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# Undergraduate Enrollment

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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. ASU is committed 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.

By enrolling, a student voluntarily assumes certain obligations of conduct and performance. These obligations include acting with honesty, integrity, and fairness in all campus and community activities. They also include avoiding certain behaviors, such as: the irresponsible use of alcohol; the use, possession, or distribution of illegal drugs; and verbal or physical assaults. Should a student intentionally or inadvertently become involved in questionable campus-related actions or activities, the university will investigate the circumstances and will enforce its standards of conduct through prescribed procedures contained in the *Student Code of Conduct*.

The primary purpose for the *Student Code of Conduct* is to set forth the standards of conduct expected of students who choose to join the university community. Students and student organizations are expected to become familiar with and adhere to this code. Violations of the *Student Code of Conduct* will result in university disciplinary action being taken and appropriate sanctions being imposed for the misconduct. Copies of the *Student Code of Conduct* are available in the Office of Student Life, SSV 263, or on the Web at [www.asu.edu/studentlife/judicial](http://www.asu.edu/studentlife/judicial).

The university further reserves the right to take necessary and appropriate action to protect the safety and welfare of the campus community and will cooperate with appropriate law enforcement agencies in their efforts to ensure a safe and secure environment.

## STUDENT SERVICES AT ASU

Arizona State University is a richly diverse academic setting with more than 50,000 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, in on-campus housing for sororities

or fraternities, or in one of the many communities in the metropolitan Phoenix area. Each of the 50 states and more than 100 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' 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.

Special attention is given not only to the recruitment of a high-achieving, culturally diverse student body, but also to the creation of an energetic campus environment that both catalyzes the 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. Student Affairs encourages students to explore the facilities, services, and human resources available. ASU departments guiding students in their educational experience include Career Services, Counseling and Consultation, the Memorial Union and Student Development, Recreational Sports, Residential Life, the Student Health and Wellness Center, Student Life, and Student Media. Each of these areas provides specialized learning opportunities, contributing to an environment that fosters both personal and academic growth.

## Undergraduate Admission

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

For information and application materials, prospective students may call 480/965-7788, access the Web site at [www.asu.edu/admissions](http://www.asu.edu/admissions), or write

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

Undergraduate Admissions offers tours of ASU, University Information Sessions, and admission appointments Monday through Friday (except days that are official university holidays). For more information, call 480/727-7013.

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

## Admission Procedures for Applicants

Individuals interested in admission to an undergraduate program at ASU must have the following items on file at Undergraduate Admissions (non-U.S. citizens should see

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“International Student Admissions,” page 70, for additional requirements): the required application, fee, official transcripts, and test scores.

**Application for Admission.** Prospective students must complete the *Application for Undergraduate Admission*. As with other state-supported colleges and universities, ASU distinguishes between resident and nonresident students with regard to tuition. Residents of Arizona are required to provide residency information, which is part of the admission application. Any student who does not provide residency information is classified as a nonresident for tuition purposes. For more information, call Residency Classification at 480/965-7712.

Students who do not enroll for the semester for which they were admitted must submit a new application (and application fee for nonresident applicants) 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 enrolled 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 admission and enrollment and/or any credits earned.

**Application Fee.** All applicants classified as nonresidents must submit a \$50 nonrefundable application fee.

**Official Transcripts.** Applicants are responsible for requesting transcripts from each educational institution attended. Official transcripts must be *mailed or sent electronically directly to Undergraduate Admissions by the records office of the issuing institution(s)*. ASU does not accept transcripts sent or carried by hand by the applicants themselves or transmitted by facsimile (fax) machine. High school transcripts must show GPA and date of graduation. ASU requires an English translation of all foreign language transcripts.

**ACT or SAT.** A report of test scores should be sent to Undergraduate Admissions directly from

ACT  
PO BOX 168  
2201 N DODGE ST  
IOWA CITY IA 52243-0168

or the

COLLEGE BOARD SAT PROGRAM  
PO BOX 6201  
PRINCETON NJ 08541

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

**Application Time Line.** ASU urges applicants 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. Applicants should allow four weeks after all necessary items are received for an admission decision to be made.

**Admission Before Receipt of Final Transcript.** Admission may be granted to high school seniors who submit a six-semester or seven-semester transcript that shows academic quality or rank in class in keeping with admission standards and who complete the steps in the undergraduate admission procedures. Admission is official when verification of high school graduation showing the final GPA and the date of graduation has been received in the mail by Undergraduate Admissions directly from the high school. Final transcripts must be received a minimum of 45 days in advance of the start of the semester. An admission may be canceled if the final verification shows that the applicant has not met the university requirements for admission.

Applicants enrolled in other colleges and universities may be considered for admission on the basis of meeting all admissions 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. Transcripts carried by hand are not accepted. *Admission is official 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 canceled, and any registration fees paid are returned.

### Undergraduate Admission Standards

The Arizona Board of Regents establishes undergraduate admission standards for the university in general. *Particular colleges, divisions, 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

To be eligible for admission to ASU, applicants must meet graduation, aptitude, and competency requirements as shown in the “Admission Requirements” table, page 67, and the “Competency Requirements” table, page 69.

### Application Materials Required

All applicants must submit an application for admission to Arizona State University on the Web at [www.asu.edu/admissions/applyingtoasu](http://www.asu.edu/admissions/applyingtoasu) or a paper application. In addition, official high school transcripts and college/university transcripts from all colleges/universities the applicant has enrolled at must be submitted to

UNDERGRADUATE ADMISSIONS OFFICE  
PO BOX 870112  
TEMPE AZ 85287-0112

Applicants who have completed an AGEC or an associate’s or higher degree need not submit high school transcripts.

All high school students and applicants who have not completed an AGEC or associate’s degree or higher must submit official ACT or SAT scores. These score reports must be received directly from the issuing agency.

Admission Requirements

	Applicants with No College Credit		Applicants with College Credit	
	Arizona Residents	Nonresidents	Arizona Residents	Nonresidents
Graduation requirement	Must be a high school graduate	Must be a high school graduate	Must be a high school graduate <i>or</i> Have completed an Arizona General Education Curriculum (AGEC) or an associate's or higher degree	Must be a high school graduate <i>or</i> Have completed an Arizona General Education Curriculum (AGEC) or an associate's or higher degree
High school aptitude requirement	Meet class rank <i>or</i> test score <i>or</i> GPA	Meet class rank <i>or</i> test score <i>or</i> GPA	Meet class rank <i>or</i> test score <i>or</i> GPA  Applicants who have 24 or more transferable college semester credits and have graduated from high school in a calendar year before their planned year of enrollment at ASU do not need to meet high school aptitude requirements.	Meet class rank <i>or</i> test score <i>or</i> GPA  Applicants who have 24 or more transferable college semester credits and have graduated from high school in a calendar year before their planned year of enrollment at ASU do not need to meet high school aptitude requirements.
	Class rank—top 25% of the high school graduating class	Class rank—top 25% of the high school graduating class	Class rank—top 25% of the high school graduating class	Class rank—top 25% of the high school graduating class
	<i>Applicants in the top 26 to 50% may be admitted with conditions.</i>	<i>Applicants in the top 26 to 50% may be admitted with conditions.</i>	<i>Applicants in the top 26 to 50% may be admitted with conditions.</i>	<i>Applicants in the top 26 to 50% may be admitted with conditions.</i>
	<i>or</i> ACT Composite—22	<i>or</i> ACT Composite—24	<i>or</i> ACT Composite—22	<i>or</i> ACT Composite—24
	<i>or</i> SAT I—1040	<i>or</i> SAT I—1110	<i>or</i> SAT I—1040	<i>or</i> SAT I—1110
	<i>or</i> GPA—3.00 (4.00 = A) in competency courses	<i>or</i> GPA—3.00 (4.00 = A) in competency courses	<i>or</i> GPA—3.00 (4.00 = A) in competency courses	<i>or</i> GPA—3.00 (4.00 = A) in competency courses
	<i>Applicants with a 2.50–2.99 GPA in competency courses may be admitted with conditions.</i>	<i>Applicants with a 2.50–2.99 GPA in competency courses may be admitted with conditions.</i>		
College aptitude requirement	Does not apply	Does not apply	2.00 cumulative GPA (4.00 = A)	2.50 cumulative GPA (4.00 = A)  <i>Applicants with a cumulative 2.00–2.49 GPA may be admitted with conditions.</i>
			Many programs have higher GPA requirements for admission to their professional programs. See departments for details.	Many programs have higher GPA requirements for admission to their professional programs. See departments for details.
Competency requirements	See the “Competency Requirements” table, page 69.	See the “Competency Requirements” table, page 69.	See the “Competency Requirements” table, page 69.	See the “Competency Requirements” table, page 69.

