

Arizona State University

Academic Catalog Archive Addendum - California 2024-2025

This document, published in October 2024, is a supplement to the Academic Catalog Archive – California 2024-2025 published in September 2024. It is the record of policies that experienced changes since the publication of the Academic Catalog Archive – California 2024-2025. It also contains additional policies that were not provided within the catalog archive for California because information was unavailable at the time of publication or was missed.

This addendum is a printable publication for accreditation organizations, agencies and university offices for data collection, evaluation purposes and referencing. Academic advisors, faculty and current students should refer to the online version of the academic catalog.

To navigate this document version of the Academic Catalog Addendum – California 2024-2025, refer to the table of contents and the bookmarks provided.

For inquiries or questions, please contact academic.catalog@asu.edu.



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ASU administrators and school officials

Michael M. Crow

Distinguished Regents President

Michael M. Crow is an educator, knowledge enterprise architect, science and technology policy scholar and higher education leader. He became the sixteenth president of Arizona State University in July 2002 and has spearheaded ASU's rapid and groundbreaking transformative evolution into one of the world's best public metropolitan research universities. As a model "New American University," ASU simultaneously demonstrates comprehensive excellence, inclusivity representative of the ethnic and socioeconomic spectrum of the United States, and consequential societal impact.

Biography and curriculum vitae

Michael Crow is the 16th president of Arizona State University and the guiding force behind its evolving model for a 21st century public research university. Get the facts and download additional resources.

Learn more [1]

Featured work

Review select works by President Crow that explains ASU's origin, its evolution as a 21st century public research university, and its aspirations.

Learn more [2]

Source URL: <https://president.asu.edu/the-president>

Links:

[1] <https://president.asu.edu/the-president/biography>

[2] <https://president.asu.edu/the-president/featured-work>

Nancy Gonzales

Executive Vice President and University Provost | ASU Search profile [1]

Nancy Gonzales is the executive vice president and university provost of Arizona State University.

Prior to leading as university provost, Dr. Gonzales was the dean of natural sciences in The College of Liberal Arts and Sciences. During her time as dean, the six academic units she managed produced exciting educational innovations, substantial growth in student enrollment, pioneering fundamental science, and research on grand challenges in human health, energy, sustainability, materials science and space exploration, among others.

As a Foundation Professor in the Department of Psychology, she conducted groundbreaking research on culturally informed models of human health and development with the goal of developing public health strategies

to reduce health disparities in vulnerable communities. She also served as director of the REACH Institute, an interdisciplinary center of excellence dedicated to the implementation and dissemination of evidence-based interventions in settings such as primary health care, schools, family courts and community mental health agencies to improve mental and physical health outcomes.

Dr. Gonzales is a fellow of the American Psychological Association and the recipient of many professional honors, including distinguished career awards from the American Psychological Association, the Society for Research on Adolescence and the Society for Prevention Research. She was named an Arizona Latina Trailblazer, received the Founder's Day Award for Research from the ASU Alumni Association and was named one of the 2021 Most Influential Women in Arizona.

A welcome message from Provost Gonzales [2]

Vice presidents and vice provosts

Tamara Deuser [3]

Vice President and Chief Operating Officer

Patricia Friedrich [4]

Vice Provost of Academic Personnel

Sherine Gabriel [5]

Executive Vice President

Kent Hopkins [6]

Vice President of Academic Enterprise Enrollment

Cheryl Hyman [7]

Vice Provost of Academic Alliances

Sukhwant Jhaj [8]

Vice Provost of Academic Innovation and Student Achievement

Anne Jones [9]

Vice Provost of Undergraduate Education

Patrick Kenney [10]

Executive Vice Provost of Academic Enterprise

Amalia Pallares [11]

Vice Provost of Inclusive Excellence

Philip Regier [12]

University Dean of Educational Initiatives and CEO of EdPlus

Julia Rosen [13]

Vice President of Global Academic Initiative

Peter Schlosser [14]

Vice President and Vice Provost of Julie Ann Wrigley Global Futures Laboratory

Elizabeth Wentz [15]

Vice Provost

Source URL: <https://provost.asu.edu/about/staff>

Links:

