



## UNDERGRADUATE HANDBOOK 2011-2012

Last Update: September 6, 2011

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Bachelor of Arts (B.A.)  
Bachelor of Science (B.S.)

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## Purpose of the Handbook

This handbook serves as a guide for undergraduate students admitted into the School of Sustainability (SOS). Students should consult this handbook for information about degree requirements, student and advisor responsibilities, academic success support services, degree completion requirements, and career support services.

This handbook should be an initial resource for questions about the program, but students are also encouraged to consult with an academic specialist, their advisor, on a regular basis. Students are expected to meet with their academic specialist (also known as advisor), at least once a semester.

## Advisor Responsibility

One of the goals of advisors at Arizona State University is to teach each student the skills and information needed to reach her/his goal of earning a degree from ASU. Students should develop a good rapport with their advisors, who are a valuable resource for academic information. All new ASU students are required to have advisement before enrolling for classes. All students should work with their advisors each semester. If you are unsure who to contact for advising, visit [myASU](#) and under "My Programs and eAdvisor", you will see a link to "Advising". Within the School of Sustainability, it is the goal of advisors to work with students in a partnership of shared responsibility, mutual support and understanding, without respect to race, ethnicity, sexual orientation, or physical/mental abilities, and always holding the individual in the highest regard.

## Student Responsibility

It is the responsibility of each student to understand and observe all procedures and requirements specified by Arizona State University and the School of Sustainability. It is a requirement for all SOS students to read and understand the SOS Undergraduate Handbook and the [ASU Catalog](#). The primary reference for undergraduate students is the ASU Catalog. Faculty and staff provide academic advice and assistance; however, the ultimate responsibility for meeting all degree requirements and other requirements remains with the student.

All ASU students are also required to have an active ASU e-mail account that they check frequently. Students can also [forward their ASU email to another preferred account](#).

## Academic Integrity

Students are expected to be ethical not only in the classroom, but also out of the classroom. It is in all students' interest to avoid committing acts of academic dishonesty and to discourage others from committing such acts. Students should consult their instructors to seek clarification on what constitutes ethical behavior in and out of the classroom. There are several penalties including dismissal from the degree program for unethical behavior. Academic dishonesty includes, but is not limited to, the following examples: engaging in any form of academic deceit; referring to materials or sources or using devices (e.g., computer files, audio recorders, camera phones, text messages, crib sheets, calculators, solution manuals, materials from previous classes, or commercial

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research services) not authorized by the instructor for use during any academic evaluation or assignment; providing inappropriate aid to another person in connection with any academic evaluation or assignment; engaging in plagiarism; using materials from the Internet or any other source without full and appropriate attribution; claiming credit for or submitting work done by others; signing an attendance sheet for another student, allowing another student to sign on the student's behalf, or otherwise participating in gaining credit for attendance for oneself or another without actually attending; falsifying or misrepresenting hours or activities in relationship to an internship, externship, field experience, workshop or service learning experience; or attempting to influence or change any academic evaluation, assignment or academic record for reasons having no relevance to academic achievement.

The School of Sustainability has a zero tolerance policy for any form of academic dishonesty. Remember, any form of cheating is considered academic dishonesty and academic dishonesty diminishes the value of everyone's degree. Additional information regarding academic integrity and the policies/penalties concerning academic dishonesty can be found on the Office of Student Rights and Responsibilities Web site at [Student Rights and Responsibilities](#).

Students have the responsibility to understand and uphold the highest standards of academic integrity. If students fail to do so, faculty members sanction and report Academic Integrity Policy violations or recommend a sanction(s) that only the Dean or Provost may assign.

When sanctioned for an Academic Integrity Policy violation, the student has the following rights and responsibilities:

1. To discuss the matter directly with the faculty member teaching the course.
2. If the student wishes, to initiate a discussion with an academic advisor in the School of Sustainability. The academic advisor will review with the student both ASU and School of Sustainability policies relating to academic integrity.
3. If the student wishes, to initiate a discussion of the matter with the Undergraduate Chair/Coordinator, or his/her designee. If a student meets with the unit Chair/Coordinator or designee, he or she will provide observations concerning the situation to the Dean of the School of Sustainability (or, the Dean's designee, if the Dean is not available). This information will be given to the Executive Committee of the School of Sustainability, if a hearing is held.
4. If the student wishes, he or she can initiate a discussion of the matter with the Dean. If an "XE" for the course and/or a more severe sanction(s) (e.g. suspension, expulsion) are recommended, the student is **strongly encouraged** to meet with the Dean. If the student does not meet with the Dean, the Executive Committee will not hear the case, and the suspension becomes final.
5. To appeal the faculty member's finding that an Academic Integrity Policy violation has occurred, the sanction(s), or both, a student initiates an appeal by meeting with the Dean. Students have ten working days from the date of the Dean's letter notifying them of a report of an Academic Integrity Policy violation to initiate an appeal. After ten working days, the decision becomes final.
6. If the [grade of "XE"](#) is assigned, this grade denotes failure due to academic dishonesty and is treated the same as an "E" for the purposes of GPA, course repeatability, and academic standing determination. A student may not avoid any

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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 of "XE".

Unless a student successfully appeals a sanction for an Academic Integrity Policy violation, the Dean of the School of Sustainability keeps records of the incident and sanction. If a second Faculty Academic Integrity Violation is filed concerning the student, the Dean of the School of Sustainability reviews the report and may recommend sanctions in addition to or superseding those of the faculty member.

## **Sexual Harassment**

The university prohibits [sexual harassment](#) by employees and students and will not tolerate sexual harassment that unlawfully interferes with an individual's work or educational performance or unlawfully creates an intimidating, hostile, or offensive working, learning, or residential environment.

## **Campus Safety**

To report an emergency on campus, students can simply dial 911 or use one of the emergency call boxes found on campus. Non-emergency ASU Police or campus- safety matters should be directed to 480-965-3456. ASU has an opt-in, text-message alert system by which students can choose to receive a text message from ASU in times of an emergency. Students can [sign up for the service online](#). For additional safety resources and contacts, such as Counseling Services, Police, and Safety Escort Services, visit the [Safety Resources](#) web site.

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## What is the School of Sustainability?

The School of Sustainability was established to educate a new generation of leaders, through collaborative learning, transdisciplinary approaches, and problem-oriented training, to address some of the most pressing environmental, economic, and social challenges of the 21<sup>st</sup> century.

