Welcome to the College of Health Solutions! We are delighted to partner with you to complete your degree program. Whether you are a first time freshman or a transfer student, we want you to be aware of information that will help you as you progress. If ever you do not understand a policy or procedure, please immediately contact your academic advisor for more information.

Mission: The mission of the College of Health Solutions (CHS) is to promote better health, at lower costs, for more people. The College plans to realize this goal by working with others at ASU to train and develop the health work force of the future.

**Table of Contents**

- **Degree components** ................................................................. pg. 3
- **Concurrent degrees** .............................................................. pg. 3
- **Class standing** ................................................................... pg. 5
- **Graduating with Academic Recognition** ........................... pg. 5
- **Catalog year** ......................................................................... pg. 6
- **Communication from ASU to students** ............................. pg. 7
- **Academic progress and e-Advisor tracking** ...................... pg. 8
- **Credit/Registration** ............................................................... pg. 8
- **Drop/Add and Withdrawal** ............................................... pg. 9
- **Medical or Compassionate Withdrawals** ....................... pg. 9
- **Leaves of Absence** ............................................................... pg. 10
- **Grading** ............................................................................... pg. 10
- **Incompletes** .......................................................................... pg. 10
- **Dean’s List** ........................................................................... pg. 10
- **Degree Audit Reporting System (DARS)** ......................... pg. 11
- **Academic Advising** ............................................................. pg. 15
- **Pre-health Professions Advising** ....................................... pg. 16
- **Student Resources** .............................................................. pg. 16
- **Accommodation for Disability** ......................................... pg. 17
- **Campus Safety** ..................................................................... pg. 17
- **Sexual Harassment** ............................................................. pg. 17
- **Veterans** ................................................................................ pg. 17
- **Academic Standing** ............................................................. pg. 18
- **Academic Success Agreement** ......................................... pg. 19
- **Academic Probation** ............................................................ pg. 21
- **Academic Disqualification** ............................................... pg. 21
- **Academic Integrity** .............................................................. pg. 21
- **Grade Grievance Procedures** ........................................... pg. 23
- **Graduate Academic Standing and Dismissal Policy** ........ pg. 24
A statement from CHS faculty relating to student success

As an ASU faculty member, I have a unique opportunity to facilitate your academic success. If you feel you need a little extra help please consider (1) attending my office hours to discuss strategies for success in this course (2) visiting studentsuccess.asu.edu or calling 602-496-4278 to work with an academic mentor who can provide guidance on test preparation, test-taking skills, note-taking strategies, how to read critically, time management, using Blackboard effectively and more (3) making an appointment with the Writing Center for assistance with planning, drafting, and editing writing assignments at studentsuccess.asu.edu/writingcenters
Degree components

All bachelor’s degrees in the College of Health Solutions require a minimum of 120 hours, with at least 45 hours at the upper division (300 and 400-level courses). Each major map is designed to include the correct number of minimum and upper-division hours.

The degree is composed of university graduation requirements, general studies requirements and major requirements. In some cases, the courses required for a particular major carry one or more general studies designators, which relieves students from having to select other courses to fill a particular category of the general studies. When this happens, it allows students a greater degree of freedom to complete a minor, a certificate, or simply to take elective courses not specifically required for the degree. Students who are interested in finding out what minors and certificates are offered by ASU should use the degree search function of e-Advisor. While minors cannot share courses with a major, often certificates allow this sharing of coursework. Another resource for students in their exploration is to meet with their academic advisor.

Concurrent Degrees

Exceptional students at ASU are at times permitted to pursue concurrent degrees. These are two different disciplines for which a student would earn a separate diploma for each degree. For example, a student in Exercise and Wellness may also petition to pursue a degree in Spanish. If a student is interested in pursuing this option, he or she may petition the College of Health Solutions Standards Committee if both degrees are offered by this college, or if the second degree is offered by another college, the Standards Committees of both colleges must be petitioned separately. To qualify for approval, College of Health Solutions students must meet the requirements on the Petition to Pursue a Concurrent Degree and submit the petition to the advisor.
Petition to the College of Health Solutions of intent to pursue concurrent degrees

Students at Arizona State University are permitted to pursue concurrent degrees so long as they meet the requirements for both programs and receive permission in advance from the college(s) offering their chosen majors. For example, a student in Exercise and Wellness may also petition to pursue a degree in Spanish. If a student is interested in pursuing this option, he or she may petition the College of Health Solutions Standards Committee if both degrees are offered by this college, or if the second degree is offered by another college, the Standards Committees of both colleges must be petitioned separately. Students earn a separate diploma for each degree.

**Minimum Requirements**

1. Sophomore standing or higher
2. Minimum 3.00 GPA
3. Minimum of 12 hours of coursework completed in the first major
4. Minimum of 9 hours of coursework completed in the second major
5. Minimum of 30 unique hours of coursework in each major.

