
Effective: 7/1/2005

ASU SES Manual Revision Notice

Policy	Summary of Change
SES 001 Introduction	Revision of Policy Revised to update the contact information
SES 101-01 Release of Student Information	Revision of Policy Revised to update the language and “Registration & Records Services” to “Registration Services,” to clarify what is meant by “personally identifiable information,” and to delete the list of campus locations where copies of the policy is found
SES 201-01 Registration for Classes— General Policy	Revision of Policy Revised to update the language; to delete references to Web, touch-tone, and in-person registration; and to state that students may verify enrollment eligibility via ASU Interactive and that eligibility is restricted by factors in addition to those listed
SES 201-02 Instructor-Initiated Drop of a Student for Nonattendance	Revision of Policy Revised to update the language, “Drop/Add forms” to “Administrative Drop/Add forms,” and “Registration & Records Services” to “Registration Services” and to state that the University Registrar’s Office processes the requests and that it is recommended that students contact their instructors before the end of the first week of classes if absences during that period cannot be avoided
SES 201-03 Drop/Add of Classes	Revision of Policy Revised to update the language, “University Registrar Semester Calendar” to “University Registrar’s Office Semester Calendar,” “Registration & Records Services” to “Registration Services,” and “Course Drop/Add form” to “Drop/Add Request form”; to clarify the procedure for submitting forms in person; and to state that drop/add transactions processed after the fee payment deadline must be

paid by the end of the same business day or the class(es) may be dropped

[SES 201-05](#)

Registration and Drop/Add after the Published Deadline

Revision of Policy

Revised to update the language, “University Registrar Semester Calendar” to “University Registrar’s Office Semester Calendar,” “Course Drop/Add form” to “Drop/Add Request form,” “Registration & Records Services” to “Registration Services,” and “Registration Request form” to “Initial Registration Request form” and to state that fees may be paid via ASU Interactive or SunDial and that specific questions may be addressed in person at the Tuition Payment Office

[SES 201-06](#)

Repeating Courses

Revision of Policy

Revised to update the language and to delete Records Information as one of the parties responsible for sending students letters advising them that they have been dropped from courses or withdrawn from the university

[SES 201-07](#)

Administrative Holds on Student Enrollment

Revision of Policy

Revised to update the title, the language, “Enrollment Services” to “Registration Services,” and “administrative registration hold” to “administrative hold”; to add the Records Information Section and Student Life as entities that may post or remove administrative holds using the Student Information System; and to delete that a student’s file remains on hold for a designated time period if stipulated, that the Recording/Readmissions Section should be notified of a student’s drop or withdraw, and that the Recording/Readmissions Section, the Records Information Section, Student Life, or Registration Services should send a verification/release form to the originating office following the post of an administrative hold

[SES 201-08](#)

Withdrawal from Classes—General Policy

Revision of Policy

Revised to update the language, the purpose, a cross-reference, procedural information, “University Registrar Semester Calendar” to “University Registrar’s Office Semester Calendar,” and “Registration & Records Services” to “Registration Services” and to delete reference to “unrestricted” and “restricted” withdrawals and their accompanying definitions and limitations

[SES 201-09](#)

Revision of Policy

<p>Withdrawal from Classes for Medical/Compassionate Reasons</p>	<p>Revised to update the language and “Enrollment Services” to “Registration Services”</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 “Enrollment Services” to “Registration Services,” to state that the instructor must indicate a grade of either “E” or “W” on the memo documenting the student’s disruptive behavior and expressing the desire to withdraw the student, and to delete that instructor-initiated withdrawals are not assessed against the student’s restricted withdrawal limit regardless of when processed</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 “Recording Section” to “Records Information” as one of the parties responsible for posting the completed course to the student’s transcript, “Course Drop/Add form” to “Drop/Add Request form,” “Enrollment Services” and “Registration & Records Services” to “Registration Services,” and “Registration Request form” to “Initial Registration Request form”</p>
<p>SES 201-14</p> <p>Withdrawals after the Published Deadline</p>	<p>Revision of Policy</p> <p>Revised to update the title, the student procedural steps, “University Registrar Semester Calendar” to “University Registrar’s Office Semester Calendar,” and “Registration & Records Services” to “Registration Services” and to delete a cross-reference, University Registrar’s Office staff procedural steps, and reference to “unrestricted” withdrawal</p>
<p>SES 201-15</p> <p>Restricted Withdrawals after the Published Deadline</p>	<p>Deletion of Policy</p> <p>Policy deleted</p>
<p>SES 201-16</p> <p>Petition Procedures to Exceed the Restricted Withdrawal Limit</p>	<p>Deletion of Policy</p> <p>Policy deleted</p>
<p>SES 201-17</p> <p>Restricted Withdrawal Grade</p>	<p>Deletion of Policy</p> <p>Policy deleted</p>

