

## Accreditations

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Arizona State University is accredited by the Higher Learning Commission, a Commission of the North Central Association of Colleges and Schools. For more information, call 312/263-0456, access the Web site at [www.ncahigherlearningcommission.org](http://www.ncahigherlearningcommission.org), or write

HIGHER LEARNING COMMISSION  
30 N LA SALLE ST  
SUITE 2400  
CHICAGO IL 60602-2504

Programs in the various colleges, schools, divisions, and departments are accredited by, affiliated with, or members of national bodies as described in the

[Academic Accreditation at the Downtown Phoenix Campus](#) table;

[Academic Accreditation at the Polytechnic Campus](#) table;

[Academic Accreditation at the Tempe Campus](#) table;

[Academic Accreditation at the West Campus](#) table;

[Academic Affiliation and Membership at the Downtown Phoenix Campus](#) table;

[Academic Affiliation and Membership at the Polytechnic Campus](#) table;

[Academic Affiliation and Membership at the Tempe Campus](#) table; and

[Academic Affiliation and Membership at the West Campus](#) table.

### Academic Accreditation at the Downtown Phoenix Campus

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Unit or Program	Accredited By
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<b>College of Nursing &amp; Healthcare Innovation</b>	
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BSN, MS, Nursing; Master of Healthcare Innovation	Arizona State Board of Nursing Commission on Collegiate Nursing Education
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<b>College of Public Programs</b>	
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BS, Recreation	National Recreation and Park Association/American Association for Leisure and Recreation Council on Accreditation
BSW, MSW, School of Social Work	Council on Social Work Education
MPA	National Association of Schools of Public Affairs and Administration

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### Academic Accreditation at the Polytechnic Campus

Unit or Program	Accredited By
<b>College of Science and Technology</b>	
BS, Aeronautical Management Technology, with concentrations in air transportation management and professional flight	Aviation Accreditation Board International
BS, Electronics Engineering Technology; Manufacturing Engineering Technology; Mechanical Engineering Technology	Technology Accreditation Commission of the Accreditation Board for Engineering and Technology, Inc.
BS, Environmental Technology Management, Graphic Information Technology, and Operations Management Technology	National Association of Industrial Technology
<b>Morrison School of Agribusiness and Resource Management</b>	
BS, Agribusiness, with a concentration in professional golf management	Professional Golfer's Association of America
<b>School of Applied Arts and Sciences</b>	
BS, Nutrition (didactic program in dietetics); MS, Nutrition (dietetic internship)	American Dietetic Association

### Academic Accreditation at the Tempe Campus

Unit or Program	Accredited By
<b>College of Design</b>	
BSD, Interior Design	Council for Interior Design Accreditation
BSD, Graphic Design, Industrial Design	National Association of Schools of Art and Design
MSD, Design, with concentrations in graphic design and industrial design	
BSLA	Landscape Architectural Accreditation Board
BSP, MUEP	Planning Accreditation Board
MArch	National Architectural Accrediting Board
<b>Mary Lou Fulton College of Education</b>	
MC, Counseling	Council for Accreditation of Counseling and Related Educational Programs
PhD, Counseling Psychology; Educational Psychology with a concentration in school psychology	American Psychological Association

**Sandra Day O'Connor College of Law**

JD

American Bar Association

**College of Liberal Arts and Sciences**

BS, Clinical Laboratory Sciences

National Accrediting Agency for Clinical Laboratory Sciences

MS, Communication Disorders, AuD

American Speech-Language-Hearing Association

PhD, Psychology, with a concentration in clinical psychology

American Psychological Association

**Ira A. Fulton School of Engineering**

BS, Computer Science

Computing Accreditation Commission of the Accreditation Board for Engineering and Technology, Inc.

BS, Construction

American Council for Construction Education

BSE, Aerospace Engineering; Bioengineering; Chemical Engineering; Civil Engineering; Computer Systems Engineering; Electrical Engineering; Industrial Engineering; Materials Science and Engineering; Mechanical Engineering

Engineering Accreditation Commission of the Accreditation Board for Engineering and Technology, Inc.

**Katherine K. Herberger College of the Arts**

School of Music

National Association of Schools of Music

**W. P. Carey School of Business**

All programs

AACSB International—The Association to Advance Collegiate Schools of Business

MHSM, School of Health Management and Policy

Accrediting Commission on Education for Health Services Administration

School of Accountancy

AACSB International—The Association to Advance Collegiate Schools of Business

**Walter Cronkite School of Journalism and Mass Communication**

All programs

Accrediting Council on Education in Journalism and Mass Communications

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**Academic Accreditation at the West Campus**

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**Unit or Program****Accredited By**

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**College of Human Services**

BS, Recreation and Tourism Management

National Recreation and Park Association/American Association of Physical Activity and Recreation Council on Accreditation

BSW, MSW

Council on Social Work Education

**School of Global Management and Leadership**

All business and accountancy programs

AACSB International—The Association to Advance  
Collegiate Schools of Business

# Fall 2009 Semester Calendar

University Registrar's Office



February 27, 2009  
March 2, 2009  
March 2, 2009

Schedule of Classes Available - Online  
Registration & Tuition Guide Available - Online  
Enrollment Appointments Begin (*tentative*)

Students can drop/add courses starting from the assignment of their Enrollment Appointment through the Drop/Add Deadline Date.

August 4, 2009  
August 17, 2009  
August 18, 2009

Suggested Postmark to Meet Tuition/Fee Payment Deadlines  
\$50.00 Late Registration Fee Begins for all registration from today through the end of the term  
Tuition/Fee Payment Deadline - for registration from March 2 - August 16, 2009

Students with unpaid tuition charges automatically enrolled in tuition installment plan on 08/19/09.

TBD

Extended Hours (Registration Sites Only)

August 24, 2009  
August 24-28, 2009  
August 24-30, 2009  
August 28, 2009  
September 6, 2009

First Day of Classes  
Late Registration & Drop/Add Deadline - In Person  
Late Registration & Drop/Add Deadline - Online  
Residency Classification Petition Deadline  
Tuition & Fees 100% Refund Deadline

Tuition and certain registration fees are subject to 100% refund through September 6, 2009 - (applicable to classes held in sessions longer than eight weeks). Tuition and fees are nonrefundable thereafter and students are required to pay all tuition and fees for drops and withdrawals occurring on or after September 6, 2009. Certain registration fees are nonrefundable on or after the first day of the semester. Visit Student Business Services at [www.asu.edu/sbs](http://www.asu.edu/sbs) for additional information.

September 6, 2009

Tuition/Fee Payment Deadline - for registration from August 16 - September 6, 2009

Students with unpaid tuition charges automatically enrolled in tuition installment plan on 09/15/09.

September 7, 2009  
September 14, 2009  
September 14, 2009

Labor Day Observed

University 21st Day

Tuition/Fee Payment Deadline - for registration from September 7-14, 2009

Students with unpaid tuition charges automatically enrolled in tuition installment plan on 09/15/09.

September 28, 2009  
September 21-28, 2009  
October 2, 2009  
October 15, 2009  
October 26-November 2, 2009

University 35th Day  
Academic Status Report #1  
Deadline for Appealing Residency Classification Decision  
Graduation Filing Deadline  
Academic Status Report #2

November 6, 2009

Course Withdrawal Deadline - In Person

November 8, 2009

Course Withdrawal Deadline - Online

November 11, 2009

Veterans Day Observed

November 26-27, 2009

Thanksgiving Holiday Observed

December 8, 2009

Complete Withdrawal Deadline - Online & In Person

(Beginning the First Day of Classes, Undergraduate Students Must Request a Complete Withdrawal InPerson)

December 8, 2009

Last Day of Classes and Last Day to Process Transaction

December 9, 2009

Reading Day

December 10-16, 2009

Final Exams

December 17, 2009

Commencement

December 14-21, 2009

Final Grades Due

December 22-29, 2009

End of Semester Processing (*tentative*)

## Arizona State University Registration Sites:

Downtown Phoenix  
Polytechnic  
Tempe  
West

Enrollment Services, University Center Bldg., Suite 116  
Registration Services, QUAD 2 Bldg. 350  
Records Information Office, SSV Room 140  
Registration Services, University Center Bldg. Room 120

602-496-4372  
480-727-3278  
480-965-3124  
602-543-8203

Update: June 8, 2009

**Dates in yellow indicate changes or updates since the last published date of the semester calendar.**

**All dates are tentative and subject to change without notice.**

# Winter Term 2009

University Registrar's Office



September 30, 2009	Class Schedules Available
October 5, 2009 – December 29, 2009	Open Registration and Drop/Add
October 15, 2009	Graduation Filing Deadline
TBD	Suggested Postmark to Meet Tuition/Fee Payment Deadline
December 22, 2009	\$50.00 Late Registration Fee Begins for all registration from today through the end of the term
December 24-25, 2009 & January 1, 2010	<b>Registration Sites are closed; Holiday Observed</b>
TBD	Tuition/Fee Payment Deadline
December 29, 2009	<b>First Day of Classes</b>
December 29, 2009	Drop Add Deadline
December 29, 2009	Residency Classification Petition Deadline
December 30, 2009 - January 6, 2010	Course Withdrawal Deadline
December 30, 2009 - January 14, 2010	Complete Withdrawal Deadline
TBD	Tuition & Fees 100% Refund Deadline
January 14, 2010	Last Day to Process Transactions
January 14, 2010	<b>Last Day of Classes</b>
January 14, 2010	Degree Conferral Date
January 15, 2010	Final Grades Due
February 2, 2010	Deadline for Appealing Residency Classification Decision

## Arizona State University Registration Sites:

Downtown Phoenix	Enrollment Services University Center Bldg., Suite 116	602-496-4372
Polytechnic	Enrollment Services QUAD 2 Bldg. 350	480-727-3278
Tempe	Records Information Office Student Services Building, Room 140	480-965-3124
West	Enrollment Services University Center Bldg. Rm 120	602-543-8203

Updated: June 8, 2009

**All dates are tentative and subject to change without notice.**

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**This document is updated and published on the web at <http://students.asu.edu/registrar-semester-calendar>**

# Spring 2010 Semester Calendar

University Registrar's Office



October 21, 2009	Schedule of Classes Available - Online ( <i>tentative</i> )
November 2, 2009	Registration & Tuition Guide Available - Online
November 2-22, 2009	Enrollment Appointments Begin Students can drop/add courses starting from the assignment of their Enrollment Appointment through the Drop/Add Deadline Date.
November 11, 2009	Veterans Day Holiday Observed
November 26-27, 2009	Thanksgiving Holiday Observed
TBD	Suggested Postmark to Meet Tuition/Fee Payment
January 1, 2010	New Year's Day Holiday Observed
January 12, 2010	<b>\$50.00 Late Registration Fee Begins for all registration from today through the end of the term</b>
January 18, 2010	Martin Luther King Jr Holiday Observed
January 19, 2010	First Day of Classes
January 19 -22, 2010	Late Registration & Drop/Add Deadline - In Person
January 19-24, 2010	Late Registration & Drop/Add Deadline - Online
January 22, 2010	Residency Classification Petition Deadline
TBD	Tuition & Fees 100% Refund Deadline Tuition and certain registration fees are subject to 100% refund through <i>TBD</i> - (applicable to classes held in sessions longer than eight weeks). Tuition and fees are nonrefundable thereafter and students are required to pay all tuition and fees for drops and withdrawals occurring on or after <i>TBD</i> . Certain registration fees are nonrefundable on or after the first day of the semester. Visit <a href="http://www.asu.edu/sbs">www.asu.edu/sbs</a> for additional information.
February 8, 2010	University 21st Day
February 22 - March 1, 2010	Academic Status Report #1
February 22, 2010	University 35th Day
February 26, 2010	Deadline for Appealing Residency Classification Decision
March 14-21, 2010	Spring Break
March 29, 2010 - April 5, 2010	Academic Status Report #2
April 9, 2010	Course Withdrawal Deadline - In Person
April 11, 2010	Course Withdrawal Deadline - Online
March 31, 2010	Graduation Filing Deadline
May 4, 2010	Complete Withdrawal Deadline - Online & In Person (Beginning the First Day of Classes, Undergraduate Students Must Request a Complete Withdrawal InPerson)
May 4, 2010	Last Day of Classes and Last Day to Process Transaction
May 5, 2010	Reading Day
May 6-9, 10-12, 2010	Final Exams
May 13, 2010	Commencement
May 10-17, 2010	Final Grades Due
May 18, 2010	End of Semester Processing

## Arizona State University Registration Sites:

Downtown Phoenix	Enrollment Services, University Center Bldg., Suite 116	602-496-4372
Polytechnic	Registration Services, QUAD 2 Bldg. 350	480-727-3278
Tempe	Records Information Office, SSV Room 140	480-965-3124
West	Registration Services, University Center Bldg. Room 120	602-543-8203

Update: July 15, 2009

**All dates are tentative and subject to change without notice.**

**Drop/withdrawal deadlines are based on a regular 16-week term.**

**If a class is scheduled in a session that is less than 16 weeks, the deadlines are prorated.**

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# Summer 2010 Semester Calendar

University Registrar's Office



Summer 2010: June 1 - August 6, 2010

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February 16, 2010	Schedule of Classes Available - Online ( <i>tentative</i> )
February 17, 2010	Registration Begins ( <i>tentative</i> )
TBD	Tuition/Fee Payment Deadline
	Students with unpaid tuition charges automatically enrolled in tuition installment plan
June 2, 2010	Residency Classification Petition Deadline
July 1, 2010	Graduation Filing Deadline
July 7, 2010	Deadline for Appealing Residency Classification Decision
August 6, 2010	Degree Conferral Date

## 1st Summer Session

(5 week session: June 1 - July 2, 2010)      (8 week session: June 1 - July 23, 2010)

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February 17, 2010 - June 2, 2010	Open Registration & Drop/Add
May 24, 2010	\$50.00 Late Registration Fee Begins for all registration from today through the end of the term
<b>June 1, 2010</b>	<b>First Day of Classes</b>
June 2, 2010	Drop Add Deadline
TBD	Tuition & Fees 100% Refund Deadline (both the 5 week & 8 week sessions)
June 18, 2010	Course Withdrawal Deadline (5 week & 8 week sessions)
July 2, 2010	Complete Withdrawal Deadline (5 week session)
July 2, 2010	Last Day to Process Transactions (5 week session)
<b>July 2, 2010</b>	<b>Last Day of Classes (5 week session)</b>
<b>July 5, 2010</b>	<b>Independence Day Observed</b>
July 6, 2010	Final Grades Due (5 week session)
July 23, 2010	Complete Withdrawal Deadline (8 week session)
July 23, 2010	Last Day to Process Transactions (8 week session)
<b>July 23, 2010</b>	<b>Last Day of Classes (8 week session)</b>
July 27, 2010	Final Grades Due (8 week session)

## 2nd Summer Session

(5 week session: July 6 - August 6, 2010)

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February 17 - July 7, 2010	Open Registration & Drop/Add
June 28, 2010	\$50.00 Late Registration Fee Begins for all registration from today through the end of the term
<b>July 6, 2010</b>	<b>First Day of Classes</b>
July 7, 2010	Drop Add Deadline
TBD	Tuition & Fees 100% Refund Deadline (2nd 5 week only)
July 7, 2010	Residency Classification Petition Deadline
	(For students only registered in the 2nd summer session )
July 23, 2010	Course Withdrawal Deadline
August 6, 2010	Complete Withdrawal Deadline
August 6, 2010	Last Day to Process Transactions
<b>August 6, 2010</b>	<b>Last Day of Classes</b>
August 6, 2010	Degree Conferral Date
August 10, 2010	Final Grades Due
August 11, 2010	Deadline for Appealing Residency Classification Decision
	(For students only registered & that petition for the 2nd summer session )

# Summer 2010 Semester Calendar

University Registrar's Office

**Arizona State University Registration Sites:**

Downtown Phoenix	Enrollment Services, University Center Bldg., Suite 116	602-496-4372
Polytechnic	Registration Services QUAD 2 Bldg. 350	480-727-3278
Tempe	Records Information Office Student Services Bldg, Room 140	480-965-3124
West	Registration Services University Center Bldg. Rm 120	602-543-8203

Update: July 7, 2009

**All dates are tentative and subject to change without notice.**

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## University Policies

### Undergraduate

#### Admission Requirements

##### *Freshman Admission Requirements, Preferential Deadlines and Steps*

##### **Fall Semester 2009**

After March 1, 2009, ASU will accept freshman applications by exception only. Qualified students will be initially admitted to University College.

A freshman is a student who is applying to ASU while enrolled in high school or a student who has not attended college since high school graduation.

##### **Admission Requirements**

Students applying for freshman admission must meet graduation, aptitude and competency requirements.

##### **Graduation Requirement**

Students must be high school graduates.

Home School students, upon completion of secondary school education, should complete the Affidavit of Completion of Secondary School Education. The affidavit must be completed by parent/guardian and notarized. Laboratory sciences must be conducted in real labs. (If you have questions about the laboratory sciences requirement, please call 480.965.7788.) Home School students with a GED score of 500 or above may be admissible without transcripts.

##### **Aptitude Requirement**

Students must meet one of the following aptitude requirements:

- 3.0 GPA in competency courses (2.5 - 2.99 considered)
- Top 25% (top 26-50% considered)
- ACT 22 (24 nonresidents)\*
- SAT Reasoning 1040 (1110 nonresidents)\*

\*ASU does not require the writing portion of these tests.

##### **Competency Requirement**

Admission may be granted with one deficiency in no more than two competency areas. Deficiencies in both math and laboratory science are not acceptable. Students must earn a minimum 2.0 in any subject area. Most competencies may also be met by test scores or college courses. See Detailed Competency Requirements for more information.

- English - 4 years (composition/literature based)

- Math - 4 years - Algebra 1, Geometry, Algebra II and one course requiring Algebra II as a prerequisite.
- Laboratory Science - 3 years total (1 year each from any of the following areas are accepted: Biology, Chemistry, Earth Science, Integrated Sciences, and Physics)
- Social Science - 2 years (including one year American History)
- Foreign Language - 2 years (same language)
- Fine Arts - 1 year

### **Higher Requirements for Some ASU Schools/Colleges**

Some colleges/schools have higher requirements for admission to their majors. To learn more about requirements, find the major of your interest at Degree Search. You should select a second major on your application if your first choice has higher requirements.

### **Application Steps**

1. Complete the Undergraduate Admission Application. ASU prefers that you apply online.
2. Submit the nonrefundable application fee
  - Arizona Residents - \$25
  - Non-residents - Fall 2008, Winter 2008, Spring 2009 and Summer 2009 the application fee is \$50. Starting Fall 2009 the application fee is \$55.
3. Have your ACT or SAT scores (TOEFL score for international students) sent directly to ASU. ACT or SAT scores are required for merit scholarship consideration and for ASU course placement.
4. Applicants must request 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 applicants themselves or transmitted by fax. High school transcripts must show GPA and date of graduation. ASU requires an English translation of all foreign-language transcripts.

ASU will review your application file once you have submitted all materials. To see if you have any missing items, and to view your admission status, sign in at My ASU using your ASURITE ID, which is sent to you after you apply for admission.

### **Mailing Address (All materials, all campuses)**

Undergraduate Admissions  
 Arizona State University  
 PO Box 870112  
 Tempe, AZ 85287-0112

Undergraduate Admissions Contact Information and Office Locations

### **Office Locations**

Downtown Phoenix campus  
Phone: 602-496-4372

Location: University Center Building, Suite 166

Mailing Address:  
Enrollment Services  
411 N. Central Ave., Suite 166  
Phoenix, Arizona 85004

Monday-Friday 8:00 a.m. – 5:00 p.m.

Tempe campus  
Phone: 480-965-7788  
Fax: 480-965-3610

Location: Student Services Building, Room 110

Mailing Address:  
Undergraduate Admissions  
PO Box 870112  
Tempe, Arizona 85287  
Monday-Wednesday: 8:00 a.m. – 5:00 p.m.

Thursday: 9:00 a.m. - 5:00 p.m.  
Friday: 8:00 a.m. – 5:00 p.m.

Polytechnic campus  
Phone: 480-727-1359  
Fax: 480-727-1360

Location: Building #380

Mailing Address:  
7107 E. Tiburon  
Quad 1  
Mesa, Arizona 85212

Monday-Friday 8:00 a.m. – 5:00 p.m.

West campus  
Phone: 602-543-8203  
Fax: 602-543-8312

Location: University Center, Room 120

Mailing Address:  
Admission and Enrollment Services  
PO Box 37100

Phoenix, Arizona 85069

Monday-Friday: 8:00 a.m. – 5:00 p.m.

Source URL: <http://students.asu.edu/freshman/requirements>

### ***My Checklist***

Complete each of these steps for enrollment to ASU.

1. Visit ASU
2. Apply
3. Application fee, transcripts and scores
  - If you did not submit your application fee with your admission application, mail a check or money order to ASU. You may also call Undergraduate Admissions (480-965-7788, option 5) and pay with a credit card (Visa/Mastercard).
  - Ask each high school and college you have attended to send your official transcripts directly to ASU. Hand-delivered transcripts are not official.
  - If your ACT or SAT score does not appear on your high school transcript, ask ACT [www.act.org](http://www.act.org) or the College Board (SAT) [www.collegeboard.com](http://www.collegeboard.com) to send your scores directly to ASU.
  - If you have taken AP, IB, and/or CLEP exams, request that your scores be sent directly to ASU.
  - If you are an international applicant have your TOEFL score sent to ASU directly from testing agency.
  - If you are concurrently enrolled in high school and college courses, or if you are dually enrolled in college courses taught on your high school campus, you must request official transcripts from both your high school and the college offering the dual credit to be sent to ASU. ASU will not award college credit that appears only on high school transcripts.
  - Upon graduation from high school or completion of your current college semester, request that a final transcript be sent from your school to ASU.

Mail application fee, and have transcripts and test scores sent to:

Undergraduate Admissions  
Arizona State University  
PO Box 870112  
Tempe, AZ 85287-0112

#### **4. Activate Accounts**

After you have applied for admission, you will be issued an ASURITE ID, which will give you access to online student services, including the ability to check your admission status.

#### **5. Financial Aid and Scholarships**

ASU encourages all students to complete the Free Application for Federal Student

Aid (FAFSA). The FAFSA becomes available in January. ASU's priority date for submission is March 1.

Search and apply for scholarships that may fit your profile, talents and academic interests.

Note that Arizona law requires verification of citizenship or other lawful presence in the United States for all students who are receiving in-state tuition and/or financial aid funded by state money.

#### 6. Housing and Dining

ASU expects all freshmen to live on campus, and ASU encourages freshmen to live on the campus of their major so that they can enjoy the full benefit of their academic experience.

#### 7. Immunization

Your MMR verification must be submitted to ASU before you can register for classes.

#### 8. Orientation and Registration

ASU expects all freshmen to attend orientation. During this program freshmen will be able to meet with their academic advisor, learn about university expectations and register for classes.

#### 9. ASU Sun Card

The Sun Card is the official photo ID card of ASU. All in-person transactions require a photo ID.

\* Obtain your Sun Card during orientation. Learn more about Sun Card.

#### 10. Parking Decals and Commuter Options

Students may purchase parking decals online. (Students living in the residence halls will receive information with their hall assignments.) ASU also offers a variety of commuter options including free public bus passes and free shuttles between the ASU campuses.

#### 11. Tuition and Fees

Tuition is based on your residency for tuition purposes status. Note that Arizona law requires verification of citizenship or other lawful presence in the United States for all students who are receiving in-state tuition and/or financial aid funded by state money.

Payment Information. Sign in to pay your tuition and fees.

Check tuition payment deadlines. You will not lose your classes if you do not pay by ASU's published deadline; however, you will automatically be enrolled in the Tuition Installment Plan and charged a nonrefundable \$75.00 enrollment fee.

## 12. Final Transcripts

Upon graduation from high school or completion of your current college semester, request that a final official transcript be sent from your school directly to ASU.

Undergraduate Admissions  
Arizona State University  
PO Box 870112  
Tempe, AZ 85287-0112

## 13. Welcome Program

Source URL: <http://students.asu.edu/my-checklist>

### *Transfer Admission Requirements*

Transfer students must meet the following requirements for admission to ASU.

#### **Graduation Requirement**

Transfer applicants must meet at least one of the following:

- Be a high school graduate.
- Complete an Arizona General Education Curriculum (AGEC) at an accredited Arizona community college.
- Complete an associate degree or higher.

#### **GPA Requirement (A=4.00)**

Transferring with 24 credit hours or more:

- Arizona residents: 2.00.
- Nonresidents: 2.50 (2.00-2.49 considered).

Transferring with fewer than 24 credit hours

- Meet freshman competency requirements.

#### **School/College Requirements**

Some programs have additional requirements. Please check with your desired program of study for specific details. See degree search for major-specific admission information.

#### **Preferential Deadlines**

Applications received after preferential deadlines will be considered on a space-available basis.

Fall semester: June 1

Winter session: Sept. 15

Spring semester: Dec. 1



Summer session: March 1

### **Application Procedure**

1. Complete the admission application.
2. Submit the nonrefundable application fee:
  - Arizona residents: \$25.
  - Nonresidents: \$55.
3. Request to have your official transcript(s) mailed directly from your school(s) to transfer admissions at the address listed below. It must be a certified copy.
  - If you have completed an associate degree or higher, please request official transcripts from all institutions you have attended (post-high school course work).
  - If you have not completed an associate degree or higher, please request your official high school transcript showing proof of graduation, in addition to transcripts from all institutions you have previously attended or currently are attending (post-high school course work).
  - Upon graduation or completion of your final semester at your current institution, request that a complete transcript be sent directly to ASU to determine final admission status. Receipt of your final transcript impacts financial aid disbursement and eligibility to register for future classes.
4. Apply Now

#### **Mailing Address**

All admission materials, for all campuses, should be sent to:

Transfer Admissions  
Arizona State University  
P.O. Box 870112  
Tempe, AZ 85287-0112

Source URL: <http://transfer.asu.edu/transferadmission>

### ***International Admission***

ASU is proud of its tradition of welcoming students from around the world. ASU's international students are enrolled in every college or school across all four of the university's campuses in metropolitan Phoenix. A vibrant international student population translates to a stronger multicultural experience at ASU.

Application Requirements  
Application Deadlines  
Application Procedures  
After You Have Been Admitted to AS

### **Application Requirements**

An international student is a student who is not a citizen of, or a permanent resident of, or a refugee in the United States of America (F & J Visas).

### **Aptitude Requirement**

- Freshmen must have a 3.0 grade point average (GPA) (a B or better where A=4.0) from a secondary school.
- Transfer students must have a minimum 2.5 GPA (a C+ or better where A=4.0) from a college or university.
- International students do not need to take the ACT or SAT tests for admission, however, they may be required for entrances into some ASU schools/colleges.

### **English Language Proficiency Requirement**

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. The English proficiency requirement may be fulfilled by meeting one of the following:

- Minimum score of 500 (paper-based), 173 (computer-based), or 61 (internet-based) on the Test of English as a Foreign Language (TOEFL)
- Minimum overall band of 6.0 with no band below 5.5 on the International English Language Testing System (IELTS)

Exceptions to the English (TOEFL/IELTS) Requirement:

- Applicants who have completed their junior and senior years in a U.S. high school with SAT Verbal score of 550 or ACT English score of 23.
- Applicants who have completed a minimum of 48 transferable semester credits including 6 credits of freshman English composition at a U.S. college or university with a cumulative GPA of 2.5 or higher.
- Applicants holding a bachelor's degree from a regionally accredited U.S. college or university.
- Applicants who have completed four years of high school in a U.S. high school. These applicants are subject to high school competency requirements.
- The TOEFL is not required for admission for applicants who have successfully completed the Advanced 2 level of the American English and Culture Program (AECPP) at Arizona State University.

### **Competency Requirement**

International students who attended 4 years of high school in the United States are required to meet the competency requirements.