<table>
<thead>
<tr>
<th>Student Name:</th>
<th>ASU ID#:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email:</td>
<td>Phone:</td>
</tr>
<tr>
<td>Student Signature:</td>
<td>Date:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Primary Major/Degree:</th>
<th>Circle one: BA BS BAE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary College:</td>
<td>Campus:</td>
</tr>
<tr>
<td>Catalog Year:</td>
<td>GPA:</td>
</tr>
<tr>
<td>Advisor Signature (verification of advisement, not approval):</td>
<td>Date:</td>
</tr>
</tbody>
</table>

**Additional Degree(s) Requested:**

<table>
<thead>
<tr>
<th>2nd Major/Degree:</th>
<th>Circle one: BA BS BAE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Secondary College:</td>
<td>Campus:</td>
</tr>
<tr>
<td>Catalog Year:</td>
<td></td>
</tr>
<tr>
<td>Advisor Signature (verification of advisement, not approval):</td>
<td>Date:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3rd Major/Degree:</th>
<th>Circle one: BA BS BAE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Third College:</td>
<td>Campus:</td>
</tr>
<tr>
<td>Catalog Year:</td>
<td></td>
</tr>
<tr>
<td>Advisor Signature (verification of advisement, not approval):</td>
<td>Date:</td>
</tr>
</tbody>
</table>

For Internal College Use
Class Standing

A student’s class standing is determined by the number of hours earned, as shown in the table below.

<table>
<thead>
<tr>
<th>Class Standing</th>
<th>Hours Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student</td>
<td>Hours Earned</td>
</tr>
<tr>
<td>Freshman</td>
<td>24 or fewer semester hours earned</td>
</tr>
<tr>
<td>Sophomore</td>
<td>25 to 55 semester hours earned</td>
</tr>
<tr>
<td>Junior</td>
<td>56 to 86 semester hours earned</td>
</tr>
<tr>
<td>Senior</td>
<td>87 or more semester hours earned</td>
</tr>
<tr>
<td>Graduate</td>
<td>bachelor’s from accredited institution</td>
</tr>
</tbody>
</table>

Graduating with academic recognition

An undergraduate student must have completed at least 56 credit hours of resident credit at ASU to qualify for graduation with academic recognition for a bachelor’s degree.
The cumulative GPA determines the designation, as shown in the academic recognition table below.

<table>
<thead>
<tr>
<th>Cumulative GPA</th>
<th>Designation</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.40–3.59</td>
<td>cum laude</td>
</tr>
<tr>
<td>3.60–3.79</td>
<td>magna cum laude</td>
</tr>
<tr>
<td>3.80–4.00</td>
<td>summa cum laude</td>
</tr>
</tbody>
</table>

The cumulative GPA for these designations is based on ASU resident course work only. For example, ASU independent learning course grades are not calculated in the honors GPA. All designations of graduation with academic recognition are indicated on the diploma and the ASU transcript. Graduation with academic recognition applies only to undergraduate degrees.

A student who has a bachelor’s degree from ASU and is pursuing a second baccalaureate degree at ASU (with a minimum of 30 hours of resident credit) is granted academic recognition on the second degree based on the credit hours earned subsequent to the posting of the first degree. If fewer than 56 credit hours are completed at ASU subsequent to completion of the first ASU degree, the level of academic recognition can be no higher than that obtained on the first degree. If 56 or more credit hours are completed at ASU after completion of the first ASU degree, the level of academic recognition is based on the GPA earned for the second ASU degree. Inquiries about graduation with academic recognition may be directed to the graduation office (480-965-3256).

**Catalog year**

Guidelines for Determination of Catalog Year

The general catalog is published annually. Department, school, college and university requirements may change and are upgraded often. In determining graduation requirements, an undergraduate student may use only one edition of the catalog but may elect to follow any later catalog edition under which the student attends. Students may not use an edition of the catalog that was in effect before their high school graduation or completion of GED. Students maintaining continuous enrollment at any Arizona community college or public university may graduate according to the requirements of the catalog in effect at the time of initial enrollment following high school graduation or completion of a GED or according to the requirements of any single catalog in effect during subsequent terms of continuous enrollment. Students may maintain continuous enrollment while pursuing their degrees, whether attending a single Arizona community college or public university or transferring among public institutions in Arizona. Students transferring among Arizona public higher education institutions must meet the admission, residency and all curricular and academic requirements of the degree-granting institution.

1. A semester in which a student earns course credit is counted toward continuous enrollment. Non-credit courses, audited courses, failed courses or courses from which the
1. Student withdraws do not count toward the determination of continuous enrollment for catalog purposes.

2. Students who do not meet the minimum enrollment standard stipulated above during three consecutive semesters (fall/spring/fall or spring/fall/spring) and the intervening summer term at any Arizona community college or public university are no longer considered continuously enrolled. (Note that students are not obligated to enroll and earn course credit during summer terms, but summer enrollment may be used to maintain continuous enrollment status.) These students must meet requirements of the Arizona community college or public university catalog in effect at the time they are readmitted or of any single catalog in effect during subsequent terms of continuous enrollment after readmission.

3. Students admitted or readmitted to an Arizona community college or public university during a summer term must follow the requirements of the catalog in effect the following fall semester or of any single catalog in effect during subsequent terms of continuous enrollment.

4. In areas of study in which the subject matter changes rapidly, material in courses taken long before graduation may become obsolete or irrelevant.

5. Course work that is more than eight years old is applicable to completion of degree requirements at the discretion of the student’s major department. Departments may accept such course work, reject it or request that the student revalidate its substance. The eight-year limit on course work applies except when program accreditation agencies limit the life of course work to fewer than eight years. Departments may also require students to satisfy current major requirements rather than major requirements in earlier catalogs when completing earlier requirements is no longer possible or educationally sound.

