



# Registration & Tuition Payment Guide

**Fall 2014**

**Distributed by:  
University Registrar Services**

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## Table of Contents

Admission/Readmission	5	Parking Permits	18
Admission Application Fees	11	Personal Checks	12
Advising	7	Placements Exams	9
Arizona Students' Association (ASA) Fee	15	Registration Locations	6
ASU Statement on Drug-Free Schools & Campuses	25-27	Registration/Enrollment General Information	5-10
Campus Maps	18	Residency Classification	12
Credit Card Payments	12	Returned Checks	16
Delinquent Financial Obligations	16	Title IX Compliance	22-23
Directory of Campus Resources	24	Shuttle Services	18
Disability Accommodations	23	Sponsorship by Approved Governmental & 3rd Party Agencies	14
Discrimination Complaints	22	Student Account Refunds (Disbursement)	17
Drop/Add	6	Student Health Insurance	16-17
eCheck Payments	11	Student Identification (Pitchfork Card and Sun Card)	10
Employee Reduced In-State Tuition	14-15	Student Recreation Fee	16
Facts About ASU	28	Transportation Options	18
Family Educational Rights & Privacy Act (FERPA)	20-22	Tuition & Fees	11-17
Financial Aid	13	Tuition Installment Plan	13
Financial Aid Trust Fee	15	Tuition Payment Hours	14
Financial Assistance Withdrawal Policy	8	Tuition Payment with Financial Aid	13
Institutional Refund Policy	17	University Policies	20-23
Instructor-Initiated Drop Option	7	University Testing Requirements	8-9
Late Registration Fees	16	Veterans Educational Benefits	10
Measles Immunization Policy	6-7	Visitor Parking	18
Military Withdrawal	8	Withdrawal Policy	7-8
Ombudspersons	19		

### Important Reminder

By registering for classes you agree to pay all applicable tuition and registration fees. You will NOT be dropped from your classes for non-payment. If you do not have adequate financial aid to cover tuition costs, and if you do not pay tuition by the applicable deadline, you will be enrolled in the Tuition Installment Plan and assessed a non-refundable \$100 resident/\$200 non-resident enrollment fee. **See page 13 for more information.**

## Semester Calendar - Fall 2014

All dates and times published in this schedule are tentative and are subject to change without notice.

If a class is scheduled in a session other than Session A, B or C, the drop/add/withdrawal deadlines are prorated based on the length of the class. Check the calendar icon next to each class on your schedule in My ASU for the prorated deadline dates.

**Session A: Thursday, 8/21/2014 – Friday, 10/10/2014**  
**Session B: Wednesday, 10/15/2014 – Friday, 12/5/2014**  
**Session C: Thursday, 8/21/2014 – Friday, 12/5/2014 (Final Exams 12/8/2014-12/13/2014)**

Schedule of Classes Available	February 24, 2014		
Registration and Tuition Guide Available	February 24, 2014		
Registration Dates Begin	February 27, 2014		
\$50.00 Late Registration Fee Begins (does not apply to ASU Online students)	TBD		
<u>Tuition Fee Payment Deadline</u> —For registration through December 29, 2013 for non financial aid students and students that have not accepted any financial aid awards for the semester. For students with accepted financial aid, the due date is extended to January 25, 2014. For more information see <a href="http://students.asu.edu/tuitiondeadlines">http://students.asu.edu/tuitiondeadlines</a>	TBD		
Classes Begin	Session A August 21, 2014	Session B October 15, 2014	Session C August 21, 2014
Last day to register or drop/add without college approval	Session A August 22, 2014	Session B October 16, 2014	Session C August 27, 2014
Residency Classification Petition Deadline	August 27, 2014		
Labor Day Observed—University Closed	September 1, 2014		
<u>Tuition &amp; Fees 100% Refund Deadline</u> – For more information see <a href="http://students.asu.edu/tuitionrefundpolicy">http://students.asu.edu/tuitionrefundpolicy</a>	Session A TBD	Session B TBD	Session C TBD
University 21 <sup>st</sup> Day	Session A September 10, 2014	Session B November 4, 2014	Session C September 10, 2014
Deadline to Apply for Graduation	October 1, 2014		
Academic Status Report #1	Session A TBD	Session B TBD	Session C TBD
Fall Break	October 11-14, 2014		
Academic Status Report #2	Session A N/A	Session B N/A	Session C TBD
Course Withdrawal Deadline	Session A September 10, 2014	Session B November 4, 2014	Session C November 5, 2014

## Semester Calendar (continued) - Fall 2014

Session A: Thursday, 8/21/2014—Friday, 10/10/2014 Session B: Wednesday, 10/15/2014—Friday, 12/5/2014 Session C: Thursday, 8/21/2014—Friday, 12/5/2014 (Final Exams 12/8/2014-12/13/2014)			
Veterans Day Observed—University Closed	November 11, 2014		
Thanksgiving Holiday Observed—University Closed	November 27-28, 2014		
<b>Complete Session Withdrawal Deadline</b> As part of a complete session withdrawal a student must withdraw from all classes in a session. Beginning the first day of classes, undergraduate students are required to contact their college/school for facilitate the withdrawal process. For more information, see <a href="https://students.asu.edu/forms/withdrawal">https://students.asu.edu/forms/withdrawal</a>	Session A October 10, 2014	Session B December 5, 2014	Session C December 5, 2014
Classes End/ Last Day to Process Transactions	Session A October 10, 2014	Session B December 5, 2014	Session C December 5, 2014
Study Days	Session A N/A	Session B N/A	Session C December 8-13, 2014
Final Exams	Session A Last day of classes	Session B Last day of classes	Session C December 8-13, 2014
Final Grades Due	Session A October 13, 2014	Session B December 11, 2014	Session C December 11-17, 2014
Commencement Ceremony - Graduate <a href="http://graduation.asu.edu">http://graduation.asu.edu</a>	December 16, 2014		
Commencement Ceremony Undergraduate: <a href="http://graduation.asu.edu">http://graduation.asu.edu</a>	December 17, 2014		
Degree Conferral Date	December 17, 2014		
Grade Replacement/Academic Standing Processing	December 18-19, 2014		
Holiday Break—University Closed	December 25-26, 2014		

\* See Residential Life for designated move in dates.

\*\* Late Registration fee of \$50 assessed.

\*\*\* Classes start on Thursday, August 21, 2014 in order to fully comply with ABOR contract hour requirements

# Admission and Registration

## Admission/Readmission

**Undergraduate admission/readmission:**  
[students.asu.edu/admission](http://students.asu.edu/admission)

**Graduate admission/readmission:**  
[graduate.asu.edu](http://graduate.asu.edu)

**Law College:**  
[law.asu.edu](http://law.asu.edu)

Students who are required to be advised must do so before submitting a registration request. Non-degree undergraduate students may not enroll for more than eight semester hours. Students who have been previously enrolled in a degree program at ASU are not permitted to attend in non-degree status.

## Registration Procedures Overview

[my.asu.edu](http://my.asu.edu)

- Step 1: Log into My ASU to view your online Registration Dates. A registration date is the date/time that you may begin to register for classes. You may register online or in person anytime after your assigned registration date begins through the end of the drop/add period.\*
- Step 2: Check for registration holds on My ASU. If you have an academic advising hold, plan to meet with your academic advisor well before your Registration Date occurs.
- Step 3: Review degree and catalog requirements.
- Step 4: Review your Major Map on My ASU (undergraduate students only).
- Step 5: Search for available classes using the Class Search at [my.asu.edu](http://my.asu.edu).
- Step 6: Register for classes at [my.asu.edu](http://my.asu.edu) or in person at any registrar location <https://students.asu.edu/contact/office-university-registrar>
- Step 7: Pay tuition. If you do not have adequate financial aid to

cover tuition costs, and if you do not pay tuition by the applicable deadline, you will be enrolled in the Tuition Installment Plan and assessed a non-refundable \$100 resident/\$200 non-resident enrollment fee.

\*Students may register for Fall 2014 through August 22, 2014 for Session A, August 27, 2014 for session C, and October 16, 2014 for Session B. However, a \$50 late registration fee is charged beginning **TBD**. This fee does not apply to ASU online students.

## Registration/Enrollment General Information

### Registration Dates

All students are assigned an online **registration date** which will permit registration for the Fall 2014 semester. Students should log into My ASU to view their registration date as soon as possible.

A registration date is the date and time that a student may begin registering for the next semester. Students may register in person or online anytime after the assigned registration date begins, through the end of the drop/add period.

If you are an entering freshman in the Fall semester, your registration date will be the date of your orientation program. If you are not an entering freshmen, and you do not have a registration date assigned, contact the University Registrar Services at 480.965.3124.

### Building Your Class Schedule

ASU's registration system will allow you to search the Schedule of Classes/Class Search and build a Fall class registration request. You can save that plan (shopping cart) and then later return to it. When you return, you will be able to see if the class status has changed since you built and saved the plan. You can view the online Schedule of Classes/Class Search via My ASU ([my.asu.edu](http://my.asu.edu)). The Fall 2014 Schedule of Classes is available February 24, 2014.

