

Effective: 3/1/2004

ASU STA Manual Revision Notice

Policy	Summary of Change
<p><u>STA 001</u></p> <p>Introduction</p>	<p>Revision of Policy</p> <p>Revised to update the coordinator information</p>
<p><u>STA 106-02</u></p> <p>Human Immunodeficiency Virus Infection</p>	<p>Revision of Policy</p> <p>Revised to update three cross-references</p>
<p><u>STA 202-02</u></p> <p>Career Services Eligibility</p>	<p>Revision of Policy</p> <p>Revised to update the language</p>
<p><u>STA 202-06</u></p> <p>Eligibility for Registering and On-Campus Recruiting</p>	<p>Revision of Policy</p> <p>Revised to state that current ASU students and ASU alumni may register with Career Services or participate in on-campus recruiting activities</p>
<p><u>STA 301-01</u></p> <p>Clinical Services</p>	<p>Revision of Policy</p> <p>Revised to add sections regarding case management services, individual therapy, and group therapy sessions and to delete sections regarding brief services, intermediate services, and supportive services</p>
<p><u>STA 301-02</u></p> <p>Psychiatric Services</p>	<p>Revision of Policy</p> <p>Revised to update the language, to clarify that Counseling and Consultation psychiatric services support therapy services and that only students involved in therapy services will be seen by Counseling and Consultation psychiatric providers, and to state that psychiatric services are time-limited</p>
<p><u>STA 301-03</u></p> <p>Career Testing Services</p>	<p>Revision of Policy</p> <p>Revised to update the title</p>

<p><u>STA 301-05</u></p> <p>Eating Disorders Program</p>	<p>Revision of Policy</p> <p>Revised to update the language, to add body image as a subject about which educational presentations may be made, and to delete program location information</p>
<p><u>STA 301-06</u></p> <p>Testing Support Services</p>	<p>New Policy</p> <p>New policy to provide educational institution entrance exam test preparation workshops to students, alumni, and nonstudents on a fee basis</p>
<p><u>STA 302-05</u></p> <p>Eligibility for Services</p>	<p>Revision of Policy</p> <p>Revised to update “Employee Assistance Program (EAP)” to “Employee Assistance Office (EAO)”</p>
<p><u>STA 302-06</u></p> <p>Personal Consultation</p>	<p>Revision of Policy</p> <p>Revised to update the language and to delete location information</p>
<p><u>STA 302-07</u></p> <p>Referral Procedure</p>	<p>Revision of Policy</p> <p>Revised to update “Employee Assistance Program” to “Employee Assistance Office” and “Student Health and Wellness Center (SHWC) insurance” to “ASU student insurance,” to add an acronym, and to state that a student may be briefly seen for case management at Counseling and Consultation while awaiting a new provider and that referrals may be made directly to providers listed with a student’s insurance</p>
<p><u>STA 302-08</u></p> <p>Counseling Fees</p>	<p>Revision of Policy</p> <p>Revised to update “Student Health and Wellness Center Insurance” to “ASU student insurance”</p>
<p><u>STA 401-01</u></p> <p><i>Student Code of Conduct—</i> Administrative Procedures</p>	<p>Revision of Policy</p> <p>Revised to update a cross-reference; to state that Student Life Judicial Affairs reserves the right to determine that police reports, newspaper articles, or other forms of documentation may constitute referrals or complaints and be pursued under the <i>Student Code of Conduct</i>; and to expand sorority and fraternity conduct procedures to encompass those who participate in sorority and fraternity activities and those at organization-sponsored and -condoned activities</p>
<p><u>STA 401-02</u></p>	<p>Revision of Policy</p>

<p>Involuntary Withdrawal from the University in Special Circumstances</p>	<p>Revised to update a link</p>
<p><u>STA 402-01</u></p> <p>Disability Resources for Students—General Policy</p>	<p>Revision of Policy</p> <p>Revised to add “electronic text” as an accommodation that requires several months of preparation or arrangement, to add “JAWS” and delete “Versapoint” and “DragonDictate” from the list of adaptive equipment, to specify “index” Braille embossers and “Naturally Speaking” voice recognition in the adaptive equipment information, and to clarify that the DRS ACCESS employment Program provides career development and work experience for selected “at risk” students</p>
<p><u>STA 402-05</u></p> <p>TRIO Student Support Services for Select Students with Disabilities</p>	<p>Revision of Policy</p> <p>Revised to update “monitoring program” to “academic coaching,” to add “summer transition program” as a support service, and to prioritize disability as a selection criteria</p>
<p><u>STA 402-06</u></p> <p>Testing Accommodations for Students with Disabilities</p>	<p>Revision of Policy</p> <p>Revised to update the language, an address, the DRS disability specialist responsibilities procedure, and the DRS testing accommodations coordinator responsibilities and to delete a “Background” note</p>
<p><u>STA 402-07</u></p> <p>Accommodations in Campus Computer Labs for Students with Disabilities</p>	<p>Revision of Policy</p> <p>Revised to update the language and to delete a reference to limited funds being available for access compliance</p>
<p><u>STA 402-08</u></p> <p>Alternative Format Services</p>	<p>Revision of Policy</p> <p>Revised to update the language; to add a procedure for the DRS disability specialist and the IT Computer Labs in the Lattie Coor Building as sites at which eligible students can access adaptive equipment; and to clarify that DRS Alternative Format Services has 15 days following alternative format approval by the DRS disability specialist to notify the academic departmental liaison, the instructor, and the chair that a student is requesting alternative format accommodation in a specific class</p>
<p><u>STA 402-09</u></p> <p>Interpreter Services for Students who are Deaf/Hard-of-Hearing</p>	<p>Revision of Policy</p> <p>Revised to update the language</p>