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### Admission Appeal Procedure

An applicant who does not meet the specific admission requirements may file a letter of appeal and three letters of recommendation with the Undergraduate Admissions Board:

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

The decision of the board is final, and any conditions set by the board for future admission supersede all other admission criteria or exceptions. 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 500 (50 if taken before 2002) or greater on the General Education Development (GED) examination; or
4. completion of at least 12 semester hours of college-level academic studies with a minimum 2.00 GPA.

### Competency Requirements

Competencies may be met with high school courses *or* acceptable test scores *or* transferable college courses. See the “Competency Requirements” table, page 69. Applicants with a maximum of one deficiency in no more than two competency areas, provided the areas are not both mathematics and laboratory science, may be admitted subject to removing the deficiencies within two calendar years of university enrollment. Applicants who are 22 years of age or older or who have completed an Arizona General Education Curriculum (AGEC) or an associate’s or higher degree at the time of initial enrollment are not required to meet 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” [1.00]) or a failing grade was received.
2. While some courses successfully completed but evaluated on nontraditional grading systems (e.g., pass/fail) may be acceptable for transfer, 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.

The following types of credits cannot be transferred to ASU:

1. credits awarded by postsecondary institutions accredited 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. Once a transfer course equivalency is determined, it stands unless the student changes majors and the course is required by the new major.

Students who feel they have been unjustly denied credit for transfer courses they have taken may appeal to the standards committee of the college in which they have enrolled. This procedure does not apply to community college transfer of credit greater than the 64-semester-hour maximum. The decision of this committee is final.

**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.

**Students Attending Arizona Community Colleges.** To determine the equivalency of courses offered by Arizona public community colleges and courses offered at ASU, a student should refer to the *Course Applicability System* in consultation with an academic advisor. For more information, access the Web site at [az.transfer.org/cas](http://az.transfer.org/cas).

The *Course Applicability System* addresses the acceptability of a course, not its applicability to any specific major. Community college students who plan to transfer to ASU at the end of their first or second years are strongly advised to

Competency Requirements

	High School Courses		Test Scores		College Courses
English	(minimum 2.00 GPA) Four years high school English composition/literature-based courses	or	ACT English—21 or higher SAT I Verbal—530 or higher	or	One transferable three-semester-hour college-level course in English composition
Mathematics	(minimum 2.00 GPA) Four years including algebra I, one year of geometry, algebra II, and one year for which algebra II is a prerequisite	or	ACT Math—24 or higher ACT I Math—540 or higher	or	One transferable three-semester-hour college-level course in mathematics for which algebra II is a prerequisite
Laboratory science	(minimum 2.00 GPA) Three years high school courses including three of the following:  biology chemistry earth science integrated sciences physics  An advanced-level course may be substituted for one subject area.	or	Two years of high school lab science (see subjects at left) plus minimum SAT II subject test score on one of the following:  Biology Achievement—590 Chemistry Achievement—600 Physics Achievement—620 ACT Science Reasoning—20  The test score may not be from any subject from which high school credit is earned.	or	Three transferable four-semester-hour college-level laboratory science courses in different subject areas
Social science	(minimum 2.00 GPA) Complete A and B: A. One year high school American history B. One year high school social science (e.g., anthropology, European history, geography, government, world history)	or	Complete A and B: A. Minimum SAT II subject test score on American History and Social Studies Achievement—560 B. Minimum SAT II subject score on World History Achievement—580	or	Complete A and B: A. One transferable three semester-hour college-level American history course B. One transferable three-semester-hour college-level social science course
Foreign language	(minimum 2.00 GPA) Two years of the same foreign language	or	not applicable	or	One-year transferable college course in the same foreign language
Fine arts	(minimum 2.00 GPA) One unit or a combination of two semesters of fine arts	or	not applicable	or	One transferable three-semester-hour college-level fine arts course

follow the ASU transfer guides when taking courses to meet the requirements of the curriculum they select. ASU transfer guides are available at [www.asu.edu/provost/articulation](http://www.asu.edu/provost/articulation). Provided college attendance has been continuous, students are permitted to follow the degree requirements specified in the ASU catalog in effect at the time they began community college work. See “Guidelines for Determination of Catalog Year,” page 87.

**Arizona General Education Curriculum (AGEC)**

The Arizona public community colleges and universities have agreed upon a common structure for a general education core. This curriculum provides students attending any Arizona public community college with the opportunity to build a general education program that is transferable to any other state institution without loss of credit. This common

agreement is called the Arizona General Education Curriculum (AGEC).

The AGEC is composed of 35 semester hours of lower-division general education course work in which a student may prepare for transfer.

The AGEC has three forms: AGEC-A, AGEC-B, and AGEC-S. Refer to [www.az.transfer.org/cas/atass/student/agec.html](http://www.az.transfer.org/cas/atass/student/agec.html) for a detailed description of each AGEC.

Community colleges are responsible for certifying completion of the AGEC on the official institutional transcripts.

Completion of the appropriate AGEC will fulfill university lower-division general education requirements of the baccalaureate degree with which the AGEC articulates but may not apply to degrees articulated with the Transfer Guide Pathway TG-XR. Students completing the AGEC will still be required to fulfill lower-division program

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requirements and prerequisites within their college and major/minor area of study. To complete a degree program most efficiently, students should select courses that concurrently satisfy AGEC and major requirements.

Completion of any AGEC guarantees admission to the university provided that a GPA of 2.00 (for Arizona residents) or 2.50 (for nonresidents) has been achieved. AGEC completion, however, does not guarantee admission to any specific university program. Majors in the professional fields (e.g., architecture, engineering, business, fine/creative arts, or health professions) and sciences have significant prerequisites and/or program requirements that must be completed before a student may be admitted to upper-division course work. Community college students who are undecided about which of the universities they plan to attend or what program of study they intend to pursue are advised to explore educational options while they complete the AGEC. In all cases, students have the responsibility for selecting general education course work that is relevant to the requirements of their intended major and degree.

