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# Division of Undergraduate Academic Services

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The Division of Undergraduate Academic Services (DUAS) is a primary source of academic support for students, faculty, and staff. The division coordinates and offers academic programs and services designed to enhance the academic experience of ASU undergraduate students. The goals of the division are to play a major role in student retention, provide students the support necessary for successful completion of their first year and beyond, and offer students learning experiences that complement those provided by other academic units.

The division includes these units:

- Academic Advising Services
- Academic Community Engagement Services
- Academic Success Programs
- Bachelor of Interdisciplinary Studies
- Degree Audit Reporting System
- General Studies

## ACADEMIC ADVISING SERVICES

DUAS Academic Advising Services provides advising for a diverse group of students, including all undeclared or no preference majors, B.I.S. and pre-B.I.S. majors, and students in transition who may be changing majors or transferring to ASU.

Academic advising is a partnership between the student and the advisor. Each has a mutual investment in the advising and its outcome. Good academic advising is the foundation for successfully completing a bachelor's degree.

Academic advisors assist students in selecting a major by suggesting complementary choices among the offerings in the General Studies curriculum. Advisors also encourage students to explore and identify majors consistent with the students' interests, values, and goals. Advisors help students understand university academic requirements, and policies and procedures.

General advisors are located in UASB 129 and can be reached by phone at 480/965-4464, or by accessing the Web site at [www.asu.edu/duas/cas](http://www.asu.edu/duas/cas). B.I.S. advisors are located in UASB 203 and can be reached by phone at 480/965-1970, or by accessing the Web site at [www.asu.edu/duas/bis](http://www.asu.edu/duas/bis).

## ACADEMIC COMMUNITY ENGAGEMENT SERVICES

Academic Community Engagement Services supports community-based learning activities for service learning and work-study eligible students. For more information, call 480/727-6382.

### Service Learning Program

Students who enroll in the Service Learning Program credit-bearing internships participate in academically based service activities that

1. integrate and enhance academic curriculum and community experiences;
2. meet community-identified needs;
3. foster civic responsibility;
4. support reciprocal learning; and
5. include structured reflection time.

The Service Learning Program and associated departments offer ASU freshmen through graduate students the opportunity to develop a sense of shared mission and community with their classmates as they provide educational support and enrichment to a diverse group of Phoenix-area children through adults in structured, supervised environments. These service internships can be "linked" to many different discipline areas. Most service learning students provide after-school tutoring or lead children in hands-on science and math activities. Footnote 34 denotes service learning sections in the *Schedule of Classes*.

### America Reads and America Counts

**America Reads.** Through the America Reads program, Federal Work-Study students are paid to work one-on-one with academically at-risk children in the community. The term "at-risk" describes children (grades 1–9) who live in low-income areas and are likely to drop out of high school. The goal of the America Reads tutoring program is to increase each child's literacy skills to grade level. In the after-school programs, tutors assist children with homework as well as create fun, hands-on activities to exercise academic skills. Tutors also assist preschool children in developing early literacy skills and their parents in learning English.

**America Counts.** Through the America Counts program, Federal Work-Study students are paid to work with academically at-risk children (grades 1–3) in the community to increase math scores and comprehension. In these after-school programs, tutors assist children with homework as well as create hands-on activities to teach math concepts in a fun way.

**ACADEMIC SUCCESS PROGRAMS**

**Campus Match**

Campus Match is a first-semester fall program that gives freshmen the opportunity to attend classes in small learning communities according to their academic interest. Students choose a “cluster” of classes from a wide variety of offerings. Each cluster is limited to 25 students who enroll in and attend classes together. All students attend a weekly peer-led seminar that facilitates their social and academic adjustment to the university.

**Academic Success at the University Courses**

The purpose of the UNI courses is to assist first-year, transfer, and reentry students in making a successful transition to the university. Students learn university resources, policies and procedures, study skills, values and goal setting, human diversity, academic and career planning, and other skills.

**ACADEMIC SUCCESS AT THE UNIVERSITY (UNI)**

**UNI 100 Academic Success at the University. (3)**

*fall, spring, summer*

Orientation to campus resources, study skills, and other academic and social issues for college students. Introduces an understanding of human diversity, values, and perspectives as they relate to student success. Lecture, seminar, discussion. Prerequisite: freshman or sophomore or transfer student.