- English - 4 years (composition/literature based)

- Math - 4 years - Algebra 1, Geometry, Algebra II and one course requiring Algebra II as a prerequisite.
- Laboratory Science - 3 years total (1 year each from any of the following areas are accepted: Biology, Chemistry, Earth Science, Integrated Sciences, and Physics)
- Social Science - 2 years (including one year American History)
- Foreign Language - 2 years (same language)
- Fine Arts - 1 year

### **Higher Requirements for Some ASU Schools/Colleges**

Some colleges/schools have higher standards for admission. International applicants must meet general international admission requirements as well as the appropriate freshman or transfer college/school requirements of their major. See degree search for details for the major of interest.

### **Financial Guarantee**

All international applicants on F1 or J1 visas must provide a Financial Guarantee to show evidence of sufficient funds available for their studies before the application can be processed. In addition, the US Bureau of Citizenship and Immigration Services (BCIS) requires ASU to obtain additional information prior to processing your visa application. You must go to [www.asu.edu/interactive](http://www.asu.edu/interactive) and login, and then select Immigration (INS) Records Entry for F1 and J1 VISAS. Failure to complete the required immigration procedure may cause you to lose student visa status. Contact the International Student Office at ASU for immigration information at (480) 965-7451 or [ISO@asu.edu](mailto:ISO@asu.edu).

### **Preferential Application Deadlines**

You must submit the Application for Undergraduate Admission, along with the application fee, by the deadline specified for each semester. In order to expedite the evaluation of your application, also submit official transcripts, test scores and supporting credentials immediately.

#### **Fall Semester 2009**

ASU's preferential international application deadline for fall semester is May 1, 2009. Space is limited in some programs and admission to these programs is more competitive.

International students who have been admitted for the fall semester may begin attending classes as early as summer session.

#### **Spring Semester 2010**

Preferential application deadline is October 1, 2009.

### **Application Procedures**

1. Complete the Undergraduate Admission Application. ASU prefers students to apply online. If a paper application is completed, it must be mailed to the mailing address below.

2. Submit the nonrefundable application fee. Fall 2008, Winter 2008, Spring 2009 and Summer 2009 the application fee is \$50 (U.S. dollars.) Starting Fall 2009 the application fee is \$55 (U. S. dollars.) You may pay with a credit card with the online application or submit a non-refundable application fee in the form of a check or money order drawn on a U.S. Banking Affiliate and made payable to Arizona State University. Do not send cash or international postal money orders. Application fees cannot be waived or transferred to a future application.
3. Request that an official transcript be sent directly from your school(s) to Undergraduate Admissions. Upon graduation or completion of the semester, request that a final transcript be sent directly to ASU to determine final admission status.
4. Submit evidence of English language proficiency.

Have your ACT, SAT, TOEFL or IELTS score sent directly to ASU.

TOEFL: The official TOEFL (Test of English as a Foreign Language) score report can be sent directly to ASU from the Educational Testing Service. ASU's TOEFL institutional code is 4007. For information about this test and registration procedures, contact ETS at PO Box 6151 Princeton, NJ 08541-6151, USA or visit [www.toefl.org](http://www.toefl.org).

IELTS: For information about this test and registration procedures, contact the IELTS Office, University of Cambridge Local Examination Syndicate, 1 Hills Road, Cambridge/CB1 2EU, UK or visit [www.ielts.org](http://www.ielts.org).

5. Submit your financial guarantee. In compliance with Bureau of Citizenship and Immigration Services regulations, all international applicants on the F-1 (student) or J-1 (exchange) visa must provide evidence of sufficient funds available for their studies. The Financial Guarantee, dated within the past six months, must be co-signed by an authorized bank or representative of a recognized sponsoring agency in the U.S.A. An Affidavit of Support cannot be used in lieu of a bank statement. ASU has a Financial Guarantee Form (.pdf file). ASU requires a bank statement or a bank letterhead that has been cosigned by a banking official. Review estimated expenses.

\*To complete a paper application:

Make an online request for an application to be sent to you via mail or fax. Write to the address below to request an application.

Download the application and send the completed application and all supporting documents (application fee, transcripts, test scores and the financial guarantee) to the address listed below. Complete and sign the application (incomplete, unsigned applications cannot be processed).

Mailing Address  
Undergraduate Admissions

Arizona State University  
PO Box 870112  
Tempe, AZ 85287-0112  
USA

For more information, call: 480.965.2688.

### **After You Have Been Admitted to ASU Visa, Immigration Procedures**

- Admission to ASU cannot be determined until your file is complete and all of your credentials are evaluated.
- Your SEVIS I-20 (Certificate of Eligibility for Non-Immigrant Student Status), essential for securing an F-1 student visa, will be forwarded to you if you are admitted to ASU. Keep your SEVIS I-20 in a secure place; ASU will not issue a second SEVIS I-20.
- Take your SEVIS I-20 and letter of admission to the nearest U.S. Embassy to apply for a student visa.
- Arrive at ASU no later than one week before classes begin according to the information on the SEVIS I-20. ASU cannot authorize you to arrive later or change the information on your SEVIS I-20. Report immediately to the International Student Office on the Tempe campus Tempe Center, Suite 150 with your immigration documents for SEVIS registration.
- When arriving in the United States, show your SEVIS I-20 and your letter of admission to the U.S. customs/immigration officials at the airport.
- If you are an international student currently in the United States, you must inform your school's international student advisor of your plan to transfer your SEVIS information to ASU. This must be done in order to receive a new ASU I-20. Meet with an advisor at your current school and complete a SEVIS Transfer Form to determine an appropriate date to transfer to ASU. ASU's school code is PH0214F00127000. When you are admitted to ASU, your SEVIS I-20 will be issued after the release date indicated by your school. When you arrive at ASU, pick up your new SEVIS I-20 from Undergraduate Admissions, then report to the International Student Office. See SEVIS Transfer Request form. (PDF)
- Students holding F-2 visas cannot attend ASU on a full-time basis.
- Measles immunization: You must complete the measles immunization verification form you receive with your letter of admission before you can register for classes. Proof of two Measles (Rubeola), Mumps and Rubella (MMR) vaccinations, at least one of which you received after 1979, is required.
- You must enroll full-time each semester.

Source URL: <http://students.asu.edu/international-admission>

### ***Nondegree Student Admission***

Some individuals may be interested in studying in a nondegree status, either through pre-college summer programs or for their own personal learning experience. If this matches your interest, please read more about the nondegree status and follow the steps to completing a nondegree application for admission.

#### **Definition of Nondegree Student Status**

A nondegree student is one who has not attended ASU as a degree-seeking student, who has not earned a bachelor's degree, who is not attending full time, and who is not, at this time, applying to a degree program.

Once admitted to a degree program, a student is not permitted to register in a nondegree status.

Nondegree students may enroll in eight credit hours each fall or spring semester, seven semester hours for each 5-week summer session, nine semester hours for the 8-week summer session, and three semester hours for winter intersession.

Nondegree students may apply up to 15 hours taken in nondegree status to a degree program if you choose to pursue an undergraduate degree in the future.

Nondegree students are not eligible for financial aid.

Nondegree students may not be eligible for academic advising.

- Application Requirements
- Application Deadlines
- Application Procedures
- Requirements

To be admitted to ASU as a nondegree student, an applicant must be a high school graduate.

Students currently enrolled in high school and persons under the age of 18 may be admitted as nondegree students by submitting an official ACT composite score of 22 or SAT Reasoning score of 1040. ASU does not require the writing option for these tests.

Apply now at <https://webapp1.asu.edu/ugapp/mainmenulogic>

#### **Preferential Application Deadlines**

You must submit the Application for Undergraduate Admission, along with the application fee, by the deadline specified for each semester. In order to expedite the evaluation of your application, also submit official transcripts, test scores and supporting credentials immediately.

#### **Fall Semester 2009**

ASU's preferential nondegree application deadline for fall semester is June 1. Nondegree applications received after June 1 will be considered on a space-available

basis. Space is limited in some programs and admission to these programs is more competitive.

### **Application Procedures**

1. Complete the Undergraduate Admission Application. ASU prefers that you apply online.
2. Submit the nonrefundable application fee
  - Arizona Residents - \$25
  - Non-residents - \$55
3. If needed, have your ACT or SAT scores sent directly to ASU.

ASU will review your application for admission once all materials are on file. To see if your file is complete, sign in to My ASU using your ASURITE ID provided to you after you submitted your application.

Mailing Address (All materials, all campuses)  
Undergraduate Admissions  
Arizona State University  
PO Box 870112  
Tempe, AZ 85287-0112

### ***Undergraduate Readmission***

#### **Requirements**

If you have previously attended ASU but have not been enrolled at ASU for one semester or more you must apply for readmission. An applicant for readmission must have an ASU GPA of 2.0 or higher, depending on the ASU school or college. Students who do not meet this GPA requirement may appeal. In these cases, the completed application for readmission may be subject to a due date that is earlier than the application deadline.

If you have attended another school since you attended ASU, see a brief FAQ about transferring college credit to ASU.

#### **Preferential Application Deadlines**

Fall Semester 2009

ASU's preferential readmission application deadline for Fall Semester is June 1, 2009. Readmission applications received after June 1 will be considered on a space-available basis. Space is limited in some programs and admission to these programs is more competitive.

Summer Semester 2009

Preferential deadline is May 1, 2009

What needs to be submitted by the deadline?

You must submit the Application for Undergraduate Admission, along with the application fee, by the deadline specified for each semester. In order to expedite the

evaluation of your application, also submit official transcripts, test scores and supporting credentials immediately.

I previously attended ASU. Am I a readmission student or a transfer student?

If you have previously attended ASU as a degree-seeking student, you will be considered a readmission student.

I was previously admitted to ASU but did not attend. Am I a readmission student or a transfer student?

If you have previously been admitted to ASU but did not attend, you will be considered a freshman student or a transfer student.

### **Application Procedures**

1. Complete the Undergraduate Admission Application. ASU prefers that you apply online.
2. Submit the nonrefundable application fee:
  - Arizona Residents - \$25
  - Non-residents - \$55

If applying to an Online degree program a nonrefundable application fee of \$55 will be charged

3. Request that an official transcript be sent directly from your school(s) to Undergraduate Admissions. Upon completion of the semester, request that a final transcript be sent directly to ASU to determine final admission status. A student who does not meet readmission requirements for his/her selected major must submit complete transcripts before an admissions decision is made. Students need only submit transcripts from institutions other than ASU. NOTE: Receipt of your final transcript impacts financial aid disbursement and eligibility to register for future classes.

4. All applicants on F1 or J1 visas must provide a Financial Guarantee to show evidence of sufficient funds available for their studies before the application can be processed. In addition, US Citizenship and Immigration Services (USCIS) requires ASU to obtain additional information prior to processing your visa application. You must go to My ASU and login, and then update address information showing Local and SEVIS addresses (list current US address as Local Address; add home country address as SEVIS Address). Please note that if you are readmitted, you must still meet all deadlines associated with the issuance of an I-20 to attend ASU. These deadlines are dependent upon your current location. Contact the International Student Office at ASU for immigration information at 480.965.7451 or ISO@asu.edu.

Mailing Address (Transcripts, all campuses)  
Undergraduate Admissions  
Arizona State University



PO Box 870112  
Tempe, AZ 85287-0112

Mailing Address (All other materials; all campuses)  
Recording/Readmissions Section

University Registrar's Office  
PO Box 870312  
Tempe, AZ 85287-0312

### **Admission Before Receipt of Final Transcript**

Applicants enrolled in other colleges and universities may be considered for readmission on the basis of meeting all readmission 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 readmission requirements. In the event the applicant does not qualify or has falsified application documents, readmission and registration are canceled, and any registration fees paid are returned according to university refund policies.

### **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.

### **Academic Renewal**

Academic renewal is a university policy administered to recalculate the cumulative ASU GPA of an undergraduate student who:

1. Is pursuing his/her first undergraduate degree and has not previously received an academic renewal; and
2. Has a cumulative ASU GPA below 2.0 (individual colleges may elect to consider applications for students whose GPA is a 2.0 or higher); and
3. Is readmitted to a degree program after an absence of at least five continuous calendar years (including summer sessions).

Courses (including transfer credits) completed before the five-year absence with a grade "C" (2.00) or higher was earned are treated in the same manner as if all the credits were transfer credits, up to a maximum of 60 credit hours.

The cumulative GPA is based only on credits earned subsequent to the student's reentry. Graduation requirements for resident credit hours and GPA must be fulfilled after the academic renewal. Graduation requirements for academic recognition (resident credit hours and GPA) must also be fulfilled after the academic renewal.

Courses completed before and after the academic renewal remain on the transcript and may be considered when students apply for undergraduate professional or graduate programs.

A request for academic renewal follows this procedure:

1. Students interested in academic renewal must fill out the Application for Academic Renewal and submit the form to the Dean's Office in the college of your major.
2. The Application for Academic Renewal may be submitted immediately upon readmission but must be submitted no later than the start of the third semester after readmission.
3. The Dean's Office specifies in advance a minimum of 12 semester hours required for completion.
4. 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's Office will forward the Application for Academic Renewal to the University Registrar's Office for processing.

Only readmission 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 a cumulative ASU GPA below 2.00 and have been absent from ASU 5 consecutive calendar years or more 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.

**Undergraduate Readmissions Contact Information and Office Locations**

All ASU campuses

Phone: 480.965.7550

Fax: 480.965.2295

Location: Student Services Building, Room 140

## Leave of Absence

Undergraduate Student Leave of Absence (<http://students.asu.edu/leave-absence>)

If a student needs to take a small break from their studies at the University they may be eligible for a Leave of Absence. The Undergraduate Student Leave of Absence (LOA) policy assists and encourages students to return and graduate after one or two consecutive fall and spring semesters of absence from ASU. Students who have only one or two consecutive semesters of absence and who have been granted a leave of absence need not apply for readmission or pay readmission fees and may participate in their regularly scheduled registration/enrollment period upon return to the University.

## Application Resources

Application for Admission (<https://webapp1.asu.edu/ugapp/mainmenulogic>)

Already Applied? Check Application Status at <https://webapp4.asu.edu/myasu/>

Source URL: <http://students.asu.edu/readmission>

## Enrollment Verification

Arizona State University is frequently required to certify a student's enrollment as to full-time, part-time, etc. The following general guidelines are used primarily to verify enrollment for the purpose of loan deferments and eligibility. The Registrar is responsible for such verifications.

### Enrollment Verification Guidelines

#### Regular Semester

	<b>Full-Time</b>	<b>Three Quarter- Time</b>	<b>Half-Time</b>	<b>Less Than Half-Time</b>
<b>Undergraduate</b>	12 or more hours	9-11 hours	6-9 hours	5 or fewer hours
<b>Graduate</b>	9 or more hours	7-8 hours	5-6 hours	4 or fewer hours
<b>Research/Teaching Assistant</b>	6 or more hours			

### **Five Week Summer Session**

	<b>Full-Time</b>	<b>Half-Time</b>	<b>Less Than Half-Time</b>
<b>Undergraduate</b>	4 or more hours	2 hours	1 hour
<b>Graduate</b>	3 or more hours	2 hours	1 hour
<b>Research/Teaching Assistant</b>	2 or more hours	1 hour	

### **Eight Week Summer Session**

	<b>Full-Time</b>	<b>Half-Time</b>	<b>Less Than Half-Time</b>
<b>Undergraduate</b>	6 or more hours	3-5 hours	2 or fewer hours
<b>Graduate</b>	5 or more hours	3-5 hours	2 or fewer hours

Note that classes taken for audit are included in total enrolled hours.

Independent learning courses are not considered for enrollment verification purposes.

Requesting an Enrollment verification

Enrollment Verification can certify your registration, GPA information, dates of attendance and/or degrees conferred at ASU. This information is primarily used for bank loan deferments and insurance renewals including good student discounts.

Students may verify their enrollment online using the National Student Clearinghouse or students may also request Enrollment Verification letters in person (bring your photo ID) at any registrar location:

Students may order Enrollment Verifications by mail or fax by submitting a signed letter including the following:

- Student's Signature
- Student's Name
- ASU ID Number
- Date of Birth
- Student's Return Address and Phone Number
- Specific Mailing Address/Fax Number
- The following information is verified on ALL enrollment verifications:

- Status (for example: full time, half time, less than half time)
- Current Semester Attending or All Semesters Attended
- Semester Name/begin & End Date
- Semester Hours
- Academic Career (for example: Graduate or Undergraduate)
- Degree, College and Major Pursuing
- ASU ID#
- By request only, the following information may also be verified:
  - Degrees Conferred
  - Academic Level
  - Good Standing
  - Semester/Cumulative GPA
  - Student Address
  - Date Of Birth

Note: Requests by mail or fax MUST include the student's verifiable signature. Allow one week for processing. Send your request to:

Enrollment Verification  
 University Registrar's Office  
 Arizona State University  
 PO Box 870312  
 Tempe, AZ 85287-0312  
 Fax: 480.965.7722

If you have questions or need additional information, please contact the University Registrar's Office, Records Information Department at 480.965.3124.

Source URL: <http://students.asu.edu/enrollment-verification>

## **Attendance**

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

Source URL: <http://catalog.asu.edu/attendance>

### 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) [1] for a detailed description of each AGEC.

Community colleges are responsible for certifying the date of 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 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. Many majors (e.g., architecture, engineering, business, fine/creative arts, or health professions) 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.

Source URL: <http://catalog.asu.edu/agec>

Links:

[1] <http://www.az.transfer.org/cas/atass/student/agec.html>

### **Course Load and Concurrent Enrollment**

#### **Course**

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 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 overload before registration.

#### **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.

#### **Reserving of Course Credit by Undergraduates**

ASU undergraduate students who have achieved senior status (cannot be post-baccalaureate) with a cumulative GPA of 3.00 or higher may reserve up to nine semester hours of graduate level course work. Only reserved courses with a grade of "B" (3.00) or higher may be included on a graduate plan of study. Reserved courses cannot be used to meet any baccalaureate graduation requirements. Before registering for these courses, the student must submit a Graduate College petition form that is signed by the student's undergraduate advisor, the head of the academic unit offering the class and the Graduate College dean. 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.

#### **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.

## Enrollment Verification Guidelines

The registrar is responsible for verifying enrollment according to general guidelines, see [Enrollment Verification](#) [1].

Source URL: [http://catalog.asu.edu/course\\_load](http://catalog.asu.edu/course_load)

Links: [1] <http://students.asu.edu/enrollment-verification>

## Credit by Examination

No more than 60 hours of credit are awarded for any or all programs, including ASU comprehensive and proficiency examinations. Credit will not be awarded for any course in which the student has been given credit from any educational institution. Credit will not be granted for a course taken at an educational institution after credit by examination has been awarded.

Exception: Students who take the advanced placement exams, however, may choose either 1) to have the credit earned by advanced placement kept in their cumulative University hours or 2) to complete the ASU course and have its credit and grade instead, regardless of which order the test or course are taken. (See the Advanced Placement section below for additional details on the exam and its equivalent scores.) 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 will count 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 below.

## 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 100
Chemistry	5 or 4	9	CHM 113, 115
	3	4	CHM 113
Computer Science A	5 or 4	3	CSE 110
Computer Science AB	5 or 4	6	CSE 110, 205
Economics— Introductory Macroeconomics	5 or 4	3	ECN 211
Economics— Introductory Microeconomics	5 or 4	3	ECN 212
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
Geography— Human	5, 4, or 3	3	GCU 102
German— Language	5	14	GER 201, 202, 311, 312
	4	11	GER 201, 202, 311
	3	8	GER 201, 202
History—American	5 or 4	6	HST 109 and 110
History—European	5 or 4	6	HST 103 and 104
History—World	5 or 4	3	HST 101
Japanese - Language	5	20	JPN 101, 102, 201, 202
	4	15	JPN 101, 102, 201
	3	10	JPN 101, 102
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—AP Physics	3,	4	PHY 111, 113
	4 or 5	8	PHY 111, 113 and 112, 114

Physics—AP Mechanics C	3, 4 or 5	4	PHY 111, 113
Physics—AP Electricity and Magnetism C	3, 4 or 5	8	PHY 112, 114
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

\* All test scores are posted initially as Tempe campus course equivalents and will be honored at any ASU campus the student may attend.

### 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. 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 elsewhere. All examinations are given monthly by University Testing Services.

The General Studies requirement in natural science (SQ and SG) and literacy and critical inquiry (L) are not satisfied by CLEP. There is no limit to the number of CLEP credits that can be used to fulfill the other parts of the General Studies requirement. 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.

### Subject Examinations

To obtain credit or placement for all subject exams except English, French, German, and Spanish, a student must receive a score of 50 (Computer Based Training [CBT] scale) or higher. To obtain credit for English Composition with Essay, a student must receive a standard score of 610 (1978 scale), 500 (1986 scale), or 60 (CBT scale). For test scores for French, German, and Spanish, see the CLEP credit table, below.

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

### CLEP Credit

Examinations*	Semester Hours	Equivalency
American Government	3	POS 110
American Literature	3	Elective credit
Analyzing and Interpreting Literature	3	Elective credit
Biology	8	BIO 187, 188
Calculus	3	MAT 265
	4	MAT 270
Chemistry	8	CHM 113, 116
College Algebra	3	MAT 117
College Mathematics	3	MAT 142
English Composition	0	No credit
English Composition with Essay	3	English 101
English Literature	3	Elective credit

French Language	4	FRE 101 (Students must score 50–54.)
	8	
	12	FRE 101, 102 (Students must score 55–61.)
	16	FRE 101, 102, 201 (Students must score 62–65.)
		FRE 101, 102, 201, 202 (Students must score 66 or higher.)
Freshman College Composition	0	No credit
German Language	4	GER 101 (Students must score 39–45.)
	8	
	12	GER 101, 102 (Students must score 46–50.)
	16	GER 101, 102, 201 (Students must score 51–59.)
		GER 101, 102, 201, 202 (Students must score 60 or higher.)
History of the United States I—Early Colonization to 1877	3	HST 109
History of the United States II—1865 to the Present	3	HST 110
Human Growth and Development	0	No credit
Humanities	0	No credit
Information Systems and Computer Applications	3	Elective credit
Introduction to Educational Psychology	0	No credit
Introductory Business Law	3	Elective credit
Introductory Psychology	3	PGS 101
Introductory Sociology	3	SOC 101
Natural Sciences	8	Elective credit

Precalculus (replaces College Algebra/Trigonometry)	3	MAT 170
Principles of Accounting	6	Elective credit
Principles of Macroeconomics	3	ECN 211
Principles of Management	0	No credit
Principles of Marketing	0	No credit
Principles of Microeconomics	3	ECN 212
Social Sciences and History	6	Elective credit
Spanish Language	4	SPA 101 (Students must score 50–54.)
	8	
	12	SPA 101, 102 (Students must score 55–65.)
	16	SPA 101, 102, 201 (Students must score 66–67.)
		SPA 101, 102, 201, 202 (Students must score 68 or higher.)
Western Civilization I—Ancient Near East to 1648	3	HST 102 or 103
Western Civilization II—1648 to the Present	3	HST 104

\* All test scores are posted initially as Tempe campus course equivalents and will be honored at any ASU campus the student may attend.

### **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 below.

#### International Baccalaureate Diploma/Certificate Credit

Examination	Score	Semester Hours	Equivalency
Art/Design	7, 6 or 5	6	ART 111, 112
	4	3	ART 112
Biology	7, 6 or 5	8	BIO 187, 188
	4	4	BIO 187
Chemistry	7, 6 or 5	9	CHM 113, 115
	4	4	CHM 113
Economics	7, 6 or 5	6	ECN 211, 212
	4	3	ECN 211
English A	7, 6 or 5	6	ENG 101, 114
	4	3	ENG 114
English B	No credit	0	None
Foreign Language A or B*	7, 6 or 5	8	Foreign language 101, 102
		4	

	4		Foreign language 101
Geography	7, 6, 5 or 4	3	GCU 102
History—American	7, 6 or 5	6 3	HST 109, 110 HST 109
	4		
History—East and Southeast and Oceania	7, 6 or 5	6 3	HST 107, 240 HST 107
	4		
History—European	7, 6 or 5	6 3	HST 103, 104 HST 103
	4		
Mathematics	7, 6 5, or 4	4	MAT 270
Music	7, 6 5, or 4	3	MTC 125
Physics	7, 6 or 5	8 4	PHY 111, 112, 113, 114 PHY 111, 113
	4		
Psychology	7, 6, 5 or 4	3	PGS 101
Social and Cultural Anthropology	7, 6, 5 or 4	3	ASB 102
Theatre—Introduction	7, 6, 5 or 4	3	THE 100
Visual Arts	7, 6 or 5	6 3	ART 111, 112 ART 112
	4		

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



## **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. To be eligible to apply to take a comprehensive examination to establish undergraduate course equivalence, a student must:

- have earned not more than 60 semester hours of credit through comprehensive, CLEP, international baccalaureate, and advanced placement examinations
- have earned no credit for a duplicate course; and
- have earned no credit for a course for which this course is a prerequisite.

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

- to waive a course requirement;
- to validate certain transfer credits in professional programs; and
- 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.

Source URL: [http://catalog.asu.edu/credit\\_exam](http://catalog.asu.edu/credit_exam)

### Placement and 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 are not 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 equivalency with ENG 101, 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 Arizona community college or university, 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 may be required to submit documentation to determine equivalency of the course(s). After consultation with an advisor, if evaluation is necessary the student should provide a copy of both the transfer transcript and the catalog description of the course to the Writing Programs Office in LL 314/480.965.3853 on the Tempe campus or the Writing Programs Office in FABN 201A/602.543.6091 on the West campus.
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.

Source URL: [http://catalog.asu.edu/test\\_req](http://catalog.asu.edu/test_req)

## Retention and Academic Standards

### *Class Standing*

A student's class standing is determined by the number of hours earned, as shown in the table below.

<b>Student</b>	<b>Hours Earned</b>
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 in the table below.

<b>Total Earned Hours</b>	<b>Minimum Cumulative GPA</b>
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.

### *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 on the unofficial transcript.

### ***Satisfactory Academic Progress***

The university is required to publish and enforce standards of satisfactory academic progress for certain students (e.g., student athletes, students receiving financial aid, and students receiving veterans benefits).

Certification of satisfactory progress for student athletes is verified by the academic advisor and the dean's designee for certifying satisfactory progress. Certification of satisfactory progress for students receiving financial aid or veterans benefits is verified by Student Financial Assistance or the Veterans Services section, respectively. Students should contact their advisors or the appropriate office for additional information on satisfactory progress requirements.

### ***Probation***

A student's college assumes responsibility for enforcing academic standards and may place on probation any student 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.

### ***Ineligible***

A student who is placed on ineligible status at the end of a semester is considered ineligible to continue in the college/school at the end of the following semester even if the student meets ASU good standing requirements but not the conditions imposed for retention by the college/school. At the close of the semester, a student deemed ineligible will receive a letter from the college/school outlining options available for continuing at ASU in another college.

Ineligibility is exercised at the discretion of the college. An ineligible student is notified by the dean of the college and is not allowed to register in a fall or spring semester at the university, unless arrangements are made to transfer to another college. A student who has already registered for a future semester will be withdrawn from classes. An ineligible student who does not change to a different major may not attend ASU. A student who is ineligible may apply for reinstatement to the college standards committee. An ineligible student may not attend ASU as a nondegree student.

### ***Disqualification***

A student who is placed on probation at the end of a semester is subject to disqualification by the college/school 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/school. 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, the registration is canceled. 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 disqualified or ineligible student who has skipped a fall or spring semester must follow the procedures for readmission. See Readmission to the University [1].

A disqualified or ineligible 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, he or she may submit an Application for Reinstatement to the college into which he or she wishes to transfer. An ineligible student who does not skip a fall or spring semester must follow the ineligible procedures. See ineligible status.

### ***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 Executive Vice President and Provost of the University 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 into 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.

Source URL: [http://catalog.asu.edu/retention\\_standing](http://catalog.asu.edu/retention_standing)

Links: [1] <http://students.asu.edu/readmission>

### ***Academic Standards***

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 the catalog or contact the college deans' offices for statements regarding college retention standards.

### **Probation**

You will be placed on academic probation if you do not maintain the minimum GPA standard set by the university or by your college. The following chart shows what the university requires as a minimum for academic good standing for retention purposes, but each college may set its own standards.