[1] <https://search.asu.edu/profile/10780>

[2] <https://youtu.be/fCFV1cWK7mQ>

[3] <https://search.asu.edu/profile/898460>

[4] <https://search.asu.edu/profile/643707>

[5] <https://search.asu.edu/profile/1111105>

[6] <https://search.asu.edu/profile/1508248>

[7] <https://search.asu.edu/profile/3416009>

[8] <https://search.asu.edu/profile/2951307>

[9] <https://search.asu.edu/profile/972567>

[10] <https://search.asu.edu/profile/10848>

[11] <https://search.asu.edu/profile/4932796>

[12] <https://search.asu.edu/profile/10868>

[13] <https://search.asu.edu/profile/420854>

[14] <https://search.asu.edu/profile/3245127>

[15] <https://search.asu.edu/profile/108171>

Academic calendar

Summer 2025

Session A: Monday, 5/19/2025 – Friday, 6/27/2025

Session B: Wednesday, 7/2/2025 – Tuesday, 8/12/2025

Session C: Monday, 5/19/2025 – Friday, 7/11/2025

Schedule of Classes Available [1]	February 6, 2025		
Registration Dates Begin [2]	February 7, 2025		
\$50.00 Late Registration Fee Begins [3] (does not apply to ASU Online students)	Session A May 11, 2025	Session B June 24, 2025	Session C May 11, 2025
Classes Begin	Session A May 19, 2025	Session B July 2, 2025	Session C May 19, 2025
Academic Status Reports [4] – Faculty have the opportunity to provide weekly feedback during each session. Students can view ASRs in MyASU within 24 hours after each weekly reporting period closes on Sundays	Session A May 19 - Jun 22, 2025	Session B Jul 2 - Aug 3, 2025	Session C May 19 - Jul 6, 2025
Last Day to Register or Add a Class Without College Approval [5]	Session A May 20, 2025	Session B July 3, 2025	Session C May 20, 2025
Residency Classification Petition Deadline [6]	May 20, 2025		
Drop Deadline [5] - this is the last day to drop a class without receiving a grade of 'W' (withdrawal) on your transcript.	Session A May 23, 2025	Session B July 6, 2025	Session C May 23, 2025

Tuition & Fees 100% Refund Deadline - For more information see Tuition and Deadlines [7].	Session A May 23, 2025	Session B July 6, 2025	Session C May 23, 2025
Tuition Fee Payment Deadline - for registration through 5/18/2025. For more information see Tuition and Deadlines [8]	May 25, 2025		
Memorial Day Observed Classes excused/University closed	May 26, 2025		
Automatic ASU Payment Plan Enrollment - Students who registered through 5/18/25 and who have unpaid tuition and other eligible payment plan charges will be automatically enrolled in the ASU Payment Plan [9].	May 27, 2025		
Course Withdrawal Deadline [5]	Session A June 8, 2025	Session B July 22, 2025	Session C June 8, 2025
Deadline to Apply for Graduation	June 15, 2025		
Tuition Fee Payment Deadline - for registration from 5/19/2025 through 6/18/2025. For more information see Tuition and Deadlines [8]	June 25, 2025		
Independence Day Observed Classes excused/University closed	July 4, 2025		
Tuition Fee Payment Deadline - for registration from 6/19/2025 through 7/18/2025. For more information see Tuition and Deadlines [8]	July 25, 2025		

<p>Complete Session Withdrawal Deadline [10]</p> <p>As part of a complete session withdrawal a student must withdraw from all classes in a session. Beginning the first day of classes, undergraduate students are required to contact their college/school to facilitate the withdrawal process. For more information click here [11].</p>	<p>Session A June 27, 2025</p>	<p>Session B August 12, 2025</p>	<p>Session C July 11, 2025</p>
<p>Classes End/ Last Day to Process Transactions</p>	<p>Session A June 27, 2025</p>	<p>Session B August 12, 2025</p>	<p>Session C July 11, 2025</p>
<p>Final Grades Due</p>	<p>Session A June 29, 2025</p>	<p>Session B August 14, 2025</p>	<p>Session C July 13, 2025</p>
<p>Degree Conferral Date</p>	<p>August 12, 2025</p>		
<p>Grade Replacement Processing</p>	<p>August 15, 2025</p>		

Source URL: <https://registrar.asu.edu/academic-calendar#summer2025>

Links:

- [1] <https://webapp4.asu.edu/catalog>
- [2] <https://students.asu.edu/registration>
- [3] <https://students.asu.edu/tuitiondescriptions>
- [4] <https://asu.force.com/kb/articles/FAQ/What-is-an-Academic-Status-Report>
- [5] <https://students.asu.edu/drop-add>
- [6] <https://students.asu.edu/residency>
- [7] <https://students.asu.edu/tuitionrefundpolicy>
- [8] <https://students.asu.edu/tuitiondeadlines>
- [9] <https://students.asu.edu/payment-plan>
- [10] https://students.asu.edu/drop-add#comp_wd
- [11] <https://students.asu.edu/forms/withdrawal>

University policies

Grades and grading policies

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.

Grading options and definitions

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 add period.

