
Effective: 7/1/2004

ASU SES Manual Revision Notice

Policy	Summary of Change
<p>SES 001</p> <p>Introduction</p>	<p>Revision of Policy</p> <p>Revised to update “registrar” to “university registrar” and “Office of the Registrar” to “Office of the University Registrar”</p>
<p>SES 101-01</p> <p>Release of Student Information</p>	<p>Revision of Policy</p> <p>Revised to update “registrar” to “university registrar” and “Office of the Registrar” to “Office of the University Registrar” and to include registrar sites at ASU West and ASU East, an ASU West address in the “Third Party Restrictions Statement,” ASU West sites under “Location of Records,” and exceptions to conditions of release of personally identifiable information</p>
<p>SES 101-02</p> <p>Lost or Stolen Student Records</p>	<p>Revision of Policy</p> <p>Revised to update “Office of the Registrar” to “Office of the University Registrar”</p>
<p>SES 201-01</p> <p>Registration for Classes— General Policy</p>	<p>Revision of Policy</p> <p>Revised to update “Office of the Registrar” to “Office of the University Registrar”; to add ASU Interactive as a registration and preregistration option; and to state that registration requests using ASU Interactive are processed on a first-come, first-served basis, that student enrollment may be verified by viewing the student’s class schedule online at ASU Interactive, and that schedules and billing statements may be printed from the ASU Interactive Web site</p>
<p>SES 201-02</p> <p>Instructor-Initiated Drop of a Student for Nonattendance</p>	<p>Revision of Policy</p> <p>Revised to update “Office of the Registrar” to “Office of the University Registrar” and to state that authorized written requests for instructor-initiated drops for nonattendance must be submitted to the Records Information counter at ASU Main, Registration</p>

Services at ASU West, or Registration Services at ASU East

[SES 201-03](#)

Drop/Add of Classes

Revision of Policy

Revised to update the language and “Office of the Registrar” to “Office of the University Registrar”; to add ASU Interactive and SunDial as options for dropping or adding classes; and to state that schedules and billing statements may be printed from the ASU Interactive Web site, that student enrollment may be verified by viewing the student’s class schedule online at ASU Interactive, that Business Services mails refunds to students’ local addresses, that dropping or adding classes must be done within the timeframe indicated in the online University Registrar Semester Calendar, that the fee payment deadline is shown in the University Registrar Semester Calendar, and that the registrar sites are the Records Information counter at ASU Main, Registration Services at ASU West, and Registration Services at ASU East

[SES 201-04](#)

Override and/or Overload Authorizations

Revision of Policy

Revised to update “Office of the Registrar” to “Office of the University Registrar” and to state that the registrar sites are the Records Information counter at ASU Main, Registration Services at ASU West, and Registration Services at ASU East, that schedules and billing statements may be printed from the ASU Interactive Web site, and that students may register or add courses online at ASU Interactive or via SunDial

[SES 201-05](#)

Registration and Drop/Add after the Published Deadline

Revision of Policy

Revised to update “Office of the Registrar” to “Office of the University Registrar” and the late fee for initial registration from \$35 to \$50 and to state that the registrar sites are the Records Information counter at ASU Main, Registration Services at ASU West, and Registration Services at ASU East

[SES 201-06](#)

Repeating Courses

Revision of Policy

Revised to update “Office of the Registrar” to “Office of the University Registrar” and to replace the exception condition that verification must be in writing by the chair of the department in which the course is offered with verification on the Class Maintenance Screen in the Student Information System

[SES 201-07](#)

