



**Undergraduate Student  
Academic Handbook  
2017-2018**

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## 1. WELCOME

Welcome to the Herberger Institute for Design and the Arts!

Our mission is to position designers, artists, scholars and educators at the center of public life and prepare them to use their creative capacities to advance culture, build community and imaginatively address the most pressing challenges of today. Our vision is to advance the New American University by embedding designers, artists and arts-based inquiry at its core and throughout the communities it serves locally, nationally and internationally.

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. Our diverse program offerings encompass over 50 areas of study from within five schools: art; arts, media + engineering; design; film, dance and theatre; music as well as our cross institute programs.

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 academic units:

School of Art  
School of Arts, Media + 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 arts administration, entertainment design, or individualized focus

#### *School of Art*

- Bachelor of Art (BA) degree in Art  
with concentrations in art history, art studies, and museum studies

- Bachelor of Art (BA) degree in Fashion
- Bachelor of Fine Art (BFA) degree in Art with concentrations in art education, ceramics, drawing, fibers, intermedia, painting, photography, printmaking, and sculpture

*School of Arts, Media + Engineering*

- Bachelor of Art (BA) degree in Digital Culture with possible concentrations in art, arts & design studies, design, English, film, graphic information technology, interdisciplinary arts & performance, media processing, music, and theatre.

*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
- Bachelor of Science (BS) degree in Environmental Design with two focus areas: design management, innovation and strategy; and design, environment and sustainability

*School of Film, Dance and Theatre*

- Bachelor of Art (BA) degree in Film and Media Production with tracks in directing, producing, and production technology
- Bachelor of Art (BA) degree in Filmmaking Practices with tracks in screenwriting and pre-professional
- Bachelor of Art (BA) degree in Theatre with optional concentrations in acting and design & production
- Bachelor of Art (BA) degree in Performance and Movement with focus areas in general track, social and partnership dance, urban arts and music theatre
- Bachelor of Fine Art (BFA) degree in Dance
- Bachelor of Fine Art (BFA) degree in Dance Education

*School of Music*

- Bachelor of Art (BA) degree in Music
- Bachelor of Art (BA) degree in Music (Music and Culture)
- 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 composition and theory

## 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. Although undergraduate certificates are similar to minors, certificates can be completed independently from a major. The Herberger Institute offers thirteen minors and four certificates.

- Architectural Studies
- Art History
- Arts Entrepreneurship (Certificate)
- Arts in Education (Certificate)
- Dance
- Design Studies
- Digital Culture (Minor & Certificate)
- Fashion
- 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 4. *How to Declare or Drop a Minor or Certificate*, p. 9)

## 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. Students may seek approval for concurrent degrees if they meet the following requirements:

- If their Herberger major requires an audition, interview, milestone, or portfolio review for full acceptance into the program, they must pass this step prior to applying for concurrent degrees.
- They must complete at least 6 semester credit hours of major related course requirements for each degree.
- They must have a minimum 3.0 cumulative ASU GPA.

Students who meet these criteria may then submit an Undergraduate Standards Committee Petition (see *Student Forms*, p. 28) requesting to pursue both degree programs.

Some colleges or schools have additional requirements for their degree programs. If one of the concurrent majors is outside the Herberger Institute, students 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. Students may submit the Undergraduate Standards Committee Petition for concurrent majors only after they have completed 6 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).

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.

*Example 1:* An art student with concurrent concentrations in painting and ceramics must have 24 hours of ceramics coursework that does not duplicate any coursework used to satisfy the painting major requirements.

*Example 2:* A music student with concurrent degrees in performance and music education must have 24 hours of music education coursework that does not duplicate any coursework used to



satisfy the performance major requirements. 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. Students 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.

Students may submit the Undergraduate Standards Committee Petition for concurrent majors only after they have completed 6 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 OR CERTIFICATE**

Most ASU colleges offer undergraduate minors and certificates in addition to majors. Minors and certificates are approved coherent concentrations of academic study involving substantially fewer hours of credit than a corresponding major. Students in most majors may pursue one or more minor and/or certificate 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 or certificate. Minors and certificates are not intended as a substitute for professional work in design and the arts, but as a complement to other curricula.

The Herberger Institute offers thirteen minors and four undergraduate certificates (see *Minors / Certificates*, p. 7). The total number of semester hours required for a Herberger Institute minor or certificate ranges from 18 to 25.