SOS builds on the extensive research portfolio of the [Global Institute of Sustainability](#) (GIOS), and the vision of the [New American University](#), to provide innovative education and research opportunities that will prepare students to find solutions to sustainability challenges relating to:

- Climate Change, Adaptation
- Ecosystem Alteration, Biodiversity Loss
- Energy, Materials, Technology
- Food Systems
- International Development
- Policy, Governance
- Social and Behavioral Change, Ethics
- Urbanization
- Water Quality, Scarcity

The goals of SOS and GIOS include:

- Identifying the grand challenges of sustainability.
- Advancing knowledge for applied practical solutions.
- Creating new tools for improved decision-making.
- Prioritizing university-wide efforts towards sustainable practices.
- Building global research partnerships.

## Who Should Apply?

SOS welcomes all students who have satisfied ASU admission requirements and [School of Sustainability admission requirements](#). Students who do not meet admission requirements for the School of Sustainability, but who feel their academic records show great promise for a School of Sustainability degree, are encouraged to schedule an appointment with an academic advisor in the School of Sustainability.

### **First-Time-Freshmen**

In addition to [ASU standard admission requirements](#), the School of Sustainability also requires the following of first-time freshmen applicants:

- A minimum high school GPA of 3.30 **AND**
- A high school class rank of the top 15<sup>th</sup> percentile or lower **OR**

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- An SAT score of 1140 or higher **OR**
  - An ACT score of 25 or higher
  - Must meet math competency (Math - 4 years - Algebra 1, Geometry, Algebra II and one course requiring Algebra II as a prerequisite).

### **Transfer**

Students successfully completing all requirements of the Maricopa – [ASU Pathways Program \(MAPP\)](#) for the Sustainability [B.A.](#) or [B.S.](#) degree program within three years of signing up are guaranteed admission to the School of Sustainability B.A. or B.S. degree program for the 2011-2012 Catalog Year. Students who complete a MAPP within three years of signing up are also locked into a specific tuition cohort while at ASU, which provides a reduced tuition rate.

Students wishing to transfer into the School of Sustainability from another institution external to ASU must have a cumulative post-high school GPA of 3.30 or higher based on at least 12 or more earned hours of transferrable coursework.

### **Change of Major**

Students wishing to change majors or declare their major in the School of Sustainability must have an ASU cumulative GPA of at least 3.30 based on at least 12 or more earned hours of credit.

### **Readmission Policies for the School of Sustainability**

School of Sustainability students who leave ASU in good academic standing (per ASU guidelines) are readmissible to the School of Sustainability upon their successful [readmission to ASU](#), if their original catalog year is maintained.

ASU students from other majors who leave ASU in good academic standing may be readmitted to ASU in the School of Sustainability if they possess a minimum 3.30 ASU cumulative GPA, based on at least 12 hours of earned credit at ASU.

School of Sustainability students who leave ASU in good academic standing, but who lose their original catalog year upon readmission to ASU, must meet new admission requirements in place for the School of Sustainability at the time of their readmission to ASU.

School of Sustainability students and ASU students from other majors who leave ASU in poor academic standing (probation, continued probation, disqualification, ineligible) should work hard to improve their ASU cumulative GPA as soon as possible by retaking ASU courses they are eligible to retake. Such students should meet with an academic advisor in the School of Sustainability as early as possible to discuss strategies for academic success.

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

The catalog is published online annually. Department, school, division, college, and university requirements may change and are upgraded often. In determining graduation requirements, an undergraduate student may use only one edition of the catalog but may elect to follow any later catalog edition. Students may not use an edition of the catalog that was in effect before their high school graduation or completion of a GED. Students maintaining continuous enrollment at any Arizona community college or public university may graduate according to the requirements of the catalog in effect at the time of initial enrollment following high school graduation or completion of a GED or according to the requirements of any single catalog in effect during subsequent terms of continuous enrollment. Students may maintain continuous enrollment whether attending a single Arizona community college or public university or transferring among public institutions in Arizona while pursuing their degrees. Students transferring among Arizona public higher education institutions must meet the admission, residency, and all curricular and academic requirements of the degree-granting institution. Students should consult the ASU General Catalog for specific questions concerning continuous enrollment and the [determination of catalog year](#). Students who do not meet minimum enrollment standards during three consecutive semesters (fall/spring/fall or spring/fall/spring) and the intervening summer term at any Arizona community college or public university are no longer considered continuously enrolled. (Note that students are not obligated to enroll and earn course credit during summer terms, but summer enrollment may be used to maintain continuous enrollment status.) Such students must meet requirements in effect at the time they are readmitted to ASU.



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## Undergraduate Degrees Offered

SOS offers a Bachelor of Arts (B.A.) and a Bachelor of Science (B.S.) in Sustainability. Requirements for these degree programs can be found in the sections that follow. Students who wish to obtain concurrent degrees must realize that there are certain combinations that would not be approved because there is too great an overlap between the courses required for each major. For example, students may not pursue both a B.A. or B.S. in Sustainability as well as a B.A. in Business with a Concentration in Sustainability. Additionally, students may not pursue a B.A. or B.S. in Sustainability with a Minor in Sustainability.

Through SOS degree programs, students will build and deepen their understanding of the following principles:

Systems Dynamics: Social systems and environmental systems are linked. Changes in any part of any system have multiple consequences or cascading effects that reach far beyond the initial change. While some of the consequences of the decisions that we make are intended, unintended consequences, both positive and negative, are common.

Scale: Sustainability problems exist across multiple spatial scales. Solving a problem at a local level is a very different thing than solving a problem across international boundaries. Local activities might have impacts on other regions and even on the global scale.

Long Term Development: Sustainability hinges on an understanding of long term consequences of the decisions that we make today. Solutions that work in the short term may pose problems over a longer time frame. Challenges that seem small in the present may magnify over time.

Tradeoffs: There is no one "solution" to address sustainability. Solving almost all problems related to sustainability involves tradeoffs involving the socio-economic needs of multiple stakeholder groups and environmental capacities. There are rarely perfect solutions with no costs, and there are often winners and losers.

Collaboration and Participation: Sustainability problems are caused by, and affect, multiple stakeholders with specific experiences, resources, perspectives and preferences. Solving sustainability problems requires strong collaborations and negotiations among scientists of all disciplines, politicians, entrepreneurs, artists, farmers, business and community leaders, and you.