## Registration, cont.

### Submitting Your Registration Request

Once you have submitted your schedule request, you will be able to immediately see which courses were successfully added to your schedule. **Note: You may choose to audit a course in which case you attend and participate in the class but do not earn credit. Be sure to obtain instructor's approval before registering and paying fees. Refer to your catalog and see your academic advisor for additional information about audit enrollment.**

### Drop/Add

Anytime after you have a class schedule, you will be able to drop and add courses via My ASU or in person at any registration location through the published drop/add deadline. During this period, you may drop one or more (but not all) scheduled classes. Classes that are dropped do not appear on the student's transcript. A student who wishes to withdraw from his/her last course during the drop/add period must process a complete withdrawal. Colleges or departments may require approvals before a student can add specific classes.

### Swap

You can use the swap feature when you want to ensure that you do not drop a class you are already registered for until you have successfully added a replacement class.

### Registration Holds

You will be able to view a list of holds that will prevent registration. Items that can prevent you from registering are: unpaid fees, academic advising requirements, immunizations, etc. Do not delay your ability to get the classes you want. Take care of your University business now to eliminate any holds.

### To Dos

You will be able to view a list of your To Do items. To Do items display tasks you need to complete, such as completing a financial aid form. To Do items do not restrict registration. However, if you do not accomplish an open To Do item, it can become a Hold on your record. Follow the instructions or contact the appropriate person to make arrangements to complete each pending task as soon as possible.

### Registration Locations

Tempe campus	West campus	Polytechnic campus	Downtown Phoenix campus
Student Services Bldg, Room 140	University Center Bldg, Room 120	Administration Bldg	University Center Bldg, Room 166
480.965.3124	602.543.8203	480.727.1142	602.496.4372
Monday - Friday 8:00am - 5:00pm			
<p><b>Offices are closed in observance of the following holidays:</b></p> <p>Labor Day—September 1, 2014</p> <p>Veterans Day—November 11, 2014</p> <p>Thanksgiving Holiday—November 27-28, 2014</p> <p>Holiday Break—December 25-26, 2014</p>			

**A photo ID is required to process transactions in person.**

In order to process any registration transaction in a student's absence, a third party must present their photo ID and written authorization signed by the student. A Registration by Proxy Form for a third party must present their photo ID and written purpose is available on the web at [students.asu.edu/forms/registration](http://students.asu.edu/forms/registration) or at any University registration site.

### Measles Immunization Policy

Arizona State University requires new freshman, transfer, and graduate students to submit proof of two doses of MMR—Measles (rubeola), Mumps and Rubella (German Measles). This is a mandatory requirement for all college students born on or after

January 1, 1957. You will not be permitted to register, add, or drop classes without having met this requirement. If you cannot locate your documentation, the MMR vaccinations and lab test are available for a minimal fee at ASU Health Service.

One of the following may be used as documentation:

- Documentation of two MMR vaccines with the first at around 12 months or older and the second vaccination at least 28 days apart.

## Registration, cont.

### Measles Immunization Policy, Cont.

- Documentation by a physician of having had Rubeola, Mumps and Rubella diseases.
- Documentation of a positive lab test showing immunity to RUBEOLA IgG (Measles=Hard measles/10 day measles).

When submitting your documentation, please include the cover page that can be found at <https://eoss.asu.edu/health/immunization>

#### Mail, Fax or Email to:

IMMUNIZATION DEPARTMENT      **FAX#:** 480-965-8914  
 ASU Health Service                **Phone#:** 480-965-8177  
 Arizona State University        **Email:** measles@asu.edu  
 P.O Box 872104  
 Tempe, AZ 85287-2104

### Advising

Admitted undergraduate students who have declared a major should contact an academic advisor in the college or school of their major for advising and for assistance in determining the catalog under which they will graduate. Exploratory/undeclared students should contact School of Letters & Sciences for academic advising. Many programs require academic advisement prior to registration for classes.

Students may visit MyASU to learn their current academic advising office assignment. For additional information regarding general academic advising for all ASU departments Visit <https://students.asu.edu/academics>

### Instructor-Initiated Drop Option

The instructor of a course has full authority within departmental or other higher-level policies to decide whether or not class attendance is required. During the second week of classes in Fall or Spring, or the first four days of each Summer Session, the instructor can drop a student for non-attendance. In classes which are full, this will allow accommodation of other students requesting the class and help instructors avoid excessive

overrides. Instructor-initiated drops for non-attendance must be based upon concrete evidence of non-attendance and be signed by the Dean or Dean's Designee in the college offering the course. The college will notify the student by mail at the student's currently posted local address. Nothing in this policy contradicts any other policy regarding attendance, religious holidays, or the student's responsibility to notify the instructor in case of absences.

**Note: Students should be aware that non-attendance will not automatically result in being dropped.** Instructors have the right to exercise this option at their discretion. It is also the student's responsibility to contact the instructor before the end of the first week of classes if absences during that period cannot be avoided.

### Withdrawal Policy

#### Course Withdrawal

After the drop/add period and up to September 10, 2014 for Session A, November 4, 2014 for Session B and November 5, 2014 for Session C, a student may withdraw from any course with a grade of "W". Withdrawals may be initiated online using My ASU or in person at any registration site. Courses with alternate begin and end dates may have an adjusted withdrawal schedule. Courses from which the student withdraws will remain on the student's transcript with a grade of "W". Any appropriate refunds are issued based on the published Refund Schedule and the date of the withdrawal. To determine whether you will be eligible for a refund after withdrawing, contact Student Accounts at 480-965-6341. It is the student's responsibility to initiate a withdrawal if unable to attend a class. Failure to do so will result in a grade of "E" being assigned for the class. Although students who do not attend class during the first week of a term may be administratively dropped from the class, such withdrawal is at the discretion of the instructor. In special circumstances, a medical withdrawal or academic record change maybe authorized by the Dean of an academic unit if the student petitions for the change and presents documentation of reasons for being unable to attend the class. Please note academic record changes can only be requested after the semester has ended. It is the student's responsibility to petition for such change if appropriate.

#### Complete Withdrawal

A student may withdraw from all of his or her classes (the student will no longer be enrolled in any classes for the specified semester) through the transaction deadline or the last day of classes for

## Registration, cont.

any semester. A grade of “W” is awarded for each class from which the student withdraws. The complete withdrawal deadline is October 10, 2014 for Session A, and December 5, 2014 for Sessions B and C. Beginning the first date of the semester, undergraduate students are required to request a complete withdrawal in person. Making a complete withdrawal from the University is a difficult decision, and ASU has many resources in place to help. Because there may be serious academic and financial consequences to processing a complete withdrawal, you should view complete withdrawal as a final resort. You are encouraged to meet with your academic advisor to explore alternatives.

**Note: A student 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. Remember:** If you have financial aid or scholarships, be sure you understand minimum credit hour requirements for maintaining those awards.

### Military Withdrawal

To completely withdraw due to military activation, immediately contact Veterans Services in the Pat Tillman Veterans Center. For all campuses, call 480.965.7723 to determine whether the call to active duty qualifies for the “Military Activation” policy. For example, students reporting to “boot camp” or required training may not qualify for this policy. Students who qualify will receive some regulatory relief in the recalculation of financial aid and the calculation of tuition and fee charges. Students are also given options regarding their academic records, e.g., complete withdrawal, incomplete grades, etc.

### Financial Assistance Withdrawal Policy

Circumstances may necessitate complete withdrawal from the University. For financial aid, a complete withdrawal from the full term or any individual session can affect financial aid eligibility. The outcome of complete withdrawal on your financial aid depends on when the complete withdrawal is initiated and the types of financial aid you received. In all cases, your financial aid must be recalculated.

### Official Complete Withdrawal

Federal regulations require the recalculation of Title IV financial aid in cases where a student received financial aid and officially

withdrew on or before the point which 60% of the semester has lapsed. If a return of aid is required, ASU returns the unearned portion of Title IV financial aid funds to the Federal Programs on behalf of the student. Any return of financial aid funds made by the University will be charged to the student’s University account. Payment to the University will be due on demand. Title IV funds include the Federal Pell Grant, the Federal Supplemental Educational Opportunity Grant (FSEOG), the Federal Perkins Loan, the Leveraging Educational Assistance Partnership (LEAP), the Academic Competitiveness Grant (ACG), the Science and Mathematics Access to Retain Talent Grant (SMART), the Federal Teach Grant, the Iraq and Afghanistan Service Grant, the Federal Direct Subsidized and Unsubsidized Student Loans and the Federal PLUS Loan. Federal Work Study earnings and non-Title IV aid are not included in this formula. However, the student may not continue to work under the Federal Work Study program after their official date of withdrawal.

## University Testing Requirements

All new, transfer, or readmitted undergraduate students must meet one of the following testing requirements:

- Take the ACT English, SAT verbal examination, WritePlacer Plus section of the ACCUPLACER, TOEFL (Test of English as a Foreign Language), IELTS (International English Language Testing System), or PTEA (Pearson Test of English Academic) and have scores submitted to ASU.
- Receive a score of 4 or 5 for the advanced placement examination in English offered by the College Entrance Examination Board and have scores submitted to ASU.
- Take the CLEP College Composition exam, earning a score of 50 that qualifies for placement in ENG 102, and have scores submitted to ASU.
- Have previously taken or be currently enrolled in WAC101, WAC107, ENG101, ENG102, ENG105, ENG107, or ENG108 at ASU. If the course was taken at ASU before 1980, contact the Records and Enrollment Services Office in SSV140 or at 480.965.3124, before registering for classes.
- Transfer a course equivalent to ENG101, ENG102, ENG105, ENG107, or ENG108 with a grade of “C” (2.00) or higher.

