integrated program with an opportunity to prepare for leadership roles in business in the new century.

Skills emphasized are:

Technical - accounting, economics, finance, information technology, quantitative analysis, and research.

Managerial - leadership, change, communication, creativity, interpersonal, political and professional behavior.

Analytical - conceptualization, critical thinking, decision making, and problem solving.

All M.B.A. programs at ASU West are professionally accredited by the AACSB International—The Association to Advance Collegiate Schools of Business, the nation's leading accreditation agency for business schools. Rigorous entrance standards assure that all students are academically and professionally prepared for the demanding intellectual experience and the pace of each program. Our dynamic faculty members are Ph.D. qualified as well as nationally and internationally recognized for their teaching, research, and business credentials.

**The pmMBA.** This evening (p.m.) program is designed for individuals who seek to expand their career opportunities and to move into leadership roles in organizations. Offered on-campus at night, it is flexible to accommodate the needs of working professionals and can be completed on a part-time basis in three years or on a full-time basis in two

years. Students have the opportunity to interact with a wide variety of other students to hone their skills in coping with change. Students whose jobs and/or personal situations make it difficult to commit to a program that requires attendance every term find this delivery option particularly appealing.

**The ScottsdaleMBA.** This program is offered to any qualified student, but is taught at locations in the Scottsdale Airpark area for the convenience of those living and working near there. This program is a lock-step evening and weekend, cohort program in which a fixed group of students take one course at a time together, moving through the program at the same pace. This enables the students to get to know one another very well as they progress through the program. They complete the program in a little over two years. The experienced management professionals in this program come from a variety of organizations and, therefore, share a wider variety of experiences and reactions with one another as they analyze organization problems and opportunities.

**The connectMBA.** Using our newest deliver option, this program connects students and faculty through face-to-face interaction every sixth weekend with the ease of access provided by electronic communication. Students spend two full days on campus during the weekend component and then work at their own pace from anywhere in the world for the remainder of each course. The program is a lock-step, cohort program in which a fixed group of students take two courses at a time, moving through the program at the same pace. This enables the students to get to

know one another very well as they progress through the program. They complete the program in less than two years.

**The CorporateMBA.** This program is offered to sponsoring corporations for their employees and is taught at the corporation's site. This enables experienced management professionals from the corporation to more openly share information and experiences in their analyses of problems and opportunities specific to that corporation. The program is a lock-step, cohort program in which a set group of students take one course at a time together moving through the program at the same pace. This enables the students to get to know one another very well as they progress through the program. They complete the program in just less than two years.

### Career outlook

Graduates of the Master of Business Administration program are finding steady demand for their skills in a rapidly changing economy. The M.B.A. degree gives individuals an edge in our competitive global business environment.

ASU West graduates are working in leadership positions in many large multi-national corporations, local companies, and leading nonprofit organizations.

### Admission

Students who have strong academic backgrounds, good GMAT scores, and demonstrated leadership potential are model candidates for the M.B.A. program. Admission to the graduate program in business is open to:

1. holders of baccalaureate, or higher, degrees from institutions accredited by a Council on Postsecondary Accreditation institutional accrediting agency; and

2. those who show high promise of success as demonstrated by previous schooling, experience, and testing.

**Application.** A transcript of all undergraduate and graduate work and, where applicable, TOEFL scores must be received by the Graduate Studies office at ASU West before an application can be considered. Letters of recommendation, a resume, GMAT scores, and a personal statement must be sent to the M.B.A. Program Office.

The application, application fee, and transcripts should be sent to:

Graduate Studies  
Arizona State University West  
P.O. Box 37100  
Phoenix, AZ 85069-7100

The priority application deadlines are June 1 for the fall semester and November 1 for the spring semester. International students should apply by May 1 for fall semester and October 1 for spring semester.

All other information for admission processing should be sent to:

M.B.A. Program Office (FAB N150)  
School of Management  
Arizona State University West  
P.O. Box 37100  
Phoenix, AZ 85069-7100

**GPA and GMAT.** Admission is partly based on grade-point average (GPA) and Graduate Management Admission Test (GMAT) scores. The GMAT must be completed within five years of the date that the application is reviewed. Applications for this test may be obtained by writing or calling:

Graduate Management Admission Test (GMAT)  
Educational Testing Service  
Princeton, NJ 08541-6108  
(609) 771-7330  
[www.gmat.com](http://www.gmat.com)

**International students.** Students whose native language is not English and who have not completed a degree in a country whose native language is English are required to submit Test of English as a Foreign Language (TOEFL) scores prior to admission. For further information on the TOEFL contact: Educational Testing Service, Box CN6108, Princeton, New Jersey 08541-6108; phone (609) 771-7330.

**Admission process.** Each application for admission is reviewed and the grade point average, GMAT score, managerial experience, other work experience, letters of recommendation, personal statement, and the application itself are weighed in the decision to admit a student. All applicants are notified of their status as soon as possible after the deadline.

### Program requirements

**Prerequisites.** Although there are no prerequisites to the School of Management M.B.A. program, students are expected to have strong mathematical skills, computer literacy, and good communication skills. Strong mathematical skills imply knowledge of basic calculus and some statistics. Computer literacy implies working knowledge of spreadsheet programs, word processing, e-mail, the Internet, and simple Windows commands. Most of the computer work in the M.B.A. program utilizes personal computers. Good communication skills imply the ability to write clearly and to prepare and deliver professional presentations. Students who are uncertain about the sufficiency of their knowledge level in any of these areas should meet with an M.B.A. program advisor.

**Comprehensive examinations.** All students must successfully complete the comprehensive requirement established by Graduate Studies for the M.B.A. degree. The comprehensive exam is integrated with MGT 589 Strategic Management. Students passing this course with a grade of “A” or “B” satisfy the comprehensive exam requirement.

**Course requirements.** The M.B.A. program of study includes courses designed to provide a foundation in business knowledge and skills. Many of these courses are prerequisites for classes to be taken in subsequent semesters.

Courses which build upon the business core outlined below are designed to focus on the further development of communication, decision-making, and problem-solving skills required of effective business leaders. Students also take 15 hours of focused courses, which are selected in consultation with the M.B.A. academic advisor.

The courses which comprise the M.B.A. program are as follows:

	Semester Hours
ACC 502 Corporate Financial Reporting	3
ACC 503 Managerial Accounting and Cost Control	3
CIS 502 Information Systems Concepts in Practice	3
ECN 502 Business Economics	3
FIN 502 Financial Decision Analysis	3
LES 579 Legal and Ethical Studies	3
MGT 502 Managing People and Organizations	3
MGT 589 Global Strategic Management	3
MKT 502 Strategic Marketing	3
OPM 502 Management of Operations Technology	3
QBA 502 Managerial Decision Making	3
Focused Courses	15
<b>Total</b>	<b>48</b>

**Waiver/transfer policy.** A core course (numbered 502) may be waived on the basis of a transcript evaluation if the student has completed an undergraduate major or minor (at least 18 semester credit hours) in the functional area within the last five years with a grade of “B” or better at an AACSB International accredited institution. Students would then take advanced courses in the subject area to maintain the total of 48 credit hours. In addition, nine hours of graduate credit may be transferred from another AACSB International accredited program. Every student must complete a minimum of 48 credits, 39 of which must be completed in the School of Management.



## Accountancy

### ACC 230 Uses of Accounting Information I (3)

*fall and spring only*

Introduction to the uses of accounting information focusing on the evolution of the business cycle and how accounting information is used for internal and external purposes. Prerequisite: sophomore standing.

### ACC 240 Uses of Accounting Information II (3)

*fall and spring only*

Introduction to the uses of accounting information focusing on the evolution of the business cycle and how accounting information is used for internal and external purposes. Prerequisites: a grade of "C" or better in ACC 230; sophomore standing.

### ACC 250 Introductory Accounting Lab (1)

*fall and spring only*

Procedural details of accounting for the accumulation of information and generation of reports for internal and external users. Lab. Prerequisites: ACC 230; sophomore standing.

### ACC 326 External Financial Reporting I (3)

*fall and spring only*

Theory, U.S. standards, and practice applicable to financial statements, revenue recognition, and assets. Prerequisite: 250 or equivalent.

### ACC 327 External Financial Reporting II (3)

*fall and spring only*

Theory, U.S. standards, and practice applicable to equities, cash flow statement, earnings per share, leases, pensions, and other essential topics. Prerequisite: ACC 326.

### ACC 336 Cost Management and Control (3)

*fall and spring only*

Concepts and principles for product costing, planning and control, and internal decision making. Prerequisite: previous course work in managerial accounting or permission of director.

### ACC 346 Information Systems Management (3)

*fall, spring, summer*

Information requirements and transaction processing for integrated accounting systems emphasizing database systems analysis and design, controls, and computer processing. Prerequisite: previous course work in information systems or permission of director.

### ACC 356 Income Tax Accounting (3)

*fall and spring only*

Public policy concepts and rules of federal income tax for all taxpayers. Individual tax returns and use of tax software. Prerequisite: previous course work in financial accounting or permission of director.

### ACC 361 Accounting Technology (3)

*fall and spring only*

Use and understanding of a computerized accounting package and other software for accounting applications. Prerequisite: ACC 326, 336, 346.

### ACC 410 Contemporary Financial Reporting (3)

*fall and spring only*

Topics covered are financial statements, roles and effects of accounting information in society, policy setting, managers' choice of accounting techniques. Cannot be used for major credit in Accountancy. Prerequisite: FIN 301.

### ACC 426 Advanced Reporting: Consolidation, International, and Not-for-Profit Topics (3)

*fall and spring only*

Consolidated financial statements, not-for-profit accounting, and international accounting standards and topics including foreign currency transactions and translation. Prerequisite: ACC 326.

### ACC 436 Advanced Topics in Cost Management (3)

*selected semesters*

Issues in contemporary manufacturing environments. Topics include cost estimation, activity-based management, just-in-time inventories, budgeting, and variances. Prerequisite: ACC 336.

### ACC 456 Advanced Taxation (3)

*spring only*

Advanced problems in business and fiduciary income tax. Formation, operation, and liquidation of corporation and partnerships. Use of research software. Prerequisite: ACC 356.

### ACC 476 External Auditing (3)

*fall and spring only*

Theory and standards underlying the attestation process. Topics include evidence gathering, analysis, and reporting. Also, development of professional judgment skills. Prerequisites: ACC 327, 346.

