

Effective: 7/1/2008

ASU USI Manual Revision Notice D

Policy	Summary of Change
<p>USI 104-04</p> <p>Protocol for Response to Student Victims of Sexual and Relationship Violence</p>	<p>Revision of Policy</p> <p>Revised to update contact information for emergency counseling services and support staff on all ASU campuses</p>
<p>USI 106-01</p> <p>Immunization Requirements</p>	<p>Revision of Policy</p> <p>Revised to update contact information for campus health services on all ASU campuses</p>
<p>USI 107-01</p> <p>Release of Student Information</p>	<p>Revision of Policy</p> <p>Revised to remove place of birth from list of “Releasable Information” data</p>
<p>USI 201-01</p> <p>Registration for Classes– General Policy</p>	<p>Revision of Policy</p> <p>Revised to add links for the “<i>Schedule of Classes</i>” and “Summer and Winter Session” Web pages</p>
<p>USI 201-06</p> <p>Repeating Courses</p>	<p>Deleted</p>
<p>USI 201-09</p> <p>Withdrawal from Classes for Medical/Compassionate Reasons</p>	<p>Revision of Policy</p> <p>Revised to update procedure to using the “OASIS” system</p>

<p><u>USI 201-13</u></p> <p>Petition to Take a Course for the Third Time</p>	<p>Revision of Policy</p> <p>Revised to update procedure to using the “OASIS” system</p>
<p><u>USI 201-18</u></p> <p>Military Activation of Students</p>	<p>Revision of Policy</p> <p>Revised to state “Advise student to consult with individual instructors regarding the options of receiving a letter grade or incomplete”</p>
<p><u>USI 202-04</u></p> <p>Undergraduate Transfer Credit Evaluations</p>	<p>Revision of Policy</p> <p>Revised to state that “undergraduate credit will be awarded for traditional course work successfully completed at regionally accredited institutions of higher learning as approved by ASU and the Arizona Board of Regents”</p>
<p><u>USI 202-07</u></p> <p>Leave of Absence for Undergraduate Students</p>	<p>New Policy</p> <p>New policy to allow an undergraduate student to take a Leave of Absence (LOA) from the university for one or two consecutive semesters</p>
<p><u>USI 203-01</u></p> <p>Grade Change</p>	<p>Revision of Policy</p> <p>Revised to state that “instructor or department roster contact” can initiate a grade change and to update the procedure to using the “OASIS” system</p>
<p><u>USI 203-03</u></p> <p>Ordering Official Transcripts</p>	<p>Revision of Policy</p> <p>Revised to update the procedure and costs for official transcripts</p>
<p><u>USI 203-04</u></p> <p>Student Self-Imposed Holds</p>	<p>Revision of Policy</p> <p>Revised to state that student can contact any registrar location on any campus</p>

<p><u>USI 203-09</u></p> <p>Grade of Incomplete</p>	<p>Revision of Policy</p> <p>Revised to state that the instructor submits the grade change using “Faculty Center” online</p>
<p>USI 204-01</p> <p>Undergraduate Program of Study</p>	<p>Deleted</p>
<p><u>USI 204-02</u></p> <p>Master’s and Doctoral Programs of Study</p>	<p>Revision of Policy</p> <p>Revised to change “Division of Graduate Studies” to “Graduate College”</p>
<p><u>USI 204-03</u></p> <p>Application for Graduation for Bachelor's Candidates</p>	<p>Revision of Policy</p> <p>Revised to change “Division of Graduate Studies” to “Graduate College”; to update the responsible party to “Graduation Section/Registrar staff at any campus”; and to change a cross-reference</p>
<p><u>USI 204-04</u></p> <p>Application for Graduation for Master’s and Doctoral Candidates</p>	<p>Revision of Policy</p> <p>Revised to change “Division of Graduate Studies” to “Graduate College”</p>
<p><u>USI 204-05</u></p> <p>Verifying Degree Completion – Doctoral Candidates</p>	<p>Revision of Policy</p> <p>Revised to change “Division of Graduate Studies” to “Graduate College”</p>
<p><u>USI 204-07</u></p> <p>Awarding Posthumous Degrees</p>	<p>Revision of Policy</p> <p>Revised to change “Division of Graduate Studies” to “Graduate College”</p>