Administrative Registration

Revision of Policy

Revised to update the language and “Office of the Registrar” to

<p>Holds on Student Enrollment</p>	<p>“Office of the University Registrar,” to include procedural information for ASU West and ASU East, and to clarify that ASU West Enrollment Services also may withdraw a student from current course work and prevent him or her from registering for subsequent semesters</p>
<p>SES 201–08</p> <p>Withdrawal from Classes— General Policy</p>	<p>Revision of Policy</p> <p>Revised to update “Office of the Registrar” to “Office of the University Registrar” and to state that semester transaction deadlines are listed in the online University Registrar Semester Calendar and that the registrar sites are the Records Information counter at ASU Main, Registration Services at ASU West, and Registration Services at ASU East</p>
<p>SES 201–09</p> <p>Withdrawal from Classes for Medical/Compassionate Reasons</p>	<p>Revision of Policy</p> <p>Revised to update “Office of the Registrar” to “Office of the University Registrar” and to include procedural information for ASU West and ASU East</p>
<p>SES 201–10</p> <p>Instructor Withdrawal of a Student for Disruptive Classroom Behavior</p>	<p>Revision of Policy</p> <p>Revised to update “Office of the Registrar” to “Office of the University Registrar,” to state that memos documenting students’ disruptive behavior and expressing desire to withdraw the students should be forwarded to the department chair and Judicial Affairs in the Office of Student Life, and to include procedural information for ASU West and ASU East</p>
<p>SES 201–11</p> <p>Change of Degree/Major/ Campus</p>	<p>Revision of Policy</p> <p>Revised to update “Office of the Registrar” to “Office of the University Registrar”; to add the University Registrar’s Web site as a source of Degree/Major/Campus Change Request forms; to delete the stipulation that student files must be submitted with a Degree/Major/Campus Change Request form to the new college, program, or advising office; to clarify that the signature of the individual authorized to approve curriculum changes must be obtained; and to state that forms may be submitted for processing to the Graduation counter at ASU Main, ASU West Enrollment Services, or ASU East Registration Services if a Declaration of Graduation/program of study and/or graduation application is on file with the Office of the University Registrar and that the registrar sites are the Records Information counter at ASU Main, Registration Services at ASU West, and Registration Services at ASU East</p>

<p>SES 201-12</p> <p>Canceling Classes for the Semester</p>	<p>Revision of Policy</p> <p>Revised to update “Office of the Registrar” to “Office of the University Registrar” and to include procedural information for ASU West</p>
<p>SES 201-13</p> <p>Petition to Take a Course for the Third Time</p>	<p>Revision of Policy</p> <p>Revised to update “Office of the Registrar” to “Office of the University Registrar” and the note to be posted on the RG54C screen from “[Course prefix and number] approved to retake [date]” to “[Course prefix and number] APPRVD 3X date [date],” to include procedural information for ASU West and ASU East, and to state that the registrar sites are the Records Information counter at ASU Main, Registration Services at ASU West, and Registration Services at ASU East</p>
<p>SES 201-14</p> <p>Unrestricted Withdrawals after the Published Deadline</p>	<p>Revision of Policy</p> <p>Revised to update “Office of the Registrar” to “Office of the University Registrar”; to specify “if appropriate” in regards to the “unrestricted withdrawal, backdate” note; and to state that the registrar sites are the Records Information counter at ASU Main, Registration Services at ASU West, and Registration Services at ASU East, that the final transaction deadline for the semester is published in the online University Registrar Semester Calendar, and that applicability refunds will be automatically mailed to students’ local addresses</p>
<p>SES 201-15</p> <p>Restricted Withdrawals after the Published Deadline</p>	<p>Revision of Policy</p> <p>Revised to update “Office of the Registrar” to “Office of the University Registrar”; to state that the registrar sites are the Records Information counter at ASU Main, Registration Services at ASU West, and Registration Services at ASU East; to delete the requirement of the “Approved for late restricted class withdrawal” note on the withdrawal form; and to include procedural information for ASU West</p>
<p>SES 201-16</p> <p>Petition Procedures to Exceed the Restricted Withdrawal Limit</p>	<p>Revision of Policy</p> <p>Revised to update “Graduation Section” to “Graduation Section of the University Registrar” and the RG54C Screen note from “Withdrawal approved for [course prefix and number, and date of approval of withdrawal]” to “Withdrawal apprvd for [course prefix and number, and date of approval of withdrawal]” and to include procedural information for ASU West</p>

