Student Handbook
2013-2014
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1. **WELCOME**

Welcome to the Herberger Institute for Design and the Arts!

Comprised of a dynamic combination of disciplines, the ASU Herberger Institute for Design and the Arts is at the forefront of the investigation of creativity and creative practice shaping the 21st century. Many of the institute's programs consistently rank in the top ten of national peers and encompass over 50 areas of study within its five schools: art; arts, media and engineering; design; film, dance and theatre; music.

The ASU Art Museum and the Herberger Institute Research Center support our research initiatives. Community Engagement projects enable students and faculty to interact with the public through meaningful partnerships. Our students benefit from enriching opportunities for exploration and discovery designed to provide them with the necessary tools to become creative leaders within their chosen professions.

The Herberger Institute houses the following undergraduate academic units:

- School of Art
- School of Arts, Media and Engineering
- The Design School
- School of Film, Dance and Theatre
- School of Music

2. **ACADEMIC PROGRAMS**

2.1 **Majors**

The Herberger Institute offers more than 50 bachelor’s degree programs.

*Herberger Institute*

- Bachelor of Art (BA) degree in the Arts with focus areas in historical and theoretical studies in the arts, arts administration, or individualized focus
- Bachelor of Art (BA) degree in Design Studies with an optional concentration in design management

*School of Art*

- Bachelor of Art (BA) degree in Art with concentrations in art history, art studies, and museum studies
- Bachelor of Fine Art (BFA) degree in Art with concentrations in art education, ceramics, drawing, fibers, intermedia, metals, painting, photography, printmaking, and sculpture
School of Arts, Media + Engineering

- Bachelor of Art (BA) degree in Digital Culture with concentrations in art, design, music, theatre, film, arts & design studies, interdisciplinary arts & performance, media processing, and technological entrepreneurship

The Design School

- Bachelor of Science in Design (BSD) degree in Architectural Studies
- Bachelor of Science in Design (BSD) degree in Graphic Design
- Bachelor of Science in Design (BSD) degree in Industrial Design
- Bachelor of Science in Design (BSD) degree in Interior Design
- Bachelor of Science in Landscape Architecture (BSLA) degree in Landscape Architecture

School of Film, Dance and Theatre

- Bachelor of Fine Art (BFA) degree in Dance
- Bachelor of Fine Art (BFA) degree in Dance Education
- Bachelor of Art (BA) degree in Film with concentrations in filmmaking practices and film and media production
- Bachelor of Art (BA) degree in Theatre with optional concentrations in acting and design & production

School of Music

- Bachelor of Art (BA) degree in Music
- Bachelor of Music (BM) degree in Music Education
- Bachelor of Music (BM) degree in Music Therapy
- Bachelor of Music (BM) degree in Performance with concentrations in collaborative piano, guitar, jazz, keyboard, music theatre, orchestral instrument, and voice
- Bachelor of Music (BM) degree in Theory and Composition with concentrations in theory and composition

2.2 Minors/Certificates

A minor is an approved, coherent concentration of academic study in a single discipline, involving substantially fewer hours of credit than a corresponding major. The Herberger Institute offers twelve minors and three certificates.

- Architectural Studies
- Art History
- Arts Entrepreneurship (Certificate)
- Dance
- Design Studies
• Digital Culture (Minor & Certificate)
• Film and Media Production
• Interior Design History
• Landscape Studies
• Music
• Music Performance
• Socially Engaged Practice in Design and the Arts (Certificate)
• Studio Art
• Theatre

(see HOW TO DECLARE OR DROP A MINOR, p. 4)

2.3 BIS Concentrations

ASU offers a Bachelor of Interdisciplinary Studies (BIS) degree that allows students to cross traditional academic boundaries and create their own degree program designed to provide both a well-rounded education and a new perspective on a wide variety of issues. Working with an advisor, students choose from and combine two of more than 150 concentrations that represent academic interests they wish to integrate. The Herberger Institute offers twelve BIS concentrations.

• Architectural Studies
• Art History
• Dance
• Design Studies
• Digital Culture
• Film and Media Production
• Interior Design History
• Landscape Studies
• Music
• Music Performance
• Studio Art
• Theatre

3. HOW TO DECLARE CONCURRENT DEGREES

Some students choose to pursue two baccalaureate degrees simultaneously. ASU calls this “concurrent degrees.” Students who wish to pursue concurrent degrees must have the approval of the colleges and/or institutes housing both majors. You may seek approval for concurrent degrees if you meet the following requirements:

• If your Herberger major requires an audition, interview, milestone, or portfolio review for full acceptance into the program, you must pass this step prior to applying for concurrent degrees.
• You must complete at least 12 semester hours of requirements for each degree.
• You must have a minimum 3.0 cumulative ASU GPA.
Students who meet these criteria may then submit a Herberger Institute Standards Committee Petition (see STUDENT FORMS, p. 21) requesting to pursue both degree programs.

Some colleges or schools have additional requirements for their degree programs. If one of your concurrent majors is outside the Herberger Institute, you must also follow the policies and procedures for the other college or institute housing the other degree.

3.1 Two Degrees within the Herberger Institute

Meet with a Herberger Institute academic advisor to discuss both degree programs. You may submit the Herberger Institute Standards Committee petition for concurrent majors only after you have completed 12 hours of coursework in both majors and been fully admitted to both degree programs (i.e. passed the audition, interview, milestone, or portfolio review).