6. Enrollment by Arizona community college students in nontransferable courses still constitutes enrollment for purposes of determining whether the student has been continuously enrolled. For example, if a student takes two semesters of cooperative education classes that are not transferable to the university but constitute continuous enrollment at the community college, the university should consider it continuous enrollment.

7. Exceptions made by an institution apply only to the institution that made the exception. For example, if the community college departments accepted credit that was more than eight years old, the university department to which the student transfers might not; it has the right and the obligation to reevaluate any credit more than eight years old.

Inquiries about these guidelines may be directed to the student’s academic advisor.

**Communication from ASU to students**

The official channel of communication between ASU and students is through MyASU and ASU email addresses. A student should access his or her MyASU page at least once a day to make certain she misses no alerts of upcoming requirements or opportunities from the university, college or department/school. If a faculty or staff member attempts to contact a student directly, it will always be through the assigned ASU email address. If a student forwards the ASU email address to a more frequently checked email, the student will need to check the spam or junk folders also since sometimes forwarded mail can be channeled through this folder.

The college becomes concerned if we cannot reach a student for several days or if a student does not reply to emails. This may initiate a well-check by officials. Therefore, the College of Health Solutions has mandated that students check their ASU email accounts at least every other day. If a
student is enrolled in a 7.5 week course, she should check her ASU email every day for the duration of the course.

**Academic Progress and e-Advisor tracking**

Each degree program has a major map that lays out all four years of coursework. Some courses in terms one through four are marked with a maroon diamond surrounding an exclamation mark.

This indicates that a student must take the listed course in that term and must receive the grade indicated. If a student is not qualified by score or previous coursework to take the critical course, or if the student does not earn the minimum grade indicated, that student will be “off-track”. Students who are off-track for any semester must meet with their academic advisor to discuss the possibility that the chosen major is not one in which the student will be successful. If the student is off-track for the critical requirement two semesters consecutively, that student is required to meet with the academic advisor and select a different major that is substantially different from the one for which the student was not prepared. This enables the student to change his or her major to one that can be successfully completed in a minimal amount of time. We call this “transitional” advising and advisors are very successful in finding just the right major for students. The important thing is that students earn a bachelor’s degree, not necessarily that they earn the one to which they were initially admitted. In terms 5 - 8 some courses are marked on the major map with a gold star.

The star indicates a course as necessary to take in the term listed. The course is necessary to take at that time, generally because it is a prerequisite for a course in the next semester, or that it allows the student to build a knowledge base that will aid the student in a later course. If a student does not take a necessary course when indicated, the student is said to be off-track for graduation. A bachelor’s degree is an investment and the College of Health Solutions wants students to graduate in four years so they can begin to pursue their return on that investment. Students should check their MyASU pages regularly to see whether they have fallen off-track or whether they remain on-track. If a student becomes off track once, the student must meet with an advisor to complete the Academic Success Agreement shown on pages 17 – 18.

**Credit/Registration**

Students are allowed to register for up to a maximum of 18 credit hours per fall or spring semester, and 14 hours for summer. However, it is rarely encouraged for students to take that many hours in a given semester, especially if a student has a job or is heavily involved in other outside activities. If a student wishes to petition the College of Health Solutions Standards Committee for an overload of hours for an individual semester, he or she must complete the Undergraduate Standards Committee Petition and take the completed form to the academic advisor.
Drop/Add and Withdrawals

Registration deadlines determine the last day you are able to add, drop or withdrawal from classes. Each class has its own set of registration deadlines which are based on the length of the class as well as the session the class is held during. The drop/withdrawal deadlines listed on the Academic Calendar apply to classes scheduled in the regular 16-week term. If your class is scheduled in a session that is less than 16 weeks, the deadlines are prorated. The best way to determine the registration deadlines for a class you are registered for is to sign into My ASU and click on the calendar icon next to the class in your My Classes box. To determine the registration deadlines for a class you are not yet registered, use the online Class Search and Course Catalog to search for the class and click on the “Dates” column in the search results.

It is important to remember that a withdrawal or ‘W’ noted on a student’s transcript has no effect on that student’s GPA, and a ‘W’ is not considered a negative for graduate school application unless there is a pattern that indicates a student has not been able to sustain performance in full-time coursework.

Drop/add deadline

This is the last day to add a class or to drop a class without receiving a grade of 'W' on your transcript. Adding a class after the drop/add deadline is considered a “Late Add” and requires instructor, department, and college approval. All withdrawals after this date will result in a grade of ‘W’ on your transcript for each class withdrawn.

Course withdrawal deadline

This is the last day to request a withdrawal from a class while staying enrolled in other classes in the same session. A withdrawal from a class after this date is only available as part of a complete session withdrawal (see below).

Complete session withdrawal deadline

This is the last day to request a complete withdrawal from a session. As part of a complete session withdrawal you must withdraw from all of your classes in the session. Beginning the first day of the fall and spring semesters undergraduate students are required to contact their college/school to facilitate the withdrawal process.

Medical or Compassionate Withdrawals

If a student is involved in an accident or contracts and illness that results in a lengthy hospitalization and cannot complete the semester, he or she is encourage to withdraw via the online withdrawal system prior to the end of the semester. If, however, the student is unable to withdraw due to incapacitation, he or she may petition the College of Health Solutions for a Medical or Compassionate withdrawal. As with all withdrawals, if the student stopped attending within the drop-add period -- the first two weeks of the semester (2 days for a Session A or B course in fall or spring; 1 day for a summer course), the student would receive a tuition refund. Medical withdrawals with an effective date after the drop-add period result in no partial refund of tuition.
Simply applying for the medical or compassionate withdrawal does not guarantee approval. For the form and instructions on application, please go to https://students.asu.edu/forms/medical-compassionate-withdrawal-request.