Students can find detailed information about the minors and certificates offered at ASU via the "Find Programs" tab on their 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, students meet with a Herberger Institute advisor to learn more about the minor requirements. Upon request, their major advisor will confirm they are eligible for the minor, and then add the minor to their ASU record.

## **4.2 Declaring a Minor Outside the Herberger Institute**

To declare a minor from outside the Herberger Institute, students 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, students will notify their Herberger Institute major advisor to officially add the minor to their ASU record.

## **4.3 Dropping a Minor**

If a student decides they no longer wish to pursue a declared minor, they must notify their Herberger Institute major advisor in writing, and the advisor will remove the minor from their ASU record.

## **4.4 Adding a Certificate**

To add a certificate offered by the Herberger Institute, students meet with a Herberger Institute advisor to learn more about the certificate requirements. If they meet the requirements to add a certificate, they must complete the Undergraduate Certificate form and turn it into their major advisor. The Undergraduate Certificate form can be found on the university registrar services' [Forms](#) website.

To add a certificate from outside the Herberger Institute, students meet with an advisor in the unit offering the certificate to learn about the requirements. If they meet the requirements to add the certificate, they must complete the Undergraduate Certificate form and turn it into the unit. (i.e. Herberger students interested in a Computer Gaming certificate should meet with a Fulton Engineering advisor and turn in the completed form to the Fulton Advising office).

## **4.5 Removing a Certificate**

If a student decides they no longer wish to pursue a declared certificate, they must complete the Undergraduate Certificate form and turn it into the Graduation Office (SSV Building) or email the signed form to [graduation@asu.edu](mailto:graduation@asu.edu).

## 5. COMMUNICATION

### 5.1 Family Educational Rights and Privacy Act (FERPA)

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. FERPA regulations prohibits university personnel from disclosing information about student records to any third party (including parents) without express written consent from the student.

FERPA regulations govern 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 fully complies with FERPA regulations with regard to release and/or disclosure of student educational records. In some instances, additional regulations may apply. See: [ASU FERPA policy](#).

There are two ways for students to give other people access to their education records:

1. Students must sign and submit a [Consent for Access Form](#) to Registrar Services. Note: This form does not provide online access to information.
2. To grant online access to their My ASU student portal for purposes of sharing admission status, class schedule, grades, finances, housing, and other information, students must authorize guest access through their My ASU. [Instructions](#) can be found online.

### 5.2 ASURITE User ID

Every person at ASU is assigned an ASURITE UserID. Students will use their 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 they are 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. Students should change their password frequently and pick a password that is difficult to guess.

Students should contact the IT Help Desk if they suspect their access has been compromised: <http://help.asu.edu> or by phone (480) 965-6500.

Students should go to the ASURITE Activation and Service Management page (<http://www.asu.edu/asurite/>) to:

- Activate their new ASURITE UserID
- View or make changes to their ASURITE User ID
- Reset their password

### **5.3 ASU Email**

When students enroll and activate their ASURITE UserID, they are assigned an ASU email address. Email is an official form of communication for the university. Students should check their ASU email account regularly.

The ASU email account is the only way faculty and staff at ASU can communicate with students electronically. Students are responsible for all ASU communication that comes to their ASU email account.

Students may access their ASU email account via My ASU or at <https://email.asu.edu>.

Students can choose to forward their ASU email to an external email account address (such as Gmail, Hotmail, Yahoo, etc.). To forward ASU email to an external email account:

- Logon to <http://www.asu.edu/epouupdate>
- In the Destination Address field, enter the external email address and click on Update.  
(Note: It may take around 30 minutes for the changes to begin working.)

### **5.4 Herberger Institute Website**

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

## **6. ACADEMIC CALENDAR**

University Registrar Services 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.

Students can access the academic calendar through their 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 encouraged and should be scheduled in advance, or students may utilize our walk-in advising hours.

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

Walk-in advising hours are 9:00 – 11:40 am and 1:00 – 3:40 pm, Tuesdays and Fridays, when fall and spring classes are in session.

Herberger Institute Advising Page: <https://herbergerinstitute.asu.edu/advising>

## 7.1 Herberger Advising Team (Office of Student Success)

The Herberger Institute Office of Student Success facilitates the academic achievement and creative development of students while assisting in the navigation and attainment of their goals. The advising team assists students with: understanding school, institute and university policies and procedures; registering for courses; and, ultimately, graduation.