Total Earned Hours	Minimum Cumulative GPA
24 or fewer	1.600
25-55	1.750
56 or more	2.000

You may be subject to disqualification if the conditions stated at the bottom of your grade report are not met by the end of the following fall or spring semester. It may be possible to achieve academic good standing if you earn above average grades at ASU or if you repeat lower division courses at ASU in which you have received grades below "C". Refer to the Academic Standards for your college in the General Catalog for further information, and contact an academic advisor in the college of your major.

### **Ineligible**

You will become ineligible if following at least one semester of academic probation, you do not meet the minimum GPA standard set by your college. While you are ineligible to remain enrolled in that college, you still meet ASU good standing requirements and may change your major to one of several other colleges that will accept you. If you became ineligible, your college sent you a letter at the close of the semester that outlined the various options available to you. If you no longer have that letter, please contact the University Registrar's Recording/Readmission Section for further Information.

Please note that while your status is ineligible, you may not enroll in fall or spring classes at ASU. If you have registered for an upcoming semester, you will be withdrawn from those classes. If you do not change your major to another college, you may not attend. You must apply for readmission to the university following a

period of non-attendance.

### **Disqualification**

If you are placed on probation at the end of a semester, you are subject to academic disqualification by your college at the end of the following semester if the conditions imposed for retention are not met. If you are disqualified, you will be notified by the dean of the college. Please take note of the following information.

- While you are disqualified, you are not eligible to enroll in a fall or spring semester at ASU. If you have registered for the upcoming fall or spring semester, you will be withdrawn by the University Registrar's Office, and if you have already paid tuition for that semester you will receive a full refund. If you do not attend in the spring semester, you must be readmitted before you can attend in the upcoming summer or fall, and if you do not attend in the fall you must be readmitted before you can attend in the upcoming spring or winter.
- You may not attend ASU as a non-degree seeking student.
- If you elect to attend another university, any credits earned there will not affect your ASU cumulative GPA. A course repeated elsewhere will not enable you to have a "D" or "E" deleted from your ASU cumulative GPA.
- Consult with an academic advisor in the college of your major on your eligibility to attend ASU summer school or winter session during disqualification to raise your ASU GPA.
- To continue or return to ASU you must apply for reinstatement, and if you skip a fall or spring semester at ASU you must also apply for readmission. Deadlines and an application fee apply.

For further information see the Undergraduate Readmissions (<http://students.asu.edu/readmission>) web page or contact the appropriate readmissions office.

Tempe/Polytechnic/Downtown campus: ☎Recording/Readmissions Services (480) 965-7550 ☎West campus: ☎Admission (602) 543-8203

### **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), registrar, and grievance committee of any action taken.

Source URL: <http://catalog.asu.edu/appeal>



## University Undergraduate General Studies Requirements

A baccalaureate education should not only prepare students for a particular profession or advanced study, but for constructive and satisfying personal, social and civic lives as well. In addition to depth of knowledge in a particular academic or professional discipline, students should also be broadly educated and develop the general intellectual skills they need to continue learning throughout their lives. Thus, the General Studies requirement complements the undergraduate major by helping students gain mastery of critical learning skills, investigate the traditional branches of knowledge, and develop the broad perspective that frees one to appreciate diversity and change across time, culture, and national boundaries.

Critical learning skills include proficiency in the use of language, mathematics and quantitative methods as tools for acquiring, renewing, creating and communicating knowledge. A broad education includes an understanding of the methods and concerns of traditional branches of knowledge—the arts and humanities, the social sciences, and the natural sciences. Developing perspective requires historical, global and cross-cultural examination of knowledge of all kinds.

General Studies requirements are composed of courses in five core areas and three awareness areas. The courses are approved by the General Studies council and are noted in the course schedule [1] for each academic term. General Studies courses are regularly reviewed and are occasionally added to and deleted from the list. Students should always consult the Schedule of Classes [1] each semester to see which courses currently meet the General Studies requirement.

A student receives the General Studies credit that a course carries during the semester in which the course is taken.

### Five Core Areas

#### **L: Literacy and Critical Inquiry (Six Semester Hours)**

Literacy is competence in written and oral discourse. Critical inquiry is the gathering, interpretation, and evaluation of evidence. The literacy and critical inquiry requirement helps students sustain and extend their ability to reason critically and communicate clearly through language.

Students must complete six semester hours from courses designated as L, at least three semester hours of which must be chosen from approved upper-division courses, preferably in their major. Students must have completed ENG 101, 105, or 107 to take an L course.

#### **MA and CS: Mathematical Studies (Combined Six Semester Hours)**

This core area has two categories: (1) Mathematics (MA) is the acquisition of essential skill in basic mathematics and requires the student to complete a course in college mathematics or precalculus or to demonstrate a higher level of skill by

completing a course for which college algebra is a prerequisite; and (2) computer/statistics/quantitative applications (CS) applies mathematical reasoning and requires students to complete a course in either the use of statistics/quantitative analysis or the use of the computer to assist in serious analytical math work.

This requirement has two parts: (1) at least three semester hours must be selected from courses designated MA, and at least three semester hours must be selected from courses designated CS; and (2) all students are expected to fulfill the MA requirement by the time they accumulate 30 hours of credit in residence at ASU. Any student who has more than 30 hours of resident ASU credit and has not fulfilled the mathematics (MA) requirement must enroll in an MA course or an appropriate prerequisite and continue to do so every semester until the mathematics requirement is met. College officers may grant waivers to the immediate and continual enrollment requirement only when there are scheduling conflicts detrimental to the student's academic progress.

#### **HU: Humanities, Fine Arts, and Design and**

#### **SB: Social and Behavioral Sciences (Combined 15 Semester Hours)**

The study of the humanities and the disciplines of art and design deepen awareness of the complexities of the human condition and its diverse histories and cultures. Courses in the humanities are devoted to the productions of human thought and imagination, particularly in philosophical, historical, religious, and artistic traditions. Courses with an emphasis in fine arts and design are devoted to the study of aesthetic experiences and the processes of artistic creation. They may also feature a design emphasis in which material culture is studied as a product of human thought and imagination.

The social and behavioral sciences provide scientific methods of inquiry and empirical knowledge about human behavior, within society and individually. The forms of study may be cultural, economic, geographic, historical, linguistic, political, psychological or social. The courses in this area address the challenge of understanding the diverse natures of individuals and cultural groups who live together in a world of diminishing economic, linguistic, military, political and social distance.

A total of 15 semester hours must be completed in the following two core areas: (1) humanities, fine arts, and design (HU) and (2) social and behavioral sciences (SB). Two conditions must be satisfied: (1) six semester hours must be taken in one of these two core areas and nine hours in the other core area; and (2) three of the 15 semester hours must be at the upper-division level.

#### **SQ and SG: Natural Sciences (Combined Eight Semester Hours)**

The natural sciences help students appreciate the scope and limitations of science and its contributions to society. Natural science areas of study include anthropology, astronomy, biology, biochemistry, chemistry, experimental psychology, geology, microbiology, physical geography, physics and plant biology. Knowledge of methods

of the scientific inquiry and mastery of basic scientific principles and concepts are stressed, specifically those that relate to matter and energy in living and nonliving systems. First-hand exposure to scientific phenomena in the laboratory is important in developing and understanding the concepts, principles and vocabulary of science.

General Studies courses that satisfy the natural science requirement are given one of two classifications: quantitative (SQ) and general (SG).

1. Natural Science—Quantitative (SQ)

These laboratory courses include a substantial introduction to the fundamental behavior of matter and energy in physical and biological systems.

2. Natural Science—General (SG)

These laboratory courses cover aspects of scientific inquiry that lend themselves to more qualitative or descriptive discussions of science.

Eight semester hours of courses designated SQ or SG must be selected. Of these, at least four semester hours must be taken from the SQ category.

*Three Awareness Areas*

Students must complete courses that satisfy three awareness areas. Courses that are listed for a core area and one or more awareness areas may satisfy each of these requirements concurrently, up to a maximum of two of the awareness area(s) listed for that course. The three awareness areas promote appreciation of cultural diversity within the contemporary United States, the development of an international perspective, and an understanding of current human events through study of the past.

**Cultural Diversity in the United States (C)**

The objective of the cultural diversity (C) requirement is to promote awareness and appreciation of cultural diversity within the contemporary United States. The objective is accomplished through the study of the cultural, social, or scientific contributions of women and minority groups, examination of their experiences in the United States, or exploration of successful or unsuccessful interactions between and among cultural groups. Awareness of cultural diversity and its multiple sources can illuminate the collective past, present and future and also help students to achieve greater mutual understanding and respect.

**Global Awareness (G)**

The objective of the global awareness (G) requirement is to help students recognize the need for an understanding of the values, elements, and social processes of cultures other than that of the United States. The global awareness area includes courses that recognize the nature of other contemporary cultures and the relationship of the American cultural system to generic human goals and welfare.

## **Historical Awareness (H)**

The objective of the historical awareness (H) requirement is to help students develop knowledge of the past that can be useful in shaping the present and future. History is present in languages, art, music, literature, philosophy, religion, and the natural sciences, as well as in the social science traditionally called history.

### ***Meeting the General Studies Requirement***

All students enrolled in a baccalaureate degree program must successfully complete a minimum of 35 semester hours of approved General Studies courses. Many General Studies courses are approved as satisfying more than one requirement. The following conditions govern the application of courses toward the General Studies requirement:

1. A single course may be used to satisfy one core area and a maximum of two awareness area requirements;
2. A single course may be used to satisfy a maximum of two awareness area requirements;
3. A single course cannot be used to satisfy two core area requirements, even if it is approved for more than one core area.

There is no limit to the number of advanced placement (AP) or College-Level Examination Program (CLEP) credits that can be used to meet the General Studies requirement; see Credit by Examination [2]. However, the natural sciences (SQ and SG) and literacy and critical inquiry (L) portions of the General Studies requirement are not satisfied by CLEP.

## **Transfer Credit**

The Arizona General Education Curriculum (AGEC), offered by Arizona community colleges, is composed of 35 semester hours of lower-division general education course work. Students who complete the AGEC have fulfilled the ASU First-Year Composition requirement and all lower-division portions of the General Studies requirement. Students must still take six upper-division semester hours (three for L and three for SB or HU) to complete the ASU General Studies requirement. If students transfer from Arizona community colleges without completing the AGEC or from other accredited postsecondary institutions, they receive credit for General Studies based on course-by-course equivalency. See Arizona General Education Curriculum (AGEC) [3].

## **College or School and Major Requirements**

In addition to General Studies requirements, students must also complete college or school and major requirements. Students are encouraged to work with their academic advisors to develop a program of study that efficiently meets all graduation requirements. A well-planned program should enable a student to concurrently satisfy requirements at the university, college, or school levels and within their major.

Source URL: [http://catalog.asu.edu/ug\\_gsr](http://catalog.asu.edu/ug_gsr)

Links:

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

[2] <http://catalog.asu.edu/node/624>

[3] <http://www.az.transfer.org/cas/atass/student/agec.html>

### **University Undergraduate Graduation Requirements**

All students enrolled in a baccalaureate degree program must fulfill the following university requirements to graduate.

#### ***Credit Requirements***

A minimum of 120 semester hours is required for graduation with a baccalaureate degree. A minimum of 45 semester hours in upper-division courses is required for graduation. Some programs may require more than 120 semester hours and 45 upper-division semester hours for graduation; check the program's major map for graduation requirements.

No more than 60 semester hours in independent learning courses and/or earned by comprehensive examination (including advanced placement, College-Level Examination Program, DANTES Subject Standardized Test, and International Baccalaureate Diploma/Certificate exams) are accepted for credit toward the baccalaureate degree.

#### ***Grade Point Requirement***

A minimum cumulative grade point average of 2.00 for all courses taken at ASU is required to graduate with a baccalaureate degree. Some programs may require more than a 2.00; refer to the specific program's major map for graduation requirements.

#### ***General Studies Requirement***

All students enrolled in a baccalaureate degree program must satisfy a university requirement of a minimum of 35 semester hours of approved course work. See General Studies. [1]

Students transferring from Arizona community colleges with a certified completion of the appropriate Arizona General Education Curriculum (AGEC) will have satisfied all lower-division General Studies requirements of the baccalaureate degree with which the AGEC articulates. For more details regarding the different versions of AGEC, refer to [az.transfer.org/cas/atass/student/agec.html](http://az.transfer.org/cas/atass/student/agec.html) [2].

#### ***Mathematics Requirement***

All undergraduate degree-seeking students are expected to fulfill the university's mathematics requirement by the time they have accumulated 30 hours of credit in residence at ASU. Any student who has more than 30 hours of credit and has not fulfilled the mathematics requirement must enroll in a mathematics course or an

appropriate prerequisite course and continue to do so every semester until the mathematics requirement is met. A waiver may be granted for continuous enrollment if there are scheduling conflicts detrimental to the student's academic progress.

#### ***First-Year Composition Requirement***

Completion of both ENG 101 and 102 or ENG 105 with a grade of "C" (2.00) or higher is required for graduation from ASU in any baccalaureate program. International students from non-English-speaking countries may meet the First-Year Composition requirement by completing ENG 107 and 108 with a grade of "C" (2.00) or higher.

#### ***New or Transfer Students***

Composition courses transferred from non-Arizona public or out-of-state institutions may require evaluation and approval by the Writing Programs Office. After consultation with an advisor, if evaluation is necessary, the student should provide a copy of the transfer transcript and catalog description of the course(s) to the Writing Programs Office in LL 314,480/965-3853 on the Tempe campus or the Writing Programs Office in FABN 201A, 602/543.6091 on the West campus. Students should complete the process upon transfer of coursework to ASU so that the student is able to enroll in additional courses if required to do so.

#### ***Resident Credit Requirement***

Resident credit refers to a course that is offered in a regular semester, winter session, intersession, or summer session. Credit earned through comprehensive examinations is also included when calculating ASU resident hours. Credit earned through independent learning, advanced placement, the College-Level Examination Program, or an International Baccalaureate Diploma/Certificate are excluded when calculating ASU resident hours.

Every candidate for the baccalaureate degree is required to earn a minimum of 30 semester hours in resident-credit courses at ASU.

#### ***Guidelines for Determination of Catalog Year***

The catalog is published annually. Department, school, division, college, and university requirements may change and are upgraded often. In determining graduation requirements, an undergraduate student may use only one edition of the catalog but may elect to follow any later catalog edition. Students may not use an edition of the catalog that was in effect before their high school graduation or completion of GED. Students maintaining continuous enrollment at any Arizona community college or public university may graduate according to the requirements of the catalog in effect at the time of initial enrollment following high school graduation or completion of a GED or according to the requirements of any single catalog in effect during subsequent terms of continuous enrollment. Students may maintain continuous enrollment whether attending a single Arizona community college or public university or transferring among public institutions in Arizona while pursuing their degrees. Students transferring among Arizona public higher

education institutions must meet the admission, residency, and all curricular and academic requirements of the degree-granting institution.

1. A semester in which a student earns course credit is counted toward continuous enrollment. Noncredit courses, audited courses, failed courses, or courses from which the student withdraws do not count toward the determination of continuous enrollment for catalog purposes. See examples A and B in the Continuous Enrollment table below.
2. Students who do not meet the minimum enrollment standard stipulated in number 1 during three consecutive semesters (fall/spring/fall or spring/fall/spring) and the intervening summer term at any Arizona community college or public university are no longer considered continuously enrolled. (Note that students are not obligated to enroll and earn course credit during summer terms, but summer enrollment may be used to maintain continuous enrollment status.) These students must meet requirements of the Arizona community college or public university catalog in effect at the time they are readmitted or of any single catalog in effect during subsequent terms of continuous enrollment after readmission. See examples C and D in the Continuous Enrollment table below.
3. Students admitted or readmitted to an Arizona community college or public university during a summer term must follow the requirements of the catalog in effect the following fall semester or of any single catalog in effect during subsequent terms of continuous enrollment. See example E in the Continuous Enrollment table below.
4. In areas of study in which the subject matter changes rapidly, material in courses taken long before graduation may become obsolete or irrelevant.
5. Course work that is more than eight years old is applicable to completion of degree requirements at the discretion of the student's major department. Departments may accept such course work, reject it, or request that the student revalidate its substance. The eight-year limit on course work applies except when program accreditation agencies limit the life of course work to fewer than eight years. Departments may also require students to satisfy current major requirements rather than major requirements in earlier catalogs when completing earlier requirements is no longer possible or educationally sound.
6. Enrollment by Arizona community college students in nontransferable courses still constitutes enrollment for purposes of determining whether the student has been continuously enrolled. For example, if a student takes two semesters of cooperative education classes that are not transferable to the university but constitute continuous enrollment at the community college, the university should consider it continuous enrollment.
7. Exceptions made by an institution apply only to the institution that made the exception. For example, if the community college departments accepted credit that was more than eight years old, the university department to which the student transfers might not; it has the right and the obligation to reevaluate any credit more than eight years old.

Inquiries about these guidelines may be directed to the student's academic advisor.

### *Declaration of Graduation*

Students must file a Declaration of Graduation (DOG) using the Degree Audit Reporting System (DARS). DARS is an automated process that matches courses a student has completed with the requirements of a particular academic degree program, resulting in a report that shows the student which requirements are satisfied and which remain to be fulfilled, thus providing a guide for efficient selection of courses toward graduation. For example, a student majoring in Biology would request a degree audit report that would show how his or her completed ASU and transfer course work would apply to the Biology degree program.

Each student must submit a DOG form no later than the semester in which he or she earns the 87th semester hour. The DOG process confirms the degree requirements under which the student is enrolled, as indicated on the degree audit report for that academic program and catalog year. The student should review his or her degree audit with an academic advisor to assure an accurate interpretation. Some departments may require the DOG earlier than the 87th hour. Students failing to submit the DOG are prevented from further registration.

### *Application for Graduation Requirements*

The following steps are required to complete the graduation process:

1. Register for the final semester.
2. Pay the graduation fee at Cashiering Services.
3. Submit the fee receipt and application for graduation to any Registrar site. The Degree Audit Report or Program of Study will be reviewed and eligibility to graduate verified.
4. Complete all course work listed on the Degree Audit Report or Program of Study by the graduation date.

For more information about the steps and deadline dates visit <http://students.asu.edu/graduation> [3]

### *Petition for Variance from Degree*

Any student wishing to have a college or university degree requirement variance must petition the standards committee of the college in which the student is enrolled. All petitions must originate with the student's advisor.

The University Undergraduate Standards Committee advises the Office of the Executive Vice President and Provost regarding undergraduate student petitions that concern university-wide academic requirements. These requirements include but are not limited to requirements on the amount of transfer credit, graduation requirements, limits on credit by examination, and requirements for a second baccalaureate degree. To petition for a variance from such university requirements, the normal department, division, school, and college forms and procedures are used.



Petitions that have been denied at the college level are forwarded to the University Undergraduate Standards Committee.

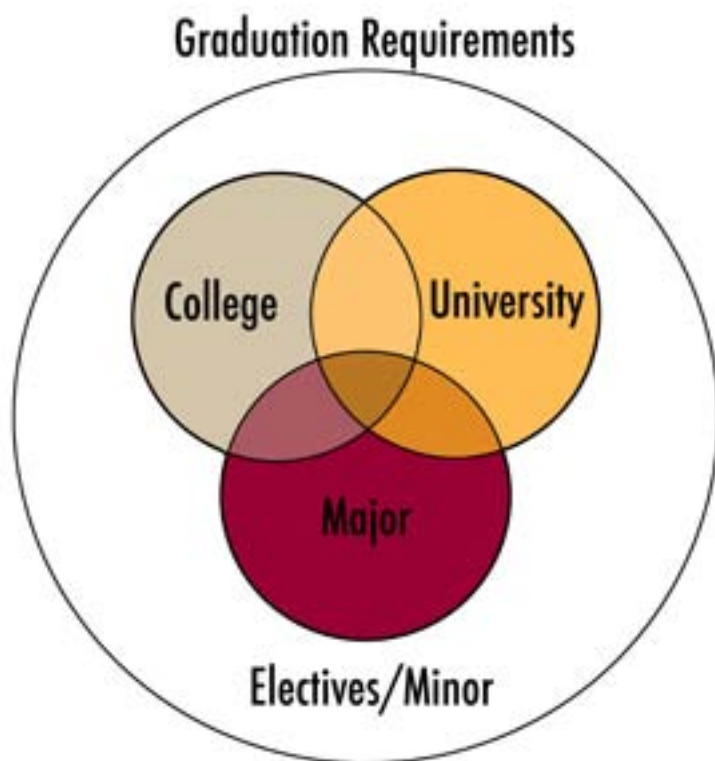
### ***Other Requirements***

The separate units of ASU—such as colleges, schools, and departments—have specific requirements for graduation that must be satisfied for a baccalaureate degree. Students are encouraged to consult with an academic advisor in planning a program to ensure that it meets the various requirements. A well-planned program may enable a student to concurrently satisfy a portion of the General Studies requirement together with a portion of a college or major requirement.

### ***Overview of Graduation Requirements***

At ASU, students take classes that fulfill four types of requirements. As illustrated in the Graduation Requirements diagram below, some courses can fulfill two or more types of requirements, but other courses fulfill only one requirement. The total semester hours needed to graduate are represented by the largest circle. The university minimum is 120 semester hours. Some majors, however, require more than 120 semester hours.

Although the three shaded circles are equal in size and the white circle is larger than all three, the total number of semester hours for each type of requirement may vary.



### ***University Requirements***

The yellow circle represents university requirements. The General Studies

requirement and the First-Year Composition requirement are among these requirements.

### *College Requirements*

The gray circle represents college requirements. Some colleges and schools have additional requirements, such as the College of Liberal Arts and Sciences.

### *Major*

The red circle represents the requirements of the major. The semester hours required for a major may be as low as 30 hours or as high as 63 hours.

### *Electives/Minor/Certificate*

The white circle represents electives and the requirements of a minor or certificate. A minor typically adds an additional 18 to 25 semester hours of course work. Although every student must eventually declare a major, minor and certificates are not required. Some courses, while providing semester hours toward graduation, fall outside the shaded circles and are not required in a program for graduation. These courses are electives. Some majors leave no room for electives within the minimum 120 semester hours required to graduate.

### *Graduation with Academic Recognition*

An undergraduate student must have completed at least 56 semester hours of resident credit at ASU to qualify for graduation with academic recognition for a baccalaureate degree. Note: West campus students following a catalog year prior to fall 2007 are required to have completed at least 50 semester hours of resident credit at ASU.

The cumulative GPA determines the designation, as shown in the Academic Recognition table below.

### *Academic Recognition*

<b>Cumulative GPA</b>	<b>Designation</b>
3.40–3.59	cum laude
3.60–3.79	magna cum laude
3.80–4.00	summa cum laude

The cumulative GPA for these designations is based on only ASU resident course work. For example, ASU independent learning course grades are not calculated in the honors GPA. All designations of graduation with academic recognition are indicated on the diploma and the ASU transcript. Graduation with academic recognition applies only to undergraduate degrees.

A student who has a baccalaureate degree from ASU and is pursuing a second baccalaureate degree at ASU (with a minimum of 30 hours of resident credit) is granted academic recognition on the second degree based on the semester hours earned subsequent to the posting of the first degree. If fewer than 56 semester

hours are completed at ASU subsequent to completion of the first ASU degree, the level of academic recognition can be no higher than that obtained on the first degree. If 56 or more semester hours are completed at ASU after completion of the first ASU degree, the level of academic recognition is based on the GPA earned for the second ASU degree. Inquiries about graduation with academic recognition may be directed to the Graduation Section, 480/965-3256.

### *Additional Degrees*

#### **Second Baccalaureate Degree**

The student seeking a second baccalaureate degree must meet admission criteria for that degree. After conferral of the first degree, a minimum of 30 semester hours in resident credit courses at ASU must be successfully completed to earn the second baccalaureate degree. The student must meet all degree and university requirements of the second degree.

#### **Concurrent Degrees**

More than one baccalaureate degree may be pursued concurrently if prior approval is given by the standards committee(s) of the college(s) offering the degrees. Students may receive concurrent degrees if they meet the minimum requirements for both degrees.

### *eAdvisor and Critical Requirements*

eAdvisor is Arizona State University's electronic advising and enrollment management system designed for first-time freshmen and transfer students from Arizona public universities and Arizona community colleges. eAdvisor assists students in

- a. learning more about graduation requirements for their major;
- b. discerning what critical courses and grades are required to stay on track to successfully complete their degree;
- c. planning for and scheduling appropriate courses in the correct sequence to maximize success;
- d. monitoring progress toward their degree; and
- e. finding out how courses may fit into other majors if they decide to change majors.

Through eAdvisor, students follow a major map that outlines the critical requirements and optimal eight semester plan. If students do not meet the critical requirements, an advising hold may be placed on the students' records and an advising session is required before future registration activities. When students do not meet the critical requirements for two consecutive semesters, they are considered off-track, and may be advised to change majors.

Source URL: [http://catalog.asu.edu/ug\\_grad\\_req](http://catalog.asu.edu/ug_grad_req)

Links:

[1] [http://catalog.asu.edu/ug\\_gsr](http://catalog.asu.edu/ug_gsr)

[2] <http://az.transfer.org/cas/atass/student/agec.html>

[3] <http://students.asu.edu/graduation>

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## Introduction

The Graduate College admits students into programs leading to both professional and research-oriented advanced degrees beyond the bachelor's degree. The master's and doctoral degrees are awarded to students completing programs that culminate in research and creative endeavors. The Ph.D. degree is the highest university award, conferred on candidates who have proven their ability as scholars and original researchers. For a list of ASU graduate degrees, see graduate degree listings at: [www.asu.edu/aad/catalogs/graduate/grad-degs.html](http://www.asu.edu/aad/catalogs/graduate/grad-degs.html).

### Academic Integrity

The highest standards of academic integrity are expected of all graduate students, both in the academic coursework and in their related research activities. The failure of any graduate student to meet these standards may result in serious consequences including suspension or expulsion from the university and/or other sanctions as specified in the academic integrity policies of individual colleges as well as the university.

Violations of academic integrity include, but are not limited to: cheating, fabrication, tampering, plagiarism, or aiding and/or facilitating such activities. At the graduate level, it is expected that students are familiar with these issues and each student must take personal responsibility in their work. In addition, graduate students are expected to follow university guidelines related to the Student Code of Conduct. University policies related to academic integrity and code of conduct are available in the Office of Student Life, or at [www.asu.edu/studentaffairs/studentlife/judicial](http://www.asu.edu/studentaffairs/studentlife/judicial).

### Graduate Student Responsibilities

Graduate students are responsible for familiarizing themselves with all graduate policies and procedures. Each student should also communicate directly with her/his degree program department to be clear on its expectations for degree completion.

## Admissions

### Applications

#### **Submission of an Application and Deadlines**

For admission information and procedures, see [graduate.asu.edu/admissions](http://graduate.asu.edu/admissions). Students are encouraged to apply via the website to expedite processing time. The application deadlines are set by the degree programs so applicants are urged to contact the programs directly. For fall enrollment, international applicants must submit application materials by the previous December. For spring enrollment (when allowed by the academic unit) international applicants must submit application materials by the previous August. Not all programs accept applications for both fall and spring semesters. Applicants are advised to contact the specific degree program departments for this information.

### **Application Fee**

Each application to an ASU graduate program must be accompanied by a nonrefundable application fee. For current fees please see the [Graduate Admission website](#).

### **Application Requirements**

All applicants must submit official transcripts to the Graduate College from all post-secondary institutions previously attended (see [graduate.asu.edu/admissions](http://graduate.asu.edu/admissions)). Degree programs, departments, or colleges, may have admission requirements in addition to those of the Graduate College. Many graduate programs require scores from a national admissions test such as the Graduate Record Examination (GRE), Graduate Management Admission Test (GMAT), or the Miller Analogies Test. Some programs require a portfolio, letters of recommendation, and/or a statement of goals.

Applicants should contact the degree program for specific additional requirements. Degree programs will make a recommendation to the Graduate College dean regarding their willingness to admit an applicant.

Because ASU receives applications from many highly qualified students, some applicants may be denied admission for reasons not related to their academic performance (e.g., program capacity, mentor availability, program match).