An official transcript showing the grade must be received by ASU.



## Registration, cont.

The evaluations of transfer English courses at Arizona State University has been centralized and all evaluations will be processed through the new Transfer Credit Guide. All transfer students should visit [www.asu.edu/transfercredit](http://www.asu.edu/transfercredit) to request an evaluation of transfer course work. Any questions regarding the evaluation process should be sent to [articulation@asu.edu](mailto:articulation@asu.edu).

### Placement Exams

#### A. First-Year Composition

Placement in First-Year Composition courses (WAC101 or WAC107 followed by ENG101 or ENG107 the next semester, or ENG101, ENG105, or ENG 107) is determined by the score earned on the ACT English, SAT Verbal Exam, Accuplacer, TOEFL, IELTS, or PTEA exam. Multilingual students are not required to take multilingual sections of first-year composition courses (WAC107, ENG107, and ENG108). They have the option of taking mainstream composition courses (WAC101, ENG101, and ENG102). If students enter the university without taking an acceptable placement exam, the Accuplacer may be taken once on campus at the University Testing and Scanning Services, located at 1130 E. University Dr. Suite 204 in Tempe, at regularly scheduled times. Contact the UTSS at 480.965.7146 to make an appointment. Placement in First-Year Composition will be determined as follows:

Multilingual students who have taken the IELTS or PTEA exam should contact the Writing Programs Office at 480-965-3853 for assistance with registration.

Students who have taken the Advanced Placement Exam in English offered by the College Entrance Examination Board, the International Baccalaureate English A Exam, or the CLEP College Composition Exam, can contact the Writing Programs Office at 480-965-3853 for more information about placement into first-year Composition courses.

#### B. Mathematics Course Placement Exams

Arizona State University requires the **Math Placement Test** to

Exam Score:	Register For:
SAT Verbal 460 and below	WAC101 or WAC107
ACT English 18 and below	WAC101 or WAC107
TOEFL 550PBT / 213CBT / 79iBT and below	WAC107
IELTS 6.0 and below	WAC 107
PTEA 56 and below	WAC 107
SAT Verbal 470-610	ENG101 or ENG107
ACT English 19-25	ENG101 or ENG107
TOEFL 560PBT / 220CBT / 83iBT and above	ENG101 or ENG107 (Students should call 480-965-3853 for assistance when registering for ENG101)
IELTS 6.5 and above	ENG 107
PTEA 56 and above	ENG 107
SAT Verbal 620 and above	ENG105
ACT English 26 and above	ENG105
Accuplacer score 4 or below	WAC101 or WAC107
Accuplacer score 5, 6, or 7	ENG101 or ENG107
Accuplacer score 8	ENG 105

assess a student's prerequisite knowledge for placement into several mathematics courses up to and including first semester calculus. The instrument used for testing is a powerful assessment tool that zeros in on the strengths and weaknesses of a student's mathematical knowledge, reports placement score to the student and then, if necessary, provides the student with a learning environment for bringing this knowledge up to an appropriate level for the desired course placement.

All incoming students must complete the **Math Placement Test** prior to enrollment unless they have transferred an equivalent prerequisite course. The time limit to finish the assessment

# Registration, cont.

## Veterans Educational Benefits

Veterans and eligible dependents must apply for veterans educational benefits and then verify their status with Veterans Services as soon as possible with each new semester. Distance Learning classes have veterans education benefit restrictions. Veterans cannot collect benefits for audited classes.

<b>All Campuses</b>
Pat Tillman Veterans Center Tempe Campus Memorial Union, Lower Level, Room 75
480.965.7723

## Student Identification

### ASU Sun Devil Cards

Students are required to provide an ASU ID card to receive many ASU services, gain access to educational records, or gain access into secure buildings, classrooms and labs. Each student admitted to ASU now may choose between the Pitchfork ID Check Card MasterCard® offered by MidFirst Bank<sup>1</sup> and the basic Sun Card. The Pitchfork Card is an official ASU student photo ID and a MasterCard check card linked to Sun Devil Checking account. Both cards act as official university IDs and cost \$25\*, which may be paid with cash, check, Visa®, MasterCard®, or applied to the student’s university account. As proof of identity, students will need their ten-digit ASU ID and a legal photo ID (driver’s license, passport, or Military ID, etc.). Call 480.965.CARD (2273), or visit [cardservices.asu.edu](http://cardservices.asu.edu) for more information. Both the Pitchfork Card and the basic Sun Card contain a 16-bit iCLASS® chip that allows easy access into classrooms and residence halls without the use of a key.

Do not punch holes in your card, or you will damage your card’s functionality.

Both the Pitchfork Card and the basic Sun Card can be used for a variety of services.



Card Uses	Pitchfork ID Check Card MasterCard®	Basic Sun Card
Official ASU Student ID	*	*
Access to secure buildings	*	*
Access for meal plans**	*	*
Access for Maroon & Gold (M&G) Dollars**	*	*
Access to Sun Devil Fitness Complex	*	*
Access to academic advising	*	*
Access for exam identification	*	*
Access to library and check out	*	*
Access for ASU Athletic events	*	*
Accepted at MasterCard locations worldwide	*	
Pay for campus health services	*	
Pay for campus parking services	*	
Pay for SunDevil Campus Sores items	*	
Comes with Sun Devil Checking—FREE to ASU students	*	
FREE ATMs nationwide, including MidFirst ATMs on campus	*	

\*The \$25 fee for your card was included in your enrollment deposit. If you need to replace your Pitchfork Card or basic Sun Card, a \$25 fee will apply. All rules for obtaining a replacement ID card may be found at [cardservices.asu.edu](http://cardservices.asu.edu).

\*\*Meal Plans and Maroon & Gold (M&G) Dollars are administered by Sun Devil Dining. Call 480.727.DINE (3463) or visit [sundeildining.com](http://sundeildining.com)

<sup>1</sup>Member FDIC

# Tuition and Fees

## Admission Application Fees

\*Admission application fees are subject to change. These fees are non-refundable and must be paid at the time of application.

\*Also includes resident students applying from out-of-state.

## Fall 2014 General Tuition\*

General tuition, program-specific tuition, special class fees and mandatory registration fees are set annually by the Arizona Board of Regents. Visit the following websites for more information.

- General tuition and mandatory registration fee information— <https://students.asu.edu/tuitionandfees>
- Program-specific information— <https://students.asu.edu/tuition>

Special class fees can be viewed online at the time of class registration

By registering for classes you agree to pay all applicable tuition and registration fees.

\*All amounts presented in any University publications or web pages represent tuition and fees as currently approved. However, Arizona State University reserves the right to increase or modify tuition and fees without prior notice, upon approval by the Arizona Board of Regents or as otherwise consistent with Board policy and to make such modifications applicable to students enrolled at ASU at that time as well as to incoming students. In addition, all tuition amounts and fees are subject to change at any time for correction of errors.

## Tuition Billing

Tuition charges will be billed on your student account and may be viewed online through My ASU ([my.asu.edu](http://my.asu.edu)) after registration. From My ASU, select the “Finances” link on the upper left side.

**By registering for classes you agree to pay all applicable tuition and registration fees.**

If tuition is not paid by the applicable tuition due date, or financial aid is not awarded and accepted by the due date, you will be automatically enrolled in the Tuition Installment Plan and charged a non-refundable enrollment fee of \$100 for resident students and \$200 for non-resident students. For students with accepted financial aid sufficient to cover tuition charges, financial aid will automatically pay tuition charges and no action is necessary. For students with accepted financial aid insufficient to cover tuition charges, payment in full is required by the due date to avoid automatic enrollment in the tuition installment plan. Refer to <https://students.asu.edu/tuitiondeadlines> for your specific tuition payment due date.

## Online Billing

Online billing provides reliable and secure access to billing statements any time of day from anywhere in the world along with immediate access to current account information. To view and pay your charges, login to [my.asu.edu](http://my.asu.edu), Select the link “Finances” on the upper left side, then click “Make a Payment”. Online billing statements are also available through QuikPAY by clicking “View Account”. Students are responsible to review their ASU e-mail account for notification of billing statements and to login to their student account on My ASU for current billing information. **Billing statements are not mailed.**

Students may authorize others to view and pay their ASU student account through QuikPAY. Log in to [my.asu.edu](http://my.asu.edu), select the “Finances” link on the upper left side, then click “Make a Payment”. Once directed to QuikPAY select Authorized Payers from the left windowpane and enter the requested information for each person to be authorized on the account. Authorized Payers must have a valid email account.

## eCheck Payments

eChecks are ASU’s preferred payment method and are accepted online with no service charge or additional cost to the student. Make eCheck payments on QuikPAY by logging in to My ASU ([my.asu.edu](http://my.asu.edu)), select the “Finances” link on the upper left side, then click “Make a Payment” to be directed to the online payment processor. eChecks are a fast and simple payment method that can be made from regular U.S. checking and savings accounts in U.S. dollars. Checks issued from money market accounts, credit card companies, mutual funds, brokerage accounts, home equity or other lines of credit cannot be processed as an eCheck. Additional information is available at [students.asu.edu/tuitionandbilling](http://students.asu.edu/tuitionandbilling), see Payment Options.