The advising team is knowledgeable in all design and arts disciplines; however, the lead advisors in each area specialize in helping students navigate their undergraduate career.

For a list of lead advising areas and advisor contact information, visit <https://herbergerinstitute.asu.edu/advising>.

## 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. The following table outlines when academic advising is required:

Class Standing	Completed Credits	GPA
Freshman students	Fewer than 25 credits	Any
Sophomore students	25 – 55 credits	Falls below a 3.0
Junior students	56 or more credits	Falls below a 2.3
Senior students*	87 or more credits	Any

\*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. 15).

There is also mandatory advising for all students who are off-track in their major (see *eAdvisor*, p. 18) or if a student is placed on academic probation (see *Probation*, p. 29).

### **7.3 Scheduled Appointments**

It is recommended that students schedule in advance with their lead academic advisor for their advising appointments which are generally available between 8:30 am and 4:30 pm, Monday through Friday.

There are 3 ways to schedule an advising appointment:

- Online: From the student's My ASU page by clicking on 'Academic Advising' (preferred)
- Phone: 480.965.4495
- In-person: Design South (CDS), room 101 (M – F, 8 am – 5 pm)

Please note that advisors cannot schedule appointments through email.

The online scheduling system only shows two weeks of available appointments for each advisor. If the advisor's schedule is full, the student can return to the scheduling system the following day to see the next chronological day with open appointments.

### **7.4 Walk-In Advising**

Walk-in advising is available Tuesdays and Fridays, 9:00 – 11:40 am and 1:00 – 3:40 pm, during the academic year when classes are in session. There will be no walk-in advising hours when classes are not in session (such as winter and spring breaks) or during the summer session.

Walk-in meetings are limited to 20 minutes or less. Because of this time constraint, the following advising services are appropriate for walk-in advising:

- Follow-up from previous advising appointment
- Signature on form
- Checking over scheduled courses
- Registration advising for students without a hold

Given the limited time available in a walk-in advising meeting, the following areas require a scheduled appointment with an academic advisor:

- Students interested in concurrent majors
- New students, freshmen and transfer
- Students with advising holds
- Students in need of long-term career or academic planning
- Students wanting to change majors
- GPS (Graduation Planning Sheet)
- Initial probation appointment

## 7.5 How to Prepare for Your Advising Appointment

All students are encouraged to run a current DARS report before each advising appointment. If a student has not run a DARS report prior to checking in for their appointment, the front desk staff may direct them to a computer in the lobby where they can run the report. (See *DARS (Degree Audit Reporting System)*, p. 18)

### To come to the appointment prepared, students should:

1. Know their ASU Student ID number or have their ASU ID card ready.
2. Check their account at [my.asu.edu](http://my.asu.edu) for any registration holds and clear up what they can prior to seeing an advisor.
3. Review their [ASU Major Map and Critical Requirements](#) and know the required courses for their major.
4. Run and review their DARS report. [Learn how to run a DARS report.](#)
5. Bring a written list of questions they would like to discuss and ideas of courses they are planning to take next semester. Please check course availability in the [schedule of classes](#).
6. If asking questions about a letter, email, or form that they received from anyone at the University, bring it with them for the advisor to review.
7. When asking questions about specific courses know the prefix and number (i.e., DSC is the prefix and 100 is the course number) of the course.

## 7.6 Graduation Planning Sheet (GPS)

The Graduation Planning Sheet (GPS) is a form that students complete and review with an advisor approximately 2-3 semesters prior to graduation. They will file the GPS either when they reach 87 hours or when they are in the spring semester of their third year in their program. Students needing to complete a GPS will have an advising hold placed on their account and will receive email communication prompting them to schedule an advising appointment.

The GPS helps clearly identify the student's remaining degree requirements. It also documents a viable semester-by-semester plan for completing outstanding degree requirements. If a student receives a notification to complete a GPS but knows they are more than 3 semesters away from completing their degree requirements, they should reach out to their lead advisor.

## 7.7 Transfer Credit Evaluation

To receive transfer credit for courses taken at an institution other than Arizona State University, a final, official transcript must be directly submitted from the other institution. All transcripts should be sent to:

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

Students will need to meet with their Herberger Institute advisor after the transfer credit evaluation has been finalized to discuss how courses transferred and how they apply to degree requirements.