## **Additional International Requirements**

### **International Applicants: Additional Requirements**

Applicants who will hold an F-1 or J-1 visa must:

1. Meet the regulations of the U.S. Immigration and Customs Enforcement (ICE) agency.
2. Obtain insurance coverage against illness and accident before being permitted to register. Insurance must be maintained throughout the student's enrollment at the university.
3. Must submit additional materials as stated on the Graduate College's website at [graduate.asu.edu/admissions](http://graduate.asu.edu/admissions).
4. Verify that they have the financial resources to cover their expenses during graduate study at ASU. The Financial Guarantee form is available through the Graduate College website at [graduate.asu.edu/forms](http://graduate.asu.edu/forms).

The I-20 or the DS-2019 (documents needed to obtain a student visa) is issued **only** after the completed and properly verified Financial Guarantee form and supporting documents have arrived. International students may enroll at ASU only if they have been admitted to a degree program, a certificate program, or the post-baccalaureate teacher education program.

***Immediately upon arrival on campus, students must report to an advisor in the International Student Office (ISO), [www.asu.edu/studentaffairs/ed/iso](http://www.asu.edu/studentaffairs/ed/iso).***



## English Language Requirement

Applicants from a country whose native language is not English must provide evidence of English proficiency as indicated by acceptable scores on the Test of English as a Foreign Language (TOEFL), or the International English Language Testing System (IELTS), as follows:

1. The minimum TOEFL requirement for entry into any graduate program is 550 (paper-based) or 83 internet based TOEFL (iBT).
2. The minimum IELTS requirement for entry into any graduate program is an overall band score of 6.5 with no individual band score below 6.0.
3. Individual degree programs may have higher TOEFL or IELTS requirements for their various programs. Consult the individual department websites for more information.

The following exceptions apply to the English proficiency requirement:

1. Applicants who have completed at least 90 semester credit hours (or equivalent) with a cumulative grade point average of 3.00 or higher (on a 4.00 scale) at a regionally accredited institution in the United States are exempt from the English proficiency requirement.
2. Applicants who have earned a bachelor's degree or higher from a regionally accredited university in the United States are exempt from the English proficiency requirement. This study must have been done within the United States.
3. Applicants who have completed a minimum of 12 semester hours of graduate level study at a regionally accredited college or university in the United States with a GPA of 3.00 or higher are exempt from the English proficiency requirement.
4. Applicants who have completed the ASU American English and Culture Program Advanced 2 Level (with grades of "B" or higher) are exempt from the English proficiency requirement.

All international applicants who are from a country whose native language is not English and who wish to apply for teaching assistantships must pass an examination that certifies their skill in speaking English—either the Test of Spoken English (TSE), which may be taken in the student's home country, or the Speaking Proficiency English Assessment Kit (SPEAK) test, which is administered at ASU. Some degree programs also require TSE or SPEAK scores of applicants whose native language is not English. For specific information about TSE requirements, contact the head of the program.

## Admission

### Graduate College Admission Requirements

An individual who holds a bachelor's degree (or equivalent) or a graduate degree from a regionally-accredited college or university of recognized standing is eligible to apply for admission to the Graduate College. Remedies for undergraduate deficiencies may be assigned by academic units if the undergraduate degree is based on credits not accepted by ASU, such as life experience, or noncredit workshops and seminars.

Generally, an applicant must have a GPA of 3.00 (scale: 4.00 = A), or the equivalent, in the last two years of work leading to the bachelor's degree. A student who enters a graduate degree program is expected to have undergraduate educational experiences, including general education studies, that are similar to those required for the baccalaureate degree at ASU. The Graduate College evaluates the equivalency of the student's bachelor's degree to determine if the degree is acceptable for a graduate program at ASU.

### **Admission Decisions**

Only the Graduate College dean can make formal offers of admission. The Graduate College notifies all applicants in writing of the admission decision. Applicants are admitted into the university for the semester and year indicated on their admission letter and must initiate their program by registering for courses in that semester.

All academic credentials and supporting materials received by the university in connection with an application for admission become the property of ASU.

### **Deferral of Admission Decisions**

A student may, with the recommendation of the degree program, defer his/her initial semester and year of admission to the next semester in which the program is admitting students. No further deferrals are allowed.

### **Admission Status**

There are several admission status levels which can be applied to a student's application:

#### Regular Admission Status:

Regular admission status is assigned to an applicant who fulfills all requirements for admission and is academically acceptable to both the degree program and the Graduate College.

#### Regular Admission with Deficiencies Status:

Regular admission with deficiencies status is assigned to an applicant whose grades and test scores are at an acceptable level but who does not have the undergraduate background expected by the degree program and the university. Deficiency courses may not be applied toward the minimum hours required for the degree program.

#### Provisional Admission Status:

Provisional admission status is assigned to a student who does not meet minimum academic standards but has additional evidence to suggest the potential for success. This status provides the degree program with an opportunity to better evaluate the student's academic potential. Students who do not meet the provisions of their admission will be withdrawn from their program. When students have completed their provisional requirements, they should check with their advisors to make sure that change of status has been recommended. A provisional student may also be assigned deficiency courses. Students with Provisional Admission are not eligible to submit their *Plan of Study*.

### Post-baccalaureate Non-degree Admission Status:

Students not immediately intending to earn a degree may enroll as post-baccalaureate non-degree students. The application process does not require submission of test scores or transcripts unless the student is applying to a graduate certificate program as well. For post-baccalaureate non-degree admission information and procedures, access the website at [graduate.asu.edu/admissions/nondegree](http://graduate.asu.edu/admissions/nondegree). See the [Pre-Admission Credits](#) paragraph in the Graduate Degree Requirements section of these policies for maximum credit hours that can be applied to a degree program. Please note that courses in some academic units are open only to degree-seeking students.

## Registration and Enrollment

Graduate students register during terms indicated in the Registration and Tuition Payment Guide issued by the [University Registrar's Office](#). Details regarding registration and course drop/add procedures are also provided in the Registration and Tuition Payment Guide. Day and evening graduate classes, offered on or off-campus during the academic year (fall and spring semesters) and the summer sessions, are considered part of the regular program. Students may register at [MyASU](#).

### Enrollment Verification Guidelines

The Registrar's Office will verify students' enrollment each semester according to the general guidelines below.

#### **Enrollment Verification Guidelines for Graduate Students**

	<b>Full Time*</b>	<b>Half Time</b>	<b>Less Than Half Time</b>
<b>Regular semester</b>			
Graduate	9 or more hours	5–8 hours	4 or fewer hours
Graduate assistant**	6 or more hours	—	—
<b>Five-week summer session</b>			
Graduate	3 or more hours	2 hours	1 hour
Graduate assistant**	2 or more hours	1 hour	—
<b>Eight-week summer session</b>			
Graduate	5 or more hours	3–4 hours	2 or fewer hours

\* An audited course does not count for full-time enrollment.

\*\* For enrollment verification purposes, “graduate assistant” is a generic term that includes teaching assistants, research assistants, teaching associates and research associates.

**International students are required to maintain full-time enrollment status to maintain their U.S. visa.**

### **Maximum Course Load**

The Graduate College does not have a maximum credit hour enrollment policy. It is expected that academic advisors will set course loads for their students that facilitate academic success.

### **Maximum Employment Hours for International Students**

Employment for international students on F-1 or J-1 visas must be limited to 20 hours per week while school is in session (summer sessions are voluntary and are not limited.) This is a federal regulation and the individual degree program is responsible for enforcement.

### **Continuous Enrollment and Leave of Absence Policies**

Once admitted to a graduate degree program, master's and doctoral students must be registered for a minimum of one credit hour (not audit) during all phases of their graduate education. This includes periods when they are engaged in research, working on or defending theses or dissertations, taking comprehensive exams, taking Graduate Foreign Language exams or in any other way using university facilities or faculty time including the term in which they graduate. This credit must appear on the *Plan of Study* or must be an appropriate graduate-level course (e.g. 595, 695, or 795, Continuing Registration). Courses with grades of "W" and "X" are not considered valid registration for continuous enrollment purposes.

Students planning to discontinue enrollment for a semester or more must request approval for a leave of absence. Student may petition the Graduate College for a leave of absence for a maximum of two semesters during their entire program. A petition for a leave of absence, endorsed by the members of the student's supervisory committee and the head of the academic unit, must be approved by the Graduate College dean. This request must be filed and approved before the anticipated absence.

An approved leave of absence will enable students to re-enter their program without re-applying to the university. Students who do not enroll for a fall or spring semester without an approved leave of absence by the Graduate College are considered withdrawn from the university under the assumption that they have decided to discontinue their program. Student removed for this reason may reapply for admission to resume their degree program; the application will be considered along with all other new applications to the degree program.

A student on leave is not required to pay fees, but in turn is not permitted to place any demands on university faculty or use any university resources.

### **Enrollment Policy for the Teaching and Research Assistantships/Associateships**

All teaching and research assistants and associates (i.e., TAs and RAs) must enroll for a minimum of six semester hours of appropriate credit during each semester of their appointment. The six hours cannot include audit enrollment.

TAs and RAs are treated as residents for tuition purposes. To be eligible for tuition remission, TAs and RAs must be employed a minimum of 10 hours per week (25 percent Full Time Equivalency {FTE}). TAs/RAs working 10-19 hours per week (25-49 percent FTE) receive a 50 percent remission of tuition for the semester or summer session of their employment. TAs/RAs working 20 hours per week (50 percent FTE) do not pay tuition during the semester or summer session of their employment. In addition, the university pays the individual health insurance premium for those TAs and RAs working 20 hours per week (50 percent FTE).

See the [TA/RA Handbook](#) for application procedures for assistantships and associateships.

## Graduate Degree Requirements

### Plan of Study

#### **Determination of Academic Requirements**

A student graduates under the degree requirements and policies in effect at the semester and year of admission to a graduate degree program.

#### **The *Plan of Study* (POS)**

The *Plan of Study* specifies the requirements that students must complete for their degree and is submitted and revised electronically via the interactive POS system (iPOS). In order to facilitate degree completion and shorten time to degree, graduate students with regular status must submit their POS by the time they have enrolled for 50 percent of the minimum credit hours required towards their degree program.

The POS must be approved by a student's committee, the head of the academic unit, and the Graduate College dean. The POS becomes a contract between the University and the student that guides the student in completing degree requirements.

Courses numbered 500 or higher are graduate level courses. Core courses required by a graduate degree program must be 500-level or above. A **maximum** of six credit hours of 400 level coursework may be used on an approved POS (400 level courses taken for a grade of Pass/Fail cannot be included on a POS). Courses with grades of "D" (1.00) and "E" (0.00) cannot be included on a POS.

Students may not include on their *Plan of Study* any credit hours that have been applied towards a previously awarded degree.

## Grading Exceptions

### **Special Graduate Grade Considerations**

Graduate coursework (i.e. 500, 600, and 700 level) reported as incomplete (“I”) must be completed within one calendar year of the end of the scheduled course. If the course has not been completed and a regular grade assigned, it will become a permanent incomplete. The student will need to re-register for the course to receive credit.

Thesis and dissertation credit may only be assigned a grade of “Y” or “Z.”

A grade of “W” is given whenever a student officially withdraws from a course after the drop/add period.

### **Audit Enrollment**

Graduate students may register to audit one or more courses with the approval of the supervisory committee chair and the consent of the instructor involved. An audited course does not count towards the minimum number of credits required for international students with visa restrictions, students employed as TA/RAs, or students receiving financial assistance.

## Pre-Admission/Transfer Credit

### **Pre-Admission Credits**

Credit hours completed before the semester and year of admission to an ASU graduate degree program are considered pre-admission credits. With approval of the degree program and the Graduate College, a maximum of nine credit hours of pre-admission credits may be included on the POS for a master’s degree and a maximum of 12 credit hours for a doctoral degree.

### **Transfer Credit**

Transfer credits are those accepted from another institution for inclusion on an ASU Plan of Study. Official transcripts of any potential transfer credit for a POS must be sent directly to the Graduate Admissions Office from the Office of the Registrar at the institution where the credit was earned.

Transfer hours may not exceed 20 percent of the total credit hours for a master's degree, and 12 credit hours for doctoral degrees. Only graduate level courses with grades of "A" (4.00) or "B" (3.00) may be transferred. Transfer credits may not be applied toward the minimum degree requirements for an ASU degree if they have been counted toward the minimum requirements for a previously-awarded degree.

Certain types of graduate credits cannot be transferred to ASU, including credits awarded (as follows):

1. By post-secondary institutions that lack candidate status or accreditation by a regional accrediting association.

2. For life experience.
3. For courses taken at non-collegiate institutions (e.g., government agencies, corporations, and industrial firms).
4. For courses, workshops, and seminars offered by other postsecondary institutions as part of continuing education programs.
5. For extension courses.
6. Prior to the posting of a bachelor's degree.

Academic credits earned at other institutions that base their credit calculation on a different scale from ASU's are subject to conversion before inclusion on a *Plan of Study*. In all cases, the inclusion of transfer courses on a *Plan of Study* is subject to approval by the degree program and the Graduate College dean.

#### **Sandra Day O'Connor College of Law Credit**

The Graduate College accepts a numerical grade of 70 or above for courses taken in the ASU Sandra Day O'Connor College of Law as part of an approved *Plan of Study*. These grades are not used in the two GPAs calculated for graduation unless needed, as determined by the Graduate College.

#### **Repeating ASU Courses**

Graduate students (degree or non-degree) may retake any course at ASU, but all grades remain on the student transcript as well as in all GPA calculations.

#### **Reserving Course Credits by Undergraduates for Graduate Degree Use**

ASU undergraduate students who have achieved senior status with a 3.0 cumulative GPA or higher may reserve up to nine credit hours of graduate level coursework. Only reserved courses with a grade of "B" (3.00) or higher may be included on a *Plan of Study*. Reserved courses cannot be used to meet any baccalaureate graduation requirements. Before the student's bachelor's degree is conferred the student must submit a *Request for Graduate Credit* form which is signed by the student's undergraduate advisor and the head of the academic unit, to the Graduate College for approval. Students are not eligible to reserve credit after the bachelor's degree has been awarded.

### **Graduate Foreign Language Examination**

A graduate degree program may require at least a reading level proficiency of a foreign language relevant to the student's area of study. Students who are required to demonstrate proficiency in a foreign language must pass the [Graduate Foreign Language Examination](#) specific to their particular graduate program. Students must be enrolled for a minimum of one credit hour during the term in which they take the examination.

Students must successfully complete the foreign language examination before taking any required comprehensive examinations or scheduling the final oral defense of the thesis or



dissertation. A student may petition the Graduate College for a re-examination but must pass the examination in no more than three attempts.

## Maintaining Academic Progress toward Degree Completion

### Grade Point Averages (GPA) and Restricted Grades

There are two GPA requirements that govern academic progress in and graduation from a graduate degree program. The POS GPA is based on all courses that appear on the student's final POS. The Graduate GPA is based on all courses numbered 500 or higher that appear on the transcript, with the exception of:

1. Courses counted toward an undergraduate degree at ASU (unless shared with a master's degree in an approved bachelor's/master's degree program).
2. Courses noted as deficiencies in the original letter of admission.

Transfer credits and courses taken in the Sandra Day O'Connor College of Law are not counted in calculations of the POS or Graduate GPA. Courses with grades of "D" (1.00) and "E" (0.00) cannot appear on the POS but will be used to compute the Graduate GPA.

To be eligible for graduation, students must achieve a POS GPA and a Graduate GPA of 3.00 or higher.

### Satisfactory Progress towards the Degree and Time Limits on Degree Completion

All graduate students are expected to make systematic progress towards completion of their degree. This progress includes meeting the conditions listed below and achieving the benchmarks and requirements set by the individual degree programs. Each degree program should have in place policies for satisfactory academic progress. If students fail to meet the requirements of their degree program and/or the benchmarks outlined below, the degree program may recommend withdrawal of the student to the Graduate College dean. The Graduate College dean makes the final determination.

1. Maintain a minimum of 3.0 GPA both on POS and Graduate GPA. If either GPA falls below 3.0, the student must develop, with their advisor, an academic performance improvement plan that includes the conditions and timeframes for making satisfactory academic progress in her/his degree program. The student is considered to be on academic probation until the conditions specified in the academic performance improvement plan are met and both GPA's are raised above 3.0.
2. Meet all requirements of the graduate degree program.
3. Meet the maximum time limit for graduation from the student's graduate degree program (six years for master's, ten years for doctoral).



4. Doctoral students must meet the five year time limit for graduation after passing the comprehensive examinations.
5. Successfully pass comprehensive exams, qualifying exams, foreign language exams, and the oral defense of the proposal/prospectus for the thesis or dissertation.
6. Successful completion of the oral defense required in the culminating experience.

Students should verify any additional satisfactory progress policies as required by their degree program.

## Thesis and Dissertation Considerations

The master's thesis and doctoral dissertation (or equivalent) must be based on original and independent research/creative activity conducted by the student, under the guidance of the graduate supervisory committee. The thesis is an introduction to scholarly writing and is intended to create an understanding of theory and methods applicable to one's field. The dissertation should demonstrate the candidate's mastery of research and scholarly methodologies, theory, and tools of the discipline. Both the thesis and dissertation should demonstrate the candidate's ability to address a major intellectual problem and to propose meaningful questions and hypotheses, as well as utilize the methods with which to study the proposed research question(s) and related hypotheses, and draw conclusions.

### Graduate Supervisory Committees

Students are guided by faculty mentors who advise them through their degree program. Students should identify their advisors early in their graduate career and look to them for guidance in their graduate work. Once the student has selected a thesis/dissertation committee, the head of the academic unit recommends the supervisory committee to the Graduate College dean who reviews and appoints the Committee. Graduate supervisory committees must consist of a minimum of three individuals, including the chair or co-chairs.

Faculty Emeriti who meet Graduate College criteria may serve as members or co-chairs on graduate supervisory committees. They may serve as chairs with the recommendation of the academic unit and approval of the Graduate College dean on a case by case basis. Qualified individuals outside the university, upon the recommendation of the head of the academic unit and approval of the Graduate College, may serve as members of thesis and dissertation committees. All such requests must be submitted to the Graduate College dean for approval.

See the Master's Degree Requirements and the Doctoral Degree Requirements sections below for the composition of supervisory committees.

### Thesis or Dissertation Research Involving Human and Animal Subjects

Theses or dissertations that make use of research involving human or animal subjects must include a statement indicating that the research has been approved by the appropriate university body.

Research involving human subjects conducted under the auspices of Arizona State University is reviewed by the University Human Subjects Institutional Review Board (IRB) in compliance with federal regulations. Documents containing any data collection from human subjects require that applications be submitted to the University Human Subjects IRB for approval before data collection or recruitment of subjects is initiated at [researchadmin.asu.edu/compliance/irb](http://researchadmin.asu.edu/compliance/irb).

Research involving the use of animals conducted under the auspices of Arizona State University is reviewed by the Institutional Animal Care and Use Committee (IACUC) in compliance with federal regulations. Documents containing any data collection from animal research require that applications be submitted to the Institutional Animal Care and Use Committee for approval at [researchadmin.asu.edu/compliance/iacuc](http://researchadmin.asu.edu/compliance/iacuc).

It is very important that students check with their thesis/dissertation advisor well in advance of data collection to ensure university regulations are adhered to in the collection of research data.

## Completing the Degree

The final culminating experiences for graduate degrees vary by program. In many master's degree programs a thesis is required, in other programs the culminating experience is an applied or professional project. In all Ph.D. programs, as well as in most professional doctoral programs, dissertations are required. Theses and dissertations are officially documented and archived. Dissertations are deposited with University Microfilms International (UMI) which makes their content available to the public. Information on the dissertation later appears in *Dissertation Abstracts International*. For this reason, all theses and dissertations must undergo Graduate College format review. The Graduate College dean reviews the content to affirm the quality and originality of the scholarly work.

### Thesis and Dissertation Format Review

Prior to the defense, students must prepare their thesis or dissertation for submission to the university. This requires that the document meet format guidelines, as outlined in the *Formal Manual*, for readability, consistency, and binding. Copies of the *Format Manual* are available in the Graduate College and at [graduate.asu.edu/formatmanual](http://graduate.asu.edu/formatmanual) on the web.

To help ensure these guidelines are met, students are required to submit a complete copy of the thesis or dissertation to the Graduate College for format review at least 10 working days **before** the proposed date of the oral defense. It is very important that students familiarize themselves with format requirements before beginning the thesis/dissertation process. They should check with their degree program to make sure they have no specific additional requirements on formatting.

Doctoral students are responsible for the University Microfilms International (UMI) microfilming fee, which covers the expense of having the document sent to UMI, where it is microfilmed and cataloged.

## Thesis and Dissertation Defenses

Thesis and dissertation defenses are open to all members of the university community and the general public. The oral defense engages the supervisory committee and the candidate in a critical and analytical discussion of the research and findings of the study, as well as a review of the contribution of the research topic to advancing knowledge in that discipline. The presentation of a thesis or dissertation defense in an open forum fosters a broader awareness of the state of graduate research at ASU, promotes a wider scholarly dialogue among disciplines, and recognizes publicly the scholarly contributions of master's or doctoral candidates.

Defenses must be scheduled with the Graduate College at least 10 working days in advance of the defense date. It is expected that oral defenses will be held on an ASU campus during regular business hours in order to facilitate student, faculty, and public accessibility. When there are sound educational reasons for holding a defense under different circumstances, contact the Graduate College for approval before scheduling the defense.

It is desirable that all members of a student's supervisory committee be physically present with the student at the final oral defense of a thesis or dissertation. However, there are situations (e.g. faculty travel, faculty emergencies and/or faculty leave) that may necessitate holding a defense with one or more committee member(s) absent. Contact the Student Academic Services (SAS) office in the Graduate College for additional information. The forms to schedule the defense are found at [graduate.asu.edu/forms/index.html](http://graduate.asu.edu/forms/index.html) and must be submitted when the thesis/dissertation is presented for format review to the Graduate College.

## Graduation

Students must apply for graduation in accordance with the University Registrar policies. See [Application for Graduation](#). Students must meet all University and Graduate College degree requirements prior to the conferral of their degree.

The graduation deadlines and procedures are set by the Graduate College and are available online at [graduate.asu.edu/graddeadlines.html](http://graduate.asu.edu/graddeadlines.html). Deadline dates vary slightly depending on the calendar year, so students should check them carefully in advance of the semester they plan to defend their thesis/dissertation. **It is very important that students become familiar with these deadlines so that graduation can occur during the expected term.**

# Master's Degree Requirements

## Master's Students' Plan of Study

### **Master's Students' *Plan of Study***

As noted previously, master's students must file their *Plan of Study* (POS) by the time they enroll in 50 percent of the credit hours required towards their degree program. A student is not eligible to apply for the comprehensive or final examination until a POS has been approved.

### **Minimum Credit Hour Requirements**

A minimum of 30 semester hours of graduate work is required for the master's degree at ASU. Six (and only six) of the minimum required credit hours on a POS must be 599 Thesis credits if a thesis is required. Please note that *Plans of Study* submitted for master's degrees that do not have a thesis requirement may not include 599 Thesis credits.

### **Maximum Time Limit**

All work toward a master's degree must be completed within six consecutive years. The six years begins with the semester and year of admission to the program. Graduate courses taken prior to admission that are included on the *Plan of Study* must have been completed within three years of the semester and year of admission to the program.

## **Completing the Master's Degree**

### **The Master's Supervisory Committee**

A master's student's supervisory committee must be appointed before the student may apply for the comprehensive examination or applied project or before the student can register for 599 Thesis credits (if applicable). The committee is appointed by the Graduate College dean upon the recommendation of the head of the academic unit. It is composed of a minimum of three members, including a chair or co-chairs.

For master's committees, tenured/tenure-track faculty may serve as members of a graduate supervisory committee, chair or co-chair. The chair of the committee is typically from the student's degree program and should be carefully selected by the student to guide their work. Members of the Graduate Faculty may serve as members or co-chairs of a master's committee. Graduate Faculty endorsed to chair doctoral committees may also chair master's committees. ASU academic professionals or non-tenure accruing faculty with appropriate academic credentials may serve as a member or co-chair on master's committees.

### **Thesis and Thesis Defense**

To satisfy the research requirement for most master's degrees, a student is expected to present a thesis which is defended in an oral examination. Degree programs may have additional requirements in addition to the thesis (e.g. comprehensive examinations). Students should check with their degree program to verify requirements. An oral defense of the thesis is required and must be completed to the satisfaction of the supervisory committee. Students must be enrolled for at least one semester hour of credit that appears on the *Plan of Study* or one hour of appropriate graduate-level credit (such as 595 Continuing Registration) during the semester (including summer session) in which the student defends the thesis.

Revisions to the thesis are normal and must be completed in a timely manner. If the student is unable to complete revisions to the thesis and meet the ASU Bookstore deadline for the semester in which the defense is held, the student must complete the revisions, remain registered, and present the finished document to the ASU Bookstore within one year of the defense. Failure to do so will require the re-submission of the document for format review and may result in re-defense of the thesis to ensure currency of the work.

### **Other Master's Culminating Experiences**

A comprehensive examination, capstone course or an applied project is required as a culminating experience in master's programs that do not have a thesis requirement. Students must have an approved *Plan of Study* prior to scheduling their comprehensive examination and/or registering for their applied project or capstone course. An oral defense of an applied project is required and must be completed to the satisfaction of the supervisory committee.

### **Comprehensive Examinations Procedures**

The student must schedule the comprehensive examination with their academic unit. The results of this examination must be reported to the Graduate College within the semester it is completed. Failing the comprehensive examination is considered final unless the supervisory committee and the head of the academic unit recommend a re-examination. A petition for re-examination, endorsed by the members of the student's supervisory committee and the head of the academic unit, must be approved by the Graduate College dean before a student can take the re-examination. Only one re-examination is permitted and must be administered no sooner than three months and no later than one year from the date of the original examination. If the student's petition for re-examination is not approved or the student fails the re-examination, the Graduate College will withdraw a student from his/her degree program.

Foreign language requirements, if applicable, must be fulfilled before taking the comprehensive examinations. Students are required to register for at least one semester hour of credit that appears on the POS or one hour of appropriate graduate-level credit (such as 595 Continuing Registration) during the semester or summer session in which they take their comprehensive examinations.

## **Doctoral Degree Requirements**

### **Doctoral *Plan of Study***

#### **The Doctoral *Plan of Study***

As noted previously, doctoral students must file their *Plan of Study* (POS) by the time they enroll in 50 percent of the credit hours required towards their degree program. The doctoral *Plan of Study* must be approved by the student's supervisory committee, head of the academic unit, and the Graduate College dean.

### **Minimum Credit Hour Requirements**

A minimum of 84 credit hours of graduate work is required for the doctoral degree at ASU; 12 (and only 12) of these hours must be 799 Dissertation course credits if the student is completing a dissertation. Students may apply up to 30 credit hours from a previously awarded master's degree toward their doctoral *Plan of Study* with approval of the degree program and the Graduate College dean.

### **Maximum Time Limit**

Doctoral students must complete all program requirements within a ten-year period. The ten-year period starts with the semester and year of admission to the doctoral program. Graduate courses taken prior to admission that are included on the *Plan of Study* must have been completed within three years of the semester and year of admission to the program (previously awarded master's degrees used on the *Plan of Study* are exempt).

In addition, the student must defend the dissertation within five years after passing the comprehensive examinations. Therefore, the maximum time limit is the shortest of the following:

1. Time period since initial enrollment (10 year time limit).
2. Time after passing the comprehensive exams (5 year time limit).

Any exceptions must be approved by the supervisory committee and the Graduate College dean and ordinarily involves repeating the comprehensive examinations. The Graduate College may withdraw students who are unable to complete all degree requirements and graduate within the allowed maximum time limits.

## **Completing the Doctoral Degree**

### **Dissertation Supervisory Committee**

Upon the recommendation of the head of the academic unit, the Graduate College dean appoints the student's dissertation committee. The committee must be composed of at least three members, including either a chair or co-chairs. Doctoral programs may have additional requirements for committee composition. This committee serves as the intellectual guide for the student and must approve the research/scholarly focus and substance of the dissertation. The members of the dissertation committee have the necessary knowledge and skills to advise the student during the formulation of the research topic and during the completion of the research and the dissertation.