The second degree in the Herberger Institute requires a minimum of 24 hours of required major coursework separate from any coursework taken to satisfy required major coursework for the first degree. These 24 unique hours must be in the major and cannot include general studies coursework. See below for examples.

- An art student with concurrent majors in painting and ceramics must have 24 hours of ceramics coursework that do not duplicate any coursework used to satisfy the painting major requirements. These 24 unique hours must be in the major and cannot include general studies coursework.

- A music student with concurrent degrees in performance and music education must have 24 hours of music education coursework that do not duplicate any coursework used to satisfy the performance major requirements. These 24 hours may not duplicate any of the courses taken for the first degree. Students pursuing dual performance degrees must complete the recital requirements for each major.

3.2 One Degree outside the Herberger Institute

Concurrent degrees must be approved by both the Herberger Institute and the other college/institute. Meet with an academic advisor from the degree program outside the Herberger Institute to discuss the degree requirements and learn their process for concurrent degree approval.

You may submit the Herberger Institute Standards Committee petition for concurrent majors only after you have completed 12 hours of coursework in both majors and been fully admitted to both degree programs (i.e. passed any applicable audition, interview, milestone, or portfolio review).

4. HOW TO DECLARE OR DROP A MINOR

Most ASU colleges offer undergraduate minors in addition to majors. A minor is an approved, coherent concentration of academic study in a single discipline, involving substantially fewer
hours of credit than a corresponding major. Students in most majors may pursue one or more minors and, upon successful completion of the prescribed course work, have that accomplishment officially recognized on the ASU transcript at graduation.

The Herberger Institute for Design and the Arts provides an opportunity for students majoring in other disciplines to sustain their interest in design and the arts through a structured program of required courses and electives leading to a minor. The minor is not intended as a substitute for professional work in design and the arts, but as a complement to other curricula.

The Herberger Institute offers ten minors (see MINORS, p. 2). The total number of semester hours required for a Herberger Institute minor ranges from 18 to 25.

You can find detailed information about the minors offered at ASU via the "Find Programs" tab on your My ASU account or via the main ASU webpage under “Degree Programs” on the academics tab.

4.1 Declaring a Minor Offered by the Herberger Institute

To declare a minor offered by the Herberger Institute, meet with a Herberger Institute advisor to learn more about the minor requirements. The advisor will then add the minor to your ASU record.

4.2 Declaring a Minor Outside the Herberger Institute

To declare a minor from outside the Herberger Institute, meet with an advisor in the unit offering the minor to learn about the minor requirements. (I.e. Herberger students interested in a political science minor should meet with a political science advisor to discuss the minor requirements.)

After meeting with an advisor from the unit offering the minor, meet with your Herberger Institute advisor to officially add the minor to your ASU record.

4.3 Dropping a Minor

If you decide you no longer wish to pursue your declared minor, notify a Herberger Institute advisor in writing, and the advisor will remove the minor from your ASU record.

5. COMMUNICATION

5.1 FERPA (Family Educational Rights and Privacy Act)

The Family Educational Rights and Privacy Act of 1974 (FERPA), also known as the Buckley Amendment, is a federal law protecting the rights and privacy of students who are or have been in attendance at Arizona State University. According to FERPA law, ASU employees are prohibited from disclosing information about student records to any third party (including parents) without express written consent from the student.
FERPA governs the protection of student records including: transcripts, registration, enrollment verification, degree verification, academic advising, counseling, disciplinary, e-mail, library, medical, residential life, student accounts, tuition payment, student financial assistance, and student photo records.

ASU obeys FERPA with regard to release and/or disclosure of student education records. In some instances, additional regulations may apply. ASU's policy may be found at: http://www.asu.edu/aad/manuals/usi/usi107-01.html.

To give other people access to your education records, you must sign and submit a Consent for Access Form to the Registrar's Office. http://students.asu.edu/forms/FERPAconsent

5.2 ASURITE User ID

Every person at ASU is assigned an ASURITE UserID. You will use your ASURITE UserID to access various services at ASU such as e-mail, course registration and student grades. This UserID is unique for each student to use as long as he or she is associated with the university and follows the appropriate policies and guidelines.

Because the ASURITE UserID is used for such a wide variety of access, including sensitive information such as student grades, it is important to protect the password. Do not share it with others. You should change your password frequently and pick a password that is difficult to guess.

Contact the IT Help Desk if you suspect your access has been compromised: http://help.asu.edu or by phone (480)965-6500.

Go to the ASURITE Activation and Service Management page (http://www.asu.edu/asurite/) to:

- Activate your new ASURITE UserID
- View or make changes to your ASURITE UserID
- Reset your password

5.3 ASU Email

When you enroll and activate your ASURITE UserID, you are assigned an ASU email address. Email is an official form of communication for the university, so check this account regularly.

Your ASU email account is the only way faculty and staff at ASU can communicate with you electronically, and you are responsible for all ASU communication that comes to your ASU email account.

You may access your ASU email account via My ASU or at https://email.asu.edu.

You can choose to forward your ASU email to an external email account address (such as Gmail, Hotmail, Yahoo, etc.). To forward your ASU email to an external email account:
5.4 Herberger Institute Website

The Herberger Institute website is located at http://herbergerinstitute.asu.edu.