Students who complete both the AGEC and an approved associate's degree will be assigned junior-class standing by the state universities. Junior-class standing is based on the number of semester credits a student has earned and does not necessarily indicate the remaining number of semester credits needed to complete degree requirements. Course prerequisites, major requirements, and upper-division requirements continue to be specified by each university. Appropriate sequencing of courses and timely completion of course prerequisites are essential to ensure efficient progress toward a baccalaureate degree. Students who have identified the university they plan to attend and/or a major area of study are advised to fulfill requirements and prerequisites identified by these programs through transfer guides and/or curriculum check sheets provided by the state universities. The AGEC does not replace articulation agreements developed to enhance the transfer process between specific institutions, e.g., Associate Transfer Partnership Degrees (ATP). Nor does the AGEC eliminate the possibility that students who have identified the university they plan to attend and/or a major area of study will follow transfer guides provided by the state universities.

### International Student Admissions

To comply with U.S. government regulations, any student who plans 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. meet basic competency requirements if he or she attended four years of high school in the United States;
3. submit a financial statement not more than six months old from a financial institution assuring adequate resources to support himself or herself while in residence at the university;
4. have all required admissions materials and credentials reach Undergraduate Admissions by May 1 if applying for the fall semester or October 1 if applying for the spring semester (an English translation of all foreign language documents is required);
5. pay a nonrefundable application fee of \$50 in U.S. funds; and
6. meet all appropriate immigration standards and requirements.

**Credit from a Foreign Institution.** Transfer credits or advanced standing is granted for academic course work completed at foreign tertiary institutions that are either recognized by the home government/Ministry of Education as a degree-awarding institution or attached to a regionally accredited U.S. college or university as a Study Abroad Program. No credit is awarded for English composition courses completed at foreign institutions (credit may be awarded at the discretion of ASU when the credit was completed in a country whose native language is English). There are no advanced credits for the international affiliation programs overseas unless they comply with this general policy. For more information, call Undergraduate Admissions at 480/965-2688.

**Nondegree International Applicants.** All students with F-1 and J-1 visas must maintain full-time status while studying in the United States. Undergraduate full-time status is defined as a minimum of 12 semester hours. However, students with F-1 and J-1 visas may be permitted to take a maximum of eight semester hours at ASU as a nondegree student while maintaining full-time status at other higher education institutions or in the American English and Culture Program (AECF) at ASU. Approval by the responsible office at the other institution and/or AECF is required to ensure that the student maintains full-time status in compliance with applicable U.S. laws and regulations.

**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) as follows:

The TOEFL requirement for general admission (preprofessional) to the university is 500 (paper-based) or 173 (computer-based). The TOEFL requirement for admission to the professional programs in the Ira A. Fulton School of Engineering and the College of Nursing is 550 (paper-based) or 213 (computer-based).

The following exceptions apply to the TOEFL requirement:

1. Applicants who have earned a bachelor's degree from a regionally accredited college or university in the United States are exempt from the TOEFL.
2. Applicants who have completed 48 transferable semester hours at a U.S. college or university—including two semesters (six semester hours) of freshman composition that satisfy the ASU First-Year Composition requirement—with a cumulative GPA of 2.50 or higher are exempt from the TOEFL requirement.
3. Applicants who have completed four years of high school in a U.S. high school may be admitted to

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

4. Applicants who have completed their junior and senior years of high school in a U.S. high school may be admitted with a minimum SAT verbal score of 550 or an ACT English score of 23 in lieu of a TOEFL score.
5. Applicants who have completed Advanced 2 Level of the American English and Culture Program are exempt from the TOEFL requirement.

### American English and Culture Program

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

AMERICAN ENGLISH AND CULTURE PROGRAM  
ARIZONA STATE UNIVERSITY  
PO BOX 873504  
TEMPE AZ 85287-3504

Acceptance into the AECF is separate from admission to the university. For more information, see “English as a Second Language,” page 697, call 480/965-2376, or access [www.asu.edu/esl](http://www.asu.edu/esl) on the Web.

### Applicants with Disabilities

Some classroom accommodations, such as Braille, audio tapes, interpreting services, enlarged print, and lab material conversions, may require an extended preparation time (i.e., one semester). For this reason, applicants with disabilities are encouraged to contact Disability Resources for Students (DRS) upon application to the university to request information regarding disability documentation/eligibility requirements and deadlines to ensure accommodations for the beginning of the semester. (If students miss DRS deadlines, DRS attempts to provide, but cannot guarantee, requested accommodations. Effective alternatives may be necessary.) *Disability identification to DRS is confidential and cannot affect eligibility for admission.*

Call 480/965-1234 (voice) or 480/965-9000 (TTY). Access the Web site at [www.asu.edu/drs](http://www.asu.edu/drs), or write

DISABILITY RESOURCES FOR STUDENTS  
ARIZONA STATE UNIVERSITY  
PO BOX 873202  
TEMPE AZ 85287-3202

### Admission of Undergraduate Nondegree Applicants

Any high school graduate is invited to enroll for eight 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 high school 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 residency information) and (2) a \$50 nonrefundable application fee for applicants classified as nonresidents. Applicants who are not high school graduates or who are younger than 18 must also submit ACT or SAT scores.

No more than 15 hours of completed nondegree work may be applied to 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 normal admission requirements.

Once registered in a regular degree program, a student is not permitted to register again in a 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.

### Steps from Admission to Registration

**Certificate of Admission.** After being admitted, students receive a Certificate of Admission, an Immunization Verification form, and information about orientation. International students additionally receive a Certificate of Eligibility (Form I-20 or DS-2019), which enables them to apply for the appropriate visa.

Upon receipt, students should check their admission information for accuracy and report any errors or changes to Undergraduate Admissions at 480/965-7788.

**Freshman Orientation.** University orientation programs for new students and their parents are provided at numerous times during the year, including the beginning of each semester. Most orientation programs include academic advising, 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.

**Transfer Orientation.** Transfer students receive information about orientation via mail.

**Immunization Requirements.** Every newly admitted student born after December 31, 1956, must provide proof of measles/rubella immunity to the Student Health and Wellness Center. *Students are not permitted to register until proof of immunity to measles/rubella is on file with the Student Health and Wellness Center.*

The following proof of measles/rubella immunity is considered adequate: (1) two vaccinations of MMR (measles, mumps, rubella), at least one of which must have been given after December 31, 1979; or (2) a copy of laboratory test results that show immunity to both measles and rubella.

Measles/rubella immunity proof can be faxed to the Student Health and Wellness Center at 480/965-8914. Verification that the Student Health and Wellness Center received a student’s proof of measles/rubella immunity can be confirmed by going to [www.asu.edu/interactive](http://www.asu.edu/interactive) on the Web two working days after the information has been faxed to the Student Health and Wellness Center.

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In addition, it is recommended that students also be immunized against mumps, tetanus, hepatitis-B, diphtheria, and meningitis. Special populations may need other vaccines. For more information on measles requirements, visit the Student Health and Wellness Center's Web site at [www.asu.edu/health](http://www.asu.edu/health).

**International Student Enrollment.** International students must complete these additional steps.

**Student Health Insurance.** All F-1 or J-1 visa students must have health and accident insurance through ASU, and the cost for insurance is automatically added to their registration bill. *No privately acquired insurance is accepted in place of the ASU insurance.* However, students who have health insurance through their government or sponsoring agency may qualify for an insurance waiver if that coverage has been preapproved by the university. No waivers may be granted after the first two weeks of classes. To find out if their sponsor is on the preapproved list, sponsored students and others who fall into this category are encouraged to contact the Student Health and Wellness Center at 480/965-2411 or visit the Student Health and Wellness Center Web site at [www.asu.edu/health](http://www.asu.edu/health).