## Tuition and Fees, cont.

### Credit Card Payments

ASU does not directly accept credit or debit card payments for tuition or other student account charges. The University has arranged for a third-party processor to accept Visa, MasterCard, Discover, and American Express credit and debit card payments online. The processor will charge a 2.5% service fee for credit and debit card payments in addition to the ASU payment amount. The service fee is not paid to ASU and is non-refundable, even if related payment to ASU is refunded. Credit and debit card payments may be made on QuikPAY by logging in to My ASU ([my.asu.edu](http://my.asu.edu)). Click on the "Finances" link on the upper left side, then click "Make a Payment" to be directed to the online payment processor. Credit and debit card payments are not accepted by mail, in person, or over the phone.

### International Payments

ASU has partnered with peerTransfer to offer a streamlined and cost effective payment method for you to make international payments to ASU through QuikPAY. Initiate your international wire transfer payment at least one week before the applicable due date to ensure timely receipt.

### Personal Checks

Checks payable to Arizona State University and without restrictive endorsement are generally acceptable. Mail checks to Cashiering Services, Arizona State University, PO Box 870303, Tempe, AZ 85287-0303. Include your ASU ID number. Check payments should be mailed at least two weeks prior to the applicable tuition due date to avoid automatic enrollment in the Tuition Installment Plan. Check payments are also accepted in person at all campuses. **See Tuition Hours on page 14.**

### Residency Classification

Residency (tuition) status is initially determined by the application for admission at the time a student applies to the University. Non-resident students who feel they may qualify for resident tuition status must file a petition for reclassification no later than the last day of regular registration. For general information about the requirements, consult the ASU General Catalog or the web at [students.asu.edu/residency](http://students.asu.edu/residency). Residency classification is a complex process and you are encouraged to petition early during the reclassification period. It is recommended that you submit the appropriate residency petition form and requested supporting documentation along with your \$50.00 non-refundable petition fee to the Residency Classification Office by the appropriate deadline date. Deadline for submitting a reclassification petition for Fall 2014 is August 27, 2014. Failure to petition by the last day of regular registration constitutes a waiver of the student's rights for residency reclassification or appeal for the current semester.

### Citizenship or Lawful Presence Requirement

Arizona law requires that students who are seeking consideration for in-state tuition status or aid that is funded in part or in whole by state money to provide verification of citizenship, permanent residency or other lawful immigration status. Most students will be able to be verified through automatic processes such as the financial aid application ([FAFSA](#)). Students choosing to go through the FAFSA process should be verified no later than the beginning of July for the Fall term, December for the Spring term and May for the summer term. If the FAFSA has not cleared the verification requirement by the recommended month it is highly possible that documentation is still required.

## Tuition and Fees, cont.

### Tuition Installment Plan

The Tuition Installment Plan provides students with the option to budget payment of tuition, program tuition, and health insurance over several months. Students may enroll themselves in the plan through [my.asu.edu](http://my.asu.edu) or they will be automatically enrolled if tuition charges are not paid in full by the applicable due date. There is a per-semester non-refundable fee of \$100 for resident students and \$200 for non-resident students. For information on how the fees are broken down, go to [students.asu.edu/tuitioninstallmentplan](http://students.asu.edu/tuitioninstallmentplan). Please note that the enrollment fee is non-refundable, even if the student withdraws from classes.

All students are eligible to enroll in the Tuition Installment Plan beginning December 1st, after they register for classes. Once a student enrolls for classes, he or she will not be withdrawn from classes during the current semester for non-payment. Students must withdraw from classes if they decide not to attend. If students enrolled in the plan do not make scheduled payments, monthly late fees will be assessed until the account is brought current on payments, registration in future semesters will be blocked, and access to other University services, such as official transcripts and diplomas, will be withheld.

### Tuition Payment with Financial Aid

Financial aid is posted to your student account and used to pay tuition and other student account charges, with any excess financial aid immediately refunded to you. Any institutional charges incurred after financial aid disbursement are the student's responsibility to pay by the due date. Financial aid awards generally only pay charges in the semester for which the aid is intended, and you may be refunded excess financial aid for one semester and still have a balance owed for another semester. If you receive a refund, ensure that all charges have been paid by logging in to My ASU ([my.asu.edu](http://my.asu.edu)) and select the "Finances" link on the upper left side.

For students with accepted financial aid sufficient to cover tuition charges, financial aid will automatically pay tuition charges and no further action is necessary. Students with unpaid tuition charges in excess of pending aid will be automatically enrolled in the Tuition Installment Plan.

**Note: If financial aid is not awarded and accepted by the tuition due date, tuition charges must be paid in full to avoid automatic enrollment in the Tuition Installment Plan and assessment of the non-refundable Tuition Installment Plan fee of \$100 for resident students and \$200 for non-resident students.**

By registering for classes you agree to pay all applicable tuition and registration fees. Classes are not automatically cancelled for non-attendance or non-payment.

Taxability of Scholarships and Fellowships: Scholarships, grants, fellowships and stipends (but not loan funds) are taxable income to the recipient, except for the portion of these funds used for tuition, registration, other University fees, and books, supplies and equipment required for the courses being taken. Special tax regulations also apply to non-resident alien students and may require withholding of taxes at the time of aid disbursement to these individuals. Information on the taxability of scholarships can be obtained from the following IRS publications and forms: Publication 970, Tax Benefits for Education, Pub 519-U.S. Tax Guide for Aliens, Form 1040EZ and instructions - Income Tax Return for Single and Joint Filers with No Dependents, Form 1040NR and instructions - U.S. Non-resident Alien Income Tax Return. These publications and forms can be obtained from the Internal Revenue Service at their toll free number 1.800.829.FORM or online at [www.irs.gov](http://www.irs.gov).

The Student Financial Assistance Withdrawal Policy will apply when a student receives financial aid funds and subsequently withdraws, drops out, takes an unapproved leave of absence, fails to return from an approved leave of absence, is expelled, or otherwise fails to complete the period of enrollment for which he or she was charged. **See page 8 in this handbook or online at [students.asu.edu/financialaidpayment](http://students.asu.edu/financialaidpayment).**

Students with loans who would like to cancel or reduce their loans must inform the Student Financial Assistance Office in person within 14 days of the disbursement.

## Tuition and Fees, cont.

### Tuition Payment with Prepaid or College Savings Plans

Prepaid or College Savings Plan payments made payable to Arizona State University are generally accepted. Mail checks to Cashiering Services, Arizona State University, PO Box 870303, Tempe, AZ 85287-0303. Include the student’s ASU ID number. Prepaid or College Savings Plan payments should be mailed at least two weeks prior to the applicable tuition due date to avoid automatic enrollment in the Tuition Installment Plan and assessment of the non-refundable installment plan fee. Notification to Arizona State University of pending payments by the Prepaid or College Savings Plan does not exempt a student from automatic enrollment in the Tuition Installment Plan and assessment of the non-refundable installment plan fee.

### Sponsorship by Approved Governmental and Third-Party Agencies

Submit sponsorship authorization in person at the Student Accounts Office, by fax to 480.965.9242, or by e-mail [sponsorbilling@asu.edu](mailto:sponsorbilling@asu.edu). Failure to do so by the tuition payment deadline will result in automatic enrollment in the Tuition Installment Plan and assessment of a non-refundable enrollment fee of \$100 for resident students and \$200 for non-resident students. An acceptable letter of authorization must be submitted to the Student Accounts Office by TBD.

A \$75 **per semester** Sponsored Tuition Fee will be assessed to each sponsored student. Sponsored students are responsible for all tuition, fees, and late charges if the sponsoring agency fails to pay by the due date of the invoice. Questions about third party sponsorship may be directed to the Student Accounts Office at 480.965.2436 or 480.965.4029.

International students who are required to carry student health insurance and are using coverage through their sponsor must receive approval from ASU Campus Health Services, Room 124, 480.965.2411. Governmental and Third-Party Agencies must have offices in the United States with invoices directed to a U.S. address.

### Tuition Payment Hours and Locations

Tempe campus	West campus	Polytechnic campus	Downtown Phoenix campus
Student Services Bldg, 2nd Floor	University Center Bldg, Ste 101	Student Affairs Complex, QUAD 2, Bldg 350	University Center Bldg, Ste 112
480.965.7468	602.543.6708	480.727.1081	602.496.2274
M-F 8:15am - 4:30pm	M-F 8:15am - 4:30pm	M-F 8:30am - 4:30pm	M-F 8:15am - 4:30pm
<b>Offices are closed in observance of the following holidays:</b> Labor Day—September 1, 2014 Veteran’s Day—November 11, 2014 Thanksgiving—November 27-28, 2014 Holiday Break—December 25-26, 2014			

### Employee Reduced In-state Tuition

Partial waivers are available to faculty and staff who are employed at least 50% time within the state University system, and to their spouses and dependent children. Employees must fill out the Employee Tuition Waiver Form every semester they attend, which can be obtained at Human Resources, the Student Accounts Office, or at [asu.edu/hr/forms/index.html](http://asu.edu/hr/forms/index.html). The completed form may be submitted to Student Accounts (Tempe Campus), Student Services Building Room 230, or at the West, Polytechnic, or Downtown Phoenix campus Cashiering Offices. The form may also be faxed to 480.965.9242. The tuition waiver does not cover 100% of your tuition and fees. The non-waived portion of the tuition and fees will be billed on your student account and should be paid by the due date to avoid late fees.