6. ACADEMIC CALENDAR

The Registrar’s Office publishes an academic calendar each year and semester with exact deadlines for registration, adding and dropping classes, withdrawing from classes, withdrawing from the university, etc. All students are responsible for adhering to these deadlines.

You can access the academic calendar through your My ASU account or at http://students.asu.edu/academic-calendar.

7. ACADEMIC ADVISING

The Herberger Office of Student Success (Advising Office) is located in the Design South Building (CDS) Room 101, which is located near the SW corner of Forest and University. Appointments are recommended and can be scheduled in advance, or students may utilize our same-day advising hours.

The Office of Student Success has regular business hours between 8:00am and 5:00pm, Monday through Friday. Appointments are available between 8:30am and 4:30pm, Monday through Friday.

Regular same-day advising hours are 8:40 – 11:40am and 1:00 – 4:00pm, Tuesdays and Fridays, when fall and spring classes are in session. Refer to the Herberger Institute website for same-day advising updates. http://herbergerinstitute.asu.edu/students/undergrad/current/advising.php

7.1 Herberger Advising Team (Office of Student Success)

The Herberger Institute advising team assists students with understanding school, institute and university policies and procedures; registering for courses; and, ultimately, graduation.

The advising team is cross-trained in all design and arts disciplines, and lead advisors in each area specialize in helping you navigate your undergraduate career.

When you call to schedule an appointment, we will try to match you with the lead advisor for your major. You should, however, feel free to request a specific advisor or meet with...
a different advisor if that works better with your schedule. All Herberger advisors are knowledgeable in all Herberger undergraduate major programs.

For a list of lead advising areas and advisor contact information, visit http://herbergerinstitute.asu.edu/students/undergrad/current/advising.php.

7.2 Required Advising

The Herberger Institute has mandatory advising for all new students entering the University prior to enrollment in their first semester at ASU, this includes both freshman and transfer students. Freshman students will continue to be required to come in for advising each semester until they complete a minimum of 25 credit hours. Sophomore students (completed 25 – 55 credits) will be required to come in for advising if their GPA falls below a 3.0 and will be required to meet with their advisor until they reach a minimum GPA of a 3.0 or complete 56 credit hours. All junior and senior students (completed 56+ credits) will be required to come in for advising if their GPA falls below a 2.3. Students are also required to come in for a mandatory advising session when they reach 87 credit hours. Typically, this is during the second semester of their junior year. At this appointment, students will file a Graduation Planning Sheet (see GRADUATION PLANNING SHEET (GPS), p. 10). There is also mandatory advising for all students who are off-track in their major (see eAdvisor, p. 12) or if a student is placed on academic probation (see PROBATION, p. 21).

7.3 Scheduled Appointments

The Office of Student Success has regular business hours between 8:00am and 5:00pm, Monday through Friday. Advising appointments are generally available between 8:30am and 4:30pm, Monday through Friday.

There are 3 ways to schedule an advising appointment:

- Online: Make an advising appointment
- Phone: 480.965.4495
- In-person: Design South (CDS), room 101 (M - F, 8 a.m. - 5 p.m.)

Please note that advisors cannot schedule appointments through email.

There are times during the academic year when scheduled appointments are unavailable. These are typically the first week of registration and the first week of the semester, however they are subject to change. Watch your ASU email and check the Herberger Institute website for updates about advising hours: http://herbergerinstitute.asu.edu/students/undergrad/current/advising.php.
7.4 Same Day Advising

Same-day advising is available Tuesdays and Fridays, 8:40 – 11:40am and 1:00 – 4:00pm, during the academic year when classes are in session. There will be no same-day advising hours when classes are not in session or during the summer session.

Same-day meetings are limited to 20 minutes or less. Because of this time constraint, the following issues are not eligible for same-day advising and are by appointment only:

- Students interested in concurrent majors
- New students
- Transfer students
- Students in need of long-term career or academic planning
- Students wanting to change majors
- GPS (Graduation Planning Sheet)

In the event of unforeseen circumstances – such as illness, family emergency, etc. – same-day hours may be canceled without advance notice.

There are times during the academic year when the entire advising staff is seeing students on a same-day basis, and scheduled appointments are unavailable. These are typically the first week of registration and the first week of the semester, but they are subject to change. Watch your ASU email and check the Herberger Institute website for advising hours updates [http://herbergerinstitute.asu.edu/students/undergrad/current/advising.php](http://herbergerinstitute.asu.edu/students/undergrad/current/advising.php).

7.5 How to Prepare for Your Advising Appointment

All students must bring a current copy of their DARS report to each advising appointment. If you have not printed a DARS report prior to checking in for your appointment, the receptionist will direct you to a computer in the lobby where you can print the report. (See *DARS (Degree Audit Reporting System)*, p. 12)

You should also bring a written list of questions you would like to discuss or your preliminary plan detailing courses you are planning to take next semester.

Additional tips for being prepared:

- Have your ASU ID card ready or know your ASU ID number.
- Review your ASU Major Map and Critical Requirements and know the required courses for your major.
- When asking questions about specific courses, know the prefix and number (i.e. DCE is the prefix and 180 is the number) of the course and the class number. The class number is a 5 digit number used to register for the class.
- Check your account at [http://my.asu.edu](http://my.asu.edu) for any registration holds and clear up what you can prior to seeing an advisor.
- If asking questions about a letter you received from anyone at the university, bring the letter with you for the advisor to review.
7.6 Graduation Planning Sheet (GPS)

The Graduation Planning Sheet (GPS) is a form you will complete and review with an advisor just before your senior year. You will file the GPS when you reach 87 hours.