<p><u>USI 204-08</u></p> <p>Declaration of Graduation</p>	<p>Revision of Policy</p> <p>Revised to state that “Undergraduate students following the curriculum requirements of the 1996-1998 or later <i>General Catalog</i> must file Declaration of Graduation forms no later than the semester in which they earn 87 semester hours for all campuses”; and that “Undergraduate students following the curriculum requirements of the 1994-1996 or earlier catalog must file an undergraduate program of study. See your academic advisor for information”; and to remove a cross-reference</p>
<p><u>USI 205-01</u></p> <p>Residency Reclassification— General Policy</p>	<p>Revision of Policy</p> <p>Revised to add that a “dependent student” is a resident of Arizona and “is claimed as an income tax dependent of parents domiciled in Arizona”</p>
<p><u>USI 205-02</u></p> <p>Residency Reclassification Appeals</p>	<p>Revision of Policy</p> <p>Revised to remove “if appropriate” from step six of the procedure</p>
<p><u>USI 206-01</u></p> <p>Eligibility for Veterans Affairs Educational Benefits</p>	<p>Revision of Policy</p> <p>Revised to add “Communications log” to required interoffice documentation and to remove “undergraduate unofficial prior credit evaluation”; to restate the special requirements for undergraduate students, to remove special requirements for transfer students, and to remove “need all transcripts from College of Law and COS” for law students</p>
<p><u>USI 206-02</u></p> <p>Deferred Payments for Veterans for Tuition, Required Books, Materials, and Supplies</p>	<p>Revision of Policy</p> <p>Revised to state that students must verify eligibility at Veterans Services at one of the campuses; to remove the 10-week summer session; to remove the information on extensions for repayment; to state that “Students who do not repay the deferred amounts by the applicable due date will have a 30-day grace period before late fees are assessed. Students must begin payment to avoid submission of the account to collections. Also, students cannot register for any future semesters until the indebtedness is cleared”</p>

<p><u>USI 206-03</u></p> <p>Payments for Chapter 31, Vocational Rehabilitation Veterans, for Tuition, Required Books, Materials and Supplies, and Parking Services</p>	<p>Revision of Policy</p> <p>Revised to clarify where students must have VA forms on file; to state that Veterans Services supplies campus bookstores and Parking and Transit Services with lists of eligible students; and that for off-campus services, students must “submit receipt to case manager for reimbursement”</p>
<p><u>USI 302-01</u></p> <p>Emergency Short-Term Loans</p>	<p>Revision of Policy</p> <p>Revised to state that approved loans will be available within two business days, and to remove the name “West campus Financial Aid Services (FAS)”</p>
<p><u>USI 303-05</u></p> <p>Athletic Grant-in-Aid Appeal Process</p>	<p>New Policy</p> <p>New policy to provide procedural guidelines for an appeal of the nonrenewal or reduction of athletic grant-in-aid</p>
<p><u>USI 305-01</u></p> <p>On-Campus Student Employee Compensation</p>	<p>Revision of Policy</p> <p>Revised to change the student wage scale for “Student Worker I” from \$6.75 to \$6.90 and to change the name of “Division of Graduate Studies” to “Graduate College”</p>
<p><u>USI 306-03</u></p> <p>Award Periods—Federal Work-Study Program</p>	<p>Revision of Policy</p> <p>Revised to remove the statement that “students must submit a Summer Financial Aid Application, which is available after spring break” and add that they must “enroll for the summer term”</p>
<p><u>USI 401-01</u></p> <p>Transfer Credit Evaluation</p>	<p>Revision of Policy</p> <p>Revised to add the word “regionally” to the description of accredited institutions, and to remove the section on “Conditional Admission Prior to Receipt of Final Transcript”</p>

<p><u>USI 601-01</u></p> <p>Clinical Services</p>	<p>Revision of Policy</p> <p>Revised to change the name “Student Health Service Counseling Center” to “Student Counseling Services” and to add a link to the ASU Health Center at the Downtown Phoenix campus</p>
<p><u>USI 601-02</u></p> <p>Psychiatric Services</p>	<p>Revision of Policy</p> <p>Revised to remove references to “emergency” and to change the name “Student Health Service Counseling Center” to “Student Counseling Services”</p>
<p><u>USI 601-03</u></p> <p>Career Testing Services</p>	<p>Revision of Policy</p> <p>Revised to state that career testing services are provided only at the Tempe counseling center</p>
<p><u>USI 601-04</u></p> <p>Outreach Programs and Consultation</p>	<p>Revision of Policy</p> <p>Revised to restate the scope of the mission in outreach, the parties consulted in partnership regarding the well-being of ASU students, the function of consultation in circumstances in which multiple students might experience a traumatic event, and to change the name “Student Health Service Counseling Center” to “Student Counseling Services”</p>
<p><u>USI 602-01</u></p> <p>Mental Health Emergencies</p>	<p>Revision of Policy</p> <p>Revised to change the name “Student Health Service Counseling Center” to “Student Counseling Services”; to note that callers may be referred to EMPACT for after-hours emergencies; and to state that all ASU students may call the EMPACT crisis hotline</p>
<p><u>USI 602-02</u></p> <p>Eligibility for Services</p>	<p>Revision of Policy</p> <p>Revised to change the name “Student Health Service Counseling Center” to “Student Counseling Services”; to state eligibility for ABOR Student Health Insurance participants; and to state that “Persons not associated with ASU are eligible for clinical services at the ASU Health Center at the Downtown Phoenix</p>