Transferrable community college courses carry lower division (1XX-2XX level) credit at ASU. All candidates for the bachelor's degree must complete a minimum 45 semester hours at the upper division level (3XX-4XX). No more than 64 semester hours from two-year institutions may be applied toward your ASU degree requirements.

All candidates for a 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. Students can use the online Course Equivalency Guide at the [AZ Transfer](#) website to see how their 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 will be automatically evaluated for equivalencies with ASU courses. Courses that do not have an ASU equivalent course may be submitted for re-evaluation through ASU's [Transfer Credit Guide](#). Students should work with their advisor to discuss the outcome of this transfer credit evaluation. In some cases, they may be asked to provide course descriptions and syllabi from the previous institution for certain courses.

## **8. UNDERSTANDING YOUR DEGREE REQUIREMENTS**

### **8.1 ASU Academic Catalog**

The *ASU Academic 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://catalog.asu.edu>



## **8.2 Catalog Year Requirements**

The *ASU Academic Catalog* is updated and published online annually. Students cannot combine requirements from different catalog years, and must follow all the graduation requirements for a single catalog year. They may follow the earliest catalog year requirements for which they are eligible, or they 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 a student is eligible to follow is the year they 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 catalog year.)

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

View the *ASU Academic Catalog* online for more information on determining 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 completion.

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 and are "tracked" by eAdvisor. "Necessary courses" are degree requirements in terms 5-8 that have been identified as necessary for timely completion of degree requirements.

### **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 will receive an eAdvisor hold and are required to meet with an advisor to devise a strategy for getting back on-track.

If students are off-track for two consecutive semesters, the Tracking Tool will flag their record with a hold stating "Seek Advising to Change Major." Students may no longer be eligible to pursue the major for which they are off-track and will need to see an advisor in the department of the major they intend to change to and request to officially change their major.

## **8.4 DARS (Degree Audit Reporting System)**

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

The student and their advisor will use the DARS (in conjunction with eAdvisor and the major map) during advising appointments to monitor degree progress and plan for future semesters. When a student applies to graduate from ASU, the Graduation Office uses the DARS to determine whether or not all the degree requirements have been met.

It is the student's responsibility to keep track of their DARS and report any errors or discrepancies to their advisor right away. Students should review their DARS after registering for courses or after dropping/withdrawing from courses.

## **9. REGISTRATION**

Arizona State University runs on a semester system, and students 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)

Summer Session A: first 6-week session

Summer Session B: second 6-week session

Summer Session C: 8 week session

Registration dates are the dates and times a student can begin registering for the upcoming semester and are determined by the number of credit hours completed. Students should watch their My ASU account for their registration start date. This information is located in the "My Classes" section of the My ASU page. Click the tab for the upcoming semester to view registration start dates and times. Students will have from that date and time through the first week of the upcoming semester (the drop/add period) to make adjustments to their schedule.

See the academic calendar for exact start and end dates for each term <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 is the student's responsibility.

## 9.1 Finding Courses

Use the online Class Search page to explore 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.

Students can access the Class Search page via their My ASU account or see <https://webapp4.asu.edu/catalog>.

Students also have the option to use the [Schedule Planner](#) feature available through My ASU.

For help adding, dropping or swapping a class, see available [tutorials](#)

## 9.2 Adding a Course

Students may start adding classes to their schedule as early as the date indicated on their My ASU account. They may continue to adjust their 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>.

### 9.2.1 Course Overrides

In certain circumstances, students 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 students might request a course override include:

- They do not meet the stated prerequisites for a course, but feel they are otherwise qualified to take and succeed in the course.
- They have a time conflict, where two classes have meeting times that overlap, but they have made arrangements with one of the instructors to either leave early or arrive late to his/her class. In this case, the student would register for the other class and then use the time conflict override to add the course for which they have been given permission to leave early or arrive late.
- The class section is full, but they have permission from the instructor to register for the class anyway.

For questions about obtaining a course override, students should contact their academic advisor.

### **9.2.2 Department/Instructor Consent**

If a course requires department or instructor consent, the student 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**

Please use one of two methods listed below when requesting permission into the class. In either case students **MUST** obtain instructor's permission and submit the SOA Override Authorization Form to the School of Art Office. SOA Override Authorization Form can be found on the School of Art website under Forms.