Key to General Studies

Credit Abbreviations

L Literacy and critical inquiry core courses

MA Mathematics core courses

CS Computer/statistics/quantitative applications core courses

HU Humanities and fine arts core courses

SB Social and behavioral sciences core courses

SG Natural sciences-general core courses

SQ Natural sciences-quantitative core courses

C Cultural diversity in the United States courses

G Global awareness courses

H Historical awareness courses  
, and  
/ or

**ACC 477 Internal Auditing (3)***spring only*

Contemporary issues and practices of internal auditing. Standards and process of management/operation audits. Prerequisite: ACC 346.

**ACC 478 Governmental and Not-for-Profit Accounting (3)***selected semesters*

Accounting and reporting systems for governmental entities, health-care organizations, colleges and universities, and other nonprofit organizations. Prerequisite: ACC 326.

**ACC 484 Accounting Internship (3)***fall, spring, summer*

Undergraduate and postbaccalaureate students are eligible to apply for internship positions designed to provide experience in the areas of accounting, tax, and internal and external auditing. Placements are made in organizations throughout the metropolitan Phoenix area. Prerequisites: vary depending on the nature of the internship.

**ACC 502 Corporate Financial Reporting (3)***fall, spring, selected summers*

Contemporary financial accounting and reporting systems with emphasis on the interpretation and evaluation of a company's external financial reports.

**ACC 503 Managerial Accounting and Cost Control (3)***fall, spring, selected summers*

Managerial accounting concepts and procedures for internal reporting applied to the decision making activities of the professional managers. Prerequisite: ACC 502.

**Business Administration****BUS 591 Seminar (3)***selected semesters***Computer Information Systems****CIS 200 Computer Applications and Technology (3)**

Introduction to business information systems and the use of business application software. Prerequisite: MAT 117 or higher. General Studies: CS.

**CIS 502 Information Systems Concepts in Practice (3)***fall, spring, selected summers*

Organizational, strategic, and technical issues of the management of information. Evaluation, design, and use information systems as competitive advantage.

**CIS 591 Seminar (3)***selected semesters***Economics****ECN 111 Macroeconomic Principles (3)***fall and spring only*

Basic macroeconomic analysis. Economic institutions and factors determining income levels, price levels, and employment levels. General studies: SB.

**ECN 112 Microeconomic Principles (3)***fall and spring only*

Basic microeconomic analysis. Theory of exchange and production, including the theory of the firm. General studies: SB.

**ECN 494 Special Topics (3)***selected semesters*

Current topics of interest in economics, i.e., managerial economics, microeconomic policy issues, etc. Prerequisite: instructor approval.

**ECN 502 Business Economics (3)***fall, spring, selected summers*

Impact of the economic environment on business. Tools and techniques of economic analysis used in marketing, finance, and strategy.

**ECN 591 Seminar (3)***selected semesters***Finance****FIN 301 Fundamentals of Finance (3)***fall, spring, summer*

Introduction to the basic concepts, principles and tools of financial management. Prerequisites: Managerial Accounting; ECN 112; QBA 221.

**FIN 410 Investments (3)***fall and spring only*

Strategies and mechanics of investing in stocks, bonds, and derivatives. Topics include investment selection, portfolio management, financial markets and institutions. Prerequisite: FIN 301.

**FIN 411 International Finance (3)***fall and spring only*

Explores the environmental challenges facing financial managers in global financial markets and develops tools and techniques to meet such challenges. Prerequisites: FIN 301; GLB 301.

**FIN 412 Financial Management (3)***fall and spring only*

In-depth extension of core finance course. Typical topics include financial planning/control, risk and valuation, capital budgeting. Prerequisites: FIN 301 and completion or concurrent enrollment in ACC 326.

**FIN 502 Financial Decision Analysis (3)***fall, spring, selected summers*

This course develops analytical techniques and financial theories used to make optimal decisions in a corporate setting. Prerequisites: ACC 502; ECN 502; QBA 502.

**FIN 591 Seminar (3)***selected semesters*

## Global Business

### GLB 300 Gateway to Global Business (3)

*selected semesters*

An overview of the domain of management, themes of the degree program, and the responsibilities of professional program business students. Prerequisite: ENG 101 (or 105). General studies: L.

### GLB 301 Business in the Global Environment (4)

*fall and spring only*

Discussion of multinational corporate strategy, structure, and operations and the social and economic factors affecting global business. General studies: G.

### GLB 302 Culture and Diversity Management (3)

*fall and spring only*

Develops an understanding of culture (individual, organizational, national, subcultural, transnational and global) and change and interaction applied to management decisions. Prerequisites: MGT 301.

### GLB 303 Relationship Management (3)

*fall and spring only*

Overviews types of relationships found in organizations, then trains students in the interpersonal skills necessary to manage those relationships effectively.

### GLB 401 Global Business Integration (4)

*fall and spring only*

Provides an integrative framework for global corporate strategic analysis and opportunities for integrated decision making in actual and simulated businesses. Prerequisites: all 300 level business core courses; GLB 302 and 303 may be taken concurrently; ENG 101 (or 105). General studies: L.

### GLB 411 Global Competitiveness (4)

*fall and spring only*

Discusses factors contributing to international competitive success of nation-states, national industries, and specific firms. Includes detailed analysis of actual firms. Prerequisite: GLB 301.

## Human Resources Management

### HRM 410 Domestic and Global Human Resources Management (4)

*fall and spring only*

Understanding how human resources management contributes to individual and organizational effectiveness. Includes a research project.

### HRM 411 Reward Systems and Compensation (4)

*fall and spring only*

Understanding performance management including organizational strategies and objectives, reward systems, performance measurement, appraisal, counseling, promotion process. Industry-based project required. Prerequisite: MGT 301, HRM 410.

### HRM 412 Staffing and Development (4)

*fall and spring only*

An examination of recruiting, selection, training, orientation, and career development issues. Prerequisite: MGT 301, HRM 410.

## Information Systems Management

### ISM 301 Information Systems Management (3)

*fall and spring only*

The study of how organizations gather and provide business information to facilitate effective managerial decision making.

### ISM 410 Client/Server Systems (4)

*fall and spring only*

Concepts and skills for developing client application software, emphasizing programming concepts, logic constructs, and user interface design issues. Prerequisite: ACC 346.

### ISM 411 Distributed Client Development/Deployment (4)

*fall and spring only*

Developing distributed client applications, including an emphasis on distributed design, security, workflow, and transaction definition. Prerequisite: ISM 410.

### ISM 412 Managing the Information System Resource (4)

*fall and spring only*

Theory and practice of managing the organization's information system resources. Students complete a project as part of a multi-disciplinary team. Prerequisite: ISM 411.

Key to General Studies

Credit Abbreviations

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H Historical awareness courses  
, and  
/ or

## Legal and Ethical Studies

### LES 306 Business Law (3)

*spring only*

Legal and ethical aspects of contracts, sales, commercial paper, secured transactions, documents of title, letters of credit, and bank deposits and collections.

### LES 579 Legal and Ethical Studies (3)

*fall, spring, selected summers*

Managerial decision making within the bounds of ethics, social responsibility, and legal and regulatory constraints. Course has strong international focus. Prerequisites: ECN 502; MGT 502; MKT 502, QBA 502.

## Management

### MGT 301 Principles of Management (3)

*fall and spring only*

Introduces the theoretical and practical foundations of organizations with a focus on individuals, groups, and organizational systems. Prerequisites: one course in Psychology (social and behavioral); one course in Sociology.

### MGT 494 Special Topics (3)

*fall and spring only*

Chosen from topics in human resources, strategic management, and international management, including seminars in international management in Asia or Europe, etc.

### MGT 502 Managing People and Organizations (3)

*fall, spring, selected summers*

Understanding human side of organizations through management theories and applications. Developing knowledge and skills for successful management of self and others.

### MGT 589 Global Strategic Management (3)

*fall, spring, selected summers*

The interaction among the strategic forces within a corporation with the competitive forces in the global environment from the perspective of the CEO. Prerequisites: ACC 503; FIN 502; LES 579; MGT 502; MKT 502; completion of at least 30 hours of program of study credits.

### MGT 591 Seminar (3)

*selected semesters*

### MGT 593 Applied Project (3)

*selected semesters*

## Marketing

### MKT 301 Fundamentals of Marketing (3)

*fall, spring, summer*

Examines the role and process of marketing within the society, economy, and business organization. Prerequisite: ECN 112.

### MKT 410 Consumer Behavior (4)

*fall and spring only*

Application of social, cultural, and behavioral concepts for analyzing consumer behavior with implications for marketing strategy and marketing communication strategy. Prerequisite: MKT 301.

### MKT 413 Marketing Research Concepts and Practice (4)

*fall and spring only*

Research techniques for collecting, analyzing, and interpreting marketing information. Includes design and completion of a client-sponsored, industry-based research project. Prerequisites: MKT 301; QBA 221.

### MKT 414 Global Strategic Marketing (4)

*fall and spring only*

Examines marketing and marketing communication strategy development, and evaluation in the context of global markets and organizational objectives. Prerequisites: GLB 301; MKT 301.

### MKT 502 Strategic Marketing (3)

*fall, spring, selected summers*

Marketing concepts and philosophy and their importance to strategic decision making, general management, and organizational success; market and environmental analyses.

### MKT 591 Seminar (3)

*selected semesters*

### MKT 593 Applied Project (3)

*selected semesters*

# Operations and Production Management

## OPM 301 Operations Management (3)

*fall and spring only*

Introduction to the management of service and manufacturing conversion processes with emphases on quality management and computer applications. Prerequisites: Managerial Accounting; ECN 112; QBA 221.

## OPM 502 Management of Operations Technology (3)

*fall, spring, selected summer*

Design, control, and improvement of operations technology. Concepts and modeling tools required for strategic decisions in manufacturing and service operations. Prerequisites: QBA 502.

## OPM 591 Seminar (3)

*selected semesters*

# Quantitative Business Analysis

## QBA 221 Statistical Analysis (3)

*fall and spring only*

Methods of statistical description. Application of probability theory and statistical inference in business. Prerequisite: MAT 119. General studies: CS.

## QBA 502 Managerial Decision Making (3)

*fall, spring, selected summers*

Fundamentals of qualitative and quantitative analysis to aid management decision making in a competitive and uncertain environment. Prerequisites: MAT 210 or equivalent; general computer proficiency in Microsoft Excel.

## QBA 591 Seminar (3)

*selected semesters*

**Omnibus courses:** See pages 55-56 for omnibus courses that may be offered.

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, and  
/ or

# Administrative and Academic Personnel

- 271** *ASU/ASU West Administration*
- 271** *ASU West Academic Units*
- 272** *Faculty and Academic Professionals*



**Arizona Board of Regents:**

**Ex Officio**

Janet Napalitano,  
Governor of Arizona  
Tom Horne,  
Superintendent of Public  
Instruction

**To January 2004**

Donald J. Ulrich  
Kay McKay

**To January 2006**

Chris Herstam  
Jack Jewett

**To January 2008**

Christina Palacios  
Gary L. Stuart

**To January 2010**

Fred T. Boice  
Robert B. Bulla

**Student Regent**

**To June 2004**

Danelle Peterson-Kelling

**Executive Director**

Linda J. Blessing

**Counsel to the Board**

Joel Sideman

## **Arizona State University**

**Michael M. Crow**, President, Arizona State University; Professor of Public Affairs; B.A., Iowa State University; Ph.D., Maxwell School, Syracuse University.

