

# Undergraduate Enrollment

Arizona State University shares with other colleges and universities a tradition of service and academic excellence that is hundreds of years old. Its purpose is the exchange of knowledge and the pursuit of wisdom. What makes this university special is its commitment to providing a setting where faculty and students are challenged to exchange ideas and information within an atmosphere of intellectual honesty.

The university offers its students unique opportunities to enjoy both a rich cultural heritage and a diverse student population. Anyone giving evidence of suitable preparation, by way of acceptable academic credentials, is welcome to the university without regard to race, religious creed, or national origin.

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.

Remaining in good standing in the university community is a privilege rather than a right. A student, by enrolling, voluntarily assumes certain obligations of conduct and performance. These expectations in conduct include avoiding irresponsible use of alcohol and the use, possession, distribution, or possession with intent of distribution of illegal drugs. The university enforces its conduct rules through prescribed procedures outlined in the *Student Code of Conduct*. The university also cooperates fully with law enforcement agencies to enforce all laws relating to alcohol and illegal substances.

A substance abuse counselor is available at Student Health for those students who are experiencing problems as a result of the use of alcohol or other substances and who wish to discuss the problems in a confidential setting.

Substance abuse educational programs are also available to students through Student Health. Students are encouraged to use the health education resource center at Student Health to obtain relevant information.

The university has a strong interest in its students' conduct. Students are expected, as part of their obligations of enrollment, to become familiar with the *Student Code of Conduct*, available at Student Life (SSV B228). Violations of the *Student Code of Conduct*,

whether committed by individuals or groups, are subject to university discipline, as are 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.

## STUDENT SERVICES AT ASU

Arizona State University is a richly diverse academic setting with more than 42,000 students. The ASU student may be a traditional 18- to 24-year-old, a recent high school graduate, a community college transfer, someone returning to college to pursue a degree, or a professional studying for an advanced degree or career change. The ASU student may live in residence halls, with sororities or fraternities on campus, or in one of the many communities in the metropolitan Phoenix area. Each of the 50 states and more than 100 foreign countries have students enrolled at ASU.

The university is organized into several distinct administrative areas. Student Affairs, one of these areas, is responsible for the delivery of a variety of services and developmental programs in support of students' university needs and educational pursuits. These programs and services are based upon human development research that advocates that a person develop culturally, emotionally, intellectually, morally, physically, psychologically, socially, and spiritually. Student Affairs services are accomplished through effective environmental management and purposeful program planning.

Special attention is given not only to the recruitment of a high-achieving, culturally diverse student body, but to the creation of an energetic campus ecology that both catalyzes mature development and advances the academic endeavors of students.

Enrollment services to students begin with recruitment, admissions, student financial assistance, on-campus housing, and registration programs. Once

students are on campus, they are encouraged to explore the facilities, services, and human resources available. Campus agencies guiding students in this learning process include Career Services, Counseling and Consultation, Educational Development, the Memorial Union, Recreational Sports and Student Activities, Student Development and Residential Life, Student Health, Student Life, and Student Publications. Each of these areas provides specialized learning opportunities that contribute to an environment that fosters both personal and academic growth.

The university's commitment to students does not diminish as a student nears graduation. By promoting career exploration and placement services, students are accompanied through their transition from the university experience to the professional lifestyles they have chosen to pursue.

### 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 *Schedule of Classes* generally reflects the up-to-date fee amounts.

#### DEFINITIONS

*Registration fee* refers to the charge assessed to all students who register for classes at ASU. *Tuition* refers to additional charges assessed to nonresidents, as established in Arizona Board of Regents' Policy 4-102.

#### ACADEMIC YEAR REGISTRATION FEE AND NONRESIDENT TUITION

The registration fee and nonresident tuition for fall 1993 and spring 1994 semesters are shown in the "1993-94 Registration Fee and Nonresident Tuition" table. The amounts listed are per academic semester. For information on in-state versus out-of-state residency classification see "Residency Classification Procedures and Policies," pages 28-29.

1993-94 Registration Fee and Nonresident Tuition<sup>1</sup>

Semester Hours	Registration Fee <sup>2</sup>	Nonresident Students	
		Nonresident Tuition	Total Registration Fee and Tuition <sup>2</sup>
1	\$ 93	\$ 211	\$ 304
2	186	422	608
3	279	633	912
4	372	844	1,216
5	465	1,055	1,520
6	558	1,266	1,824
7	889	1,239	2,128
8	889	1,543	2,432
9	889	1,847	2,736
10	889	2,151	3,040
11	889	2,455	3,344
12 or more	889	2,753	3,642

<sup>1</sup> Fees and tuition are subject to change for 1994-95 and 1995-96.

<sup>2</sup> In addition to the registration fee, students are charged for other fees (e.g., the Student Recreation Complex fee and financial aid trust fee). Students admitted to the College of Law are charged the appropriate resident or nonresident amount plus an additional fee. In 1993-94 the additional fee was \$500 per semester.

Students registered for seven or more hours are considered full-time for fee payment purposes. See "Enrollment Verification Guidelines," page 43. *Note:* The rate for one hour is charged if the student is registered only for a zero-hour class.

**College of Law Fees.** Beginning with the fall 1993 semester, students admitted to the College of Law pay registration fees and tuition at different rates from other students. For 1993-94, rates for newly admitted full-time law students were \$500.00 more per semester than the standard resident or nonresident rates. Students already admitted to the College of Law before the fall 1993 semester pay the standard registration and tuition fees. See the "1993-94 Registration Fee and Nonresident Tuition" table or the current *Schedule of Classes* for up-to-date fee amounts.

**Summer Sessions Fees.** The 1994 registration fee per semester hour is \$93.00 except for law students. The registration fee per semester hour for law students is \$145.00. For more information on the summer sessions, see page 378 and the *Summer Sessions Bulletin*.

#### Off-Campus and Correspondence Courses

For information on fees for off-campus and correspondence courses, see "Division of Instructional Programs" and "Independent Study by Correspondence," pages 363 and 364.

#### OTHER FEES, DEPOSITS, AND CHARGES

##### Special Class Fees and Deposits.

Certain university classes require payment of fees or deposits for materials, breakage, and/or rentals. These fees and deposits are listed in the *Schedule of Classes* for each semester.

##### 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 \$25.00 per semester. Part-time students pay \$12.00 per semester, and summer students pay \$2.00 per semester hour. See the current semester *Schedule of Classes* for further information.

**Financial Aid Trust Fee.** All students must pay a financial aid trust fee. Full-time (seven or more hours) students are charged \$8.00 per semester. Part-time students pay \$4.00 per semester. Summer students pay \$4.00 per session. Fees collected from students are

matched by the State of Arizona and used to create a Financial Aid Trust Fund, from which student grants are awarded under the usual financial aid eligibility criteria.

#### Private Music Instruction

One-half hour of instruction weekly .....	\$40.00
One hour of instruction weekly .....	\$60.00
More than one hour of instruction weekly— music majors only .....	\$60.00

#### Musical Instrument Rental Charge

Charge for use of university-owned musical instruments .....	\$25.00
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Consult the School of Music for specific information.

#### Late Registration

Fee assessed on registrations beginning with the first day of each session .....	\$10.00
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A \$10 late fee is also assessed on registration payments received after the fee payment deadline but processed before the class enrollment purge.

#### Transcripts

Official transcripts for currently enrolled students .....	\$1.00 each
Official transcripts for nonenrolled students .....	\$5.00/copy

Additional copies ordered at the same time are \$1.00 each. Requests for official transcripts should be made at least two weeks in advance of the time desired.

#### Copies of Educational Records Other Than ASU Transcripts

Number of Pages	Total Charge
1 to 5 .....	free
6 to 10 .....	\$2.00
11 to 15 .....	\$3.00

Copies of additional pages cost \$1.00 per each five pages copied.

#### Graduation Application or Reapplication

Undergraduate .....	\$12.00
Graduate .....	\$17.00

A late fee of \$5.00 is added to the charge noted above if not paid on or before the deadlines shown in the "University Calendar," pages 9–13.

#### ID Card

Replacement fee .....	\$5.00
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**Comprehensive Examination.** This fee is paid by all students seeking to establish credit by examination and is \$7.50 per semester hour.

**Parking Decals.** A parking decal must be purchased for motor vehicles parked on campus except in areas where metered parking (quarters only) or visitor lots are available. Annual decals range from \$45.00 to \$105.00 for controlled access parking. Photo identification is required.

Each vehicle registered at ASU Parking and Transit Services must be and remain in compliance with State of Arizona emission standards (ARS § 15–1627G) during the entire registration period. The fee for this emission inspection is \$5.85 per vehicle. For more decal sales information, call 602/965–6124.

Everyone is encouraged to support travel reduction measures by using mass transit, university shuttle bus, carpooling, bicycling, or walking whenever possible. See page 75 for more information.

**Parking Violations.** Due to high demand, parking regulations are strictly enforced. Fines range from \$10 to \$50. Appeals to parking citations may be filed within 14 calendar days from the issuance date with the hearing appeals officer and, after payment, may be further appealed to the Parking Citation Appeals Board. Unpaid parking citations are delinquent financial obligations subject to provisions of the section on Delinquent Financial Obligations. Any person owing three or more unpaid parking citations or \$100.00 in unpaid parking citations is subject to impoundment. A \$50.00 minimum fee is assessed if immobilization is required. If the vehicle is towed, an additional charge is applied. For more information, call 602/965–4527.

**Returned Checks.** Checks returned by a bank are assessed a \$10.00 service charge with repayment needed within five business days of notification. A second \$10.00 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.

The university may have arrangements with its bank to redeposit automatically for a second time checks for which there are insufficient funds. No service charge is assessed by ASU until a check is returned to ASU; however, the payer may be assessed a service charge by his or her financial institution.

Students paying registration fees and tuition 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 tuition and/or registration fees according to the standard refund schedule as of the involuntary withdrawal date, as determined by the university.

**On-Campus Housing.** The cost of on-campus housing varies. In 1993–94 the most typical cost is \$2,509 per academic year. Meal plans are purchased separately. For more information, see "Residential Life," pages 74–75.

#### PAYMENT METHODS AND DEADLINES

**InTouch.** The InTouch system, at 602/350–1500, allows students to register for classes, drop/add and make fee payment from any Touch-Tone phone. Fees can be paid from any Touch-Tone phone with available financial aid, debit cards bearing the cactus logo, VISA, and MasterCard. Refer to the *Schedule of Classes* for available dates and times and further information about the InTouch system.

**Debit/Credit Cards.** ASU accepts debit cards bearing the cactus logo, VISA, and MasterCard. Debit/credit card payments through InTouch are processed online with the bank. See the *Schedule of Classes* for information about using debit/credit cards by mail or campus payment boxes.

**Check.** 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.

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

**Veterans Deferred Payment.** The Veterans Readjustment Assistance Act allows veterans to apply for deferred payment of registration fees. A Certificate of Eligibility must be presented. Contact the Veterans Services Section for information on meeting the neces-

sary requirements. The university may deny this privilege to students with previous delinquent obligations.

**Payment Deadlines.** 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 *Schedule of Classes*.

**REFUNDS**

**Academic Year Registration Fee and Nonresident Tuition.** Students withdrawing from school or individual classes receive a refund as follows:

Withdrawal Date	Refund
Before first day of the semester	100% less \$10.00
One through 14 calendar days	80%
15 through 21 calendar days	60%
22 through 28 calendar days	40%
29 through 35 calendar days	20%
After the 35th calendar day	No refund

The university provides a prorated refund for first-time students receiving financial aid; therefore, the refund schedule is the minimum amount refundable to these students.