Meet with instructor (preferred):

- Contact the course instructor to request a meeting. Faculty directory is linked to instructor's name in the class search.
- Fill out SOA Override Authorization Form and take the form with them when meeting with the instructor for their signature.
- Submit fully completed and signed form to School of Art front office for processing.

If student is unable to meet with instructor:

- Fill out Override Authorization Form
- Contact the course instructor via email with student's written request, including the reason for needing an override. Faculty directory is linked to instructor's name in the class search. Attach the filled out Override Authorization Form to the e-mail.
- If the instructor approves the student's request, for record purposes and for the student's request to be entered in the system, the instructor will e-mail the form and approval to Art Office Specialist [Adria.Montanez@asu.edu](mailto:Adria.Montanez@asu.edu), copying the student.

Override request procedure when instructor's name is NOT listed in the class search:

Early in the enrollment period art classes may have "Staff" listed in place of the instructor's name. In such cases, student e-mails an Art Advisor who will direct the student to a faculty member authorized to issue the override. Once the student has that information, follow one of two methods explained above.

### **School of Arts, Media + Engineering**

If an AME/MDC course is full, if there is a time conflict, or if the student needs a pre-requisite override, use the following procedures:

- Email the instructor of the course requesting permission to take the course.
- Forward the approval email including the approved Override Authorization form <https://students.asu.edu/forms/override-authorization> to the Digital Culture advisor who will then enter the override **OR** Obtain the instructor's signature on the override form and submit the completed form to the Herberger advising office (CDS 101). The request must include the student's name; student ID; and the course prefix and number, title, and the five-digit class number.
- After the override has been processed, the student will add the course to their schedule via their My ASU account or through University Registrar Services.

If an AME/MDC course requires department consent or lists other special notes requiring permission to register, students need to contact [Althea.Pergakis@asu.edu](mailto:Althea.Pergakis@asu.edu), the Digital Culture Education Coordinator. The Education Coordinator will review the student's request and enter the override if approved.

### **The Design School**

- Email the instructor of the course requesting permission to take the course.
- If the instructor gives approval, forward the instructor's email to The Design School at [designcourses@asu.edu](mailto:designcourses@asu.edu). The request must include the student's name and student ID, as well as the course prefix and number, title, and five-digit class number.
- After the override has been processed, the student will be notified by e-mail instructing them to add the course to their schedule via their My ASU account or through University Registrar Services.

### **School of Film, Dance and Theatre**

- Print and complete the Override Authorization form <https://students.asu.edu/forms/override-authorization>.
- 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 be substituted for the instructor's signature on the Override Authorization form. If an instructor is not listed, please contact the School of Film, Dance and Theatre office for assistance.
- Take the completed and signed form (or a copy of the instructor's email granting permission) to GHALL 232 to be processed. Please allow 2-3 business days for processing.
- After the override has been processed, the student will be notified from the office of the School of Film, Dance and Theatre when they can add the course to their schedule via their My ASU account or through University Registrar Services

### **School of Music**

- Email the instructor of the course for permission to take the course. The request must include the student's name and student ID number, as well as the course prefix and number, five-digit class number, and the reason for the override. If the instructor grants permission, they will fill out an online request form for the override.
- After School of Music has processed the override, the student will be sent an email confirmation, and then will be able to add the course to their schedule via their My ASU account or through University Registrar Services.

For questions about obtaining department/instructor consent, contact the lead music advisor.

### 9.3 Auditing a Course

Students may choose to audit a course, in which case they will attend regularly scheduled class sessions, but will receive no credit for the course. They should obtain instructor approval prior to registering for a course as an audit.

Some courses cannot be audited. For example, students are not allowed to audit courses that are required by their major.

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

Students 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>.

### 9.4 Dropping a Course

Students may drop an individual course from their schedule without consequence through the drop/add period for that semester. The drop/add period typically lasts through the end of the fifth day of classes. See the Academic Calendar <http://students.asu.edu/academic-calendar>.

Session A and B courses have an earlier drop deadline than Session C courses. Students can view the drop deadline for individual courses via the "My Classes" box on their 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 a student's transcript, and fees paid are refunded (if applicable) according to the university Tuition Refund Policy <http://students.asu.edu/tuitionrefundpolicy>.