### ***B.A. in Sustainability***

The B.A. program introduces students to the concept of sustainability in the context of real-world problems, exploring the interaction of environmental, economic, and social systems. This degree is best suited to students inclined towards social sciences, humanities, planning, and related fields. It requires satisfactory competencies in Pre-Calculus, Applied Mathematics for the Life and Social Sciences, and a Second Language at the 202-level.

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The B.A. program offers four “tracks” or “challenge areas” of specialization. Students must select one of these tracks to pursue no later than the end of their sophomore year of study. The four tracks/challenge areas and their associated key concepts include:

Society and Sustainability:

- Explores the human, social, and cultural aspects and perspectives on sustainability challenges and related problem-solving approaches.
- Analyzes the ideas and techniques which address sustainability’s societal dimensions.
- Determines human contribution to environmental problems, along with the tradeoffs and solutions for community and economic health and welfare.
- Addresses vulnerability and adaptation to risks, environmental justice and intergenerational equity, sustainability values and normative views, collaborative decision-making, and social structures and governmental institutions.

Policy and Governance in Sustainable Systems:

- Explores the theoretical and empirical literature on governance, learning how international, national, state, and local policies affect sustainability, as well as how citizens, the private sector and communities influence the policy and governance processes.
- Examines institutions, policies, programs and outcomes through real world learning opportunities.
- Expands knowledge in governance theory, policy analysis methods, ethics and policy, and the societal and ecological impacts of sustainability policy.

International Development and Sustainability:

- Recognizes the interconnectedness between the social and natural systems.
- Confronts the assumption of infinite, linear economic growth in early development theories and considers the joint economy-ecology-social system in proposing new strategies.
- Combines core courses in sustainability, where concepts of normative and anticipatory thinking across time and spatial scales are introduced, with courses in a wide range of related subjects which can include history, philosophy, gender, race and ethnic studies, economics, justice, and international finance, politics and policy.

Sustainable Urban Dynamics:

- Focuses on global sustainability’s dependence on the efficient planning, design, construction, management, and governance of urban regions.
- Analyzes the issues regarding the adequacy of infrastructure, governance structures, and resources to cope with urbanization pressures.
- Discusses different approaches to urban planning, urban governance, and environmental management that fundamentally change the way cities have been designed and managed.
- Addresses the connections between land, environment, human behavior, and human settlements.

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- Examines ways to manage urbanization, a defining characteristic of the 21<sup>st</sup> century, for global sustainability.

### ***B.S. in Sustainability***

The B.S. program introduces students to the concept of sustainability in the context of real-world problems, exploring the interaction of environmental, economic, and social systems. This degree is best suited to students inclined towards natural sciences, economics, and engineering. It requires satisfactory competencies in a higher level Calculus course, Applied Mathematics for the Life and Social Sciences, Mathematical Tools and Modeling for the Life and Social Sciences, and a Second Language at the 102-level.

The B.S. program offers three “tracks” or “challenge areas” of specialization. Students must select one of these tracks to pursue no later than the end of their sophomore year of study. The three tracks/challenge areas and associated key concepts include:

#### Sustainable Energy, Materials, and Technology:

- Focuses on technological issues relevant to energy and materials including overall energy needs and impacts, current and future urban energy systems, thermodynamics, heat transfer and fluid mechanisms, atmospheric energy systems and field investigation.
- Stresses technical literacy or the ability to perform physical reasoning supported by order-of-magnitude calculations and idealized models.
- Requires strong ability in mathematics, physics, and chemistry.

#### Economics of Sustainability:

- Applies economic principles to the allocation of environmental goods and services.
- Uses the principles that govern the behavior of firms and consumers in and out of markets, to gain knowledge of the underlying drivers of environmental degradation.
- Examines the role of institutions and markets in shaping firms’ and consumers’ incentives to design sustainable policies.
- Examines environmental costs and benefits alongside economic benefits and costs to evaluate the tradeoffs associated with business and policy domain decisions.

#### Sustainable Ecosystems:

- Focuses on the environment “sphere” of the 3-sphere sustainability model.
- Analyzes the biophysical science aspects necessary to understand sustainability challenges and solutions and their environmental implications.
- Implements a whole systems approach which conceptualizes sustainability in terms of socio-ecological systems which include humans.
- Concentrates on ecosystem services as the linkage between human systems and ecosystem structure and function.

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- Stresses the complexities and co-dependencies between human and natural systems, recognizing that sustainable solutions must include and address both systems holistically.

### ***Tips on Selecting a Track***

1. Remember that you don't need to select a particular track right away, so give yourself some time to ease into your degree program.
2. Both Sustainable Cities (SOS 111) and Sustainable World (SOS 110) will give you a broad overview of sustainability issues important to both humanity, as well as the physical world. Think about what you are learning in these introductory courses and take notice of what interests you most.
3. Ask faculty and teaching assistants questions about what you are learning and what interests you. Ask them about their interests and how they found their own "niche" in sustainability.
4. Trust your instincts and talk with your academic advisor regularly about where your interests are leading you.
5. Most importantly, remember that you may change your track. One of the great features about a degree in sustainability is that it is very flexible and interdisciplinary in nature.

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## Degree Requirements

To earn a degree in Sustainability, you will need to fulfill different sets of requirements:

### University Requirements:

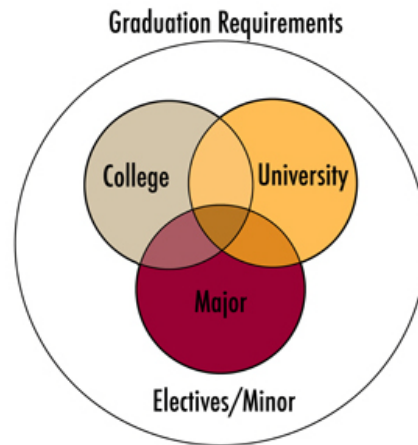
The yellow circle represents university requirements. The General Studies requirement and the First-Year Composition requirement are among these requirements.

### College/School Requirements:

The gray circle represents college/school requirements. The School of Sustainability has its own set of requirements.

### Major:

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



### Electives/Minor/Certificate (Remaining Hours):

The white circle represents electives and the requirements of a minor or certificate. A minor or certificate typically adds an additional 18 to 25 semester hours of coursework and is strongly recommended when earning a degree in Sustainability. Some courses, while providing semester hours toward graduation, fall outside the shaded circles and are not required in a program for graduation.

All of these requirements are included in the [B.A.](#) and [B.S.](#) major maps.