Dissertation chairs and co-chairs must be approved by the Graduate College dean and each degree program maintains the list of faculty approved by the Graduate College to do so. Generally, most resident faculty at ASU may serve on dissertation committees with the proviso that they have appropriate expertise in the discipline.

All Ph.D. programs have a Graduate Faculty. The Graduate College maintains a web page ([graduate.asu.edu/gradfaculty](http://graduate.asu.edu/gradfaculty)) of faculty approved to serve as Ph.D. committee members. The Graduate Faculty in a Ph.D. program may also include highly qualified individuals from outside



the university who have been approved to serve on committees. Each Ph.D. program maintains the list of faculty approved by the Graduate College to chair or co-chair Ph.D. dissertations. Ph.D. students are urged to communicate with their Ph.D. program to be clear on eligibility of faculty to chair committees.

The final committee membership must be appointed by the Graduate College dean before the student may apply for the comprehensive examinations, defend the dissertation prospectus, and register for 799 Dissertation course credits (if applicable).

### **Comprehensive Examinations**

When students have essentially completed the course work in an approved *Plan of Study*, they should request permission to take the comprehensive examinations. These written and oral examinations are designed to test the student's mastery of the field of specialization. Doctoral comprehensive examinations are administered by a committee consisting of a minimum of three members.

Foreign language requirements, if applicable, must be fulfilled before taking the comprehensive examinations. Students are required to register for at least one semester hour of credit that appears on the POS or one hour of appropriate graduate-level credit (such as 795 Continuing Registration) during the semester or summer session in which they take their comprehensive examinations.

Failure in the comprehensive examinations is considered final unless the supervisory committee and the head of the academic unit recommend, and the Graduate College dean approves a re-examination. Only one re-examination is permitted. A petition for re-examination, endorsed by the members of the student's supervisory committee and the head of the academic unit, must be approved by the Graduate College dean before a student can take the second examination. Re-examination may be administered no sooner than three months and no later than one year from the date of the original examination. The Graduate College may withdraw a student from his/her degree program if the student's petition for re-examination is not approved, or if the student fails to successfully pass the retake of the comprehensive exam.

### **Doctoral Prospectus Defense**

All doctoral degree programs that require students to complete a dissertation must require students to complete a dissertation proposal/prospectus and submit the results to the Graduate College. Failure of the doctoral dissertation prospectus defense is considered final unless the supervisory committee and the head of the academic unit recommend, and the Graduate College dean approves a second proposal defense. If a petition is approved, the student must submit the new prospectus by the end of six months (the six months start from the date that the first doctoral dissertation proposal defense was held). If the academic unit does not grant the student permission to retake the proposal defense, or if the student fails to pass the retake of the proposal defense, the Graduate College may withdraw the student from the degree program.

### **Candidacy**

Doctoral students (with specific degree program exceptions approved by the Graduate College dean) achieve candidacy status in a letter from the University Registrar dean upon:

1. Passing the foreign language examination, if applicable.
2. Passing the comprehensive examinations.
3. Successfully defending the dissertation prospectus, if applicable.

Doctoral students who have been advanced to candidacy are required to maintain continuous enrollment until all degree requirements have been completed and graduated. See [Continuous Enrollment](#).

### **Doctoral Dissertations and the Doctoral Defense**

The written doctoral dissertation is based on an original and substantial scholarly work that constitutes a significant contribution to knowledge in the student's discipline. The dissertation research must be conducted during the time of the student's doctoral studies at ASU, under guidance of ASU Graduate Faculty, and in accordance with Graduate College policies and procedures. The composition of the dissertation is defined by the degree program with the approval of the Graduate College dean.

The dissertation research experience culminates in a final oral exam, commonly known as the "dissertation defense." A final public dissertation defense is required. Each student must be enrolled for at least one semester hour of credit that appears on the *Plan of Study* or one hour of appropriate graduate-level credit (such as 795 Continuing Registration) during the semester (including summer session) in which the student defends the dissertation.

Revisions to the dissertation are normal and must be completed in a timely manner. If the student is unable to complete revisions to the dissertation and meet the ASU Bookstore deadline for the semester in which the defense is held, the student must complete the revisions, remain registered, and present the finished document to the ASU Bookstore within one year of the defense. Failure to do so will require the re-submission of the document for format review and may result in re-defense of the dissertation to ensure currency of the work.

## **Other Graduate Educational Opportunities**

### **Graduate Certificates**

The graduate certificate is a programmatic series of linked courses. Graduate certificates facilitate professional growth for people who already hold the baccalaureate degree. For more information on current graduate certificates see the [Graduate Degree and Certificate Search](#) page.

### **Admission**



All applications for graduate certificate programs must be submitted through [www.asu.edu/gradapp](http://www.asu.edu/gradapp).

### **Certificate Requirements**

A minimum of 15 semester hours of graduate work are required to complete a graduate certificate. No more than one-fifth (20 percent) of the minimum required credit hours for a graduate certificate may be transferred from another university. All transfer work must meet Graduate College transfer policies. All course work used to complete an ASU graduate certificate must be completed within a six-year time limit. Courses at a 400-level may be allowed with prior approval from the appropriate certificate program, however, a minimum of two-thirds of the courses taken to complete the certificate must be at the 500-level or above. No more than 40% of coursework towards the requirements of a graduate certificate can be completed prior to admission to the certificate program.

### **Awarding of the Graduate Certificate**

A student will be eligible for the official posting of the graduate certificate to their transcripts when all applicable coursework has been successfully completed and Graduate College scholarship requirements have been met. Students must complete, sign and submit to their specific graduate certificate program the [Application for Awarding of a Graduate Certificate](#) form to be verified first by the certificate program and then by the Graduate College, thus ensuring that all requirements have been met before the graduate certificate will be officially posted.

### **Concurrent Master's Degree**

A student may pursue concurrent master's degrees with prior written approval from the head of the academic unit for each degree program and the Graduate College. A maximum of 20 percent of the minimum total semester hours for the completion of both degrees may be common hours shared between the *Plans of Study*. The total number of hours common to both degree programs may vary from this maximum value only when the Graduate College has formally approved coordinated degree programs.

Course work common to both programs must constitute a well-planned and meaningful part of each of the programs and may only include course work completed after admission to both degree programs. In all cases, these guidelines must be followed:

1. The student must be enrolled in both programs each fall and spring semester to maintain continuous enrollment or must petition for a leave of absence. Any approved leave of absence applies to both degree programs.
2. Graduate credit transferred from another institution may be applied toward only one degree program.
3. Culminating experiences (e.g. capstone courses, theses, applied projects) and comprehensive examinations cannot be shared between concurrent degree programs.

4. The six year maximum time limit for completing degree requirements and graduation apply to each concurrent degree individually.

Concurrent enrollment in a doctoral program and master's degree program may not have common hours. Doctoral programs and master's degrees in the same major may not be concurrently pursued.

### Concurrent Doctoral Degree

A student may pursue concurrent doctoral degrees with prior written approval from the head of the academic unit for each degree program and the Graduate College. In all cases, these guidelines must be followed:

1. The student must be enrolled in both programs each fall and spring semester to maintain continuous enrollment or must petition for a leave of absence. Any approved leave of absence applies to both degree programs.
2. The 30 hours allowed from a previously awarded master's degree may only be applied to one of the doctoral programs and graduate credit transferred from another institution may be applied toward only one degree program.
3. The comprehensive examination, the dissertation prospectus, and the dissertation cannot be shared between concurrent degree programs.
4. The student must meet the 10 year maximum time limit and five year limit after comprehensive exams for each degree.

### Master's in Passing (MIP)

In those cases where there is an approved Master's in Passing (MIP) program in place for a doctoral degree, those doctoral students who complete the requirements of the approved MIP may be awarded the related master's degree. Students should check with their doctoral program to see if there is an approved Master's in Passing for their degree.

Students who include 30 hours from a previously awarded master's degree on their doctoral *Plan of Study* are not eligible for a Master's in Passing. All coursework included in an MIP *Plan of Study* must have been completed after the semester and year of admission to the doctoral program.

## Withdrawals from Graduate Degree Programs or the University

### Voluntary Withdrawal from the University

If a student wishes to withdraw from all graduate degree programs and the university, they must complete the Voluntary Withdrawal form found at [graduate.asu.edu/forms](http://graduate.asu.edu/forms). Students must still complete the appropriate forms with the University Registrar to withdraw from their courses. International students should contact the International Student Office (ISO) before submitting a Voluntary Withdrawal form as it most likely will affect their visa status.

### Voluntary Withdrawal from a Graduate Degree Program

If a student wishes to transition from one graduate degree program to another graduate degree program, the student should complete the Voluntary Withdrawal form found at [graduate.asu.edu/forms](http://graduate.asu.edu/forms). The students should not take this action until they have been admitted to the other graduate degree program.

### Procedures for Other Types of Withdrawals

There are appropriate circumstances when students may need to withdraw from the university (i.e. medical withdrawal, compassionate leave). The policies for such withdrawals are the same for both undergraduate and graduate students. Types of withdrawals and procedures can be found at: [www.asu.edu/aad/manuals/usi/usi201-09.html](http://www.asu.edu/aad/manuals/usi/usi201-09.html). For course withdrawals contact the University Registrar's Office.

A grade of "W" is given whenever a student officially withdraws from a course after the drop/add period.

### Involuntary Withdrawal of a Student from a Graduate Program by the Graduate College

Any student who does not abide by the Graduate College policies may be withdrawn from their graduate program after review by the Graduate College dean.

In addition, a department may recommend withdrawal of a student from a graduate program for lack of compliance with published departmental policies or lack of satisfactory academic progress. All such recommendations need to be submitted to the Graduate College, documenting the issue, communication with the student, and the failure of the student to remedy the issue. Only the Graduate College dean may withdraw a student from a graduate program due to lack of compliance with satisfactory academic progress policies.

## Graduate Student Appeals

### The Graduate Council Appeals Board: Policies and Procedures

The Graduate Council Appeals Board (GCAB) acts as the appeals body for graduate students seeking redress on academic decisions regarding their graduate programs. Before initiating an appeal, the graduate student must fully utilize all other appeal and review processes available in the student's program, department, or college. The student should also discuss the situation with

the Graduate College dean's office to explore resolution of the matter at the unit or college level before filing an appeal.

The GCAB reviews written appeals of graduate students concerning:

1. Retention in graduate programs (with the limitations described below).
2. Procedural matters in graduate student programs (e.g., procedures related to *Plans of Study*, theses, dissertations, and preliminary, qualifying or comprehensive exams).
3. Other academic issues that are not covered by other university policies or processes.
4. The GCAB will not entertain any appeals until the graduate student has fully utilized all other appropriate appeal procedures through their academic unit and college.
5. The GCAB does not review appeals pertaining to the following areas because these appeals are heard by other university bodies (see parenthesis below):
  - Course grades (subject to review by the academic unit and college).
  - Results of capstone experiences, comprehensive and qualifying examinations and defenses (subject to review by the academic unit and college).
  - Allegations of academic dishonesty (subject to review under the ASU Student Academic Integrity Policy).
  - Allegations of scientific misconduct (subject to review under ASU policy RSP 210 ["Misconduct in Research"] in the Research and Sponsored Projects Policy and Procedures Manual).
  - Allegations of discrimination (subject to review by the ASU Office of Diversity).

The Guidelines for Graduate Appeals describing further the GCAB appeal procedures, process, and jurisdiction are available from the Graduate College and on the website at [graduate.asu.edu/files/gradappeals/GradAppeals](http://graduate.asu.edu/files/gradappeals/GradAppeals).

Arizona State University does not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender identity, disability, religion, age or veteran status in the University's services, educational programs, and activities, including, but not limited to, admission to and employment by the University. The Office of Diversity has been designated to handle inquiries regarding the University's non-discrimination policies: Director, Office of Diversity, University Services Building, 1551 S. Rural Rd., Tempe, Arizona 85287, Intercampus Mail Code 5612. Phone: (480) 965-5057; TTY (480) 965-0471. For information generally about ASU's non-discrimination policies and procedures for filing complaints, please see [www.eoaa.asu.edu/aa\\_policies.asp](http://www.eoaa.asu.edu/aa_policies.asp). Some deadlines for filing complaints are as short as thirty days.

## College Policies

### W. P. Carey School of Business Policies

#### *Undergraduate Policies*

##### **Academic Standards**

###### Critical Requirements

All business students must meet the critical requirements for their intended majors. Students who do not comply with the critical requirements are off-track and have holds placed on their records. These students must meet with an advisor to have this hold removed. If the student still has not met all critical requirements in the following semester, then further registration in the intended major is not permitted. For more information, access the Web site at <http://wpcarey.asu.edu/up> [1].

###### Probation

All business students, freshman through senior, must maintain a minimum GPA of "C" (2.00) for all courses completed at ASU. If this standard is not maintained, the student is placed on probation. Students on probation must see an advisor before further registration. Students on probation must obtain a semester GPA of 2.50 with no grade lower than a "C" (2.00). If a student on probation meets this requirement, but the cumulative GPA remains below "C" (2.00), the student is given an additional semester on continued probation. At the end of continued probation, the student must return to good standing (a minimum GPA of 2.00) to avoid disqualification.

###### Pass/Fail

Business majors may not include among the credits required for graduation any courses taken at this university on a pass/fail basis. Pass/fail credits taken at another institution may be petitioned for use, but only if the student can demonstrate proof that the pass grade was equivalent to a "C" (2.00) or higher.

###### Disqualification

Students who do not meet probation requirements are academically disqualified. Disqualified students should meet with an academic advisor. These students may attend ASU during summer and winter sessions.

###### Reinstatement and Readmission

Students seeking reinstatement (after disqualification) or readmission (after an absence from the university) should contact the undergraduate programs office, in BA 109, regarding procedures and guidance for returning to good standing.

###### Academic Dishonesty

The faculty of the W. P. Carey School of Business follow the guidelines in the Student

Academic Integrity Policy on academic dishonesty. A copy of the policy may be obtained in the undergraduate programs office, BA 109.

#### Student Appeal Procedure on Grades

The faculty of the W. P. Carey School of Business have adopted a policy on the student appeal procedure on grades. A copy of the policy may be obtained in the undergraduate programs office, BA 109.

### *Graduate Policies*

All graduate students in the W. P. Carey School of Business are required to maintain a cumulative GPA of "B" (3.00). See individual graduate degree programs for specific requirements on satisfactory academic progress, probation and disqualification.

#### Advising

Advising of graduate students is normally handled by graduate faculty members. Once admitted, a student can request a temporary faculty advisor in a potential area of concentration in order to prepare a program of study. Students are encouraged to begin discussions with faculty members early in their studies so that course work can be geared toward supporting their academic progress. All students, whether in a thesis or nonthesis option, must file a program of study.

Source URL: <http://catalog.asu.edu/policies/business>

Links: [1] <http://wpcarey.asu.edu/up>

### *Herberger Institute for Design and the Arts Policies*

Due to recent organizational changes approved by ABOR, the following policies are under review.

Katherine K. Herberger College of the Arts policies:

#### *Undergraduate Policies*

#### **Advising**

Undergraduate academic advising is handled as a centralized activity within the college. To offer personalized attention, each academic unit establishes its own graduate advising procedures. Students are encouraged to make appointments through the Herberger Student Academic Services Office. For more information, call 480-965-4495.

#### **Academic Standards and Retention**

### Good Standing

Students in the Katherine K. Herberger College of the Arts are considered in good standing for the purpose of retention if they maintain a cumulative GPA of 2.00 or higher in all courses taken at ASU. However, to gain admission into certain undergraduate degree programs in the college, students must maintain a minimum GPA within their major and/or a minimum cumulative GPA. These minimum GPAs vary according to the given program.

### Probation

Any student who does not maintain good standing is placed on academic probation. A student on academic probation is required to observe any limitations or rules the college may impose as a condition for retention.

Students are encouraged to seek advising from their major academic advisor, in an effort to improve academic standing. All Herberger College of the Arts students who are placed on academic probation and continuing probation are required to attend mandatory advising appointments. Students will also be required to complete an academic success contract with their advisor to discuss campus academic resources, plan out semester goals and discuss strategies to attain academic success. These meetings will continue until the student earns a cumulative GPA of 2.00 or higher.

### Disqualification

A student who is on probation becomes disqualified if the student, 1) has not returned to good standing, or 2) has not met the required semester GPA.

Disqualification is exercised at the discretion of the college and becomes effective on the first day of the fall or spring semester following college action. A disqualified student is notified by the Office of the Registrar and/or the dean of the college and is not allowed to register for a fall or spring semester at the university until reinstated.

### Reinstatement

Students seeking reinstatement after disqualification should contact the Katherine K. Herberger College of the Arts Student Services Office regarding procedures and guidance for returning to good standing. When reinstatement includes readmission, application must be made to the readmissions section of the Office of the Registrar.

All academic disciplinary action is a function of the Katherine K. Herberger College of the Arts Student Services Office, GHALL 116, under the direction of the assistant dean for student success for the college. Students having academic problems should call this office for advising at 480-965-4495.

## *Graduate Policies*

### **Advising**

Advising is handled as a decentralized activity within the college. To offer personalized attention, each academic unit establishes its own graduate advising procedures. Students are encouraged to make appointments through the central office of their major discipline.



College of Design policies:

### *Undergraduate Policies*

#### **Critical Requirements and Milestones**

For more information about critical requirements, including the milestone, see <http://design.asu.edu/students> [1].

##### **Critical Requirements**

A new or transfer student who has been admitted to the university and has selected a college major is admitted to the program of his or her choice. Each student must meet all critical requirements including the milestone at the end of the second semester. For international students whose native language is not English, TOEFL scores are required.

##### **Milestone**

Passing the milestone at the end of the second semester is competitive. Consult the requirements of each major for details. Students who are interested in more than one program must meet the milestone requirements for both and must submit separate applications and portfolios, as required by the program. Transfers requested past the second semester are considered only if vacancies occur, and such transfers are limited to students with equivalent course work who are competitive with continuing students. Students who do not meet the critical requirements but pass the milestone are not dismissed from the university and may transfer to other programs.

##### **Transfer Credits**

While the university accepts credits transferred from other accredited institutions, transfer credits are not applied to specific degree programs until reviewed and accepted by the appropriate academic units. Transfer course work must be equivalent in both content and level of offering. In addition, a review of samples of work (portfolio format) from previous studio classes is required to receive credit for studios. Students who change majors to transfer into the college or one of its program areas must have a minimum cumulative GPA of 2.50.

##### **Change of Major**

Current ASU students who wish to change majors to one of the college's degrees must have a cumulative ASU GPA of 2.50 or higher.

##### **Academic Advising**

While the college provides academic advising, it is ultimately the responsibility of each student to fulfill academic and program requirements. Advising and record



keeping for students majoring in architecture, landscape architecture, graphic design, housing and community development, industrial design, interior design, urban planning, and the B.A. in design studies are the responsibility of a college academic advisor, located in CDS 115. General career advising is available from all faculty members. Administration of program requirements is the responsibility of the head of the academic unit and the dean.

### **Appeals Procedures**

Academic appeals and requests for variances are typically made to the student's advisor and then, if necessary, to the head of the appropriate academic unit, the College Standards and Appeals Committee, and finally, the dean. A student who feels unjustly treated in academic or other matters relating to his or her career as a student may contact a college academic advisor or may take the grievance to the college ombudsperson.

### **Academic Standards**

A student in any of the college's programs is placed on probation when he or she fails to maintain a cumulative GPA of 2.00. Students on probation must observe rules or limitations the college imposes on their probation as a condition of retention. If, after one semester on probation, the overall GPA is not at least 2.00 and the conditions of probation have not been met, the student is disqualified for a minimum of two full academic semesters; however, students whose cumulative GPA is below 2.00, but are still in academic good standing according to university standards, are ineligible to major in a College of Design program, but may be eligible for majors in other colleges at ASU. A disqualified student may attend summer sessions at ASU to raise their cumulative GPA. If a 2.00 or higher cumulative GPA is achieved upon completion of summer course work, the student may petition the college for early reinstatement. Appeals may be made to the college Standards and Appeals Committee; see an academic advisor for the necessary appeals forms. There are also other options available for immediate reinstatement for qualified students; see an academic advisor to discuss these options. For more information, see Retention and Academic Standards.

Students must earn a grade of "C" (2.00) or higher in studio courses in order to progress to the next studio in sequence. If a student is already registered for the next studio, and has earned a grade of "D" or "E" in the prerequisite studio, the student will be administratively dropped from the subsequent studio.

### **Retention Standards**

Students who have passed the milestone are placed on probation when any of the following occurs:

- Failure, incomplete or withdrawal from any required course.
- A semester GPA below 3.00.
- A grade of "D" (1.00) or "E" (0.00) in a design studio, a design laboratory or a design lecture.

- Violation of the university's Code of Student Conduct or any admission agreement.

Students on probation must observe rules or limitations that the college or academic unit places on their probation as a condition of continuation. Students may be removed from a program (but not necessarily the university) when any of the following occurs:

- The requirements imposed are not met or the probationary semester GPA is below 3.00 after one semester on probation.
- Failures or withdrawals in required courses are not resolved at the next offering of the course.
- They fail or withdraw from required sequential courses.
- Incompletes in required sequential courses are not completed before the first day of class of the next semester.

A student removed from a program is not guaranteed reinstatement in the program even if probation requirements or requirements placed on readmission are fulfilled. Appeals may be made first to the appropriate academic unit and, if necessary, to the college Governance and Grievance Committee. For more information, see Retention and Academic Standards.

#### Incompletes

Students are responsible for contacting the instructor regarding the process of requesting and fulfilling an incomplete. Tardiness in contacting the instructor may result in a failing grade. Students must obtain official "Request for Grade of Incomplete" forms at <http://design.asu.edu/students/forms.shtml> [2]. The completed form must include a justification, a listing of requirements that have not been fulfilled and a proposed schedule of completion. The instructor reviews the request, proposes modifications if necessary, and submits a copy of the request to the appropriate office. An incomplete in any course that is a prerequisite for sequential courses automatically denies enrollment in subsequent courses or could result in the student being administratively dropped from a subsequent course if they are already enrolled in it. For more information, see Incomplete.

#### Withdrawals

University withdrawal regulations apply to all courses. In addition, because the college's curricula are modular and sequential and because space in the programs is limited, a student is expected to progress through the curriculum with his or her class. Withdrawal from a required critical-requirements course automatically places a student on probation. Withdrawal from a required course after the milestone in a required sequence automatically removes the student from the program beginning the subsequent semester. For more information, see Grading System.

#### Pass/Fail or Credit/No Credit

The only courses accepted toward graduation with a grade of pass/fail or credit/no credit are internships and field studies.

### *Graduate Policies*

#### **Advising**

##### Architecture

Students should consult the school's Web site at <http://design.asu.edu/sala/index.shtml> [3] for general information about the programs and admission procedures. In addition, a graduate coordinator is available for professional advising. For more information, call 480-965-3536 or send an e-mail to [sala.grad@asu.edu](mailto:sala.grad@asu.edu) [4]. For information about the undergraduate program and for undergraduate advising, send an e-mail to [design.advising@asu.edu](mailto:design.advising@asu.edu) [4].

##### Design

Preadmission information, advising, and continued support are provided by the coordinator of the program. General information can be found on the program's Web site at <http://design.asu.edu/sdi/index.shtml> [5]. For additional information, send an e-mail to [design.grad@asu.edu](mailto:design.grad@asu.edu) [6].

##### Planning

Students should consult the school's Web site at <http://design.asu.edu/planning/index.shtml> [7] for general information about the program and admission procedures. The school's student coordinator provides admission information, general program information and general advising. The school's director and MUEP program coordinator provide professional advising and continued support. For more information, call 480-965-7167, or access the school's Web site at <http://design.asu.edu/planning/index.shtml> [7].

Source URL: [http://catalog.asu.edu/policies/design\\_and\\_arts](http://catalog.asu.edu/policies/design_and_arts)

#### Links:

[1] <http://design.asu.edu/students>

[2] <http://design.asu.edu/students/forms.shtml>

[3] <http://design.asu.edu/sala/index.shtml>

[4] <mailto:design.advising@asu.edu>

[5] <http://design.asu.edu/sdi/index.shtml>

[6] <mailto:design.grad@asu.edu>

[7] <http://design.asu.edu/planning/index.shtml>

## Mary Lou Fulton Institute and Graduate School of Education Policies

Due to recent organizational changes approved by ABOR, the following policies are under review.

### *Undergraduate Policies*

#### **Advising**

All new students are required to meet with an academic advisor before registering for their first semester. To further assist and support freshmen in their first year, these students are also required to meet with an advisor before registering for their second semester. Each fall, freshmen are notified of "Welcome Week." This is an opportunity to consult with advisors regarding academic difficulties, avenues for student involvement in campus activities, and preparation of spring schedules. To schedule an appointment with an advisor, call 480-965-5555.

### *Graduate Policies*

General career advising in a program can be obtained by contacting the director of the division or the coordinator of the program in which a degree is offered. After admission to a degree program, specific advice related to degree activities is provided by supervisory committees. Graduate students pursuing teacher certification should first contact the Office of Student Services in EDB L1-13. For more information, call 480-965-4854.

#### **Continuous Enrollment and Reentry**

Once admitted to a Ph.D. or Ed.D. degree program, the student is expected to be enrolled continuously, excluding summer sessions, until all requirements for the degree have been fulfilled. Continuous enrollment promotes steady progress toward the completion of the degree and an ongoing relationship between the student and faculty offering the program. If additional credit is not required toward the Ph.D. degree, the student may enroll for 595, 695, or 795 Continuing Registration. Continuing registration does not carry credit; no grade is given. If a program of study must be interrupted for one semester, the student may apply for leave status. However, this leave status can not exceed one semester. A student on leave is not required to pay fees, but is not permitted to place any demands on university faculty or use any university facilities. A student who interrupts a program without obtaining leave status may be removed automatically by the Graduate College, under the assumption that the student has decided to discontinue the program. A student removed by the Graduate College for this reason may reapply for admission;

the application is considered along with all other new applications to the degree program.

An application for leave status, endorsed by the members of the student's supervisory committee and the head of the academic unit, must be approved by the dean of the Graduate College. This request must be filed and approved no later than the last day of registration in the semester of anticipated absence.

### **Interdisciplinary PhD Lack of Progress Policy**

Students admitted to the interdisciplinary Ph.D. program must be continuously enrolled to remain active in the program. This means that students must be enrolled for at least one hour every fall and spring semester from the first semester of enrollment until graduation. A student can be placed on academic probation for the following reasons:

1. Failing to meet the scholarship requirements of the Graduate College, a GPA of 3.00 (on a 4.00 scale) or higher, or is placed on probationary status.
2. Unsatisfactory progress as noted on annual review form by mentor or failure to meet for annual review.

A student can be recommended for dismissal from the doctoral program if the following rules are not adhered to:

1. Students have four years from the date of admission to admission to candidacy.
2. Students have five years after advancing to candidacy to complete and pass their dissertation. Students who are not enrolled in dissertation hours and who are not making sufficient progress toward defending their dissertation can be withdrawn from the program due to lack of progress.
3. Two semesters of probationary performance constitutes grounds for dismissal from the degree program.

Dismissal for any of the reasons cited above is automatic. The student receives notice from the Curriculum and Instruction Graduate Programs office that he or she has been removed from the program. A student may appeal any action concerning dismissal by petitioning the interdisciplinary executive committee.

Source URL: <http://catalog.asu.edu/policies/education>

### **Ira A. Fulton School of Engineering Policies**

The Ira A. Fulton School of Engineering educates undergraduate and graduate engineering students, giving them the knowledge, skills and attitudes they need for success in technically-oriented careers. The school provides students with a range of educational opportunities by which they may achieve excellence in the major branches of engineering, computer science and construction management.

The Ira A. Fulton School of Engineering takes pride in its diversity, its economic and cultural heritage, and in the quality of its graduates. It strives to be an integral part of the community it serves and a lifelong presence in the lives of those within its compass. The school's educational and research programs are built around the following principles: entrepreneurship; use-inspired research and scholarship; a focus on the individual; intellectual fusion of unique and distinct disciplines; social embeddedness in the local, national and international community; and global engagement.