**Leaves of Absence**

Continuing students who are in good academic standing or who are on academic probation may stop out for up to two full semesters before they are discontinued in the system and must apply for readmission. If a student believes that he or she may need to stop out for longer than two semesters, the student should review the university’s undergraduate Leave of Absence Policy and submit an application for Leave of Absence if applicable.

Students in academic good standing or on academic probation who stop out for one or two semesters may be eligible for Quick Re-entry.

**Grading**

Faculty at ASU may choose to use a plus/minus system of grading at ASU, or they may decide to use whole grades only. Students are not able to choose or to opt out of which ever system the faculty for a particular class decides to use. The grading rubric will be listed on the syllabus for each course. If the plus/minus system is used, the possible grades will be: A+, A, A-, B+, B, B-, C+, C, C, D or E. There are no plus or minus grades below that of C. In some cases, usually in research or internships, faculty may decide to award a grade of Y (which means that the student has performed at a satisfactory level), D or E. If the Y is earned, there is no effect on the student’s GPA. The only effect would be if the student performed at the D or E level.

**Incompletes**

If the occasion arises that a student faces an emergency near the end of the semester and the student had been earning a grade of C or higher, the student may approach the faculty to see if it is possible to award a grade of incomplete. If awarded, the student has up to one calendar year, if allowed by the faculty, to complete an agreed upon set of work to finish the class. If the work is not completed within the time allotted by the faculty, but in no longer than one calendar year, the student is given a failing grade (E).

When a grade of incomplete is awarded, the student never re-enrolls in the course. The student simply completes the missed work and the faculty member releases the grade earned for the course.

**Dean’s List**

Undergraduate students who earn 12 or more graded semester hours (“A+,” “A,” “A-,” “B+,” “B,” “B-,” “C+,” “C,” “D” or “E”) during a fall or spring semester in residence at ASU with a GPA of 3.50 or higher are eligible for the Dean’s List. A notation regarding Dean’s List achievement appears on the unofficial transcript. At the end of each fall and spring semester, students who have achieved dean’s list status during that semester will be sent an email link at which they may print a dean’s list certificate for their own records.
Degree Audit Reporting System (DARS)

DARS is the technology that allows students to search other degrees in which they might be interested to see how courses already taken are used (a “What If” audit) as well as to tell the university when the student has met all requirements to graduate. Information in the major maps is coded into the DARS graduation and DARS tracking audits. The diagrams below illustrate how students may run a DARS report.
How do I run a DARS report?

1. From your MYASU page, click the "My Progress Reports (DARS)" link in the My Programs & Advising box.

2. Click the button to request a new audit.
3. If there is a default program listed, check to make sure it corresponds with your correct major and catalog year.

If it does, click the "Submit New Audit" button to proceed.

4. If no default is listed, or if the major and/or catalog year is incorrect, you will need to run a selected program.

Click the "Run Selected Program" radio button.
1. Select the first letter of your major.

2. Select your major (i.e. Art, Dance, Film, Music, Theatre).

3. Specify your field/specialization.

4. Select your catalog year (usually the year you started at ASU).

5. Click “Submit a New Audit.”

The report may take a minute or two to process. The page will automatically update itself, or you can click the “Refresh” button until the report appears.

When your audit is complete, it will appear on the screen. You need to click on “Open Audit” to view your DARS report in a new window.
Academic Advising

The College of Health Solutions is committed to supporting student success and providing excellent academic advising, ensuring the accuracy of information, connecting students to resources and guiding them toward their ultimate goal of graduation. We aspire to foster personal, social, and academic success to produce well-informed, innovative, and capable professionals.

It is important for students in the College of Health Solutions to cultivate the following skills in their development as a health professional:

1. Proactively identify problems and possible solutions
2. Accept feedback in a positive manner
3. Modify performance in response to feedback
4. Communicate with others in a respectful and confident manner
5. Assume responsibility for learning

Academic advising is available to facilitate student success in these and other domains. Advisors are available to meet with students in each of the undergraduate programs in person, by email, by phone or via Skype.
Academic advising is required for the following students, although all students are encouraged to meet with their academic advisor at least once per semester:

1. All freshmen and new transfer students are required to meet with an academic advisor before course registration.
2. Students not in good academic standing are required to meet with an academic advisor (i.e. probation, continuing probation or disqualified) to discuss future enrollment at ASU.
3. Students who are off-track are required to meet with an academic advisor to discuss whether the current major is suitable for the student's skills, abilities and goals.

Faculty and staff utilize Academic Status Reports (ASRs) to provide student feedback over the course of the academic semester and year. The ASRs may be used to identify students who are struggling academically or professionally, or to recognize students who are exceeding in course work. Academic advisors and faculty mentors may access ASRs to provide students with referrals to resources that can enhance the student’s performance in the remainder of the course.

Pre-health Professions Advising

The College of Health Solutions has established an office to advise students who are interested in attending a graduate program in any of the health professions: medical school (either allopathic or osteopathic), veterinary school, dental school, podiatry school, physician assistant program, pharmacy school, physical therapy program, occupational therapy program, naturopathic program, or a school of chiropractic.