**Please submit early.**

## Tuition and Fees, cont.

Non-residents are not eligible for Tuition Waivers. Please contact Residency Classification at 480.965.7712. Residency processing can be time-consuming, so apply early. You must be employed on the first day of the semester to be eligible for employee reduced in-state tuition. Employee Tuition Waivers must be processed by the Student Accounts Office on or before the first day of the session to qualify for reduced tuition. Waivers submitted after the first day of the session will not be accepted and you will be held responsible for the full tuition and fees.

### Graduate Assistants

Students identified as Research and Teaching Assistants receive tuition assistance if they meet employment and class enrollment requirements. RA/TA remissions do not cover 100% of tuition and fees. If eligible for a remission, the remaining tuition and fees will be billed on your student account with a TBD due date.

### Differential Tuition and Program Tuition

Certain graduate, undergraduate, colleges and programs assess additional differential tuition and program tuition which differs according to college and/or program. Contact your program advisor for details on these fees or see the Tuition Estimator at [students.asu.edu/costs](https://students.asu.edu/costs).

### Excess Hours Tuition

The Arizona Legislature enacted legislation in 2005 (A.R.S. § 15-1626) that establishes credit hour thresholds for undergraduate students who attend a public university in Arizona. Undergraduate students who enroll for credit hours beyond the applicable threshold of 145 hours are required to pay a tuition surcharge. The tuition surcharge is billed in addition to tuition, program tuition, mandatory fees and class fees. See [students.asu.edu/tuitionandfees](https://students.asu.edu/tuitionandfees) for additional information.

### Special Class, hybrid and iCourse Fees

Special class, hybrid and iCourse fees are assessed based on enrollment in specific classes. Class fees are published with

each class through [class search](#).

### Financial Aid Trust Fee

All students are assessed a mandatory financial aid trust fee as authorized by the Arizona Legislature to create a Financial Aid Trust Fund, from which Financial Aid Trust Grants are awarded under the usual aid eligibility criteria. Fees collected from students are matched by the State of Arizona. See the Tuition and Fees Schedule at [students.asu.edu/tuitionandfees](https://students.asu.edu/tuitionandfees).

### Technology Fee

All students are assessed a mandatory technology fee as authorized by the Arizona Board of Regents to fund technology initiatives and improve access on all campuses. See the Tuition and Fees Schedule at [students.asu.edu/tuitionandbilling](https://students.asu.edu/tuitionandbilling).

### Student Programs Fee

All students are assessed a mandatory student programs fee as authorized by the Arizona Board of Regents to provide funding for new or enhanced facilities and student support programming. See the Tuition and Fees schedule at [students.asu.edu/tuitionandfees](https://students.asu.edu/tuitionandfees).

### Arizona Students' Association (ASA) Fee

The Arizona Students' Association is a non-profit, higher education advocacy organization that represents Arizona public university students to the ABOR, State Legislature, and U.S. Congress. During 1996-1997, students at the state universities voted to change the mechanism for funding the ASA to a fee, which will be charged to each student each semester. Any refunds for this fee will be provided through ASA Central Office at 1.877.294.6900 (toll free) or 602.294.6900. You may also pickup a refund form to complete from the ASASU Business Office (Tempe campus) in the Memorial Union Room 311 or Student Life (West campus) in UCB 221. The refund forms will be available for the first 21 days of classes.

## Tuition and Fees, cont.

### Recreation Fee

All students are assessed a recreation fee allowing access to recreation facilities on all four ASU campuses. See the Tuition and Fees Schedule at [students.asu.edu/tuitionandfees](https://students.asu.edu/tuitionandfees). Faculty/staff who are attending classes and all online students are not assessed the recreation fee. Please contact the Student Recreation Complex at 480.965.8900 for information on how to become a member.

### Health and Wellness Fee

All students are assessed a health and wellness fee as authorized by the Arizona Board of Regents to enhance services for students who seek both preventative and acute care and to expand outreach and wellness education and services.

### Student Service Facility Fee

All students are assessed a Student Services Facility Fee as authorized by the Arizona Board of Regents to provide funding for new and enhanced student service facilities. See the Tuition and Fees schedule at [students.asu.edu/tuitionandfees](https://students.asu.edu/tuitionandfees).

### Late Registration Fee

All students who register TBD and after, will be **assessed a late registration fee of \$50.00**. Registration after the published deadline may be permitted under extraordinary circumstances if approved by an authorized College designee. Late fees are not refundable.

### Tuition Receipt

For students requiring tuition receipts for insurance, reimbursement, or other reasons, login to [my.asu.edu](https://my.asu.edu) and select the "Finances" link on the upper left side, then click View History and select the Tuition Receipt tab at the top of the page. For in person assistance or additional documentation, see campus locations under "Tuition Payment Hours", page 14.

### Delinquent Financial Obligations

Students with delinquent accounts will not be allowed to register for classes or obtain official transcripts or diplomas. The University reserves the right to involuntarily withdraw students with severely delinquent accounts from current semester courses. University billings not paid by the due date are subject to monthly

late charges beginning 30 days past due and continuing monthly until paid in full. The monthly late charge for past due balances between \$20-\$50 is \$5, for balances between \$51-\$400 is \$10, for balances between \$401-\$1,000 is \$25, for balances between \$1,001-\$3,000 is \$50, for balances between \$3,001-\$5,000 is \$75, and for balances greater than \$5,000 is \$100. Former students with outstanding charges may be referred to an outside collection agency with late fee assessment continuing monthly until paid in full.

### Returned Checks

A \$25 fee is assessed for returned checks and eChecks. Students with multiple returned checks or eChecks are subject to a permanent registration hold requiring advanced payment in secure funds prior to registration or access to other University services.

### Student Health Insurance

**Eligibility:** Group Health insurance is available to:

- **Undergraduate students** registered for at least seven units or have a consortium agreement to take courses at another qualified college with an overall credit hour total of at least seven units
- **Graduate students** enrolled in degree or certificate programs, and taking at least three credit hours or one dissertation/thesis hour
- **Group Health Insurance** is available to undergraduate students registered for at least seven units, or have a consortium agreement to take courses at a qualified college with an overall credit hour total of at least seven units, graduate students enrolled in degree or certificate programs, and taking at least 3 credit hours or one dissertation/thesis hour. Student Health Insurance enrollment is an available option through My ASU ([my.asu.edu](https://my.asu.edu)) by selecting Health and Wellness in the Quick Links. Open enrollment is online through the first two weeks of class.
- **International student** enrollment in Student Health Insurance is mandatory and the cost of insurance is automatically added to registration fees. Waiver exception may apply. For additional information or waiver application [http://students.asu.edu/internationalstudenthealth](https://students.asu.edu/internationalstudenthealth)



## Tuition and Fees, cont.

Student Health Insurance enrollment is available through My ASU ([my.asu.edu](http://my.asu.edu)) by selecting Health and Wellness in the Quick Links box on the left-hand side of the page. Once enrolled for Student Health Insurance, you will be automatically re-enrolled into the plan each subsequent semester once you have registered for classes. The premium will be billed to your student account.

Coverage may be added or dropped until September 3, 2014. Complete withdrawal from the University on or before September 3, 2014 will not result in automatic cancellation of student health insurance. Go to [my.asu.edu](http://my.asu.edu) and select Health and Wellness in the Quick Links box on the left-hand side to cancel enrollment in student health insurance. The insurance **cannot** be cancelled if complete withdrawal from the University occurs after September 3, 2014 or if the insurance has been utilized.

Additional information about coverage, eligibility, spouse and dependent coverage, cost, payment options and coverage limits, can be found at [students.asu.edu/health](http://students.asu.edu/health) or [Aetna Student Health enrollment information](#).

### Institutional Refund Policy

#### Tuition and Fees

Tuition and fees are subject to a 100% refund if enrollment is officially cancelled within the refund period. In the Spring semester, for classes eight weeks or longer, the refund period is two weeks, and for classes shorter in length the refund period is one week. Additional information can be found at <https://students.asu.edu/tuitionrefundpolicy>.

Beginning the first day of classes, undergraduate students are required to work with the College of their major to facilitate the withdrawal process.

The 100% refund period is one week for sessions shorter than eight weeks and dynamically dated classes. All refunds are less any amounts owed to the University and are subject to payment holding periods. Students withdrawing for medical or other extenuating circumstances must contact their college to initiate the process. Tuition is non-refundable after the first week of these sessions/classes.

The University provides a prorated refund for students receiving financial aid; therefore, the refund schedule is the minimum amount refundable to these students. Withdrawal or cancellation occurs on the calendar day that withdrawal is processed either in person at any Registrar site or online using My ASU. See [students.asu.edu/financialaidpayment](http://students.asu.edu/financialaidpayment) for the Financial Aid Withdrawal Policy.

