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**Effective:** 11/1/2001
 

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## **ASU** STA Manual Revision Notice

<b>Policy</b>	<b>Summary of Change</b>
<p><a href="#"><u>STA 104-03</u></a></p> <p>Hazing Prevention</p>	<p><b>Revision of Policy</b></p> <p>Revised to change the name of the policy and to clarify the institutional policy prohibiting hazing activities</p>
<p><a href="#"><u>STA 105-01</u></a></p> <p>Release of Student Information</p>	<p><b>Revision of Policy</b></p> <p>Revised to indicate that the student's ASU e-mail address is releasable information and to give the address to which a third party should return records if they cannot comply with FERPA guidelines</p>
<p><a href="#"><u>STA 502-02</u></a></p> <p>Reserving and Using Memorial Union Facilities</p>	<p><b>Revision of Policy</b></p> <p>Revised to state new cancellation deadlines for ballroom requests, to implement a special charge for late cancellations of these rooms, and to add information about fees for storing materials prior to events in the Memorial Union</p>
<p><a href="#"><u>STA 602-01</u></a></p> <p>Registration for Classes— General Policy</p>	<p><b>Revision of Policy</b></p> <p>Revised to change “InTouch” to “SunDial”</p>
<p><a href="#"><u>STA 602-03</u></a></p> <p>Drop/Add of Classes</p>	<p><b>Revision of Policy</b></p> <p>Revised to change “InTouch” to “SunDial” and to show that there is now only one registrar's site</p>
<p><a href="#"><u>STA 602-04</u></a></p> <p>Override and/or Overload Authorizations</p>	<p><b>Revision of Policy</b></p> <p>Revised to change “InTouch” to “SunDial” and to show that there is now only one registrar's site</p>
<p><a href="#"><u>STA 602-05</u></a></p>	<p><b>Revision of Policy</b></p>

Registration and Drop/Add after the Published Deadline	Revised to change the deadline from one week to five business days for approved registrations and drop/add requests after the published deadline
<a href="#"><u>STA 602-06</u></a> Repeating Courses	<b>Revision of Policy</b> Revised to clarify the procedure
<a href="#"><u>STA 602-08</u></a> Withdrawal from Classes— General Policy	<b>Revision of Policy</b> Revised to change “InTouch” to “SunDial” and to show that there is now only one registrar’s site
<a href="#"><u>STA 602-13</u></a> Canceling Classes for the Semester	<b>Revision of Policy</b> Revised to state that the Registrar’s Office will notify Tuition Payment only if the student is completely withdrawn from the university
<a href="#"><u>STA 602-15</u></a> Petition to Take a Course for the Third Time	<b>Revision of Policy</b> Revised to state that the Graduation Section updates the student’s petition approvals to the Student Information System
<a href="#"><u>STA 602-16</u></a> Unrestricted Withdrawals after the Published Deadline	<b>Revision of Policy</b> Revised to change the processing time from one week to five business days and to state that the person signing the approval does not have to include a note documenting the backdate
<a href="#"><u>STA 602-17</u></a> Restricted Withdrawals after the Published Deadline	<b>Revision of Policy</b> Revised to change the processing time from one week to five business days
<a href="#"><u>STA 603-09</u></a> Petitions for Undergraduate Admission Deficiency Appeals	<b>Revision of Policy</b> Revised to show that students have two years to complete deficiencies
<a href="#"><u>STA 604-01</u></a> Grade Change	<b>Revision of Policy</b> Revised to state that a dean can designate a member of his or her staff to sign grade changes

<p><a href="#"><u>STA 604-04</u></a></p> <p>Student Self-Imposed Holds</p>	<p><b>Revision of Policy</b></p> <p>Revised to state that a student’s written request to put records on hold does not need to be notarized</p>
<p><a href="#"><u>STA 604-08</u></a></p> <p>Affidavit of Dependency for Release of Records</p>	<p><b>Revision of Policy</b></p> <p>Revised to state that a parent must have an affidavit notarized and that the submitted copy of the IRS 1040 form must be signed</p>
<p><a href="#"><u>STA 605-01</u></a></p> <p>Undergraduate Program of Study</p>	<p><b>Revision of Policy</b></p> <p>Revised to state that student-athletes do not have to submit an undergraduate program of study until prior to the beginning of their fifth semester of full-time collegiate enrollment</p>
<p><a href="#"><u>STA 605-02</u></a></p> <p>Master’s and Doctoral Programs of Study</p>	<p><b>Revision of Policy</b></p> <p>Revised to include the procedure for the Petition for Course Changes to the Graduate Program of Study</p>
<p><a href="#"><u>STA 605-07</u></a></p> <p>Student-Athlete Plan of Study</p>	<p><b>Revision of Policy</b></p> <p>Revised to state that a student-athlete may not have to complete a plan of study if the faculty athletics representative prescribes otherwise</p>
<p><a href="#"><u>STA 606-01</u></a></p> <p>Residency Reclassification—General Policy</p>	<p><b>Revision of Policy</b></p> <p>Revised to state that students must now complete a Petition for Change of Residency instead of a Domicile Affidavit</p>
<p><a href="#"><u>STA 806-03</u></a></p> <p>Institutional Scholarship Deferment Guidelines</p>	<p><b>Revision of Policy</b></p> <p>Replaces part of the policy formerly entitled “Regent’s Academic Top Five Percent Scholarship Deferment and Portability Guidelines”</p>
<p><a href="#"><u>STA 806-04</u></a></p> <p>Portability of Resident Tuition Wavers</p>	<p><b>New Policy</b></p> <p>Replaces part of the policy formerly entitled “Regent’s Academic Top Five Percent Scholarship Deferment and Portability Guidelines”</p>

<p><a href="#"><u>STA 1401</u></a></p> <p>Scheduling Outdoor Campus Activities Areas</p>	<p><b>Revision of Policy</b></p> <p>Revised to clarify regulations for using vehicles on the mall</p>
<p><a href="#"><u>STA 1402</u></a></p> <p>Sales and Solicitation on Campus</p>	<p><b>Revision of Policy</b></p> <p>Revised to remove responsibility for scheduling events at Old Main and to extend the time during which a group must require space from five days to two weeks prior to the event</p>
<p><a href="#"><u>STA 1403-01</u></a></p> <p>Fraternities and Sororities—Relationship with the University</p>	<p><b>Revision of Policy</b></p> <p>Revised to remove the statement allowing a group without an affiliation with one of the listed national Greek-related groups to be able to report to the Greek Life coordinator</p>
<p><a href="#"><u>STA 1404-01</u></a></p> <p>Student Organization Registration</p>	<p><b>Revision of Policy</b></p> <p>Revised to remove a referral to providing cubicle space, to state the dates when new organization registrations are processed, and to state that approval from the ASU Trademark Licensing Office is necessary before student organizations can use ASU marks or logos</p>
<p><a href="#"><u>STA 1405-01</u></a></p> <p>Campus Children’s Center Enrollment</p>	<p><b>Revision of Policy</b></p> <p>Revised to show that waiting lists are no longer divided equally between student and staff/faculty groups</p>

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