Withdrawal occurs on the calendar day that withdrawal is requested, either in person at a registrar site or by phone using InTouch, the ASU touch-tone telephone system for registration and fee payment. Students withdrawing for medical or other extenuating circumstances may contact the Comptroller’s Office Student Fee Payment Section, SSV B235, for refunds that may be available under these circumstances.

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

Withdrawal Date	Refund
Before first day of 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 fifth day of session	No refund

\* A \$10 processing fee is subtracted per session.

Refunds are based on the session days and not the class meeting dates for any particular class.

**Special Class Fees.** Refunds, if any, are determined by the department offering the course. Refund determination is based on withdrawal date, type of activity, and costs already assessed by the department.

**Private Music Instruction.** If a student must drop a music course because of illness or other emergency beyond his or her control, not more than half of the instruction charge may be refunded, as determined by the School of Music.

**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.

**Financial Aid Trust Fee.** This fee is not refundable.

**Official Transcripts.** Overpayments by mail of \$5.00 or less are only refunded by specific request.

**Graduation Fee.** Overpayments by mail of \$5.00 or less are only refunded by specific request.

**Residence Halls.** Refunds to students departing from residence halls before the end of the academic year are computed on the following basis:

*Charges and Deposits.* Housing payments and deposits are refunded as prescribed by the Residential Life License Agreement that students sign when they apply for residence hall accommodations. Students should refer to this document for specific information on refunds.

*Checkout.* A student’s checkout is based on the date Residential Life is notified on a prescribed checkout form, not the last day of occupancy.

**Other University Charges.** Other university charges are normally not refundable, except for individual circumstances.

**Payment of Refunds.** Refunds require student identification and are made for the net of amounts due the university. 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 during operating hours on the workday preceding the weekend or holiday. Refunds are normally paid by check 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.

**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, purchase parking decals, receive cash refunds, or obtain transcripts, diplomas, or certificates of degree. The university may allow students to register for classes, obtain transcripts, diplomas or certificate of degree if the delinquent obligation is \$25.00 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 transcript, diploma or certificate of degree 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 \$10.00 is made for any balances due the university not paid within 30 days of the initial due date, with a second \$10.00 late charge being made if these amounts are not paid within 30 days of the first late charge. Procedures to be followed for disputed charges are available from the Accounts Receivable Section of the

Business Services Office, located in ADM 109.

### RESIDENCY CLASSIFICATION PROCEDURES AND 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 nonresident tuition. The following is a summary of the general guidelines used to determine residency for tuition purposes. All of the evidence is weighed under the presumption that a nonresident student's presence in Arizona is primarily for the purpose of education and not to establish domicile and that decisions of an individual about the intent to establish domicile are generally made after the completion of an education and not before.

To obtain in-state 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. 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 in-state classification. Adult students and emancipated minors must combine physical presence in Arizona for one year with 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. An adult student is defined as being at least 18 years of age at the beginning of the domicile year. For a complete definition of an emancipated minor, refer to the Arizona Board of Regents' residency classification policies, which are available in the Residency Classification Section, SSV B115.

No person is considered to have gained or lost in-state 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.

**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.

#### Exceptions to the General Residency Rule

Students may be eligible for in-state 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 in-state status for tuition purposes.

**Transferred Employees.** If students live 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 in-state 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 in-state status for tuition purposes. If military service is concluded while they are enrolled, students do not lose in-state 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 in-state 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 in-state status for tuition purposes.

#### 1993-94 Typical Student Budgets

Cost/Allowance Category	Standard Budget	Living with Parents
Room and board	\$ 4,850	\$ 2,390
Personal (including travel)	2,210	2,210
Living total <sup>1</sup>	\$ 7,060	\$ 4,600
Fees <sup>2</sup>	\$ 1,844	\$ 1,844
Books and supplies (30-hour course load)	700	700
Resident total <sup>3</sup>	\$ 9,604	\$ 7,144
Nonresident tuition <sup>2</sup>	\$ 5,506	\$ 5,506
Nonresident total	\$15,110	\$12,650

<sup>1</sup> Living expenses (room, board, personal expenses) are stated for a nine-month period.

<sup>2</sup> These are 1993-94 fees and nonresident tuition and are subject to change. Fees include registration, financial aid trust, and Student Recreation Complex fees.

<sup>3</sup> The above allowances are the average amounts spent by students for their educational costs. These allowances are used to calculate eligibility for university "need-based" financial aid awards. Actual costs may vary according to lifestyle. Financial aid awards are intended to assist a student in satisfying this budget.

### 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 in-state status must file an application with the Residency Classification Section. This application must be filed by the last day of regular registration. A student seeking in-state status must also file supporting documentation necessary to provide a basis for in-state classification (source[s] of support, driver's license, voter's registration, vehicle registration, etc.). Students whose residency applications are in process at the fee payment deadline are responsible for paying out-of-state tuition and fees. 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 application for reclassification of residency status for tuition purposes constitutes a waiver of the student's right to apply for the given semester. Application deadlines are published each semester in the *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 the Residency Classification Section to discuss their individual circumstances as soon as possible. Guidelines for determination of residency for tuition purposes are subject to review and change without notice. For more information, call the Residency Classification Section at 602/965-7712.

### Financial Aid

The primary responsibility for financing a college education belongs to students and their families. Student Financial Assistance helps students meet this responsibility by evaluating all aid applications through the use of a standard financial need analysis system. Student Financial Assistance determines the cost of a student's attendance as well as how much students and their families can afford to contribute toward that cost. It is the student's responsibility to complete all applications in an accurate and timely manner and to notify Student Financial Assistance of any changes in circumstances that might affect eligibility (e.g., loss of parent's income or change in residency classification). Financial assistance is available in the form of scholarships, grants, loans, and employment. This aid has been made available collectively by the university, alumni, private foundations, civic groups, individuals, and state and federal governments.

To be considered for financial aid, all students must complete an application separate from the admission application. The Free Application for Federal Student Aid (FAFSA) is the only required application. It is not necessary to complete any other application that may require an application fee. The form should be completed in January or February preceding the academic year the student anticipates attending ASU. Students are notified by mail regarding any additional items or documents needed to complete their applications. These items may include copies of federal tax returns, proof of valid visa, and proof of registration with the Selective Service. The priority date for applying is March 1. Applications completed by this date are considered for all grant funds. Applications completed after this date are processed; however, they are considered late applications. Late applications may receive limited grant dollars and a higher proportion of loan or work dollars.

A statement-of-need letter is sent to all applicants. This letter estimates expenses and contribution for the school year and specifies the amount of the applicant's financial need. If students have financial need in excess of \$500.00, they receive a separate Financial Aid Notification. This letter in-

forms them of the types and amounts of aid they are eligible to receive through ASU. Applicants should read carefully all correspondence received from Student Financial Assistance.

Students receiving aid from Student Financial Assistance are required to meet minimum standards of satisfactory academic progress. In addition to maintaining the minimum GPA defined for good academic standing, undergraduate students awarded on a full-time basis must complete a minimum of 24 semester hours within the academic year. Failure to meet these standards results in the suspension of aid funds for subsequent semesters until the deficiency is satisfied.

### TYPES OF FINANCIAL AID AND MAJOR PROGRAMS

More than 24,000 students receive financial aid resources that total more than \$120 million. There are four categories of financial aid: scholarships, grants, loans, and employment.

#### Scholarships

There are two sources of scholarships at ASU: university-funded scholarships and private donor scholarships. Many scholarships are offered on the basis of meritorious criteria. However, financial need criteria may also be included in the selection of recipients. Other considerations are GPA, leadership qualities, and community service.

The Scholarship Office coordinates all scholarship programs. High school students should contact their high school counselors to determine the appropriate process for obtaining a variety of scholarships available to entering freshmen. Other undergraduate students may contact the Scholarship Office. In addition, many academic units provide scholarship funding on a meritorious basis and select students based on a variety of criteria, which include artistic talent, musical ability, and athletic performance.

**Private Donor Scholarships.** More than 6,000 students at ASU receive private donor scholarships. Most of these scholarship funds are provided by employers, private individuals, organizations, and corporations. In most cases, the private donor specifies the criteria used by the Scholarship Office to identify candidates for a particular scholarship.

**University Scholarships.** More than 5,200 ASU students receive a scholarship that is generally in the value of tuition and/or fees from university sources. The largest source for university scholarships is the waiver program authorized by the Arizona Board of Regents. In addition, many scholarships are funded from a general endowment fund. Some of the typical areas targeted for these scholarships are top academic seniors in Arizona high schools, underrepresented minority students, students who demonstrate leadership, students who demonstrate scholastic or scientific abilities, students with disabilities, and nontraditional students.

### Grants

Like scholarships, grants are provided to students without repayment or service obligation. However, the criterion to receive a grant is generally a calculation of financial need. More than 8,500 ASU students receive some form of grant.

**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 through the Financial Aid Application process by the federal government. Under this program, the university converts entitlements to cash grant payments. A student may be eligible for a maximum grant of \$2,300.00 per year.

**Federal Supplemental Grant.** Funds are received from the federal government by the university, which is required to match the funds. Student Financial Assistance then determines the eligibility of a student based on a specific calculation of exceptional financial need. Generally, recipients of the Federal Pell Grant are eligible to receive a Federal Supplemental Grant. Maximum grants are \$2,000.00.

**Arizona State Grant.** This program is a three-partner program of federal, state, and university funding. Students with a high financial need may receive this particular form of funding. It is restricted to residents of Arizona. Maximum grants are \$1,000.00.

**Arizona Trust Fund.** This grant source is provided in partnership between ASU students and the state legislature. These funds are provided primarily to resident, undergraduate, or

underrepresented students with a high financial need. Maximum grants are \$1,000.00.

**University Grant.** University Grants are generally reserved as the last financial aid program to be used to resolve a student's need. Grants range from \$200.00 to \$2,000.00.

### Loans

About 13,000 students borrow approximately \$45 million annually. A variety of loan programs are provided to assist students and, in some cases, parents in the financing of a university education.

#### Federal Stafford Student Loan.

Through the Federal Stafford Student Loan program, the federal government guarantees loans from private lenders to students. The university must, through a need analysis process, determine the eligibility for each loan applicant. Repayment is made after graduation. For new borrowers, there is a variable interest rate that is adjusted annually and cannot exceed 9%. No repayment during the enrollment period is required, and the federal government pays the interest on the loan during the enrollment period. Deferment provisions for community service are available. Freshmen may borrow up to \$2,625.00 per year, sophomores may borrow up to \$3,500.00, and juniors and seniors may borrow up to \$5,500.00 per year.

**Federal Perkins Loan.** The Federal Perkins Loan program is similar to the Federal Stafford Student Loan program. However, the funding source is the federal government, and matching funds are provided by the university. In this particular program, the university is the lender, and repayments after graduation are made to the university at a 5% interest rate. No interest is charged or accumulated during the period of enrollment. Annual loan maximums are \$3,000.00. Deferment and cancellation provisions are available for community service and qualifying law enforcement and teaching occupations.

**Federal Supplemental Loan.** Federal Supplemental Loans are available to independent students who may need to borrow from more than one program. This program is generally the second one used for those students. Additionally, students who do not have a dem-

onstrated financial need may borrow under this program. There is no subsidy, and interest must be paid during the enrollment period or it accrues until graduation. The interest rate is about 7%. Maximum loans are \$4,000.00 or \$5,000.00 per year depending upon grade level.