For more information, see <http://fulton.asu.edu/fulton/> [1].

### **Fulton School of Engineering Aspirations**

Graduates from any of the school's programs will be technically sound. In addition to technical competency, the Ira A. Fulton School of Engineering aspires to develop leaders who are aware of biological issues, well-read, well-spoken and knowledgeable about current business practices. To this end, the school offers enhanced curricula, special courses and extracurricular activities to enrich the student's stay and to offer every student opportunities to achieve the school's aspirations.

All the programs within the school are professional programs, and hence professionalism is an important component of all the curricula. The school strives to help students understand and value the various aspects of professionalism, including ethical behavior, a desire for life long learning, the ability to communicate with others, and an awareness of how the profession fits into and impacts society. As a first step in ethics, all students are expected to follow student code of conduct and rules of academic integrity defined by the university, as outlined at <http://www.asu.edu/studentaffairs/studentlife/srr/index.htm> [2].

### **First-Year Composition Requirement**

Completion of the first-year composition requirement [3] is required for graduation.

### **Graduation Requirements**

To qualify for graduation, a student must have a minimum cumulative ASU GPA of 2.00 in addition to having a GPA of at least 2.00 for the courses in their major field.

### **University Graduation Requirements**

In addition to department and school requirements, students must meet all university graduation requirements [4]. A well-planned program of study enables students to meet all requirements in a timely fashion. Students are encouraged to consult with an academic advisor in planning a program to ensure that they comply with all necessary requirements.

## *Undergraduate Policies*

### Evaluation of Previous Course Work

Transferring from one institution to another or between programs can result in a net loss in credits that count toward the degree. Thus, it is important for students who contemplate transferring into the Ira A. Fulton School of Engineering from another institution, whether a community college or four-year institution, to carefully study the catalog material pertaining to the particular program to get a sense of what courses may transfer.

Credit is granted for transferred courses deemed equivalent to corresponding courses in the selected program of study, subject to grade and ASU resident credit requirements. No grades lower than “C” (2.00) are accepted as transfer credit to meet the graduation requirements of the school. Credits transferred from a community college or two-year institution are applied only as lower-division credits. For a listing of the acceptable courses transferable to the various degree programs, prospective Arizona transfer students should consult their advisors and refer to the ASU transfer tools available at <http://articulation.asu.edu/> [5].

It should be noted that some courses taken in other ASU colleges or other universities may be acceptable for general university credit but may not be applicable toward the degree requirements of the school. Determination of those particular courses applicable to a specific degree program is made within the appropriate academic unit with approval of the dean.

### Currency of Course Work

Courses taken more than five years before admission to degree programs in this school are not normally accepted for transfer credit, at the option of the department in which the applicant wishes to enroll. Courses completed within the five years preceding admission are judged for their applicability to the student’s curriculum.

### General Education Development

Students admitted to the university after successful completion of the General Education Development (GED) examination are directly admitted to the Ira A. Fulton School of Engineering (Bachelor of Science in Engineering or Bachelor of Science) program within their major, provided they meet the minimum ACT or SAT score required for admission as listed in the table for Ira A. Fulton School of Engineering admission requirements for freshmen and transfer students.

### Readmission

Undergraduates who have been away from the university for one or more semesters and want to return to ASU in an Ira A. Fulton School of Engineering program, are required to apply for readmission through the university registrar’s office. Students who left ASU as ineligible or disqualified must first request reinstatement (see number four below). All other requests are processed as follows:

1. School of engineering students seeking readmission to the same school program they left are readmitted directly to the Bachelor of Science in Engineering or Bachelor of Science degree program they left with the same academic standing (i.e., good academic standing or on probation) they had when they left ASU.
2. School of engineering students and non-school of engineering students, who are seeking readmission to an Ira A. Fulton School of Engineering program other than the program they left, and who have an ASU GPA of 3.00 or higher, are readmitted directly to the Bachelor of Science in Engineering or Bachelor of Science degree program with the same academic standing (i.e., good academic standing or on probation) they had when they left ASU.
3. School of engineering students and non-school of engineering students seeking readmission to an Ira A. Fulton School of Engineering program other than the program they were in when they left, and who have an ASU GPA less than 3.00 are subject to the admission by change of major process. These requests for readmission are reviewed on an individual basis. If the request for readmission is approved, the student is readmitted directly to the new Bachelor of Science in Engineering or Bachelor of Science degree program with the same academic standing (i.e., good academic standing or on probation) they had when they left ASU.
4. School of engineering students and non-school of engineering students seeking readmission to an Ira A. Fulton School of Engineering program, who left ASU with either ineligible or disqualified status are subject to the school's reinstatement process, which requires review by the school and program. Approval of reinstatement requires completion of at least 15 hours of appropriate non-school course work with a GPA of 3.00 or higher and a cumulative (ASU + transfer) GPA of at least 2.50. If the reinstatement request is approved and the readmission request involves a change of major, then the change of major review must be completed. All students who gain readmission through reinstatement will return on continued probation in the appropriate Bachelor of Science in Engineering or Bachelor of Science degree program.

Once readmitted, returning students are required to meet with a program advisor before enrolling in courses at ASU.

### **Advising**

Successful completion of a program in the Ira A. Fulton School of Engineering requires careful planning. While final responsibility for becoming familiar with and understanding academic degree requirements lies with the student, each department employs professional academic advisors who work with students in setting academic and career goals, understanding school and university policies and procedures, meeting degree requirements and becoming familiar with the university's and the school's sources of academic support. Students may also work with a faculty advisor familiar with the chosen field of specialization. Students should consult with an advisor prior to registering each semester.



Students are encouraged to utilize the eAdvisor (<https://webapp.asu.edu/eadvisor/> [6]) tool for academic planning. eAdvisor provides critical requirements and major maps (<https://webapp.asu.edu/eadvisor/MajorMaps.html> [7]), which are individualized student reports that lay out a specific, clear and accurate path to timely completion of the intended degree.

Many students find it necessary to work while attending ASU. The working student should endeavor to create a careful balance of work and class responsibilities to avoid academic problems. Students should inform faculty and professional advisors of any outside work or activity so that course loads may be adjusted accordingly.

Advisors and staff in the Office of the Associate Dean for Academic and Student Affairs in the school are available to assist individual students with many different types of advising issues. They work with students to answer general questions about policies and procedures; help with registration transactions; administer the probation, disqualification and readmission processes; oversee disciplinary actions; hear grade grievances and assist with other administrative matters. For more information, see <http://www.fulton.asu.edu/fulton> [8].

## **Registration**

Students are required to register for courses using one of the university-provided processes. As part of the registration process, the school enforces the following registration restrictions.

### **Mandatory Advising**

All first-year students, student athletes, and students who are found to be having academic difficulty are required to be advised before they can register for classes, including winter and summer sessions. Some programs relax the advising requirement after the first year, so students should consult their department to determine if advising is required.

### **Maximum Hours**

Students enrolled in an undergraduate degree program in this school may register for a maximum of 19 credit hours per semester. Any student wanting to register for more than the maximum must submit a college standards petition and have an approval on file prior to registering for the overload.

### **Probationary Status**

Students who have been placed on academic probation must be advised by a faculty or professional advisor from within the academic unit of their major and complete the Student Self Assessment for Academic Success form at <http://www.fulton.asu.edu/fulton/students/sas/academicstandards.php> [9]. The form is designed to assist students in identifying a path to academic success. Students on probation are limited to 13 credit hours.

### **Undergraduate Nondegree Status**

Students who are enrolled in an undergraduate nondegree status in the school must

obtain advising and approval to register from the Office of the Associate Dean of Academic and Student Affairs before registering each semester.

#### Course Prerequisites

Students should consult the schedule of classes and the catalog for course prerequisites. Students who register for courses without the designated prerequisites may be withdrawn without the student's consent at any time before the final examination. Such withdrawal may be initiated by the instructor, the chair of the department offering the course, or the dean of the college. In such cases, students will not receive monetary reimbursement.

#### Pass/Fail Grades

Students enrolled in the school do not receive degree credit for pass/fail courses taken at this institution. In addition, no course in this school is offered for pass/fail credit. Students requesting credit for pass/fail courses taken at another institution must file a college standards petition to the department of their major. Each request is judged on its particular merits.

#### Non-Ira A. Fulton School of Engineering Students

Students who are not admissible to programs in this school and who enroll in another school at ASU, may not register for any 300- or 400-level courses in the school unless the course(s) are required in their degree program and the students have the proper course prerequisites.

### **Academic Standards**

The school has developed and enforces a number of academic standards. These standards are designed to support students and ensure the quality of the school's graduates.

#### Student Responsibilities

Students need to make many decisions as they complete their degrees. While the school and the university have a number of resources available (e.g., faculty, courses, advisors and tutors) to help in making the decisions, students are expected to take responsibility for their decisions.

#### Satisfactory Progress

Students are expected to select and successfully complete courses that lead to the timely completion of their degree. Students are said to be making satisfactory progress if they fulfill all of the following:

1. Maintain an acceptable GPA.
2. Enroll and complete critical tracking requirements.
3. Complete courses each semester that are applicable to their degree.

Students who are making satisfactory progress are said to be in good standing.

## Probation

Some students do not make satisfactory progress and these students generally need extra attention and resources to help them get back to academic good standing. Such students are placed on probation to help ensure that they get the necessary help. There are many reasons why students fail to make satisfactory progress. Working with an academic advisor to plan a strategy for success is crucial. Students may be required to reduce their course load (13 credit hours maximum), retake courses or even take courses outside of the program, if the advisor judges these measures will help bring the student back to academic good standing. To return to academic good standing in the Ira A. Fulton School of Engineering, students with probation status need to earn a minimum semester GPA of 2.25 and earn a minimum cumulative ASU GPA of 2.00 at the end of the probation semester. If enrolled in only one course a grade of "C+" (2.33) or better and a minimum cumulative ASU GPA of 2.00 is required to obtain academic good standing.

## Conditions for Probation

A student is placed on probation when specific academic expectations are not met. Some conditions trigger an automatic placement on probation whereas others trigger an automatic review of the student's case to determine if probation is warranted. When a probation review is triggered, the final decision is made by the student's department, which also determines any conditions of probation.

Automatic probation is triggered by any of the following:

- A semester or summer session with a GPA less than or equal to 1.50.
- Two successive semesters with GPAs less than 2.00.
- An ASU cumulative GPA less than 2.00 (for more than 55 credit hours).

Automatic review is triggered by any one of the following:

- An ASU cumulative GPA less than 2.00 (0 to 55 credit hours).
- A cumulative GPA in the major of less than 2.00.
- A failure to complete any courses appropriate for the degree during each semester.

Courses completed during winter session are not used to reevaluate a student's spring semester probationary status. Courses completed during summer sessions are not used to reevaluate a student's fall semester probationary status.

## Ineligibility

Students who are on academic probation and fail to meet the school's retention standards become ineligible to continue working toward a degree within the school. Ineligible students who cannot transfer to another program within ASU are designated as disqualified.

Ineligibility occurs if the probationary student does any of the following:

- Does not attain a semester GPA of 2.25 or higher.

- Has a cumulative GPA below 2.00 at the end of the probationary semester.
- Has already been on probation for two consecutive semesters.
- Failed to complete any courses appropriate for the degree during each semester.

Ineligible students are subject to the following limitations:

1. Students who change colleges may not register for courses in engineering unless the courses are required by their new major.
2. Students who register for courses in the school may be withdrawn from these courses any time during the semester they are registered.

Ineligible students are encouraged to consider these options:

1. Student may be eligible to change their major to another college if they have an acceptable cumulative GPA. The acceptable GPA level depends on the number of hours of completed course work. Students should check with an advisor in the Office of Academic and Student Affairs to determine if they are eligible.
2. Student may take nonengineering courses during summer and winter sessions.
3. Student may request a review of their status by contacting the Office of Academic and Student Affairs.

#### Reinstatement Process

Students who were ineligible or disqualified when they left the Ira A. Fulton School of Engineering and ASU must request reinstatement as part of the readmission process.

Reinstatement:

1. Is only considered after a student has remained out of the school for a minimum of 12 months.
2. Requires a student to supply proof that he or she is now capable of successfully completing courses in the discipline (e.g., completing at least 15 hours of appropriate course work at another postsecondary institution at a GPA of 3.00 or higher).
3. Requires a combined ASU plus transfer GPA of 2.50 or higher.

If the reinstatement request is approved and the readmission request involves a change of major, then the change of major review must be completed. All students who gain readmission through reinstatement return on probation in the program to which the student is being readmitted.

### *Graduate Policies*

#### **Policy for Maintaining Satisfactory Progress**

A student who has been admitted to a graduate degree program in the Ira A. Fulton

School of Engineering, with either regular or provisional admission status, must maintain a 3.00 or higher GPA in all of the following:

1. All work taken for graduate credit (courses numbered 500 or higher).
  2. Course work in the student's approved plan of study.
  3. All course work taken at ASU (overall GPA) post-baccalaureate.
- A. A student will be placed on academic probation if one or more of the student's GPAs listed above falls below 3.00. Students will be notified by mail when placed on academic probation.
  - B. A student will earn academic good standing by obtaining a 3.00 or better in the GPAs listed above by the time the next nine hours are completed. Course work such as research and dissertation registration that are for "Z" (in progress) or "Y" (satisfactory) grade cannot be included in these nine hours.
  - C. A student may be recommended for withdrawal from a graduate program if the student fails to increase all of the GPAs listed above to 3.00 or better by the time he/she completes at least nine credit hours as defined in section B.

A student may appeal actions concerning withdrawal by petitioning the departmental unit in which they are enrolled.

Academic units in the Ira A. Fulton School of Engineering can expand this policy statement to include additional policy governing the satisfactory academic progress of the students in their graduate programs.

#### Additional Graduate Policies

Full details of policies related to graduate students in the Ira A. Fulton School of Engineering can be found on each department's Web page. For a list of departments, visit <http://fulton.asu.edu/fulton> [10]. University policies related to graduate students can be found at <http://graduate.asu.edu> [11].

Source URL: <http://catalog.asu.edu/policies/engineering>

#### Links:

[1] <http://fulton.asu.edu/fulton/>

[2] <http://www.asu.edu/studentaffairs/studentlife/srr/index.htm>

[3] [http://catalog.asu.edu/ug\\_grad\\_req#first\\_year\\_composition](http://catalog.asu.edu/ug_grad_req#first_year_composition)

[4] [http://catalog.asu.edu/ug\\_grad\\_req](http://catalog.asu.edu/ug_grad_req)

[5] <http://www.asu.edu/provost/articulation>

[6] <https://webapp.asu.edu/eadvisor/>

[7] <https://webapp.asu.edu/eadvisor/MajorMaps.html>

[8] <http://www.fulton.asu.edu/fulton>

[9] <http://www.fulton.asu.edu/fulton/students/sas/academicstandards.php>

[10] <http://fulton.asu.edu/fulton>

[11] <http://graduate.asu.edu>

## **Honors - Barrett, The Honors College Policies**

### **Curriculum**

Students planning to graduate from Barrett must also graduate from a disciplinary college. The ASU honors curriculum normally allows students to finish all requirements within the 120 credit hours of credit usually required for graduation. Thirty-six of those credits are honors courses—with a minimum of 18 upper-division credits.

### **Special Programs**

#### **Lorraine W. Frank Office of National Scholarship Advisement**

The Lorraine W. Frank Office of National Scholarship Advisement assists students by identifying nationally competitive programs appropriate to each person's intellectual and career goals, nurturing these prospective applicants and advancing their candidacy. This office, administered by the college, serves the entire ASU community. ASU students regularly earn distinction in the most rigorous and prestigious scholarship competitions. Many pursue enhanced degree programs and research projects under the auspices of Goldwater or Truman Scholarships. Other students undertake postgraduate study in the United States and abroad as Rhodes, Marshall, Fulbright, Udall, National Science Foundation or Mellon Scholars. Many others have been recognized by a range of postgraduate awards, fellowships and assistantships. This office does not administer any need- or merit-based student financial assistance. For more information, call 480-965-5894.

#### **Undergraduate Research Opportunities**

Undergraduate research and creative opportunities are available across many disciplinary programs, centers and institutes at ASU. Barrett maintains lists of current opportunities, available by accessing the college's Web site at <http://honors.asu.edu> [1]. In addition, the college actively seeks new opportunities matching student training with emerging research on campus

#### **Study Abroad**

Students in Barrett have exclusive access to study abroad programs that significantly enhance their educational experience. Directed and taught by Barrett faculty, these programs usually occur during the first summer session and last between five and six and a half weeks and allow students to earn honors credit while overseas. The five current programs offer students the privilege of studying in several of the most significant and dynamic cities in China, Europe and Latin

America. The London, Dublin and Edinburgh program has been offered since 1995, the Paris and Loire Valley program since 1998, the Latin American program since 2002, the China program in 2007 and the Athens, Crete and Rome program started in 2008. The International Programs Office offers semester- and year-long programs abroad for students who desire a fuller experience. Often, students who have participated in one of Barrett's summer programs realize the major benefits of studying abroad and choose to continue through extended programs.

Beginning in Fall 2009 a limited number of Barrett students will participate in an honors exchange program in Singapore through a partnership with the University Scholars Programme at the National University of Singapore.

#### Internships, Mentorships and Opportunities

Students in Barrett may participate in special internship opportunities—in government, industry and the private sector—throughout metropolitan Phoenix. The college maintains a database of special opportunities, including community service and international and cultural events. For more information, call 480-727-6993.

#### Events and Programming

Students enrolled in Barrett are given special access when important contributors to contemporary thought in society visit ASU. Each year the college hosts the university's premier scholar-in-residence program, the Centennial Lecture. Past guests include novelist Carlos Fuentes, paleontologist Steven Jay Gould, psychiatrist Robert Coles, microbiologist Lynn Margulis, essayist Susan Sontag, paleoanthropologist Meave Leakey, American Indian author N. Scott Momaday, Pulitzer Prize winning authors David Halberstam and Anna Quindlen, prolific and wide-ranging African American author and National Book Award recipient Charles Johnson, playwright Edward Albee, a prominent innovator in modern American drama and Kathleen Sullivan, a renowned constitutional law scholar. In 2008 the Centennial Lecturer was Leonard Downie, Jr., former executive director of the Washington Post.

The college is also home to the John J. Rhodes Chair, designed to bring persons to the college who have significantly contributed to civic life and distinguished themselves as public service leaders. Students have unique opportunities to engage intellectually with these outstanding visiting lecturers. In 1998, the college was honored to have Dr. Henry A. Kissinger serve as the inaugural chair. American Indian scholar Donald Lee Fixico was the 2002 Rhodes Lecturer, followed by Jean Strause, notable biographer of J. P. Morgan in 2003, world-renowned astronomer David Levy in 2004 and leading alternate energy expert Hal Harvey in 2005. The Rhodes Lecturer in 2006 was economist and author Silvia Ann Hewlett, followed by long-time CNN anchor and journalist Aaron Brown in 2007, author Eric Schlosser in 2008 and Newsweek senior editor Jonathan Alter in 2009.

### Additional Benefits

Barrett, The Honors College at Arizona State University is the site of the nation's first purposely-designed four-year residential honors college campus. The new Barrett campus stands alone among honors colleges for its size and comprehensiveness of services. The honors campus offers housing to 1,700 students and features its own dining center, classrooms, café, faculty and administrative offices and activity space. Amenities include a fitness center, computer lounge and lab, amphitheater, classrooms, outside activity courts and dining hall with covered terrace, garden and special dining rooms for events. The campus also features a student-driven sustainable living and learning community with low consumption plumbing fixtures, enhanced energy monitoring, a green roof and organic garden. Barrett and all its facilities and services are fully available to every honors student, regardless of where he or she lives.

The Honors Halls of Residence offer students an integrated living-learning environment. Barrett has its own faculty and academic advisors to serve all honors students. Classrooms, recreational and study lounges and a state-of-the-art computing lab make up the principal facilities of the college.

Students enrolled in Barrett receive priority at preregistration and have extended checkout privileges in the campus libraries. Honors courses in disciplinary departments are typically limited to 25 students. Honors courses (with the prefix HON) are usually limited to 19.

Students who meet all requirements of both their disciplinary college and Barrett receive transcript recognition of that accomplishment, as well as special acknowledgment during graduation ceremonies and collegiate honors convocations.

Barrett students have diverse interests and strong records of success. Many are accepted into the nation's finest graduate and professional programs, including at Chicago, Cornell, Harvard, Michigan, MIT, Northwestern, Stanford, UC-Berkeley, Virginia, Wisconsin and Yale. Many students have published portions of their honors theses and have presented their work at national and regional meetings of scientific and honors societies.

### Admission

Students who have demonstrated high levels of academic achievement in high school or college may apply for admission to Barrett. All candidates for admission must file an application to the college separate from their ASU application.

Applicants are evaluated on the basis of their high school GPA (Arizona Board of Regents GPA based on 16 competency courses), high school class rank and performance on the SAT or ACT; as well as talents that contribute to leadership and community service. Continuing ASU or transfer students are evaluated on their college GPA.



Application forms and additional information about the college and its activities are available by calling 480-965-2359 or by accessing the Web site at <http://honors.asu.edu> [1].

### Retention

Honors students must maintain high standards of academic performance and show progress toward completion of graduation requirements in their disciplinary majors and in Barrett. In order to graduate from Barrett, students must complete the following (which includes a total of 36 credit hours of honors course work):

1. HON 171 and 272/273 The Human Event must be completed by the time a student has earned 45 credit hours at ASU. Students are placed on inactive status if this requirement is not met.
2. Thirty additional credit hours of honors course work must be earned with a letter grade of "C" (2.00) or higher. This may include HON prefix classes, honors sections of classes, honors contracts or any automatic honors course such as ENG 105 (in-person sections), CHM 117, CHM 118 or PHY 333, or any graduate-level course.
3. Included in the 30 credit hours of honors course work are 18 hours of upper-division or graduate-level honors credits for an earned letter grade of "C" (2.00) or higher, including six credit hours of honors course work outside the academic major. Students should investigate specialized honors upper-division tracks within their majors.
4. Upper division transfer students (defined as 60 or more university credits completed at the time of Barrett application) must complete a three credit 300-level upper-division HON special topics course in addition to the 18 required hours of upper-division honors course work. A total of 21 hours of upper-division honors course work are required for these transfers because transfers do not have time to complete all 36 honors hours.
5. Students are required to complete an honors thesis/creative project for at least three credit hours though students are encouraged to complete six thesis credit hours. The thesis credit hours may be included in the 18 required hours of upper-division honors course work. The thesis is launched with a prospectus form due one academic year before the defense. The final copy must be filed by the last week of classes during the student's graduation semester.
6. ASU graduation requirements in an academic major must be met.
7. The student must maintain a cumulative ASU GPA of 3.25 or higher.

Barrett students are expected to meet regularly with honors advisors. Three sessions are mandatory: one during the first semester in Barrett, one during the third semester and another during the sixth semester. To make an appointment with an honors advisor, call 480-965-9155. Office hours are Monday through Friday 8 a.m. to 5 p.m., in MB C100-L1.

### Course Requirements

Barrett course requirements may be met in a variety of ways. There are two specific

required courses for first year students. Only courses in which a student receives a grade of "C" (2.00) or higher may be used to meet Barrett requirements.

Those entering the college as lower-division students must take 18 lower-division honors credits, which include HON 171 and 272/273 The Human Event. This cross-disciplinary seminar acquaints them with ideas that form the foundation of a university education and emphasizes critical thinking, discussion and writing. Barrett students complete HON 171 and 272/273 during their first 45 units at ASU.

Those who enter as upper-division students must take 21 upper division honors credits, including a required 300-level honors course. Junior-level seminar courses introduce them to critical thinking, discussion and writing in a topical area chosen by the instructor. It is expected that all students complete this course no later than the first or second semester after transferring.

Departmental honors-only courses carrying footnote number 19 in the Online ASU Schedule of Classes are limited to honors students and others who receive special permission from the instructor to enroll. Enrollment in these courses is limited. Compared to their nonhonors equivalents, these courses are designed to offer a richer, more complex intellectual experience appropriate to the discipline and the level of the course for all students enrolled. Other disciplinary honors courses group honors students in small cohorts to work on research projects of common interest.

Honors contracts are available in many departmental courses allowing honors students to contract with the instructor of designated nonhonors courses to earn honors credit by pursuing enrichment activities, which may include supplemental sessions with the instructor. Honors contracts must be filed during the first four weeks of class and completed during the semester in which the course is offered. Each contract form offers guidelines to aid students and faculty in developing appropriate contracts.

Course numbers listed in the online ASU schedule of classes as 298/492 Honors Directed Study, 493 Honors Thesis, 497 Honors Colloquium and all classes with the HON prefix are reserved for students in Barrett and always count for honors credit. Students may receive credit for more than one of each of these courses in a given department.

Departmental courses with the number 493 are reserved for honors students completing their honors theses and creative projects. A student may enroll for these courses only with the approval of the sponsoring academic department and of the faculty member who serves as the student's thesis director. Course numbers listed in the online ASU schedule of classes as 493 fulfill the student's upper-division literacy and critical inquiry (L) General Studies requirement.

There are certain courses that carry automatic honors credit. These include ENG 105 (any in-person section) and CHM 117 and 118. MAT 300, PHY 201 and PHY 333,

when taken by students with 45 or fewer credit hours also carry automatic honors credit, as long as the student receives a grade "A" (4.00) or "B" (3.00). Graduate level courses automatically earn honors credit.

### **Honors Transcript Recognition**

All courses used to fulfill graduation requirements for Barrett must carry earned letter grades of at least "C" (2.00). A "Y" grade meets college requirements only for HON 492 Honors Directed Study and HON 493 Honors Thesis.

#### **Graduation Requirements**

To graduate through Barrett, students must

1. Complete all honors course requirements.
2. Complete all required credit hours of honors course work with a grade of "C" (2.00) or higher (a "Y" grade is allowed for HON 492, HON 493, and for one-semester-hour courses offered through Barrett) unless otherwise provided for by Barrett and the college of the student's major.
3. Complete ASU graduation requirements in an academic major.
4. Earn a cumulative ASU GPA greater than or equal to 3.25 (4.00 = A).

Source URL: <http://catalog.asu.edu/policies/barrett>

Links:

[1] <http://honors.asu.edu>

## **Walter Cronkite School of Journalism and Mass Communication Policies**

### ***Undergraduate Policies***

#### **Advising**

Students should follow the sequence of courses outlined on school curriculum check sheets, their online degree audits, and the advice of the school's academic advisors. Conscientious, careful planning and early advising are crucial to students who desire to progress through the program in a timely fashion. The critical requirements for freshmen in the Cronkite School are available at <http://cronkite.asu.edu> [1].

### ***Graduate Policies***

#### **Academic Standards and Policies**

Students are required to maintain a 3.00 GPA. Graduate students wishing to take 400-level courses with:

1. JMC 301 as a prerequisite must first successfully complete MCO 501 Newswriting and Reporting.
2. JMC 310 as a prerequisite must first successfully take JMC 415 Writing for Public Relations.
3. JMC 313 as a prerequisite must first successfully complete MCO 598 Introduction to Editing.
4. JMC 330 as a prerequisite must first successfully take MCO 531 Broadcast Journalism.

Contact the department for additional information.

### **Advising**

Preadmission information, advising and continued support are provided by the graduate student support specialist, who can be reached at 602-496-1796.

### **Maximum Time Limit**

Students have six years to complete the program beginning with the date the first course in the program is taken.

Source URL: <http://catalog.asu.edu/policies/journalism>

Links:

[1] <http://cronkite.asu.edu>

### **Sandra Day O'Connor College of Law Policies**

#### ***Graduate Policies***

### **Retention Standards**

College of Law students must maintain a cumulative weighted GPA of 73.00 or higher at the end of the first year and each semester thereafter. Any student who fails to achieve a 70.00 GPA as of the end of the first year is permanently disqualified from the College of Law. A student whose GPA falls in the 70.00 to 72.999 range is disqualified but can apply for readmission to the office of the dean. The office of the dean refers the application to a faculty committee on readmission. In cases where the GPA deficiency is slight and evidence of extenuating circumstances is convincing, readmission may be granted on a probationary status after a review of the reasons contributing to unsatisfactory performance and a finding that there is a substantial

prospect for future acceptable academic performance. Continuation in school thereafter may be conditional on achieving a level of performance higher than the overall 73.00 GPA.