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

Fall 2004 and After¹			
Grade	Undergraduate Definition	Graduate Definition	Value
A+			4.33
A	Excellent	Excellent	4.00
A-			3.67
B+			3.33
B	Good	Good	3.00
B-			2.67
C+			2.33
C	Average	Passing	2.00

D	Passing	No Graduate Credit	1.00
E	Failure	Failure	0.00
EN	Failing Never Participated ²	Failing Never Participated ²	0.00
EU	Failing Did Not Complete ³	Failing Did Not Complete ³	0.00
I	Incomplete	Incomplete	—
NR	No Report	No Report	—
P	Pass	n/a ⁴	—
W	Withdrawal	Withdrawal	—
X	Audit	Audit	—
Y	Satisfactory	Satisfactory	—
Z	Course in Progress	Course in Progress	—
XE	Academic Dishonesty	Academic Dishonesty	0.00

¹ Although the plus/minus scale includes a grade of A+ with a value of 4.33, the cumulative GPA is capped at 4.00. Questions about the grade scales may be referred to the University Registrar Services at registrar@asu.edu [1]. For grading scales prior to fall 2004 click here [2].

² Effective fall 2016 and later.

³ Effective fall 2019 and later.

⁴ Not applicable for graduate classes.

Law Grading				
Fall 2009 and after			Fall 2009 and after Additional Grades	
A+		4.33	CR	Credit
A	Excellent	4.00	NR	No Report
A-		3.67	P	Pass
B+		3.33	X	Audit
B	Good	3.00	W	Withdrawal
B-		2.67	I	Incomplete
C+		2.33	H	Honors
C	Average	2.00	HH	High Honors
D	Deficient	1.00	XE	Academic Dishonesty
E	Failing	0.00		
EN	Failing Never Participated ⁴	0.00		
EU	Failing Did Not Complete ⁵	0.00		

⁴ Effective fall 2016 and later.

⁵ Effective fall 2019 and later.

For grading scales prior to fall 2009, click here [2].

Incomplete (I)

A mark of "I" (incomplete) is given by the instructor when you are otherwise doing acceptable work but are unable to complete the course because of illness or other conditions beyond your control. You are 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 [3]. Do not re-register or pay fees to complete the course. The completion date is determined by the instructor but may not exceed one calendar year from the date the mark of "I" is recorded. When you complete the course, the instructor must submit an online grade change request. If you receive an "I" in an undergraduate course in the fall 1983 or thereafter, your grade will be automatically changed to a failing grade "E" if you do not complete the course within one calendar year. If you receive an "I" in a graduate course (500-level or above) your "I" grade will become a permanent part of your transcript if you do not complete the course within one year, and you will have to reregister and pay fees to repeat the course for credit. Marks of "I" are changed to a grade of "E" (0.00) for purposes of evaluating graduation requirements for undergraduate students.

No Report (NR)

The "NR" grade simply means that a grade has not yet been reported. Once final grade processing takes place for the semester, most classes will have an actual grade posted instead of the "NR". If an "NR" grade appears for a course in a prior semester, you should contact the instructor of the course to find out why a final grade was not recorded.

Pass (P)

The "P" grading option is used to indicate a passing grade in a class when an individual student receives permission from both the class instructor and his/her college or school. For further information about this grading option, contact your advisor. If you earn a "P" grade, you will earn hours, but the grade is not used for computing your GPA.

A "P" grade should only be assigned when an individual student receives permission to take a course as pass/fail. Permission is recorded on the Pass/Fail Enrollment form [4]. If the course only awards pass/fail grades, the "Y" grade should be utilized to indicate successful completion of the course.

Withdrawal (W)

If you withdraw from a class after the first week of school, you will receive a mark of "W" on your transcript. You earn no credit or grade for withdrawn classes.

Audit (X)

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.

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" (withdrawal) may be recorded. This grading option may not be changed after the close of the add period. The "X" is not included in earned hours and is not computed in the GPA.

Satisfactory (Y)

The "Y" grade is generally used as a grade for successfully completed internships, projects, readings and conference, research, seminars, theses, dissertations, and workshops. You earn hours for a "Y" grade, but the grade is not used for computing your GPA.

Course in Progress (Z)

The "Z" grade is typically used for courses where work will not be completed within one semester's time, such as research, thesis, and dissertation. Once coursework is complete, your instructor will submit a grade change to assign an appropriate grade. Some courses, such as continued registration, do not earn credit and the "Z" grade will remain on your transcript.

Failing Never Participated (EN)

The grade of "EN" denotes failure due to the student never participating in a course and is treated the same as an "E" for the purposes of GPA, course repeatability, and academic standing determination. The "EN" grade assists ASU in determining a student's financial aid eligibility. For federal aid purposes, we must determine if a student participated in all courses for which they received federal aid. When a student does not participate, the financial aid office must recalculate the student's eligibility. A grade of "EN" will display on the student's transcript beginning fall 2016. Please review the "Grades and Grade Selection" section of the Grade Posting FAQs [5] page for more information about the "EN" grade.

