

**Effective:** 3/1/2007

The *Student Affairs Policies and Procedures Manual* (STA) and the *Student Enrollment Services Policies and Procedures Manual* (SES) have merged. As of November 1, 2006, the material previously found in these manuals is housed in the *University Student Initiatives Policies and Procedures Manual* (USI).

## **ASU** USI Manual Revision Notice<sub>D</sub>

Policy	Summary of Change
<p><a href="#">USI 107-01</a></p> <p>Release of Student Information</p>	<p><b>Revision of Policy</b></p> <p>Revised to update a source and to include Enrollment Services at the Downtown Phoenix campus</p>
<p><a href="#">USI 201-08</a></p> <p>Withdrawal from Classes—General Policy</p>	<p><b>Revision of Policy</b></p> <p>Revised to update “Records &amp; Registration at the West campus” to “Registration Services at the West campus” and to state that undergraduate students must initiate a complete withdrawal in person beginning the first day of the fall and spring semester</p>
<p><a href="#">USI 204-03</a></p> <p>Application for Graduation for Bachelor’s and Master’s Candidates</p>	<p><b>Revision of Policy</b></p> <p>Revised to significantly update the procedure table</p>
<p><a href="#">USI 204-07</a></p> <p>Awarding Posthumous Degrees</p>	<p><b>Revision of Policy</b></p> <p>Revised to clarify that required supporting documents for undergraduate students are an unofficial transcript and DARS audit or Program of Study and for graduate students are an unofficial transcript and Program of Study if available</p>
<p><a href="#">USI 301-01</a></p> <p>Financial Aid Eligibility</p>	<p><b>Revision of Policy</b></p> <p>Revised to clarify that a student should be making satisfactory</p>

academic progress in order to be eligible

[USI 301-04](#)

Satisfactory Academic Progress

**Revision of Policy**

Revised to update the language

[USI 301-06](#)

Awarding/Expected Contribution

**Revision of Policy**

Revised to update the language

[USI 301-07](#)

Summer Financial Aid

**Revision of Policy**

Revised to add to the list of aid programs ASU Grants, Student Aid Trust Grants, University Grants, Federal Supplemental Educational Opportunity Grants, Federal PLUS Loans, and Federal Direct Subsidized/Unsubsidized Loans

[USI 301-08](#)

Student and Parent Reviews

**Revision of Policy**

Revised to update the source and the language and to include the Polytechnic and Downtown Phoenix campuses in the procedure

[USI 301-09](#)

Independent Student Review

**Revision of Policy**

Revised to update the language and the procedure and to include the Polytechnic and Downtown Phoenix campuses

[USI 301-10](#)

Disbursement of Financial Aid Funds

**Revision of Policy**

Revised to update the language

[USI 304-08](#)

Employment of Nonimmigrant International

**Revision of Policy**

Revised to significantly update the policy section

Students	
<p><a href="#">USI 304-09</a></p> <p>Academic Withdrawal</p>	<p><b>Revision of Policy</b></p> <p>Revised to delete that an hourly student withdrawing from the university may appeal through Student Employment the length of his or her work continuance</p>
<p><a href="#">USI 305-09</a></p> <p>Handling Incidents of Fraud</p>	<p><b>Revision of Policy</b></p> <p>Revised to delete ASU DPS as an entity to which Student Employment normally refers alleged cases of fraud</p>
<p><a href="#">USI 306-01</a></p> <p>Federal Work-Study Employment Program</p>	<p><b>Revision of Policy</b></p> <p>Revised to delete Jumpstart from the list of programs</p>
<p><a href="#">USI 306-03</a></p> <p>Award Periods—Federal Work-Study Program</p>	<p><b>Revision of Policy</b></p> <p>Revised to state that interested summer students must have a completed FAFSA for the current academic year on file and be eligible for need-based aid and that interested students not enrolled in the summer sessions must have a completed financial aid application for the following academic year on file and also be eligible for need-based aid, and to clarify that Summer Financial Aid Applications are available after spring break</p>
<p><a href="#">USI 501-01</a></p> <p>Career Services Eligibility</p>	<p><b>Revision of Policy</b></p> <p>Revised to add as eligible other individuals as determined by a campus division head and members of the community who are eligible for certain services and to state that ASU students and alumni must be registered with Sun Devil CareerLink to receive face-to-face career services except during career fairs</p>
<p><a href="#">USI 601-01</a></p> <p>Clinical Services</p>	<p><b>Revision of Policy</b></p> <p>Revised to update “Counseling &amp; Health Services at the West</p>