The GPS helps you clearly identify your remaining degree requirements and develop a viable plan for finishing your degree.

For step-by-step instructions on completing the GPS, visit the Herberger Institute website [http://herbergerinstitute.asu.edu/students/undergrad/current/graduation_planning.php](http://herbergerinstitute.asu.edu/students/undergrad/current/graduation_planning.php).

7.7 Transfer Credit Evaluation

To receive transfer credit for courses taken at an institution other than Arizona State University, you must submit a final, official transcript directly from the institution to

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

If you have transfer coursework from outside the state of Arizona, you should submit your transfer coursework through the ASU Transfer Credit Guide website: [www.asu.edu/transfercredit](http://www.asu.edu/transfercredit). You will also want to meet with your Herberger Institute advisor after the transfer credit evaluation has been finalized to discuss your results.

All courses offered at community colleges transfer to ASU as lower division (100-200 level) credit. All candidates for the bachelor's degree must complete a minimum 45 semester hours at the upper division. No more than 64 semester hours from two-year institutions may be applied toward your ASU degree.

All candidates for the bachelor's degree must complete a minimum of 30 semester hours in residence at ASU. Transfer students must complete a minimum of 15 semester hours of resident credit in the major as approved by the faculty.

7.7.1 Courses Transferred from Arizona Public Institutions

Courses transferred from Arizona public institutions (community colleges, tribal colleges, state universities) will automatically be evaluated according to the Arizona Course Equivalency Guide. You can use the online Course Equivalency Guide [http://www.aztransfer.com/UniversityStudent](http://www.aztransfer.com/UniversityStudent) to see how your courses will transfer to ASU.

7.7.2 Courses Transferred from Outside Arizona (or Non-Public Arizona Institutions)

Courses transferred from outside Arizona or from non-public Arizona institutions must be submitted through ASU’s Transfer Credit Guide [www.asu.edu/transfercredit](http://www.asu.edu/transfercredit). Work with your advisor to discuss the outcome of
this transfer credit evaluation. In some cases, be prepared to provide course descriptions and syllabi from the previous institution for certain courses.

8. UNDERSTANDING YOUR DEGREE REQUIREMENTS

8.1 ASU General Catalog

The ASU General Catalog is the official source of information for programs and requirements of ASU and its institutes, colleges, schools, and departments.

The catalog provides in-depth information for undergraduates and general information for graduate students and is intended to serve as a guide through your university experience.

The catalog is only available online: http://www.asu.edu/catalog/.

8.2 Catalog Year Requirements

The ASU General Catalog is updated and published annually. Students cannot combine requirements from different years, but must follow all the graduation requirements for a single catalog year. You may follow the earliest catalog year requirements for which you are eligible, or you may elect to follow any single catalog year in effect during subsequent terms of continuous enrollment.

8.2.1 How to Determine Your Catalog Year

The earliest catalog year you are eligible to follow is the year you first enrolled in classes at one of the public Arizona community colleges or universities. (Classes taken at public Arizona community colleges or universities during high school do not count toward determining your catalog year.)

You must maintain continuous enrollment at any public Arizona community college or university to maintain your catalog year. If you are absent from a public Arizona community college or university for a period longer than three consecutive semesters, you will no longer be eligible for your original catalog year. Instead, you must follow the catalog year in effect at the time of your re-enrollment (or any subsequent catalog year).

See the ASU General Catalog for more information on determining your catalog year.

8.3 Critical Tracking

ASU has developed the critical tracking system to help students progress through their degree programs. The system keeps students informed about graduation requirements for their major, helps students plan for and schedule appropriate courses in the correct
sequence to maximize success, and helps students learn how to monitor progress toward their degree.

The two components of the system are Major Maps and eAdvisor.

### 8.3.1 Major Maps

Every major at ASU has a corresponding "major map." The major map plots out an ideal course sequence that will allow full-time students to graduate within four years of beginning that major.

The major map consists of eight terms (or semesters). In each of the first four terms, certain courses or actions (such as passing an audition or milestone) have been designated as "critical requirements" for the term. These critical requirements must be completed by the term indicated. This is where eAdvisor comes in.

### 8.3.2 eAdvisor

eAdvisor is an electronic tool that tracks every student's critical requirements for his or her major. Students who do not complete one, some, or all of their critical requirements for the term will be flagged as "off-track" in eAdvisor. Students who are off-track in eAdvisor are required to meet with an advisor to devise a strategy for getting back on-track.

If you are off-track more than two times, eAdvisor will require you to select a new major. You will no longer be eligible to pursue the major for which you were off-track.

### 8.4 DARS (Degree Audit Reporting System)

The Degree Audit Reporting System (DARS) is an electronic version of your degree requirements. DARS lists all the degree requirements for a given major and displays how the courses you have taken apply toward those requirements.

You and your advisor will use the DARS (in conjunction with eAdvisor) during advising appointments to monitor your degree progress and plan for future semesters. When you apply to graduate from ASU, the Graduation Office uses the DARS to determine whether or not you've met all the degree requirements.