<p>SES 201-17</p> <p>Restricted Withdrawal Grade Discrepancies</p>	<p>Revision of Policy</p> <p>Revised to update the language and “Office of the Registrar” to “Office of the University Registrar,” to include information for ASU West, to delete a cross-reference and mention of the Data Control Section sending cover letters and printouts of restricted withdrawal transactions and grade assignments to instructors, and to state that instructors should review class grade rosters for errors</p>
<p>SES 201-18</p> <p>Military Activation of Students</p>	<p>Revision of Policy</p> <p>Revised to update “Office of the Registrar” to “Office of the University Registrar” and to include the ASU West Veterans Services office and procedural information for ASU West</p>
<p>SES 202-01</p> <p>Readmission of Undergraduate Students</p>	<p>Revision of Policy</p> <p>Revised to update “Office of the Registrar” to “Office of the University Registrar” and to include procedural information for ASU West and ASU West Enrollment Services as a place at which an undergraduate student may apply for readmission</p>
<p>SES 202-02</p> <p>Readmission Requiring Reinstatement from Academic Disqualification of Undergraduate Students</p>	<p>Revision of Policy</p> <p>Revised to update “Office of the Registrar” to “Office of the University Registrar” and to include procedural information for ASU West and ASU East</p>
<p>SES 202-03</p> <p>Reinstatement from Academic Disqualification of Continuing Undergraduate Students</p>	<p>Revision of Policy</p> <p>Revised to update “Office of the Registrar” to “Office of the University Registrar,” to include procedural information for ASU West, and to state that the registrar sites are the Records Information counter at ASU Main, Registration Services at ASU West, and Registration Services at ASU East and that a student should forward the Application for Reinstatement to the college of the student’s major for a low cumulative GPA appeal or to the University Undergraduate Admissions Board if the student is requesting to change colleges</p>
<p>SES 202-04</p> <p>Undergraduate Transfer Credit Evaluations</p>	<p>Revision of Policy</p> <p>Revised to include procedural information for ASU West</p>

<p>SES 202-05</p> <p>Comprehensive Examinations for Undergraduate Course Equivalence</p>	<p>Revision of Policy</p> <p>Revised to include procedural information for ASU West and to state that students should verify that examination results are reflected in academic records in the Student Records and Registration Services section of ASU Interactive</p>
<p>SES 202-06</p> <p>Academic Renewal</p>	<p>Revision of Policy</p> <p>Revised to update “Office of the Registrar” to “Office of the University Registrar” and “Registration and Records Services” to “Enrollment Services” and to state that upon receiving an Application for Academic Renewal the dean of the college offering the student’s major must specify a minimum of 12 semester hours the student must complete within three semesters after reentry with a minimum cumulative GPA of 2.50 to be eligible for academic renewal</p>
<p>SES 202-07</p> <p>Petitions for Undergraduate Admission Deficiency Appeals</p>	<p>Revision of Policy</p> <p>Revised to update “Office of the Registrar” to “Office of the University Registrar”</p>
<p>SES 203-01</p> <p>Grade Change</p>	<p>Revision of Policy</p> <p>Revised to update “Office of the Registrar” to “Office of the University Registrar,” to include procedural information for ASU West, and to clarify that the Recording/Readmissions Section is part of the Office of the University Registrar</p>
<p>SES 203-02</p> <p>Academic Record Change</p>	<p>Revision of Policy</p> <p>Revised to update “Registrar’s Advisory Committee” to “University Registrar’s Advisory Committee,” to include procedural information for ASU West, and to state that the registrar sites are the Records Information counter at ASU Main, Registration Services at ASU West, and Registration Services at ASU East</p>
<p>SES 203-03</p> <p>Ordering Official Transcripts</p>	<p>Revision of Policy</p> <p>Revised to update “Office of the Registrar” to “Office of the University Registrar”; to state that students may order official transcripts using ASU Interactive; and to add Cashiering Services locations at ASU Main, ASU West, and ASU East where individuals may deliver in-person requests for official transcripts</p>