Discrepancies	
<p>SES 201-18</p> <p>Military Activation of Students</p>	<p>Revision of Policy</p> <p>Revised to update “partial administrative unrestricted withdrawals” to “course withdrawals,” “administrative withdrawal” to “withdrawal,” “administrative incompletes” to “incompletes,” “administrative complete unrestricted withdrawal” to “complete withdrawal,” “administrative partial unrestricted withdrawal” to “course withdrawal,” and “Enrollment Services” to “Registration Services”</p>
<p>SES 202-01</p> <p>Readmission of Undergraduate Students</p>	<p>Revision of Policy</p> <p>Revised to update “Enrollment Services” to “Registration Services” and to add that undergraduate students must pay the readmission application fee in order to be readmitted to the university and that students must pay the fee online as part of application or at Cashiering Services and must provide receipts to the Recording/Readmissions Section or Registration Services at the West campus</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 “Enrollment Services” to “Registration Services” and to add that undergraduate students must pay the readmission application fee in order to be readmitted to and reinstated at the university and that students must pay the fee online as part of application or at Cashiering Services and must provide receipts to the Recording/Readmissions Section or Registration Services at the West campus</p>
<p>SES 203-02</p> <p>Academic Record Change</p>	<p>Revision of Policy</p> <p>Revised to update the language, “Enrollment Services” to “Registration Services,” and “Recording/Readmissions Section” to “Records Information” and to state that students may verify via ASU Interactive that the academic record change was processed</p>
<p>SES 205-01</p> <p>Residency Reclassification—General Policy</p>	<p>Revision of Policy</p> <p>Revised to update the first day of the petition period for a fall semester residency reclassification from May 1 to April 1</p>
<p>SES 301-11</p>	<p>Revision of Policy</p>

<p>Handling Incidents of Fraud, Misrepresentation, and Misappropriation</p>	<p>Revised to add a cross-reference</p>
<p>SES 301-13</p> <p>Aid for Students Completing Graduate Preparatory Course Work</p>	<p>Revision of Policy</p> <p>Revised to update the language, a source, and “Statement of Intent and Understanding for Preparatory Coursework” to “Statement of Intent and Understanding for Graduate Preparatory Coursework”; to add a source; and to clarify the location of an online form</p>
<p>SES 303-03</p> <p>Institutional Recruitment Scholarship Deferment Guidelines</p>	<p>Revision of Policy</p> <p>Revised to clarify that examples of unacceptable deferment requests are provided</p>
<p>SES 303-04</p> <p>Resident Scholar Transfer</p>	<p>Revision of Policy</p> <p>Revised to clarify that the Scholarship Office is located at the Tempe campus</p>
<p>SES 305-02</p> <p>Changes to Student Wage Level</p>	<p>Revision of Policy</p> <p>Revised to add that a demotion resulting in a pay decrease is considered a new job assignment and requires a job posting</p>
<p>SES 305-09</p> <p>Handling Incidents of Fraud</p>	<p>Revision of Policy</p> <p>Revised to add a cross-reference</p>
<p>SES 305-10</p> <p>Change in Pay Rate within the Current Wage Level</p>	<p>Revision of Policy</p> <p>Revised to add that a demotion resulting in a pay decrease is considered a new job assignment and requires a job posting</p>
<p>SES 401-01</p> <p>Transfer Credit Evaluation</p>	<p>Revision of Policy</p> <p>Revised to update the language and to delete active military service and courses taken through the military from the list of types of credit that cannot be transferred to ASU</p>
<p>SES 201-11, 202-03, 203-04, 204-01, and 204-02</p>	<p>Revision of Policies</p> <p>Revised to update “Enrollment Services” and “Registration &</p>

	Records Services” to “Registration Services”
SES 201–12, 202–04, 202–05, 202–06, 202–07, 203–01, 203–05, 203–08, 203–09, 204–07, 204–08, and 206–02	<p>Revision of Policies</p> <p>Revised to update “Enrollment Services” to “Registration Services”</p>
SES 201–04, 203–06, and 204–03	<p>Revision of Policies</p> <p>Revised to update “Registration & Records Services” to “Registration Services”</p>

[SES](#) manual | ASU policies and procedures [manuals](#) | [Search](#) manuals | SES manual [contact](#)

[Back to Top](#)