**UNI 101 Student Success Seminar. (1)**

*fall and summer*

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.

**UNI 484 Service Learning Internship. (1–12)**

*fall, spring, summer*

Fee.

**UNI 494 Special Topics. (1–4)**

*fall and spring*

Topics may include the following:

- Science is Magic Internship. (3)  
Presents science demonstrations to K–8 children at their schools. Interns are trained by personnel from the Center for Solid State Science. This internship does not follow the format of the others.

**Omnibus Courses.** For an explanation of courses offered but not specifically listed in this catalog, see “Omnibus Courses,” page 63.

**Summer Bridge**

Summer Bridge is a program designed to assist first-semester freshmen in making the transition from high school to university life. Summer Bridge is a five-week program that provides a full academic curriculum in conjunction with a rich student development experience. The program assists participants in acclimating to campus, accessing student support programs and services, and enhancing classroom and personal skills.

**Writing Across the Curriculum (WAC)**

**Curriculum Development and Support.** WAC Curriculum Development and Support is designed to assist in enhancing the quality of writing and critical thinking skills of university students.

WAC specialists consult with faculty on methods of developing and integrating writing assignments into course content. The specialists also provide customized in-class writing workshops designed to assist students in researching and responding to writing assignments.

**Writing Center.** The Writing Center provides students with one-on-one and group tutoring in writing skills. Rather than proofreading or editing students’ writing, the Writing Center teaches students the skills they need to improve their writing processes and products.

**BACHELOR OF INTERDISCIPLINARY STUDIES**

The Bachelor of Interdisciplinary Studies (B.I.S.) program is intended for the student who has academic interests that might not be satisfied with existing majors. Building on two academic concentrations (or one double concentration) and an interdisciplinary core, students in the B.I.S. program take an active role in creating their educational plans and defining their career goals. The B.I.S. program emphasizes written communication, versatility, and critical thinking—skills desired in the 21st century workplace. Self-assessment and appraisal of opportunities to support academic and career goals are key elements in the core courses.

At ASU Main, students must first complete the B.I.S. Cyber Workshop found at [www.asu.edu/duas/bis](http://www.asu.edu/duas/bis) and then meet with an advisor before declaring the B.I.S. major. For more information, visit UASB 203, or call 480/965-1970. For information about the program at ASU East, see “Interdisciplinary Studies—B.I.S.,” page 615.

The combination of areas of concentration gives students flexibility in creating a unique program to accomplish individualized academic goals. These combinations illustrate a range of examples:

1. anthropology and religious studies;
2. communication and small business;
3. communication and sociology;
4. dance and wellness foundations;
5. economics and Spanish;
6. justice studies and political science;
7. nonprofit/youth agency administration and theatre; and
8. psychology and women’s studies.

**Basic Requirements**

The B.I.S. degree requires 120 semester hours. The major is composed of a 12-semester-hour core and a minimum of 36 semester hours in two concentrations of at least 18 semester hours each or in one double concentration. Throughout the core sequence, the student assembles a portfolio including self-assessment of progress toward career goals and an evaluation of key educational and personal activities that may apply. All core courses must be completed with a grade of “C” (2.00) or higher.

**Core Courses**

BIS	301	Foundations of Interdisciplinary Studies L	.....3
BIS	302	Interdisciplinary Principles	.....3
BIS	401	Applied Interdisciplinary Studies	.....3
BIS	402	Senior Seminar L	.....3
Total			.....12

L literacy and critical inquiry / MA mathematics / CS computer/statistics/ quantitative applications / HU humanities and fine arts / SB social and behavioral sciences / SG natural science—general core courses / SQ natural science—quantitative / C cultural diversity in the United States / G global / H historical / See “General Studies,” page 91.

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### Other Requirements

In addition to the basic requirements, students must complete all university requirements, including First-Year Composition and General Studies. Early advising is recommended to facilitate selecting courses that may apply to both the General Studies requirements and the areas of concentration.