**Federal Parent Loans.** The Federal Parental Loan for Undergraduate Students (PLUS) is made to parents, not students. The intent is to help parents make a contribution to their children's education. There is no subsidy to this program, and parents begin to repay this loan within 60 days after the loan is taken. The interest rate is about 7%. The maximum loan amount is determined by subtracting all other financial aid awarded from the average cost of attendance.

### Employment

Approximately 7,000 students earn \$26 million from on-campus part-time student employment programs.

**Federal Work-Study.** Funds for this program are provided on a matching basis by the federal government and the university. Students employed under this program receive the same pay rates as other students being employed at the university. In this program, students must demonstrate a financial need. Employers are encouraged to hire minority and needy students.

**University Hourly.** The university, with its own resources, hires many students on a part-time basis. Although the jobs are similar to those under the Federal Work-Study Program, the university provides the entire amount of the student's wage.

**Part-Time Off-Campus.** The university receives requests for assistance from many agencies and corporations throughout the area to help them recruit and hire students on a part-time basis. The referral service at the university provides opportunities for students not only to earn funds to support their education but to gain experience in the areas of their majors or career interests.

## Undergraduate Admission

Arizona State University welcomes application for admission from anyone seeking benefit from the university's broad spectrum of educational programs and services.

Prospective students may call 602/965-7788 (toll free numbers 1-800-252-ASU1 for out-of-state applicants and 1-800-325-9371 for in-state) or may write to Undergraduate Admissions for information including application materials:

UNDERGRADUATE ADMISSIONS  
ARIZONA STATE UNIVERSITY  
BOX 870112  
TEMPE AZ 85287-0112

With reasonable advance notice, Undergraduate Admissions arranges for a tour of ASU Main, a university information session, and, if desired, a meeting with an admissions counselor.

Requests for specific information relating to academic programs or student services should be addressed to the appropriate department, division, school, or college.

### Admission Procedures for New Freshman and Transfer Applicants

Persons interested in admission to an undergraduate program at ASU need to have the following items on file at Undergraduate Admissions:

1. application for admission (including Domicile Affidavit);
2. official transcript(s);
3. American College Test (ACT), Scholastic Aptitude Test (SAT), or Test of English as a Foreign Language (TOEFL) scores (as needed); and
4. a \$35.00 nonrefundable application fee (required of all applicants applying as nonresidents or residing outside Arizona).

Applicants are urged to apply and to have their materials sent as soon as possible to enable university officials to make an early decision concerning the applicant's admission and to permit the student to take part in preregistration and orientation. After all necessary items are received, a minimum of four weeks should be allowed for an admission decision to be made.

**Early Notification Date.** Applicants whose files are complete by November 1 receive notification by December 1. Applicants whose files are complete by December 1 receive notification by January 15.

**Priority Application Date.** Applicants whose files are not complete by April 15 for fall semester or November 15 for spring semester may not be admitted in time to register for the desired semester.

Admitted students who do not register must submit a new application if they wish to apply for a subsequent semester. All documents are destroyed one year after the semester for which the student has applied if the student is not registered in a degree program.

*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.*

**Application.** Prospective students must complete and sign the Application for Undergraduate Admission. A \$35.00 nonrefundable application fee is required of all applicants applying as nonresidents or residing outside Arizona.

**Domicile Affidavit.** Like other state-supported colleges and universities, ASU distinguishes between in-state and out-of-state students with regard to tuition. Residents of Arizona are required to file a Domicile Affidavit, which is part of the admission application. Any student who does not complete the Domicile Affidavit is classified as an out-of-state resident for tuition purposes. For more information, call the Residency Classification Section at 602/965-7712.

**Transcripts.** Transcripts must be requested by the applicant. Official transcripts of academic records from high school and a separate transcript from each institution of higher education the student has attended must be *mailed directly to Undergraduate Admissions by the records office of the issuing institution(s). Transcripts sent or hand carried by the applicants themselves or transmitted by facsimile (fax) machine are not accepted.* High school transcripts must show GPA, rank in class, and date of graduation. Applicants

with fewer than 36 semester hours of transferable college or university credit must also have official high school records submitted. An English translation of all non-English transcripts is required.

**Entrance Examinations.** All new freshman applicants *must* take either the American College Test (ACT) or Scholastic Aptitude Test (SAT) on a national test date in their junior or senior years of high school. Transfer applicants who have completed fewer than 36 semester hours of acceptable college or university work must submit ACT or SAT scores, which are used to complete competency requirements and for course placement.

A report of the test scores should be sent to Undergraduate Admissions 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.

Undergraduate Admissions may investigate any test score that is inconsistent with a student's academic record or previous scores.

Applicants whose native language is not English usually are required to take the Test of English as a Foreign Language (TOEFL). See "International Student Admissions," on page 35.

**Certificate of Admission.** After being admitted, students receive a Certificate of Admission, a Measles Immunization Verification form, and publications that contain information about orientation programs.

Upon receipt, a student should check the Certificate of Admission for accuracy and report any errors and changes to Undergraduate Admissions at 602/965-1358 for more information.

**Immunization Requirements.** Every newly admitted student must provide a complete immunization history to Student Health. A tuberculin skin test is strongly recommended for students who work in health care or food services or for international students who come from a high risk environment. Students are not permitted to register until proof of immunity to measles (rubeola) is on file with Student Health.

### General Aptitude Requirements for Freshmen

Residency Classification	Class Rank	Composite Score		
		ACT <sup>1</sup>	SAT	GPA (4.00 = A)
Arizona residents <sup>2</sup>	top quarter	<i>or</i>	22 <i>or</i> 930	<i>or</i> 3.00 high school GPA
Nonresidents <sup>3</sup>	top quarter	<i>or</i>	24 <i>or</i> 1010	<i>or</i> 3.00 high school GPA

<sup>1</sup> The ACT scoring system has been modified. As a result, these scores are effective for tests taken in and after October of 1989. Equivalent scores for tests taken before October 1989 are 21 for Arizona residents and 23 for nonresidents.

<sup>2</sup> All resident freshmen who carry a GPA from 2.50 to 2.99 or who rank in the top 26–50% of the graduating high school class are admitted with conditions.

<sup>3</sup> All nonresident freshmen who believe they have had a strong high school background and who rank in the top 26–50% of their graduating classes or who carry a GPA from 2.50 to 2.99 are encouraged to apply and are considered on a case-by-case basis. Based on the review, the applicants may be admitted with conditions, deferred until additional course work is completed, or denied.

### General Aptitude Requirements for College Transfers

Residency Classification	Transferable Semester Hours	GPA (4.00 = A)	Materials Required
Arizona residents	1–35	2.00 college GPA plus freshman requirements	Application, college and high school transcripts, and ACT or SAT scores
	36 or more	2.00 college GPA	Application and college transcripts
Nonresidents*	See above	2.50 college GPA	See above

\* All nonresident transfers who have earned a 2.00–2.49 cumulative GPA are encouraged to apply and are considered on a case-by-case basis. Based on the review, the applicants may be admitted with conditions, deferred until additional course work is completed, or denied.

The following proof of measles (rubeola) immunity is considered adequate:

1. record of measles (rubeola) immunization received after January 1, 1980;
2. record of blood test showing measles (rubeola) immunity; or
3. proof of diagnosed measles (rubeola) case.

#### Orientation

University orientation programs for new students and their parents are provided at numerous times during the year, including the beginning of each semester. Each orientation program includes academic advisement, campus tours, special events, and an introduction to university resources and procedures. Parent programs are also included. Newly admitted students are sent information preceding each orientation program. Students are strongly encouraged to attend orientation activities.

#### Undergraduate Admission Standards

The Arizona Board of Regents establishes undergraduate admission standards for the university in general. *Particular colleges, schools, or departments within the university may establish stricter standards, which are given in the respective sections of the catalog and should be noted by students planning to enroll in any of these programs.*

#### Admission Requirements

**Graduation from Secondary School.** To be eligible for admission to ASU, an applicant must have graduated from a recognized high school with satisfactory scholarship defined as meeting both the general aptitude and basic competency requirements shown in the “General Aptitude Requirements for Freshmen” and “General Aptitude Requirements for College Transfers” tables and the “Basic Competency Requirements” table, page 33.

Applicants with a maximum of one deficiency in no more than two competency areas may be admitted with con-

ditions subject to removing the deficiencies within one calendar year of university enrollment. (See page 48 for an explanation of procedures to meet these competencies.)

Competencies may be met by combinations of high school and college courses or test scores. A minimum 2.00 average (4.00 = A) must be earned in the courses taken in each of the four competency areas. Transfer students with 36 or more transferable semester hours and students 22 years of age or older at the time of enrollment need only meet the general aptitude requirements. An applicant whose most recent education is outside the United States is exempt from fulfilling the competency requirements. See the “Basic Competency Requirements” table, page 33.

If the applicant is unable to meet these specific admission requirements, it is possible to file a letter of appeal with the University Undergraduate Admissions Board:

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 Verbal – 450	<i>or</i>	One transferable three-semester-hour college-level course in English composition
<b>Mathematics</b>				
Three years high school: One year Algebra I One year Geometry I One year Algebra II	<i>or</i>	Minimum test score: ACT Math – 20* or SAT Math – 500	<i>or</i>	Two pre-college-level three- semester-hour courses in algebra or one transferable three-semester- hour course in college algebra
<b>Laboratory Science</b>				
Two years high school, one each from two of the following: biology chemistry earth science physics	<i>or</i>	One year high school lab science (biology, chemistry, earth science, physics) plus minimum test score on one of the following: ATP Chemistry Achievement – 575 ATP Biology Achievement – 550 ATP Physics Achievement – 590 ACT Science Reasoning – 20 The test score may not be from the same subject from which high school credit was earned.	<i>or</i>	Two transferable four-semester-hour college-level lab science courses in different subject areas
<b>Social Science</b>				
Complete both A and B.				
A One year high school American history	<i>or</i>	Minimum test score on ATP American History/Social Studies Achievement – 510	<i>or</i>	One transferable three-semester-hour college-level American history course
B One year high school social science (e.g., European history, world history, sociology, geography, government, anthropology)	<i>or</i>	Minimum score on ATP European History/World Cultures Achievement – 545	<i>or</i>	One transferable three-semester-hour college-level social science course

\* The ACT scoring system has been modified. As a result, these scores are effective for tests taken in and after October of 1989. Equivalent scores for tests taken before October 1989 are 19 for English and 18 for Math.

UNIVERSITY UNDERGRADUATE  
ADMISSIONS BOARD  
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The decision of the board is final.  
The applicant must be able to meet at  
least one of the following criteria to be  
considered for appeal:

1. an upward grade trend during the  
high school career or an upward  
grade trend during the senior year;
2. positive recommendations from  
secondary school administrators,  
faculty, or counselors based on  
considerations such as academic  
potential, work experience, and  
leadership ability;

3. an average score of 50 or greater  
on the General Education Develop-  
ment (GED); or
4. completion of at least nine semes-  
ter hours of college freshman-level  
academic studies (at a community  
college or at a university, or both)  
with a GPA of 2.50 or higher on a  
4.00 = A scale in courses in En-  
glish, social science, mathematics,  
physical or natural science, foreign  
languages, fine arts, or the humani-  
ties.

The School of Engineering recom-  
mends three and a half high school  
years of mathematics, including ad-  
vanced algebra, geometry, and trigo-  
nometry. Calculus is recommended.  
The laboratory sciences chosen should  
include at least one unit in physics and

one year of chemistry. One year of bi-  
ology is strongly recommended.