	<p>campus. Persons not associated with ASU are not eligible for clinical services at the Tempe, Polytechnic or West campuses”</p>
<p>USI 602-03 Use of Insurance (Third-Party Payment) for Clinical Services</p>	<p>Deleted</p>
<p>USI 602-04 Counseling Fee Reduction</p>	<p>Deleted</p>
<p>USI 602-05 Counseling Fees</p>	<p>Revision of Policy Revised to combine the information previously contained in USI 602-03 and 602-04 and to state that students should consult the counseling centers’ Web pages for information about fees and health insurance</p>
<p>USI 602-06 Student Confidentiality</p>	<p>Revision of Policy Revised to change the word “molestation” to “exploitation” and to change the name “Student Health Service Counseling Center” to “Student Counseling Services”</p>
<p>USI 602-07 Informed Consent</p>	<p>Revision of Policy Revised to remove “psycho-educational workshops or skill building groups” and to change the name “Student Health Service Counseling Center” to “Student Counseling Services”</p>
<p>USI 701-01 Disability Resource Center— General Policy</p>	<p>Revision of Policy Revised to change the word “provide” to “facilitate” in the purpose; to add the word “requirements” to step 7 in accommodations available; and to change the word “assistive” to “adaptive”</p>

<p>USI 701-03</p> <p>Priority Enrollment for Students with Disabilities</p>	<p>Revision of Policy</p> <p>Revised to change the word “provide” to “facilitate” in the purpose and to change the title “disability access consultants” to “professional staff”</p>
<p>USI 701-04</p> <p>TRiO Student Support Services for Select Students with Disabilities— Tempe Campus</p>	<p>Revision of Policy</p> <p>Revised to add the word “nonmandated” to “academic support services”</p>
<p>USI 701-05</p> <p>Testing Accommodations for Students with Disabilities</p>	<p>Revision of Policy</p> <p>Revised to change the word “provide” to “facilitate” in the purpose and to change the title “disability access consultants” to “professional staff”</p>
<p>USI 701-07</p> <p>Alternative Format Services</p>	<p>Revision of Policy</p> <p>Revised to add “foreign language texts” to the examples of print conversions; to add the requirement that students must enroll in classes during Priority Enrollment; and to change the title “disability access consultants” to “professional staff”</p>
<p>USI 701-12</p> <p>Laboratory Accommodations for Students with Disabilities</p>	<p>Revision of Policy</p> <p>Revised to clarify the wording of the policy, to state that laboratory aides provide assistance with in-class assignments as directed by the student, and to add physical ability to the definition of qualified laboratory aide</p>
<p>USI 801-01</p> <p>General Building Rules</p>	<p>Revision of Policy</p> <p>Revised to state that “use of candles and incense is prohibited, except for ceremonial purposes and only upon receipt of a permit from ASU Environmental Health & Safety”; and to restate the policy about smoking</p>

<p><u>USI 801-02</u></p> <p>Reserving and Using Memorial Union Facilities</p>	<p>Revision of Policy</p> <p>Revised to wholly restate Memorial Union meeting room policies</p>
<p><u>USI 801-03</u></p> <p>Food Services</p>	<p>Revision of Policy</p> <p>Revised to replace “Catering Office” with “MU Event and Meeting Services,” “Sodexo Services” with “Aramark Services,” “Diners Club” card with “Discover” card, “Food Documentation” form with “Business Meals and Related Expense” form; to state that a “late fee is assessed for scheduling events after noon two business days before the scheduled event,” not three days; to state that buffet-style “functions are designed for groups of 15 or more”; to state that groups must plan the “menu at least one week before the catered event”; to state that “a minimum of \$25 food order” is necessary for delivery of food outside the MU building; to state that \$3.50 per person is charged for china service for coffee breaks; to state that customers “are responsible for contracting with an approved alcohol service provider for all events with alcohol service,” and that “a delivery charge of \$100 is applied to services provided outside the MU”</p>
<p><u>USI 1301-01</u></p> <p>Social Fraternities and Sororities-Relationship with the University</p>	<p>Revision of Policy</p> <p>Revised to modify “fraternities and sororities” with the word “social”; to replace “chapters” with the word “organization”; to state that “the university may withdraw recognition from organizations that have failed to meet the minimum expectations regarding social fraternity and sorority recognition; or who are not in good academic, disciplinary, or financial standing or whose officers or members have violated the <i>Student Code of Conduct</i> or other university policy”; that “organizations must have recognition as a colony or chapter in good standing of an inter/national social fraternity or sorority as recognized by the Internal Revenue Service under the provisions of §86.14 of the regulations promulgated under <i>Title IX of the U.S. Education Act Amendments of 1972</i>; that each social fraternity and sorority must participate in at least one risk management program and one campus activity/program each year; that each new Greek member must successfully complete AlcoholEdu (or appropriate substitute) prior to the end of his or her new members’ semester and to add a link to that Web site</p>

<p>USI1302-01</p> <p>Student Organization Registration</p>	<p>Revision of Policy</p> <p>Revised to add that a part-time faculty member, academic professional, or staff member may serve as an advisor</p>
<p>USI1601</p> <p>Student Recreation Complex</p>	<p>Revision of Policy</p> <p>Revised to restate the prohibitions for members and ASU students and to remove “cell phone” from the photography policy</p>

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