The College of Law Statement of Student Policies contains additional academic and related policies. The Statement of Student Policies can be found on the College of Law Web site at <http://law.asu.edu> [1].

### **Honor Code**

The legal profession, a self-regulating association, depends on the integrity, honor and personal morality of each member. Similarly, the integrity and value of a Sandra Day O'Connor College of Law degree depends on a reputation for fair competition. The college's honor code is intended as a measure to preserve the integrity of the school's diploma and to create an arena in which students can compete fairly and confidently. Copies of the honor code are available from the college's Student Services Office.

### **Advising**

Academic assistance for currently enrolled law students is available through the office of the assistant dean for academic affairs.

### **Admissions Process**

The Sandra Day O'Connor College of Law offers a full-time, daytime program. New students are admitted to the J.D. program for the fall semester only. To be considered for admission to the J.D. program, an applicant must

1. Demonstrate that he or she will have earned an undergraduate degree from an accredited four-year college or university by the time of enrollment in the J.D. program.
2. Take the LSAT and provide a reportable score from that test.
3. Submit a completed application with application fee.
4. Register with the Law School Data Assembly Service (LSDAS). Note: The LSAT and LSDAS are administered by the Law School Admission Council (LSAC). The undergraduate record and LSAT score are only two of many factors considered for admission.

More details about the application process can be found at <http://www.law.asu.edu/admissions> [2]. For an application to be considered timely, it must be postmarked or electronically submitted by Feb. 1. For earlier consideration, the early decision deadline is Nov. 1.

Source URL: <http://catalog.asu.edu/policies/law>

Links:

[1] <http://law.asu.edu>

[2] <http://www.law.asu.edu/admissions>

## **School of Letters and Sciences Policies**

The School of Letters and Sciences offers a liberal arts core curriculum on the Downtown Phoenix campus and a university-wide bachelor's degree in interdisciplinary studies. We provide foundational instruction in humanities, social sciences and natural sciences for all students on the Downtown Phoenix campus, and we are invested in the development of learning-centered course work for students in the College of Nursing and Healthcare Innovation, College of Public Programs and Walter Cronkite School of Journalism and Mass Communication.

The School of Letters and Sciences is designed to respond to the needs of ASU students, faculties of the downtown schools and colleges, the challenges of higher education and our constituent communities. Guiding principles of the school are embedded student success programs, strategic partnerships both inside the university and in the community and interdisciplinary inquiry.

### **ACADEMIC SUCCESS AND INTEGRITY**

#### **Student Responsibilities**

Students need to make many decisions as they complete their degrees. While the school and the university have a number of resources available (e.g., faculty, courses, advisors and tutors) to help in making the decisions, students are expected to take responsibility for their decisions.

All students are expected to follow the rules and deadlines specified in this catalog and the current Registration and Tuition Payment Guide. Students are urged to meet with their academic advisors before registration.

In addition to information provided by an advisor, students must read the requirements for university General Studies, college graduation and major degree requirements in their edition of the ASU General Catalog. The ASU academic catalog is the governing source for all degree requirements.

#### **Credit Requirement**

All candidates for graduation are required to complete at least 120 credit hours, of which at least 45 hours must consist of upper-division courses (courses numbered 300 or higher). A minimum ASU cumulative GPA of 2.00 is required for graduation.

#### **Academic Integrity**

Academic honesty is expected of all students in all examinations, papers, academic transactions and records. Possible sanctions include, but are not limited to, appropriate grade penalties, loss of registration privileges, disqualification and dismissal. The School of Letters and Sciences adheres strictly to the Student Code of

Conduct regarding academic dishonesty. A copy of the Student Code of Conduct may be obtained from your academic advisor, or online at <http://www.asu.edu/studentaffairs/studentlife/srr/index.htm> [1].

## **Degree and Majors**

The School of Letters and Sciences offers the Bachelor of Interdisciplinary Studies (B.I.S.) with majors in interdisciplinary studies and organizational studies. The B.I.S. program is a university-wide degree program that enables students to create interdisciplinary specialties that prepare them for careers in a world that increasingly bridges academic disciplines. Freshmen may not declare a B.I.S. for either major, but sophomores, juniors and seniors who are in good standing can declare either by meeting with an academic advisor.

Interdisciplinary studies is an approach to answering questions, solving problems and addressing contemporary social issues from multiple perspectives. Interdisciplinary students develop the intellectual tools needed to build bridges between academic disciplines and apply their skills, innovations and knowledge in various academic and practical settings. Interdisciplinary studies students select two subject-area concentrations that represent academic interests they wish to integrate into a meaningful program. A four-course core offers students intellectual tools to identify connections between their concentrations and engage in interdisciplinary problem solving.

Organizational studies is intended for students seeking an interdisciplinary degree and a desire to learn about the dynamics of contemporary organizations. Via the organizational studies curriculum, students gain valuable knowledge of management styles, communication strategies, technologies, diversity, ethics and politics. All course work for organizational studies is offered online, giving students freedom and flexibility in completing their requirements. By engaging a breadth of knowledge and experience, and by acquiring the skills to integrate various domains of knowledge, organizational studies students prepare themselves for careers in business, government, nonprofit agencies, healthcare administration or the service industry. Many organizational studies students already have a chosen career field, yet desire a degree that is versatile, flexible, meaningful and affords the opportunity for continued career development and advancement. Organizational studies is offered in partnership with ASU Online and Extended Campus, giving students the flexibility to complete a B.I.S. from just about anywhere.

## **Advising**

Successful completion of any degree requires planning, preparation and persistence. While final responsibility for becoming familiar with and understanding academic degree requirements lies with the student, the School of Letters and Sciences employs professional academic advisors who work with students in setting academic and career goals; understanding school and university policies and procedures; meeting degree requirements; and becoming familiar with the

university's and the school's sources of academic support. Students should consult with an advisor prior to registering each semester.

#### **Mandatory Advising**

The following students in the School of Letters and Sciences must receive advising and must be cleared before registering for classes:

1. Students in their first semester at ASU.
2. Students on probation.
3. Students with a cumulative GPA of less than 2.00.
4. Students who have been readmitted to ASU.
5. Students who have been disqualified (these students are allowed to attend ASU summer and winter sessions only and must be advised prior to registration).

Students are encouraged to check their mandatory advising status each semester before attempting any registration transactions.

#### **Transfer Credit Evaluation**

Courses taken at other institutions are deemed transferable according to ASU policy. The applicability of transfer courses is determined in consultation with the student's academic advisor. In some instances, students will be directed to other departments for the evaluation of certain course work (e.g. first-year composition, math, etc.). Transfer course work must be equivalent in both content and level of offering. Course descriptions and/or syllabi may be required to determine course applicability.

No grades lower than "C" (2.00) are accepted as transfer credit to meet the graduation requirements of this school. Credits transferred from a community college or two-year institution are applied only as lower-division credits. For a listing of the acceptable courses transferable to the various degree programs, prospective Arizona transfer students should consult their advisors and refer to the ASU transfer tools available on the Web at <http://articulation.asu.edu/> [2].

### **Academic Standards and Retention**

#### **Academic Good Standing**

For purposes of retention, academic good standing for all students in the School of Letters is defined as follows:

<b>Total Hours Earned</b>	<b>Minimum Cumulative GPA</b>
24 or fewer	1.60
25-55	1.75
56 or more	2.00



### Probation

A student who does not maintain the minimum GPA standard after each fall or spring semester is placed on academic probation. A student placed on academic probation must meet with an academic advisor before registration for the subsequent semester. A student placed on academic probation has one semester to raise his or her cumulative or semester GPA to meet the academic good standing criteria; otherwise, the student will be disqualified. A student's probation status is only reviewed after spring and fall semesters.

### Continuing Probation

A student earns continuing probation when their semester GPA exceeds the requirement for good standing, but their cumulative GPA falls short of the required GPA. Students can earn continuing probation for multiple semesters; however, students on continuing probation with a semester GPA below the requirements for good standing will be disqualified.

### Disqualification

A disqualified student is notified by the Office of the Registrar and/or the dean of the college and is not allowed to register for a fall or spring semester at the university until reinstated. A student who is on probation becomes disqualified if the student (a) has not returned to good standing, or (b) has not met the required semester GPA. Disqualification becomes effective on the first day of the fall or spring semester following college action. A student who is disqualified may not attend as a nondegree student. If the student has already registered for a future fall or spring semester, the registration is canceled. A student who has been disqualified may apply for reinstatement through the school.

### Reinstatement

Reinstatement to the School of Letters and Sciences is only granted for students that either (a) raise their ASU cumulative GPA to good academic standing (see table below) by taking ASU summer or winter classes, or (b) complete 12 or more transferable credits at another college or university with a GPA of 2.5 or higher and no grades lower than "C" (2.00). All students requesting reinstatement must also meet with an advisor in the School of Letters and Sciences to discuss their situations, identify their options and develop a plan for success. Requests for reinstatements must be made at least five business days before the first day of the semester.

### Readmission

Undergraduates who have been away from the university for one or more semesters and want to return to ASU in the School of Letters and Sciences are required to apply for readmission through the University Registrar's Office. Students that have been granted a leave of absence are not required to request readmission provided they have met the terms outlined in their leave of absence request. Students who left ASU on probation or because they were disqualified must first request

reinstatement. Once readmitted, returning students are required to meet with a program advisor before enrolling in courses at ASU.

#### Concurrent Degrees

Students who wish to obtain concurrent degrees must request approval from the School of Letters and Sciences and the college offering the second degree. Students cannot use their major in one degree as one of their concentrations in a B.I.S. Students who wish to obtain concurrent degrees may not double-count courses from one major to the next, and must have at least 30 different credit hours in each major.

#### Appeals Procedures

Academic appeals and requests for variances or exceptions should be discussed first with the student's advisor and then, if necessary, submitted in writing to the School of Letters and Sciences standards committee. All requests reviewed by the School of Letters and Sciences standards committee for exceptions to university requirements are also reviewed by the University Standards Committee.

#### Registration

Students are required to register for courses using one of the university-provided processes. Students must follow the calendar published in the Registration and Tuition Payment Guide each semester for information and deadlines pertaining to enrollment, adding/dropping classes and withdrawals.

#### Maximum Hours

Students enrolled in an undergraduate degree program in the School of Letters and Sciences may register for a maximum of 18 credit hours for fall or spring semesters, 14 credit hours for summer and three credit hours for winter. Any student wanting to register for more than the maximum must submit a School of Letters and Sciences standards petition and have an approval on file prior to registering for the overload.

#### Course Prerequisites

Students should consult the schedule of classes and the catalog for course prerequisites. Students may be given overrides to facilitate registration while certain prerequisites are in progress; however, all students must ensure that all prerequisites have been completed prior to beginning their classes. Students who register for courses and don't meet designated prerequisites may be withdrawn without the student's consent at any time before the final examination.

#### Pass/Fail Grades

Students enrolled in the school do not receive degree credit for pass/fail courses taken at this institution. In addition, no course in this school is offered for pass/fail credit. Students requesting credit for pass/fail courses taken at ASU in another college or at another institution must submit a petition to the School of Letters and Sciences standards committee.

### Incompletes

Students are responsible for contacting the instructor regarding the process of requesting and fulfilling an incomplete. Incompletes are only given under extraordinary circumstances where the student has completed a majority of their course work, but circumstances beyond the students control are preventing them from completing their course work in that semester. Tardiness in contacting the instructor may result in a failing grade.

### Audit Grade Option

A student may choose to audit a course in which he or she attends regularly scheduled class sessions but earns no credit. The student should obtain the instructor's approval before registering for the course. Note: this grade option may not be changed after the drop/add period.

Source URL: <http://catalog.asu.edu/policies/sls>

### Links:

[1] <http://www.asu.edu/studentaffairs/studentlife/srr/index.htm>

[2] <http://articulation.asu.edu/>

## College of Liberal Arts and Sciences Policies

### *Undergraduate Policies*

#### **Advising**

All students are urged to seek advising in the appropriate college unit before registration. Students must follow the calendar published in the Registration and Tuition Payment Guide each semester for information and deadlines pertaining to enrollment, adding/dropping classes and withdrawals.

In addition to information provided by an advisor, students must read the requirements for university General Studies, college graduation and major degree requirements in their edition of the ASU Academic Catalog. The ASU Academic Catalog is the governing source for all degree requirements.

#### **Regular Advising**

All students are strongly urged to seek advising in the appropriate college unit before registration.

#### **eAdvisor**

In fall 2007, ASU introduced eAdvisor, which gives students the tools to successfully follow their major map to graduation. eAdvisor assists students in

1. Learning more about graduation requirements for their major.
2. Discerning what critical-requirement courses and grades are required to stay on track to successfully complete their degree.
3. Planning for and scheduling appropriate courses in the correct sequence to maximize success.
4. Monitoring progress toward their degree.
5. Finding out how courses may fit into other majors if they decide to change majors.

Access eAdvisor at <https://webapp.asu.edu/eadvisor/> [1].

### Advising Locations

College of Liberal Arts and Sciences students should seek routine advising in the department or school of their major.

The Office of Student and Academic Programs, in FULTN 110, is the central resource center for academic information in the college. Requests from students, departmental advisors and faculty for clarification of rules, procedures and advising needs of the college and university should be directed to that office.

### Advising Holds

The following categories of liberal arts and sciences students must receive advising and must be cleared before their classes are scheduled:

- Students in their first semester at ASU.
- Students on academic probation.
- Students with a cumulative GPA of less than 2.00.
- Students in their first three semesters (in selected departments).
- Students who have been disqualified (these students are allowed to attend ASU summer and winter sessions only and must be advised in the Office of Student and Academic Programs in FULTN 110).
- Students who have surpassed their 65th earned hour.
- Students who are "off-track" in their major.

Students in the above categories should consult an advisor in the department or school of their major. Students are encouraged to see if they have an advising hold each semester before attempting registration transactions.

### Advising for Preprofessional Programs

Special advising is available for students planning to enter the fields listed in the Advising for Preprofessional Programs table. The professional programs shown in the table are not majors in themselves; that is, there are no majors called "premedical," "prelaw," etc. In each program, the student must select an established major in the college or in one of the other colleges.

### Advising for Preprofessional Programs

<b>Professional Field</b>	<b>Advisor Location</b>
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Dentistry	Health Professions, FULTN 110
Foreign service	Department of chosen major
Law	Office of Student and Academic Programs, FULTN 110
Medicine	Health Professions, FULTN 110
Ministry	Department of Religious Studies, ECA 365
Occupational therapy	Health Professions, FULTN 110
Optometry	Health Professions, FULTN 110
Osteopathy	Health Professions, FULTN 110
Pharmacy	Health Professions, FULTN 110
Physical therapy	Health Professions, FULTN 110
Podiatry	Health Professions, FULTN 110

### Health Professions

Students pursuing admission to professional schools in the health professions must choose a major offered by ASU. However, specific courses must be taken to prepare the student to take the MCAT or other entrance examinations and to succeed in post-baccalaureate training. Therefore, students who plan to pursue a health profession should meet regularly with the health professions staff for guidance. While this guidance does not replace the need to meet with an advisor in the department of the student's major, health professions advising is a necessary supplement. To schedule a meeting with health professions, located in FULTN 110, call 480-965-2365.

### Prelaw

The American Bar Association does not recommend any specific major for students who wish to apply to law school upon graduation. ASU does not have a "prelaw" degree program. Therefore, students should select a major that interests them. Recent surveys of law school graduates indicate that students would be well advised to take one or two semesters of accounting as a supplement to their major curriculum. In addition, the American Bar Association recommends a variety of courses in the classics, economics and mathematical reasoning. Courses that engage the student in intense critical analysis and a substantial amount of writing are also recommended. As the student approaches the second semester of his or her junior year, the student should contact the prelaw advisor in the college or department of his or her major to obtain information regarding the procedure to apply to law school. To schedule a meeting with the prelaw advisor located in FULTN 110, call 480-965-6506.

### Internships

All students are encouraged to complete at least one internship before graduation; some majors require internships. Many college disciplines have well-established internship programs, so students should begin by seeking information in their academic departments.

## College Graduation Requirements

All students in the College of Liberal Arts and Sciences must complete the university General Studies requirement as well as all requirements in the major. In addition, the college has established requirements that are specific to the Bachelor of Arts and Bachelor of Science degrees.

A. Bachelor of Arts Degrees. Students pursuing Bachelor of Arts degrees in the college must demonstrate intermediate proficiency in a second language by completing the courses specified below with a grade of “C” (2.00) or higher in each course. Second-language course requirements may be fulfilled in one of the :

- Completion of second language course work at the intermediate level (202 or equivalent). Those students completing this requirement in Ancient Greek must take both GRK 301 and 302; students completing the requirement in Portuguese or Romanian must complete POR 314 or ROM 314.
- A foreign language course at the 300 level or higher taught in the foreign language and having 202 or its equivalent as a prerequisite.
- Completion of secondary education at a school in which the language of instruction is not English.
- Completion of SHS 202 American Sign Language IV or its equivalent.

B. Bachelor of Science degrees. Students pursuing Bachelor of Science degrees in the college must complete six credit hours (two courses) of “Science and Society” courses. Students should consult with an advisor in the department or school of their major for a list of appropriate courses. The current list of Science and Society courses is also listed on the college's Web site at <http://clas.asu.edu/node/204> [2].

C. All students are required to take a minimum of MAT 119 or higher. A grade of “C” (2.00) or higher must be earned in the chosen mathematics course.

### **Major Requirements**

Each student is required to select a major from among the fields of study offered by the College of Liberal Arts and Sciences. The requirements for completion of the major are described under departmental listings.

A. The major department may require up to 45 credit hours of course work. The minimum is 30 hours. A maximum of 15 additional hours may be required in related courses and prerequisites. No more than 60 credit hours of course work may be required to complete the major, related courses and prerequisites. Some departments require calculus-level mathematics; up to five of these credit hours may be excluded from the 60-hour maximum because they satisfy the mathematics proficiency requirement. A minimum of 12 upper-division hours in the major must be taken in residence.

B. No credit is granted toward fulfilling major or minor requirements in any upper-division course in that subject field unless the grade in that course is at least a “C” (2.00). In the College of Liberal Arts and Sciences, the assignment of a grade of “Y”

(satisfactory) indicates a level of performance that would have resulted in a grade of at least “C” (2.00) had the normal grading scheme been used.

See the individual departments for other minimum grade requirements.

C. Major fields of study are classified into the following three areas:

1. Humanities:

- Asian Languages (Chinese/Japanese)
- English
- Film and Media Studies
- French
- German
- History
- International Letters and Cultures
- Italian
- Philosophy
- Religious Studies
- Russian
- Spanish

2. Natural Sciences and Mathematics:

- Biochemistry
- Biological Sciences
- Clinical Laboratory Sciences
- Chemistry
- Computational Mathematical Sciences
- Earth and Space Exploration
- Geological Sciences
- Kinesiology
- Mathematics
- Microbiology
- Molecular Bioscience/Biotechnology
- Physics
- Psychology
- Speech and Hearing Science

3. Social Sciences:

- African and African American Studies
- American Indian Studies
- Anthropology
- Applied Mathematics for the Life and Social Sciences
- Communication
- Economics
- Family and Human Development

Geography  
Global Health  
Global Studies  
Justice Studies  
Political Science  
Sociology  
Transborder Chicana/o and Latina/o Studies  
Women and Gender Studies

### **General Electives**

Most Liberal Arts and Sciences majors can meet all of the above requirements with fewer than the 120 credit hours required for graduation. Remaining hours are general electives that may be selected from any of the departments of the College of Liberal Arts and Sciences and from the offerings of the other colleges.

#### **Credit Requirement**

All candidates for graduation in the Bachelor of Arts and Bachelor of Science degree curricula are required to complete at least 120 credit hours, of which at least 45 hours must consist of upper-division courses. A minimum ASU cumulative GPA of 2.00 is required for graduation.

### **Concurrent Degrees**

Students who wish to obtain concurrent degrees must realize that there are certain combinations that would not be approved because there is too great an overlap between the courses required for each major. For example, students may not obtain concurrent degrees in two life sciences. Students who wish to obtain concurrent degrees may not double-count courses from one major to the next, but must have at least 30 different credit hours in each major.

### **Course Load**

The normal course load is 15 to 16 credit hours. First-semester freshmen and entering transfer students are not permitted to register for more than 18 credit hours in the initial semester. Other students who wish to register for more than 18 hours must have a GPA of at least 3.40 and must file a petition in the Office of Student and Academic Programs, in FULTN 110, before registration. Any petition for an overload in excess of 21 hours must be presented to the standards committee of the college. No student should assume that his or her petition for overload will be granted.

### **Special Credit Options**

#### **Pass/Fail Grade Option**

The pass/fail grade option is intended to broaden the education of liberal arts and sciences undergraduates by encouraging them to take advanced courses outside



their specialization. A grade of “P” (pass) contributes to the student’s earned hours but does not affect the GPA. A failing grade is computed into the GPA.

Only College of Liberal Arts and Sciences students with at least 60 credit hours may take courses under the pass/fail option. The option may be used under the following conditions:

- Enrollment for pass/fail needs the approval of the instructor and the college.
- Enrollment under this option must be indicated during registration and may not be changed after the late registration period.
- A maximum of 12 hours taken for pass/fail may be counted toward graduation.

Students may not enroll under the pass/fail option in the following courses:

- Those taken to satisfy the second language or first-year composition requirements.
- Those in the student’s major, minor or certificate program.
- Those counted toward or required to supplement the major.
- Those counted as 499 Individualized Instruction.
- Those taken for honors credits.
- Those counted toward satisfying the College of Liberal Arts and Sciences graduation requirements or the General Studies requirement.

#### Audit Grade Option

A student may choose to audit a course in which he or she attends regularly scheduled class sessions but earns no credit. The student should obtain the instructor’s approval before registering for the course.

Note: This grade option may not be changed after the drop/add period.

#### Academic Standards

The standards for GPA and the terms of academic probation, disqualification, reinstatement and appeal are identical to those of the university as set forth under Retention and Academic Standards, except that the disqualified student in the College of Liberal Arts and Sciences is suspended for at least two regular semesters at the university. When students are placed on probation, one of three things can happen:

- The student may raise his or her cumulative GPA to academic good standing by taking new classes and be removed from academic probation after the fall or spring semester.
- The student may receive the required semester GPA, but not raise the cumulative GPA to academic good standing, in which case, the student may continue on academic probation, earning the required semester GPA,

for as many semesters as it takes to raise the cumulative GPA to academic good standing.

- The student may fail to achieve the required semester GPA and be disqualified.

Students who leave the university for a semester or more while on academic probation are not automatically readmitted. Such students, and all disqualified students, should contact the Office of Student and Academic Programs in FULTN 110, regarding procedures and guidance for reinstatement and returning to academic good standing. By following recommendations and meeting established standards for summer school work or course work at other institutions, the possibility of successful reinstatement is enhanced. Academic discipline is one of the functions of the Office of Student and Academic Programs. All students having academic difficulties of any kind should contact this office. Also available in this office is information on policies and procedures of the college on academic honesty, student grievances with respect to grades and various petitions regarding college standards and graduation requirements.

Academic honesty is expected of all students in all examinations, papers, academic transactions and records. The possible sanctions include, but are not limited to, appropriate grade penalties, loss of registration privileges, disqualification and dismissal.

#### Student Responsibilities

Any student enrolling in courses offered by the College of Liberal Arts and Sciences is expected to follow the rules and deadlines specified in this catalog and the current Registration and Tuition Payment Guide. Students are urged to meet with their departmental academic advisors before registration. Students with additional questions or problems are also urged to meet with advisors in the Office of Student and Academic Programs, in FULTN 110, regarding the academic rules of the college and the university.

Source URL: [http://catalog.asu.edu/policies/liberal\\_arts](http://catalog.asu.edu/policies/liberal_arts)

Links:

[1] <https://webapp.asu.edu/eadvisor/>

[2] <http://clas.asu.edu/node/204>

### **New College of Interdisciplinary Arts and Sciences Policies**

#### *Undergraduate Policies*

#### **Degree Requirements**

All candidates for graduation in the B.A. and B.S. curricula are required to present at least 120 credit hours, of which at least 45 credit hours must consist of upper-division courses. A minimum cumulative GPA of 2.00 is required for graduation.

It is the students' responsibility to be aware of the requirements for their degree program(s) and to select courses accordingly.

To graduate, a student must satisfy separate requirements of three kinds:

1. College proficiency requirements for language and cultures and mathematics.
2. University first-year composition and General Studies requirements.
3. Major requirements that involve concentrated course work in one program.

### **Proficiency Requirements**

Each student is required to demonstrate proficiency in the analysis of language and cultures and mathematics by passing an examination or by completing the courses specified below with a grade of "C" (2.00) or higher in each course.

Students considering graduate work after completion of a bachelor's degree should consult with faculty advisors regarding language requirements in their intended areas of study.

#### **Language and Cultures**

This requirement may be satisfied through one of the following:

1. Completion of secondary education at a school in which the language of instruction is not English.
2. Completion of a language course at the intermediate level (202 or equivalent), including American Sign Language IV.
3. Completion of upper-division course(s) taught in a foreign language, taken in the United States or the relevant country.
4. Completion of six credit hours of upper-division courses that have a global awareness (G) or cultural diversity in the U.S. (C) designation, in addition to the courses used to meet the University General Studies requirements.
5. Completion of two sequential semesters of course work in a current computer language. Contact the college advising office for information on applicable course work.

#### **Mathematics**

MAT 142 or any MAT course for which MAT 117 or a higher-level MAT course is a prerequisite.

#### **Major Requirements**

Each student is required to select a major from among the programs offered by the New College of Interdisciplinary Arts and Sciences.

The major program may require up to 45 credit hours of course work. The minimum is 30 hours. A maximum of 18 additional hours may be required in related courses

and prerequisites. No more than 63 credit hours of course work may be required to complete the major, related courses and prerequisites. A minimum of 12 upper-division credit hours required for the major must be taken within the New College of Interdisciplinary Arts and Sciences.

No credit is granted toward fulfilling major or minor requirements in any upper-division course in the subject field of the major unless the grade in that course is at least a "C" (2.00). Normally a "Y" (satisfactory) grade needs confirmation that it is equivalent to a "C" (2.00) or higher.

#### General Electives

Once the three kinds of requirements have been satisfied, the remainder of the minimum of 120 credit hours required for graduation are general electives. Contact college advisors for assistance in selecting elective courses.

Source URL: [http://catalog.asu.edu/policies/new\\_college](http://catalog.asu.edu/policies/new_college)

## College of Nursing and Health Innovation Policies

### *Undergraduate Policies*

#### **Admission**

##### Preprofessional Admission

Students are admitted into the College of Nursing and Health Innovation as "pre-major nursing" students. Admission to ASU as a pre-major nursing student does not guarantee admission into the professional program. Admission to the professional program requires a separate application to the College of Nursing and Health Innovation and is competitive, with the greatest emphasis placed on GPA based on selected prerequisite courses.

In addition to meeting the university requirements for admission, it is recommended that students complete one year each of high school chemistry and biology. Pre-major nursing students are required to seek academic advising each semester through the College of Nursing and Health Innovation student services office. This advising includes course planning and information about application materials and deadlines.

##### Transfer Credits

While ASU accepts transfer credit from other accredited institutions, all transfer credit may not apply toward a B.S.N. Students completing course work at a community college or university other than ASU should consult a College of Nursing and Health Innovation academic advisor to plan an appropriate sequence of prerequisite courses and to apply to the professional program. The college has a transfer partnership agreement with the Maricopa Community College District. See

a College of Nursing and Health Innovation academic advisor for details. The college may not accept transfer credit (especially science) completed more than seven years before the date of application to the professional program.

#### Professional Program Admission

Individuals interested in applying to the professional program must receive advising from a College of Nursing and Health Innovation academic advisor and are required to attend an application workshop. Contact the student services office in the College of Nursing and Health Innovation at 602-496-0888 for details.