The College of Liberal Arts and Sci-  
ences strongly recommends a minimum  
of two years of a single foreign lan-  
guage.

The College of Nursing requires one  
year each of high school physics and  
chemistry. Two years of high school  
chemistry are recommended.

**Admission before Graduation from  
High School.** Admission may be  
granted to high school seniors who sub-  
mit a six-semester or seven-semester  
transcript that shows academic quality  
and rank in class in keeping with ad-  
mission standards and who complete  
the steps in the undergraduate admis-  
sion procedures. Admission is *con-  
firmed* when a verification of the high

school graduation showing the final GPA, the rank in class, and the date of graduation has been received in the mail by Undergraduate Admissions directly from the high school. In addition, students who are admitted with more than two deficiencies must submit, at least 45 days in advance of the semester, official records to verify the completion of competencies such that *no more than* two deficiencies remain. Students with more than two deficiencies who have not been admitted 45 days in advance of the semester may not be eligible for admission. An admission may be cancelled if the final verification shows that the applicant has not met the university requirements for admission or that more than two deficiencies remain.

**Admission with Distinction.** Admission with Distinction certificates recognizing outstanding scholarship are awarded to entering freshmen who rank in the top 10% of their high school graduating classes. This designation is honorary in nature and does not include a financial award.

**Admission of Nondegree Applicants—Undergraduate.** Any high school graduate is invited to enroll for six or fewer semester hours per semester of undergraduate course work 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. Persons admitted as nondegree students for a specific year and term must remain nondegree until the next semester.

Anyone interested in admission as a nondegree undergraduate student at ASU must submit to Undergraduate Admissions: (1) a Nondegree Undergraduate Application for Admission (including Domicile Affidavit) and (2) a \$35.00 nonrefundable application fee (for applicants applying as nonresidents or residing outside Arizona). Applicants who are not high school graduates or who are younger than age 18 must also submit ACT or SAT scores.

No more than 15 hours of completed nondegree work may be applied to a degree program if the completed courses meet specific requirements within a degree program. A nondegree student who decides to work toward a

bachelor's degree must *apply for admission to a degree program* with Undergraduate Admissions and meet the admission requirements.

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

### Transfer Applicants

**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 minimum of 12 college or university transferable semester hours must have been earned in order to be considered a transfer applicant.

Arizona transfer applicants must have the respective minimum GPAs to be admitted to the professional programs in the following areas: Computer Science—2.50; Construction—2.25; Engineering—2.50; Speech and Hearing Science—2.50; and Technology—2.25. Other 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.

All applicants having completed fewer than 36 semester hours of transferable college or university work must submit official high school records, including an ACT or SAT score, and meet basic competency requirements. Students who will be 22 years old by the time the semester begins are exempt from the competency requirements.

### 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 depends on the requirements of the department, division, school, or college in*

*which the student is enrolled.* There are several qualifications:

1. Transfer credit is not given for courses in which the lowest passing grade ("D") or a failing grade was received.
2. While courses successfully completed but evaluated on nontraditional grading systems (e.g., pass/fail) are acceptable for transfer, some colleges in the university 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, including the following types:

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., governmental agencies, corporations, industrial firms); and
4. credits awarded by postsecondary institutions for noncredit courses, workshops, and seminars offered by other postsecondary institutions as part of continuing education programs.

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.

**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 admissibility. This exception applies only 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 service records must be submitted, including form DD 214.

**Community Colleges.** A maximum of 64 semester hours are accepted as lower-division credit when transferred from community, junior, or two-year colleges.

Community college students who plan to transfer to ASU at the end of their first or second years are strongly advised to plan their community college courses to meet the requirements of the curricula they select.

**Students Attending Arizona Community Colleges.** To determine the equivalency of courses offered by Arizona community colleges and courses offered at ASU, a student should refer to the *Arizona Higher Education Course Equivalency Guide* in consultation with an academic advisor. Provided college attendance has been continuous, a student is permitted to follow the degree requirements specified in the ASU catalog in effect at the time he or she began community college work. See page 72, "Guidelines for Determination of Catalog Year."

**Admission before Receipt of Final Transcript.** Students enrolled in other colleges and universities are considered for admission on the basis of meeting all admission requirements, except for a final transcript of work in progress. This final transcript must be sent to Undergraduate Admissions directly from the issuing institution immediately after the work in progress has been completed. Hand-carried transcripts are not accepted. *Admission is confirmed only after the final transcript has been received 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 cancelled, and any registration fees paid are returned.

**Appeal Procedure.** Transfer students who feel they have been unjustly denied credit for courses they have taken may appeal to the standards committee of the colleges in which they have enrolled. This procedure does not apply to community college transfer of credit greater than the 64-hour maximum; see "Community Colleges" on page 35. The decision of this committee is final.

An applicant for transfer admission whose academic record fails to meet ASU admission standards is denied admission. Such an applicant, however, may write a letter of appeal accompanied by three letters of recommendation to the University Undergraduate Admissions Board for reconsideration of his or her application:

UNIVERSITY UNDERGRADUATE  
ADMISSIONS BOARD  
ARIZONA STATE UNIVERSITY  
BOX 870112  
TEMPE AZ 85287-0112

The decision of this board is final.

### International Student Admissions

To comply with Immigration and Naturalization Services regulations, students who plan to attend ASU on an F-1 or J-1 visa must

1. have a minimum GPA of 3.00 (4.00 = A) from secondary school course work if a freshman applicant, or have a minimum GPA of 2.50 (4.00 = A) from college or university course work, if a transfer applicant;
2. submit a financial statement not more than six months old from a financial institution assuring adequate resources to support themselves while in residence at the university;
3. have all required admissions materials and credentials reach Undergraduate Admissions by May 15 if applying for the fall semester or October 15 if applying for the spring semester (an English translation of all non-English documents is required);
4. pay a nonrefundable application fee of \$35.00 in U.S. funds; and
5. meet all appropriate immigration standards and requirements.

### TOEFL

Applicants whose native language is not English (identified by the U.S. Department of State Bureau of Public Affairs) must provide evidence of English language proficiency as indicated by acceptable scores on the Test of English as a Foreign Language (TOEFL). A minimum TOEFL score of 500 is required for general admission to the university, and a minimum score of 550 is required for the professional programs

in the School of Engineering, the Del E. Webb School of Construction, and the College of Architecture and Environmental Design. The following three exceptions apply:

1. Applicants who have completed their junior and senior years in a U.S. high school may provide an SAT Verbal score of 500 or an ACT English subscore of 23 in place of a TOEFL score for the professional programs in the School of Engineering, the Del E. Webb School of Construction, and the College of Architecture and Environmental Design. Scores of 450 on the SAT Verbal or 21 on the English subscore place these applicants in the preprofessional programs.
2. Applicants who have completed a minimum of 48 semester hours of transfer credits at a U.S. college or university (including completion of two semesters of first-year composition, earning a minimum 2.50 cumulative GPA), may submit a TOEFL score of 550, an SAT Verbal score of 500, or an ACT English subscore of 23 for the professional programs in the School of Engineering, Del E. Webb School of Construction, and the College of Architecture and Environmental Design. Applicants providing scores below the standards are admitted into the preprofessional programs.
3. Applicants who have received a bachelor's degree from a college or university in the United States are exempt from the TOEFL. If these applicants meet the admission standards for the professional programs, exclusive of language tests, they are admitted to the professional program.

All required application materials must be received by Undergraduate Admissions no later than May 15 for fall applicants and October 15 for spring applicants.

Upon admission to the university, such students are issued a Certificate of Eligibility (Form I-20 or IAP-66), which enables them to apply for the appropriate visa.

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.

Upon arrival on campus, students must report to the international student advisor in Student Life.

### **American Language and Culture Program**

The American Language and Culture Program (ALCP) features an intensive, noncredit course of study designed for adult international students who desire to become proficient in English as a second language for academic, professional, and/or personal reasons. Inquiries about the curriculum, fee schedule, and other topics should be addressed to

AMERICAN LANGUAGE AND  
CULTURE PROGRAM  
ARIZONA STATE UNIVERSITY  
BOX 873106  
TEMPE AZ 85287-3106

Acceptance into the American Language and Culture Program is separate from admission to the university. For more information, see page 362.

### **Admission of Applicants with Disabilities**

Persons with disabilities who meet academic qualifications are encouraged to apply for admission to ASU.

A preadmission inquiry may be made by Disabled Student Resources in order to assist the incoming student better with the appropriate support services. The inquiry is made on a confidential basis. Refusal to respond to the inquiry or to provide requested information has no bearing on either the applicant's admission or treatment at ASU.

Disabled Student Resources is staffed with specially trained professionals working with hearing impaired/deaf, visually impaired/blind, physically disabled, learning disabled, and individuals with hidden disabilities. Disabled Student Resources is committed to facilitating appropriate resources that allow each qualified student with a disability access to educational, social, and cultural/recreational opportunities available within the university community. Each student is encouraged to function independently and to develop personal techniques for attaining the highest possible goals in life.

Disabled Student Resources coordinates a comprehensive academic support program for students with disabilities. (For more information about

available services, see page 75.) Eligibility for services is based on enrollment, appropriate documentation of permanent or temporary disability, and documented need for academic support services.

Students with disabilities who require attendant care or other personal assistance must make appropriate arrangements *before the beginning of each academic term*. The student has the sole responsibility for his or her own personal care assistance.

To ensure a smooth transition into the university community, prospective students with disabilities are encouraged to call 602/965-1234 (TTY) or write to

DISABLED STUDENT RESOURCES  
ARIZONA STATE UNIVERSITY  
BOX 873202  
TEMPE AZ 85287-3202

### **Special Programs for Advanced Placement and Credit**

A maximum of 60 hours of credit is awarded for any or all programs, including ASU comprehensive and proficiency examinations. In these categories, only credit earned by comprehensive examination counts toward the resident credit requirement for graduation.

**Advanced Placement.** Students who have taken an advanced placement course of the College Entrance Examination Board (CEEB) in their secondary school *and* who have taken an Advanced Placement Examination of CEEB may receive university credit. No credit is given for any examination with a score of 2 or 1.

When the scores are received by the university directly from CEEB, credit is awarded as shown in the "Advanced Placement Credit" table, pages 37-38.

**College-Level Examination Program (CLEP).** Students who have taken a College-Level Examination of the College Entrance Examination Board may receive university credit. The table of CLEP credit applies to all students enrolling in the university for the first time in August 1975 and any student enrolling thereafter. 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. All examinations are given monthly by the University Testing Services.

No more than six semester hours taken under CLEP may be applied toward university general studies requirements. General studies requirements in natural sciences (S1 and S2) and literacy and critical inquiry (L1 and L2) are not satisfied by CLEP.

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

**Subject Examinations.** A standard score of 50 or higher 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.*

For further information regarding CLEP, contact the University Testing Services, at EDB 302 or 602/965-7146.

### **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 the English as a Second Language (English B) or foreign language examinations (Foreign Language A or B). Credit is awarded according to the table of "International Baccalaureate Diploma/Certificate Credit," page 40.