This advising program is separate from advising for major-related issues, and students who are interested in a graduate program in a health profession should make time in their semesters to meet with both types of advisors. It is never too early to begin the process of exploring these graduate programs if a student hopes to be competitive.

The College of Health Solutions pre-health professions advising team:

Nate Wade, MS, MPA: nwade@asu.edu
Danielle Zamora, MEd, Danielle.zamora@asu.edu
Kate Opitz, MEd, Kate.Opitz@asu.edu

Student Resources

Students are strongly encouraged to engage with the resources below to ensure success.

- Career Services: [https://eoss.asu.edu/cs](https://eoss.asu.edu/cs)
- Math Tutoring Center: [https://students.asu.edu/academic-success](https://students.asu.edu/academic-success)
- Peer Coaching: [https://students.asu.edu/fys](https://students.asu.edu/fys)
- Student Success Center: [https://students.asu.edu/academic-success](https://students.asu.edu/academic-success)
- Writing Center: [https://students.asu.edu/academic-success](https://students.asu.edu/academic-success)
**Accommodation for Disability**

The College of Health Solutions is compliant with, and supportive of, the Americans with Disabilities Act. Reasonable accommodations will be made for qualified students. Reasonable accommodation is the provision of an auxiliary aid or modification to the course or program which will allow access to the job duties, educational process, program and degree, or activity. Students with a qualifying disability are encouraged to visit the [Disability Resource Center](http://www.asu.edu/studentaffairs/vp/safetyresources/index.htm).

**Campus Safety**

To report an emergency on campus, students can simply dial 911 or use one of the emergency call boxes found on campus. Non-emergency ASU Police or campus safety matters should be directed to 480-965-3456. ASU has an opt-in, text-message alert system by which students can choose to receive a text message from ASU in times of an emergency. For safety resources and contacts, such as Counseling Services, Police, and Safety Escort Services, visit: [http://www.asu.edu/studentaffairs/vp/safetyresources/index.htm](http://www.asu.edu/studentaffairs/vp/safetyresources/index.htm).

**Sexual Harassment**

ASU is dedicated to providing a safe environment for all students, faculty and staff. Accordingly, the university prohibits sexual harassment by employees and students and will not tolerate sexual harassment that unlawfully interferes with an individual's work or educational performance or unlawfully creates an intimidating, hostile, or offensive working, learning, or residential environment.

The ASU Academic Affairs Manual (ACD) Policy 401 on “Nondiscrimination, Anti-Harassment, and Nonretaliation” provides definitions of sexual harassment, as well as definitions for harassment and discrimination. Information on how to report sexual harassment can be found on the Office of Equity and Inclusion website at [https://cfo.asu.edu/hr-equityandinclusion](https://cfo.asu.edu/hr-equityandinclusion).

Sexual harassment as outlined in ACD 401 is: “Sexual harassment is harassment, whether between individuals of the same or different sex, which includes unwelcome behavior or conduct of a sexual nature that is made, either explicitly or implicitly, a condition of an individual's education, employment, or participation in university-sponsored programs or activities or the submission to or rejection of such behavior or conduct is a factor in decisions affecting that individual’s education, employment, or participation in university-sponsored programs or activities.”

**Veterans**

ASU is a veteran-friendly institution. The College of Health Solutions understands that those who have served our country sometimes face challenges that other students do not. We encourage all veterans to avail themselves of the resources available through the [Pat Tillman Veterans Center](http://www.asu.edu/studentaffairs/vp/safetyresources/index.htm).
**Academic Standing**

For the purpose of retention, university academic good standing for degree-seeking students is defined as a minimum cumulative grade point average (hereafter referred to as GPA) of 2.00 on a 4.0 scale. This standard is in effect for all students, regardless of catalog year.

A student who does not maintain the minimum GPA standard is placed on academic probation or is disqualified. A student on academic probation is in conditional good standing and is permitted to enroll. Students’ standing is determined by the university only after each fall and spring semester and is not reviewed during the summer.

Students on academic probation must meet with an academic advisor to discuss academic success strategies for the subsequent semester and will be required to take UNI 220 Academic Refresher. In addition, students who have fewer than 24 credit hours will be required to participate in the ASU Pathway for Achieving Student Success Program. Students who successfully complete UNI 220 and participate in the PASS program will get an additional semester of academic probation before being disqualified. More information on the PASS program can be found here: [https://studentsuccess.asu.edu/pass](https://studentsuccess.asu.edu/pass).

To transfer from one college to another within the university or to be eligible for readmission, a student must have an ASU GPA of 2.00 or higher. The GPA determining good standing is computed on courses taken only at ASU.