Students wishing to drop all their courses after the first day of classes cannot do so via their MyASU account. To drop all courses after the first day of classes, students must follow the complete withdrawal process. (See *Complete Withdrawal from the University*, p. 26)

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 the student's responsibility.

## 9.5 Individual Course Withdrawal

Students may withdraw from an individual course up until the course withdrawal deadline for that session. See the Academic Calendar <http://students.asu.edu/academic-calendar>. Fees paid are refunded (if applicable) according to the university Tuition Refund Policy <http://students.asu.edu/tuitionrefundpolicy>.

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

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

Students 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 approved.

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 the student's responsibility.

To withdraw from all courses before the complete withdrawal deadline, students must follow the complete withdrawal process. (See *Complete Withdrawal from the University*, p. 26)

## 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:

[https://designandarts.asu.edu/students/includes/documents/HIDA\\_Petition\\_for\\_Term\\_Overload.pdf](https://designandarts.asu.edu/students/includes/documents/HIDA_Petition_for_Term_Overload.pdf).

An overload is a privilege, not a right.

To be eligible to take 19-21 credits in the fall or spring term or 15 credits in the summer term, a student must meet Criteria 1: 3.25 ASU cumulative GPA and at least two successful terms of 16-18 hours at ASU OR one successful term of 16-18 hours with a 3.6 or higher term GPA

To be eligible to take 22-24 credits in the fall or spring term or 16 credits in the summer term, a student must meet Criteria 2: 3.50 ASU cumulative GPA and at least two successful terms\*of 19-21 hours at ASU



To be eligible to take 25+ credits in the fall or spring term or 17+ credits in the summer term, student must meet Criteria 3: 3.50 ASU cumulative GPA and at least one successful term\* of 22-24 hours at ASU

If a student does not meet the eligibility criteria for an overload but does have a compelling reason or motivation, the student may still be considered. Students may attach a statement explaining their reason or motivation for requesting the term overload. The information provided in an attached statement may be considered in determining if an overload will be granted or not.

\*Successful term(s) must include a minimum 3.0 term GPA in order to meet criteria.

## **9.7 Instructor Initiated Actions**

While a professor may drop or withdraw a student from a course, students should not assume they will be dropped or withdrawn from a course for nonattendance. In most cases, if a student fails 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 students anticipate absences from class at any time during the semester, they should contact their instructor well in advance to discuss the consequences of those absences.

Students should not assume that they 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 students don't go to class, they won't pass. Many classes have attendance policies which make it impossible to pass the course after a specified number of absences.

Even if some classes do not have strict attendance requirements, it is important to attend to get the most from the course. Absenteeism will dramatically hurt a student's grades and the amount they learn.

## 10. SPECIAL REGISTRATION SITUATIONS

### 10.1 Complete Withdrawal from the University

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

When students do a complete withdrawal from all their courses, a mark of "W" will appear on their transcript for each course in place of a grade. The "W" indicates they chose not to complete the courses; there is no credit attached to a "W," and it has no effect on the cumulative GPA.

To request a complete withdrawal from all classes, please submit the [complete withdrawal form](#) in addition to a personal statement including the reasoning regarding the request for a complete withdrawal to Mike Funk, [Michael.J.Funk@asu.edu](mailto:Michael.J.Funk@asu.edu).

Students 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 approved, and the grade earned in the course will remain on the student's record.

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 the student's responsibility.

## 10.2 Complete Session Withdrawal

A student may complete a Session Withdrawal for courses within a single session through their MyASU account without meeting with an advisor if they remain enrolled in at least one class in another session(s) within the same term. For example, a student registered in Session C and Session B courses in the spring semester may withdraw from all Session C courses as long as they remain registered for at least one Session B course.

Please remember to consult with financial aid if at any point in the semester your total number of credits drops below full time (12 credit hours).

International students are advised to meet with the International Students and Scholars Center before making changes to their schedule.

## 10.3 Medical/Compassionate Withdrawal

A medical/compassionate withdrawal request may be submitted in extraordinary cases where serious illness/injury (medical), or a significant personal situation (compassionate) prevents a student from continuing in their classes, and where incompletes or other arrangements with the instructor(s) are not possible. This policy can include both physical health and mental health difficulties.