**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. Applications are given

**SPECIAL PROGRAMS FOR ADVANCED PLACEMENT AND CREDIT 37**

**Advanced Placement Credit**

Exam	Score	Semester Hours	Equivalency
Art—History	5 or 4	6	ARS 101, 102
	3	3	ARS 101 or 102
Art—Studio—Drawing	4	3	ART 111
	5	6	ART 111, 112
Art—Studio—General	4	3	ART 112
	5	6	ART 112, DEC*
Biology	5 or 4	8	BIO 181, 182
	3	4	BIO 181
Chemistry	5 or 4	9	CHM 113, 115
	3	4	CHM 113
Computer Science AB	5 or 4	6	CSE 100, 101
Computer Science A	5 or 4	3	CSE 100
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 102H
English—Literature and Composition	5 or 4	6	ENG 101, 110 eligible for ENG 102H
French, German, or Spanish—Language	5	14	FRE 201, 205, 311, 312 GER 201, 202, 311, 312 SPA 201, 202, 311, 312
	4	11	FRE 201, 205, 311 GER 201, 202, 311 SPA 201, 202, 311
	3	8	FRE 201, 205 GER 201, 202 SPA 201, 202
French, German, or Spanish— Literature	5	18 15 15	FRE 111, 201, 205, 321, 322 GER 111, 201, 202, 314 SPA 111, 201, 202, 325
	4	12	FRE 111, 201, 205 GER 111, 201, 202 SPA 111, 201, 202
	3	8	FRE 201, 205 GER 201, 202 SPA 201, 202
History—American or European	5 or 4	6	HIS 103 and 104 <i>or</i> HIS 101 and 102
	3		Department evaluates examination and recommends credit.
Mathematics—Calculus AB	5, 4, or 3	4	MAT 270

\* If the portfolio emphasizes 3D, the student can request to have it evaluated for ART 115 credit.

Exam	Score	Semester Hours	Equivalency
Mathematics—Calculus BC	5 or 4	4	MAT 270; additional credit may be granted upon departmental approval. MAT 270
	3	4	
Physics B	5 or 4	6	PHY 111, 112 PHY 111
	3	3	
Physics C—Electricity and Magnetism	5 or 4	4	PHY 112, 114; or, upon departmental approval, credit may instead be granted for PHY 131, 132.
Physics C—Mechanics	5 or 4	4	PHY 111, 113; or, upon departmental approval, credit may instead be granted for PHY 121, 122.
Political Science American Government and Politics	5 or 4	3	POS 110
Comparative Government and Politics	5 or 4	3	POS 150
Psychology	5 or 4 3	3	PGS 100 Department evaluates examination and recommends credit.

#### 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	POS 110
American History (6)		
Early Colonization to 1877	3	HIS 103
1865 to the Present	3	HIS 104
American Literature	6	ENG 341, 342
Analysis and Interpretation of Literature	3	Elective credit
Calculus with Elementary Functions	4	MAT 270
College Algebra	3	MAT 117

Subject Examinations	Semester Hours	Equivalency
College Algebra and Trigonometry	3	MAT 118
College Composition	None	With satisfactory essay qualifies for ENG 105
College French	8	FRE 101, 102
College German	8	GER 101, 102
College Spanish	8	SPA 101, 102
Information Systems and Computer Applications	3	Elective credit
English Literature	3	Elective credit
Freshman English	None	Recommend college composition subject exam
General Biology	8	BIO 181, 182
General Chemistry	9	CHM 113, 115
Introductory Psychology	3	PGS 100
Human Growth and Development	None	No credit
Introductory Macroeconomics	3	ECN 111 (Students must score a 75 or higher to receive credit.)
Introduction to Management	None	No credit
Introductory Microeconomics	3	ECN 112 (Students must score a 75 or higher to receive credit.)
Introductory Accounting	6	Elective credit
Introductory Business Law	3	Elective credit
Principles of Marketing	None	No credit
Introductory Sociology	3	SOC 101
Trigonometry	None	No credit
Western Civilization (9)		
Ancient Near East to 1648	6	HIS 100 and 101
1648 to the Present	3	HIS 102

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 and CLEP credit) and correspondence 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

**International Baccalaureate Diploma/Certificate Credit**

Exam	Score	Semester Hours	Equivalency
Biology	7, 6, or 5 4	8 4	BIO 181 and 182 BIO 181
Chemistry	7, 6, or 5 4	9 4	CHM 113 and 115 CHM 113
English A	7, 6, or 5 4	6 3	ENG 101 and 110 ENG 110
English B	<i>no credit awarded</i>		
Foreign Language A or B	<i>no credit awarded</i>		
History—American	7, 6, or 5 4	6 3	HIS 103 and 104 HIS 103
History—European	7, 6, or 5 4	6 3	HIS 101 and 102 HIS 101
Mathematics	7, 6, 5, or 4	4	MAT 270
Physics	7, 6, or 5 4	8 4	PHY 111, 112, 113, and 114 PHY 111 and 113

completed, the application must be approved by the student's advisor and the chair of the department 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 departmental 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 dean's office of the college in which the student is registered.

**PLACEMENT EXAMINATIONS FOR PROFICIENCY**

**English.** New students and continuing, re-entry, transfer, and nondegree students who have not taken any composition courses are placed in First-Year Composition courses according to their scores on the ACT English or SAT Verbal tests. Students who score 18 (16)\* or below on the ACT English test or 380 or below on the SAT Verbal test must enroll in WAC 101, a basic writing course (see page 45). Students who score between 19 (17)\* and 28 (24)\* on

the ACT English test or between 390 and 580 on the SAT Verbal test are eligible to enroll in ENG 101. Students who score 29 (25)\* or higher on the ACT English test or 590 or higher on the SAT Verbal test may take ENG 105 in place of ENG 101 and 102. Students who are accepted in the University Honors College are eligible to enroll in ENG 105 after being advised. Students may also qualify for ENG 105 by achieving appropriate scores on the CLEP General Examination in English Composition with Essay or the CLEP Subject Examination in College Composition with Essay.

**Foreign Language.** For information regarding foreign language placement, see page 124, "Foreign Language Requirement and Placement," and pages 36–40, "Special Programs for Advanced Placement and Credit."

**Mathematics.** Placement examinations before registering in mathematics courses are not required at ASU. Students planning to register in mathematics courses should consult the Self-Advisement flowchart, mailed to all fresh-

\* The ACT scoring system has been modified. As a result, these scores are effective for tests taken in and after October 1989. Equivalent scores for tests taken before October 1989 are in parentheses.

man applicants and available at university advising offices and the Department of Mathematics offices in PSA 208 and 216. The flowchart places emphasis on a student's prior preparation and performance in mathematics. In most lower-division mathematics courses, an intensive review by the students is followed by a test during the first week of classes. Students not doing well on these tests are encouraged to enroll immediately in a less demanding mathematics course. Those students needing additional evaluation are encouraged to take the Algebra Placement Exam or the Calculus Placement Exam, administered by appointment at University Testing Services (UTS), EDB 302. Call UTS at 602/965-7146 for an appointment.

### ACADEMIC ADVISEMENT

Effective academic advisement of students is an essential aspect of the educational experience at ASU. The university is committed to provide quality advisement to students and, at the same time, recognizes that it is the responsibility of the student to make advising contacts. To assure timely and accurate advisement to their majors, each college has advisors to assist students in developing programs of study, assessing educational goals, and understanding rules, procedures, and curriculum requirements. In some colleges, these advisors are faculty members. In others, they are full-time, professional advisors. In most instances, students have academic and career advisement available from both faculty members and full-time advisors. Students are encouraged to take advantage of the skill and knowledge of the advising professionals available to them. Most new students and many continuing students have mandatory advisement as a condition of registration.

An additional unit, the University Academic Advising Center, is a central advising, referral, and information facility whose staff are available to assist students in their academic careers at ASU. The center provides special advising services to prospective, transfer, undecided, undeclared, unclassified, and visiting students. In addition to guidance in the exploration and/or selection of a major, the center provides general academic information and referrals to any area of student academic support.

Students are strongly encouraged to seek academic advisement at the earliest possible time and regularly throughout their academic careers, whether or not advising is mandatory in their particular programs. Academic offices may be contacted at the locations and times below. See page 446 for a list of building abbreviations and names.

#### *College of Architecture and Environmental Design*

ARCH 141, 602/965-3584

Mon.-Fri. 8:00 – 12:00  
1:00 – 5:00

#### *College of Business*

BA 123, 602/965-4227

Mon.-Tues. and  
Thurs.-Fri. 9:00 – 12:00  
1:00 – 4:30  
Wed. 9:00 – 12:00  
1:00 – 6:30

#### *College of Education*

EDB 7, 602/965-3877

Mon.-Tues. and  
Thurs.-Fri. 7:00 – 5:00  
Wed. 7:00 – 7:00  
Call 965-3877 for additional hours.

#### *College of Engineering and Applied Sciences*

ECG 100, 602/965-3421

Mon.-Fri. 8:00 – 5:00

#### *College of Fine Arts*

GHALL 123, 602/965-6647

Mon.-Fri. 8:00 – 5:00

#### *College of Law*

LAW 101, 602/965-7896

Mon.-Fri. 8:00 – 5:00

#### *College of Liberal Arts and Sciences*

SS 111, 602/965-6506

Mon.-Fri. 8:00 – 5:00

#### *College of Nursing*

NUR 108, 602/965-2987

Mon.-Fri. 8:00 – 5:00

#### *College of Public Programs*

WILSN 203, 602/965-1034

Mon.-Fri. 8:00 – 5:00

#### *Graduate College*

WILSN Lobby, 602/965-3521

Open year-round; walk-ins welcome;  
appointments recommended.

#### *School of Social Work*

WHALL 137, 602/965-6081

Mon.-Fri. 8:00 – 12:00  
1:00 – 5:00

#### *University Academic Advising Center*

MCENT, 602/965-4464

Mon.-Thurs. 8:00 – 6:30  
Fri. 7:00 – 4:00

#### *University Honors College*

MCL 112, 602/965-2359

Mon.-Fri. 8:00 – 5:00  
Appointments are recommended.

### READMISSION TO THE UNIVERSITY

Undergraduate students who have previously attended ASU but have not been enrolled at ASU for one semester or more are required to apply for readmission for the semester in which re-enrollment is intended. If, meanwhile, the student has attended another accredited college or university, it is necessary for the student to have on file an official transcript of all academic work taken. Failure to report such attendance is considered misrepresentation and falsification of university records. In addition, it is considered cause for Records Hold action and withholding of further registration privileges.

An applicant for readmission to a degree program must meet the requirements for good standing (page 48) and the requirements of the college to which the application is being made. An applicant who has been denied readmission may appeal to the University Undergraduate Admissions Board. Nondegree applicants for readmission must have a minimum GPA of 2.00. If not, the applicant must apply to ASU through Undergraduate Admissions.

**Conditional Readmission.** A student completing academic work in progress 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 additional registration privileges are withheld if this condition for readmission is not cleared by mid-semester.

### ACADEMIC RENEWAL

Academic renewal is a university policy administered for the purpose of recalculating the ASU cumulative GPA of undergraduate students who have been readmitted to a degree program after an absence of at least five continuous calendar years and who have completed in good standing a minimum of 12 college-approved additional hours in residence within three semesters after re-entry. Students may have the former academic record before the five-year absence (including transfer credits) accepted in the same manner as if the credits were community college transfer credits. That is, earned hours are carried forward for up to 64 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 re-entry. All graduation residency, academic recognition residency, and GPA requirements must be fulfilled after academic renewal.

A request for academic renewal follows this procedure:

1. Students interested in academic renewal must request the Application for Academic Renewal from the Readmission Section of the Office of the Registrar or the dean of the college offering the major.
2. The Application for Academic Renewal may be submitted immediately upon readmission but not later than the start of the third semester after readmission. Credits must be completed by the third semester after re-entry.
3. The Application for Academic Renewal is submitted by the student to the dean of the college offering the major.
4. The dean specifies in advance a minimum of 12 semester hours.
5. When the approved credits are completed with a cumulative GPA of 2.50 or higher, the dean forwards the Application for Academic Renewal to the Office of the Registrar 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 colleges. 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.