For purposes of retention or transfer, an individual college may set higher GPA standards; otherwise, the university standards prevail. The College of Health Solutions adopts the university’s definition of academic good standing, although some majors may require a higher GPA to remain in the major. Please see your academic advisor or your major map to determine the GPA you must maintain to remain in your major. Students may use the ASU GPA calculator online at [https://students.asu.edu/gpa-calculator](https://students.asu.edu/gpa-calculator).
Academic Success Agreement

Name: ____________________________  ASU ID: ____________________________  Advisor’s Name: ____________________________

Cell Phone #: ____________________________  Cumulative GPA: ____________________________  Date: ____________________________

I am committed to achieving academic success in future semesters, thus overcoming:

☐ Probation  Below or in jeopardy of falling below the minimum cumulative 2.00 GPA (i.e., Academic Good Standing) for one semester

☐ Continuing Probation  Below or in jeopardy of falling below the minimum cumulative 2.00 GPA, (i.e., Academic Good Standing) for two consecutive semesters

☐ Off Track Status  Not meeting critical tracking requirements for my major

STATEMENTS OF UNDERSTANDING

1. Undergraduate courses taken at ASU may be repeated for credit if the grade or mark of "D" or "E" is received. Students are limited to repeating a total of 12 ASU credit hours for complete grade replacement. Classes repeated beyond the 12 ASU credit hours are then averaged into the ASU GPA. Applicable courses are listed below. Courses must be repeated at ASU for the deletion of "D" or "E" grades from calculations of my GPA.

   [Insert Course List]

   I will register for no more than ___ credit hours for the ____ semester. Required courses for the ____ semester are:

   [Insert Course List]

2. Moving Toward Academic Good Standing:
   Freshman students must attend a PASS program workshop (Pathways to Achieve Student Success) to re-energize and refocus on academics. Attending a PASS program workshop will count toward participation points in your required UNI 220 course. Register online at studentsuccess.asu.edu/pass. For questions about the PASS program contact 480-965-9072.
   Enroll in a required one-credit UNI 220 Academic Refresher to learn how to develop strategies that have been proven to lead toward academic success.
   Once my cumulative ASU GPA (combined GPA of all classes completed at ASU) meets the requirement for academic good standing; I will be off probation. If my __ term GPA meets the requirement for academic good standing, but my cumulative ASU GPA is below academic good standing, then I will be continued on probation and can take classes the following semester.

3. Understanding Disqualification:
   If my ___ term GPA and my cumulative GPA are below academic good standing, then I may be disqualified from the university. If I am disqualified from the university, then I will be administratively dropped from any fall or spring courses that appear on my schedule.
   If I am disqualified and want to return to ASU, then I will need to meet with an advisor and reapply to the university after taking:
Academic Success Agreement (cont’d)

Classes at ASU during the summer session to improve my cumulative GPA and bring it back into academic good standing.

At least 12 credits of general studies coursework at a community college and earn a GPA of at least 2.50, with no course grade lower than a “C”, to be considered for readmission to ASU. I should not repeat any ASU courses at the community college as those will NOT improve my ASU GPA.

4. Critical Tracking:
I understand I must successfully complete all critical courses indicated on my major map. Critical tracking courses are required to ensure successful progress towards graduation.

ACADEMIC SUPPORT RESOURCES

☐ Math Tutoring Center  
studentsuccess.asu.edu/ Downtown: 602-496-4278
Tempe: 480-965-9072

☐ Student Success Center  
studentsuccess.asu.edu/ Downtown: 602-496-4278
Tempe: 480-965-9072

☐ Writing Center  
studentsuccess.asu.edu/writingcenters  Downtown: 602-496-0364
Tempe: 480-965-4062

☐ Success Coaching*  
Any campus: 480-965-3289 or students.asu.edu/fys

Date: ____________  Time: ____________  Success Coach: ____________

*Freshmen students only

CONDITIONS OF AGREEMENT

• I have read and understand this Academic Success Agreement.
• I know which courses I need to take.
• I understand the strategies I need to implement to bring my cumulative GPA back into academic good standing and/or, to complete Critical Tracking requirements.
• I understand that if I do not meet the academic requirements set forth in this agreement that I might be disqualified from the university.
• I will contact my advisor if I have any immediate questions or concerns or am unsure where to start. I will also consult my advisor before making any changes to my schedule (add/drop, course withdrawal, etc.).
• I will attend my classes, meet with my instructors regularly and arrange a study environment that is conducive to learning – allocating 2-3 hours of study time for every hour that I am in class.
• My next academic advising appointment should be scheduled before ____________

______________________________
Student Signature / Date

______________________________
Advisor Signature
**Academic Probation**

The College of Health Solutions assumes responsibility for enforcing academic standards and will place on university academic probation any student who has failed to maintain good standing as previously defined. For purposes of probation and retention, some majors in the College of Health Solutions may set higher GPA standards (students should refer to their major maps for this information). A student on academic probation is required to observe any rules or limitations the College of Health Solutions may impose as a condition for retention. Students will be notified by email of their status at the end of each fall and spring semester a few days after all final grades are due. It is important that students check their ASU email during this period, even if they have already gone home for the winter or summer break. Waiting until the beginning of the semester to find out probationary status can make it more difficult for students to start the semester on time. Students will be required to meet with their advisors to complete the Academic Success Agreement shown above.

**Academic Disqualification**

A student who is placed on probation at the end of a semester is subject to disqualification by the College of Health Solutions at the end of the following semester if the conditions imposed by the College for retention are not met. Students who are already on academic probation must earn a minimum semester GPA of 2.0 every semester in which their cumulative ASU GPA is below 2.0 to not be disqualified from the university.

A disqualified student is notified by ASU email by the dean of the college and is not allowed to register in a fall or spring semester at the university for a minimum of one year. It is important that students check their ASU email during this period, even if they have already gone home for the winter or summer break. If the student has already registered for a future fall or spring semester, the registration is canceled. Disqualified students should immediately contact their academic advisors to determine what they must do to potentially earn readmission to the university at some point in the future.