## **Arizona State University West**

**Elaine P. Maimon**, Provost; Vice President, ASU; Professor of English; B.A., M.A., Ph.D., University of Pennsylvania

**Gebeyehu Ejigu**, Executive Vice Provost; B.B.A., H.S.I. University (Ethiopia); M.B.A., Syracuse University; Ph.D., University of Wisconsin, Madison

**Barry R. Bruns**, Vice Provost for Planning and Budget; C.P.A.; B.S., M.P.A., Arizona State University

**Carol A. Poore**, Vice Provost for Institutional Advancement; B.S., M.B.A., Arizona State University

**Mark S. Searle**, Vice Provost for Academic Affairs; Professor of Recreation and Tourism Management; B.A., University of Winnipeg (Canada); M.S., University of North Dakota; Ph.D., University of Maryland

## **ASU West Academic Units**

**Michael A. Awender**, Dean, College of Education; Professor of Education; B.A., M.A., University of Windsor (Canada); M.Ed., University of Toronto (Canada); Ph.D., Claremont Graduate School.

**Emily F. Cutrer**, Dean, College of Arts and Sciences; Professor of American Studies; B.A., M.A., Ph.D., University of Texas, Austin

**Bruce A. Forster**, Dean, School of Management; Professor of Economics; B.A., University of Guelph (Canada); Ph.D., Australian National University (Australia)

**John Hultsman**, Interim Dean, College of Human Services; Professor of Recreation and Tourism Management; B.G.S., University of Kansas; M.S., University of Missouri; Re.D., Indiana University, Bloomington

**Marilyn Myers**, Dean, ASU West Library; Librarian; B.A., M.A., Kansas State University; M.S., University of Illinois

# Faculty and Academic Professionals

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## A

### **Achilles, Elayne R.**

(1986), Associate Professor of Education; B.M.Ed., Temple University; M.M., Ed.D., Arizona State University

### **Ackroyd, William S.**

(2000), Lecturer of Social and Behavioral Sciences; B.A., M.A., M.S., Portland State University; Ph.D., University of Arizona

### **Aleshire, Peter**

(1993), Senior Lecturer of Professional Writing; B.A., M.A., Stanford University

### **Amobi, Olufunmilayo A.**

(2001), Assistant Professor of Secondary Education; B.A., University of Ibadan (Nigeria); M.Ed., Ed.D., Arizona State University

### **Allgood, Tammy**

(2002), Assistant Librarian; B.A., University of Arizona; M.S., University of North Carolina

### **Anastasi, Jeffrey S.**

(2001), Assistant Professor of Cognitive Psychology; B.A., M.A., Ph.D., State University of New York at Binghamton

### **Andereck, Kathleen L.**

(1993), Associate Professor of Recreation and Tourism Management; B.S., University of Wisconsin, Stevens Point; M.S., Texas A&M University; Ph.D., Clemson University

### **Anders, Gary C.**

(1989), Professor of Economics; Director, Institute for International Business, School of Management; B.S., West Texas State University; M.A., Ph.D., University of Notre Dame

### **Anderson, Laurel A.**

(1989), Associate Professor of Marketing; B.S.N., University of Minnesota, Twin Cities; M.N., University of Washington; Ph.D., Arizona State University

### **Anokye, Akua Duku**

(1999), Associate Professor of American Studies; Co-chair, Department of American Studies; B.A., Michigan State University; M.A., Federal City College, District of Columbia; M.A., Ph.D., City University of New York Graduate School and University Center

### **Armstrong, Gaylene S.**

(2000), Assistant Professor of Administration of Justice; B.A., University of Manitoba (Canada); M.A., Ph.D., University of Maryland

### **Armstrong, Todd A.**

(1999), Assistant Professor of Administration of Justice; B.A., M.A., Ph.D., University of Maryland, College Park

### **Atwater, Leanne E.**

(1993), Professor of Management; Chair, Department of Management; B.A., M.A., San Diego State University; Ph.D., Claremont Graduate School

### **Ávalos, Manuel**

(1990), Associate Professor of Political Science; Associate Vice Provost for Research and Faculty Development; B.A., M.A., University of Arizona; Ph.D., University of New Mexico

### **Awender, Michael A.**

(2000), Professor of Education; Dean, College of Education; B.A., M.A., University of Windsor (Canada); M.Ed., University of Toronto (Canada); Ph.D., Claremont Graduate School.

## B

### **Baldwin, Bruce A.**

(1989), Professor of Accountancy; B.A., M.B.A., Michigan State University; Ph.D., Arizona State University

### **Balthazard, Pierre A.**

(1999), Associate Professor of Information Systems Management; B.S., McGill University (Canada); M.S., Ph.D., University of Arizona



**Beckett, E. Carol**

(1996), Assistant Professor of Bilingual Education; B.A., M.Ed., Ed.D., Arizona State University

**Bellizzi, Joseph A.**

(1988), Professor of Marketing; Chair, Department of Economics, Finance, Marketing and Quantitative Business Analysis; B.S., M.A., Ph.D., University of Nebraska, Lincoln

**Bernat, Frances P.**

(1993), Associate Professor of Administration of Justice; B.S., M.A., J.D., State University of New York, Buffalo; Ph.D., Washington State University

**Brawley, E. Allan**

(1992), Professor Emeritus of Human Services; Certificate of Social Work, University of Strathclyde (United Kingdom); D.S.W., University of Pennsylvania

**Bredbenner, Candice D.**

(1990), Associate Professor of American History; Associate Dean, College of Arts and Sciences; B.A., Russell Sage College; M.A., Ph.D., University of Virginia

**Brett, Joan F.**

(1999), Associate Professor of Management; B.A., B.S., Ohio State University; Ph.D., New York University

**Bristol, Terry**

(2000), Assistant Professor of Marketing; B.S., M.S., San Diego State University; Ph.D., Virginia Polytechnic Institute

**Britt, Chester L. III**

(1999), Associate Professor of Administration of Justice; B.S., University of Iowa; M.A., Washington State University; Ph.D., University of Arizona

**Broadus, Dorothy C.**

(1990), Associate Professor of English; Director, Writing Certificate; B.A., Eastern Kentucky University; M.Ed., Ph.D., University of Louisville

**Brown, Lee H.**

(2001), Assistant Professor of Secondary Education; B.A., Union College; M.A., Ed.D., State University of New York at Albany

**Buenker, Joe**

(2000), Assistant Librarian; B.A., University of Wisconsin-Parkside; M.S., University of Illinois, Urbana

**Burleson, Mary H.**

(1997), Assistant Professor of Psychology; B.A., M.S., New Mexico State University; Ph.D., Arizona State University

**Buscher, Dick**

(2002), Lecturer of Elementary Education; B.S., M.S., Eastern Illinois University; Ed.D., Arizona State University

**Bushfield, Suzanne Y.**

(2002), Assistant Professor of Social Work; B.M., Southern Methodist University; M.S.W., University of Southern Mississippi; Ph.D., University of Idaho

**Buss, Ray R.**

(1990), Associate Professor of Educational Psychology; Assistant Dean, College of Education; B.S., M.S., Ph.D., University of Wisconsin, Madison

**C****Cabrera, Luis**

(2002), Assistant Professor of Political Theory; B.A., Western Washington University; M.F.A., Eastern Washington University; M.A., Ph.D., University of Washington

**Cardelle-Elawar, Maria**

(1987), Professor of Educational Psychology; B.A., Universidad Experimental Libertador (Venezuela); M.S., University of Southern California; Ph.D., Stanford University

**Cárdenas, Lupe**

(1986), Associate Professor of Spanish; B.A., M.A., Ph.D., Arizona State University

**Carey, Jane M.**

(1988), Associate Professor of Information Systems Management; B.S., M.B.A., Eastern Illinois University; Ph.D., University of Mississippi

**Carter, Wendy**

(1997), Assistant Professor of Sociology; B.A., Stanford University; M.S., Carnegie Mellon University; M.S., Ph.D., University of Wisconsin, Madison

**Champion, Kelly M.**

(2001), Assistant Professor of Psychology; A.B., University of Michigan – Ann Arbor; M.S., Eastern Michigan University; Ph.D., University of Kansas

**Chang, Stanley Y.**

(1992), Associate Professor of Accountancy; B.B.A., National Taiwan University (Taiwan); M.A., University of Missouri; Ph.D., Texas Tech University

**Chavez, José G.**

(2000), Assistant Professor of Spanish; B.A., M.A., California State University, Sacramento; Ph.D., Arizona State University

**Cheek, Jane**

(2002), Lecturer of Elementary Education; B.A.E., M.Ed., Arizona State University West

**Chisholm, Inés M.**

(1991), Associate Professor of Bilingual Education; B.A., M.Ed., University of Puerto Rico; Ph.D., University of Florida

**Christie, Alice A.**

(1995), Associate Professor of Technology and Education; Chair, Department of Graduate Studies and Professional Development. B.A., Denison University; M.Ed., Boston University; Ph.D., Arizona State University

**Cleland, Jo Ann V.**

(1991), Professor Emerita of Education; B.A., Saint Olaf College; M.A., Ed.D., Northern Arizona University

**Collins-Chobanian, Shari C.**

(1994), Associate Professor of Philosophy; B.A., Colorado State University; M.A., Ph.D., Washington University

**Corley, Ted L.**

(2001), Lecturer in Mathematics; B.S., Grand Canyon University; M.A., Ed.D., Arizona State University

**Costantino, James**

(1998), Lecturer of Accountancy, B.S., M.Acc., Arizona State University; M.A., University of Southern California

**Cuádras, Gloria H.**

(1994), Associate Professor of American Studies; Director, Ethnic Studies Program; B.A., University of California, Santa Cruz; M.A., Ph.D., University of California, Berkeley

**Cutrer, Emily F.**

(1990), Professor of American Studies; Dean, College of Arts and Sciences; B.A., M.A., Ph.D., University of Texas, Austin

**Cutrer, Thomas W.**

(1992), Professor of American Studies; B.A., M.A., Louisiana State University; Ph.D., University of Texas, Austin

**D****Dallmus, John T.**

(2000), Lecturer of Accountancy; B.S., Towson University; M.B.A., Loyola College in Maryland