All international students must report to the International Student Office in Student Life upon arrival on campus.

### Special Programs for Advanced Placement and Credit

No more than 60 hours of credit are awarded for any or all programs, including ASU comprehensive and proficiency examinations. Special program credit will not be awarded for any course in which the student has been given credit from any educational institution. Special program credit may not be received for a lower-level or prerequisite course when credit has already been received in a higher-level course within the same field. 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 (AP) course of the College Entrance Examination Board (CEEB) in their secondary school *and* who have taken an AP Examination of the CEEB may receive university credit. No credit is given for any examination with a score of 2 or 1. There is no limit to the number of AP credits that can be used to meet the General Studies requirement, including the requirements in natural sciences (SQ and SG), and literacy and critical inquiry (L).

When the scores are received by the university directly from the CEEB, credit is awarded as shown in the "Advanced Placement Credit" table, page 73.

**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 enrolled in the university for the first time in August 1975 and any student enrolling thereafter; see the "CLEP Credit" table, page 74. CLEP examination credit is *not* given where it duplicates credit previously earned by the student at the university or accepted by the university for work done else-

where. All examinations are given monthly by University Testing Services.

There is no limit to the number of CLEP credits that can be used to fulfill the General Studies requirement. The General Studies requirement in natural sciences (SQ and SG) and literacy and critical inquiry (L) are not satisfied by CLEP (see the "General Studies" table, page 94). A student who has received ASU credit for a course due to Special Programs credit may not duplicate the credit by enrolling in the same class for credit at ASU or transferring it to another institution.

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

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

*All equivalency is subject to future review and possible catalog change.* For more information, call University Testing Services at 480/965-7146 or stop by EDB 301.

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

**International Baccalaureate (IB) Diploma/Certificate.** Students who present an International Baccalaureate Diploma/Certificate may qualify for university credit, depending on the level of the examination and the grade received. Arizona State University grants credit for higher-level courses only. A grade of 5 qualifies the student to receive credit for up to two introductory courses while a grade of 4 qualifies a student to receive credit for one introductory course. No credit is awarded for English as a Second Language (English B). Credit is awarded according to the "International Baccalaureate Diploma/Certificate Credit" table, page 75.

**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 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 (includes credits earned at ASU, Credits*

Advanced Placement Credit

Examination	Score	Semester Hours	Equivalency
Art—History	5 or 4	6	ARS 101, 102
	3	3	ARS 101 or 102
Art—Studio—Drawing	5	6	ART 111, 112
	4	3	ART 111
Art—Studio—2-D	5	6	ART 112, 194 ST: 2-D Design
	4	3	ART 112
Art—Studio—3-D	5	6	ART 115, 194 ST: 3-D Design
	4	3	ART 115
Biology	5 or 4	8	BIO 187, 188
	3	4	BIO 187
Chemistry	5 or 4	9	CHM 113, 115
	3	4	CHM 113
Computer Science A	5 or 4	3	CSE 100
Computer Science AB	5 or 4	6	CSE 100, 200
Economics—Introductory Macroeconomics	5 or 4	3	ECN 111
Economics—Introductory Microeconomics	5 or 4	3	ECN 112
English—Language and Composition	5 or 4	6	ENG 101, 114
English—Literature and Composition	5 or 4	6	ENG 101, 204
Environmental Science	5 or 4	3	PLB 322
French—Language	5	14	FRE 201, 202, 311, 312
	4	11	FRE 201, 202, 311
	3	8	FRE 201, 202
French—Literature	5	18	FRE 111, 201, 202, 321, 322
	4	12	FRE 111, 201, 202
	3	8	FRE 201, 202
German—Language	5	14	GER 201, 202, 311, 312
	4	11	GER 201, 202, 311
	3	8	GER 201, 202
History—American or European	5 or 4	6	HST 109 and 110 <i>or</i> HST 103 and 104
Latin—Language	5	16	LAT 101, 102, 201, 202
	4	12	LAT 101, 102, 201
	3	8	LAT 101, 102
Latin—Literature	5	16	LAT 101, 102, 201, 202
	4	12	LAT 101, 102, 201
	3	8	LAT 101, 102
Mathematics—Calculus AB	5, 4, or 3	4	MAT 270
Mathematics—Calculus BC	5 or 4	8	MAT 270, 271
	3	4	MAT 270
Music	5 or 4	3	MTC 125
Physics B	5 or 4	6	PHY 111, 112
	3	3	PHY 111
Physics C—Electricity and Magnetism	5 or 4	3	PHY 112
Physics C—Mechanics	5 or 4	3	PHY 111
Political Science—American Government and Politics	5 or 4	3	POS 110
Political Science—Comparative Government and Politics	5 or 4	3	POS 150
Psychology	5 or 4	3	PGS 101
Spanish—Language	5	14	SPA 201, 202, 311, 312
	4	11	SPA 201, 202, 311
	3	8	SPA 201, 202
Spanish—Literature	5	15	SPA 111, 201, 202, 325
	4	12	SPA 111, 201, 202
	3	8	SPA 201, 202
Statistics	5, 4, or 3	3	STP 226

## UNDERGRADUATE ENROLLMENT

### CLEP Credit

Examinations	Semester Hours	Equivalency
<b>General</b>		
English Composition	0	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
<b>Subject</b>		
American Government	3	POS 110
American History—Early Colonization to 1877	3	HST 109
American History—1865 to the Present	3	HST 110
American Literature	6	ENG 241, 242
Analysis and Interpretation of Literature	3	Elective credit
Calculus with Elementary Functions	4	MAT 270
College Algebra (1993) (replaces College Algebra [1979])	3	MAT 117
College Algebra and Trigonometry	3	MAT 170
College French	4	FRE 101 (Students must score 39–48.)
College French	8	FRE 101, 102 (Students must score 49–53.)
College French	12	FRE 101, 102, 201 (Students must score 54–62.)
College French	16	FRE 101, 102, 201, 202 (Students must score 63 or higher.)
College German	4	GER 101 (Students must score 39–45.)
College German	8	GER 101, 102 (Students must score 46–50.)
College German	12	GER 101, 102, 201 (Students must score 51–59.)
College German	16	GER 101, 102, 201, 202 (Students must score 60 or higher.)
College Mathematics	3	MAT 114
College Spanish	4	SPA 101 (Students must score 40–49.)
College Spanish	8	SPA 101, 102 (Students must score 50–54.)
College Spanish	12	SPA 101, 102, 201 (Students must score 55–61.)
College Spanish	16	SPA 101, 102, 201, 202 (Students must score 62 or higher.)
English Literature	3	Elective credit
Freshman College Composition (replaces College Composition and Freshman English)	0	No credit; not used for placement purposes.
General Biology	8	BIO 187, 188
General Chemistry	9	CHM 113, 115
Human Growth and Development	0	No credit
Information Systems and Computer Applications	3	Elective credit
Introduction to Educational Psychology	0	No credit
Introductory Accounting	6	Elective credit
Introductory Business Law	3	Elective credit
Introductory Psychology	3	PGS 101
Introductory Sociology	3	SOC 101
Principles of Macroeconomics (replaces Introductory Macroeconomics)	3	ECN 111
Principles of Management	0	No credit
Principles of Marketing	0	No credit
Principles of Microeconomics (replaces Introductory Microeconomics)	3	ECN 112
Trigonometry	0	No credit
Western Civilization—Ancient Near East to 1648	6	HST 102, 103
Western Civilization—1648 to the Present	3	HST 104