<p>SES 203-04</p> <p>Student Self-Imposed Holds</p>	<p>Revision of Policy</p> <p>Revised to update “Office of the Registrar” to “Office of the University Registrar”; to state that the registrar sites are the Records Information counter at ASU Main, Registration Services at ASU West, and Registration Services at ASU East; and to include procedural information for ASU West</p>
<p>SES 203-05</p> <p>Duplication of Credit by an Undergraduate Student</p>	<p>Revision of Policy</p> <p>Revised to update “Office of the Registrar” to “Office of the University Registrar” and to include procedural information for ASU West</p>
<p>SES 203-06</p> <p>Deletion of a “D” or “E” Grade Received by an Undergraduate Student in an Undergraduate Course</p>	<p>Revision of Policy</p> <p>Revised to update “Office of the Registrar” to “Office of the University Registrar” and to add that the registrar sites are the Records Information counter at ASU Main, Registration Services at ASU West, and Registration Services at ASU East</p>
<p>SES 203-07</p> <p>ASU Transcript Forgeries</p>	<p>Deletion of Policy</p> <p>Policy deleted</p>
<p>SES 203-08</p> <p>Affidavit of Dependency for Release of Records</p>	<p>Revision of Policy</p> <p>Revised to update “Office of the Registrar” to “Office of the University Registrar” and to include procedural information for ASU West and ASU East and ASU West Enrollment Services and ASU East Registration Services as offices to which parents or guardians may submit requests for access to dependant students’ academic records</p>
<p>SES 203-09</p> <p>Grade of Incomplete</p>	<p>Revision of Policy</p> <p>Revised to update the language, “Office of the Registrar” to “Office of the University Registrar”; to add ASU West Enrollment Services as an office to which instructors may submit Authorization for Change of Grade forms; to include procedural information for ASU West; to delete mention of the Office of the Registrar and verification copies from procedural steps 5, 7, 10, and 11; and to state that the Office of the University Registrar or ASU West Enrollment Services staff returns the verification copy to the college</p>

<p>SES 204-01</p> <p>Undergraduate Program of Study</p>	<p>Revision of Policy</p> <p>Revised to update “Office of the Registrar” to “Office of the University Registrar”; to state that the registrar sites are the Records Information counter at ASU Main, Registration Services at ASU West, and Registration Services at ASU East; and to include procedural information for ASU West</p>
<p>SES 204-02</p> <p>Master’s and Doctoral Programs of Study</p>	<p>Revision of Policy</p> <p>Revised to update “Office of the Registrar” to “Office of the University Registrar” and to include procedural information for ASU West and ASU East</p>
<p>SES 204-03</p> <p>Application for Graduation for Bachelor’s and Master’s Candidates</p>	<p>Revision of Policy</p> <p>Revised to update “Office of the Registrar” to “Office of the University Registrar”</p>
<p>SES 204-05</p> <p>Verifying Degree Completion—Doctoral Candidates</p>	<p>Revision of Policy</p> <p>Revised to update “Office of the Registrar” to “Office of the University Registrar,” to delete the statement that doctoral candidates will receive their diplomas at commencement, and to state that the Graduation Section will mail diplomas to candidates</p>
<p>SES 204-06</p> <p>Student-Athlete Plan of Study</p>	<p>Revision of Policy</p> <p>Revised to update “Office of the Registrar” to “Office of the University Registrar”</p>
<p>SES 204-07</p> <p>Awarding Posthumous Degrees</p>	<p>Revision of Policy</p> <p>Revised to update the language and “Office of the Registrar” to “Office of the University Registrar,” to add procedural information for ASU West, and to state that posthumous diplomas will be provided at no cost to the family</p>
<p>SES 204-08</p> <p>Declaration of Graduation</p>	<p>Revision of Policy</p> <p>Revised to update “Office of the Registrar” to “Office of the University Registrar,” to include procedural information for ASU West, and to state that undergraduate students under 1996–98 or later <i>General Catalog</i> requirements must file Declaration of Graduation forms no later than the semester in which they earn 87</p>

	semester hours for ASU Main and ASU East students or 81 semester hours for ASU West students
SES 205-01 Residency Reclassification— General Policy	Revision of Policy Revised to update the language and “Application Period” to “Petition Period,” to include procedural information for ASU West, and to add sections for summer session I and summer session II
SES 205-02 Residency Reclassification Appeals	Revision of Policy Revised to include procedural information for ASU West
SES 206-02 Deferred Payments for Veterans for Tuition, Required Books, Materials, and Supplies	Revision of Policy Revised to update “Office of the Registrar” to “Office of the University Registrar” and “ASU East campus, OASIS desk” to “ASU East Registration Services”
SES 206-03 Payments for Chapter 31, Vocational Rehabilitation Veterans, for Tuition, Required Books, Materials and Supplies, and Parking Services	Revision of Policy Revised to update “ASU East campus, OASIS desk” to “ASU East Registration Services”
SES 301-04 Satisfactory Academic Progress	New Policy New policy created by combining SES 301-04 and SES 301-05
SES 301-05 Financial Aid Termination (Satisfactory Academic Progress)	Deletion of Policy Policy absorbed by SES 301-04
SES 301-07 Summer Financial Aid	Revision of Policy Revised to include procedural information for ASU West