## ***University Requirements***

A minimum of 120 semester hours is required for graduation with a baccalaureate degree. A minimum of 45 semester hours in upper-division courses is required for graduation. No more than 60 semester hours in independent learning courses and/or earned by comprehensive examination (including Advanced Placement, College-Level Examination Program, DANTES Subject Standardized Test, and International Baccalaureate Diploma/Certificate exams) are accepted for credit toward the baccalaureate degree. Additionally, no more than 64 hours of community college credit may be used toward a baccalaureate degree. Every candidate for the baccalaureate degree is required to earn a minimum of 30 semester hours in resident-credit courses at ASU.

## **First-Year Composition Requirement**

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

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## **General Studies Requirements**

All students enrolled in a baccalaureate degree program must satisfy a university requirement of a minimum of 35 semester hours of approved coursework. See [General Studies Requirements](#).

Students transferring from Arizona community colleges with a certified completion of the appropriate Arizona General Education Curriculum (AGEC) will have satisfied all lower-division General Studies requirements of the baccalaureate degree with which the AGEC articulates. See more details regarding the [different versions of AGEC](#).

## ***School of Sustainability Requirements***

### **The ASU Experience**

All SOS majors entering ASU as a freshman must take and successfully complete a one-hour five-week course called ASU 101: The ASU Experience. Students will learn about the many resources ASU has to offer and will cover topics such as transitioning to ASU; work habits, study skills, and time management; tracks and careers in sustainability; the nuts and bolts of keeping on track; and professional behavior, teaming, communication skills, and academic integrity.

### **Statistics**

The School of Sustainability requires its students to complete STP 226: Elements of Statistics or another statistics course approved by the School. Other statistics course options approved by the School include ABS 350: Applied Statistics, AGB 360: Agribusiness Statistics, CRJ 303: Statistical Analysis, ECN 221: Business Statistics, JUS 302: Basic Statistical Analysis in Justice Studies, MAT 351: Mathematical Methods for Genetic Analysis, PAF 301: Applied Statistics, POS 401: Political Statistics, PSY 230: Introduction to Statistics, SOC 390: Social Statistics I, or STP 231: Statistics for Life Sciences, or SWU 321: Statistics for Social Workers. All statistics course options approved by the School must satisfy General Studies "CS" criteria with an emphasis in statistics. If in doubt about any statistics course being approved by the School, students should contact their academic advisor.

### **Second Language**

The School of Sustainability requires all students majoring in Sustainability to complete a Second Language Requirement as follows. Proficiency requirements may be satisfied through course credit, AP credit, or CLEP. Talk with your advisor if you have any questions.

Students pursuing the B.A. degree in the School of Sustainability must demonstrate intermediate proficiency in a second language by completing the courses specified with a grade of "C" or higher in each course. Second Language course requirements consist of:

1. Completion of second language course work at the intermediate level (202 or equivalent, those students completing this requirement in Ancient Greek must take

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both GRK 301 and 302; students completing the requirement in Portuguese or Romanian must complete POR 314 or ROM 314);

2. A second language course at the 300-level or higher taught in the second language and having 202 or its equivalent as a prerequisite; or
3. Completion of secondary education at a school in which the language of instruction is not English.

Students pursuing the B.S. degree in the School of Sustainability must demonstrate elementary proficiency in a second language by completing the courses specified with a grade of "C" or higher in each course. Second language course requirements consist of:

1. Completion of second language course work at the introductory level (102 or equivalent);
2. A second language course at the 200-level or higher taught in the second language and having 102 or its equivalent as a prerequisite; or
3. Completion of secondary education at a school in which the language of instruction is not English.

Important Note: Students do not need to take a certain number of Second Language courses; rather, students must demonstrate "proficiency" in a Second Language at a certain level, depending on whether they pursue a B.A. or B.S. degree. For example, a student who pursues a B.A. degree in Sustainability must demonstrate proficiency at the 202 level. If this student took several years of Spanish in high school and wishes to continue with Spanish in college, this student may begin taking Spanish courses at a level higher than 101. Students should take a [self-placement test](#) online to determine where they should start. Many answers to questions concerning second language placement, as well as when and how to take second language proficiency tests, may be found on the [School of International Letters and Cultures](#) website. ASU offers a wealth of Second Languages to study, including American Sign Language. [American Sign Language courses](#) are offered through the Department of Speech and Hearing Sciences.

## ***Major Requirements***

### **Introductory**

Students will take two introductory core courses in the major that will explore both the link between concepts of sustainability and systems approaches to knowledge, and will develop the integrative methodological tools needed to work across disciplines on sustainability problems. The six hours of coursework include SOS 110: Sustainable World and SOS 111: Sustainable Cities.

### **Math**

All students will complete at least two math courses for their degree program. B.A. students will complete MAT 170: Pre-calculus and AML 100: Applied Mathematics for the Life and Social Sciences; B.S. students will complete either MAT 210: Brief Calculus, or MAT 251: Calculus for Life Sciences, or MAT 265: Calculus for Engineers, or MAT 270: Calculus with Analytical Geometry I, or SOS 294: Calculus & Probability for the Life and Social Sciences, depending on the track chosen, as well as AML 100: Applied Mathematics for the Life and Social Sciences, and SOS 294: Introduction to

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Mathematical Tools and Modeling for the Life and Social Sciences. While not required, many students may need to take one or more preparatory math courses to work up to completing the required math course for their degree program. Depending on the track followed, all students will complete a minimum of three to four hours of math coursework.

### **Challenge Area Courses**

Students must complete five challenge area courses for a total of fifteen hours. One of these five courses must be selected from the track the student intends to study. Students pursuing the B.A. degree must select at least one course within SOS 320-SOS 323, and students pursuing the B.S. degree must select at least one course within SOS 324-SOS 326. All of the challenge area courses require SOS 110 and SOS 111 as course prerequisites. These courses will provide an opportunity for students to integrate what they have learned to address key challenges in sustainability. The challenge area courses include:

- SOS 320: Society and Sustainability
- SOS 321: Policy and Governance in Sustainable Systems
- SOS 322: International Development and Sustainability
- SOS 323: Sustainable Urban Dynamics/SOS 465: Smart Growth & New Urbanism
- SOS 324: Sustainable Energy, Materials, and Technology
- SOS 325: The Economics of Sustainability
- SOS 326: Sustainable Ecosystems
- SOS 327: Sustainable Food and Farms
- SOS 394: Sustainability and Enterprise

### **Challenge Area/Track Electives**

All students must complete at least six hours of approved electives that relate to the main track they are studying. A minimum of three of these six hours must be upper-division. These six hours are called Challenge Area Electives and courses vary by track. Electives are comprised of both SOS courses and courses from other departments, and are meant to provide additional value to the major. Students should choose these courses with their advisor from the approved lists.