Failing Did Not Complete (EU)

The grade of "EU" should be used to indicate that a student never officially withdrew from the course, but failed to participate in course activities through the end of the course. The EU grade should be used when, in the opinion of the instructor, the student's completed assignments, course activities or both were insufficient to make normal evaluation of academic performance possible because the student stopped participating in the course. This grade distinction is critical to federal financial aid administration. A grade of "EU" will display on the student's transcript beginning fall 2019. Please review the "Grades and Grade Selection" section of the Grade Posting FAQs [5] page for more information about the "EU" grade.

Academic Dishonesty (XE)

The grade of "XE" denotes failure due to academic dishonesty and is treated the same as an "E" for the purposes of GPA, course repeatability, and academic standing determination. A student may not avoid any penalty for academic dishonesty by withdrawing from a course. A student may be reinstated to a course to receive a penalty of a reduced or failing grade or XE. The grade of XE may only be assigned in accordance with ASU's Student Academic Integrity Policy, and not as part of the normal end of the semester grading process.

Grading resources for faculty and staff

Support and roster contacts [6].

Grade Reports

You can obtain your final grades after every semester by using any of the following methods:

- To view or print your grades, sign in to My ASU [7] using your ASURITE User ID and Password.

- Submit a request for an official grade report that will show the grades for the last semester in which grades have been processed. You may submit a request to any registration site [8].

Grade changes

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 authorization of the faculty member who issued the original grade, a department chair, and the dean of the college concerned. This policy also applies to the grade of "I" (incomplete).

Grade changes are submitted online and receive approval by the department chair (or designee) and the dean of the college (or designee) in which the course is offered. Once approvals are received, the new grade will be reflected on your transcript immediately.

Repeating Courses

An undergraduate course taken by undergraduate students at ASU may be repeated for credit if the grade or mark of "D", "E", (including EU, EN, and XE) "W", "X" is received. To be eligible for the deletion of "D" or "E" grades from calculations of the GPA, the course must be repeated at ASU. Independent Learning courses may not be used to repeat "D" or "E" 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. Undergraduate courses in which grades of "D" or "E" (including EU, EN, and XE) are received may be repeated only once. Generally, students may not repeat an undergraduate course for credit when a grade of "C" or higher is earned.

For additional information on repeating courses please refer to the following policies:

SSM 203-06: Deletion of a "D" or "E" Grade Received by an Undergraduate in an Undergraduate Course [9]

SSM 203-05: Duplication of Credit by an Undergraduate Student [10]

Graduate students see the ASU Graduate Policies and Procedures [11].

Financial Aid & Repeating Courses

Federal regulations limit the number of times a student may repeat a course and receive federal financial aid for that course.

- A student may receive federal financial aid when repeating a course that was previously failed.
- A student may receive federal financial aid to repeat a previously passed course (with a D or better) one additional time, whether or not a student received federal financial aid for an earlier enrollment of the course.
- Once a student has completed any course twice and earned a passing grade (with a D or better) they are no longer eligible to receive federal financial aid for that course
- If a student retakes a course that is no longer eligible for financial aid, the units are excluded from the total enrollment calculated for financial aid and the student's financial aid will be adjusted to exclude these units.

Grade adjustments will be processed automatically after the grades are reported each term. For additional information on repeating a course or the deletion process, contact Records & Enrollment Services at registrar@asu.edu [1].

Demonstration of mastery

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

Grades appeal

ASU has informal and formal processes students may follow to appeal a grade. See the Catalog [12].

GPA calculation

The following grades and their values are used in computing your semester and cumulative ASU GPA:

Grade*	Grade Point Value
A+	4.33
A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
D	1.00
E**	0.00

*Other grades (W, X, Y, etc.) are not included in the GPA calculation.

**Grades EN, EU, XE, E1, E2, E3, E4, E5, and E8 are equivalent to an E for GPA calculation purposes.

To calculate your GPA, follow these steps below, or use the GPA Calculator [13].

1. Multiply the **grade point** value by the number of semester hours for which the course was taken to determine the honor points.
2. Add together all the **honor points**.
3. Add together all the semester hours that received one of the above grades to determine **net hours**.
4. Divide the honor points by the net hours to calculate the GPA.

Honor Points ÷ Net Hours = GPA

GPA's are rounded to the nearest 100th of a decimal point.

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.

Example:

Course	Semester Hours	Grade	Grade Point Value	Honor Points
ENG 101	3.0	A	4.00	12.00
MAT 117	3.0	B-	2.67	8.01
ECN 111	3.0	E	0.00	0.00
Total:	(net hours) 9.0			20.01

$20.01 \div 9.0 = 2.22$ GPA

Students may receive credit for an ASU course by taking an examination in place of the actual course. Learn more [14].

