



**Undergraduate Student
Academic Handbook
2021-2022**

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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 today's most pressing challenges. 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; music, dance and theatre 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 Music, Dance and Theatre
The Sidney Poitier New American Film School

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
 - Focus areas in arts administration, entertainment design, or individualized focus

School of Art

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

- Bachelor of Art (BA) degree in Fashion
 - Focus areas in fashion design, fashion business management, or fashion studies
- Bachelor of Fine Art (BFA) degree in Art
 - Concentrations in animation, art education, ceramics, digital photography, intermedia, painting and drawing, photography, printmaking, sculpture, and textiles

School of Arts, Media + Engineering

- Bachelor of Art (BA) degree in Digital Culture
 - Concentrations in art, design, English, film, graphic information technology, interdisciplinary arts & performance, music, and theatre
- Bachelor of Science (BS) degree in Digital Culture
 - Concentration in media processing

The Design School

- Bachelor of Science in Design (BSD) degree in Architectural Studies
 - Focus areas in professional or cross disciplinary
- 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
 - Focus areas in design management, innovation and strategy or design, environment and sustainability

The Sidney Poitier New American Film School

- Bachelor of Art (BA) degree in Film and Media Production
 - Tracks in directing, producing, and production technology
- Bachelor of Art (BA) degree in Filmmaking Practices
 - Tracks in screenwriting and pre-professional

School of Music, 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 Music
- Bachelor of Art (BA) degree in Music (Music and Culture)
- Bachelor of Art (BA) degree in Music (Popular Music)
- Bachelor of Art (BA) degree in Performance and Movement
 - Focus areas in dance and theatre, social and partnership dance, or hip hop arts
- Bachelor of Art (BA) degree in Theatre
 - Optional concentrations in acting and design & production
- Bachelor of Music (BM) degree in Music Learning and Teaching
- Bachelor of Music (BM) degree in Music Therapy
- Bachelor of Music (BM) degree in Performance

- Concentrations in collaborative piano, guitar, jazz, keyboard, music theatre, orchestral instrument, or voice
- Bachelor of Music (BM) degree in Theory and Composition
 - Concentrations in composition or 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 fifteen minors and four certificates.

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

(see 4. Minors and Certificates)

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 fourteen BIS concentrations.

- Architectural Studies
- Art History
- Dance
- Design Studies
- Digital Culture
- Fashion
- Film and Media Production

- Interior Design History
- Landscape Studies
- Music
- Music Performance
- Music Theatre
- Studio Art
- Theatre

3 CONCURRENT DEGREES

Some students choose to pursue two baccalaureate degrees simultaneously. ASU calls this “concurrent degrees.”

3.1 How to Declare 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 *11. Student Forms*) 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.

3.2 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. Both degrees require 24 unique credit hours – All shared major courses are not counted towards the 24 unique hours for each degree, and then 24 separate credit hours must be identified in the major and cannot include general studies coursework.

Students pursuing dual performance degrees must complete the recital requirements for each major.

Examples:

Example 1: Architectural Studies and Environmental Design

Remove shared required courses:

ALA 100, ALA 102, ALA 121, ALA 122, ALA 124, APH 313, APH 314, ATE 361, ATE 362, ATE 452 and GRA 440

24 credit hours unique to Architectural Studies:

ALA 226 (4)
ADE 321 (5)
ADE 322 (5)
ADE 421 (5)
ADE 422 (5)

24 credit hours unique to Environmental Design:

EDS 200 (3)
EDS 223 (3)
EDS 301 (3)
EDS 401 (3)
EDS 402 (3)
ENG 301 (3)
SOS 100 (3)
Main Focus Area Elective (3) – excluding shared required courses listed above

Example 2: Theatre BA and Film:

Remove shared required courses:

THF 125, THF 126, THF 160, THF 215, THF 220, THF 101, THP 213, THE 421, FMP 320, FMP 345, FMP 405

24 credit hours unique to Theatre:

THP 213 or 214 (4)
THE 320 (3)
THE 321 (3)
THE 440 (3)
THP 428 (3)
THP 201 (1)
THP 301 (2)
Upper Div Dramatic Lit (3)
Upper Div THP (3)

24 credit hours unique to Film & Media Production:

FMP 250 (3)
FMS 100 (3)
FMS 200 (3)
FMP 261 (3)
FMP 220 or FMP 380 (3)
FMP 300 (3)
FMP 480 (3)
FMP 481 (3)

3.3 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. MINORS AND CERTIFICATES

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 2.2 *Minors and Certificates*). The total number of credit 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 web page 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 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 in to the department offering the Certificate program. The Undergraduate Certificate form can be found on the university registrar services' Forms website at <https://students.asu.edu/forms/registration>.