Medical/compassionate withdrawals are not a student “right” and may or may not be approved depending on the circumstances and documentation provided.

Requests for a *course* medical/compassionate withdrawal (from some, but not all courses) must be especially well-documented to justify the selective nature of the medical/compassionate withdrawal request. Please note that this is different from a *complete* medical/compassionate withdrawal, which will remove a student from all classes in the requested semester. All applications for a medical/compassionate withdrawal must be accompanied by thorough, professional documentation. This professional documentation must be written on letterhead and sent directly to the Herberger Institute Coordinator. Documentation sent in by students or parents cannot be accepted. The requirements for this documentation are published on the medical/compassionate withdrawal form.

The medical/compassionate withdrawal process is intended to focus on the student’s academic record as it relates to the students’ health and wellness. In some cases, tuition refunds may also be granted through the medical/compassionate withdrawal process; however, this will depend on each individual student’s circumstances. Students should check with the Student Business Services Office after a medical/compassionate withdrawal is approved to inquire about a refund. Their office can be reached at 1-855-278-5080.

Students may not avoid any penalty for academic dishonesty by withdrawing under these circumstances. A student will 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 University Registrar Services website at <http://students.asu.edu/forms/medical-compassionate-withdrawal-request>.

## 10.4 Leave of Absence

Students who do not enroll in classes for one or two consecutive fall or spring semesters are eligible for Quick Re-entry, which allows them to simply enroll in classes without submitting a new application. However, if a student will not be enrolling in classes for more than two semesters (fall and/or spring), but plan to return to ASU and resume their program after that period, they 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 a student is enrolled in a Herberger program that requires an audition/interview/milestone/portfolio review/etc. for full acceptance, they should contact their academic advisor prior to requesting a Leave of Absence to determine how the Leave of Absence will affect their status. Depending on the duration of the absence, they may be required to re-submit their audition/interview/milestone/portfolio review/etc. upon return.

A Leave of Absence may be requested more than once, but the cumulative total of all requests may not exceed two years (four semesters). Students must notify University Registrar Services when they are ready to return to the university.

A Leave of Absence will not automatically result in a deferral of some types of funding (most notably, certain Scholarships). Students pursuing a Leave of Absence should consult with the Financial Aid and Scholarship Services office. More information can be found on the [Scholarship Deferment](#) website.

Instructions, eligibility requirements, and the Leave of Absence request form are available on the University Registrar Services website <http://students.asu.edu/forms/registration/regforms.html>.

## 10.5 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. They are, however, urged to seek advising before concurrent enrollment to assure orderly progress toward a degree. Students seeking to use financial aid (loans, grants, and/or scholarships) at more than one institution must consult with Financial Aid and Scholarship Services and may be encouraged to complete Consortium Agreement paperwork. International students must confer with the International Students and Scholars Center prior to arranging for concurrent enrollment to ensure that their enrollment will fulfill visa requirements.

## 11. STUDENT FORMS

The Herberger Institute for Design and the Arts maintains a student forms webpage where you can find commonly used student forms: <https://designandarts.asu.edu/students/undergrad/forms/>.

If unable to locate a form for a specific circumstance, students should contact their advisor for assistance.

## 12. ACADEMIC STANDING

Students at ASU are considered in academic good standing if they maintain a cumulative GPA of 2.00 or higher in all courses taken at ASU. The following table shows the different levels of academic standing a student will be assigned if their GPA falls below a 2.00.

Standing that will be applied <sup>1</sup>	Criteria		
	ASU Cumulative GPA	ASU Term GPA	Previous Academic Standing <sup>2</sup>
Good	Greater than or equal to 2.00	Any	None or Any
Probation	Less than 2.00	Any	None or Good or Borderline
Continuing Probation	Less than 2.00	Greater or equal to 2.00	Probation or Continuing Probation
Disqualified	Less than 2.00	Less than 2.00	Probation or Continuing Probation

*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 and may be published on the major map or DARS report; if not, check with the lead advisor for the major. If a student's GPA does fall below the major requirement, please see *Critical Tracking*, p. 17.