Source URL: <https://registrar.asu.edu/grades>

Links:

[1] <mailto:registrar@asu.edu>

[2] <https://students.asu.edu/prior-grading-scales>

[3] <https://registrar.asu.edu/forms/incomplete-grade-request>

[4] <https://registrar.asu.edu/forms/application-pass-fail-enrollment>

[5] <https://registrar.asu.edu/grade-posting-faq>

[6] <https://registrar.asu.edu/facultycenter>

[7] <https://my.asu.edu>

[8] <https://registrar.asu.edu/contact/office-university-registrar>

- [9] <https://www.asu.edu/aad/manuals/ssm/ssm203-06.html>
[10] <https://www.asu.edu/aad/manuals/ssm/ssm203-05.html>
[11] <https://graduate.asu.edu/current-students/policies-forms-and-deadlines/policy-manuals>
[12] <https://catalog.asu.edu/appeal>
[13] <https://registrar.asu.edu/gpa-calculator>
[14] https://catalog.asu.edu/credit_exam

Student privacy: Family Educational Rights and Privacy Act (FERPA)

The federal Family Educational Rights and Privacy Act (also called FERPA or the Buckley Amendment) affords students certain privacy rights regarding their education records. Those rights are summarized below. For more detailed information about FERPA, consult SSM 107-01: Release of Student Information [1] or contact University Registrar Services [2].

The right to inspect

The right to inspect and review the student's education records within 45 days of the day the university receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The university official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the university official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

Note: Students must provide photo identification in order to access their education records.

The right to amend

The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students who believe their record is inaccurate or misleading should write to the university official responsible for the record. Clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the university decides not to amend the record as requested by the student, the university will notify the student of the decision and advise the student of his or her right to a hearing about the request for amendment. Additional information about the hearing procedures will be provided to the student when notified of the right to a hearing.

Note: FERPA does not address grade disputes or grievances, which are pursued through other university and/or college procedures.

The right to consent

The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. School officials are administrators, faculty, professional staff, academic advisors, clerical or support employees, including ASU law enforcement unit personnel and ASU health staff; volunteers; a person or company with whom the university has contracted as its agent, acting with a legitimate educational interest, to provide a service instead of using university employees or officials (such as an attorney, auditor, collection agent, service provider); a person

serving on the Board of Regents; staff in the Alumni Association and ASU Foundation offices; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the interest in an education record is justified under one or more of the following conditions:

- the information or records requested are relevant and necessary to accomplish some task or determination related to the legitimate educational interest of the student
- the official needs to review an education record in order to fulfill his or her professional responsibilities for the university
- the task or determination is an employment responsibility or a properly assigned subject for the inquirer's determination and/or
- the task or determination is consistent with the purpose for which the records, information, or data are maintained.

Note: A parent of a dependent student may challenge denial of access to the dependent student's record by producing the most current copy of Internal Revenue Form 1040. (Dependency is defined in Section 152 of the Internal Revenue Code.) If that form lists the student in question as a dependent, the parent will be required to sign an Affidavit of Dependency which affirms that the student is his/her tax dependent. The affidavit will be retained by the University Registrar's Office and must be renewed each tax year. Upon receipt of these documents, the dependent student records may be made available to the parent as specified under FERPA.

The right to file a complaint

The right to file a complaint with the U.S. Department of Education concerning alleged failures by Arizona State University to comply with the requirements of FERPA. Students are encouraged to first contact University Registrar Services at (480) 965-7302. A complaint may be filed in writing with the Department of Education at the following address: Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, DC, 20202

Definitions

Student —Any individual formally admitted who is or has been in attendance at ASU. The term does not apply to applicants for admission, nor does it apply to persons who have been admitted but who have not registered.

Education Record —Any record(s) directly related to a student and maintained by ASU or by a party acting for the university. Education records include any information or data recorded in any medium, including but not limited to handwriting, print, computer media, video or audio tape, film, microfilm, and microfiche.

Directory Information — Information that may be released to anyone without the consent of the student, unless the student indicates otherwise, except to the extent that FERPA authorizes disclosure without consent:

- Student name
- Addresses (e.g., local, home, mailing and ASU e-mail, including directory number)
- Telephone numbers
- Date of birth
- Degrees, honors and awards received (including Dean's List, National Merit, National Achievement, and National Hispanic Scholars)
- Most recently attended educational institution
- Academic level
- Major

- College
- Dates of attendance
- Enrollment status (e.g., undergraduate or graduate, full-time or part-time)
- Participation in officially recognized activities/sports
- Weight/height of members of athletic teams

Personally Identifiable Information —Includes not only the name of the student and other personal identifiers, but also a list or description of personal characteristics or any other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the student and/or relevant circumstances, to identify the student with reasonable certainty. Further, personally identifiable information includes all information about a student that is not defined as directory information, as well as any information that the student has indicated may not be released, including directory information.

My ASU Parent Guest Access

My ASU Parent Guest Access is an online tool that allows students to share FERPA-protected information with parents and guests. Students have the choice to share some or all of their FERPA-protected information with parents and guests. For more information visit My ASU Parent Guest Access [3].

Student Control of Directory Information

Students may control release of directory information by submitting a Withhold Directory Information Request [4] form.