### Student Account Refund (Disbursement)

Financial aid is posted to your student account and used to pay University charges such as tuition and Residential Life fees. Refunds of excess financial aid will be processed beginning the week before classes and will continue to be processed throughout the semester. Any changes to your schedule that results in a fee increase or any other fees incurred after financial aid disbursement, will be your responsibility to pay by the due date. You may view details of your student account, including financial aid refunds, by logging into [my.asu.edu](http://my.asu.edu) and select the "Finances" link on the upper left side, then clicking "View History".

**Note: To receive your financial aid refund beginning the week before classes, you must register for classes, complete your financial aid packet, and accept your loans at least two weeks before the semester begins. Financial aid refunds will be mailed or direct deposited to your bank account.**

Refund by direct deposit to your bank account is available and is the most convenient way to receive student account refunds. Direct deposit enrollment is available at My ASU ([my.asu.edu](http://my.asu.edu)) by selecting the "Finances" link on the upper left side, then selecting Direct Deposit Enrollment in the Helpful Links section on the right. Further information is available at [students.asu.edu/tuitionandbilling](http://students.asu.edu/tuitionandbilling) or in the Student Accounts Office on the 2nd floor of the Student Services Building (Tempe campus). Direct deposit enrollment must be completed a minimum of two weeks prior to your refund being issued. For students not enrolled in direct deposit, or who do not meet the direct deposit enrollment deadline, refund checks will be mailed. Keep your mailing address up to date to ensure that refund checks are received in a timely manner. View and update your address on My ASU by clicking on "My Profile" in the top-right corner. If you request a replacement check there is a \$20 per check reissue fee. **All student account refund checks will be mailed.**

## Transportation Options

For all transportation related inquiries, including parking permit rates and locations, free campus shuttle service, Valley Metro bus and METRO light rail passes, and visitor parking, please visit the ASU Parking and Transit Services website at <http://parking.asu.edu>.

Tempe campus	West campus	Polytechnic campus	Downtown Phoenix campus
University Towers Suite 105 525 S. Forest Avenue Tempe, AZ 85287	Welcome & Information Bldg 4776 W. University Way N. Glendale, AZ 85069	Quad 4 7107-4 E. Tiburon Mesa, AZ 85212	University Center Suite 116 411 N. Central Avenue Phoenix, AZ 85004
480.965.6124	480.965.6124	480.965.6124	480.965.6124

## Campus Maps

Utilizing [www.asu.edu/map](http://www.asu.edu/map) is a great resource for finding your way around any of the ASU campuses, finding public parking, wireless computing zones, buildings and facilities such as bookstores, computer labs, and more. By clicking on the link below, you can use the tabs at the top of the page to see the individual map of each location.

<p>Tempe campus, West campus, Polytechnic campus, Downtown Phoenix campus, Research Park, and Skysong</p>
<p><a href="http://www.asu.edu/map/interactive/">http://www.asu.edu/map/interactive/</a></p>

## Ombudspersons

While all faculty and staff within the University community serve to facilitate matters, the following individuals have been designated to serve as ombudspersons (impartial fact-finders and problem solvers). They have no power to reverse or change decisions but have conciliation skills to help resolve matters.

<b>Chair</b>	Paul Karoly	College of Liberal Arts and Sciences	480.965.5404
<b>Academic / Student Affairs</b>	P.F. Lengel	College of Liberal Arts and Sciences	480.965.6506
	Kaylen Cons	Student Affairs	480.965.5302
	Patrick O'Rourke	Residential Life	480.965.1543
<b>Academic Professionals</b>	Dick Filley	Ira A. Fulton School of Engineering	480.727.5252
	Elaine Rostad	Student Services	602.496.2153
<b>Staff Personnel</b>	Michelle Johnson	ASU Gammage	480.965.5062
<b>Tempe Campus</b>	Barzin Mobasher	Ira A. Fulton School of Engineering	480.965.0141
	Paul Karoly	College of Liberal Arts and Sciences	480.965.5404
	Ronald Rutowski	College of Liberal Arts and Sciences	480.965.4369
	Tamara Underiner	Herberger Institute of Design and the Arts	480.965.7323
<b>West Campus</b>	Duku Anokye	New College of Interdisciplinary Arts and Sciences	602.543.6020
<b>Polytechnic Campus</b>	Jean Stutz	College of Technology and Innovation	480.727.1234
	Narcisco Macia	College of Technology and Innovation	480.727.1528
<b>Downtown Campus</b>	Beatrice Kastenbaum	College of Nursing and Health Innovation	602.496.1408
	Edwin Gonzalez-Santin	College of Public Programs	602.496.0101
	Kevin Ellsworth	School of Letters and Sciences	480.727.7090

# University Policies

## Family Educational Rights and Privacy Act

### General Information

The federal Family Educational Rights and Privacy Act (also known as FERPA, and/or the Buckley Amendment) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the University receives a request for access.

Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

**Note: Students must provide photo identification in order to access their education records.**

2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.

Students who believe their record is inaccurate or misleading should write to the University official responsible for the record. Clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing about the request for amendment. Additional information about the hearing procedures will be provided to the student when notified of the right to a hearing.

**Note: FERPA does not address grade disputes or grievances which are pursued through other University and/or college procedures.**

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interest. School officials are administrators, faculty, professional staff, academic advisors, clerical or support employees, including ASU law enforcement unit personnel and ASU health staff, volunteers, a person or company with whom the University has contracted as its agent, acting with legitimate educational interest to provide a service instead of using University employees or officials (such as an attorney, auditor, collection agent, service provider); a person serving on the Board of Regents; staff in the Alumni Association and ASU Foundation offices, or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

Additional exception categories may be found in SSM 107-01: Release of Student Information which is located on the web at <http://www.asu.edu/aad/manual/ssm/ssm107-01.html>

A school official has a legitimate educational interest if the interest in an education record is justified under one or more of the following conditions:

- The information or records requested are relevant and necessary to accomplish some task or determination related to the legitimate educational interest of the student;
- the official needs to review an education record in order to fulfill his or her professional responsibilities for the University;
- the task or determination is an employment responsibility or a properly assigned subject for the inquirer's determination and/or
- the task or determination is consistent with the purpose for which the records, information, or data are maintained.

**Note: A parent of a dependent student may challenge denial of access to the dependent student's record by producing the most current copy of Internal Revenue Form 1040. (Dependency is defined in Section 152 of the Internal Revenue Code.) If that form lists the student in question as a dependent, the parent**

## University Policies, cont.

will be required to sign an Affidavit of Dependency which affirms that the student is his/her tax dependent. The affidavit will be retained by the University Registrar Services and must be renewed each tax year. Upon receipt of these documents, the dependent student records will be made available to the parent as specified under FERPA.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Arizona State University to comply with the requirements of FERPA. Students are encouraged to first contact the University Registrar's Administration Office at 480.965.7302. A complaint may be filed with the Department of Education at the following address:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202

### Definitions:

**Student** is any individual formally admitted and is or has been in attendance at ASU. The term does not apply to applicants for admission, nor does it apply to persons who have been admitted but who have not registered.

**Education Record** is any record(s) directly related to a student and maintained by Arizona State University or by a party acting for the University. This includes any information or data recorded in any medium, including, but not limited to: handwriting, print, computer media, video or audio tape, film, microfilm, and microfiche.

**Directory Information** (or releasable information) is general information that may be released to anyone without the consent of the student, unless the student indicates otherwise, except to the extent that FERPA authorizes disclosure without consent, including:

- Student Name
- Addresses (e.g., local, home, mailing and ASU e-mail, including directory number)

- Telephone Number(s)
- Date of Birth
- College
- Major
- Academic Level
- Dates of Attendance
- Enrollment status (e.g., undergraduate or graduate, full-time or part-time)
- Most Recently Attended Institution
- Participation in Officially Recognized Activities/Sports
- Weight/Height of Members of Athletic Teams
- Degrees, Honors and Awards Received (including National Merit, National Achievement, and National Hispanic Scholars)

**Personally Identifiable Information** (or non-releasable information) includes all information not defined as directory information, plus any information including directory information that the student has instructed ASU not to release. Personally identifiable information may not be released without the prior written consent of the student, except to the extent that FERPA authorizes disclosure without consent.

### Student Control of Directory Information

Students may control release of directory information by submitting the appropriate form to any University registration location.

Unless otherwise requested, a student's name, email address, academic level, college and major may appear in the directory of faculty, staff, and students on ASU's web directory. To avoid the release of directory information in the printed directory, complete the appropriate form located at [students.asu.edu/forms/withhold-directory-information-request](https://students.asu.edu/forms/withhold-directory-information-request).

## University Policies, cont.

ASU has a policy that regulates and permits the sale of enrolled student directory information only through the University Registrar's Office. Unless otherwise directed by the student, directory information is subject to sale to outside purchasers.

Students accessing education records or receiving University services must provide proof of identification.

Questions or requests for additional information may be directed to any University registration location. Additional information, including FAQ's, is available on the web at

<http://students.asu.edu/policies/ferpa>.

### Discrimination Complaints

Complaints of alleged discrimination in employment and educational programs and activities on the basis of race, color, religion, national origin, sex, gender identity, sexual orientation, age, disability, and qualified veteran statuses may be referred to the Office of Equity and Inclusion for review, investigation and resolution. All employees and students may visit with the Office of Equity and Inclusion to discuss any concerns without fear of jeopardizing their job or academic standing with the University.