<p><u>STA 402-11</u></p> <p>Note-Taking Accommodations for Qualified Students with Disabilities</p>	<p>Revision of Policy</p> <p>Revised to update the language, to state that the DRS business manager or designee should be notified immediately if no one volunteers to take notes on the first or second day of class, and to refer the primary notetaker to the DRS business manager to sign the Note-taking Contract and receive further information</p>
<p><u>STA 402-12</u></p> <p>On-Campus Transportation for Individuals with Disabilities</p>	<p>Revision of Policy</p> <p>Revised to update the language and to clarify that DRS provides rides from residence halls and parking lots to campus and between classroom buildings for individuals with disabilities</p>
<p><u>STA 402-13</u></p> <p>Off-Campus Local Transportation for Students with Disabilities</p>	<p>Revision of Policy</p> <p>Revised to update the language</p>
<p><u>STA 402-15</u></p> <p>Adaptive Equipment Checkout</p>	<p>Revision of Policy</p> <p>Revised to update the language and “Risk Management” to “Insurance Services”</p>
<p><u>STA 402-18</u></p> <p>Laboratory Accommodations for Students with Disabilities</p>	<p>Revision of Policy</p> <p>Revised to update the language</p>
<p><u>STA 403-03</u></p> <p>Eligible Educational Opportunity Center Participants</p>	<p>Revision of Policy</p> <p>Revised to update “Immigration and Naturalization Service” to “Bureau of Citizenship and Immigration Services”</p>
<p><u>STA 404-03</u></p> <p>Eligible Upward Bound Program Participants</p>	<p>Revision of Policy</p> <p>Revised to update “Immigration and Naturalization Service” to “Bureau of Citizenship and Immigration Services”</p>
<p><u>STA 405-02</u></p> <p>Eligible Veterans Upward Bound Program Participants</p>	<p>Revision of Policy</p> <p>Revised to update “Immigration and Naturalization Service” to “Bureau of Citizenship and Immigration Services”</p>
<p><u>STA 406-01</u></p>	<p>Revision of Policy</p>

Danforth Chapel Use	Revised to update the procedure for scheduling use of Danforth Chapel
<u>STA 502-01</u> General Building Rules	Revision of Policy Revised to clarify that smoking is allowed in designated outdoor seating areas
<u>STA 502-02</u> Reserving and Using Memorial Union Facilities	Revision of Policy Revised to update the required cancellation notification time limit from two weeks (10 working days) to four weeks (20 working days) prior to the event date
<u>STA 502-03</u> Food Services	Revision of Policy Revised to update “Facilities Planning and Management” to “Facilities Management”
<u>STA 502-12</u> Montgomery Instructional Computer Lab	Revision of Policy Revised to update the title and to state that standard Windows accessibility options are available on all computers
<u>STA 502-13</u> Sparky’s Den Recreation Center	Revision of Policy Revised to delete the section regarding refunds
<u>STA 503-01</u> Scheduling Activities Areas	Revision of Policy Revised to update a header, “Risk Management” to “Environmental Health & Safety,” and “Facilities Planning and Management” to “Facilities Management” and to state that student organizations are permitted to sponsor a vendor for nine days each semester to raise money and that vendors must furnish their own tables and chairs
<u>STA 503-02</u> Sales and Solicitation on Campus	Revision of Policy Revised to state that a signed Food Waiver Request form must be approved by ASU’s Office of Environmental Health and by the Student Development Memorial Union Administration Office prior to the event
<u>STA 504-01</u> Fraternities and Sororities— Relationship with the University	Revision of Policy Revised to update the roles and requirements of advisors, to add the National Association of Latino Fraternal Organizations, Inc., as a

	member of the ASU fraternity/sorority community
<p><u>STA 505-01</u></p> <p>Student Organization Registration</p>	<p>Revision of Policy</p> <p>Revised to state that campus resources available to registered student organizations may be denied as the result of an organization’s failure to register by the designated deadline</p>
<p><u>STA 1303</u></p> <p>Student Recreation Complex Membership</p>	<p>Revision of Policy</p> <p>Revised to state that guests of Student Recreation Complex members who pay the current guest fee must be at least 16 years of age</p>
<p>STA 105-01, STA 105-02, the Registrar section (600s), the Student Financial Assistance section (800s), and the Undergraduate Admissions section (1200s)</p>	<p>Revision of Policies</p> <p>Moved to the new <i>Student Enrollment Services Policies and Procedures Manual (SES)</i></p>

[STA](#) manual | ASU policies and procedures [manuals](#) | [Search](#) manuals | STA manual [contact](#) | Student Affairs Web [site](#)

[Back to Top](#)