Unless otherwise requested, a student's name, college, major, enrollment status (undergraduate or graduate), and ASU e-mail address will appear in the directory of faculty, staff, and students in ASU's online directory. To avoid the release of directory information on the web or in general, the Withhold Directory Information Request [4] form must be submitted.

ASU has a policy that regulates and permits the sale of enrolled student directory information only through University Registrar Services. If a FERPA directory hold is on the student's record, the directory information will not be included in these requests.

Students accessing education records or receiving university services must provide proof of identification.

For more detailed information on ASU's FERPA policy, please see SSM 107-01: Release of Student Information [1].

Questions or requests for additional information may be directed to University Registrar Services' Records & Enrollment Services at registrar@asu.edu [5].

Transaction by Proxy

Students unable to process transactions in person or via My ASU [6] may designate another person to process transactions on their behalf by proxy [7].

FAQs

FERPA FAQs for Students [8]

FERPA FAQs for Faculty & Staff [9]

Related Policies

SSM 107-02: Lost, Stolen, or Inappropriately Disclosed Student Records Information [10]

ACD 304-01: Examinations and Grade Posting [11]

Source URL: <https://registrar.asu.edu/policies/ferpa>

Links:

[1] <https://www.asu.edu/aad/manuals/ssm/ssm107-01.html>

[2] <https://registrar.asu.edu/contact/office-university-registrar>

[3] <https://registrar.asu.edu/parent-guest-access>

[4] <https://registrar.asu.edu/forms/withhold-directory-information-request>

[5] <mailto:registrar@asu.edu>

[6] <https://my.asu.edu>

[7] <https://registrar.asu.edu/forms/Proxy>

[8] https://registrar.asu.edu/faqs?field_topic_target_id=5

[9] https://registrar.asu.edu/faqs?field_topic_target_id=3

[10] <https://www.asu.edu/aad/manuals/ssm/ssm107-02.html>

[11] <https://www.asu.edu/aad/manuals/acd/acd304-01.html>

Courses

Classification of courses

Course numbering system

Lower-division courses

Lower-division courses, numbered from 100 to 299, are designed primarily for first-year students and sophomores. Certain classes are closed to first-year students who lack the designated prerequisites or whose majors are outside the units offering the courses. This information is available in the course catalog [1] or from the student's academic advisor.

Upper-division courses

Upper-division courses, numbered from 300 to 499, are designed primarily for juniors and seniors. Prerequisites and other restrictions should be noted before registration. Courses at the 400 level apply to graduate degree requirements for some graduate programs when approved by the Graduate College.

Graduate-level courses

Graduate-level courses, numbered from 500 to 799, are designed primarily for graduate students. However, an upper-division undergraduate student may enroll in courses numbered 500-599 with the approval of the student's advisor, course instructor, department chair and dean of the college in which a course is offered. If such a course does not meet an undergraduate graduation requirement, it may be eligible for use in a future graduate program on the same basis as work taken by a nondegree-seeking graduate student. Undergraduate students should review additional information about graduate credits earned by undergraduate students [2].

Omnibus courses

Omnibus numbers are used for courses offered on an experimental or tutorial basis or for courses in which the content is new or periodically changes. Each academic unit uses that unit's prefixes with omnibus course numbers. The general nature of the work required for a particular omnibus course is consistent from unit to unit but subject matter varies. Omnibus courses often are offered for a variable number of credit hours.

Within the academic catalog and course catalog, abbreviations are frequently used with a colon to introduce specific omnibus course topics, which are shown in the omnibus course abbreviations chart below (e.g., MGT 494 ST: Cultural Factors in International Business).

Omnibus Course Abbreviations		
Abbreviation	Title	Number
AP	Applied Project	593, 693, 793

Omnibus Course Abbreviations		
CW	Conference and Workshop	594
FW	Fieldwork	583, 683, 783
FYS	First-Year Seminar	191
HC	Honors Colloquium	497
I	Internship	484, 584, 684, 784
P	Practicum	580, 680, 780
PS	Pro-Seminar	498
R	Research	592, 692, 792
RC	Reading and Conference	590, 690, 790
RM	Research Methods	500, 600, 700
S	Seminar	591, 691, 791
ST	Special Topics	194, 294, 394, 494, 598

Omnibus undergraduate courses

191 First-Year Seminar (1-3)

Small course emphasizing student-faculty discussion and interaction.

194, 294, 394, 494 Special Topics (0.25-4)

Covers topics of immediate or special interest to a faculty member and students.

484 Internship (1-12)

Structured practical experience following a contract or plan, supervised by faculty and practitioners.

498 Pro-Seminar (1-7)

Small-group study and research for advanced students within their majors.

499 Individualized Instruction (1-3)

Provides an opportunity for original study or investigation in the major or field of specialization, on an individual and more autonomous basis.

Honors Courses

These courses and all with the HON prefix are reserved for students in Barrett, The Honors College.