### 12.1 Probation

Students in any of the institute's degree programs are placed on academic probation when they fail to maintain a cumulative GPA of 2.00. Students on academic 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

improve their academic standing. These meetings continue until the student earns a cumulative GPA of 2.00 or higher. Students are required to read the Student Success Handout, complete the Student Success Quiz through Blackboard, and complete an academic success contract with their advisor to discuss campus academic resources, plan out semester goals and discuss strategies to attain academic success. All on-campus students are also required to complete UNI 220: Academic Refresher in the semester of their probation; if the course is not successfully completed in the probation semester, the student will be required to repeat the course until successfully completed as it will become a graduation requirement.

## **12.2 Continuing Probation**

A student who is already on academic probation and earns a GPA of 2.00 or higher for the term but is not successful in raising their cumulative GPA above a 2.00 will be placed on Continuing Probation. Continuing Probation is meant to acknowledge the student's academic progress while still providing academic support to help the student reach the required 2.00 GPA. Students on Continuing Probation must continue to attend mandatory advising appointments until the student earns a cumulative GPA of 2.00 or higher.

## **12.3 Disqualification**

If the ASU cumulative GPA is not at 2.00 or higher 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 dean's office of the institute and is not allowed to register for a fall or spring semester at the university until reinstated. Students should consult with their academic advisor to discuss this academic standing and their options for returning to ASU.

## **12.4 Readmission and Reinstatement**

A student who has previously been academically disqualified and seeks to return to ASU either for a fall or spring semester a) immediately or b) after a period of absence and has met college admissions standards will be required to seek readmission to the university and reinstatement to the Herberger Institute. Applications for readmission to ASU must be made to Admission Services; the application for readmission will automatically generate a letter of appeal for reinstatement to the Herberger Institute for consideration.

All disqualified students should contact the Herberger Institute 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 coursework, the student may petition the institute for early

reinstatement. 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 should contact a Herberger Institute advisor to discuss their options.

### 13. CLASS STANDING

Class standing is determined by the number of semester hours a student has earned:

<b>Class Standing</b>	<b>Total Earned Semester Hours</b>
Freshman	0 – 24 semester hours
Sophomore	25 – 55 semester hours
Junior	56 – 86 semester hours
Senior	87 + semester hours

### 14. CALCULATING YOUR GPA

To graduate from ASU and the Herberger Institute for Design and the Arts, students 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. Students may use the following values to calculate their grade point average:

A+ = 4.333	A = 4.000	A- = 3.667	
B+ = 3.333	B = 3.000	B- = 2.667	
C+ = 2.333	C = 2.000	NOTE: Grades of X, W, and Y are not used to calculate honor points.	
D = 1.000	E = 0.000		

Multiply the credit hours for each course by the grade points corresponding with the letter grade to produce honor points for each class. Figure out total credit hours and 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> to access a GPA calculator that can help determine

- how grades in current classes will affect the student’s overall GPA;
- what it will take and how many credit hours are needed to raise the GPA to a new specified level; and
- what grade point average needs to be achieved in the next term to raise the cumulative GPA to a new specified level.

To get the most accurate results from the calculators, students will need to know certain information about their grades at ASU. They can find that information by following the "My Grades" link on their My ASU account.

## **14.1 Repeating Courses**

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

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

*If a student started taking classes at ASU in summer 2008 or prior*

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

*If a student started taking classes at ASU in fall 2008 or later*

The new grade earned will replace the original grade in the cumulative ASU GPA for up to the first 12 hours of repeated courses. Both grades will appear on the transcript. For any additional repeated courses after the first 12 hours, both grades will be averaged into the cumulative ASU GPA, and both grades will appear on the transcript. There is no difference between repeating 100- or 200-level courses and repeating 300- or 400-level courses.

Students 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 a student completes 12 or more graded semester hours during a semester in residence at ASU with a GPA of 3.50 or higher, they are eligible for the Dean’s List. Note that any course with a mark of P, Y, I, or X will not be included in the 12 credit hours of graded coursework required for Dean’s List eligibility. Students will receive a letter from the Herberger Institute Dean for each semester they are on the Dean’s List.

**15.2 Graduation with Academic Recognition**

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

Cumulative GPA	Designation
3.40 - 3.59	cum laude
3.60 - 3.79	magna cum laude
3.80 - 4.00	summa cum laude

**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>. Students are responsible for abiding by this policy.

In addition, ASU adheres to a university-wide student code of conduct. Please review the policy at <https://eoss.asu.edu/dos/srr/codeofconduct>. 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.