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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 61-75 and “Readmission” page 76.

## 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 purchase 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 a grade of "B" (3.00) or higher 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.** ASU students study at a foreign university, and in return, students from that institution study at ASU. Exchange programs offer students the chance to enter mainstream university life in the host country. Exchanges are offered in both English and foreign languages for those who meet proficiency standards. Certain host universities offer on-site language instruction before the start of the academic term. ASU students pay their normal tuition and fees at ASU, and an exchange fee (\$350/semester, \$600/academic year) to the International Programs Office. Financial aid, scholarships and tuition waivers may be applied.

**Study abroad programs.** ASU students study at a foreign institution, but without the reciprocal exchange of students from the foreign country. There are study abroad options that cover a wide range of academic subjects, and may or may not be fully integrated into mainstream university life and classes depending on the academic nature of the program. Study abroad programs are offered in both English and foreign languages, and there are many programs in non-English speaking countries that offer classes in English. Foreign language programs cater to all levels of ability, from language learning for beginners to regular university classes for those who meet proficiency standards. Instead of paying normal ASU tuition and fees, ASU students pay a program fee to the International Programs Office, which includes the cost of tuition at the school abroad. Tuition waivers are not applicable,

but in many cases, tuition may be deferred. Some scholarships and most financial aid may be applied.

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 letters shown in the “Grades” table on this page.

<u>Grade</u>	<u>Definition</u>	<u>Value</u>
A+	–	4.33 <sup>1</sup>
A	Excellent	4.00
A-	–	3.67
B+	–	3.33
B	Good	3.00
B-	–	2.67
C+	–	2.33
C	Average	2.00
D	Passing	1.00
E	Failure	0.00
I	Incomplete	–
NR	No report	–
P	Pass	–
W	Withdrawal	–
X	Audit	–
Y	Satisfactory	–
Z	Course in progress <sup>2</sup>	–

<sup>1</sup> Although the scale includes a grade of A+ with a value of 4.33, the cumulative GPA is capped at 4.00.

<sup>2</sup> This grade is usually given pending completion of courses.

**Grading options.** Ordinarily a grade of “A+,” “A,” “A-,” “B+,” “B,” “B-,” “C+,” “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.*

Ordinarily, the instructor of a course has full discretion in selecting which grades to use and report from the available grading options.

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

“A+,” 4.333 points; “A,” 4.000; “A-,” 3.667; “B+,” 3.333; “B,” 3.000; “B-,” 2.667; “C+,” 2.333; “C,” 2.000; “D,” 1.000; “E,” 0.000. GPAs are rounded to the nearest 100th of a grade point.

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+,” “A,” “A-,” “B+,” “B,” “B-,” “C+,” “C,” “D,” or “E.” (*GPA = total honor points ÷ total semester hours.*) Other grades do not carry grade points.

*Semester GPA* is based on semester net hours. *Cumulative GPA* is based on total net hours. Although the plus/minus scale includes a grade of A+ with a value of 4.33, the cumulative GPA is capped at 4.00.

**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” (0.00) 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” (0.00) 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 reregister 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.

**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” (1.00), “E” (0.00), or “W” or a mark of “X” is received. Undergraduate courses in which grades of “D” (1.00) or “E” (0.00) 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 will have the grade of “D” (1.00) or “E” (0.00) deleted from the cumulative grade point average and total hours. To be eligible for the deletion of the grade of “D” (1.00) or “E” (0.00) 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 grade of “D” (1.00) in a course in which a grade of “C” (2.00) or better is required may use the grade from an equivalent course taken elsewhere to demonstrate mastery at the “C” (2.00) 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 graded “D” (1.00) or “E” (0.00) at mid-semester receives a midterm report. The midterm grades of “D” (1.00) or “E” (0.00) 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+” (4.33), “A” (4.00), “A-” (3.67), “B+” (3.33), “B” (3.00), “B-” (2.67), “C+” (2.33), “C” (2.00), “D” (1.00), or “E” (0.00) 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 per copy. “Rush” transcripts (requested to be printed and picked up the same day) will cost \$5 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 transcript request form or by signed letter which includes the following information:

- name
- former names (if applicable)
- ASU Identification Number (ID)
- Social Security Number (SSN)
- 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 or 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 81-83](#).



# 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 a grade of "E" (0.00) 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 grades of "E" (0.00). 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

It is the student's responsibility to initiate a withdrawal if unable to attend a class. Failure to do so will result in a grade of "E" (0.00) being assigned for the class. Although students who do not attend class during the first week of the term may be administratively dropped from the class, such withdrawal is at the discretion of the instructor. 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

Other than for failure to attend class during the first week of the term, an instructor may withdraw a student from a course with a mark of "W" or a grade of "E" (0.00) 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

### Class standing of students

Class	Hours Earned
Freshman	24 or fewer hours earned
Sophomore	25-55 hours earned
Junior	56-86 hours earned
Senior	87 or more hours earned
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 76](#).

**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, permanent, and e-mail addresses, local telephone number, date of birth, 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

### 194, 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*

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.