A disqualified student may not attend as a non-degree student. If a disqualified student elects to attend another university or two-year college, any credits earned there will not affect the ASU cumulative GPA. A course repeated elsewhere will not result in a replacement of a grade earned at ASU. Disqualified students must consult with an academic advisor to determine eligibility to attend ASU in the summer session, to raise the ASU cumulative GPA.

**Academic Integrity**

**Definition** – what is a violation of the academic integrity policy?

The ASU student academic integrity policy lists violations in detail. These violations fall into five broad areas that include but are not limited to:

1. Cheating on an academic evaluation or assignment.
2. Plagiarizing.
3. Academic deceit, such as fabricating data or information.
4. Aiding academic integrity policy violations and inappropriately collaborating.
5. Falsifying academic records.
What is not a violation of the academic integrity policy?

Not all inappropriate behavior in the academic setting is an academic integrity policy violation.

Student Code of Conduct

Violations of the ASU Student Code of Conduct, other than the provision concerning academic dishonesty, are more generally considered inappropriate behavior. The Office of Student Rights and Responsibilities reviews and sanctions these matters. If a student violates both the academic integrity provision and additional provisions of the Student Code of Conduct, both the college and the Office of Student Rights and Responsibilities will review the matter. Each independently makes determinations concerning violations and appropriate sanctions.

Research

For graduate students and undergraduates involved in research, there can be overlapping areas between Academic Integrity Policy violations, responsible conduct of research and research misconduct. The five areas listed above describe the kinds of Academic Integrity Policy violations and are handled under the ASU Student Academic Integrity Policy by faculty members, colleges and the provost.

If a student is working on a federally funded research project, some of these items may also be considered misconduct in research. Misconduct is defined as:

Fabrication, falsification, plagiarism and other practices that seriously deviate from those that are commonly accepted within the academic community for proposing, conducting or reporting research. Instances of honest error and honest differences in interpretations or judgments of data are not considered misconduct. (From RSP 004: Definitions)

At ASU, the Office of the Associate Vice President of Research handles misconduct in research. A student who violates both ASU’s Misconduct in Research Policy and Student Academic Integrity Policy will be reviewed by both the college and the Office of Knowledge Enterprise Development. Each independently makes determinations concerning violations and appropriate sanctions.

In addition, some actions might be considered violations of the norms of responsible conduct of research, but not Academic Integrity Policy violations or misconduct in research. Many of these incidents fall into the general category of “collaborator disputes.” For example, if a doctoral graduate of ASU continued a line of research begun at ASU in a new lab external to ASU, and the ASU mentor objected, generally speaking the matter would be addressed as a collaborator dispute, rather than as an Academic Integrity Policy violation or misconduct in research. Many conflicts over appropriate authorship credit on publications also fall into this area.

Policy

For a more complete list of types of behaviors that constitute academic dishonesty, sanctions for academic dishonesty and university procedure for grieving sanctions, please refer to https://provost.asu.edu/sites/default/files/AcademicIntegrityPolicyPDF.pdf. It is important to remember that a momentary lapse of judgment that results in academic dishonesty can result in
sanctions as severe as a permanent notation on the student’s transcript, or in some cases, suspension or expulsion from the university. No grade is worth that!

**Grade Grievance Procedures**

Student academic grievance procedures in the College of Health Solutions normally treat matters involving a student’s current or recent coursework where, in a claim of unfair treatment, the relief that is sought is a change of grade. The grievance procedures do not deal with matters such as perceptions of inappropriate conduct or discrimination, which properly belong in personnel proceedings, or with issues related to charges of academic dishonesty. Academic grievances must be initiated within the regular semester immediately following the course at issue, whether the student is enrolled in the university or not.

**Procedure for course grade appeals in the College of Health Solutions.**

Students are provided the following due process for appealing course grades in the College of Health Solutions.

1. Submit an appeal form to the course director (attached).
   a. The course director will confirm receipt of the appeal.
   b. The course director will review the appeal and supporting documentation, and provide a response to the student within 48 hours.
2. Should the student wish to appeal the decision of the course director, s/he must submit the appeal form and documentation of the decision from the course director to the Chair/Director of the academic unit.
   a. The Chair/Director will confirm receipt of the appeal.
   b. The Chair/Director will review the appeal and supporting documentation, and provide a response to the student and the course director within 48 hours.
3. Should the student wish to appeal the decision of the Chair/Director, s/he must submit the appeal form and documentation of the decision from the Chair/Director to the College of Health Solutions Standards and Grievance Committee, c/o Kate Lehman.
   a. Ms. Lehman will confirm receipt of the appeal, and contact the student as well as the faculty member asking for all records within 2 business days.
   b. Both parties have 5 business days to respond to Ms. Lehman with all supportive materials, including email contact.
   c. After all exhibits have been received from the student as well as the faculty, Ms. Lehman will convene a hearing of the CHS Standards and Grievance Committee to take place within 2 weeks.
   d. The hearing will include all members of the CHS Standards and Grievance Committee, the student (and a single representative if s/he wishes) and the faculty member (and a single representative if s/he wishes).
   e. Procedurally, the student will present his or her case first, followed by the faculty member. Each side is given 10 minutes to present. Then, the Committee will have the opportunity to ask questions of either party. Finally, the parties may question the other (5 minutes per party).
   f. The student, faculty member and any representatives will be excused, and the committee will deliberate.
   g. One of the members of the committee will be assigned to write the findings and decision, which will be circulated among the remaining committee members for approval. This phase will be complete within 2 business days after the hearing.
h. The committee findings and decision is then transmitted to the Associate Dean of the College of Health Solutions. The Dean will communicate her final decision in writing with the student, the faculty member, and the committee.