It is your responsibility to keep track of your DARS and report any errors or discrepancies to your advisor right away.

### 9. REGISTRATION

Arizona State University runs on a semester system, and you will register for a new set of classes every semester. ASU regularly offers classes in the fall, spring and summer terms with the following components:
Fall/Spring Session A: first 7.5 week session
Fall/Spring Session B: second 7.5 week session
Fall/Spring Session C: full semester (15 weeks plus final exams)

The date and time you will first have access to the registration system to add classes for the upcoming semester is determined by your number of hours completed. Watch your My ASU account for your registration start date and time. This information is located in the "My Classes" section of your My ASU page. Click the tab for the upcoming semester to view your registration start date and time. You will have from that date and time through the first week of the upcoming semester (the drop/add period) to make adjustments to your schedule.

In addition to the regular fall and spring semesters, ASU also has an eight-week summer session and two six-week summer sessions. See the academic calendar for exact start and end dates for each term [http://students.asu.edu/academic-calendar](http://students.asu.edu/academic-calendar).

Please remember that ignorance of a regulation or policy is not a valid basis for requesting an exception. While some circumstances are beyond a student’s control, meeting deadlines and academic standards are your responsibility as an ASU student.

### 9.1 Finding Courses

Use the online Class Search page to explore your course options each semester. The Class Search for the upcoming semester typically becomes available one to two weeks prior to the first day of registration.

Access the Class Search page via your My ASU account or see [http://www.asu.edu/schedule](http://www.asu.edu/schedule).

For help adding, dropping or swapping a class, see tutorials available [http://herbergerinstitute.asu.edu/students/undergrad/registration.php](http://herbergerinstitute.asu.edu/students/undergrad/registration.php).

### 9.2 Adding a Course

You may start adding classes to your schedule as early as the date indicated on your My ASU account. You may continue to adjust your schedule through the drop/add period, which is typically the first week of the new semester. For exact dates each semester, see the Academic Calendar [http://students.asu.edu/academic-calendar](http://students.asu.edu/academic-calendar).

#### 9.2.1 Course Overrides

In certain circumstances, you may need to request special permission from the instructor to be allowed to take a course. This permission is called a "course override."

Situations in which you might request a course override include:
• You do not meet the stated pre-requisites for a course, but feel you are otherwise qualified to take and succeed in the course.

• You have a time conflict (two classes have meeting times that overlap, but you have made arrangements with and have the approval of both instructors to register for both classes anyway).

• The class section is full, but you have permission from the instructor to register for the class anyway.

The procedure to obtain a course override is as follows:


• Obtain the instructor's signature of approval on the form. For online courses, an email message from the instructor clearly stating his/her permission can substitute for the instructor's signature on the Override Authorization form.

• Take the completed and signed form (or a copy of the instructor's email granting permission) to the unit office that offers the course to be processed. (Art – ART 102; Dance – PEBE 107; Design – CDS 101; Music – MUSIC E185; Theatre and Film – GHALL 232)

• After the override has been processed, add the course to your schedule via your My ASU account or at the Registrar's Office.

If you have questions about obtaining a course override, contact your academic advisor.

9.2.2 Department/Instructor Consent

If a course requires department or instructor consent, you must obtain special permission to register. This permission is called a "course override."

The procedures to obtain department or instructor consent vary by academic unit and are as follows:

School of Art


• Obtain the instructor's signature of approval on the form. For online courses, an email message from the instructor clearly stating his/her permission can substitute for the instructor's signature on the Override Authorization form.
• Take the completed and signed form (or a copy of the instructor's email granting permission) to ART 102 to be processed.

• After the override has been processed, add the course to your schedule via your My ASU account or at the Registrar's Office.

**School of Arts, Media and Engineering**

• Email the instructor of the course requesting permission to take the course.

• Email your advisor requesting the override including the approved Override Authorization form [http://www.asu.edu/registrar/forms/pdf/Override_Authorization.pdf](http://www.asu.edu/registrar/forms/pdf/Override_Authorization.pdf) email from the instructor. Your request must include your name; your student ID; and the course prefix, title, and the five-digit class number.

• After the override has been processed, add the course to your schedule via your My ASU account or at the Registrar's Office.

**The Design School**

• Email the instructor of the course requesting permission to take the course.

• Email your advisor requesting the override including the approved Override Authorization form [http://www.asu.edu/registrar/forms/pdf/Override_Authorization.pdf](http://www.asu.edu/registrar/forms/pdf/Override_Authorization.pdf) email from the instructor. Your request must include your name; your student ID; and the course prefix, title, and the five-digit class number.

• After the override has been processed, add the course to your schedule via your My ASU account or at the Registrar's Office.

**School of Film, Dance and Theatre**


• For film, dance, and theatre courses: obtain the instructor's signature of approval on the form. For online courses, an email message from the instructor clearly stating his/her permission can substitute for the instructor's signature on the Override Authorization form.
• For film, dance, and theatre courses: take the completed and signed form (or a copy of the instructor's email granting permission) to GHALL 232 to be processed.

• After the override has been processed, add the course to your schedule via your My ASU account or at the Registrar's Office.

If you have questions about obtaining department/instructor consent, contact your advisor.

**School of Music**

• Email the instructor of the course for permission to take the course. Your request must include your name; your student ID; and the course prefix, title, and the five-digit class number.