### **Related Discipline**

All students must complete at least twelve hours within a related discipline outside of the School of Sustainability. At least three of these twelve hours must be upper-division. All hours do not necessarily have to be within the same prefix, but they must be within the same discipline. This will give students some depth in a disciplinary area. Students are encouraged strongly to select a minor, certificate, or even a second major if they would like more expertise in a particular disciplinary area. Students should decide on a related discipline in consultation with their advisor. Students who earn a minor, certificate, or second degree satisfy the related discipline requirement if approved by their advisor.



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### **Minor/Certificate**

ASU offers [over 100 different minors and certificates](#). While not required, all SOS students are strongly encouraged to complete a minor or certificate in an area that complements the track they are pursuing. This will give students some depth in a particular disciplinary area. Many students also choose to pursue a second major (also known as a concurrent degree). Students who earn a minor, certificate, or second degree satisfy the related discipline requirement if approved by their advisor. Samples of minors commonly pursued include Anthropology, Applied Biological Sciences, Design Studies, Economics, Global Studies, Materials Science and Engineering, Political Science, Public Service and Public Policy, Sociology, Metropolitan and Urban Studies, and Urban Planning. Commonly pursued certificates include the Geographic Information Certificate, Certificate in Creative City, and the Certificate in Knowledge Entrepreneurship and Innovation.

### **Upper-Division (300/400-Level) SOS Electives**

Students will include at least two required upper-division SOS Elective courses (one must be at the 300 or 400-level for a minimum of three hours and one must be at the 400-level for a minimum of three hours).

### **Applied/Capstone Experience**

To best prepare students for a successful transition into graduate school or professional positions after graduation, all students are required to take and successfully complete a three-hour pre-approved applied/capstone experience. Applied/Capstone experience options include internships, workshops, research experience, or service learning. Prerequisites required to enroll in a Capstone Experience include: 1) at least a 2.50 GPA or above in your major, and 2) the successful completion of at least three 300-level SOS courses. For more information about what each opportunity entails, students should speak with their advisor or consult the internship coordinator.

### ***Remaining Hours***

Finally, all students must complete a number of general electives to satisfy graduation requirements. Careful planning and regular viewing of program requirements on eAdvisor will help to ensure timely completion of all necessary degree requirements.

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## Academic Success

Administrators, faculty, and staff in the School of Sustainability are prepared to assist you in your path to academic success and completion of your ASU degree. To stay on track toward graduation, ASU sets the following expectations for its students, including:

- Full-time students must earn an average of 15 hours each semester in order to graduate in four years,
- All freshmen must take ASU 101, the university's introduction to ASU's mission and vision as the New American University,
- Freshmen live on campus their first year,
- All freshmen must use eAdvisor and other online services available to them at [myASU](#), and
- Freshmen must establish their @asu.edu e-mail account and use it regularly as that is the university's official communication method with students.

### **DARS**

DARS is an acronym for Degree Audit Reporting System. Students should monitor their progress to degree completion using the Degree Audit Reporting System and by meeting with their academic advisor each semester.

To view your DARS report:

- Go to [myASU](#) and log in
- Under "My Programs and eAdvisor" select "My Progress Reports (DARS)"
- Select "Degree Audit (DARS)"
- Do not use the "Back" and "Forward" buttons. Click on "Main Menu" or other links to move between pages.
- Next to Location: select "ASU – Arizona State University"
- Next to Select Letter: select "S" for Sustainability
- Next to Area of Interest: select "Sustainbly" for Sustainability
- Next to Field/Specialization: select BA or BS if you haven't chosen a track yet or select the appropriate track if you have chosen or are exploring a particular track
- The "Degree Prog" field will automatically populate
- Next to Catalog Year: select your catalog year (degree requirements can change from one catalog year to the next, so it is important to get this correct. It is your responsibility to know your catalog year; ask your advisor if you are not sure).
- Click on "Submit Degree Audit Request"
- Sometimes it takes a few minutes for the audit to run.
- When your audit status has changed from "Pending" to "Completed," you will be able to view your audit online

Your DARS report will appear in three colors: black, green, and red.

- Information in black is general information, such as your name, the major and degree you've selected, and other bits and pieces needed to 'frame' your audit.
- Information in green represents specific degree requirements that have been satisfied (also indicated by "OK" and "+" in the left hand margin).
- Information in red represents specific degree requirements that have not been satisfied (also indicated by "NO" and "-" in the left hand margin).

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## **eAdvisor**

sAdvisor is ASU's signature retention tool that provides online advising and personalized student support to support student academic success. eAdvisor is a supplement to your academic advisor and offers you the ability to:

- Learn more about the graduation requirements of your major,
- Plan for and schedule the appropriate courses in the correct sequence to maximize your success,
- Monitor your progress toward your degree completion, and
- Find out how your courses may fit with other majors if you decide to change majors.

You can learn more about eAdvisor from [myASU](#) under "My Programs and eAdvisor" – just click on the "Guides and Tips" tab.

## **Sun Devil Tracking**

Sun Devil Tracking is part of eAdvisor. ASU introduces major-related coursework and experiences during your freshman and sophomore years that are called critical requirements. Undergraduates in the School of Sustainability are expected to be strong academically, especially with regard to grades earned in SOS courses. Careful course planning, in consultation with your academic advisor, will assist in maintaining satisfactory academic performance and progress.