International Baccalaureate Diploma/Certificate Credit

Examination	Score	Semester Hours	Equivalency
Art/Design	7, 6, or 5 4	6 3	ART 111, 112 ART 112
Biology	7, 6, or 5 4	8 4	BIO 187, 188 BIO 187
Chemistry	7, 6, or 5 4	9 4	CHM 113, 115 CHM 113
Computer Science	7, 6, 5, or 4	3	CSE 100
Economics	7, 6, or 5 4	6 3	ECN 111, 112 ECN 111
English A	7, 6, or 5 4	6 3	ENG 101, 114 ENG 114
English B	No credit	0	None
Foreign Language A or B*	7, 6, or 5 4	8 4	Foreign language 101, 102 Foreign language 101
Geography	7, 6, 5, or 4	3	GCU 102
History—American	7, 6, or 5 4	6 3	HST 109, 110 HST 109
History—East and Southeast and Oceania	7, 6, or 5 4	6 3	HST 107, 240 HST 107
History—European	7, 6, or 5 4	6 3	HST 103, 104 HST 103
Mathematics	7, 6, 5, or 4	4	MAT 270
Music	7, 6, 5, or 4	3	MTC 125
Physics	7, 6, or 5 4	8 4	PHY 111, 112, 113, 114 PHY 111, 113
Social and Cultural Anthropology	7, 6, 5, or 4	3	ASB 102
Theatre—Introduction	7, 6, 5, or 4	3	THE 100

\* No credit is awarded if the language is the student's native language.

transferred to ASU from another institution, and all credits earned by examination). The examinations must be taken during the first two semesters in residence in a degree program at the university.

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 should complete an application form with the number, title, and number of semester hours for the course. When completed, the application must be approved by the student's advisor and the chair of the department responsible for offering the course.

The student must then pay the stated fee for such examinations at Cashiering Services. 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+," "A," "A-," "B+," "B," "B-," "C+," "C," "D," or "E." If the grade is "C" or higher, 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 higher 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.

## UNDERGRADUATE ENROLLMENT

### UNIVERSITY TESTING REQUIREMENTS

All new, transfer, or readmitted undergraduate students who plan to enroll for seven or more semester hours must meet one of the following testing requirements. *Students who fail to meet at least one of these requirements will not be allowed to register for any course the following semester:*

1. Take the ACT English or SAT verbal examination and have scores submitted to ASU.
2. Receive a score of 4 or 5 for the advanced placement examination in English offered by the College Entrance Examination Board and have scores submitted to ASU.
3. Take the CLEP general examination in English Composition with Essay, earning a score that qualifies for placement in ENG 105, and have scores submitted to ASU.
4. Have previously taken ENG 101, 102, 105, 107, or 108 at ASU; or have previously earned a grade of “Y”; or be currently enrolled in WAC 101 or 107 at ASU. If the course was taken before 1980, contact the Recording Section, in SSV 142, before registering for classes.
5. Transfer a course equivalent to ENG 101, 102, 105, 107, or 108 with a grade of “C” (2.00) or higher. An official transcript showing the grade must be received at ASU. If a student transfers an equivalent composition course from a public community college or university in Arizona, the equivalency is automatically posted, and the student need not take further action. A student transferring a composition course from any other college or university must have the course evaluated for equivalency. The student must take a copy of both the transfer transcript and the catalog description of the course to the Writing Programs Office, in LL 134 (480/965–3853). See “First-Year Composition Requirement,” page 87, for more information.
6. International students from non-English-speaking countries must take ENG 107 (or WAC 107 followed by ENG 107 the second semester) in the first semester at ASU, unless they have taken and transferred an equivalent composition course from a college or university in the U.S. Such a course must be evaluated for equivalency by the Composition Office.

### Placement Examinations

**English.** 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.

*Note:* The ACT and SAT scoring systems have been modified. Shown in parentheses are equivalent ACT scores for tests taken before October 1989 and equivalent SAT scores for tests taken before April 1995.

Students who score 18 (16) or below on the ACT English test or 460 (380) or below on the SAT verbal test must enroll in WAC 101, a basic writing course (see “Writing Across

the Curriculum,” page 359). Students who score between 19 (17) and 28 (24) on the ACT English test or between 470 (390) and 650 (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 660 (590) or higher on the SAT verbal test may take ENG 105 in place of ENG 101 and 102. Students may qualify for ENG 105 by achieving appropriate scores on the CLEP General Examination in English Composition with Essay. For more information, go to University Testing Services, in EDB 301, access the Web site at [www.asu.edu/uts](http://www.asu.edu/uts), or call 480/965-7146.

**Foreign Language.** For information regarding foreign language placement testing, see “Foreign Language Requirement,” and “Foreign Language Placement,” page 387, and “Special Programs for Advanced Placement and Credit,” page 72.

**Mathematics.** Readiness examinations are required before registering for the following mathematics courses at ASU: MAT 106, 113, 117, 119, 170, 210, and 270. For more information, visit the Department of Mathematics and Statistics undergraduate office, in PS A211, or access the Web site at [fym.la.asu.edu/placement](http://fym.la.asu.edu/placement).

### Academic Advising

Effective academic advising of students is an essential aspect of the educational experience at ASU. The university is committed to providing quality advising to continuing, first-time, and transfer students. To achieve the highest-quality advising, students, faculty, and staff must work to form a partnership.

Academic advising plays a critical role in the retention and graduation of students. Advisors mediate between the institution’s broad regulations and procedures and the individual student’s needs, which are many and varied. In a major, urban, multicampus, largely commuter research institution such as ASU, advisors play many roles and must keep abreast of both changing institutional features and the multiplexity of students’ academic and nonacademic lives.

ASU academic advisors serve as facilitators and mediators for students as they

1. develop a suitable educational plan;
2. select appropriate courses;
3. interpret institutional requirements;
4. develop problem-solving and decision-making skills;
5. become independent learners; and
6. clarify career and life goals.

In their role as facilitators and mediators, advisors

1. enhance student awareness of opportunities and services on campus;
2. assist students in evaluating their progress toward their educational goals;
3. refer students to institutional and community resources, including opportunities for research and internships;