• After the override has been processed, add the course to your schedule via your My ASU account or at the Registrar's Office.

### 9.3 Auditing a Course

You may choose to audit a course, in which case you will attend regularly scheduled class sessions, but you will receive no credit for the course. You should obtain instructor approval prior to registering for a course as an audit; some courses cannot be audited.

You will receive a mark of "X" for completion of an audited course unless the instructor determines your participation and/or attendance has been inadequate in which case the instructor may give you a mark of "W." A mark of "X" or "W" is not included in earned credit hours and is not computed in your GPA.

You may not change the grading option for a course to "audit" or vice versa after the regular university drop/add deadline. See the Academic Calendar [http://students.asu.edu/academic-calendar](http://students.asu.edu/academic-calendar).

### 9.4 Dropping a Course

You may drop an individual course from your schedule without consequence through the drop/add period for that semester. The drop/add period typically lasts through the end of the first week of classes. See the Academic Calendar [http://students.asu.edu/academic-calendar](http://students.asu.edu/academic-calendar).

Session A and B courses have an earlier drop deadline than Session C courses. View the drop deadline for individual courses via the "My Classes" box on your My ASU account. Click the "Deadlines" icon that appears directly to the left of the instructor's name.
Courses that are dropped do not appear on your transcript, and fees paid are refunded according to the university Tuition Refund Policy http://students.asu.edu/tuitionrefundpolicy.

Students wishing to drop all their courses during the drop/add period cannot do so via their My ASU account. To drop all your courses during the drop/add period, you must follow the complete withdrawal process. (See Complete Withdrawal from the University, p. 19)

Please remember that ignorance of a regulation or policy is not a valid basis for requesting an exception. While some circumstances are beyond a student’s control, meeting deadlines and academic standards is your responsibility as an ASU student.

9.5 Individual Course Withdrawal

You may withdraw from an individual course up until the course withdrawal deadline for that semester. See the Academic Calendar http://students.asu.edu/academic-calendar. Fees paid are refunded according to the university Tuition Refund Policy http://students.asu.edu/tuitionrefundpolicy.

When you withdraw from a course, it will appear on your transcript with a notation of "W." The "W" indicates you chose not to complete the course; there is no credit attached to a "W," and it has no effect on your GPA.

Session A and B courses may have an earlier withdrawal deadline than Session C courses. View the withdrawal deadline for individual courses via the "My Classes" box on your My ASU account. Click the "Deadlines" icon that appears directly to the left of the instructor's name.

You may not avoid any penalty for academic dishonesty by withdrawing from a course. A student may be reinstated to a course to receive a penalty of a reduced or failing grade, or XE.

Requests to withdraw from a class after the withdrawal deadline will not be honored.

Please remember that ignorance of a regulation or policy is not a valid basis for requesting an exception. While some circumstances are beyond a student’s control, meeting deadlines and academic standards is your responsibility as an ASU student.

To withdraw from all your courses before the complete withdrawal deadline, you must follow the complete withdrawal process. (See Complete Withdrawal from the University, p. 19)

9.6 Term Overloads

Any student wishing to register for more than 18 semester hours in a fall or spring term or more than 14 semester hours in summer term must complete a Herberger Institute
Petition for Term Overload. This form can be found on the Herberger Institute website forms section here:
http://herbergerinstitute.asu.edu/students/undergrad/current/forms/herberger.php

An overload is a privilege, not a right.

For term overloads of 19-21 hours, students must have an established ASU cumulative GPA of 3.25 or higher and have successfully completed two successful terms at ASU with 16-18 semester hours. For summer term overloads, permission is granted at the discretion of the Assistant Dean for Student Success.

9.7 Instructor Initiated Actions

While a professor may drop or withdraw a student from a course, do not assume you will be dropped or withdrawn from a course for nonattendance. In most cases, if you fail to attend a class, you will receive a failing grade.

9.7.1 Instructor-Initiated Drop

An instructor may drop a student for nonattendance through the second week of classes in fall or spring semesters or the first four days of each summer session. Instructor-initiated drops for nonattendance are signed by the dean or dean’s designee. The Herberger Institute notifies students by email.

If you anticipate absences from class at any time during the semester, you should contact your instructor well in advance to discuss the consequences of those absences.

You should not assume that you will be withdrawn from a course for nonattendance.

9.7.2 Instructor-Initiated Withdrawal

An instructor may withdraw a student from a course with a mark of “W” or a grade of “E” only if the student’s continued presence in the course is disruptive to the instructor’s ability to conduct the course. A student may appeal an instructor-initiated withdrawal within 10 days of being withdrawn to the Standards Committee of the college which offers the course. The committee’s decision is final.
9.8 **Class Attendance Policy**

Go to class! It’s that simple. If you don’t go to class, you won’t pass. Many classes have attendance policies which make it impossible to pass the course after a specified number of absences.

Even if your classes do not have strict attendance requirements, it is important you attend to get the most from your college education. Absenteeism will dramatically hurt your grades and the amount you learn.

10. **SPECIAL REGISTRATION SITUATIONS**

10.1 **Complete Withdrawal from the University**

You may request a complete session withdrawal from all your courses up until the Complete Withdrawal deadline for that specific session. See the Academic Calendar [http://students.asu.edu/academic-calendar](http://students.asu.edu/academic-calendar). Fees paid are refunded according to the university Tuition Refund Policy [http://students.asu.edu/tuitionrefundpolicy](http://students.asu.edu/tuitionrefundpolicy).