The School of Sustainability mandates the following critical requirements for its students:

- **All students must complete SOS 110 and SOS 111 by the end of term two with a grade of B in each of these two courses.** Additionally, all students must possess a minimum 3.0 grade point average in all SOS courses by the end of term four. Sun Devil Tracking will notify students through eAdvisor if students do not satisfy these requirements at any point in time.
- Students pursuing the B.A. must complete MAT 170 and AML 100 by the end of term two. If they need a prerequisite, they must take this in term one. Students pursuing the B.S. must complete MAT 210, or MAT 251, or MAT 265, or MAT 270, or SOS 294 Calculus & Probability for the Life and Social Sciences by the end of term two, depending on the track chosen. Students pursuing the B.S. must also complete SOS 294 Introduction to Mathematical Tools and Modeling for the Life and Social Sciences by the end of term two. If they need a prerequisite, they must take this in term one. Ask your advisor if you have specific questions about the required math sequence.
- All students must also complete at least two challenge area/track courses by the end of term four.
- All students must determine which track they are pursuing by the end of term four. This satisfies what is termed a milestone requirement for an undergraduate degree in the School of Sustainability. Students will meet with or notify their academic advisor to officially "declare" their academic track (also known as challenge area).
- Finally, School of Sustainability majors must earn a minimum 3.0 GPA in all SOS courses and a minimum 2.00 cumulative ASU GPA. These are graduation requirements. Additionally, majors must earn grades of "C" or higher in upper-division SOS courses, math courses, second language courses, and challenge area

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electives, while paying close attention to the graduation requirement that a minimum 3.0 GPA in all SOS courses is required to graduate.

### ***Major Maps***

A Major Map outlines the following requirements for graduation:

- What classes you need to complete,
- When you need to take them (course sequence), and
- The critical requirements for the major.

[Major Maps for the B.A. and the B.S.](#) are available online.

### ***Internship/Capstone Support***

Undergraduate students in the School of Sustainability will consult with the internship coordinator before securing an internship/capstone experience that will count as credit toward fulfilling degree requirements. Students are encouraged to attend a Capstone Information Session at least one semester before they plan to take their capstone, as careful planning ahead of time is necessary to ensure all necessary information is in place before your capstone begins.

Some study abroad experiences may count as a capstone. Ask the internship coordinator if you have any questions.

In most cases, Barrett students may satisfy their capstone requirement through the successful completion of their honors thesis. School of Sustainability students who are also Barrett students must submit the School of Sustainability's University Standards Committee Petition requesting to do this. In the "Specific Request" section of the petition, students should include the name of the faculty member who is serving as their Thesis Director, a brief summary of the nature of the thesis, and documentation from the Thesis Director that they are supportive of your thesis being used to satisfy the School of Sustainability Capstone Requirement. Barrett students should also indicate the semester they would like to enroll in the Capstone Thesis course.

### ***Academic Success Services***

Academic Success Resources, including tutorial help and academic workshops, abound at Arizona State University. For more information, please visit: [Tutorial Help and Academic Success Workshops](#).

Your professors in SOS 110 and SOS 111 will inform you about special study sessions in the School of Sustainability Residential Community (SOSRC). Take advantage of these study sessions, as they will help you greatly before taking exams.

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## ***Writing Center***

The [ASU Writing Center](#) provides high quality tutoring for all enrolled students. Tutorial assistance is available online and in-person.

## ***Math Center***

The [ASU Math Center](#) provides high quality tutoring for students enrolled in mathematics or statistics courses. Peer tutors can help you learn course content, problem-solving and study skills.

## ***Career Services***

Successful recruitment development and corporate relations are immensely important in providing students with opportunities for their individual career growth and development. The School of Sustainability recognizes this need and encourages students to take advantage of opportunities to network with professionals and leaders in the sustainability field. Students are strongly encouraged to attend Wrigley Lectures and Case Critical Events whenever possible in order to spark their career development early on in their in their academic career. The School of Sustainability is currently rolling out career services for students.

## ***Academic Grade Point Average (GPA)***

ASU reports grades based on a 4.00 grading scale. The cumulative GPA will include the effect of all grades awarded including +/- up to a GPA of 4.00. Semester GPAs will show the effect of all grades awarded including +/- up to a GPA of 4.33. Cumulative GPAs will be capped at 4.00. Use of the plus/minus system will be at the discretion of the faculty member teaching the class section.

Ordinarily a letter grade is given upon completion of a course, unless a grading option of "audit" or "pass/fail" is indicated at the time of registration. Approval of both the class instructor and the college/school of the major is required before registration in one of these options. "P" (Pass) is included in earned hours but is not computed in the GPA. A "C"/2.00 is required for a pass/fail grade. Grading options cannot be changed after the close of the drop/add/swap period.

For the purpose of computing GPA, the grade points assigned to each of the grades are: A+ = 4.33, A = 4.00, A- = 3.67, B+ = 3.33, B = 3.00, B- = 2.67, C+ = 2.33, C = 2.00, D = 1.00, E = 0.00. To see your GPA, go to [myASU](#) sign in, and under "My Classes" select "Grades & Transcripts" for a particular semester. You may also use the various GPA Calculator tools available online to project GPAs based on estimated performance. Check out ASU's new [GPA calculator](#).

## ***Academic Excellence***

Students who excel in their coursework are eligible for a variety of honors including the Dean's List and honorary societies. In the School of Sustainability, students are eligible

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to make the [Dean's List](#) if they take at least twelve graded hours of course work in a fall or spring semester and earn at least a 3.5 semester GPA in that course work.

### ***Academic Status Reports***

At two periods during the semester faculty will provide students with feedback on performance in your classes. You may receive an electronic notice alerting you to performance issues as well as resources available to you to make improvements in your classes.

### ***Tracking Status***

You are on track when you take the right courses at the right time and in the right sequence for your major, all while earning minimum grades in courses, or sequences of courses, as indicated on your major map.

You are off track if you:

- Drop, withdraw or don't register for a course defined as a critical requirement,
- Don't meet the minimum course grade or critical GPA,
- Don't complete a specified milestone, or
- Don't meet the overall university GPA requirement.

In the event you are off track, you will be contacted and a hold may be placed on your record. You will not be able to complete certain registration services until you meet with an advisor. The advising session will help you get back on track and/or help you explore other degree options or address any of your unique circumstances.

Students who are off track for two consecutive semesters, not including summer sessions, may be required to change to a major more appropriate to the student's goals and performance.

### ***Academic Probation and Disqualification***

Of course, students will work hard to keep their academic GPA as high as possible, but it's important to know and understand requirements with regard to academic probation and disqualification. Students in the School of Sustainability are considered in good standing for the purpose of retention if (1) they maintain a cumulative GPA of 2.00 or higher in all courses taken at ASU and (2) maintain critical requirements within their major.

Any student who does not maintain a cumulative GPA of 2.00 or higher in all courses taken at ASU is placed on academic probation. The GPA is computed only for courses taken at ASU. Probation status for academic reasons begins on the first day of classes of the semester after the semester in which a student has been determined to be on probation. A student on academic probation is required to observe any limitations or rules the School may impose as a condition for retention. Before students on probation can register for classes in the next semester, they must receive advising in their school. Students who do not meet probation requirements are subject to disqualification. A disqualified student will not be able to register for classes in the fall or spring semester

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at the University. If the student has already registered for a future fall or spring semester, the registration is cancelled.