## Registration

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

**Eligibility.** Only eligible students may register for courses at ASU. An eligible student is either continuing from the previous semester or has been admitted or readmitted to the university.

See "Undergraduate Admission," page 31, and "Readmission to the University," page 41.

**Proof of Identification.** In order to receive university services, photo identification must be presented. Each admitted or readmitted student who completes the registration process for a regular semester needs to obtain a student identification card. This photo identification card is valid for the duration of the student's enrollment at ASU.

Photo IDs are issued throughout the semester at the Payne registrar site, EDB 42, and at selected times in the Memorial Union. See the *Schedule of Classes*. Refer to page 26, "ID Card."

**Registration Fees.** Registration fees are due and must be paid in full at the time specified each semester in the *Schedule of Classes*. If any payment tendered is unauthorized, incomplete, or received after the due date, registration fees are considered not paid.

**Schedule of Classes.** The *Schedule of Classes*, published for the fall and spring semesters, and the *Summer Sessions Bulletin* are distributed without charge. They list course offerings, dates, times, places, and procedures for registration, along with other important information relating to the term.

**Course Loads.** A minimum full-time course load for an undergraduate student is 12 semester hours. The maximum course load for which a student may register is 18 semester hours (with the exception of a 19-hour maximum for students enrolled in the Colleges of Engineering and Applied Sciences or Architecture and Environmental Design). A student wishing to register for more than the maximum must petition the standards committee of the college in which he or she is enrolled and must present an approved override at the time of registration. See "Summer Course Loads," page 42, for summer course load information.

**Reserving of Course Credit by Undergraduates.** Seniors at ASU 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 stu-

dent must submit a Graduate College 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 dean of the Graduate College.

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.

**Summer Course Loads.** Maximum load for each five-week session is six semester hours and nine semester hours for an eight-week session. The student registering in a five-week session and an eight-week session simultaneously may not exceed the following combinations of semester hours:

Session			
First Five-Week	Eight-Week	Second Five-Week	Total Semester Hours
0	9	3	12
1	8	3	12
2	7	3	12
3	6	3	12
4	4	4	12
5	2	5	12
6	0	6	12

**Concurrent Enrollment.** Provided that the other university regulations concerning enrollment, graduation requirements, and transfer of credits are not violated, a student may enroll in classes at other institutions or in correspondence courses while enrolled at ASU. However, the student is urged to seek advisement before concurrent enrollment to assure orderly progress toward a degree. If total credits exceed the maximum course load, prior permission must be granted by the college standards committee. (See "Course Loads," page 42.)

**Attendance.** The instructor has full authority to decide whether class attendance is required.

**Enrollment Verification Guidelines.** The registrar is responsible for verifying enrollment according to the general guidelines in the table of enrollment verification guidelines.

**COOPERATIVE EDUCATION**

Cooperative Education at ASU is any educational program that requires *alternating classroom and work experience* in government or industry. The work experience exists for its educational value.

*Full-time Status of Co-op Students.* A co-op student, during a work semester, is identified as both co-op and full time by the university if he or she was full time during a “cooperative education” course.

*Rights and Privileges of Co-op Students.* During their work semesters, co-op students have the rights, privileges, and protections—with regard to university matters—accorded to full-time students, except financial aid assistance. They maintain catalog continuity and have student access to university facilities and events.

*Financial Aid for Co-op Students.* Co-op students are not identified to lenders (including ASU) as being in loan repayment status. They have an “in school” full-time enrollment status. Co-op students do not receive any financial aid disbursement during their co-op semesters *nor are such awards transferred to another semester.* The student is responsible for notifying Student Financial Assistance as soon as plans for a co-op term are made but no later than 10 days before the co-op term begins. The department or school is re-

sponsible for notifying Student Financial Assistance of students approved for co-op terms.

**Traveling Scholar Program.** The Traveling Scholar Program is a cooperative program between 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 the Records Information Section for additional information and the application form.

**Classification of Courses**

**COURSE INFORMATION**

Information about all courses that may be offered by ASU appears in the *General Catalog*, published biennially every other spring. Classes scheduled for the current or upcoming fall or spring semester are listed in the *Schedule of Classes*, published before the beginning of every semester. Classes scheduled for the summer sessions are listed in the *Summer Sessions Bulletin*, published every spring. Information about courses that apply toward graduate programs also appears in the *Graduate Catalog*, published bienni-

ally.

**COURSE NUMBERING SYSTEM**

**100–299 (Lower-Division) Courses.** These courses are designed primarily for freshmen and sophomores. Certain classes are closed to freshmen who lack the designated prerequisites or whose majors are outside the unit offering the course. This information is available in the *General Catalog*, in the *Schedule of Classes*, or from the student’s academic advisor.

**300–499 (Upper-Division) Courses.** These 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 College. See “Reserving of Course Credit by Undergraduates” on page 42.

**500–799 (Graduate-Level) Courses.** These 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 department chair, and the dean of the college in which the course is offered. If the course does not meet an undergraduate graduation requirement, it may be eligible for use in a future graduate program on the same basis as work taken by a nondegree graduate student. See “Reserving of Course Credit by Undergraduates” on page 42. See page 366 and the *Graduate Cata-*

**Enrollment Verification Guidelines**

	Full-Time	Half-Time	Less Than Half-Time
<b>Regular Semester</b>			
Undergraduate	12 or more hours	6–11 hours	5 or fewer hours
Graduate	9 or more hours	5–8 hours	4 or fewer 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 fewer hours
Graduate	5 or more hours	3–4 hours	2 or fewer 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.

log.

**Omnibus Courses.** The omnibus numbers are used for courses offered on a one-time or tutorial basis or for courses in which the content is new or periodically changes. Academic units use their own prefixes before omnibus course numbers. The general nature of the work required for a particular omnibus course is consistent from unit to unit, but subject matter varies. Omnibus courses are often offered for a variable number of semester hours. See the appropriate academic unit in the *General Catalog* or major in the *Graduate Catalog* for the omnibus course listing under a subject area.

**Omnibus Undergraduate Courses**

**191 First-Year Seminar.** This omnibus course, ranging from one to three semester hours, is designed to bring faculty and small groups of students together to discuss topics of common interest. Students must have freshman class standing to enroll. Contact your academic advisor for more information.

**194, 294, 394, and 494 Special Topics.** These courses cover topics of immediate or special interest to a faculty member and students. They range in credit from one to four semester hours.

**484 Internship.** These courses offer structured practical experience following a contract or plan, supervised by faculty and practitioners. Internships range in credit from one to 12 semester hours.

**498 Pro-Seminar.** These courses involve small-group study and research for advanced students within their majors. Major status in the department or approval of the instructor is required. These courses range in credit from one to seven semester hours.

**499 Independent Study.** The course number 499 has been reserved for Independent Study courses in each of the instructional departments or divisions of the colleges at the undergraduate level. Independent Study courses are honors courses and may be taken only by outstanding senior students who have completed at least one semester in residence. To be eligible for an Independent Study course, a student must have a cumulative GPA of 3.00 or better in the major or field of specialization.

An Independent Study course is designed to provide an opportunity for the

superior senior student or graduate student to do an original study or investigation in the major or field of specialization on an individual basis with a minimum of supervision or direction.

An Independent Study course is not a substitute for a catalog course nor a means of taking a catalog course on an individual basis. Courses listed in the catalog may not be taken as Independent Study.

Application for Independent Study must be made well in advance of the regular registration period with the student's advisor. The application must be signed by the advisor and approved by the instructor under whom the student will work and by the chair of the department offering the course. A special class fee may be required. These courses range in credit from one to three semester hours.

**International Program Courses.**

Courses with the prefix IPO numbered 495 are reserved for Office of International Programs Study Abroad and Exchange Programs. For most programs, participating students register for 18 semester hours. Following completion of an international program, undergraduate students receive credit for the study completed, with a minimum of 12 semester hours and a maximum of 18 semester hours, graduates with a minimum of six semester hours and a maximum of 12 semester hours.

For some special international programs, students register and receive credit for fewer semester hours.

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

**Omnibus Graduate Courses**

	<i>Semester Hours</i>
500 Research Methods .....	1-12
580 Practicum .....	1-12
583 Field Work .....	1-12
584 Internship .....	1-12
590 Reading and Conference .....	1-12
591 Seminar .....	1-12
592 Research .....	1-12
593 Applied Project .....	1-12
594 Conference and Workshop .....	1-12
595 Continuing Registration* .....	1
598 Special Topics .....	1-4
599 Thesis .....	1-12
600 Research Methods .....	1-12
680 Practicum .....	1-12

683 Field Work .....	1-12
684 Internship .....	1-12
690 Reading and Conference .....	1-12
691 Seminar .....	1-12
692 Research .....	1-12
693 Applied Project .....	1-12
695 Continuing Registration* .....	1
700 Research Methods .....	1-12
780 Practicum .....	1-12
783 Field Work .....	1-12
784 Internship .....	1-12
790 Reading and Conference .....	1-12
791 Seminar .....	1-12
792 Research .....	1-15
793 Applied Project .....	1-12
795 Continuing Registration* .....	1
799 Dissertation .....	1-15

\* The student receives neither credit nor grade for 595, 695, and 795.

The above courses are described in announcements of the Graduate College and are also available in the respective departments. Under special circumstances, arrangements may be made at the dean's request, through the approval of the senior vice president and provost, to increase the standard semester hours of credit.

**LAW 597, 697, and 797.** The numbers 597, 697, and 797 have been reserved for the Visiting Student Program in the College of Law.

**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 *Schedule of Classes* or must otherwise satisfy the instructor that equivalent preparation has been completed.

**Key to Course Listing Codes**

Code	Definition
M	Course campus code
GLG	Departmental prefix designation
410	Course number
(3)	Three semester hours
F	Course offered fall only
S	Course offered spring only
SS	Course offered summer session only
F, S	Course offered both semesters
A	Course offered once a year
F '94	Course offered every other year on semester indicated

N Course not regularly offered

### Undergraduate Academic Services.

UNI and WAC courses are offered by Undergraduate Academic Services. See page 20 for information.

### UNI 100 Academic Success at the University. (3) F, S, SS

Mastery in time management, notetaking, test taking, college text reading, university library use, goal setting, and use of university resources. Lecture, discussion, co-op learning. Prerequisite: freshman or sophomore or transfer student standing.

**Omnibus Courses:** See page 44 for omnibus courses that may be offered.

### WRITING ACROSS THE CURRICULUM

#### WAC 101 Introduction to Academic Writing. (3) F, S

Combines classroom and supplemental instruction to teach academic genres of writing including definition, summary, and analysis.

## Grading System

**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. An hour of work is the equivalent of 50 minutes of class time—often called a “contact hour”—or 60 minutes of independent study work. For lecture-discussion courses, this requirement equates to at least 15 contact hours 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.

**Scholarship Grades and Marks.** All grades and marks appear on the grade report, 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*
RN	–	Remedial No Credit*
W	–	Withdrawal
X	–	Audit
Y	–	Satisfactory

\* Appears only on unofficial copy of ASU transcript.

**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.*

**Incomplete.** A mark of “I” (incomplete) is given by the instructor only when a student who is otherwise doing acceptable 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 if the original instructor later becomes incapacitated or is otherwise not on campus. 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 the Office of the Registrar, 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. Marks of “I” received in the fall 1983 semester or thereafter for undergraduate courses that have been on a student’s record for more than one calendar year are automatically changed to a grade of “E.”