**Davidson, Ronald**

(1997), Associate Professor of Accountancy; B.Comm., University of Manitoba (Canada); M.B.A., York University (Canada); Ph.D., University of Arizona

**De La Cruz, Yolanda**

(1991), Associate Professor of Mathematics Education; B.A., M.A., California State University, Northridge; Ed.D., University of California, Berkeley

**Delgado, Fernando**

(1994), Associate Professor of Communication Studies; Associate Vice Provost for Academic Programs and Graduate Studies; B.A., San Jose State University; M.A., Ph.D., University of Iowa

**Dennis, Douglas E.**

(2003), Professor of Biology; Chair, Department of Life Sciences; B.A., Adrian College; Ph.D., University of Tennessee, Knoxville

**Deutch, Charles E.**

(2002), Associate Professor of Molecular Biology; B.A., Reed College; Ph.D., University of California, Riverside

**Di Mare, Lesley**

(1992), Associate Professor of Communication Studies; B.A., California State University, Chico; M.A., California State University, Hayward; Ph.D., Indiana University, Bloomington

**Dix, Clarence L.**

(1979), Senior Lecturer of Social Work; B.A., Buena Vista College; M.S.W., University of Chicago

**Duncan, William A.**

(1991), Associate Professor of Accountancy; Chair, Department of Accounting and Information Systems Management; B.S., Portland State University; Ph.D., University of Texas, Austin

**E****Ealy, Sandra A.**

(2002), Field Director and Lecturer of Social Work; B.S.W., Temple University; M.S.W., University of Michigan, Ann Arbor

**Elenes, C. Alejandra**

(1992), Associate Professor of Women's Studies; Licenciada en Ciencias de la Información, University of Monterrey (Mexico); M.A., Ph.D., University of Wisconsin, Madison

**F****Farone, Diane Weis**

(2001), Assistant Professor of Social Work; B.A., University of Colorado at Boulder; M.B.A., University of Tennessee; J.D., Vanderbilt University; M.S., D.S.W., Columbia University

**farrelly, deg**

(1991), Associate Librarian; B.A., Illinois State University; M.L.S., Rutgers, The State University

**Firat, A. Fuat**

(1990), Professor of Marketing; Licencié en Economie, Istanbul University (Turkey); Ph.D., Northwestern University

**Fitzpatrick, Tanya R.**

(2000), Associate Professor of Social Work; Director of Undergraduate Studies, Department of Social Work; B.A., Clark University; M.S.W., Simmons School of Social Work; Ph.D., Boston College

**Forster, Bruce A.**

(2000), Professor of Economics; Dean, School of Management; B.A., University of Guelph (Canada); Ph.D., Australian National University (Australia)

**Foster, Will**

(2001), Assistant Professor of Information Systems Management; B.A., Williams College; Ph.D., University of Arizona

**G****Gaffney, Cynthia**

(2001), Instructor of Communication Studies; B.A., M.A., Arizona State University

**Gallegos, Bee**

(1984), Associate Librarian; B.S., University of North Alabama; M.L.S., George Peabody College for Teachers

**Gater, Helen L.**

(1970), Dean Emerita; B.A., Fort Hays State University; M.A., University of Denver

**George, Peggy J.**

(2001), Lecturer of Elementary Education; B.A., Arizona State University; M.Ed., Ed.D., University of Massachusetts at Amherst

**Gilkeson, John S.**

(1991), Associate Professor of History; A.B., Amherst College; M.A., University of Oklahoma; Ph.D., Brown University

**Gitelson, Richard**

(1994), Professor of Recreation and Tourism Management; Director, Gerontology Program; B.A., M.A.T., M.S., University of North Carolina, Chapel Hill; Ph.D., Texas A&M University

**Glass, Ronald D.**

(1996), Associate Professor of Professional Core; B.A., Harvard College; M.A., Ph.D., Stanford University; Ed.M., Harvard University; C.Phil., University of California, Berkeley

**Goldman, Alan**

(2002) Lecturer of Management; B.Ed., University of Miami, Coral Gables; M.A., San Francisco State University; Ph.D., University of Colorado, Boulder

**Gonzales, David S.**

(2002), Associate Professor of Animal Physiology; B.S., Metropolitan State College of Denver; M.S., Ph.D., University of Wisconsin, Madison

**Gonzalez-Jensen, Margaret**

(1994), Associate Professor of Bilingual Education; B.A., Our Lady of the Lake University; M.A., Ed.D., Texas A&M University

**Gopalakrishnan, Mohan**

(1998), Associate Professor of Operations Production Management; B.E., College of Engineering (India); M.S., Ph.D., University of Alabama, Tuscaloosa

**Gordon, Aubrie**

(2002), Instructor of Social Work; B.A., M.A., M.S.W., Ed.D., Western Michigan University

**Graves, Joseph L**

(1994), Professor of Evolutionary Biology; A.B., Oberlin College; Ph.D., Wayne State University

**Greenhut, John G.**

(1989), Associate Professor of Finance; B.A., Ph.D., Texas A&M University

**Greenstein, Marilyn**

(2000), Associate Professor of Accountancy; B.B.A., University of Houston; Ph.D., Temple University

**Griffin, Marie**

(1997), Assistant Professor of Administration of Justice; B.S., Santa Clara University; Ph.D., Arizona State University

**Gruber, Diane**

(1995), Assistant Professor of Communication Studies; B.A., Rutgers, The State University; M.A., Ph.D., Purdue University

**Gutierrez, Sara E.**

(1990), Associate Professor of Psychology; B.S., M.A., Ph.D., Arizona State University

**H****Haarr, Robin N.**

(1994), Associate Professor of Administration of Justice; B.S., State University of New York, Brockport; M.S., Ph.D., Michigan State University

**Haas, Nancy S.**

(1986), Associate Professor of Curriculum and Instruction; Chair, Department of Secondary Education; B.A., M.Ed., Ph.D., Arizona State University

**Haladyna, Thomas M.**

(1986), Professor of Educational Research and Measurement; B.S., Illinois State University; M.A., San Jose State University; Ph.D., Arizona State University

**Hansen, Cory C.**

(2002), Assistant Professor of Reading and Language Arts; B.Ed., University of Calgary (Canada); M.Ed., Arizona State University West; Ph.D., Arizona State University

**Harken, Henry R. Jr.**

(1986), Associate Librarian; B.A., Hofstra University; M.S.L.S., Long Island University

**Harris, Kathleen C.**

(1990), Professor of Special Education; B.A., M.Ed., Rutgers, The State University; Ph.D., Temple University

**Hattenhauer, Darryl**

(1988), Associate Professor of American Literature; B.A., M.A., California State University; Ph.D., University of Minnesota, Twin Cities

**Hay, Victoria**

(1993), Senior Lecturer of Writing; B.A., University of Arizona; M.A., Ph.D., Arizona State University

**Hayden, Mary**

(1998), Lecturer of Management; B.A., M.P.A., D.P.A., Arizona State University

**Hess, Robert K.**

(1990), Associate Professor of Measurement and Evaluation; B.A., M.Ed., University of Georgia; Ph.D., University of South Carolina

**Hewitt, Kim A.**

(2002), Visiting Assistant Professor of Integrative Studies; B.A., University of Maryland; M.A., Ph.D., University of Texas, Austin.

**Hultsman, John**

(1990), Professor of Recreation and Tourism Management; Interim Dean, College of Human Services; B.G.S., University of Kansas; M.S., University of Missouri; Re.D., Indiana University, Bloomington

**Hultsman, Wendy Z.**

(1990), Associate Professor of Recreation and Tourism Management; Chair, Department of Recreation and Tourism Management; B.S.E., State University of New York, Cortland; M.S., Indiana University, Bloomington; Ph.D., Pennsylvania State University

**Hurwitz, Sally**

(2001), Lecturer; B.A.E, M.Ed., Ph.D., Arizona State University

**I****Inman, Thomas E.**

(2002), Lecturer of Mathematics; B.A., M.A., Arizona State University

**Irvin, Glenn W.**

(1997), Professor of English; B.A., M.A., Ph.D., Arizona State University

**Irwin, Leslie H.**

(1995), Associate Professor of Professional Education Core; B.S., University of Wisconsin, Superior; B.Ed., M.Ed., University of Ottawa (Canada); Ed.D., Brigham Young University

**Isbell, Dennis**

(1991), Associate Librarian; B.S., M.A., Northern Arizona University; M.L.S., University of Arizona

**J****Johnson, Carolyn R.**

(1995), Associate Librarian; B.A., Montclair State College; M.S.L.S., University of Illinois; M.B.A., University of Minnesota

**K****Kammerlocher, Lisa**

(1988), Associate Librarian; B.S., M.L.S., University of Oklahoma

**Kassing, Jeffrey W.**

(1998), Assistant Professor of Communication Studies; Director of Graduate Studies, Department of Communication Studies; B.A., William Jewell College; M.A., Murray State University; Ph.D., Kent State University

**Katz, Charles**

(1997), Assistant Professor of Administration of Justice; Director of Graduate Studies, Department of Administration of Justice; B.S., Truman State University; M.A., Ph.D., University of Nebraska, Omaha

**Keil, Thomas J.**

(1999), Professor of Sociology; B.A., King's College; M.A., Ph.D., Temple University

**Kelley, Douglas L.**

(1994), Associate Professor of Communication Studies; B.A., Westmont College; M.C., Arizona State University; Ph.D., University of Arizona

**Kelley, Michael F.**

(1990), Associate Professor of Early Childhood Education; Chair, Department of Elementary Education; B.S., M.S., Arizona State University; Ed.D., University of Georgia

**Kennedy, Jeffrey T.**

(2000), Fine Arts Specialist; Associate Artistic Director; B.A., California State University, Fullerton; M.A., New York University

**Kirby, Andrew**

(1995), Professor of Social and Behavioral Sciences and Geography; Director, M.A. in Interdisciplinary Studies Program; B.A., Ph.D., University of Newcastle (United Kingdom)

**Knopf, Richard C.**

(1986), Professor of Recreation and Tourism Management; Interim Director, Partnership for Community Development; B.S., M.S., Ph.D., University of Michigan

**Koptiuch, Kristin**

(1992), Associate Professor of Anthropology; B.A., State University of New York, Binghamton; M.A., Ph.D., University of Texas, Austin

**L****Lash, Christine**

(1999), Academic Associate; Coordinator, Women's Studies Resource Center; B.S., M.C., Ph.D., Arizona State University

**Lavitt, Melissa R.**

(1991), Associate Professor of Social Work; Chair and Director of Graduate Studies, Department of Social Work; B.A., University of Chicago; M.S.W., Ph.D., Tulane University