A student who has been disqualified may apply for reinstatement through the School. Students seeking reinstatement (after disqualification) or readmission (after absence from the university) should contact the School of Sustainability Office regarding procedures and guidance for returning to good standing. When reinstatement includes readmission, application must be made to the Readmission Section of the Office of the Registrar.

It is important for undergraduates in the School of Sustainability to remember that the cumulative ASU GPA, as well as the GPA earned in SOS 110/SOS 111, and the overall GPA earned in all SOS major courses will be monitored closely, based on critical requirements indicated on the student's major map. Students should consult their major map regularly and consistently to ensure they stay on track with regard to course sequencing, course grade and cumulative GPA requirements for continued enrollment.

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## Graduation

### *Meeting SOS Milestones*

School of Sustainability students must determine which track and minor/certificate they are pursuing no later than the end of term four. This will ensure adequate time to incorporate all courses necessary for satisfying degree requirements. Students will meet with or notify their academic advisor to officially “declare” their academic track (also known as challenge area).

### *Application for Graduation*

Filing fees:

- Undergraduate \$50 (\$25 for each additional concurrent degree)
- Late fee, if applicable \$35

#### **If you're graduating in...**

#### **Your deadline is...**

Fall

October 1<sup>st</sup>

Spring

February 15<sup>th</sup>

Summer

June 15<sup>th</sup>

See more information about [deadlines and how to apply for graduation](#).

## Tuition and Fees

See more information about [tuition and fees](#).

## Financial Support

See more information about [financial support](#). Learn how to budget your finances by using the [2011-2012 Student Budget Worksheet](#). Financial aid options include student employment, grants, loans and scholarships. The School of Sustainability is continuing to develop more academic scholarship opportunities for students, so watch out for announcements concerning these scholarships, as the School of Sustainability Scholarship normally has a scholarship application deadline early each Spring semester.

## Facilities

ASU has a large and diverse undergraduate student body. The university has excellent library and laboratory facilities, as well as outstanding computing infrastructure, all of which foster a stimulating environment for undergraduate education and research. The School of Sustainability is located in [Wrigley Hall](#).



## SOS Faculty

A list of [School of Sustainability faculty](#) and ASU [Sustainability Scientists and Scholars](#) can be found online.

## University Contacts

	<b>Area Code (480)</b>
ASU Switchboard	965-9011
Bookstore <a href="http://bookstore.asu.edu/asu/home.aspx">http://bookstore.asu.edu/asu/home.aspx</a>	965-7928
Campus Health Services <a href="http://www.asu.edu/studentaffairs/health/">http://www.asu.edu/studentaffairs/health/</a>	965-3349
Career Services <a href="http://www.asu.edu/studentaffairs/career/">http://www.asu.edu/studentaffairs/career/</a>	965-2350
Counseling and Consultation <a href="http://students.asu.edu/counseling">http://students.asu.edu/counseling</a>	965-6146
Disability Resource Center (DRC) <a href="http://www.asu.edu/studentaffairs/ed/drc/">http://www.asu.edu/studentaffairs/ed/drc/</a>	965-1234
Graduation Office (Registrar) <a href="http://students.asu.edu/graduation">http://students.asu.edu/graduation</a>	965-3256
International Student Office <a href="http://www.asu.edu/studentaffairs/ed/iso/">http://www.asu.edu/studentaffairs/ed/iso/</a>	727-4776
Meal Plans <a href="http://www.campusdish.com/en-us/CSMW/ArizonaState">http://www.campusdish.com/en-us/CSMW/ArizonaState</a>	965-3463
Parking and Transit Services <a href="http://pts.asu.edu/">http://pts.asu.edu/</a>	965-6406
Public Events (Gammage) <a href="http://www.asugammage.com/index.php">http://www.asugammage.com/index.php</a>	965-5062
Records (Academic) <a href="http://students.asu.edu/student-records-grades">http://students.asu.edu/student-records-grades</a>	965-3124
Residency <a href="http://students.asu.edu/residency">http://students.asu.edu/residency</a>	965-7712
Scholarship Office <a href="http://students.asu.edu/scholarships/general-application">http://students.asu.edu/scholarships/general-application</a>	965-4845
Student Accounts <a href="http://www.asu.edu/sbs/">http://www.asu.edu/sbs/</a>	965-6341
Student Employment <a href="http://students.asu.edu/student-employment">http://students.asu.edu/student-employment</a>	965-5186
Student Financial Assistance <a href="http://students.asu.edu/financial-aid">http://students.asu.edu/financial-aid</a>	965-3355
Student Recreation Complex <a href="http://src.asu.edu/">http://src.asu.edu/</a>	965-8900
Sun Card Office <a href="http://cfo.asu.edu/suncard-contact">http://cfo.asu.edu/suncard-contact</a>	965-2273
Sun Devil Ticket Office <a href="http://thesundevils.cstv.com/tickets/asu-tickets.html">http://thesundevils.cstv.com/tickets/asu-tickets.html</a>	727-0000
Testing Services, University <a href="http://www.asu.edu/uts/">http://www.asu.edu/uts/</a>	965-7146
University Housing <a href="http://www.asu.edu/studentaffairs/reslife/">http://www.asu.edu/studentaffairs/reslife/</a>	965-3515
University Technology Office <a href="http://uto.asu.edu/">http://uto.asu.edu/</a>	965-6500

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## Important Dates for 2011-2012

Staying on track in your degree program is very important, but knowing important deadline dates is also important. To keep on schedule and stay on track, it is your responsibility as the student to be aware of registration/enrollment dates, drop/add dates, and withdrawal dates. Here are important dates to know for the fall 2010 and spring 2011 semesters:

### FALL SEMESTER 2011

Fee Payment Deadline	August 9 (then fees apply)
First Day of Class	August 18
Late Registration (late fees apply)	August 15
Last Day to Drop/Add/Swap	August 24
Labor Day Holiday	September 5
Academic Status Report #1	September 15-22 (tentative)
Academic Status Report #2	October 20-27 (tentative)
Enrollment Appointments for Spring 2012	November 7 (tentative)
Course Withdrawal Deadline In Person & Online	November 2
Veterans Day Holiday	November 11
Thanksgiving Recess	November 24-25
Complete Withdrawal Deadline	December 6
Last Day of Classes	December 6
Reading Day	December 7
Final Exams	December 8-14
Undergraduate Commencement	December 15
Grades Available on ASU Interactive	December 24 (tentative)