An undergraduate student does not re-register or pay fees for a course for which an incomplete “I” has been received in order to complete the course.

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 re-register 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, readings and conferences, research, seminars, theses, and workshops. The “Y” is included in earned hours but is not computed in the GPA.

**Credit Enrollment.** The semester hour is the unit on which credit is computed. It represents one 50-minute class exercise per week per semester. To obtain credit, a student must be properly registered and must pay fees for the course.

**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. 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. This grading option may not be changed after the close of drop/add. 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 schools within the university. Consult the college dean’s office for detailed information and restrictions before registration. “P” is included in earned hours but is not computed in the GPA.

**Remedial Enrollment.** A mark of “RC” (remedial credit) or “RN” (remedial no credit) may be assigned for this grading option. The course appears on an unofficial ASU transcript but does not appear on the grade report or official ASU transcript and is not included in earned hours. Remedial hours are included in verification of enrollment for purposes of loan deferment and eligibility.

**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. See the *Schedule of Classes* or *Summer Sessions Bulletin* 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, depending on the student’s remaining hours. 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 from any course with a mark of “W.” See the *Schedule of Classes* or the *Summer Sessions Bulletin* 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 only in which the instructor certifies that they are passing at the time of the withdrawal. See the *Schedule of Classes* or the *Summer Sessions Bulletin* for dates of the restricted withdrawal period.

The number of restricted withdrawals with the mark of “W” is limited. One restricted withdrawal is assessed for each course withdrawn from, unless the student is withdrawing from all courses. A complete withdrawal results in the assessment of one restricted withdrawal against a student’s limit. The number of withdrawals is as follows: during freshman standing, a total of three; during sophomore standing, a total of two; during junior and senior standing, a total of two; and, during

second undergraduate degree standing, a total of two. Students who have reached their restricted withdrawal limit will not be allowed to process any additional restricted course withdrawals. However, students are allowed to process a restricted complete withdrawal even when they have reached the restricted withdrawal limit. 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.

#### **Procedure for Restricted Withdrawal**

1. Obtain a withdrawal form from any registrar site.
2. Obtain a signature and verification of grade from instructor(s).
3. Have the form processed at any registrar site.

**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 in which the course is offered. 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 or by addressing a signed request to the Office of the Registrar. 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. See the *Schedule of Classes* or the *Summer Sessions Bulletin* for dates of the complete withdrawal periods. No one is permitted to withdraw from the university or to conduct any registration transaction in the last two weeks of the semester. The date of the complete withdrawal is al-

ways the date the withdrawal form or letter is received in the Office of the Registrar.

**Medical Withdrawal.** Normally, a medical withdrawal request is made in cases where serious illness or injury prevents a student from continuing courses and incompletes or when other arrangements with the instructor are not possible. Consideration is usually for complete withdrawal. An application for less than a complete withdrawal must be well documented to justify the selective nature of the medical withdrawal request. This policy applies both to cases involving physical health problems and those involving mental or emotional difficulties.

To receive permission for a medical withdrawal from courses, a student must present a Request for Documented Medical Withdrawal form and proper documentation (usually a letter from a physician) of the medical condition to the medical-withdrawal designee of the college of the student’s major. For complete procedural information, contact the appropriate medical withdrawal designee.

**Grade Points.** 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. GPAs are rounded to the nearest 100th of a grade point.

**Grade Point Average.** Grade points earned for a course are multiplied by the number of semester hours to produce 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 total number of semester hours graded “A,” “B,” “C,” “D,” or “E.” Other grades do not carry grade points. *Semester* GPA is based on *semester* net hours. *Cumulative* GPA is based on *total* net hours.

**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. Approval for the change is also required by the department chair and the dean of the college concerned. This policy also applies to the grade of "I" (incomplete).

### University Policy for Student Appeal Procedures on Grades

#### Informal

The steps outlined below, beginning with step A, must be followed by any student seeking to appeal a grade. Student grade appeals must be processed in the regular semester immediately following the issuance of the grade in dispute (by commencement for fall or spring), regardless of whether the student is enrolled at the university. It is university policy that students filing grievances and those who are witnesses will be protected from retaliation. Students who believe they are victims of retaliation should immediately contact the dean of the college in which the course is offered.

- A. The aggrieved student must first undergo the informal procedure of conferring with the instructor, stating the evidence (if any) and reasons for questioning that the grade received was not given in good faith. The instructor is obliged to review the matter, explain the grading procedure utilized, and show how the grade in question was determined. If the instructor is a graduate assistant and this interview does not resolve the difficulty, the student may then go to the faculty member in charge of the course (regular faculty member or director of the course sequence) with the problem.
- B. If the grading dispute is not resolved in step A, the student may appeal to the department chair or other appropriate chair of the area within the department (if any). The department chair may confer with the instructor to handle the problem. Step B applies only in departmentalized colleges.
- C. If these discussions are not adequate to settle the matter to the complainant's satisfaction, the student may then confer with the dean of the college concerned (or the dean-designate), who will review the case. If unresolved, the dean or designate may refer the case to the college academic grievance hearing committee to review the case for-

mally. In most instances, however, the grievance procedure will not go beyond this level.

#### Formal

The following procedure takes place after steps A, B, and C (or A and C) have been completed.

- D. Each college has on file in the office of the dean (and in each department of the college) the procedures and composition of the undergraduate or graduate academic grievance hearing committee for student grievances. Each college committee shall operate under grievance procedures as stated which satisfy due process requirements. The committee shall always meet with the student and the instructor in an attempt to resolve the differences. At the conclusion of the hearing, the committee shall send its recommendations to the dean.
- E. Final action in each case will be taken by the dean after full consideration of the committee's recommendation. Grade changes, if any are recommended, may be made by the dean. The dean shall inform the student, instructor, department chair (if any), the registrar, and the grievance committee of any action taken.

**Repeating Courses.** An undergraduate course taken at ASU 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. After an undergraduate student repeats 100- and 200-level courses, the student's transcript shows both grades, but the student's cumulative GPA reflects only the higher grade. After an undergraduate student repeats 300- or 400-level courses, the student's cumulative GPA and the transcript reflect both grades.

After completing the course, the student must file a Deletion Form with the Office of the Registrar. To be eligible for the deletion of "D" or "E" grades, the course must be repeated at ASU. Students who have graduated are not eligible to delete the grade for a course taken before the award of the ASU bachelor's degree.

This policy does not apply to seminar and independent study courses with different content each semester. This

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.

**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.** A grade report is sent to each student at the end of each semester to the permanent address of record. *It is the responsibility of the student to keep the Office of the Registrar informed of address changes.*

**Records Hold.** The Office of the Registrar 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.

**Transcripts.** The Office of the Registrar releases official transcripts *only upon the written request of the student.* The request must include the following information:

1. the student's name and former name(s);
2. the student ID number;
3. the date of birth; and
4. the dates of attendance.

No transcript is issued in cases of a financial records hold. If the transcript is to be mailed, the student must also supply a specific address. The fee for an official transcript for nonenrolled students is \$5.00 for the first copy. The fee is \$1.00 per copy for students enrolled for a current or future semester. Additional copies ordered at the same time are \$1.00 each.

Unofficial transcripts may be requested in person at the Office of the Registrar, any registrar site, or by mail if a signed release is enclosed. 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 a written release from the student. For information on parental access to records, see "Access to Records," pages 49–50.

## Retention and Academic Standards

### 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 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 may set higher GPA standards; otherwise, the university standards prevail. See the college sections of this catalog or contact the college deans' offices for statements regarding college retention standards.

**Meeting Basic Competencies.** New students are required to have completed a specific number of courses in the areas of American history, English, laboratory science, mathematics, and social science. Students who are exempt from these requirements include transfer students with 36 or more transferable semester hours, students admitted by GED, and students who are 22 years of age or older by the first day of the semester. An admitted student who needs to meet competencies in one or more of these areas must satisfy the requirement within one year of the beginning of his or her first semester at ASU. Subject competencies in each area may be met by earning a grade of "D" or better at ASU in an appropriate course(s) as listed in the following table:

Area	ASU Courses That May Be Used to Meet Basic Competencies
American history	HIS 103 or 104
English	ENG 071 or 101 or 105 or 107
Laboratory science*	<i>Life Sciences:</i> BIO 100 or 181 or 182 or BOT 108 or ZOL 113 or 120 or 201 <i>Chemistry:</i> CHM 101 or 113 or 117 <i>Physics:</i> AST 111 and 125 or AST 112 and 126 or PHS 110 or PHY 101 or 105 or 111 and 113 or 112 and 114 or 121 and 122 or 131 and 132 <i>Earth Science:</i> GLG 101 and 103; GPH 111
Mathematics	MAT 106 or 117 or 118 or 119 or 210 or 260 or 270 or 290
Social science	ASB 102; ECN 111 or 112; GCU 102 or 121 or 141; HIS 100 or 101 or 102; PGS 100; POS 101 or 110 or 120 or 150 or 160; SOC 101

\* The laboratory science requirement is designed to demonstrate competency in two separate laboratory science areas. Therefore, for example, if one lab science com-

petency has already been met in life science either through high school course work, the ATP biology achievement test, or college course work, the second lab science course must be selected from chemistry, earth sciences, or physics.

**Appealing Basic Competencies.** A student who has not met all basic competencies at the end of one calendar year after his or her initial date of enrollment is not permitted to continue at ASU. Each student is notified that he or she may not register or, if already registered, that his or her registration has been cancelled.

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 the Office of the Registrar for processing.

**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.

**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's designee for certifying satisfactory progress. Certification of satisfactory progress for students receiving financial aid or veterans benefits is verified by Student Financial Assistance or the Veterans Services Section respectively. Students should contact their advisors or the appropriate office for additional information on satisfactory progress requirements.

**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 pursue the following avenues 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 chair of the department in which the course is offered.
3. If further discussion and/or appeal is needed, the student may contact the dean of the college in which the course is offered.

**Probation.** A student's college 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 individual college may set higher GPA standards. A student on academic probation is required to observe any rules or limitations the college 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 college at the end of the following semester if the conditions imposed for retention are not met.

Disqualification is exercised at the discretion of the college and becomes effective on the first day of the semester following college action. *A disqualified student is notified by the dean of the college and/or the Office of the Registrar 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 college 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 college and seeks to transfer to another college at ASU, the student may apply at the Readmissions Section (SSV B114) or directly to the college to which the student wishes and is qualified to transfer.

To be reinstated into an ASU college other than the disqualifying college, the student must submit an application for reinstatement to the University Undergraduate Admissions Board through the

Readmissions Section of the Office of the Registrar.

To be reinstated into the same college from which the student was disqualified, the student must submit an application for reinstatement to the disqualifying college. When reinstatement includes readmission, application must be made to the Readmissions Section of the Office of the Registrar.

**Reinstatement Appeals.** A student wishing to appeal the decision of the standards committee of a college may submit an appeal to the University Undergraduate Admissions Board. The decision of the board 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 colleges. Violations of academic integrity include, but are not limited to, cheating, fabrication, tampering, plagiarism, or facilitating such activities. The university and college academic integrity policies are available from the Office of the Senior Vice President and Provost and from the deans of the individual colleges.

**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 school or college in which the student has been admitted. These decisions of suspension or expulsion can be appealed in accordance with established university procedures. 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 Records

### Family Educational Rights and Privacy Act of 1974

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.

## 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.

## Types of Information

**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. The term does not include those records specifically excluded by Section 99.3 of the privacy act.