**Declaring the B.I.S. Major.** Completing the B.I.S. Cyber Workshop (located on the Web at [www.asu.edu/duas/bis](http://www.asu.edu/duas/bis)) and then receiving academic advising from B.I.S. Advising Services are required before being approved to declare the B.I.S. major. In addition, the student must

1. complete at least 56 semester hours of university credit;
2. be in academic good standing;
3. complete two courses in each concentration with a minimum grade of “C” (2.00) before enrolling in BIS 301; and
4. complete the university mathematics and First-Year Composition requirements.

A student can declare a pre-B.I.S. major before meeting these requirements if he or she is in academic good standing.

### Approved Concentrations

Each concentration requires a minimum of 18 semester hours, with a grade of “C” (2.00) or higher. A minimum of 12 of these hours must be in upper-division courses. The concentrations—shown in the “B.I.S. Concentrations” table, page 125—are mostly based on existing minors or certificate programs and should represent academic interests that the student wishes to integrate into a meaningful program. Concentrations based on minors or certificates with fewer than 18 hours have additional semester hours required. Complete information on each concentration is available by visiting UASB 203 or by accessing the B.I.S. Web site at [www.asu.edu/duas/bis](http://www.asu.edu/duas/bis).

A minimum of three semesters is required to complete the core sequence. BIS 301 is taken first and is the prerequisite to BIS 302. BIS 301 and 302 are prerequisites to 401 and 402, which may be taken concurrently; however, BIS 401 is a corequisite or prerequisite for 402. To enroll in BIS 401, a student must apply for the course during the semester before desired enrollment.

### BACHELOR OF INTERDISCIPLINARY STUDIES (BIS)

#### BIS 301 Foundations of Interdisciplinary Studies. (3)

*fall and spring*

Introduces concepts and methods of interdisciplinary study by critically examining anticipated 21st-century workplace and civic trends. Lecture, seminar, discussion. Prerequisites: B.I.S. major; 2.00 GPA.

*General Studies: L*

#### BIS 302 Interdisciplinary Principles. (3)

*fall and spring*

Explores interdisciplinarity and integration as applied to various approaches of human inquiry. Lecture, seminar, discussion. Prerequisite: BIS 301.

#### BIS 401 Applied Interdisciplinary Studies. (3)

*fall and spring*

Applies interdisciplinary problem-solving skills in internships, service-learning, or research; may involve individual or group projects

combining both concentrations. Prerequisites: BIS 301, 302; prior application.

#### BIS 402 Senior Seminar. (3)

*fall and spring*

Capstone course helps integrate classroom and experiential learning. Students choose among course topics that address their interests. Lecture, seminar, discussion. Prerequisites: BIS 301, 302. Pre- or corequisite: BIS 401.

*General Studies: L*

**Omnibus Courses.** For an explanation of courses offered but not specifically listed in this catalog, see “Omnibus Courses,” page 63.

### Academic Good Standing

For purposes of retention, academic good standing for no preference and pre-B.I.S./B.I.S. majors is defined in the following “Academic Good Standing” table.

Academic Good Standing	
Total Earned Hours	Minimum Cumulative GPA
24 or fewer	1.60
25 to 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 on probation has one semester to raise his or her GPA to meet the academic good standing criteria; otherwise, the student is disqualified. A student who has been disqualified is not permitted to enroll for the fall or spring semester.

Students who wish to declare no preference major status must be in academic good standing as defined above. First-semester freshmen who do not enter ASU as a no preference major may declare no preference status before the registration transaction deadline during their first semester.

Students who wish to declare pre-B.I.S. major status must be in academic good standing as defined above. Students who wish to declare B.I.S. major status must have 56 total semester hours completed and must have a cumulative GPA of 2.00 or higher.

### Degree Audit Reporting System (DARS)

DARS is an online tool that provides students with consistent, accurate information regarding their academic requirements. Through this system, a degree audit is produced that matches a student’s completed courses against degree program requirements. The audit allows students to assess their progress toward their degree or to determine how their earned credits would apply if they were to pursue another degree program. Undergraduate students may obtain a degree audit on the Student Online Services Web site: [www.asu.edu/sos](http://www.asu.edu/sos). Degree audits are processed every 20 minutes.

### GENERAL STUDIES

All students enrolled in a baccalaureate degree program must satisfy the General Studies requirement. For more information, see “University Graduation Requirements,” page 87, and “General Studies,” page 91.