298 Honors Directed Study (1-6)

Independent study or practicum under the supervision of a faculty member.

492 Honors Directed Study (1-6)

Independent study in which a student, under the supervision of a faculty member, conducts research or creative work that is expected to lead to an undergraduate honors thesis or creative project.

493 Honors Thesis (1-6)

Supervised research or creative activity focused on preparation and completion of an undergraduate honors thesis or creative project.

497 Honors Colloquium (1-6)

A class emphasizing discussion, written and/or oral presentation by students, and active participation.

Omnibus graduate courses

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

500, 600, 700 Research Methods (1-12)

Course on research methods in a specific discipline.

580, 680, 780 Practicum (1-12)

Structured practical experience in a professional program, supervised by a practitioner or faculty member with whom the student works closely.

583, 683, 783 Fieldwork (1-12)

Structured, supervised field experience in a field science or other discipline requiring experience in field techniques.

584, 684, 784 Internship (1-12)

Structured practical experience following a contract or plan, supervised by faculty and practitioners.

590, 690, 790 Reading and Conference (1-12)

Independent study in which a student meets regularly with a faculty member to discuss assignments. Course may include such assignments as intensive reading in a specialized area, writing a synthesis of literature on a specified topic or writing a literature review of a topic.

591, 691, 791 Seminar (1-12)

A small class emphasizing discussion, presentations by students and written research papers.

592, 692 Research (1-12)

Independent study in which a student, under the supervision of a faculty member, conducts research that is expected to lead to a specific project such as a thesis or dissertation, report, or publication. Assignments might include data collection, experimental work, data analysis or preparation of a manuscript.

593, 693, 793 Applied Project (1-12)

Preparation of a supervised applied project that is a graduation requirement in some professional majors.

594 Conference and Workshop (1-12)

Topical instruction, usually in compressed format, leading to academic credit. Often offered off campus to groups of professionals.

595, 695, 795 Continuing Registration (1)

Used in situations where registration is necessary but where credit is not needed. Replaces arbitrary enrollment in reading and conference, research, thesis, dissertation, etc. Used by students when taking comprehensive examinations, defending theses or dissertations, or fulfilling the continuous enrollment requirement in doctoral programs. Credit is not awarded and no grade is assigned.

598 Special Topics (1-4)

Topical courses not offered in regular course rotation (e.g., new courses not in the catalog, courses by visiting faculty, courses on timely topics and highly specialized courses responding to unique student demand).

599 Thesis (1-12)

Supervised research focused on preparation of a thesis, including literature review, research, data collection and analysis, and writing.

792 Research (1-15)

Independent study in which a student, under the supervision of a faculty member, conducts research that is expected to lead to a specific project such as a dissertation, report or publication. Assignments might include data collection, experimental work, data analysis or preparation of a manuscript.

799 Dissertation (1-15)

Supervised research focused on preparation of a dissertation, including literature review, research, data collection and analysis, and writing.

Other subjects

Visiting student program

The numbers 597, 697 and 797 in the LAW subject are reserved for the visiting student program in the Sandra Day O'Connor College of Law.

Global education programs

Courses with the subject SAO are reserved for participants in programs offered through the Global Education Office [3]. Courses with an SAO subject are used in two ways: either to provide general university elective credit

for specific programs or courses or as a placeholder course for participation in partnership and exchange programs.

In the case of a placeholder course, the course remains on the student's academic record until the student's record is updated by the Global Education Office following completion of the student's study abroad program. The SAO-subject course is then dropped from the student's record and replaced with the ASU courses, credits and grades equivalent to the coursework completed abroad. Students must register for at least the number of credit hours equivalent to full-time study at ASU (i.e., 12 credit hours for undergraduate students and nine credit hours for graduate students during the fall and spring semesters, or one to six credit hours during the summer session). Students participating in a GEO partnership program must register for the subtopic "SAO: Study Abroad Program," whereas participants in an GEO exchange program must register for the subtopic "SAO: Exchange Program." The SAO placeholder course is not an indication of the level of coursework or the total number of credit hours the student may complete abroad.

Courses completed as part of these programs that do not have direct ASU course equivalencies are awarded "Department Elective" credit, using a respective subject with a course number of 1DE, 2DE, 3DE or 4DE. Lower-division courses at the 100-level are given 1DE, and 200-level are given 2DE. Upper-division courses at the 300-level are given 3DE, and 400-level are given 4DE.