**Lentz, Daniel**

(1991), Associate Professor of Music Theory and Composition; B.A., Saint Vincent College; M.F.A., Ohio University, Athens

**Lerman, Richard**

(1995), Professor of Media Arts; B.A., M.F.A., Brandeis University

**Levy, Emanuel**

(1990), Professor of Sociology; B.A., M.A., Tel Aviv University (Israel); M.Ph., Ph.D., Columbia University

**Lowe, D. Jordan**

(2003), Associate Professor of Accountancy; B.S., M.Acc., Brigham Young University; Ph.D., Arizona State University

**Luken, Paul C.**

(1993), Senior Lecturer of Sociology; B.A., Quincy College; M.A., Ph.D., Ohio State University

**M****Maimon, Elaine P.**

(1996), Professor of English; Campus Chief Executive Officer and Provost; Vice President, ASU; B.A., M.A., Ph.D., University of Pennsylvania

**Malian, Ida M.**

(1990), Professor of Special Education; Chair, Department of Special Education; B.A., Oakland University; M.A., Ph.D., University of Michigan

**McCabe, James**

(2000), Assistant Professor of Social Work; B.A., St. Ambrose College; M.P.H., M.S.W., University of Hawaii; D.S.W., University of California, Berkeley

**McGovern, Thomas V.**

(1990), Professor of Psychology; A.B., Fordham University; M.A., Ph.D., Southern Illinois University, Carbondale

**McKennon, Edward**

(2000), Assistant Librarian; B.A., Rutgers University; M.A., University of Arizona

**Medville, Karen K.**

(1995), Assistant Research Scientist in Life Sciences; B.A., Colorado College; M.S., Colorado State University

**Mengesha, Astair Gebre Mariam**

(1991), Associate Professor of Women's Studies; Chair, Women's Studies Program; B.A., Purdue University; M.A., Michigan State University; Ph.D., Iowa State University

**Mesquita, Luiz F.**

(2003), Assistant Professor of Management; B.S., University of Sao Paulo (Brazil); M.S., Ph.D., Purdue University

**Meznar, Martin**

(1994), Associate Professor of International Business; B.A., B.S., Bryan College; M.S., University of Texas, Dallas; Ph.D., University of South Carolina

**Midobuche, Eva**

(1996), Associate Professor of Bilingual Education; B.S., M.A., Ed.D., Texas A&M University

**Miller, Paul A.**

(1988), Associate Professor of Psychology; Chair, Department of Social and Behavioral Sciences; B.S., Saint Vincent College; M.S., North Carolina State University, Raleigh; M.A., Ph.D., University of Texas, Austin

**Mizzi, Philip J.**

(1988), Associate Professor of Quantitative Business Analysis; B.A., Rockford College; Ph.D., Texas A&M University

**Mohan, Srimathy**

(1999), Assistant Professor of Operations Production Management; B.S., M.S., University of Alabama, Tuscaloosa; M.S., Massachusetts Institute of Technology; Ph.D., University of Montreal (Canada)

**Montaño, Henry**

(2000), Instructor of Social Work; B.A., California State University, Northridge; M.S.W., University of California, Los Angeles

**Moore, David W.**

(1989), Professor of Reading; B.A., M.Ed., University of Arizona; Ph.D., University of Georgia

**Morris, Richard**

(1999), Professor of Communication Studies; B.A., San Jose State University; M.A., Ph.D., University of Wisconsin, Madison

**Moulton, Ian F.**

(1995), Associate Professor of British Literature; B.A., University of Manitoba, Winnipeg (Canada); M.A., University of Western Ontario (Canada); Ph.D., Columbia University

**Mueller, Carol M.**

(1988), Professor of Sociology; B.A., University of California, Berkeley; M.A., Rutgers, The State University; Ph.D., Cornell University

**Muller, Barbara J.**

(1991), Senior Lecturer of Accountancy; B.S., M.B.A., Arizona State University

**Murphy Erfani, Julie A.**

(1989), Associate Professor of Political Science; B.A., Knox College; M.A., Ph.D., University of Minnesota, Twin Cities

**Myers, Marilyn**

(1987), Librarian; Dean, ASU West Library; B.A., M.A., Kansas State University; M.S., University of Illinois

**N****Nadesan, Majia H.**

(1994), Associate Professor of Communication Studies; B.A., M.A., San Diego State University; Ph.D., Purdue University

**Nadir, P. Aneesah**

(1994), Lecturer of Social Work; B.S.W., Adelphi University; M.S.W., Arizona State University

**Nahavandi, Afsaneh**

(1989), Professor of Management; Interim Faculty Director, Division of Collaborative Programs; B.A., University of Denver; M.A., Ph.D., University of Utah

**Náñez, José E. Sr.**

(1988), Professor of Psychology; B.A., M.A., California State University; Ph.D., University of Minnesota, Twin Cities

**Nevin, Ann**

(1991), Professor Emerita of Education; B.A., Westminster College; M.Ed., University of Vermont; Ph.D., University of Minnesota, Twin Cities

**Noguchi, Emi**

(2003), Assistant Librarian; B.A., Hendrix College; M.S., University of Illinois at Urbana-Champaign

**Noronha, Gregory M.**

(1995), Associate Professor of Finance; B.S.E., University of Michigan; M.B.A., Ph.D., Virginia Polytechnic Institute and State University

**Nucci, Christine**

(1998), Assistant Professor of Early Childhood Education; B.A., Hunter College, City University of New York; M.S., Brooklyn College, City University of New York; Ph.D., City University of New York

**O****Olander, George A.**

(2000), Lecturer of Finance; B.S., Xavier University, M.B.A., Pepperdine University; D.B.A., United States International University

**Onofrey, Karen A.**

(2002), Assistant Professor of Reading and Language Arts; B.S., Westfield State College; M.Ed., American International College; Ph.D., University of Arizona

**P****Painter, Suzanne R.**

(1995), Associate Professor of Educational Administration; B.S., Eastern Oregon State College; M.Ed., Ph.D., University of Oregon

**Pambuccian, Victor V.**

(1994), Associate Professor of Mathematics; Baccalaureat, German Lyceum (Romania); M.S., University of Bucharest (Romania); Ph.D., University of Michigan

**Perry, Eleanor A.**

(1996), Associate Professor of Educational Administration; B.A., Douglas College; M.Ed., Rutgers, The State University; Ph.D., University of Oregon

**Persau, Linda**

(1999), Lecturer of Integrative Studies; Department Coordinator of Internships and Fieldwork; B.A., University of California, Davis; M.A., Ottawa University

**Pough, F. Harvey**

(1993), Professor of Integrative Biology; B.A., Amherst College; M.A., Ph.D., University of California, Los Angeles

**Pulido, Alberto L.**

(1993), Associate Professor of American Studies; Co-chair, Department of American Studies; B.A., University of California, San Diego; M.A., Ph.D., University of Notre Dame

**R****Raiser, Tiffany C.**

(2002), Lecturer of Rhetoric and Composition; B.A., Fu-Jen Catholic University (Taiwan); M.A., Sussex University (United Kingdom); M.Ed., Ph.D., Arizona State University

**Ramsey, R. Eric**

(1994), Associate Professor of Communication Studies; B.A., Rutgers, The State University; M.A., Ph.D., Purdue University

**Reese, Ruth**

(1988), Assistant Professor of Educational Psychology; B.S., University of Wisconsin, Madison; M.S., Ph.D., University of Wisconsin, Milwaukee

**Renne, Dianne**

(2000), Assistant Professor of Special Education; B.S., M.S., University of Kansas; Ed.D., University of Kentucky

**Ridley, Dale Scott**

(1990), Associate Professor of Educational Psychology; B.S., New Mexico State University; M.A., Ph.D., University of Texas, Austin

**Rillero, Peter**

(1994), Associate Professor of Science Education; B.A., State University of New York, Buffalo; M.A., Columbia University; Ph.D., Ohio State University

**Rodriguez, Nancy**

(1998), Assistant Professor of Administration of Justice; B.S., Sam Houston University; Ph.D., Washington State University

**Ruff, William G.**

(2002), Assistant Professor of Educational Administration; B.S., Colorado State University, Fort Collins; M.A., Webster University; M.A., Ed.D., University of Texas, San Antonio

**Ryan, Joseph M.**

(1995), Professor of Education; Director, Research Consulting Center; A.B., M.Ed., Boston College; Ph.D., University of Chicago

**S****Sabatini, Arthur J.**

(1991), Associate Professor of Performance Studies; B.A., M.A., Ohio University; Ph.D., New York University

**Samuels, Janet A.**

(2003), Assistant Professor of Accountancy; B.B.A., University of Wisconsin-Milwaukee; Ph.D., Arizona State University

**Schmidtke, Paul C.**

(1998), Senior Lecturer of Astronomy; B.S., Rose-Hulman Institute of Technology; Ph.D., Ohio State University

**Searle, Mark S.**

(1995), Professor of Recreation and Tourism Management; Vice Provost for Academic Affairs; B.A., University of Winnipeg (Canada); M.S., University of North Dakota; Ph.D., University of Maryland

**Sen, Nilanjan**

(1992), Associate Professor of Finance; B.A., Jadavpur University (India); M.A., Ph.D., Virginia Polytechnic Institute

**Shaffer, Dennis M.**

(2000), Assistant Professor of Social and Behavioral Sciences; B.S., Denison University; M.A., Ph.D., Kent State University



**Shaffer, Jennifer N.**

(2003), Assistant Professor of Administration of Justice; B.A., University of Oklahoma; M.A., Pennsylvania State University

**Shell, Leslee B.**

(2001), Assistant Librarian; B.A., Oklahoma State University; M.L.S., University of Arizona

**Shirreffs, Janet H.**

(1977), Professor Emerita of Human Services, B.S., Ithaca College; M.S., Syracuse University; Ph.D., Texas Woman's University

**Shome, Raka**

(1999), Assistant Professor of Communication Studies; B.A., University of Calcutta (India); Ph.D., University of Georgia, Athens

**Silberman, Jonathan**

(1992), Professor of Economics; B.S., Bowling Green State University; M.S., Ph.D., Florida State University

**Simmons, William P.**

(2002), Assistant Professor of Political Theory; B.A., University of Wisconsin, Milwaukee; M.A., Ph.D., Louisiana State University

**Slotnick, Susan A.**

(1998), Assistant Professor of Operations Production Management; A.B., Brandeis University; M.A., M.Phil., Ph.D., Columbia University; M.S., Ph.D., Carnegie Mellon University

**Soto, Leandro**

(2002), Senior Lecturer and Artist in Residence; B.F.A., National School for the Arts (Cuba); M.F.A., University of Havana (Cuba)