<p>SES 301-08</p> <p>Student and Parent Reviews</p>	<p>Revision of Policy</p> <p>Revised to include procedural information for ASU West</p>
<p>SES 301-09</p> <p>Independent Student Review</p>	<p>Revision of Policy</p> <p>Revised to include procedural information for ASU West</p>
<p>SES 301-11</p> <p>Handling Incidents of Fraud, Misrepresentation, and Misappropriation</p>	<p>Revision of Policy</p> <p>Revised to update one of the parties to whom allegations are referred from “dean of Student Life” to “Student Life” and to include procedural information for ASU West</p>
<p>SES 301-12</p> <p>Exceptional Disbursements</p>	<p>Deletion of Policy</p> <p>Policy deleted</p>
<p>SES 301-13</p> <p>Aid for Students Completing Graduate Admission Deficiencies</p>	<p>Revision of Policy</p> <p>Revised to update the language and to add procedural information for ASU West</p>
<p>SES 302-01</p> <p>Emergency Short-Term Loans</p>	<p>Revision of Policy</p> <p>Revised to include procedural information for ASU West and to state that the service charge may be waived by ASU West Financial Aid Services and that most short-term loans are available at ASU West Financial Aid Services</p>
<p>SES 303-01</p> <p>General Scholarship Eligibility</p>	<p>Revision of Policy</p> <p>Revised to state that General Scholarship Application forms are available at Financial Aid Services at ASU West</p>
<p>SES 303-02</p> <p>Scholarship Aid Award Criteria</p>	<p>Revision of Policy</p> <p>Revised to update the language, to include procedural information for ASU West, and to clarify that the Scholarship Office is at ASU Main</p>
<p>SES 303-03</p>	<p>Revision of Policy</p>

<p>Institutional Scholarship Deferment Guidelines</p>	<p>Revised to include procedural information for ASU West, to clarify that the Scholarship Office is at ASU Main, and to add that at ASU West a committee in Financial Aid Services reviews each deferment application</p>
<p>SES 303-04</p> <p>Portability of Resident Tuition Waivers</p>	<p>Revision of Policy</p> <p>Revised to include procedural information for ASU West</p>
<p>SES 304-01</p> <p>Student Employment Program</p>	<p>Revision of Policy</p> <p>Revised to update the language and to delete mention of the Student Financial Assistance Office as establishing Student Employment</p>
<p>SES 304-02</p> <p>Continuing Student Employment</p>	<p>Revision of Policy</p> <p>Revised to include procedural information for ASU West</p>
<p>SES 304-03</p> <p>Nondiscrimination—Equal Employment Opportunity</p>	<p>Revision of Policy</p> <p>Revised to add gender identity as a protected class</p>
<p>SES 304-08</p> <p>Employment of Nonimmigrant International Students</p>	<p>Revision of Policy</p> <p>Revised to add the ASU West International Student Services Program as an office from which nonimmigrant international students may submit an employment clearance letter</p>
<p>SES 304-13</p> <p>Student Employee Emergency Hires</p>	<p>Revision of Policy</p> <p>Revised to update the procedure and to state that job requests must be submitted on the Student Employment Web site with the title “Emergency Hire” and that an e-mail should be routed to Student Employment</p>
<p>SES 305-07</p> <p>Injury on the Job</p>	<p>Revision of Policy</p> <p>Revised to update the language and to state that an ASU West student employee who incurs a work-related injury or illness should report directly to ASU West Student Health Services</p>

<p>SES 305-09</p> <p>Handling Incidents of Fraud</p>	<p>Revision of Policy</p> <p>Revised to update the language and to add ASU's Department of Public Safety as a place to which Student Employment normally refers alleged cases of fraud</p>
<p>SES 306-06</p> <p>Community Service Program</p>	<p>Revision of Policy</p> <p>Policy renumbered from SES 307</p>
<p>SES 307</p> <p>Community Service Program</p>	<p>Deletion of Policy</p> <p>Policy renumbered as SES 306-06</p>
<p>SES 401-01</p> <p>Transfer Credit Evaluation</p>	<p>Revision of Policy</p> <p>Revised to add ASU West Admission Services under "Veteran's Exception" and "Conditional Admission Prior to Receipt of Final Transcript"</p>

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