Students are eligible for consideration for admission to the professional program if they meet the following criteria:

1. Regular admission to the College of Nursing and Health Innovation at the Downtown campus as a pre-major nursing student.
2. Academic good standing at ASU and in the College of Nursing and Health Innovation.
3. Minimum prerequisite GPA of 2.75.
4. Completion of designated prerequisite courses with an earned grade of "C" (2.00) or higher in each course.
5. Completion of all application materials.
6. Submission of all required health and immunization requirements.
7. A Test of English as a Foreign Language (TOEFL) score of 550 or higher for international students.
8. Receipt of entrance examination scores.
9. Submission of other required materials.

Admission is selective and based on available resources. Meeting the minimum prerequisite GPA does not ensure admission. All qualified applicants may not be admitted.

Students admitted to the professional program are required to meet the following additional criteria:

1. Proof of CPR certification (Level C American Heart Association Health Care Provider).
2. Proof of negative drug screen.
3. Completion of all required health and immunization information.
4. Eligible for fingerprint clearance card.
5. Other required materials.

Professional program courses are offered at the Community Services Building in Tempe, the Downtown Phoenix campus, the Mayo Clinic Hospital campus, the Polytechnic campus and the West campus. Students are asked to specify location preference as part of the application process. Students are expected to complete the professional program on the campus assigned upon admission.

The four-semester (64-credit-hour) professional program is available in two options:

1. A 24-month option with classes scheduled during the fall and spring semesters at the Downtown campus.
2. A 16-month year round option with classes scheduled during fall, spring and summer sessions with minimal breaks between semesters available at various sites.

For more information, visit the Web site at <http://nursing.asu.edu> [1], or contact the College of Nursing and Health Innovation Student Services Office.

Opportunities for individual, direct and group patient care are available in a variety of settings:

- Community clinics.
- Geriatric facilities.
- Health fairs.
- Home health.
- Hospice.
- Hospitals.
- Industries.
- Rehabilitation agencies.
- Schools.

#### Professional Program Transfer

Students requesting to transfer into the professional program with advanced standing may be required to submit letters of recommendation. Any student enrolled in good standing at any accredited/approved baccalaureate school of nursing within the past two years may apply for admission into the professional program. To be considered for admission to the professional program, transfer students must first be admitted to ASU as pre-major nursing students (see undergraduate admission) and must also meet all professional program admission requirements. To be considered for advanced standing in the professional program courses, petitions for each course must be completed by the student accompanied by course descriptions and syllabus materials and be approved by the college standards committee.

#### Admission of Registered Nurses (R.N.s)

All R.N. students are admitted into the College of Nursing and Health Innovation as pre-major nursing students. Each R.N. must show evidence of a current unencumbered Arizona R.N. license or one from a compact state recognized by the Arizona State Board of Nursing. R.N. students are responsible for adhering to Arizona State Board of Nursing Rules and Regulations. Alternatives are available to R.N.s to facilitate their progress in the program, including credit by examination, substitution of previously completed nursing courses for specified ASU nursing courses, and transfer of general education course work completed at other

accredited colleges and universities. All R.N. students must consult with an academic advisor in planning their program of study. See professional program admission for admission criteria into the B.S.N. professional program. Registered nurses are admitted into the R.N.-B.S.N. program track twice a year, in January and in August.

#### **Readmission to the Professional Program**

Students who have not been in continuous enrollment must file a petition requesting readmission to the professional program and must provide the following documents:

- Proof of current enrollment or readmission to ASU and the College of Nursing and Health Innovation in good standing.
- Transcripts from all colleges or universities attended.
- All other admission requirements as outlined under admission.

#### **Arizona State Board of Nursing Requirement**

To be eligible to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN), a student must have a high school diploma or GED certificate as well as proof of graduation from an approved nursing program. Arizona State law prohibits an individual convicted of a felony from applying for nursing licensure or certification until five years after the date of absolute discharge of the sentence. Application for, and passage of, the NCLEX-RN is the sole responsibility of the student.

#### **College Health Requirements**

Students admitted/enrolled in the professional program are responsible for fulfilling the requirements of the health policies of the College of Nursing and Health Innovation. The student is responsible for providing proof to the College of Nursing and Health Innovation student services office of having met these requirements before enrollment in the professional program courses.

These health policies include the following requirements:

1. Proof of measles (rubeola), mumps and rubella immunization (two MMRs or appropriate titers).
2. Proof of annual tuberculosis screening.
3. Completed series of hepatitis-B vaccine or proof of hepatitis-B titer.
4. Current American Heart Association Level C CPR Certification.
5. Proof of tetanus, diphtheria immunization (T.D.).
6. Proof of varicella (chicken pox) immunization.
7. Proof of negative drug screen.

A student may not participate in any clinical experience without meeting these requirements. An annual flu vaccine is also recommended; other health information may be required. While the hepatitis-A vaccination is not required for admission,

information on who might benefit from the vaccination is available from the College of Nursing and Health Innovation student services office.

### **Latex Sensitivity**

Healthcare workers are at risk for developing Latex allergies, which may be life threatening. It is the student's responsibility to report if an allergy or sensitivity to Latex products is suspected; medical care is imperative for diagnosis, guidance and treatment.

### **Fingerprint Clearance**

All College of Nursing and Health Innovation students admitted to the professional program must submit a photocopy of their fingerprint clearance card to the student services office by the first day of class.

### **Essential Functions**

Students admitted to the professional program are expected to meet the essential functional abilities of the undergraduate nursing student. Essential functions for this program include gathering data through the senses (hearing, seeing, etc.), synthesizing information from a variety of sources, making decisions regarding patient care and performing necessary physical and mental activities to ensure safe care. Some clinical experiences may require students to purchase their own protective devices. For complete details, call an advisor in the student services office at 602-496-0888.

### **ASU Health Requirements**

See undergraduate admission and immunization requirements.

### **Professional Liability Insurance**

It is highly recommended that students carry their own professional liability insurance when enrolled in clinical nursing courses.

### **Health and Accident Insurance**

It is strongly recommended that all students carry their own health and accident insurance. Some clinical agencies require students to have current health insurance. See the baccalaureate programs student handbook. Each student is personally responsible for costs related to any accident or illness during or outside of school activities.

### **Automobile Insurance**

Students are required by state law to carry automobile insurance. Students are responsible for transportation to and from clinical sites. Extensive travel may be required for selected clinical experiences.



## **Academic Advising**

Academic advising, provided by the College of Nursing and Health Innovation through the student services office, is an essential aspect of the education experience; see academic advising. While the College of Nursing and Health Innovation provides academic advising, it is ultimately the responsibility of each student to fulfill academic and program requirements. Advisors are available by appointment in the College of Nursing and Health Innovation student services office, call 602-496-0888. Advisor appointments are also available at West campus, the Polytechnic campus and at several community colleges in the area.

Advisors assist students with program planning, registration, preparation of needed petitions, verification of graduation requirements, referrals to university and community resources and career planning.

Student responsibilities include following university guidelines regarding submission of transcripts from all colleges other than ASU, obtaining the necessary signatures or computer verifications required by the university and following university procedures for matriculation.

### **Mandatory Advising**

All pre-major nursing students are required to meet with an academic advisor before registering for each semester of classes. All students on probation are required to meet with an advisor to plan strategies for improving their academic standing.

## **Declaration of Graduation**

Students following the curriculum requirements of the 1996–1998 or later catalog editions must file a declaration of graduation form using the Degree Audit Reporting System during enrollment in the first semester of the professional program.

## **Student Employment**

Each of the four semesters in the prelicensed professional program is composed of 16 credit hours. Seven to eight of these credit hours reflect three days in clinical laboratory practicum experience. The remaining eight to nine credit hours reflect classroom hours with preparation and study requiring additional time and effort. It is suggested that any other extracurricular activities or employment be kept at a minimum.

## **Academic Standards**

Students are admitted into the College of Nursing and Health Innovation as pre-major nursing students and are subject to the general standards of academic good standing at the university (see retention and academic standards ). However, students who maintain standards of academic good standing do not necessarily qualify for admission into the professional program. Consideration for admission

into the professional program is contingent on achieving at least a “C” (2.00) in all prerequisite courses and earning a minimum GPA of 2.75 in prerequisite courses. In addition, a grade of “C” (2.00) or higher is required in all course work for the degree except in nursing practice courses where a designation of a “Y” (satisfactory) grade is required.

Once admitted into the professional program, students are allowed only one nursing course failure within the program. The second failure in a nursing course leads to an automatic disqualification from the College of Nursing and Health Innovation.

Probation and/or disqualification is in accordance with university policies.

Academic dishonesty is not tolerated in any course and is subject to specific College of Nursing and Health Innovation policies and procedures.

### ***Graduate Policies***

#### **Academic Advising**

Students are advised by the student services office before admission to the M.S. program. Upon admission, each student is assigned a faculty advisor within the area of concentration.

Source URL: <http://catalog.asu.edu/policies/nursing>

Links:

[1] <http://nursing.asu.edu>

### **College of Public Programs Policies**

#### ***Undergraduate Policies***

##### **Interdisciplinary Public Service Requirement**

The College of Public Programs has a college level graduation requirement for all undergraduate students majoring within the college. This degree requirement is called the Interdisciplinary Public Service requirement. Each student must complete a total of 13 hours of public programs course work. These 13 hours will consist of one course from each of the four schools within the College of Public Programs and ASU 101. Students may choose a core course from their major and three courses from the approved course list for this requirement in addition to completing ASU 101. ASU 101 must be completed in the first year at ASU; the other courses can be taken while completing the degree. The approved course list is available through your major advisor. All 13 hours must be completed in order for a undergraduate

student to graduate from the College of Public Programs. Questions about this requirement should be directed to your academic advisor for your major.

### **Advising**

The mission of the College of Public Programs professional academic advising staff is to assist students in developing meaningful educational plans to meet their academic, career and personal goals in an ongoing process of evaluation and clarification. The advisors strive to perform their duties in a professional, ethical, confidential, accurate and supportive manner, respecting student diversity and needs and always holding the individual in highest regard. The student and advisor should accomplish this process in a spirit of shared responsibility to develop academic excellence, strong decision-making skills and self-reliance. A student who has been admitted to the College of Public Programs is assigned an academic advisor from the academic unit of the student's major area of study. Questions about advising should be directed to the student's academic advisor or to the College of Public Programs Student Services Office, UCENT 600.

### **Mandatory Advising**

The following categories of students are required to receive advising and to be cleared by a program advisor before they may register for classes:

1. Students with admissions competency deficiencies.
2. All freshmen.
3. Transfer students in their first semester at ASU.
4. Readmitted students.
5. Students on probation.
6. Students who have been disqualified.
7. Students with special admissions status.
8. All undergraduate students majoring in Social Work.

### **Course Load**

A normal course load per semester is 15 to 16 credit hours. The maximum number of hours for which a student can register is 18 credit hours unless an overload petition has been filed and approved by the department/school standards committee and the academic and student affairs committee of the college. Semester course loads may be further limited for students in mandatory advising. Petitions for overload are not ordinarily approved for students who have a cumulative GPA less than 3.00 and who do not state valid reasons for the need to register for the credits. Students who register for credit hours in excess of 18 and do not have an approved overload petition on file may have courses randomly removed through an "administrative drop" action. Specific degree requirements are explained in detail under the respective college, school and department sections.

### **Academic Standards and Retention**

### Good Standing

Students in the College of Public Programs are considered to be in good standing for the purpose of retention if they maintain a cumulative GPA of 2.00 or higher in all courses taken at ASU. Each major within the College of Public Programs requires a progressively higher GPA than a 2.00 as a student advances towards their degree. These requirements are outlined in the student's major map.

### Probation

Any student who does not maintain good standing is placed on academic probation. A student on academic probation is required to observe any limitations or rules the college may impose as a condition for retention.

### Disqualification

A student who is on probation becomes disqualified if:

1. The student has not returned to good standing.
2. The student has not met the required semester GPA.

Disqualification is exercised at the discretion of the college and becomes effective on the first day of the fall or spring semester following college action. A disqualified student is notified by the Office of the Registrar and/or the dean of the college and is not allowed to register for a fall or spring semester at the university until reinstated. A student who is disqualified may not attend as a nondegree student.

### Reinstatement

Students seeking reinstatement after disqualification should contact the College of Public Programs student services office regarding procedures and guidance for returning to good standing. When reinstatement includes readmission, application must be made to the readmissions section of the University Registrar. All academic disciplinary action is the function of the College of Public Programs student services office, UCENT 600, under the direction of the dean of the college. Students having academic problems should call this office for advising at 602-496-0600.

## *Graduate Policies*

### **Advising**

Advising is usually handled by graduate faculty or a committee. Once admitted, students are typically assigned a temporary faculty advisor in the potential areas of specialization who assists in planning a course of study. For those degree programs requiring the completion of a thesis, a chair and thesis supervisory committee are selected by the director of graduate studies, in consultation with the student, and appointed by the dean of the Graduate College.

Source URL: [http://catalog.asu.edu/policies/public\\_programs](http://catalog.asu.edu/policies/public_programs)

## School of Sustainability Policies

### **ADVISING**

The School of Sustainability's Academic Advising Center assists undergraduate and graduate students in achieving their personal, educational, cultural and career goals while becoming self directed, life-long learners. We encourage continuing students to meet with an advisor at least once each semester. New students will be required to meet with an advisor before being cleared to register for classes. Office hours are Monday-Friday (excluding university holidays), 9 a.m. to 4 p.m. It is highly encourage that students call in advance (480-727-6963) to make an appointment so advisors can set aside the appropriate time to answer all their questions.

### **Undergraduate Academic Standards**

#### Student Responsibilities

Students need to make many decisions as they complete their degrees. While the School and the University have a number of resources available (e.g., faculty, courses, advisors, and tutors) to help in making the decisions, students are expected to take responsibility for their decisions.

#### Good Standing

Students in the School of Sustainability are considered in good standing for the purpose of retention if: (1) they maintain a cumulative GPA of 2.00 or higher in all courses taken at ASU, and (2) maintain critical requirements within their major.

#### Critical Requirements

All sustainability students must meet the critical requirements for their intended majors. Students who do not comply with the critical requirements are off track and have holds placed on their records. These students have to meet with an advisor to have this hold removed. If the student still has not met all critical requirements in the following semester, then further registration in the intended major may not be permitted.

#### Probation

Any student who does not maintain a cumulative GPA of 2.00 or higher in all courses taken at ASU is placed on academic probation. Probation status for academic reasons begins on the first day of classes of the semester after the semester in which a student has been determined to be on probation. A student on academic probation is required to observe any limitations or rules the school may impose as a condition for retention. Before students on probation can register for classes in the next semester, they must receive advising in their department.

#### Disqualification

Students who do not meet probation requirements are subject to disqualification. A

disqualified student will not be able to register for classes in the fall or spring semester at the university. If the student has already registered for a future fall or spring semester, the registration is canceled. A student who has been disqualified may apply for reinstatement through the school.

#### Reinstatement and Readmission

Students seeking reinstatement (after disqualification) or readmission (after absence from the university) should contact the School of Sustainability office regarding procedures and guidance for returning to good standing. When reinstatement includes readmission, application must be made to the readmission section of the Office of the Registrar.

#### School Graduation Requirements

All students in the School of Sustainability must complete the university General Studies requirement as well as all requirements in the major. In addition, the school has established requirements that are specific to the B.A. and B.S. degrees.

##### 1. ASU 101 Requirement:

ASU 101 SOS: The ASU Experience (1)

##### 2. Statistics Requirement:

STP 226 Elements of Statistics, CS (3) or additional statistics course options as approved by the school

##### 3. Foreign Language Requirement:

Bachelor of Arts Degrees. Students pursuing B.A. degrees in the School of Sustainability must demonstrate intermediate proficiency in a second language by completing the courses specified below with a grade of "C" (2.00) or higher in each course. Second language course requirements may be fulfilled by one of the following:

- Completion of second language course work at the intermediate level (202 or equivalent; those students completing this requirement in Ancient Greek must take both GRK 301 and 302; students completing the requirement in Portuguese or Romanian must complete POR 314 or ROM 314).
- A foreign language course at the 300 level or higher taught in the foreign language and having 202 or its equivalent as a prerequisite.
- Completion of secondary education at a school in which the language of instruction was not English.

Bachelor of Science Degrees. Students pursuing B.S. degrees in the School of Sustainability must demonstrate intermediate proficiency in a second language by completing the courses specified below with a grade of "C"

(2.00) or higher in each course. Second language course requirements may be fulfilled by one of the following:

- Completion of second language course work at the introductory level (102 or equivalent).
- A foreign language course at the 200 level or higher taught in the foreign language and having 102 or its equivalent as a prerequisite.
- Completion of secondary education at a school in which the language of instruction is not English.

The School of Sustainability also requires a cumulative 2.50 GPA in all major courses in order to graduate with a B.A. or B.S. in sustainability.

#### Concurrent Degrees

Students who wish to obtain concurrent degrees must realize that there are certain combinations that would not be approved because there is too great an overlap between the courses required for each major. For example, students may not pursue both a B.A. or B.S. in sustainability as well as a B.A. in business with a concentration in sustainability.

#### Graduate Policies and Academic Standards

Graduate students should refer to the School of Sustainability Graduate Handbook at <http://schoolofsustainability.asu.edu/docs/sos/GraduateHandbook.pdf> [1] for information about graduate policies and academic standards.

Please contact the school for more information at <http://schoolofsustainability.asu.edu/> [2].

Source URL: <http://catalog.asu.edu/policies/sustainability>

Links:

[1] <http://schoolofsustainability.asu.edu/docs/sos/GraduateHandbook.pdf>

[2] <http://schoolofsustainability.asu.edu/>

#### College of Teacher Education and Leadership Policies

##### *Undergraduate*

#### Academic Policies

The goal of the ASU Professional Teacher Preparation Program is to produce teachers of the highest quality. We are committed to providing support and resources for those students needing assistance for their academic or professional growth.

Students are evaluated throughout the Professional Teacher Preparation Program. Students in the program will be formally reviewed regarding their academic progress and professional attributes in order to determine retention/continuation status. A student with a record that contains indicators of professional or academic concerns will be placed on probation, suspension, disqualification or permanently removed from the program.

Students enrolled in undergraduate education programs are expected to maintain academic standards. To be in good standing, students must maintain an overall cumulative GPA of 2.50 or higher with at least a grade of "C" (2.00) in each undergraduate education course.

In addition to academic progress, students are evaluated regarding professional attributes in four areas:

1. Communication/knowledge level.
2. Interpersonal relations.
3. Professionalism.
4. Attitudes.

If there are concerns regarding a student's professional attributes, the student will be placed on probation, suspended, disqualified or permanently removed from the program. Unless the student has been permanently removed from the program, they must participate in the development of a professional improvement plan, which establishes the requirements for continuation in the program. The professional improvement plan lists areas of concern and action steps necessary to improve the targeted behaviors.

Students placed on a plan of improvement, probation or suspension, for any reason, are subject to disqualification by the College of Teacher Education and Leadership at the end of the following semester if the conditions imposed for reinstatement are not met. Students placed on a plan of improvement, probation or suspension, for any reason, are reviewed at the end of the following semester. Students demonstrating behaviors or characteristics that make it questionable whether they can succeed in the teaching profession, may be disqualified or prescribed specific conditions under which continued participation is permitted, that is, probation or suspension even if the student meets minimum academic performance as measured by GPA.

Students who wish to appeal decisions of the College of Teacher Education and Leadership's Student Issues Committee, may do so in writing to the associate dean for student affairs of the college. Any exceptions to the above retention and disqualification policies and procedures must be approved by the College of Teacher Education and Leadership's Student Issues Committee and the associate dean for student affairs of the college.



## *Graduate*

### **Academic Policies**

The goal of the ASU Master of Education with Arizona Certification Program (MAC) is to produce teachers of the highest quality. We are committed to providing support and resources for those students needing assistance for their academic or professional growth.

Students are evaluated throughout the MAC program. MAC students will be formally reviewed regarding their academic progress and professional attributes in order to determine retention/continuation status. A student with a record that contains indicators of professional or academic concerns will be placed on probation, suspension, disqualification or permanently removed from the program.

Students enrolled in graduate programs are expected to maintain academic standards. To be in good standing, students must maintain an overall cumulative GPA of 3.00 or higher with at least a grade of "C" (2.00) in each graduate education course.

In addition to academic progress, students are evaluated regarding professional attributes in four areas:

1. Communication/knowledge level.
2. Interpersonal relations.
3. Professionalism.
4. Attitudes.

If there are concerns regarding a student's professional attributes, the student may be placed on probation, suspended, disqualified or permanently removed from the program. Unless the student has been permanently removed from the program, they must participate in the development of a professional improvement plan, which establishes the requirements for continuation in the program. The professional improvement plan lists areas of concern and action steps necessary to improve the targeted behaviors.

Students placed on a plan of improvement, probation or suspension, for any reason, are subject to disqualification by the College of Teacher Education and Leadership at the end of the following semester if the conditions imposed for reinstatement are not met. Students placed on a plan of improvement, probation or suspension, for any reason, are reviewed at the end of the following semester. Students demonstrating behaviors or characteristics that make it questionable whether they can succeed in the teaching profession, may be disqualified or prescribed specific conditions under which continued participation is permitted, that is, probation or suspension even if the student meets minimum academic performance as measured by GPA.

Students who wish to appeal decisions of the College of Teacher Education and Leadership's Student Issues Committee may do so in writing to the associate dean for student affairs of the college. Any exceptions to the above retention and disqualification policies and procedures must be approved by the College of Teacher Education and Leadership's Student Issues Committee and the associate dean for student affairs of the college.

#### Graduation Requirement

Candidates for the Master of Education are required to complete a comprehensive examination unless their program requires an applied project or its equivalent.

Source URL: [http://catalog.asu.edu/policies/teacher\\_ed](http://catalog.asu.edu/policies/teacher_ed)

## College of Technology and Innovation Policies

### *Undergraduate Policies*

#### **ADVISING**

New incoming and transfer students should seek advising from an academic advisor in the dean's office. The college requires that students consult with advisors before registering each semester. Advisors should be made aware of any employment obligations or special circumstances that may affect a student's ability to successfully handle a full course load. Students may register for a maximum of 19 credit hours per semester. Any student wishing to take more than the maximum must petition the college's standards committee and have an approval on file before registering for a course overload.

#### **ACADEMIC STANDARDS**

##### Retention

A student is expected to make satisfactory progress toward completion of degree requirements to continue enrollment in the College of Technology and Innovation. Any one of the following conditions is considered unsatisfactory progress and results in the student's being placed on probationary status:

- A semester with a GPA less than 2.00.
- An ASU cumulative GPA less than 2.00.

A student on probation is subject to disqualification if:

- A semester GPA of 2.00 is not attained and the cumulative GPA is below 2.00 at the end of the probationary semester, or
- the student is placed on probation for two consecutive semesters and is unable to achieve the cumulative GPA stated in number one.

Students on academic probation are not allowed to register for more than 13 credit hours. Probationary students may not register for the semester following the semester in which they were declared probationary without advising. Advising clearance will be given only after the registrar records grades for the current semester.

#### Disqualification

During a semester on academic probation, a student who fails to meet the retention standards is disqualified. Students may request a review of their disqualification status by contacting the associate dean in the College of Technology and Innovation. Any disqualified student who is accepted by another college at ASU may not register for courses in the College of Technology and Innovation unless the courses are required in the new major. Disqualified students who register for courses in the college may be withdrawn from these courses any time during the semester.

#### Reinstatement

The college does not accept an application for reinstatement until the disqualified student has remained out of the college for at least a 12-month period. Merely having remained in disqualified status for this period of time does not, in itself, constitute a basis for reinstatement. Proof of ability to do satisfactory college work in the chosen discipline is required; for example, completing pertinent courses in the discipline at a community college with higher-than-average grades.

### *Graduate Policies*

#### **Advising and Program of Study**

The program of study is planned in consultation with an appointed supervisory committee. It is designed for flexibility, permitting the student to select a combination of courses in a technological area and a supporting area to meet individual career goals. A minimum of 33 credit hours is required for the degree program. Of these, a minimum of 15 credit hours must be 500-level courses and part of the approved program. A maximum of 12 hours of course work may be taken from offerings outside the College of Technology and Innovation with approval of the appropriate academic program or department. Programs of study for the M.S.Tech., with an interdisciplinary area of concentration, may have up to but not more than 15 hours of course work drawn from areas outside the College of Technology and Innovation at the discretion of the program or department in which the concentration is administered. A maximum of nine credit hours of appropriate course work completed before admission may be included in the program of study.

Source URL: [http://catalog.asu.edu/policies/tech\\_innov](http://catalog.asu.edu/policies/tech_innov)

## University College Policies

### *Undergraduate Policies*

#### **Exploratory Major Students Critical Requirements**

All incoming ASU freshmen participate in the critical requirements program. Critical requirements are designed to help students graduate in four years by clearly outlining course requirements and course progression and by placing critical courses in the early semesters to help students determine degree fit and suitability.

To that end, University College has developed major maps that support students exploring potential majors during their first few semesters at the university. Upon admission to University College, all first-year exploratory majors are required to declare an exploratory major track in one of four areas:

- Exploratory social and behavioral sciences.
- Exploratory health and life sciences.
- Exploratory humanities and fine arts.
- Exploratory math, physical sciences, engineering and technology.

Each of these major tracks is designed to provide students with introductory courses in a field of choice (e.g., introduction to psychology, introduction to environmental design), general studies education and elective courses that reinforce current interests. By strategically selecting courses, students can make progress toward choosing a major with the appropriate fit. Each exploratory track is composed of a three-semester major map, with the end goal of having students declare their major by no later than completion of 45 credit hours. Students are required to maintain a GPA that keeps them in good academic standing with the university and allows them to declare the major of their choosing. All exploratory students are required to enroll in a university major and career exploration class each semester.

Major maps for each of these exploratory tracks are available at <https://webapp.asu.edu/eadvisor/MajorMaps.html> [1].

#### **Academic Integrity**

Academic honesty is expected of all students in all examinations, papers, academic transactions and records. The possible sanctions include, but are not limited to, appropriate grade penalties, loss of registration privileges, disqualification and dismissal. University College adheres strictly to the Student Code of Conduct regarding academic dishonesty. A copy of the Student Code of Conduct may be obtained from your academic advisor, or online at <http://provost.asu.edu/academicintegrity> [2].

#### **School of Letters and Sciences**

The School of Letters and Sciences offers a liberal arts core curriculum on the Downtown Phoenix campus and a university-wide bachelor's degree in interdisciplinary studies. We provide foundational instruction in humanities, social sciences and natural sciences for all students on the Downtown Phoenix campus, and we are invested in the development of learning-centered course work for students in the College of Nursing and Healthcare Innovation, College of Public Programs and Walter Cronkite School of Journalism and Mass Communication.

The School of Letters and Sciences is designed to respond to the needs of ASU students, faculties of the downtown schools and colleges, the challenges of higher education and our constituent communities. Guiding principles of the school are embedded student success programs, strategic partnerships both inside the university and in the community and interdisciplinary inquiry.

### **Academic Good Standing**

For purposes of retention, academic good standing for all students in University College is defined as follows:

<b>Total Hours Earned</b>	<b>Minimum Cumulative GPA</b>
24 or fewer	1.60
25–55	1.75
56 or more	2.00

A student who does not maintain the minimum GPA after each fall or spring semester is placed on academic probation. A student placed on academic probation or continuing probation must meet with an academic advisor before registration for the subsequent semester. A student placed on academic probation has one semester to raise his or her cumulative or semester GPA to meet the academic good standing criteria; otherwise, the student may be disqualified. A student who has been disqualified is not permitted to enroll for the fall or spring semester.

Students may remain designated as exploratory major status until they complete 45 credit hours. Students who have not declared a major by the time they have completed 45 credit hours are placed on hold, which prevents registration for future ASU semesters, until the student has declared a major.

Source URL: [http://catalog.asu.edu/policies/univ\\_college](http://catalog.asu.edu/policies/univ_college)

Links:

[1] <https://webapp.asu.edu/eadvisor/MajorMaps.html>

[2] <http://provost.asu.edu/academicintegrity>