
Effective: 3/1/2002

ASU STA Manual Revision Notice

Policy	Summary of Change
<p><u>STA 106-09</u></p> <p>Measles Immunization Waiver</p>	<p>Revision of Policy</p> <p>Revised to clarify the definition and procedure for issuance of a temporary waiver for students studying off campus</p>
<p><u>STA 301-01</u></p> <p>Clinical Services</p>	<p>Revision of Policy</p> <p>Revised to change the titles of clinical services offered, to describe the titles and roles of mental health service providers, and to add graduate interns as service providers</p>
<p><u>STA 301-02</u></p> <p>Psychiatric Services</p>	<p>Revision of Policy</p> <p>Revised to change the titles of psychiatric services offered and to describe the titles and roles of mental health service providers</p>
<p><u>STA 301-03</u></p> <p>Testing Services</p>	<p>Revision of Policy</p> <p>Revised to delineate testing policies, to define the circumstances in which test results are shared with community mental health providers, and to state that services are limited to vocational and personality testing</p>
<p><u>STA 301-04</u></p> <p>Outreach Programs and Consultation</p>	<p>Revision of Policy</p> <p>Revised to change the title of the policy, to restate the outreach services, and to expand the list of program offerings</p>
<p><u>STA 301-05</u></p> <p>Eating Disorders Program</p>	<p>Revision of Policy</p> <p>Revised to add social workers to the list of service providers and to state that a signed release of information form is no longer required</p>
<p>STA 301-06</p>	<p>Deletion of Policy</p>

Career Counseling and Testing Program	
<p><u>STA 302-05</u></p> <p>Eligibility for Services</p>	<p>Revision of Policy</p> <p>Revised to substitute the adjective “clinical” for “therapeutic” regarding the type of service rendered</p>
<p><u>STA 302-08</u></p> <p>Counseling Fees</p>	<p>Revision of Policy</p> <p>Revised to remove the distinction between students on the basis of full- or part-time status</p>
<p><u>STA 302-09</u></p> <p>Student Confidentiality</p>	<p>Revision of Policy</p> <p>Revised to state in the exception clause that information may be released when required by law</p>
<p><u>STA 302-10</u></p> <p>Informed Consent</p>	<p>Revision of Policy</p> <p>Revised to clarify the need for a signed Informed Consent Form before certain services can be rendered</p>
<p><u>STA 602-20</u></p> <p>Military Activation of Students</p>	<p>New Policy</p> <p>Presents guidelines for handling the academic records of students who are unable to continue in classes because of activation or reactivation of service in the Armed Forces or National Guard</p>
<p><u>STA 802-12</u></p> <p>Summer Financial Aid</p>	<p>Revision of Policy</p> <p>Revised to change the title of the policy and to clarify the qualifications for receiving aid</p>
<p><u>STA 802-13</u></p> <p>Student and Parent Reviews</p>	<p>Revision of Policy</p> <p>Revised to change the title of the policy and to include circumstances affecting an estimated family contribution that would warrant the review of projected financial aid for students</p>
<p><u>STA 802-14</u></p> <p>Independent Student Review</p>	<p>New Policy</p> <p>States the method by which students can seek independent status for financial aid by describing extenuating circumstances concerning their relationships with their parents</p>

<p><u>STA 802-19</u></p> <p>Exceptional Disbursements</p>	<p>New Policy</p> <p>To provide disbursements to students who are eligible in specific circumstances</p>
<p><u>STA 802-20</u></p> <p>Aid for Students Completing Graduate Admission Deficiencies</p>	<p>New Policy</p> <p>Provides financial aid to eligible students who must complete academic deficiencies to qualify for admission to a graduate degree program</p>
<p><u>STA 805-01</u></p> <p>Temporary Tuition Assistance Program</p>	<p>New Policy</p> <p>Provides temporary tuition deferments for students who have not completed the financial aid process</p>
<p><u>STA 807-01</u></p> <p>Student Employment Program</p>	<p>Revision of Policy</p> <p>Revised to delete the applicability section and to state that students can search the Web site for jobs</p>
<p><u>STA 807-02</u></p> <p>Continuing Student Employment</p>	<p>Revision of Policy</p> <p>Revised to state that student employment positions need not be advertised if current employees are selected by employers to continue beyond the semester</p>
<p><u>STA 807-03</u></p> <p>Nondiscrimination—Equal Employment Opportunity</p>	<p>Revision of Policy</p> <p>Revised to eliminate a reference to financial aid because the policy refers to student employment</p>
<p><u>STA 807-04</u></p> <p>Nondiscrimination—Sexual Harassment</p>	<p>Revision of Policy</p> <p>Revised to restate the policy</p>
<p><u>STA 807-05</u></p> <p>Student Job Vacancy</p>	<p>Revision of Policy</p> <p>Revised to change the title, to update policy titles in the cross-references, and to state that the public posting of jobs occurs primarily on the Student Employment Web site</p>
<p><u>STA 807-06</u></p>	<p>Revision of Policy</p>