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.

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 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 ASU faculty and staff 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>. Additional student related resources, information, forms, and petitions can be located on [SharePoint](#). In order to access these resources you may need to authenticate into the site; at the Microsoft login screen, use your ASUrite ID and password.

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.

7. 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. Students are supported from two office locations during regular business hours between 8:00 am and 5:00 pm, Monday through Friday:

Tempe campus:
Design South building (CDS)
(SW corner of Forest and University)
Room 101

Downtown Phoenix campus:
Fusion on First building (FOF)
(SW corner of Fillmore and First Ave)
Room 320

Contact Information:
Phone: 480-965-4495
Email: herbergeradvising@asu.edu
Web: <https://students.herbergerinstitute.asu.edu>

7.1 Academic Advising

Appointments are encouraged and must be scheduled in advance, or students may utilize our express advising hours.

7.1.1 Herberger Advising Team

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 our Herberger Institute Advising Page at <https://students.herbergerinstitute.asu.edu/academic-advising>.

7.1.2 Required Advising

While students are welcome to book an advising appointment at any time to seek out support, the Herberger Institute has a few mandatory advising requirements:

- All new students entering the university (both freshman and transfer students) must be advised prior to enrollment in their first semester at ASU.
- Once a student has reached 87 credits, or when is 2-3 semesters away from Graduation (typically in the spring semester of their third year in), students are required to have a Graduation Planning advising appointment.
- Also, any student who has become Off-Track in their major, or has been placed on Academic Probation, must have an advising appointment prior to enrolling in the next semester.

7.1.3 Scheduled Appointments

It is recommended that students schedule with their lead academic advisor for their advising appointments.

- Students can schedule their own appointments online from the student's My ASU page by clicking on 'Academic Advising.' Students may then use the online scheduling system to book their own appointment (at the Microsoft login screen, use your ASUrite ID and password). If the student is unable to schedule their own appointment they can contact our reception staff by calling or visiting one of our offices (see 7. Office of Student Success) to request an appointment be scheduled for them.

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.

7.1.4 Express Advising

Express advising is available Tuesdays and Fridays during the Fall and Spring semesters when classes are in session.

Express meetings are limited to 20 minutes or less. Because of this time constraint, the following advising services are appropriate for express 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 express 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

7.1.5 How to Prepare for Your Advising Appointment

All students are encouraged to run a current Graduation Audit (DARS) report before each advising appointment.

To come to the appointment prepared, students should:

- Know their ASU Student ID number or have their ASU ID card ready.
- Check their account at my.asu.edu for any registration holds and clear up what they can prior to seeing an advisor.
- Review their [ASU Major Map and Critical Requirements](#) and know the required courses for their major.
- Run and review their Graduation Audit (DARS) report. [Learn how to run a DARS report.](#)
- Bring a written list of questions they would like to discuss and ideas of courses they are planning to take next semester.
- 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.
- When asking questions about specific courses be able to provide the prefix and number of the course (i.e., DSC is the prefix and 100 is the course number).

7.1.6 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.

7.1.7 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 credit hours at the upper division level (3XX-4XX). No more than 64 credit 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 credit hours in residence at ASU. Transfer students must complete a minimum of 15 credit hours of resident credit in the major as approved by the faculty.

7.1.8 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.

7.1.9 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.

7.2 Student Engagement

The mission of the Student Engagement team is to integrate student learning across multiple platforms, fostering student development and creative exploration, developing and supporting student resources, providing opportunities for meaningful engagement, and encouraging student academic persistence. To learn more about all of the different opportunities for students that exist outside of the classroom, visit [Herberger Institute Office of Student Success](#); click on Student Life. We also provide comprehensive support for students, if you would like non-emergency support for a student, please submit information to the [Herberger Institute Community of Care](#).

7.3 Creative Career Services

In partnership with Career and Professional Development Services, the Herberger Institute features resources uniquely crafted for students and alumni seeking employment in arts, communication, design, media, performance, and other job fields. Creative Career Services is here to propel students and alumni towards a lucrative career in their chosen field.

Students and alumni have access to career services for life. From a first time first semester freshman, to a graduating graduate student, and even alumni already in the field, Creative Career Services can assist with a variety of career topics. While students are encouraged to use these services early on, there is never a bad time to seek career advising. Services vary from one-on-one advising appointments to group presentations and even virtual on-demand resources like handouts and training courses. Topics for advising appointments include (but are not limited to) job/internship search strategies, resume/cover letter review, interview preparation, and industry-specific professional development.

Various career events like job/internship fairs, employer panels, professional club meetings, and networking events with alumni and industry professionals are also available. Visit [Creative Career Services](#) for more information.