Source URL: https://catalog.asu.edu/course_classification

Links:

[1] <https://catalog.apps.asu.edu/catalog/courses>

[2] https://catalog.asu.edu/course_load

[3] <https://goglobal.asu.edu>

Course code descriptions

Course Prefix	Description
ARA	Art Auxiliary
COM	Communication
ENG	English
FMP	Film and Media Production
FSH	Fashion
HDA	Herberger Institute for Design and the Arts
JMC	Journalism and Mass Communication
LAW	Law
MAT	Mathematics
MCO	Mass Communication
NEM	Narrative and Emerging Media
THF	School of Theatre and Film

Course component descriptions

Each course is composed of one or more components, different instructional modes or meeting types such as labs, studios, lectures and seminars. A course can have more than one component. However, all components must be scheduled. The primary component is always the graded component.

Course Component	Description
Individualized Instruction (IND)	This is a class in which an individual student is provided an opportunity for original study or investigation in a major or field of specialization on a more autonomous basis. Normally a contract or plan is used, and the student is supervised by faculty or practitioners.
Integrated Lecture/Lab (LEL)	The integrated lecture/lab is a class that has some lecture and some hands-on components but does not require a separate time like a traditional lab. It is scheduled like a lecture. This is primarily used in educational technology, computer science, technology, and engineering. As per ABOR: "At least fifteen (15) contact hours of recitation, lecture, discussion, testing or evaluation, seminar, or colloquium, as well as a minimum of thirty (30) hours of student homework is required for each unit of credit."
Laboratory (LAB)	The hands-on, workshop component of a class is usually held in a laboratory. The laboratory time is separate from the lecture although it is often associated to a lecture. This is primarily used in science and engineering. As per ABOR: "Laboratory courses require a minimum of forty-five (45) contact hours per unit of credit."
Lecture (LEC)	A lecture is the traditional method of instruction in which students are taught a subject by a member of the faculty. As per ABOR: "At least fifteen (15) contact hours of recitation, lecture, discussion, testing or evaluation, seminar, or colloquium, as well as a minimum of thirty (30) hours of student homework is required for each unit of credit."
Practicum (PRA)	A practicum is structured practical experience in a professional program, supervised by a practitioner and/or faculty member with whom the student works closely. Internships and student teaching fit into this category. These classes are often held off campus at a professional location. The practicum component should also be used for internships and field studies courses. As per ABOR: "Each unit of internship or practicum must require a minimum of forty-five (45) contact hours per unit of credit."
ProMod (PRO)	In ProMod courses the role of lectures is deemphasized in favor of learning based on projects. The learning is driven by the needs of the project, not by predetermined lecture topics. Students will go where the questions take them, leading to an individualized exploration of the issues at hand.

Course Component	Description
Recitation (REC)	A recitation is a small interactional meeting that combines formal presentation, review and interaction between the students and an instructor, and it is usually combined with a lecture as the primary component. Recitations are often lead by teaching assistants (TAs) or graduate assistants (GAs) to supplement a lecture. TAs/GAs will review the lecture, expand on the concepts and usually allow for question-and-answer time. The recitation component should also be used for courses previously categorized as discussion (also known as break-outs). As per ABOR: "At least fifteen (15) contact hours of recitation, lecture, discussion, testing or evaluation, seminar, or colloquium, as well as a minimum of thirty (30) hours of student homework is required for each unit of credit."
Research (RSC)	Under the supervision of a faculty member or group of faculty, the student conducts research that is expected to lead to a specific project such as dissertation, thesis, report or publication. Assignments might include data collection, experimental work, data analysis or preparation of a manuscript. This component is appropriate to use for continuing registration, dissertation, thesis, individualized instruction, research, etc.
Seminar (SEM)	A seminar is a small class that emphasizes discussion, presentations by students, and written research papers. As per ABOR: "At least fifteen (15) contact hours of recitation, lecture, discussion, testing or evaluation, seminar, or colloquium, as well as a minimum of thirty (30) hours of student homework is required for each unit of credit."
Studio (STO)	The studio is a hands-on workshop component of design and the arts courses. As per ABOR: "Studios must involve at least thirty (30) contact hours and at least fifteen (15) hours of homework for each unit of credit."

ABOR Policy # 2-224 regarding Academic Credit can be found at <https://public.powerdms.com/ABOR/documents/1491660>

ABOR Definition of a Unit of Credit: An hour of work is the equivalent of 50 minutes of class time (often called a "contact hour") or 60 minutes of independent study work. A minimum of 45 hours of work by each student is required for each unit of credit. Ordinarily, a course must cover a one-week period for every unit of credit given.

During summer sessions, however, six units of credit may be given over a five-week period.

Course grading basis descriptions

Grading Option	Grading Basis Description
ELG	Enhanced Learning Grading Basis
GNA	Graded with No Audit
NOG	No Grade Associated

OP2	Student Option – Standard Grading or Audit
OP3	Student Option – Grade, Z or Audit
OP4	Student Option – P/F/Z or Audit
OP6	Student Option – GNA or Audit
OPT	Student Option – Standard Grading or Audit
YGB	Y (Satisfactory) Grading Basis
Z1	Standard Grading with Z Option
Z2	Pass/Fail with Z Option
Z3	Continuing registration