<p>Nepotism—Student Employment</p>	<p>Revised to delete the applicability section and to state that an ASU faculty or staff member may not be in a position to influence directly or indirectly a student employee who is also a family member</p>
<p><u>STA 807-07</u></p> <p>Student Employment Eligibility Criteria</p>	<p>Revision of Policy</p> <p>Revised to update the sources and the eligibility guidelines for the Federal Work-Study Program</p>
<p><u>STA 807-08</u></p> <p>Employment of Nonimmigrant International Students</p>	<p>Revision of Policy</p> <p>Revised to update the sources</p>
<p><u>STA 807-11</u></p> <p>Responsibilities of Participants in Student Employment Programs</p>	<p>Revision of Policy</p> <p>Revised to include student responsibilities with regard to university public relations</p>
<p>STA 807-12</p> <p>Public Relations</p>	<p>Deletion of Policy</p>
<p><u>STA 807-13</u></p> <p>Student Employee Termination</p>	<p>Revision of Policy</p> <p>Revised to state that student employees may receive written warning prior to termination and may be terminated immediately if it is in the best interest of the university</p>
<p><u>STA 807-14</u></p> <p>Student Employee Grievances</p>	<p>Revision of Policy</p> <p>Revised to state that multiple hiring officials may participate in the appeal process rather than a single supervisor</p>
<p><u>STA 807-15</u></p> <p>Emergency Hires</p>	<p>Revision of Policy</p> <p>Revised to delete the applicability section, to include a memorandum and a completed job request form in the procedure, and to update the policy titles in the cross-references</p>
<p><u>STA 808-01</u></p>	<p>Revision of Policy</p>

On-Campus Student Employee Compensation	Revised to change the title and to include departmental evaluation guidelines as a necessary element for increasing pay for student employees
<p><u>STA 808-02</u></p> <p>Changes to Student Wage Level</p>	<p>Revision of Policy</p> <p>Revised to change the title and to delete the applicability section</p>
<p><u>STA 808-03</u></p> <p>Student Employee Compensation Exceptions</p>	<p>Revision of Policy</p> <p>Revised to state that the hiring unit must justify any deviations from the current student wage scale</p>
<p><u>STA 808-04</u></p> <p>Reporting Student Work Hours</p>	<p>Revision of Policy</p> <p>Revised to state that employers may not accept voluntary service from student employees</p>
<p><u>STA 808-05</u></p> <p>Limitations on Work Hours</p>	<p>Revision of Policy</p> <p>Revised to state work hour limitations for international students and students in the Federal Work Study Program</p>
<p>STA 808-06</p> <p>Minimum Length of a Student Employee Work Shift</p>	<p>Deletion of Policy</p>
<p><u>STA 808-07</u></p> <p>Rest Periods</p>	<p>Revision of Policy</p> <p>Revised to state that student employees are allowed one paid 15-minute break for each consecutive four-hour shift and one unpaid 30-minute lunch or two paid 15-minute breaks (not taken together) for each consecutive six-hour shift</p>
<p><u>STA 808-08</u></p> <p>Injury on the Job</p>	<p>Revision of Policy</p> <p>Revised to change the title to clarify the topic and to include completion of injury reports by supervisors in the procedure for injury to a student employee on the job</p>
<p><u>STA 808-10</u></p>	<p>Revision of Policy</p>

Student Employment Status	Revised to change the title of the policy and to include “service professionals” as a personnel classification that excludes student employees
STA 808-11 Handling Incidents of Fraud	Revision of Policy Revised to include the responsibility of supervisors to caution against fraudulent acts during new employee orientation
STA 809-01 Federal Work-Study Employment Program	Revision of Policy Revised to add a source and to include the names of employment opportunities
STA 809-02 Off-Campus Federal Work-Study Program—Employer Eligibility	Revision of Policy Revised to state that off-campus employers may be federal, state, or local public agencies or have private nonprofit status
STA 809-03 Award Periods—Federal Work-Study Program	Revision of Policy Revised to delete a definition, to state that students must submit an application to qualify for an award, and that nonenrollment while receiving an award during the summer affects their financial need for the next academic year
STA 809-04 Change in Federal Work-Study Award	Revision of Policy Revised to change the title, to include a student budget review as an initiating step in revising the FWS award, and to delete the student appeal clause
STA 809-05 Federal Work-Study Award Limit/Termination of Employment	Revision of Policy Revised to update the sources
STA 810 Community Service Program	Revision of Policy Revised to change the title and to update the sources
STA 902-02	Revision of Policy

<p>Eligibility for Student Health and Wellness Center Care</p>	<p>Revised to update the eligibility and type of care guidelines</p>
<p>STA 902-13 Student-Athlete Medical Care</p>	<p>Revision of Policy Revised to identify the head team physician as the lead physician in determining the need for additional consultation and treatment</p>

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