**B.I.S. Concentrations**

Concentration	College	Campus	Page
African American studies	College of Liberal Arts and Sciences	Main	333
American Indian studies	College of Public Programs	Main	467
Anthropology	College of Liberal Arts and Sciences	Main	337
Applied biological sciences	East College	East	619
Architectural studies	College of Architecture and Environmental Design	Main	140
Art history	Katherine K. Herberger College of Fine Arts	Main	273
Asian Pacific American studies	College of Public Programs	Main	468
Asian studies	College of Liberal Arts and Sciences	Main	326
Astronomy	College of Liberal Arts and Sciences	Main	428
Biology <sup>1</sup>	College of Liberal Arts and Sciences	Main	405
Business	W. P. Carey School of Business	Main	165
Chemistry	College of Liberal Arts and Sciences	Main	344
Chicana and Chicano studies	College of Liberal Arts and Sciences	Main	348
Chinese	College of Liberal Arts and Sciences	Main	387
Classical studies—Greek	College of Liberal Arts and Sciences	Main	326
Classical studies—Latin	College of Liberal Arts and Sciences	Main	326
Communication	College of Public Programs	Main	470
Computational mathematical sciences	College of Liberal Arts and Sciences	Main	418
Dance	Katherine K. Herberger College of Fine Arts	Main	289
Design studies	College of Architecture and Environmental Design	Main	145
East Asian studies	College of Liberal Arts and Sciences	Main	326
Economics	College of Liberal Arts and Sciences	Main	351
Economics for students planning a career in law	College of Liberal Arts and Sciences	Main	351
Education	College of Education	Main	201
English—creative writing <sup>2</sup>	College of Liberal Arts and Sciences	Main	353
English—linguistics concentration <sup>2</sup>	College of Liberal Arts and Sciences	Main	353
English—literature concentration <sup>2</sup>	College of Liberal Arts and Sciences	Main	353
English—writing certificate <sup>2</sup>	College of Liberal Arts and Sciences	Main	353
Environmental science <sup>3, 4</sup>	—	—	—
Ethics	College of Liberal Arts and Sciences	Main	326
Family studies/child development	College of Liberal Arts and Sciences	Main	359
French	College of Liberal Arts and Sciences	Main	387
Geography <sup>5</sup>	College of Liberal Arts and Sciences	Main	363
Geography—environmental geography <sup>5</sup>	College of Liberal Arts and Sciences	Main	363
Geography—geographical information science <sup>5</sup>	College of Liberal Arts and Sciences	Main	363
Geography—geography for business <sup>5</sup>	College of Liberal Arts and Sciences	Main	363
Geography—international geography <sup>5</sup>	College of Liberal Arts and Sciences	Main	363
Geological sciences	College of Liberal Arts and Sciences	Main	368
German	College of Liberal Arts and Sciences	Main	387
Gerontology <sup>6</sup>	College of Human Services	West	677

<sup>1</sup> Students may not use more than one concentration in the life sciences: biology, microbiology, and plant biology.

<sup>2</sup> Students may not use more than one English concentration.

<sup>3</sup> The program may award a certificate upon completion.

<sup>4</sup> This is a double concentration.

<sup>5</sup> Students may not use more than one geography concentration.

<sup>6</sup> Although this concentration is administered by ASU West, the B.I.S. is available only to students at ASU Main and ASU East.

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**B.I.S. Concentrations (continued)**