Academic Advising at ASU Main

College	Location	Telephone	Days	Hours <sup>1</sup>	Web Address
Barrett Honors College	MB C100L1	480/965-9155	Mon.–Fri.	8 A.M.–5 P.M. <sup>2</sup>	<a href="http://www.asu.edu/honors">www.asu.edu/honors</a>
College of Architecture and Environmental Design	ARCH 141	480/965-3584	Mon.–Fri.	8:30 A.M.–4 P.M. <sup>3</sup>	<a href="http://www.asu.edu/caed">www.asu.edu/caed</a>
College of Education	EDB L1-13	480/965-5555	Mon.–Fri.	8 A.M.–5 P.M.	<a href="http://coe.asu.edu/oss">coe.asu.edu/oss</a>
College of Law	LAW 120	480/965-1474	Mon.–Fri.	8 A.M.–5 P.M. <sup>4</sup>	<a href="http://www.law.asu.edu">www.law.asu.edu</a>
College of Liberal Arts and Sciences	SS 111	480/965-6506	Mon.–Fri.	8 A.M.–5 P.M.	<a href="http://clasdean.la.asu.edu/student/resources">clasdean.la.asu.edu/student/resources</a>
College of Nursing	NUR 108	480/965-2987	Mon.–Fri.	8 A.M.–5 P.M.	<a href="http://nursing.asu.edu">nursing.asu.edu</a>
College of Public Programs	WILSN 203	480/965-1034	Mon.–Fri.	8:30 A.M.–5 P.M. <sup>3</sup>	<a href="http://asu.edu/copp/students/advisors.html">asu.edu/copp/students/advisors.html</a>
DUAS Academic Advising Services	UASB 129	480/965-4464	Tues. Other weekdays	9 A.M.–6:00 P.M. 9 A.M.–5 P.M.	<a href="http://www.asu.edu/duas/cas">www.asu.edu/duas/cas</a>
Ira A. Fulton School of Engineering	ECG 105	480/965-3421	Mon.–Fri.	8:30 A.M.– 4:30 P.M. <sup>2,3</sup>	<a href="http://www.fulton.asu.edu">www.fulton.asu.edu</a>
Katherine K. Herberger College of Fine Arts	GHALL 127	480/965-4495	Mon.–Fri.	8 A.M.–5 P.M. <sup>3</sup>	<a href="http://herbergercollege.asu.edu">herbergercollege.asu.edu</a>
W. P. Carey School of Business	BA 109	480/965-4227	Tues. Other weekdays	8 A.M.–6:30 P.M. 8 A.M.–5 P.M.	<a href="http://www.wpcarey.asu.edu/up">www.wpcarey.asu.edu/up</a>

<sup>1</sup> Arizona is on mountain standard time all year and does not observe daylight saving time.

<sup>2</sup> Walk-ins are welcome; appointments are recommended.

<sup>3</sup> The office is closed from noon to 1 p.m.

<sup>4</sup> Call for additional hours.

4. promote and enhance the university’s recruiting and retention efforts;
5. engage in activities to keep themselves informed on issues that impact student success; and
6. support cultural diversity at the university.

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. Students often may seek academic and career advice 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 must meet with an advisor as a condition of registration.

An additional unit, DUAS Academic Advising Services, is a central advising, referral, and information facility whose staff is available to assist students in their academic careers at ASU. Emphasis is placed on advising services to first-time, prospective, transfer, and visiting students and students in transition, such as those changing majors and those without majors. Bachelor of Interdisciplinary Studies students (B.I.S. or pre-B.I.S.) also receive academic advising in Academic Advising Services. In addition to guidance in the exploration or selection of a major, Academic Advising Services provides general academic information and referrals to all areas of student academic support. For more information, visit Academic Advising Services in UASB 129, or call 480/965-4464.

Students are strongly encouraged to seek academic advising at the earliest possible time and to do so regularly throughout their academic careers, whether or not advising is mandatory in their particular programs. Advisors may be contacted at the locations and times shown in the “Academic Advising at ASU Main” table, on this page. For academic advising at ASU East, see the “Academic Advising at ASU East” table, page 602. (See “Building Abbreviations,” page 741, for a list of building abbreviations and names.)

### 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 reenrollment is intended. Nonresident applicants must submit a nonrefundable \$50 application fee. 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 must have an ASU GPA of 2.00 or higher, depending on the college of the major. An applicant who does not meet this GPA requirement and is below good standing may need to undergo an appeal process. In these cases, the completed application for readmission may be subject to a deadline that could be up to six weeks before the semester of readmissions. Students whose GPA is below a 2.00 and who are

## UNDERGRADUATE ENROLLMENT

applying to a college other than the one they had previously attended and students who were disqualified must submit an application for reinstatement in addition to the application for readmission. Nondegree applicants for readmission must have a minimum GPA of 2.00. If not, the applicant may apply for readmission to summer or winter only to raise the ASU GPA, or the applicant may apply for admission to a degree program for fall or spring 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 a final official transcript is received. Additional registration privileges are withheld if this condition for readmission is not cleared.

### 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, including summer sessions, and who have completed in good standing a minimum of 12 college-approved additional hours in residence within three semesters after reentry. 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 transfer credits. That is, earned hours are carried forward for up to 60 hours of credit in which a grade of “C” (2.00) or higher was earned. The cumulative GPA is based only on credits earned subsequent to the student’s reentry. All graduation residency, academic recognition residency, and GPA requirements must be fulfilled after academic renewal. 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.
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, and no grade lower than “C” (2.00) in each course, 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. All students with ASU GPAs below 2.00 are eligible to petition for academic renewal. Individual colleges may elect to

entertain petitions for academic renewal from students with ASU GPAs above 2.00. College standards committees have final authorization on academic renewal petitions. 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 65, and “Readmission to the University,” page 77.

**Proof of Identification.** 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 Sun Card office located in the Memorial Union on ASU Main campus, at the OASIS in the Center Building on ASU East campus, and in the University Center Building at ASU West. See the *Schedule of Classes* or refer to “Parking Decals,” page 55.

**Registration Fees.** Registration fees are due and must be paid in full at the time specified for each semester in the *Schedule of Classes*. If any payment tendered is unauthorized, incomplete, or received after the due date, registration fees are considered unpaid.

**Schedule of Classes.** The *Schedule of Classes*, published for the fall and spring semesters, and the *Summer Sessions Bulletin* are distributed without charge. These publications are available online at [www.asu.edu/registrar/schedule](http://www.asu.edu/registrar/schedule). They list course offerings, dates, times, places, and procedures for registration, along with other important information about 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 College of Architecture and Environmental Design or Ira A. Fulton School of Engineering). A student wishing to register for more than the maximum must petition the standards committee of the college in which the student is enrolled and must obtain an approved override before registration. See “Summer Session Semester Hour Load,” page 79, for summer course load information.

**Reserving of Course Credit by Undergraduates.** Seniors at ASU within 12 semester hours of graduation may enroll

**Enrollment Verification Guidelines**

Term	Student	Full Time	Half Time	Less Than Half Time
Regular semester	Undergraduate	12 or more hours	6–11 hours	5 or fewer hours
	Graduate	9 or more hours	5–8 hours	4 or fewer hours
	Research/teaching assistant	6 or more hours	—	—
Five-week summer session	Undergraduate	4 or more hours	2 hours	1 hour
	Graduate	3 or more hours	2 hours	1 hour
	Research/teaching assistant	2 or more hours	1 hour	—
Eight-week summer session	Undergraduate	6 or more hours	3–5 hours	2 or fewer hours
	Graduate	5 or more hours	3–4 hours	2 or fewer hours

in a 400-level or graduate course and reserve the credit for possible use in a future graduate program. The course cannot be used to meet a baccalaureate graduation requirement. Before registration in the course, the student must submit a Graduate 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 semester hours may be reserved, and only courses in which the student earned an “A” (4.00) or “B” (3.00) 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 Session Semester Hour Load.** The summer session semester hour load limit is seven semester hours for each five-week session and nine semester hours for the eight-week session. The student may not exceed a total of 14 semester hours for any combination of sessions.

**Concurrent Enrollment.** Provided that the other institution’s regulations concerning enrollment, graduation requirements, and transfer of credits are not violated, a student may enroll in classes at other institutions or in independent learning courses while enrolled at ASU. However, the student is urged to seek advising 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,” on this page.