**Sowell, Evelyn J.**

(1990), Professor of Education; B.A., Howard Payne College; M.Ed., Wichita State University; Ed.D., Northern Illinois University

**St. Clair, Charles E.**

(1991), Fine Arts Specialist; B.F.A. Fairmount Center for Creative and Performing Arts

**Stage, Sarah J.**

(1994), Professor of Women's Studies; B.A., University of Iowa; M.A., University of Massachusetts; M.Phil., Ph.D., Yale University

**Stryker, Linda L.**

(1985), Associate Professor of Astronomy; Chair, Department of Integrative Studies; B.A., Whittier College; B.A., M.S., San Diego State University; M.A., California State University, Los Angeles; Ph.D., Yale University

**Sullivan, Brian K.**

(1989), Professor of Evolutionary Biology; B.A., University of California, Berkeley; Ph.D., Arizona State University

**Svoboda, William S.**

(1969), Professor Emeritus of Education; B.S., M.S., Ed.D., University of Kansas

**Sweat, Ken Gunter**

(2000), Lecturer of Life Sciences; B.A., Claremont McKenna College; M.S., Arizona State University

**Swenson, Daniel**

(2000), Associate Professor of Accountancy; B.A., Memphis State University; Ph.D., University of Mississippi

**T****Taylor, Robert D.**

(1996), Associate Professor of Theatre Performance; Chair, Department of Interdisciplinary Arts and Performance; B.A., Crewe and Alsager College, Manchester Metropolitan University (United Kingdom); M.A., University of Essex (United Kingdom); Ph.D., University of Kansas

**Thording, Lars**

(2002), Lecturer of Marketing; B.Ed., Royal Danish School of Educational Studies (Denmark); M.A., Odense University (Denmark); Ph.D., University of Southern Denmark

**Toel, William H.**

(2001), Lecturer of Finance; M.B.A., University of Illinois at Chicago

**Toth, Stephen A.**

(2000), Assistant Professor of History; B.A., B.S., University of Nebraska at Omaha; M.A., Arizona State University; Ph.D., Indiana University

**Tsoudis, Olga**

(2002), Visiting Assistant Professor of Administration of Justice; B.S., Cornell University; M.A., Ph.D., University of Arizona

**U****Ukpanah, Ime J.**

(2001), Assistant Professor of History; B.S., M.A., Sam Houston State University; Ph.D., University of Houston

**V****Vakiladeh, Ardeshir**

(2002), Lecturer of Mathematics; B.S., Florida Agricultural and Mechanical University; M.S., Ph.D., Tehran University (Iran)

**Van Fleet, David D.**

(1989), Professor of Management; Director, Master of Business Administration Program; B.S., Ph.D., University of Tennessee, Knoxville

**Vaughan, Suzanne**

(1987), Associate Professor of Sociology; B.A., Roanoke College; M.A., University of New Mexico; Ph.D., Ohio State University

**Vickrey, Don W.**

(1992), Professor of Accountancy; B.B.A., University of Houston; M.B.A., Ph.D., University of Texas, Austin

**W****Waldman, David A.**

(1995), Professor of Management; B.A., University of Kentucky; M.S., Ph.D., Colorado State University

**Waldron, Kathleen M.**

(2002), Lecturer of Gerontology; B.A., University of Dayton; M.S., University of Texas, Dallas

**Waldron, Vincent R.**

(1992) Professor of Communication Studies; B.A., M.A., University of Arizona; Ph.D., Ohio State University

**Webb, Vincent J.**

(1996), Professor of Administration of Justice; B.A., University of Omaha; M.A., University of Nebraska, Omaha; Ph.D., Iowa State University

**Wertheimer, Eric H. R.**

(1995), Associate Professor of American Literature; B.A., Haverford College; M.A., Ph.D., University of Pennsylvania

**Wetzel, Keith**

(1991), Professor of Educational Technology; B.A., Greenville College; M.A., Goddard College; M.A., Ph.D., University of Oregon

**Wilhelm, Lance A.**

(2002), Lecturer of Technology in Education; B.S., M.S., Iowa State University. PhD pending – August

**Williams, Mia K.**

(2002), Lecturer of Technology in Education; B.S., Northern Arizona University; M.Ed., Arizona State University West

**Wilson, Denward J.**

(1989), Lecturer of Philosophy; B.A., Arizona State University; M.A., University of California, Davis

**Wise, John Macgregor**

(1999), Associate Professor of Communication Studies; Chair, Department of Communication Studies; B.A., Trinity University; M.A., Ph.D., University of Illinois, Urbana-Champaign

**Wosinska, Wilhelmina**

(1994), Senior Lecturer of Social Psychology; B.A., University of Warsaw (Poland); M.A., Ph.D., Jagiellonian University (Poland)

**Y****Yungbluth, Stephen C.**

(2000), Lecturer of Communication Studies; B.A., Xavier University; M.A., University of Kentucky

**Z****Zambo, Ronald W.**

(1991), Associate Professor of Mathematics Education; B.S., Indiana University, Bloomington; M.A., Ph.D., University of South Florida

**Zorita, Paz Méndez-Bonito**

(1993), Associate Professor of Social Work; A.S., School of Social Work of Gijon (Spain); M.S.S.A., Ph.D., Case Western Reserve University

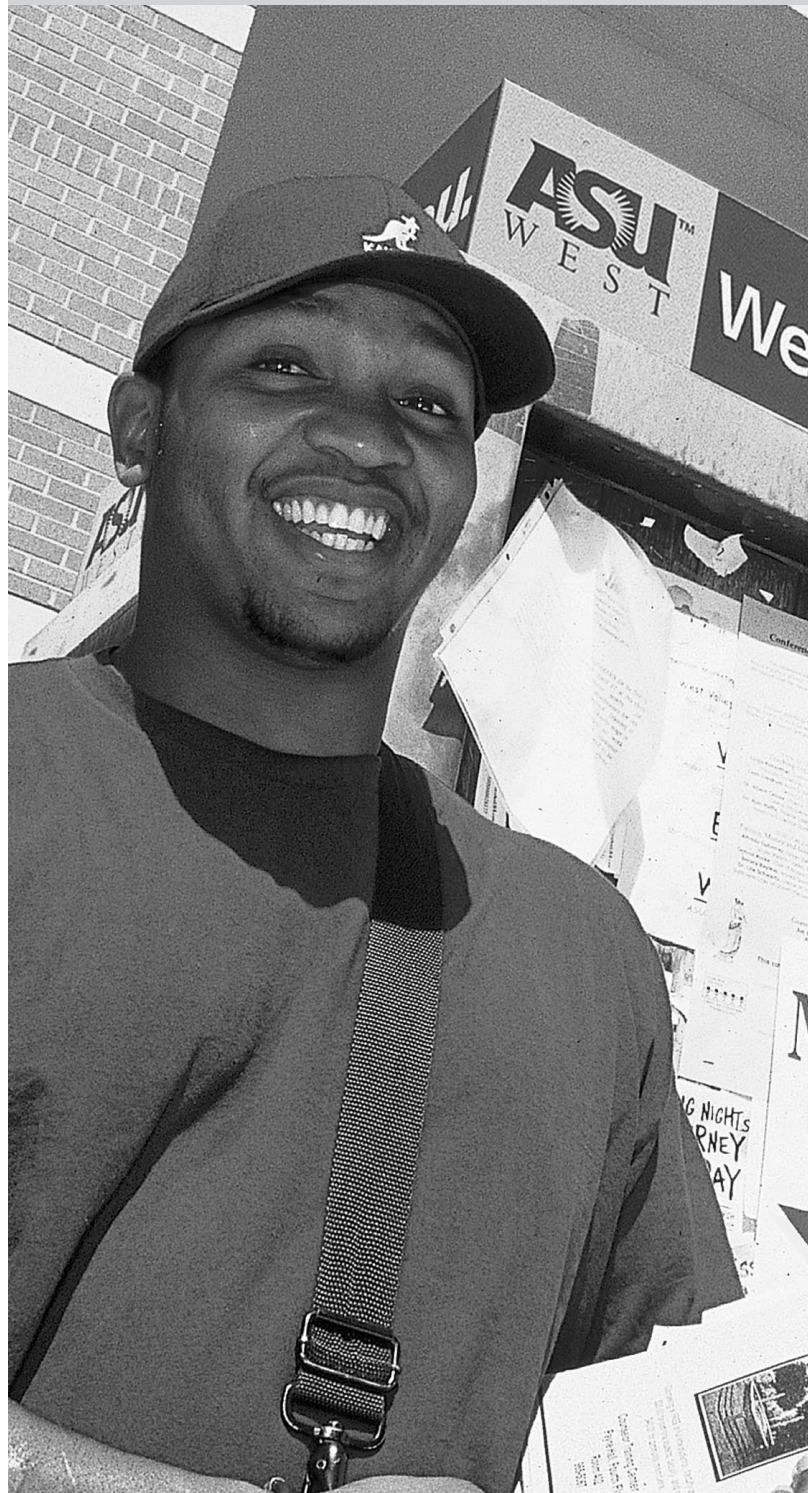
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# Campus Directory