Concentration	College	Campus	Page
Global family <sup>3</sup>	—	—	—
Hazardous materials and waste management	College of Technology and Applied Sciences	East	654
History	College of Liberal Arts and Sciences	Main	371
Humanities	College of Liberal Arts and Sciences	Main	377
Interior design history	College of Architecture and Environmental Design	Main	145
International business studies <sup>3</sup>	W. P. Carey School of Business	Main	182
Italian	College of Liberal Arts and Sciences	Main	387
Japanese	College of Liberal Arts and Sciences	Main	387
Jewish studies	College of Liberal Arts and Sciences	Main	328
Justice studies	College of Public Programs	Main	478
Kinesiology	College of Liberal Arts and Sciences	Main	380
Landscape studies	College of Architecture and Environmental Design	Main	155
Latin American studies	College of Liberal Arts and Sciences	Main	328
Mass communication	College of Public Programs	Main	475
Mathematics	College of Liberal Arts and Sciences	Main	418
Medieval and Renaissance studies	College of Liberal Arts and Sciences	Main	328
Microbiology <sup>1</sup>	College of Liberal Arts and Sciences	Main	404
Multimedia writing and technical communication	East College	East	633
Music	Katherine K. Herberger College of Fine Arts	Main	300
Nonprofit/youth agency administration	College of Public Programs	Main	484
Nutrition—food and nutrition management	East College	East	636
Nutrition—human nutrition	East College	East	636
Organizational studies <sup>4</sup>	—	—	—
Philosophy	College of Liberal Arts and Sciences	Main	425
Philosophy—history and philosophy of science	College of Liberal Arts and Sciences	Main	425
Philosophy—symbolic systems	College of Liberal Arts and Sciences	Main	425
Physics	College of Liberal Arts and Sciences	Main	428
Plant biology <sup>1</sup>	College of Liberal Arts and Sciences	Main	404
Plant biology—environmental science and ecology <sup>1</sup>	College of Liberal Arts and Sciences	Main	405
Plant biology—molecular biosciences/biotechnology <sup>1</sup>	College of Liberal Arts and Sciences	Main	406
Political science	College of Liberal Arts and Sciences	Main	434
Political science—American public policy	College of Liberal Arts and Sciences	Main	434
Political science—civic education	College of Liberal Arts and Sciences	Main	434
Political science—international studies	College of Liberal Arts and Sciences	Main	434
Psychology	College of Liberal Arts and Sciences	Main	438
Public administration	College of Public Programs	Main	482
Quality analysis	W. P. Carey School of Business	Main	171
Recreation management	College of Public Programs	Main	483
Religious studies	College of Liberal Arts and Sciences	Main	441
Russian	College of Liberal Arts and Sciences	Main	387

<sup>1</sup> Students may not use more than one concentration in the life sciences: biology, microbiology, and plant biology.

<sup>2</sup> Students may not use more than one English concentration.

<sup>3</sup> The program may award a certificate upon completion.

<sup>4</sup> This is a double concentration.

<sup>5</sup> Students may not use more than one geography concentration.

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**B.I.S. Concentrations (continued)**

Concentration	College	Campus	Page
Russian and East European studies	College of Liberal Arts and Sciences	Main	329
Scandinavian studies	College of Liberal Arts and Sciences	Main	329
Small business	East College	East	623
Social welfare	College of Public Programs	Main	487
Sociology	College of Liberal Arts and Sciences	Main	446
Southeast Asian studies—area studies option	College of Liberal Arts and Sciences	Main	329
Southeast Asian studies—language option	College of Liberal Arts and Sciences	Main	329
Spanish	College of Liberal Arts and Sciences	Main	387
Spanish for native speakers	College of Liberal Arts and Sciences	Main	387
Speech and hearing science	College of Liberal Arts and Sciences	Main	448
Statistics	College of Liberal Arts and Sciences	Main	418
Theatre	Katherine K. Herberger College of Fine Arts	Main	307
Tourism management	College of Public Programs	Main	483
Translation (Spanish/English)	College of Liberal Arts and Sciences	Main	387
Urban planning	College of Architecture and Environmental Design	Main	155
Wellness foundations	East College	East	629
Women’s studies	College of Liberal Arts and Sciences	Main	451

**ASU EXTENDED CAMPUS**

The College of Extended Education was created in 1990 to extend the resources of ASU throughout Maricopa County, the state, and beyond. The College of Extended Education is a university-wide college that oversees the ASU Extended Campus and forms partnerships with other ASU colleges and the Division of Undergraduate Academic Services to meet the instructional and informational needs of a diverse community.

The ASU Extended Campus goes beyond the boundaries of the university’s physical campuses to provide access to quality academic credit and degree programs for working adults through flexible schedules; a vast network of off-campus sites; classes scheduled days, evenings, and week-ends; and innovative delivery technologies including television, the Internet, and Independent Learning. The ASU Extended Campus also offers a variety of professional continuing education and community outreach programs.

For more information, see “ASU Extended Campus,” page 689, or access the Web site at [www.asu.edu/xed](http://www.asu.edu/xed).



The ASU Downtown Center, in Phoenix, is the administrative home for the ASU Extended Campus.

Tim Trumble photo