**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 “Enrollment Verification Guidelines” table, on this page. Independent learning courses are not considered for enrollment verification purposes.

**Cooperative Programs**

**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. To qualify, the student must have met prescribed hours and GPA requirements.

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

**Traveling Scholar Program.** The Traveling Scholar Program is a cooperative program among the 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 any graduate student with a GPA of at least 3.00 enrolled at ASU, 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. For more information and the application form, call the Registrar’s Records Information section, or access the Web at [www.asu.edu/registrar/forms](http://www.asu.edu/registrar/forms).

## UNDERGRADUATE ENROLLMENT

### Grading System

#### DEFINITIONS

##### 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 represents a minimum 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.

##### Grades and Marks

All grades and marks appear on the permanent record and/or unofficial transcript. They are indicated by the letters shown in the “Grades” table below.

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

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

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

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

##### Grading Options

Ordinarily a grade of “A+,” “A,” “A-,” “B+,” “B,” “B-,” “C+,” “C,” “D,” or “E” is given upon completion of a course, unless another grading option such as “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” (0.00) 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” (0.00). An undergraduate student does not reregister or pay fees for a course for which an incomplete “I” has been received in order to complete the course.

Students who receive a mark of “I” in courses at the 500 level or above have one calendar year to complete the course for a grade. After one calendar year, the mark of “I” becomes a permanent part of the transcript. To repeat the course for credit, a student must reregister and pay fees. The grade for the repeated course appears on the transcript but does not replace the permanent “I.”

##### Satisfactory

A mark of “Y” (satisfactory) may be used at the option of individual colleges and schools within the university and is appropriate for internships, projects, 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. Veteran students using education benefits should see “Veterans Services,” page 44.

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” (0.00 [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 academic advisor for detailed information and restrictions. Approval of both the class instructor and the college of the major are required 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.

## WITHDRAWALS

### Instructor-Initiated Drop

An instructor may drop a student for nonattendance during the second week of classes in fall or spring semesters or the first four days of each summer session. Instructor-initiated drops for nonattendance are signed by the dean or dean’s designee. The college notifies students by mail. The student must contact the instructor before the end of the first week of classes if absences during that period cannot be avoided.

### 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 the *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 refunded according to the refund schedule printed in the *Schedule of Classes*, 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 only courses 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 a total of two for students during freshman, sophomore, junior, or senior standing; and a total of two for students during second undergraduate degree standing. Non-degree-seeking graduate students are permitted to process an unlimited number of restricted withdrawals. Students must obtain a Restricted Withdrawal Request and obtain the signature of the instructor. The instructor has the option of assigning either a “W” or a failing grade of “E” (0.00).

Students who have reached their restricted withdrawal limit are not 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” or “E” (0.00). Complete withdrawal counts as one withdrawal for purposes of applying the above limits. The preceding does not apply to audit enrollment or zero-hour labs and recitations.

**Procedure for Restricted Withdrawal.** A student seeking a restricted withdrawal needs to

1. obtain a withdrawal form from any registrar site or print one via the Web at [www.asu.edu/registrar/forms](http://www.asu.edu/registrar/forms);
2. obtain a signature and verification of grade from instructor(s); and
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” (0.00) only if the student’s continued presence in the course is disruptive to the instructor’s ability to conduct the course. A student may appeal an instructor-initiated withdrawal within 10 days of being withdrawn 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

To withdraw from *all* classes after having paid registration fees, a student must submit a request to withdraw using ASU Interactive, SunDial, or submit a signed request to the Office of the Registrar in person. The ASU Interactive and SunDial complete withdrawal option is only available through the first week of classes for a semester. During the unrestricted complete withdrawal period, a student may

## UNDERGRADUATE ENROLLMENT

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

### Medical/Compassionate Withdrawal

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

A student may request and be considered for a *medical* withdrawal when extraordinary circumstances, such as a serious illness or injury, prevent the student from continuing in classes. This policy covers both physical-health and mental-health difficulties.

A student may request and be considered for a *compassionate* withdrawal when extraordinary personal reasons, not related to the student’s physical or mental health (for example, care of a seriously ill child or spouse, or a death in the student’s immediate family), prevent the student from continuing in classes.

Each college has a dean’s representative (medical/compassionate withdrawal designee) to review medical/compassionate withdrawal requests, according to that college’s procedures. A student requesting a medical/compassionate withdrawal is referred to the dean’s designee of the college of the major. A nondegree student is referred to the dean’s designee of the college with which he or she is primarily affiliated. The dean’s designee determines the appropriateness of the medical/compassionate withdrawal request and whether an administrative hold is indicated. Removal of the hold must be authorized by the designee before the student can register for a future semester or be readmitted to the university.

The medical/compassionate withdrawal procedure results in a special note line on the unofficial transcript. Refunds are not given beyond six months past the close of the semester. Only one Request for Documented Medical/Compassionate Withdrawal form needs to be filed with the college of the major, even if classes in more than one college are involved. Medical/compassionate withdrawal applications and supporting documents are retained and filed separately from the student’s other records.

### GRADE POINTS

For the purpose of calculating the grade point average (GPA), grade points are assigned to each of the grades for

each semester hour as follows: “A+,” 4.333 points; “A,” 4.000 points; “A-,” 3.667 points; “B+,” 3.333 points; “B,” 3.000 points; “B-,” 2.667 points; “C+,” 2.333 points; “C,” 2.000 points; “D,” 1.000 point; and “E,” 0.000 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+,” “A,” “A-,” “B+,” “B,” “B-,” “C+,” “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. Although the plus/minus scale includes a grade of A+ with a value of 4.33, the cumulative GPA is capped at 4.00.

### 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 on this page, 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 are 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 used, 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 formally. In most instances, however, the grievance procedure does 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" (1.00), "E" (0.00), or "W" or a mark of "X" is received. An undergraduate student may not repeat for credit an undergraduate course in which a grade of "C" (2.00) or higher is earned. Undergraduate courses in which grades of "D" (1.00) or "E" (0.00) 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.

To be eligible for the deletion of "D" (1.00) or "E" (0.00) grades received at ASU, the course must be repeated at ASU. Independent Learning courses may not be used to repeat "D" (1.00) or "E" (0.00) grades. Students who have graduated are not eligible to delete the grade for a course taken before the award of the ASU bachelor's degree.

Students wishing to repeat a class for the third time with grades of "D" (1.00) or "E" (0.00) must petition the standards committee of the college in which they are enrolled. 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" (1.00) in a course in which a "C" (2.00) or higher is required may use the grade from an equivalent course taken elsewhere to demonstrate mastery at the "C" (2.00) or higher level. However, the course may neither be transferred to ASU (since

credit has already been given for the course) nor computed in the student's GPA.

### Midterm Report

Instructors are strongly encouraged to evaluate students at midterm for academic progress. A student who has been evaluated for a "D" (1.00) or "E" (0.00) at midsemester receives a midterm report. The midterm "D" (1.00) and "E" (0.00) grades are not recorded on the student's permanent record. Midterm reports are mailed to the student's local address of record.

### Final Grades

Grades may be viewed online at [www.asu.edu/interactive](http://www.asu.edu/interactive) or accessed through SunDial at 480/350-1500.

### 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 financial hold is placed on the record, the following results may occur:

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

The second and third results may also occur when an *administrative* hold is placed on the record. 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 about the student:

1. name;
2. former name(s);
3. date of birth;
4. first and last dates of attendance;
5. return address;
6. phone number;
7. specific mailing address for each transcript ordered;
8. ASU ID number; and
9. Social Security Number (SSN).