7.4 Entrepreneurship and Innovation

The J. Orin Edson Entrepreneurship + Innovation Institute at ASU provides support to turn ideas into reality. The Institute's resources and programs help to generate new enterprises - ranging from for-profit and nonprofit startups to new research ventures and more - by connecting entrepreneurs and business owners to mentors, fabrication and creative spaces, and seed funding.

Embracing an entrepreneurial mindset is essential when creating innovative solutions for today's challenges in all types of organizations, communities and groups. The entrepreneurial mindset means letting your curiosity take flight, securing connections and creating value. You may have never considered yourself an entrepreneur, but as artists and designers you embody the entrepreneurial mindset every time you have an idea and bring it to life. By embracing the entrepreneurial mindset, you can prepare yourself to be a working artist as you progress in your discipline and find your niche.

Visit [J. Orin Edson Entrepreneurship + Innovation Institute](#) for more information. Not sure where to start? Contact an [Entrepreneurship Catalyst](#) for a 1:1 meeting to get specific, relevant support to help you fulfill your entrepreneurial dreams.

8. UNDERSTANDING YOUR DEGREE REQUIREMENTS

8.1 ASU Academic Catalog

The [ASU Academic Catalog](#), which is only available online, 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.

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 My Major Map Progress (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. "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. These critical requirements must be completed by the term indicated and are “tracked” by eAdvisor. 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, eAdvisor 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 Graduation Audit (DARS)

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 Graduation Audit (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 Graduation Audit (DARS) to determine whether or not all the degree requirements have been met.

It is the student’s responsibility to keep track of their Graduation Audit (DARS) and report any errors or discrepancies to their advisor right away. Students should review their Graduation Audit (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. 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.

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.

9.2 Adding a Course

Students may start adding classes to their schedule as early as the registration 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](#).

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.

9.2.1 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.

Some courses should not 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. For exact dates each semester, see the [Academic Calendar](#).

9.2.2 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.
- The course requires department or instructor consent.

For questions about obtaining a course override, students should follow the instructions on the [Advising Web page](#).

9.3 Dropping a Course

Students may drop an individual course from their schedule without consequence through the drop/add period for that semester. For exact dates each semester, see the [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](#).

Students wishing to drop all their courses after the first day of classes will submit this by request to drop all courses on their [MyASU](#) (See 9.7.1 *Complete Withdrawal from the University*)

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.

9.4 Individual Course Withdrawal

Students may withdraw from an individual course up until the course withdrawal deadline for that session. See the [Academic Calendar](#) for specific deadlines each semester. Fees paid are refunded (if applicable) according to the university [Tuition Refund Policy](#).

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 or Academic Standing.

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 "Drop and Withdraw 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 *9.7.1 Complete Withdrawal from the University*)

9.5 Term Overloads

Any student wishing to register for more than 18 credit hours in a fall or spring term or more than 14 credit hours in summer term must complete a Herberger Institute Petition for Term Overload. This form can be found at [Herberger Institute Office of Student Success](#); click on Academic Advising and then click on Forms.

An overload is a privilege, not a right.

9.5.1 Term Overloads for On-Campus Students

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.

9.5.2 Term Overloads for Online Students

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 semester GPA and at least two successful sessions of 9 credit hours in an A or B session at ASU OR one successful A or B session of 9 hours with a 3.6 or higher 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 sessions of 12 hours in each session at ASU.

Classes taken during a 7 ½ week session should be viewed as double the work, given the same material usually covered in 15 weeks is being condensed into half that time.

These are the minimum criteria for approving an overload petition; however, additional factors may affect your application. Permission to take an overload is a privilege, not a right.

9.6 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, they will receive a failing grade.

9.6.1 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.

9.6.2 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.

9.7 Special Registration Situations

9.7.1 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](#) for specific deadline dates each semester. Fees paid are refunded (if applicable) according to the university [Tuition Refund Policy](#).

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 withdraw from the university, on [My ASU](#) page, click on “Registration” below the list of courses, then click on “Drop/Withdraw.” Select all courses in the semester to submit your request. Once submitted, please allow 2-3 business days for the College and the University to process the request.

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.

9.7.2 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.

9.7.3 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. Each college has a dean's designee who reviews medical and compassionate withdrawal requests, according to that college's procedures. The dean's designee for the Herberger Institute determines the appropriateness of the medical or compassionate withdrawal request and based on the documentation provided either approves or denies the request.

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.

Please visit [Herberger Institute Office of Student Success](#); click on Academic Advising and then click on Medical and Compassionate Withdrawals for current forms and processes.

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.