When you make a complete withdrawal from all your courses, they will appear on your transcript with a mark of "W." The "W" indicates you chose not to complete the courses; there is no credit attached to a "W," and it has no effect on your GPA.

To request a complete withdrawal from all classes, you must complete a signed withdrawal request form: [http://www.asu.edu/registrar/forms/pdf/withdrawal.pdf](http://www.asu.edu/registrar/forms/pdf/withdrawal.pdf) and schedule an appointment to meet with a Herberger representative within the Herberger Office of Student Success. For more information, see [http://herbergerinstitute.asu.edu/students/undergrad/registration.php](http://herbergerinstitute.asu.edu/students/undergrad/registration.php).

You may not avoid any penalty for academic dishonesty by withdrawing from a course. A student may be reinstated to a course to receive a penalty of a reduced or failing grade, or XE.

Requests to withdraw from a class after the withdrawal deadline will not be honored, and you must accept the grade you receive in the course.

Please remember that ignorance of a regulation or policy is not a valid basis for requesting an exception. While some circumstances are beyond a student’s control, meeting deadlines and academic standards is your responsibility as an ASU student.

10.2 **Medical/Compassionate Withdrawal**

A medical/compassionate withdrawal request may be made in extraordinary cases where serious illness or injury (medical) or another significant personal situation (compassionate) prevents you from continuing in your classes, and where incompletes or other arrangements with the instructor are not possible. This policy includes both physical-health and mental-health difficulties.
Requests for less than a complete withdrawal must be especially well-documented to justify the selective nature of the medical/compassionate withdrawal request. All applications for medical or compassionate withdrawal must be accompanied by thorough, professional documentation.

You may not avoid any penalty for academic dishonesty by withdrawing under these circumstances. A student may be reinstated to a course to receive a penalty of a reduced or failing grade, or XE.

The medical/compassionate withdrawal request form and instructions are available on the Registrar's Office website [http://students.asu.edu/forms/medical-compassionate-withdrawal-request](http://students.asu.edu/forms/medical-compassionate-withdrawal-request).

### 10.3 Leave of Absence

If you will not be enrolling in classes for a period of one or two consecutive regular semesters (fall and/or spring), but plan to return to ASU and resume your program after that period, you may request a Leave of Absence from the university. Students who file a Leave of Absence are not required to apply for readmission or pay readmission fees and may participate in their regularly scheduled registration/enrollment period upon return to the university.

If you are enrolled in a Herberger program that requires an audition/interview/milestone/portfolio review/etc. for full acceptance, you should contact your academic advisor prior to requesting a Leave of Absence to determine how the Leave of Absence will affect your status. Depending on the duration of the absence, you may be required to resubmit your audition/interview/milestone/portfolio review/etc. upon return.

You may request a Leave of Absence more than once, but the cumulative total of all requests may not exceed two years (four semesters). You must notify the Registrar's Office when you are ready to return to the university.

Instructions, eligibility requirements, and the Leave of Absence request form are available on the Registrar's Office website [http://students.asu.edu/forms/registration/regforms.html](http://students.asu.edu/forms/registration/regforms.html).

### 10.4 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. You are, however, 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 Herberger Institute standards committee.
11. STUDENT FORMS

The Herberger Institute for Design and the Arts maintains a student forms webpage where you can find commonly used student forms

http://herbergerinstitute.asu.edu/students/undergrad/current/forms/.

If you have trouble locating a form for your circumstance, contact your advisor for assistance.

12. ACADEMIC STANDING

Students in the Herberger Institute are considered in academic good standing if they maintain a cumulative GPA of 2.00 or higher in all courses taken at ASU.

Note: Certain undergraduate degree programs in the Herberger Institute require a minimum GPA within the major and/or a minimum cumulative GPA which may be higher than 2.00. These minimums vary by program.

12.1 Probation

A student in any of the institute's degree 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 institute imposes on their probation as a condition of retention. All Herberger Institute students who are placed on academic probation are required to attend mandatory advising appointments in an effort to help them improve their academic standing. Students are 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 continue until the student earns a cumulative GPA of 2.00 or higher.

12.2 Disqualification

If the overall GPA is not at the required level and the conditions of probation have not been met after one semester on probation, the student is disqualified for a minimum of two full academic semesters. Disqualification is exercised at the discretion of the institute and becomes effective on the first day of the fall or spring semester following institute action. A disqualified student is notified by the Office of the Registrar or the dean of the institute and is not allowed to register for a fall or spring semester at the university until reinstated.

12.3 Reinstatement

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 Herberger Office of Student Success regarding procedures and guidance for reinstatement and returning to academic good standing. Disqualified students 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 institute for early reinstatement. Applications for readmission to ASU must be made to the
University Registrar’s Office. By following recommendations and meeting established standards for summer coursework or coursework completed at other institutions, the possibility of successful reinstatement is enhanced. All students who are academically disqualified or who are off track for two semesters should contact a Herberger advisor. Advisors provide transitional advising for students who must choose another major.