# CAMPUS DIRECTORY (AREA CODE 602)

DEPARTMENT	LOCATION	TELEPHONE
Academic Affairs	FAB N301	543-4500
Academic Programs and Graduate Studies	FAB S301	543-4567
Academic Units (Administrative and Faculty Offices)		
Arts and Sciences, College of	FAB N201	543-6000
American Studies, Department of	FAB N220	543-6090
Ethnic Studies Program	FAB N204	543-6007
Integrative Studies, Department of	FAB N279	543-6003
Interdisciplinary Arts and Performance, Department of	FAB N205	543-6057
Life Sciences, Department of	CLCC 210B	543-6050
Master of Arts in Interdisciplinary Studies	FAB N201F	543-6241
Religious Studies Program	FAB N221	543-6093
Social and Behavioral Sciences, Department of	FAB N250	543-6058
Women's Studies Program	FAB N291	543-3300
Barrett Honors College	UCB 201	543-4503
Collaborative Programs, Division of	UCB 201	543-4600
Applied Science Program	FAB N206	543-4BAS
First-Year Advising Center	UCB 105	543-WCAC
University-College Center	UCB 201	543-4222
West Campus Advising Center	UCB 201	543-WCAC
Education, College of	FAB S200L-1	543-6300
Elementary Education, Department of	FAB S218	543-6315
Secondary Education, Department of	FAB S251A	543-6445
Special Education, Department of	FAB S252	543-6380
Graduate Studies and Professional Development, Department of	FAB S220	543-3634
Human Services, College of	FAB S105A	543-6600
Administration of Justice, Department of	FAB S270C-1	543-6607
Communication Studies, Department of	FAB S141C	543-6606
Gerontology Program	FAB S121	543-6647
Master of Arts in Communication Studies	FAB S116-1	543-6266
Master of Arts in Criminal Justice	FAB S270C-2	543-6225
Master of Social Work	FAB S149	543-4679
Nursing	FAB N290B	543-6605
Recreation and Tourism Management, Department of	FAB S115A	543-6603
Social Work, Department of	FAB S126	543-6602
Library, Fletcher	FLHLB	543-8501
School of Management	FAB N101	543-6200
Accounting and Information Systems Management, Department of	FAB S190-1	543-6275
Economics, Finance, Marketing and Quantitative Business Analysis, Department of	FAB N120-A	543-6101
Management, Department of	FAB N120-D	543-6204
Master of Business Administration (MBA) Program	FAB N151	543-6201
Admission Services	UCB 120	543-8203
Advising, General	UCB 201	543-WCAC
Associated Students of ASU West	UCB 226	543-8186
ASU West		543-5500
Auxiliary Services	UCB 267	543-7700
A.V. Equipment	FAB S319	543-HELP
Bookstore	UCB 140	543-6800
Child Development and Family Studies Center	UCB N190	543-5437
Copy Center	FAB B23	543-5575
Copy Express	FLHLB 111	543-5502
Credit Union (Arizona State Savings & Credit Union)	WIB	644-4620
Facilities Management	CTRSV	543-3200
Financial and Auxiliary Services	FABNX 136	543-7750
Cashier	UCB 101	543-6709
Student Accounts	UCB 101	543-6708
Accounts Receivable	UCB 101	543-6709
Registration Fee Payment	UCB 101	543-6708
Student Aid Disbursement	UCB 101	543-6708

# CAMPUS DIRECTORY (AREA CODE 602)

DEPARTMENT	LOCATION	TELEPHONE
Food Services	UCB	543-FOOD
Graduate Studies	FAB S301	543-4567
Honors College, Barrett	UCB 201	543-4503
Human Resources	FABNX	543-8400
Information Desk	FAB Lobby	543-5500
Information Desk	UCB 160	543-5505
Institutional Advancement	FAB S361	543-5300
Instructional Television (information)		543-4357
Instructional Television (operations)	SANDS 121	543-5595
IT Helpline	FAB S319	543-HELP
Learning Enhancement Center	FLHLB LL2	543-6151
Lost and Found	UCB 160	543-5505
Mail Services	CTRSV	543-POST
Native American Student Services Programs	UCB 201	543-8138
Parking Services		
Decals, Appeals	WIB	543-PARK
Provost	FAB N303	543-7000
Public Safety, Department of		
Emergency Fire, Police & Medical		911
Other services	CTRSV	543-3456
Research Consulting Center/Statistics Lab	CLCC 104	543-6117
Residency Classification	UCB 120	543-8203
Room Scheduling	UCB 260	543-7751
Student Affairs		
Administration, Dean of Students	UCB 301	543-8152
Admission Services	UCB 120	543-8203
Career Services and Personal Counseling Center	UCB 320	543-8124
Disability Resource Center	UCB 130	543-8145
TDD (Telecommunication Device for Deaf)		543-4327
Financial Aid Services	UCB 120	543-8178
International Student Services Programs	UCB 220	543-8201
Multicultural Student Services	UCB 220	543-8148
Recruitment and Outreach	UCB 201	543-8217
Registration Services	UCB 120	543-8203
Student Employment	UCB 120	543-8178
Student Health Services	UCB 170	543-8019
Student Life	UCB 220	543-8200
Technical Support & Analysis	UCB 304	543-8107
Testing Services	WIB 102	543-8136
TRiO Student Support Services Program	UCB 220	543-8121
Veteran Student Services	UCB 120	543-8220
Technopolis	FLHLB/Lower Level	543-8277
University Center Building Management	UCB 267	543-7700
University-College Center	UCB 201	543-4222
Vending Machines, Problems and Refunds	FAB Lobby/UCB 160	543-5500
Wellness and Fitness Facility	UCB B119A/Lower Level	543-3488
West Campus Advising Center	UCB 201	543-WCAC
Women's Studies Resource Center	UCB 323	543-3421

## Building Codes

Classroom Lab/Computer Classroom Building	CLCC
Classroom Annex	CRNX
Central Services Complex	CSC
Faculty and Administration Building	FAB

Faculty and Administration Building Annex	FABNX
Fletcher Library	FLHLB
Interdisciplinary Arts and Performance Annex	IAPNX
Sands Classroom Building	SANDS
University Center Building	UCB
Welcome and Information Building	WIB

# WEB DIRECTORY

DEPARTMENT	WEB ADDRESS
ASU West	<a href="http://www.west.asu.edu">www.west.asu.edu</a>
Academic Affairs	<a href="http://www.west.asu.edu/acadaffairs">www.west.asu.edu/acadaffairs</a>
Academic Calendar	<a href="http://www.west.asu.edu/registrar/acalendar.shtm">www.west.asu.edu/registrar/acalendar.shtm</a>
Admission Services	<a href="http://www.west.asu.edu/admissions">www.west.asu.edu/admissions</a>
Advising, General (West Campus Advising Center)	<a href="http://www.west.asu.edu/wcac">www.west.asu.edu/wcac</a>
Associated Students of ASU West	<a href="http://www.west.asu.edu/asasuw">www.west.asu.edu/asasuw</a>
Bookstore	<a href="http://www.west.asu.edu/adaff/auxs/bookstore">www.west.asu.edu/adaff/auxs/bookstore</a>
Catalog	<a href="http://www.west.asu.edu/acadaffairs/catalog">www.west.asu.edu/acadaffairs/catalog</a>
Campus Links	
ASU Main	<a href="http://www.asu.edu">www.asu.edu</a>
ASU East	<a href="http://www.east.asu.edu">www.east.asu.edu</a>
Calendar of Events	<a href="http://www.west.asu.edu/calendar">www.west.asu.edu/calendar</a>
Career Services and Personal Counseling	<a href="http://www.west.asu.edu/cspc">www.west.asu.edu/cspc</a>
Clubs and Organizations	<a href="http://www.west.asu.edu/studentlife">www.west.asu.edu/studentlife</a>
Colleges/Schools	
Arts and Sciences, College of	<a href="http://www.west.asu.edu/coas">www.west.asu.edu/coas</a>
Barrett Honors College	<a href="http://www.asu.edu/honors">www.asu.edu/honors</a> <a href="http://www.west.asu.edu/honors">www.west.asu.edu/honors</a>
Collaborative Programs, Division of	<a href="http://www.west.asu.edu/dcp">www.west.asu.edu/dcp</a>
Education, College of	<a href="http://www.west.asu.edu/coe">www.west.asu.edu/coe</a>
Human Services, College of	<a href="http://www.west.asu.edu/chs">www.west.asu.edu/chs</a>
Nursing, College of (ASU Main)	<a href="http://nursing.asu.edu">nursing.asu.edu</a>
Management, School of	<a href="http://www.west.asu.edu/som">www.west.asu.edu/som</a>
Course Descriptions	<a href="http://www.west.asu.edu/curriculum">www.west.asu.edu/curriculum</a>
Credit Union (Arizona State Savings & Credit Union)	<a href="http://www.azstcu.org">www.azstcu.org</a>
Disability Resource Center	<a href="http://www.west.asu.edu/drc">www.west.asu.edu/drc</a>
Financial Aid Services	<a href="http://www.west.asu.edu/financialaid">www.west.asu.edu/financialaid</a>
First-Year Advising Center	<a href="http://www.west.asu.edu/wcac">www.west.asu.edu/wcac</a>
Food Services	<a href="http://www.west.asu.edu/adaff/auxs/food_services">www.west.asu.edu/adaff/auxs/food_services</a>
Graduate Studies	<a href="http://www.west.asu.edu/graduate">www.west.asu.edu/graduate</a>
Human Resources	<a href="http://www.west.asu.edu/adaff/hr/hr.html">www.west.asu.edu/adaff/hr/hr.html</a>
Index to ASU West Website	<a href="http://www.west.asu.edu/asuw2/index">www.west.asu.edu/asuw2/index</a>
Information Technology	<a href="http://www.west.asu.edu/itweb">www.west.asu.edu/itweb</a>
International Student Support Services	<a href="http://www.west.asu.edu/international">www.west.asu.edu/international</a>
Learning Enhancement Center	<a href="http://www.west.asu.edu/lec">www.west.asu.edu/lec</a>
Library Services	<a href="http://www.west.asu.edu/library">www.west.asu.edu/library</a>
Majors and Degree Programs	<a href="http://www.west.asu.edu/acprogs">www.west.asu.edu/acprogs</a>
Multicultural Student Services	<a href="http://www.west.asu.edu/multicultural">www.west.asu.edu/multicultural</a>
Parking Services	<a href="http://www.west.asu.edu/adaff/auxs/parking">www.west.asu.edu/adaff/auxs/parking</a>
Recruitment and Outreach Services	<a href="http://www.west.asu.edu/recruitment">www.west.asu.edu/recruitment</a>
Registrar	<a href="http://www.west.asu.edu/registrar">www.west.asu.edu/registrar</a>
Research Consulting Center/Statistics Lab	<a href="http://www.west.asu.edu/rcc">www.west.asu.edu/rcc</a>
Residency Classification	<a href="http://www.west.asu.edu/admissions">www.west.asu.edu/admissions</a>
Schedule of Classes	<a href="http://www.west.asu.edu/registrar">www.west.asu.edu/registrar</a>
Student Accounts	<a href="http://www.west.asu.edu/adaff/fas/finstud.htm">www.west.asu.edu/adaff/fas/finstud.htm</a>
Student Affairs	<a href="http://www.west.asu.edu/sa">www.west.asu.edu/sa</a>
Student Employment	<a href="http://www.west.asu.edu/financialaid/stdemploy.htm">www.west.asu.edu/financialaid/stdemploy.htm</a>
Student Handbook	<a href="http://www.west.asu.edu/studenthandbook">www.west.asu.edu/studenthandbook</a>
Student Health Services	<a href="http://www.west.asu.edu/studenthealth">www.west.asu.edu/studenthealth</a>
Student Life	<a href="http://www.west.asu.edu/studentlife">www.west.asu.edu/studentlife</a>
Veteran Services	<a href="http://www.west.asu.edu/veteran">www.west.asu.edu/veteran</a>
Wellness and Fitness Facility	<a href="http://www.west.asu.edu/adaff/auxs/fitness">www.west.asu.edu/adaff/auxs/fitness</a>
West Campus Advising Center	<a href="http://www.west.asu.edu/wcac">www.west.asu.edu/wcac</a>