	<p>campus” to “Student Health Service Counseling Center at the West campus” and to include information on the Downtown Phoenix campus</p>
<p><a href="#">USI 601-02</a> Psychiatric Services</p>	<p><b>Revision of Policy</b> Revised to update “Counseling &amp; Health Services at the West campus” to “Student Health Service Counseling Center at the West campus” and to include information on the Downtown Phoenix campus</p>
<p><a href="#">USI 601-03</a> Career Testing Services</p>	<p><b>Revision of Policy</b> Revised to state that the counseling centers at the Tempe and Polytechnic campuses provide testing on request for career and personal exploration, to update “Counseling &amp; Health Services at the West campus” to “Student Health Service Counseling Center at the West campus,” and to include information on the Downtown Phoenix campus</p>
<p><a href="#">USI 601-04</a> Outreach Programs and Consultation</p>	<p><b>Revision of Policy</b> Revised to update “Counseling &amp; Health Services at the West campus” to “Student Health Service Counseling Center at the West campus” and “mental health” to “psychological,” to clarify that a goal is to address psychological concerns that may affect academic progress, and to include information on the Downtown Phoenix campus</p>
<p><a href="#">USI 601-05</a> Eating Disorders Program</p>	<p><b>Revision of Policy</b> Revised to update “Counseling &amp; Health Services at the West campus” to “Health Service Counseling Center at the West campus,” to delete that students receive individually designed treatment programs and that all team members review cases and participate in treatment planning and outside referrals, and to include information on the Downtown Phoenix campus</p>
<p><a href="#">USI 601-06</a> Testprep@ASU</p>	<p><b>Revision of Policy</b> Revised to clarify that tutoring may be available based on</p>

resources for students who want additional practice

[USI 602-01](#)

Mental Health Emergencies

**Revision of Policy**

Revised to update “Counseling & Health Services at the West campus” to “Health Service Counseling Center at the West campus” and to clarify that 911 should be called in life-threatening situations

[USI 602-02](#)

Eligibility for Services

**Revision of Policy**

Revised to update “Counseling & Health Services at the West campus” to “Health Service Counseling Center at the West campus,” to clarify that enrolled ASU students may be eligible for a number of ongoing services and that faculty and staff are eligible for consultation services regarding ASU students, and to delete that spouses and children of faculty and staff may be seen for purposes of referral to appropriate agencies

[USI 602-04](#)

Counseling Fee Reduction

**Revision of Policy**

Revised to update the title, to state that fee reductions apply to currently registered ASU students who meet criteria established by Student Financial Aid, and to delete that an appeal process is available

[USI 602-05](#)

Counseling Fees

**Revision of Policy**

Revised to update “Counseling & Health Services at the West campus” to “Health Service Counseling Center at the West campus”

[USI 602-06](#)

Student Confidentiality

**Revision of Policy**

Revised to update “Counseling & Health Services at the West campus” to “Health Service Counseling Center at the West campus”

[USI 602-07](#)

**Revision of Policy**

<p>Informed Consent</p>	<p>Revised to update “Counseling &amp; Health Services at the West campus” to “Health Service Counseling Center at the West campus”</p>
<p><a href="#">USI 701-14</a></p> <p>Full-Time Enrollment Equivalency for Students with Disabilities</p>	<p><b>Revision of Policy</b></p> <p>Revised to delete examples of administrative benefits, to add the University Registrar’s Office as a potentially affected campus service, and to add a link</p>
<p><a href="#">USI 801-04</a></p> <p>Petitioning, Distributing, and Posting Literature In and Near the Memorial Union</p>	<p><b>Revision of Policy</b></p> <p>Revised to state that commercial posting is only allowed in or on any part of the MU with permission from the MU Marketing Department and only in assigned locations, to add hallways to the list of areas where posted materials are prohibited, and to include advertisements for MU-affiliated business partners as acceptable posted materials</p>
<p><a href="#">USI 901-02</a></p> <p>Council of Religious Advisors —Faculty Associate Card</p>	<p><b>Revision of Policy</b></p> <p>Revised to update the title</p>
<p><a href="#">USI 1201-04</a></p> <p>Student-Athlete Medical Care</p>	<p><b>Revision of Policy</b></p> <p>Revised to clarify that the director of CHS ensures that a yearly performance evaluation of team physicians is completed</p>
<p><a href="#">USI 1301-01</a></p> <p>Fraternities and Sororities— Relationship with the University</p>	<p><b>Revision of Policy</b></p> <p>Revised to state that withdrawal of chapter recognition may occur through the violation of the <i>Student Code of Conduct</i> or other university policy, to delete that the Greek Life office may impose additional sanctions and will verify enrollment of members and provide scholarship reports to the chapter president by September 30 and March 1 each year, and to clarify that chapters should be in good standing with their inter-/national headquarters, and to significantly update the expectations</p>

<p><a href="#">USI 1302-01</a></p> <p>Student Organization Registration</p>	<p><b>Revision of Policy</b></p> <p>Revised to state that failure to adhere to university policies, procedures, or requirements is a factor in denying or revoking registration and to update the language to indicate that failure to register by the deadline will result in no description of the organization appearing in a variety of forums</p>
<p><a href="#">USI 1401-01</a></p> <p>State Press Letters to the Editor Policy</p>	<p><b>Revision of Policy</b></p> <p>Revised to delete the “Talk Back” section</p>
<p><a href="#">USI 1601</a></p> <p>Student Recreation Complex</p>	<p><b>Revision of Policy</b></p> <p>Revised to clarify that cell phone usage is permitted only in nonactivity areas</p>
<p>USI 201-01, 201-02, 201-03, 201-04, 201-05, 201-07, 201-09, 201-11, 201-13, 201-14, 203-02, 203-04, 204-01, 204-02, and 204-08</p>	<p><b>Revision of Policy</b></p> <p>Revised to update “Records &amp; Registration at the West campus” to “Registration Services at the West campus”</p>

skip navigation bar

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

[Back to Top](#)