13. CLASS STANDING

Your class standing is determined by the number of semester hours you have earned:

<table>
<thead>
<tr>
<th>Class Standing</th>
<th>Total Earned Semester Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman</td>
<td>0 – 24 semester hours</td>
</tr>
<tr>
<td>Sophomore</td>
<td>25 – 55 semester hours</td>
</tr>
<tr>
<td>Junior/Senior</td>
<td>56 – 86 semester hours</td>
</tr>
<tr>
<td>Senior</td>
<td>87 + semester hours</td>
</tr>
</tbody>
</table>

*Table 1 – Class Standing*

14. CALCULATING YOUR GPA

To graduate from ASU and the Herberger Institute for Design and the Arts, you must earn a minimum cumulative GPA of 2.0 on a 4.0 scale. Individual units may have higher and/or additional GPA requirements for graduation. Use the following values to calculate your grade point average:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>4.333</td>
</tr>
<tr>
<td>A</td>
<td>4.000</td>
</tr>
<tr>
<td>A-</td>
<td>3.667</td>
</tr>
<tr>
<td>B+</td>
<td>3.333</td>
</tr>
<tr>
<td>B</td>
<td>3.000</td>
</tr>
<tr>
<td>B-</td>
<td>2.667</td>
</tr>
<tr>
<td>C+</td>
<td>2.333</td>
</tr>
<tr>
<td>C</td>
<td>2.000</td>
</tr>
<tr>
<td>D</td>
<td>1.000</td>
</tr>
<tr>
<td>E</td>
<td>0.000</td>
</tr>
</tbody>
</table>

NOTE: Grades of X, W, and Y are not used to calculate honor points.

Multiply the credit hours for each course by the grade points corresponding with your letter grade to produce honor points for each class. Figure your total credit hours and your total honor points. Divide the total number of honor points by the total number of semester hours graded.

Visit [https://students.asu.edu/gpa-calculator](https://students.asu.edu/gpa-calculator) to access a GPA calculator that can help you determine

- how the grades you anticipate receiving in the courses you are now taking will affect your overall GPA;
- what it will take and how many credit hours you will need to raise your GPA to a new specified level; and
- what grade average you need to achieve this term to raise your cumulative GPA to a new specified level.
To get the most accurate results from the calculators, you will need to know certain information about your grades at ASU. You can find that information by following the "My Grades" link on your My ASU account.

14.1 How Repeating Courses Affects Your GPA

You may repeat for credit any undergraduate course taken at ASU in which you received a grade of "D" or "E," or a mark of "W" or "X." You may not repeat for credit an undergraduate course in which you earned a grade of "C" or higher, unless the higher grade is required for the major.

You may repeat an undergraduate course in which you earned a grade of "D" or "E" only once, and credit for the course is awarded only once.

If you started taking classes at ASU in summer 2008 or prior

When you repeat a 100- or 200-level course, the new grade you earn will replace the original grade in your cumulative ASU GPA, although both grades will appear on your transcript. When you repeat a 300- or 400-level course, both grades will be averaged into your cumulative ASU GPA, and both grades will appear on your transcript.

If you started taking classes at ASU in fall 2008 or later

The new grade you earn will replace the original grade in your cumulative ASU GPA for up to the first 12 hours of repeated courses. Both grades will appear on your transcript. For any additional repeated courses after the first 12 hours, both grades will be averaged into your cumulative ASU GPA, and both grades will appear on your transcript.

You must repeat the course at ASU to be eligible for the deletion of "D" or "E" grades from calculations of the ASU GPA. Students who have graduated are not eligible to delete the grade for a course taken before the award of the ASU bachelor’s degree.

The repeat policy does not apply to seminar or independent study courses with different content each semester. The policy affects only undergraduate students and undergraduate courses.

15. ACADEMIC RECOGNITION

15.1 Dean’s List

If you complete 12 or more graded semester hours during a semester in residence at ASU with a GPA of 3.50 or higher, you are eligible for the Dean’s List. You will receive a certificate from the Herberger Institute Dean for each semester you are on the Dean’s List.
15.2 Graduation with Academic Recognition

If you complete at least 56 hours of resident credit at ASU and achieve a qualifying GPA, you will graduate with academic recognition.

<table>
<thead>
<tr>
<th>Cumulative GPA</th>
<th>Designation</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.40-3.59</td>
<td>cum laude</td>
</tr>
<tr>
<td>3.60-3.79</td>
<td>magna cum laude</td>
</tr>
<tr>
<td>3.80-4.00</td>
<td>summa cum laude</td>
</tr>
</tbody>
</table>

*Table 2 – Academic Recognition*

16. ACADEMIC INTEGRITY and STUDENT CODE OF CONDUCT

Arizona State University and the Herberger Institute for Design and the Arts expect the highest standards of academic integrity from all students. Failure 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. Please review the policy at [https://provost.asu.edu/academicintegrity/policy](https://provost.asu.edu/academicintegrity/policy). You are responsible for abiding by this policy.

In addition, ASU adheres to a university-wide Student Code of Conduct. The philosophy behind this policy states:

The aim of education is the intellectual, personal, social, and ethical development of the individual. The educational process is ideally conducted in an environment that encourages reasoned discourse, intellectual honesty, openness to constructive change and respect for the rights of all individuals. Self-discipline and a respect for the rights of others in the university community are necessary for the fulfillment of such goals. The Student Code of Conduct is designed to promote this environment at each of the state universities.