**Directory Information.** The term *directory information* includes the following student information: name, local and permanent addresses, local telephone number, date and place of birth, citizenship, 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 previous 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 in the Office of the Registrar. A request to withhold this information excludes the student from being listed in the annual directory only if the request is submitted to the Office of the Registrar 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 the Office of the Registrar. 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 in the Office of the Registrar.

### Location of Policy and Records

The custodian of Educational Records at ASU is the Office of the Registrar. Copies of this policy are available in the following offices: Reserve sections of Hayden Library and the Noble Science and Engineering Library, the Office of the Registrar, Undergraduate and Graduate Admissions, and Student Life. The Office of the Registrar also maintains a directory that lists all education records maintained on students by ASU.

## University General Studies Program Requirements

The General Studies Program is based on four principles. The first is the distinction between skill and knowledge—the instrumental skills by means of which knowledge is acquired and communicated and the knowledge itself in the sense of fact, information, or conclusions. Second is the distinction between skill in the use of language and skill in the use of figures—literacy and numeracy. Third is the

conventional division of knowledge into the humanities, the social sciences, and the natural sciences. And fourth is the concept of the university graduate as a person who is not only prepared for advanced study or a particular profession, but also is amply prepared to lead a constructive and satisfying personal, social, and civic or political life. This principle implies a commonality of knowledge (that is, knowledge shared with others), skill in learning and in communicating with others, and a diversity of learning that frees the person to enjoy the diversity of human potentiality. In addition to the four principles, the program recognizes the value of sustained experience in the acquisition of a skill or the mastery of a body of knowledge, the increasing importance of literacy and numeracy skills because of the rapid growth of modern knowledge, the utility of historical perspective, and the internationalization of modern life.

The General Studies Program consists of *five core areas* and *three awareness areas*. The core areas are as follows:

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

These areas provide training in basic academic skills and assure that students are introduced to the traditional branches of knowledge.

The *three awareness areas* are as follows:

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

These contribute to the development of an international perspective, foster an understanding of current human events by study of the past, and promote appreciation of cultural diversity within the contemporary United States.

The courses approved by the University General Studies Council for meeting general studies requirements are noted in the *General Catalog* following this section, in the course descriptions, and in the *Schedule of Classes* each academic term. All students enrolled in a baccalaureate degree program must successfully complete a minimum of 35 semester hours of approved general

studies courses. The required distribution of general studies courses among the core areas and awareness areas is described below. It is important to note that *35 semester hours must be taken in the five core areas*. *Fulfillment of the requirements in global awareness, historical awareness, and cultural diversity does not oblige the student to exceed the 35-semester-hour total since a large number of approved courses within the five core areas concurrently satisfy the three awareness requirements*.

Although a course may satisfy a core area requirement and an awareness area requirement concurrently, *a course may not be used to satisfy requirements in two core areas simultaneously or in two awareness areas*, even if it is approved for those areas. With departmental consent, an approved general studies course may be counted toward both the general studies requirements and the major program of study. Students transferring from approved institutions of higher education ordinarily are given general studies credit, hour for hour, for work done in those institutions insofar as it is equivalent in content to general studies courses at this university.

Specific patterns of general studies requirements are established by the colleges within the overall program. First-Year Composition is a university requirement of all students that is separate from and in addition to the General Studies Program.

## CORE AREAS

### Literacy and Critical Inquiry

Literacy is here defined broadly as communicative competence in written and oral discourse; critical inquiry is defined as the gathering, interpretation, and evaluation of evidence. Building on the proficiency attained in traditional freshman composition courses, the literacy and critical inquiry requirements help students sustain and extend their ability to reason critically and communicate clearly through language. Thus, the literacy and critical inquiry requirement stipulates a sequence of two courses beyond First-Year Composition.

**Requirement.** Six semester hours are required. One L1 course is required, typically at the sophomore level, in which students learn how to gather, interpret, and evaluate evidence and to

express their findings in writing or speech. This course includes a series of formal, graded, and written or spoken assignments.

One L2 upper-division course is required with advanced subject-matter and rigorous critical-writing assignments. The course should be taken in the student's major discipline and may also count toward the major.

### Numeracy

The numeracy requirement is intended to ensure that students have skill in basic mathematics, can use mathematical analysis in their chosen fields, and can understand how computers can make mathematical analysis more powerful and efficient. Numeracy thus has three components. First, the acquisition of essential skill in basic mathematics requires the student to complete a course in college algebra or to demonstrate a higher level of skill by completing a course for which college algebra is a prerequisite. The second component, the real-world application of mathematical reasoning, requires the student to take a course in the use of quantitative analysis to solve problems of substance. Many students may use courses in statistics to satisfy this requirement. The third component of numeracy requires use of the computer to assist in serious analytical work. Computers are widely used to study the implications of social decisions or to model physical systems, and computer modeling courses are available in many major programs.

**Requirement.** Six semester hours are required. *One course must be selected from the mathematics category; a second course must be selected from either of the remaining two categories listed below.* However, if competence is demonstrated in college algebra by passing an exemption examination, six semester hours are still required, and one course in the mathematics category that has College Algebra as a prerequisite may be selected, or all six semester hours may be taken in one or both of the two remaining categories.

1. *Mathematics.* A course in college algebra (i.e., MAT 117) or any other mathematics course for which college algebra is a prerequisite fits this category.
2. *Statistics and Quantitative Reasoning.* Courses that emphasize the use of statistics or other mathemati-

cal methods in the interpretation of data and in describing and understanding quantitative relationships fit this category. The course selected can be taken in the student's major discipline and can count toward the major's semester-hour requirements.

3. *Computer Applications.* Courses that involve the use of computer programming languages or software in the development of skills in analytical thinking fit this category. The course selected can be taken in the student's major discipline and can count toward the major's semester-hour requirements.

### Humanities and Fine Arts

The humanities are concerned with questions of human existence and the universality of human life, questions of meaning and the nature of thinking and knowing, and questions of moral, aesthetic, and other human values. The humanities investigate these questions in both the present and the past and make use of philosophy, foreign languages, linguistics and communication studies, religious studies, literature, and fine arts. The fine arts constitute the artist's creative deliberation about reality, meaning, knowledge, and values. The humanities and fine arts core area enables students to broaden and deepen their consideration of basic human values and their interpretation of the experiences of human beings.

**Requirement.** See combined requirement below.

### Social and Behavioral Sciences

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 Requirement.** *A total of 15 semester hours must be completed in the following two core areas: social and behavioral sciences and humanities and fine arts. A minimum of six semester hours must be taken in one core*

*area and nine hours in the other core area.* In addition, three conditions must be satisfied:

1. In one of these two core areas, two courses must be in the same department.
2. In one of these two core areas, courses from at least two departments must be taken. These two conditions may, but need not, be satisfied in the same core area.
3. At least one course within the 15 semester hours must be at the upper-division level.

### Natural Sciences

Courses in the natural sciences core area help the student to develop an appreciation of the scope and limitations of scientific capability to contribute to the quality of society. Knowledge of methods of scientific inquiry and mastery of basic scientific principles and concepts, in particular those that relate to matter and energy in living and non-living systems, are stressed. Firsthand exposure to scientific phenomena in the laboratory is important in developing and understanding the concepts, principles, and vocabulary of science. At least one of the two laboratory courses required in the natural sciences core area must include an introduction to the fundamental behavior of matter and energy in physical or biological systems.

**Requirement.** Eight semester hours are required. *One laboratory course in the natural sciences that includes a substantial introduction to the fundamental behavior of matter and energy in physical or biological systems is required.*

*A second laboratory course in the natural sciences selected, for example, from anthropology, astronomy, botany, chemistry, experimental psychology, geology, microbiology, physical anthropology, physical geography, physics, or zoology is required.*

### AWARENESS AREAS

Six semester hours taken in two of the three awareness areas are required. Courses that are listed for a core and an awareness area may satisfy both requirements concurrently.

### Cultural Diversity in the United States

The contemporary "culture" of the United States involves the complex interplay of many different cultures that exist side by side in various states of

harmony and conflict. The U.S. history involves the experiences not only of different groups of European immigrants and their descendants, but also of diverse groups of American Indians, Hispanic Americans, African Americans, and Asian Americans—all of whom played significant roles in the development of contemporary culture and together shape the future of the United States. At the same time, the recognition that gender, class, and religious differences cut across all distinctions of race and ethnicity offers an even richer variety of perspectives from which to view oneself. Awareness of cultural diversity and its multiple sources can illuminate the collective past, present, and future and can help to achieve greater mutual understanding and respect.

The objective of the cultural diversity requirement is to promote awareness and appreciation of cultural diversity within the contemporary United States 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.

### Global Awareness

Human organizations and relationships have evolved from being family and village centered to the modern global interdependence that is apparent in many disciplines—for example, contemporary art, business, engineering, music, and the natural and social sciences. Many serious local and national problems are world issues and require solutions that exhibit mutuality and reciprocity. These problems occur in a wide variety of activities, such as food supply, ecology, health care delivery, language planning, information exchange, economic and social developments, law, technology transfer, and even philosophy and the arts. The global awareness area recognizes 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.

Courses that meet the requirement in global awareness are of one or more of the following types:

1. area studies that are concerned with an examination of culture-specific elements of a region of the world;
2. the study of foreign language;
3. studies of international relationships, particularly those in which cultural change is facilitated by such factors as social and economic development, education, and the transfer of technology; and
4. studies of cultural interrelationships of global scope such as the global interdependence produced by problems of world ecology.

### Historical Awareness

The historical awareness area aims to develop a knowledge of the past that can be useful in shaping the present and future. Because historical forces and traditions have created modern life and lie just beneath its surface, historical awareness is an aid in the analysis of present-day problems. Also, because the historical past is a source of social and national identity, historical study can produce intercultural understanding by tracing cultural differences to their origins in the past. Even the remote past may have instructive analogies for the present.

The historical awareness area consists of courses that are historical in method and content. In this area, the term “history” designates a sequence of past events or a narrative whose intent or effect is to represent such a sequence. The requirement presumes that these are human events and that history includes all that has been felt, thought, imagined, said, and done by human beings. 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.

### GENERAL STUDIES COURSES

The following general studies courses satisfy the requirements of the five core areas and three awareness areas. Students should note that this list includes courses approved for general studies credit as of spring semester 1994. 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 general studies requirements.

A student receives the general studies credit a course carries in the semester in which the course is taken, with one exception: *a course listed on an approved program of study but subsequently deleted from the general studies list retains the general studies credit it carried when the program of study was approved.*

Under each core and awareness area, courses are presented alphabetically by college name and by course prefix. The course prefix is followed by course number and course title. The number in parentheses following the course title indicates the semester hours of credit. The letter following the semester hours of credit indicates when the course will be offered. See “Key to Course Listing Codes” on page 45.

General studies courses are regularly reviewed. The following table, “Key to General Studies Credit Abbreviations,” identifies which requirement(s) the course meets. This key is also used in the *Schedule of Classes*. General studies courses are also identified following course descriptions.

### Key to General Studies Credit Abbreviations

Code	Description
L1	Literacy and critical inquiry core courses (intermediate level)
L2	Literacy and critical inquiry core courses (upper division)
N1	Numeracy core courses (mathematics)
N2	Numeracy core courses (statistics and quantitative reasoning)
N3	Numeracy core courses (computer applications)
HU	Humanities and fine arts core courses
SB	Social and behavioral sciences core courses
S1	Natural sciences core courses (introductory)
S2	Natural sciences core courses (additional courses)
C	Cultural diversity in the United States courses
G	Global awareness courses
H	Historical awareness courses