Students (except those who attended ASU before 1980) must also select one of the following options to be displayed on the transcript:

1. ASU ID only;
2. SSN only;
3. both ASU ID and SSN displayed; or
4. neither ASU ID or SSN displayed.

The request for official transcript form is available online at [www.asu.edu/registrar/forms](http://www.asu.edu/registrar/forms).

The Office of the Registrar does not issue a transcript if the student has a financial records hold. The student must supply a specific address if the transcript is to be mailed.

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The fee for an official transcript is \$6 per copy. “Rush” transcripts (requested to be printed and picked up on the same day) cost \$5 in addition to the total cost of the transcripts ordered. Special delivery requests via Federal Express or U.S. Express Mail, instead of regular mail, will cost \$17.50 per delivery address, in the 48 contiguous U.S. states, in addition to the cost of the transcript(s). The additional cost of special express deliveries to addresses outside the contiguous states (e.g., Hawaii, Alaska, and other countries) varies. Students are billed the initial \$17.50 as part of this credit card transaction and sent a bill for the remainder. Fees are subject to change without notice. Unofficial transcripts may be requested in person at the Office of the Registrar, or by mail or fax (480/965-2295) if a signed release is enclosed. There is no charge for an unofficial transcript. Also, students may view and print their own unofficial transcripts via the Web using ASU Interactive at [www.asu.edu/registrar](http://www.asu.edu/registrar).

*Note:* Pre-1980 records are not available via the Web option.

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,” page 86.

## Retention and Academic Standards

**Class Standing.** A student’s class standing is determined by the number of hours earned, as shown in the “Class Standing” table, on this page.

**Class Standing**

Student	Hours Earned
Freshman	24 or fewer semester hours earned
Sophomore	25 to 55 semester hours earned
Junior	56 to 86 semester hours earned
Senior	87 or more semester hours earned
Graduate	Bachelor’s degree from accredited institution

**Academic Good Standing.** For the purpose of retention, academic good standing for degree-seeking students is defined as shown in the “Academic Good Standing” table, on this page.

**Academic Good Standing**

Total Earned Hours	Minimum Cumulative GPA
24 or fewer	1.60
25 to 55	1.75
56 or more	2.00

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

To transfer from one college to another within the university or to be eligible for readmission, a student must have an ASU GPA of 2.00 or higher. 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, social science, fine arts and foreign language. Students who are exempt from these requirements include students who have completed an Arizona General Education Curriculum (AGEC) or an associate degree, students admitted by GED, and students who are 22 years of age or older by the first day of the semester of admission. An admitted student who needs to meet competencies in one or more of these areas must satisfy the requirement within two years of the beginning of the student’s first semester at ASU. Subject competencies in each area may be met by earning a grade of “D” (1.00) or higher at ASU in an appropriate course(s) as listed in the “Basic Competencies” table, page 85.

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

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

1. extending the student’s end semester to allow one additional semester to complete the required course work;
2. allowing the student to substitute a course not currently approved to fulfill a competency area when an error has been made 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+,” “A,” “A-,” “B+,” “B,” “B-,” “C+,” “C,” “D,” or “E”) during a semester in residence at ASU with a GPA of 3.50 or higher are eligible for the Dean’s List. A notation regarding Dean’s List achievement appears *only* on the final grade report available online at [www.asu.edu/registrar](http://www.asu.edu/registrar).

**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 satisfac-

**Basic Competencies**

Area	ASU Courses That May Be Used to Meet Basic Competencies
American history	Any one course: HST 109, 110
English	Any one course: ENG 101, 105, 107; WAC 101, 107
Fine arts	Any one course: ADE 120; any undergraduate three-semester-hour course offered in the Katherine K. Herberger College of Fine Arts; ASU West courses: ARS 101, 300; IAP 101, 300, 302, 331; MUS 354, 355; THE 100, 320, 321, 400
Foreign language	Student must complete through the 102, 107, or 111 course level of any foreign language course.
Laboratory science*	
Chemistry	Any one course: CHM 101, 107, 113, 114, 117
Earth sciences	Any numbered selection: 1. ABS 130 2. GLG 101 and 103 3. GLG 105 4. GLG 110 and 111 5. GPH 111
Life sciences	Any one course: BIO 100, 187, 188, 201; PLB 108
Physics	Any numbered selection: 1. AST 111 and 113 2. AST 112 and 114 3. PHS 110 4. PHY 101 5. PHY 111 and 113 6. PHY 112 and 114 7. PHY 121 and 122 8. PHY 131 and 132
Mathematics	Any one course: MAT 114, 117, 119, 170, 210, 260, 270, 290
Social science	Any one course: ASB 102; ECN 111, 112; GCU 102, 121, 141; HST 102, 103, 104; PGS 101; POS 101, 110, 150, 160; SOC 101

\* The laboratory science requirement is designed to demonstrate competency in at least two laboratory science areas. For example, if one lab science competency has been met in life sciences through high school course work, the ATP biology achievement test, or college course work, the second or third lab science course must be selected from chemistry, earth sciences, or physics.

tory 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.

**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. A *disqualified student is notified by the dean of the college and is not allowed to register in a fall or spring semester at the university.* If the student has already registered for a future fall or spring semester, then the registration is cancelled. A student who has been disqualified may apply for

reinstatement to the college standards committee. A student who is disqualified may not attend as a nondegree student.

**Reinstatement.** A student who has been disqualified and has skipped a fall or spring semester must follow the procedures for readmission. See “Readmission to the University,” page 77

A disqualified student who has not skipped a semester may submit an Application for Reinstatement to the college of his or her major. If the student wishes to transfer to a different college and has a GPA of 2.00 or greater, he or she may submit an Application for Reinstatement to the college into which he or she wishes to transfer. If the student wishes to transfer to a different college and has a GPA below 2.00, he or she must submit the Application for Reinstatement to the Registrar’s Recording/Readmission Section (SSV 142). The University Admissions Board then reviews the application.

**Reinstatement Appeals.** A student wishing to appeal the decision of the standards committee of a college may submit an appeal to the University Admissions Board. The decision of the board is final.

## UNDERGRADUATE ENROLLMENT

**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 or other sanctions as specified in the University Student Academic Integrity Policy. Violations of academic integrity include, but are not limited to, cheating, fabrication, tampering, plagiarism, or facilitating such activities. The University Student Academic Integrity Policy is 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

The federal Family Educational Rights and Privacy Act of 1974, also known as the Buckley Amendment or FERPA, sets forth the requirements governing the protection of the privacy of education 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.

**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

**Education Record.** The term *education record* refers to those records directly related to a student and maintained by an educational institution. Two types of education 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,

permanent and ASU e-mail addresses (including directory number), local telephone number, date of birth, academic level, major field of study, college of enrollment, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student.

**Personally Identifiable Information.** The term *personally identifiable information* includes all information not defined as directory information. This includes, but is not limited to, the name of a student's parent or other family member(s), a personal identifier such as the student's ASU ID number or 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 should not be released.

#### Access to Records

An eligible student may inspect and review his or her own education records. Some form of photo identification must be displayed before access to education 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 education 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 may make student records available to the parent for the rest of that calendar year as specified under the Buckley Amendment.

Students may grant access to individuals or agencies by completing a form in the Office of the Registrar.

#### Location of Policy and Records

The custodian of education 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.