4. Should the student wish to appeal the decision of the College of Health Solutions, s/he is provided the opportunity to seek appeal to the ASU Undergraduate or Graduate Grievance Committee. The decision of that committee, if it decides to hear the appeal, is final.

**Graduate Academic Standing and Dismissal Policy**

The College of Health Solutions Policy on Satisfactory Progress, Academic Probation and Recommendation for Dismissal.

**A. Definitions**

1. Satisfactory progress, academic probation and recommendation for dismissal. This policy applies to all students in graduate programs in the College of Health Solutions and supersedes policies in the ASU Graduate Catalog. It is each student’s responsibility to understand how this policy may impact his/her ability to complete a degree program.

2. Satisfactory progress in pursuit of the graduate degree. A student who is making satisfactory progress in completing degree requirements will:

   a. meet the “core competency” requirement noted in B1 below. Failure to meet this requirement will result in a student being placed on academic probation.

   b. meet the “grade point average” requirement noted in B2 below. Failure to meet this requirement will result in the student being placed on academic probation.

   c. meet the “pass all core courses” requirement noted in B3 below. Failure to meet this requirement will result in the student being placed on academic probation and NOT being permitted to continue coursework as scheduled as well as being recommended for dismissal from the degree program.

   d. meet the “complete all required core courses as scheduled” requirements noted in B4 below. Failure to meet this requirement will result in the student NOT being permitted to continue coursework as scheduled.

A student is expected to meet EACH of the requirements for satisfactory progress in pursuit of the graduate degree.

Once a student has been placed on academic probation, the student will remain on academic probation while continuing coursework in the program and will be removed from academic probation upon successful completion of
all degree requirements. In addition, to qualify for graduation all students must meet the “GPA requirement” noted in B2 below.

3. Recommendation for dismissal. A student who fails to meet the criteria noted in Section B will be found to have unsatisfactory progress in completing the graduate degree requirements and will be recommended for dismissal from the program to the Office of Graduate Education.

4. Required Core Courses: include all courses that must appear on the Plan of Study (iPOS).

5. Director: the director responsible for academic affairs and programs in the College of Health Solutions.

6. Plan of Study (iPOS): The Plan of Study specifies the requirements that students must complete for their degree.

B. Academic Probation, Continuation in Coursework and Recommendation for Dismissal

1. Core competency requirement

A student who receives any grade below “B*” in any required course will be placed on academic probation. During academic probation, the student will be permitted to continue coursework.

2. GPA requirement

Students must maintain a minimum of 3.0 GPA both on iPOS and Graduate GPA. If either GPA falls below 3.0, the student is considered to be on academic probation. The student must develop, with his/her advisor, an academic performance improvement plan that includes the conditions and time frames for making satisfactory academic progress in his/her degree program. During academic probation, the student will be permitted to continue coursework.

The ASU policy for minimum GPA required for graduation will apply. Graduate Education will not permit a student to graduate unless:

a. the Plan of Study shows a GPA of 3.0 or higher and
b. the GPA for all graduate level courses is 3.0 or higher.

While on academic probation, if a third (or more) grade below “B” is received in any required course, the student will be found to be making unsatisfactory progress in completing degree requirements and will be recommended for dismissal from the graduate program to the office of Graduate Education.

3. Pass All Core Courses Requirement
Grades of “C”*, “D” or “E” are not considered passing grades for graduate classes. A student who receives a “C”*, “D” or an “E” in any required course will NOT be permitted to continue coursework as scheduled and will be recommended for dismissal to the office of Graduate Education.

4. Complete all required core courses as scheduled requirement

Core courses must be completed in the order specified. A student who withdraws from a course (grade of “W”) that is a prerequisite for another will NOT be permitted to continue coursework as scheduled.

At the time a student receives an incomplete (grade of “I”) in any required course, the student and faculty member must submit to the Associate Dean a mutually agreed written plan to complete the coursework by the next term. The student will be permitted to continue coursework. If the student does not complete the required class by the conclusion of the agreed upon period, the grade in the course will become a grade of “E” and the student will be subject to the policies listed in section 2 above.

Tuition refunds – Students are required to pay tuition for any registered course (unless he/she drops from the course during the 100% refund period). The 100% refund period extends through the first two weeks for courses spanning the C session or courses 8 weeks or longer. The refund period for A and B session courses or any courses shorter than 8 weeks is one week. No refunds are made thereafter. All refunds are reduced by any amounts owed to the university. The refund will be assessed a $35 processing fee.

C. NOTICE

1. A student who fails to make satisfactory progress will be provided notice from the College of Health Solutions as soon as the grade(s) leading to the failure to make satisfactory progress have been identified.

*The Doctor of Behavioral Health and the MS in the Science of Health Care Delivery degrees permit a grade of ‘C’ in required coursework. Students who receive an individual grade of D or E will be placed on academic probation AND recommended for dismissal to the office of graduate education. Students will be provided due process, as outlined in the unit handbooks and the college’s grievance and dismissal policies.