### Title IX Compliance

Title IX of the Education Amendments of 1972 protects individuals from discrimination based on sex in any educational program or activity operated by recipients of federal financial assistance. Sexual harassment, which includes acts of sexual violence, is a form of sex discrimination prohibited by Title IX.

ASU is committed to providing an environment free from discrimination based on sex and provides a number of resources and services to assist students, faculty and staff in addressing issues involving sex discrimination, including sexual violence. The following conduct shall constitute a violation of Title IX:

1. Making sexual advances or requesting sexual favors if submission to or rejection of such conduct is the implicit or explicit basis for imposing or granting terms and conditions of employment or education at the University;
2. Making sexual advances, requesting sexual favors, or otherwise discriminating on the basis of gender in a manner that unlawfully creates an intimidating, hostile, or offensive

working, residential, or educational environment at the University or that otherwise unlawfully interferes with an individual's work or educational performance;

3. Engaging in any sexual contact against a person who has not given consent or committing any act of sexual assault, public sexual indecency or sexual abuse against a person who has not given consent, if the act is committed on University property or in connection with any University sponsored event or activity;
4. Acting, recommending action, or refusing to take action in a supervisory position in return for sexual favors, or as a reprisal against a person who has rejected, reported, filed a complaint regarding, or been the object of sexual harassment; or
5. Disregarding, failing to investigate, or delaying investigation of allegations of sexual harassment to the extent that action, reporting, or investigation is appropriate or required by one's supervisory position.

A consensual amorous relationship may lead to sexual harassment or other breaches of professional obligations, particularly if one of the individuals in the relationship has a professional responsibility toward or is in a position of authority with respect to the other, such as in the context of instruction, advisement, or supervision. Due to the power difference, it may be difficult to avoid the appearance of favoritism or to assure a truly consensual relationship. Amorous relationships may result in conduct that amounts to sexual harassment or that violates the professional duties of even-handed treatment and maintenance of an atmosphere conducive to learning or working.

## University Policies, cont.

Specifically, if involved in an amorous relationship with someone over whom he/she has supervisory authority, the individual must remove himself/herself from any participation in recommendations or decisions affecting evaluation, employment conditions, instruction, or the academic status of the other person in the relationship, and must inform his/her immediate supervisor.

Contact the Office of Equity and Inclusion for information or assistance:

Office of Equity and Inclusion Office of Title IX Coordinator
University Center Bldg A 1100 E. University Drive Tempe, AZ 85281
480.965.5057 (All Campuses)

## Accommodations for Students with Disabilities

To facilitate the availability of reasonable and effective disability accommodations from the first day of class, qualified students must use the following process:

- Register for classes on their assigned priority enrollment date, and
- Request disability accommodations, from the applicable campus Disability Resource Centers, immediately following Priority Enrollment.

**Note:** Some accommodations, including but not limited to: alternative print formats, (e.g., Braille, e-text, large print), interpreting services, lab materials conversions, assistive technology, and the hiring of lab assistants, may require up to one semester in preparation time.

**Returning Students:** to request accommodations for ASU classes, go to <https://eoss.asu.edu/drc> and sign into DRC Connect.

**New Students:** please go to <https://eoss.asu.edu/drc> and sign in to DRC Connect. You will then need to submit an application to register with the DRC. Follow the prompts. If you have questions, do not hesitate to contact on of our offices below.

**Contact Information:** You can reach any of our Disability Resource Center offices by utilizing the information below:

DRC Phone number: (480)965-1234  
 DRC Fax number: (480)965-0441  
 DRC e-mail address: [DRC@asu.edu](mailto:DRC@asu.edu)

**NOTE:** For documentation questions please see: <http://www.asu.edu/aad/manuals/ssm/ssm701-02.html> . Disability information is kept confidential.

Tempe campus	West campus	Polytechnic campus	Downtown Phoenix campus and Tucson School of Social Work
Matthews Center, Room 143	University Center Building, Room 130	Sutton Hall, Room 240	University Center Building, Suite 160
480.965.1234	602.543.8145	480.727.1039	602.496.4321
<a href="mailto:DRCTempe@asu.edu">DRCTempe@asu.edu</a>	<a href="mailto:DRCWest@asu.edu">DRCWest@asu.edu</a>	<a href="mailto:DRCPoly@asu.edu">DRCPoly@asu.edu</a>	<a href="mailto:DRCDowntown@asu.edu">DRCDowntown@asu.edu</a>
<b>Monday–Friday / 8:00am–5:00pm</b>			

## Directory of Selected Campus Services, Resources, and Contacts

Campus	Phone	Email	Location	Mailing Address
Tempe campus	480.965.9011	<a href="mailto:askasu@asu.edu">askasu@asu.edu</a>	University Dr. and Mill Ave., Tempe, AZ	See: <a href="http://asu.edu/contactasu/addressing">asu.edu/contactasu/addressing</a>
West campus	602.543.5500	<a href="mailto:westinfo@asu.edu">westinfo@asu.edu</a>	4701 W. Thunderbird Rd., Glendale, AZ 85306	PO Box 37100, Phoenix, AZ 85069-7100
Polytechnic campus	480.727.3278	<a href="mailto:poly@asu.edu">poly@asu.edu</a>	Power Rd. and Williams Field Rd., Mesa, AZ	7001 E. Williams Field Rd, Mesa, AZ 85212
Downtown Phoenix campus	602.496.INFO (4636)	<a href="mailto:askdpc@asu.edu">askdpc@asu.edu</a>	411 N. Central Ave., Phoenix, AZ 85004	See: <a href="http://asu.edu/contactasu/addressing">asu.edu/contactasu/addressing</a>
University Registrar Services				
Campus	Phone	Fax	Location	Mailing Address
Tempe campus	480.965.3124	480.965.7722	Student Services Bldg, Rm 140	PO Box 870312 Tempe, AZ 85287
West campus	602.543.8203	602.543.8312	University Center Bldg, Rm 120	PO Box 37100 Phoenix, AZ 85069
Polytechnic campus	480.727.1142	480.727.1008	Administration Bldg	5990 S. Sterling Mall, Mesa, AZ 85212
Downtown Phoenix campus	602.496.4372	602.496.0376	University Center Bldg, Rm 130	411 N. Central Ave., Phoenix, AZ 85004
Residency Classification				
Campus	Phone	Fax	Email	Location and Mailing Address
Tempe campus	480.965.7712	480.727.6630	<a href="mailto:residency@asu.edu">residency@asu.edu</a>	Student Services Bldg, Rm 140 PO Box 870312 Tempe, AZ 85287
Student Business Services				
Department	Phone	Fax	Location	Mailing Address
Collections	480.965.5220	480.965.4587	Student Services Bldg, Rm 234	PO Box 870303 Tempe, AZ 85287-0303
Student Financial Assistance				
Campus	Phone	Fax	Email	Location and Mailing Address
Tempe campus	855.278.5080	480.965.9484	N/A	Student Services Bldg, 2nd Floor PO Box 870412 Tempe, AZ 85287
West campus	855.278.5080	480.965.9484	N/A	University Center Bldg, Rm 120 PO Box 37100 Phoenix, AZ 85069
Polytechnic campus	855.278.5080	480.965.9484	N/A	Administration Bldg 5990 S. Sterling Mall Mesa, AZ 85212
Downtown Phoenix campus	855.278.5080	480.965.9484	N/A	University Center Bldg, Rm 166 411 N. Central Ave., Phoenix, AZ 85004
Student Employment Office				
Campus	Phone	Fax	Email	Location and Mailing Address
Tempe campus	480.965.5186	480.965.9816	<a href="mailto:seo@asu.edu">seo@asu.edu</a>	Student Services Bldg, 2nd Floor PO Box 870412, Tempe, AZ 85287



## ASU Statement on Drug-Free Schools and Campuses

*Under federal legislation entitled the Drug-Free Schools and Communities Act Amendments of 1989 (“Act”), no institution of higher education shall be eligible to receive funds or any other form of financial assistance under any federal program, including any federally funded or guaranteed student loan program, unless it has adopted and has implemented a program to prevent the use of illicit drugs and the abuse of alcohol by students and employees. The Act requires the annual distribution of the following information to students and employees.*

### Prohibition

It is the goal and policy of Arizona State University (“ASU”) to provide a drug free environment for all University students and employees. To achieve this goal and to comply with federal law, ASU prohibits the unlawful sale, manufacture, distribution, dispensation, possession, and use of controlled substances on its property or as part of any of its activities.

Every ASU student and employee must abide by the terms of this statement, abide by applicable policies of the Arizona Board of Regents and Arizona State University, and abide by local, state, and federal laws regarding the unlawful possession or distribution of illicit drugs and alcohol.

ASU students and employees are subject to all applicable drug and alcohol policies, including policies set forth in the University’s Staff Personnel Policies and Procedures Manual, the Academic Affairs Policies and Procedures Manual, University Student Services Manuals, and the ASU Police Department Policies and Procedures Manual. The following drug and alcohol policies also apply to students and employees: the Arizona Board of Regents’ Code of Conduct and Student Code of Conduct and Arizona State University’s Policy regarding alcohol and other drugs.