### SPRING SEMESTER 2012

Fee Payment Deadline	TBD
Martin Luther King, Jr. Day Holiday	January 16, 2012
First Day of Classes (Sessions A & C)	January 5, 2012
Late Registration (late fees apply)	December 26, 2011
Last Day to Drop/Add/Swap (Session A)	January 6, 2012
Last Day to Drop/Add/Swap (Session C)	January 11, 2012
Last Day to Drop/Add/Swap (Session B)	March 1, 2012
Academic Status Report #1	TBD
Spring Break	March 19-25, 2012
Academic Status Report #2	TBD
Enrollment Appointments for Fall 2012	TBD
Course Withdrawal Deadline (Session A)	January 25, 2012
Course Withdrawal Deadline (Session B)	March 20, 2012
Course Withdrawal Deadline (Session C)	March 28, 2012
Complete Withdrawal Deadlines	TBD
Last Day of Classes (Session A)	February 24, 2012
Last Day of Classes (Sessions B & C)	April 24, 2012
Reading Day (Session C)	April 25, 2012
Final Exams (Session C)	April 26-May 2, 2012
Undergraduate Commencement	May 3, 2012
Grades Available on ASU Interactive	TBD

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## Definitions

### ***Academic Advisor***

A faculty member or professional advisor who assist students in assessing education goals, in developing programs of study, and understanding rules, procedures and curriculum requirements.

### ***Academic Integrity Policy***

The [policy](#) sets forth the ASU student academic integrity policy and appeal procedures.

### ***Advanced Placement***

Students who have taken an advanced placement course of the College Entrance Examination Board (CEEB) in their secondary school and who have taken an Advanced Placement Examination of CEEB may be eligible to receive university credit.

### ***ASU General Catalog***

Undergraduate students' graduation requirements are described in the *General Catalog* (which is found online) of the academic year for which they are admitted.

### ***Class***

A specific section of a "course" that has a class section number assigned to it. One "course" may have several "class" sections.

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

An academic unit within the university.

### ***Concurrent Degree***

Completion of requirements in two or more primary areas of study simultaneously. Also known as Dual Degree and Double Major.

### ***Corequisite***

A requirement to be met while taking one course, such as taking another particular course, is a corequisite.

### ***Course***

Each course is given a prefix/subject (e.g., HST for history), a number (e.g., 109), a title (United States to 1865) and a description (e.g., Growth of the Republic from colonial period through the Civil War).

### ***Course Number***

A three-digit number for courses (e.g., in HST 109, the "109" refers to the number for the history course called "United States to 1865.")

### ***Course Prefix/Course Subject***

A three-letter abbreviation for courses (e.g., HST is the course prefix/subject for History courses).

### ***Credit Hour***

One credit hour represents a minimum of one 50-minute class per week, per semester. To obtain credit, a student must be properly registered and pay tuition and fees on time. A minimum of 120 credit hours is required for graduation with a baccalaureate degree.

### ***Critical Requirements***

Major-related courses and minimum grade performance in courses taken at specific times to help ensure academic success in major degree programs. Critical requirements for specific majors are indicated on major maps.

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**Cum Laude**

Term used to describe graduating with honors (3.40-3.59 cumulative GPA). Special recognition is given to these students during commencement ceremonies.

**Course Load**

Most students are recommended to enroll in 15 credit hours per semester in order to complete their degree in four years. A minimum full-time course load for an undergraduate student is 12 semester hours. The maximum course load for which a student may register is 18 semester hours (with the exception of a 19-hour maximum for students enrolled in the College of Design or Ira A. Fulton School of Engineering).

**DARS**

DARS is an acronym for Degree Audit Reporting System. Students should monitor their progress to degree completion using the Degree Audit Reporting System and by meeting with their academic advisor each semester.

**Dean's List**

Undergraduate students who earn 12 or more graded semester hours ("A," "B," "C," "D," or "E") during a semester in residence at ASU with a GPA of 3.50 or higher are eligible for the Dean's List.

**Drop/Add/Swap**

Students may drop, add or swap courses until the last day to enroll for the term.

**Elective**

A course that is not a requirement within a program of study and that does not need be completed before enrolling in the next level of course(s).

**Freshman**

A student who has earned 24 or fewer credit hours.

**General Studies Requirement**

Required courses, which all students must complete before graduation, designed to provide a general education.

**Good Standing**

Term used to describe degree-seeking students who meet the minimum cumulative grade point average standard in their academic program.

**Junior**

A student who has earned 56 to 86 credit hours.

**Lower Division**

Courses numbered 100 to 299 are designed primarily for freshmen and sophomores.

**Magna Cum Laude**

Term used to describe graduating with great praise, the second highest honor (3.60-3.79 cumulative GPA).

**Major**

A primary area of study.

**Major Map**

A tool that outlines classes you need to complete, when you need to take them (course sequence) and critical requirements for the major.

**Milestone**

A critical point in a student's major map. Students must fulfill milestone requirements or they will be off-track.

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**Minor**

An area of study in which students complete approximately 15 to 24 hours of credit. Just like an academic major, a minor also receives official transcript recognition at graduation.

**Off-Track**

Designation given to students who do not complete “critical requirements” listed on major map for degree program. Being off-track for two consecutive semesters, not including summer sessions, may necessitate the need for a student to change majors.

**On-Track**

Designation given to students who complete “critical requirements” listed on major map for degree program. Being on-track signifies greater potential for retention and degree completion in current major.

**Prerequisite**

A course that must be completed before enrolling in the next level of course(s).

**Reading Day**

The day between the last day of instruction and first day of finals exams. On this day, no classes are held so students can spend time preparing for final exams.

**Senior**

A student who has earned 87 or more hours of credit.

**Sophomore**

A student who has earned 25-55 hours of credit.

**Student Code of Conduct**

List of behavioral expectations required of all students and administered by the [Office of Student Life](#).

**Summa Cum Laude**

Term used to describe graduating with the highest honors (3.80-4.00 cumulative GPA).

**Transcript**

An official transcript lists in chronological order all courses taken at ASU and includes all grades.

**Upper Division**

Courses numbered 300 to 499, designed for juniors and seniors.