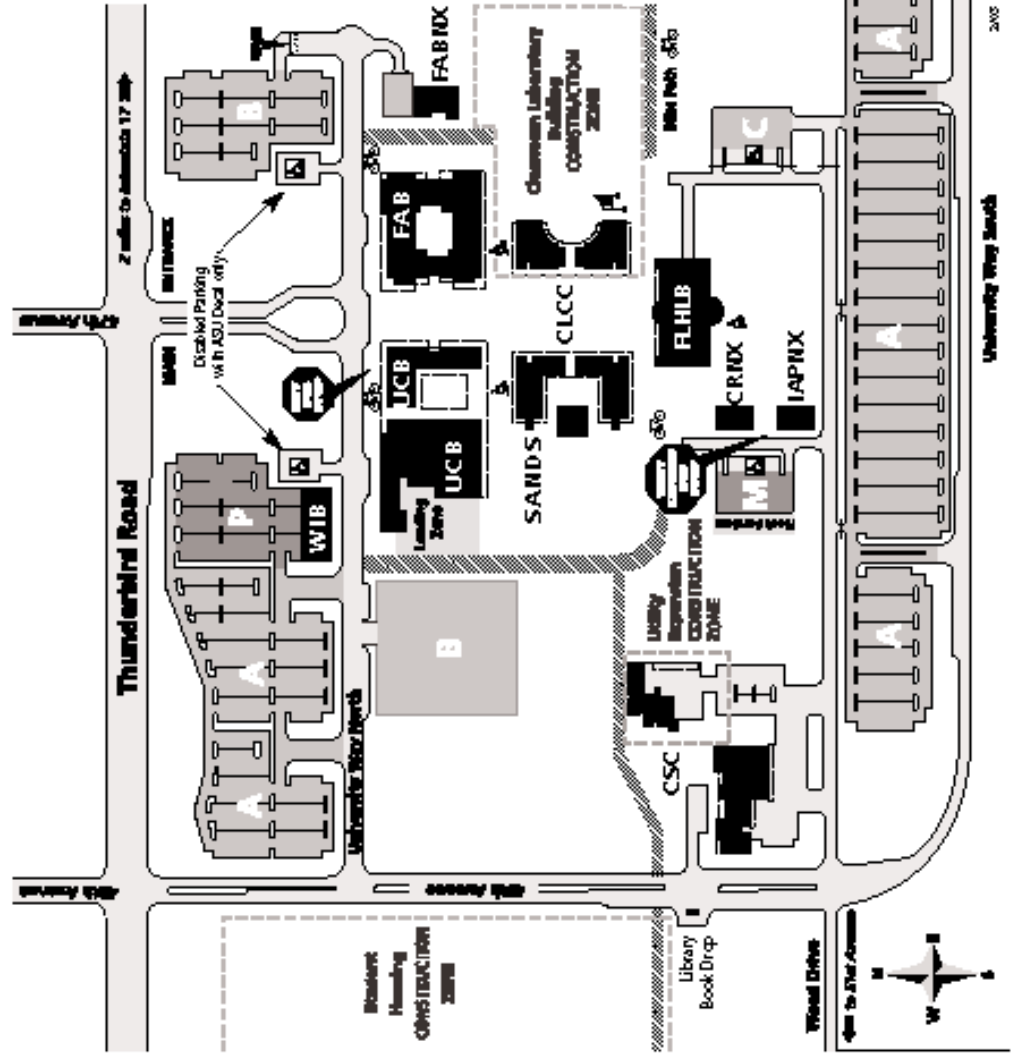
**BUILDING LEGEND**

- Welcome & Information Building (WIB)**  
 Campus Information Center  
 Parking Services Office  
 Arizona State Savings & Credit Union  
 University Center Building (UCB)  
 Admission Services  
 Bank of America ATM  
 Bookstore  
 Cafeteria  
 Career Services/Personal Counseling Center  
 Carter's Office  
 Child Care Center  
 Disability Resource Center  
 Division of Collaborative Programs  
 Financial Aid/Student Employment  
 Information Desk  
 La Sala A, B, C  
 Multicultural Student Services  
 Registration Services  
 Second Stage West Theatre  
 Student & Affairs Administration  
 Student Health Services  
 Student Life  
 Student Support Services Program  
 University College Center  
 Weisron Student Services  
 Wellness Fitness Center  
 West Campus Advising Center  
 Women's Studies Resource Center  
 Sandt (classroom building) (SANDS)  
 Copy Express  
 Kiva Lecture Hall  
 Sand Trapnook bar
- Faculty/Administration Building (FAB)**  
 Academic Affairs  
 Academic/Faculty Offices  
 Basement Classrooms  
 College of Arts & Sciences  
 College of Education  
 College of Humanities Services  
 Copy Center  
 Information Technology  
 Instructional Technology Lab  
 Information Desk  
 Institutional Advancement  
 Office of the Provost  
 School of Management  
 FAB Annex (FABUX)  
 Office of the Executive Vice Provost  
 Human Resources  
 Fletcher Library (FLHLB)  
 Technopolis  
 Learning Enhancement Center  
 Interdisciplinary Arts Annex (IAPNX)  
 Classroom Annex (CRIOX)  
 Central Services Complex (CSC)  
 DPS/University Police  
 Mail Services  
 Facilities Development & Management  
 Central Plant  
 Classroom Lab/Computer Classroom Building (CLOC)

**SYMBOLS LEGEND**

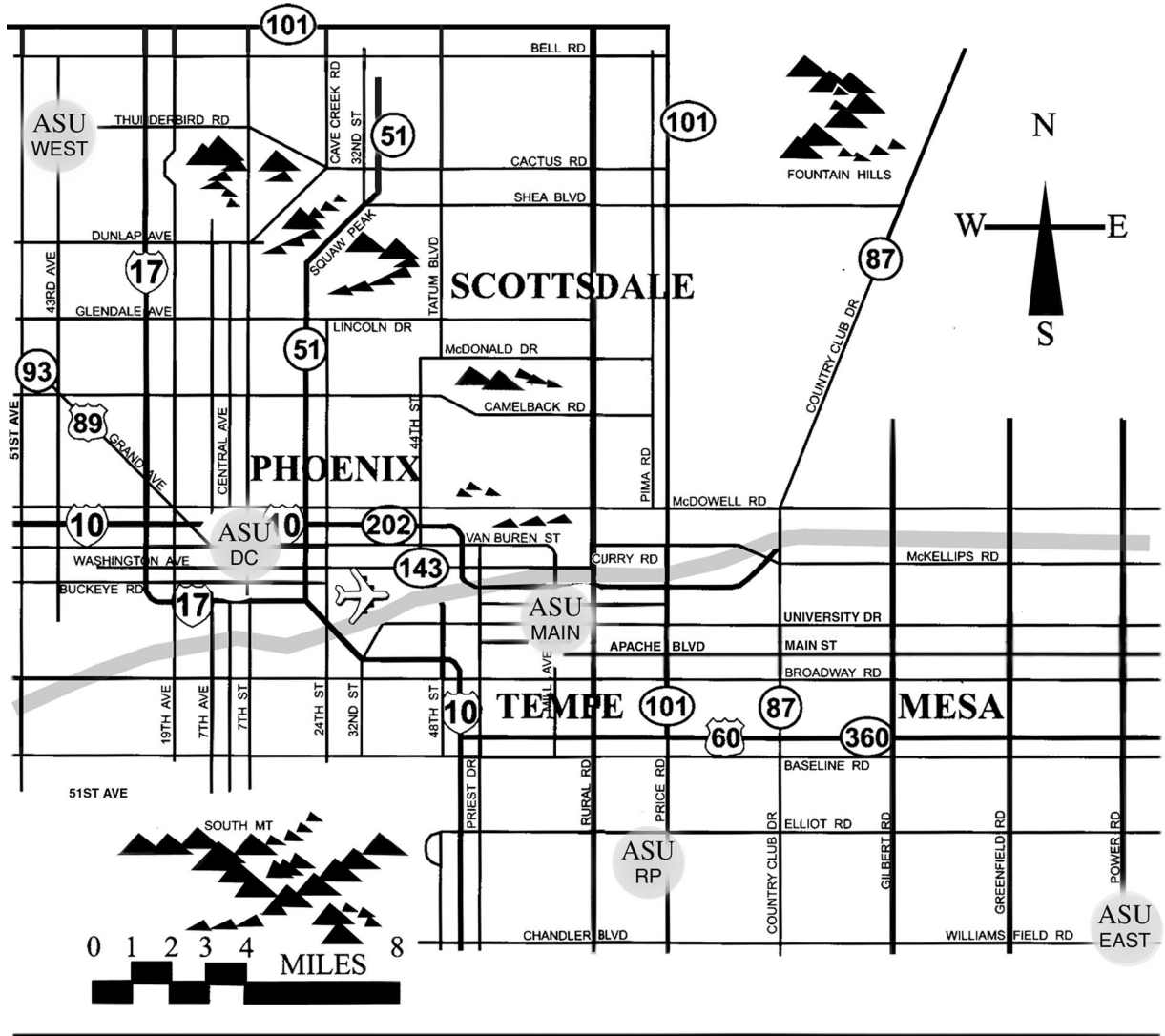
- Disabled Decal Parking  
 Metered Parking (RS/par 5-minutes)  
 Visitor Parking (RS/par 6-20 hours, maximum of \$5.00 20 hours)  
 Accessible Ramp  
 Bicycle Racks
- A** Decal Parking (Students, faculty & staff only)  
**B** Faculty/Staff Decal Parking (7 a.m. to 5:30 p.m.; Student decal penalty allowed after 5:30 p.m.)  
**C** Faculty/Staff Decal Parking (24 hours/day)

Parking regulations are enforced at all times. Decals are required on campus from 7 a.m. through 10 p.m. Meters are enforced from 7 a.m. until 10 p.m.



**ASU** ARIZONA STATE UNIVERSITY WEST

(602) 543-5500 • [www.west.asu.edu](http://www.west.asu.edu)  
 Street Address: 4701 West Thunderbird Road • Glendale, AZ 85308-4908  
 Mailing address: PO Box 37100, Phoenix, AZ 85069-7100




ASU MAIN ASU Main  
Near Downtown Tempe

ASU DC ASU Downtown Center  
Monroe and Fifth Streets,  
Phoenix

ASU EAST ASU East  
Power and Williams Field Roads,  
Mesa

ASU RP ASU Research Park  
Price and Elliot Roads,  
Tempe

ASU WEST ASU West  
43rd Avenue and  
Thunderbird Road

 Phoenix Sky Harbor  
International Airport



*Index* **290**

*Course Prefix Index* **304**

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