### Sanctions

Sanctions under federal, state, and local law for the unlawful possession or distribution of illicit drugs and alcohol are serious and can range from civil sanctions to criminal convictions including fines and imprisonment. A listing of Arizona penalties

can be found at [www.azleg.gov/arizonarevisedstatutes.asp?title=13](http://www.azleg.gov/arizonarevisedstatutes.asp?title=13) and a listing of Federal penalties can be found at [www.justice.gov/dea/agency/penalties.htm](http://www.justice.gov/dea/agency/penalties.htm). Sanctions will be imposed on a student who violates a Board of Regents’ or University drug or alcohol policy; those sanctions may include expulsion or suspension, and may also include the requirement that the student participate in a drug education program. Sanctions will be imposed on an employee who violates university drug or alcohol policies which may include termination of employment, progressive discipline, and may also include the requirement that the employee participate in a drug education program.

### Health Risks

#### A. Alcohol

Alcoholic consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person’s ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effect just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

## ASU Statement on Drug-Free Schools and Campuses, cont.

### B. Illicit Drugs

A description of health risks associated with the use of illicit drugs is set forth in the attached Exhibit B.

#### Treatment, Counseling, and Rehabilitation Programs

Additional information regarding the health risks associated with the use of illicit drugs and the abuse of alcohol, drug awareness programs, and drug rehabilitation programs are available to employees and students through Student Health, the Employee Assistance Program and Counseling and Consultation. Classes on drug abuse are offered in the School of Social Work, Departments of Psychology and Counseling, the College of Nursing and the Human Resources Department.

The following offices have the ASU Statement on Drug-Free Schools and Campuses and will provide it on request:

- *Office of General Counsel*
- *Dean's Office in each ASU College*
- *Human Resources Department*
- *Division of Graduate Studies*
- *Provost Offices on each campus*
- *Student Employment*
- *Office of Research Development and Administration*
- *Student Life*

For further information about this statement or the Drug-Free Schools and Communities Act Amendment of 1989, contact the Office of General Counsel by calling 480.965.4550.

# ASU Statement on Drug-Free Schools and Campuses, cont.

## Controlled Substances – Uses & Effects

DRUGS CSA SCHEDULE		TRADE OR OTHER NAMES	MEDICAL USES	DEPENDENCE Physical	DEPENDENCE Psychological	TOLERANCE	DURATION (Hours)	METHODS OF ADMINISTRATION	POSSIBLE EFFECTS	EFFECTS OF OVERDOSE	WITHDRAWAL SYNDROME	
<b>NARCOTICS</b>												
	II III IV	Dover's Powder; Percocet; Percocet/ibuprofen	Analgic, antidiarrheal	High	High	Yes	3-6	Oral, smoked	Euphoria, drowsiness, respiratory depression, constricted pupils, nausea	Slow and shallow breathing, clammy skin, convulsions, coma, possible death	Watery eyes, runny nose, yawning, loss of appetite, irritability, tremors, panic, cramps, nausea, chills and sweating	
	II III IV	Morphine, MS Contin, Roxicon, Roxicon-SR, Tylenol w/Codeine, Empirin w/Codeine	Analgic, antidiarrheal	High	High	Yes	3-6	Oral, injected				
	II III IV	Rohibutan A.C. Fiorinal w/Codeine	Analgic, antidiarrheal	Moderate	Moderate	Yes	3-6	Oral, injected				
	I	Diacetylmorphine, Heroin, Smack	None	High	High	Yes	3-6	Injected, sniffed, smoked				
	II	Diavud	Analgic	High	High	Yes	3-6	Oral, injected				
	II	Demoral, Mepergan	Analgic	High	High	Yes	3-6	Oral, injected				
	II	Dolophin, Methadone, Methadone	Analgic	High	High	Yes	12-24	Oral, injected				
	II	Nuomorphin, Percodan, Percocet, Tylox	Analgic, antidiarrheal	High	High	Yes	12-24	Oral, injected				
	II III IV V	Tussionex, Fentanyl, Davron, Lomol, Talwin <sup>†</sup>	Analgic, antidiarrheal	High	High	Yes	Variable	Oral, injected				
<b>DEPRESSANTS</b>												
	IV	Neotic	Hypnotic	Moderate	Moderate	Yes	5-8	Oral	Slurred speech, disorientation, drunken behavior	Shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma, possible death	Anxiety, insomnia, tremors, delirium, convulsions, possible death	
	IV	Amyltal, Barbitol, Fiorinal, Lorazepam, Nembutal, Secobarbital, Phenobarbital	Anesthetic, anticonvulsant, sedative, hypnotic, veterinary euthanasia agent	High-Mod	High-Mod	Yes	1-16	Oral				
	IV	Alivan, Delmana, Diazepam, Librium, Xanax, Serax, Valium, Tranexa, Vertran, Versid, Halcion, Proxalin, Roxitol	Anxiolytic, sedative, hypnotic	Low	Low	Yes	4-8	Oral				
	I	Clonazepam	Sedative, hypnotic	High	High	Yes	4-8	Oral				
	III	Doriden	Sedative, hypnotic	High	Moderate	Yes	4-8	Oral				
	III IV	Eganol, Milvon, Naludol, Pliogyl, Valmid	Anxiolytic, sedative	Moderate	Moderate	Yes	4-8	Oral				
<b>STIMULANTS</b>												
	II	Coke, Flake, Snow, Crack	Local anesthetic	Possible	High	Yes	1-2	Smoked, smoked, injected	Increased alertness, excitation, euphoria, increased pulse rate & blood pressure	Agitation, increase in body temperature, hallucinations, convulsions, possible death	Apathy, long periods of sleep, irritability, depression, disorientation	
	II	Bupropion, Desoxyn, Dextroam, Dextroamphetamine	Adrenergic, stimulant	Possible	High	Yes	2-4	Oral, injected				
	II	Propyl	Weight control	Possible	High	Yes	2-4	Oral, injected				
	II	Ritalin	Weight control, stimulant, anorectic	Possible	Moderate	Yes	2-4	Oral, injected				
	III IV	Adipex, Dylor, Durex, Lonamin, Mefaz, Plegone, Sanorex, Tenuate, Rapanil, Prolin-2	Weight control	Possible	High	Yes	2-4	Oral, injected				
<b>HALLUCINOGENS</b>												
	I	Acid, Microdot	None	None	Unknown	Yes	8-12	Oral				
	I	Mescaline, Cactus	None	None	Unknown	Yes	8-12	Oral				
	I	2,5-DMA, PMA, STP, MDA, MDMA, TMA, DOM, DOB	None	Unknown	Unknown	Yes	Variable	Oral, injected				
	I	PCP, Angel Dust, Hog	None	Unknown	High	Yes	Days	Smoked, oral, injected				
	I	PCP, PCP, TCP	None	Unknown	High	Yes	Days	Smoked, oral, injected				
	I	Buftenne, bogaine, DMT, DET, Psilocybin, Psilocybin	None	None	Unknown	Possible	Variable	Smoked, oral, injected, sniffed				
<b>CANNABIS</b>												
	I	pot, Apocynon, grass, Reefer, Sinsemilla, Thai Soda	None	Unknown	Moderate	Yes	2-4	Smoked, oral				
	III	THC, Marol	Cancer/chemotherapy Antinauseant	Unknown	Moderate	Yes	2-4	Smoked, oral				
	I	Hash	None	Unknown	Moderate	Yes	2-4	Smoked, oral				
	I	Hash Oil	None	Unknown	Moderate	Yes	2-4	Smoked, oral				

<sup>†</sup>Designated a narcotic under the CSA

<sup>‡</sup>Not designed a narcotic under the CSA

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## Facts About ASU

Arizona State University enjoys a national reputation as a leading research institution. ASU produces more graduates than any other university in the state. Students from around the nation and the world choose ASU because of its diversity and quality of academic, student, and research programs, a beautiful campus setting, and the value of the ASU degree in today's world.

### Academic Environment

ASU offers 163 bachelor's degree programs, 155 master's degree programs, 83 doctoral programs, and one law degree program.

### Undergraduate Students

ASU enrolled 10,232 new freshmen for the Fall 2013 semester. **Of the new freshmen, 27.6% graduated in the top 10% of their high school class.** The average ACT composite score of first time freshmen is 24.1. The average SAT combined score is 1107.

ASU enrolled 7,992 new transfer students for the Fall 2013 semester with 54.2% of the new transfers coming from community colleges in Arizona.

The graduation rate for 2008 lower division transfer students graduating in 5 years or less was 62.9%

The graduation rate for 2009 upper division transfer students graduating in 4 years or less was 75.1%

### Undergraduate Enrollment

ASU enrolled 62,089 undergraduates in the Fall 2013 semester. Seniors (Seniors: 22,288; Juniors: 17,542; Sophomores: 11,294; Freshmen: 10,691) compose the largest class, representing more than a quarter of the student body and over a third of the undergraduate enrollment. ASU enrolled students from every state and from 95 countries in the Fall 2013 semester.

### Undergraduate Student Profile

36.3% are from ethnic minority backgrounds

5.3% are international students

The average age is 23.

### Degrees Awarded

In 2012-2013, ASU awarded 13,913 bachelors, 4,163 masters,

636 doctoral and 204 law degrees.

The graduation rate for 2007 first time, full time freshmen graduation in six years or less was 58.6%. Information on students who transfer out from ASU is not recorded, therefore is not available.