9.7.4 Leave of Absence

The Undergraduate Leave of Absence (LOA) policy assists and encourages undergraduate degree-seeking students to return and graduate after an absence due to military deployment, service on an official church mission or with a foreign aid service of the Federal government, or a permanent disability. If your absence is for any other reason, you may be eligible to return to ASU through [Quick Re-entry](#), which permits undergraduate students to enroll without submitting a new application or application fee if they previously attended ASU but have not enrolled at ASU for up to seven

consecutive fall or spring semesters. Students must notify University Registrar Services when they are ready to 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 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.

9.7.5 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.

10. 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.

11. STUDENT FORMS

The Herberger Institute for Design and the Arts maintains a student forms web page where you can find University, Herberger Institute, and School forms. Visit [Herberger Institute Office of Student Success](#); click on Academic Advising and then click on 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 | Criteria | | |
|----------------------|------------------------------------|------------------------------------|-----------------------------------|
| | ASU Cumulative GPA | ASU Term GPA | Prior Standing |
| Good | 2.00 or above | Any | Any |
| Academic Warning | Less than 2.00 for first term only | Less than 2.00 for first term only | None |
| Probation | Less than 2.00 | Any | Good or Academic Warning |
| 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 section 8.3 *Critical Tracking*.

12.1 Academic Warning

A new incoming freshmen or transfer student with a cumulative GPA that has dropped below a 2.00 at the end of the first semester (fall or spring) at ASU is placed on Academic Warning. All Herberger Institute students who are placed on Academic Warning are encouraged to complete academic success modules online through Canvas. Students are also encouraged to meet with their Academic Advisor to discuss any challenges they may have experienced to develop a plan to improve their standing. If a student does not earn a cumulative GPA of a 2.00 or higher in their second semester, the student is placed on probation.

On-campus students are required to enroll in UNI 220 Mindset Connections during their academic warning semester—this becomes a graduation requirement once a student's cumulative GPA falls below 2.0. If a student is not successful in this course, they must enroll in the course until it is successfully completed.

12.2 Probation

Students in any of the institute's degree programs are placed on probation when they fail 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 probation are required to complete academic success modules online through Canvas. Students are also required to attend mandatory advising appointments in an effort to improve their academic standing.

On-campus students are required to enroll in UNI 220 Mindset Connections during their academic warning semester—this becomes a graduation requirement once a student's cumulative GPA falls below 2.0. If a student is not successful in this course, they must enroll in the course until it is successfully completed.

12.3 Continuing Probation

A student who is already on 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.

12.4 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.

12.5 Readmission and Reinstatement

A student who has been academically disqualified and seeks to return to ASU either for a fall or spring semester, at any time, 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 credit hours a student has earned:

| Class Standing | Total Earned Credit hours |
|-----------------------|----------------------------------|
| Freshman | 0 – 24 credit hours |
| Sophomore | 25 – 55 credit hours |
| Junior | 56 – 86 credit hours |
| Senior | 87 + credit hours |

14. 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.

14.1 Calculating Your GPA

Students may visit the university's [Grades and Grading Policies](#) page to review more information around grading options, grade changes, grade appeals, gpa calculation, and more.

14.2 Repeating Courses

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

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, independent study, or special topics 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 credit 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 an e-mailed notification from the Herberger Institute Dean for each semester they are on the Dean's List.

15.2 Graduation with Academic Recognition

An **undergraduate student** must have completed at least **56 credit hours of resident credit at ASU** to qualify for graduation with academic recognition for a baccalaureate degree. The cumulative GPA determines the designation, as shown in the table below.

Students eligible for academic recognition are given honor cords to be worn at graduation ceremonies. Honor cords may be picked up at the Registrar's Office during the semester in which the student graduates. The current GPA as verified at the time honor cords are requested will determine which cords are given. The student's diploma and transcripts will reflect the appropriate recognition based on all coursework completed at ASU, including courses in their final semester.

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

The cumulative GPA for these designations is based on ASU resident course work only. All designations of graduation with academic recognition are indicated on the diploma and the ASU transcript. Graduation with academic recognition applies only to undergraduate degrees.

A student who has a baccalaureate degree from ASU and is pursuing a second baccalaureate degree at ASU (with a minimum of 30 hours of resident credit) is granted academic

recognition on the second degree based on credit hours earned subsequent to the posting of the first degree.

If fewer than 56 credit hours are completed at ASU subsequent to completion of the first ASU degree, the level of academic recognition can be no higher than obtained on the first degree.

If 56 or more credit hours are completed at ASU after completion of the first ASU degree, the level of academic recognition is based on the GPA earned for the second ASU degree. Inquiries about graduation with academic recognition may be directed to graduation@asu.edu.

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](#). Students 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.