



UNDERGRADUATE HANDBOOK 2016-2017

Last Update: August 2016

Bachelor of Arts (B.A.)
Bachelor of Science (B.S.)

School of Sustainability
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Purpose of the Handbook

This handbook serves as a guide for undergraduate students admitted into the School of Sustainability (SOS). This handbook should be an initial resource for questions about the program, but students are also encouraged to consult with an academic success specialist (their advisor) on a regular basis. Students are expected to meet with their advisor at least once a semester.

Advisor Responsibility

One of the goals of advisors at Arizona State University is to teach each student the skills and information needed to reach her/his goal of earning a degree from ASU. Students should develop a good rapport with their advisors, who are a valuable resource for academic information.

Most new ASU students are required to have advisement before enrolling for classes; ASU Online students, while not required to meet with an advisor, are strongly encouraged to do so. All students should work with their advisors each subsequent semester. If you are unsure who to contact for advising, visit [My ASU](#) and under "My Programs and eAdvisor", you will see a link to "Advising". Within the School of Sustainability, it is the goal of advisors to work with students in a partnership of shared responsibility, mutual support and understanding, without respect to race, ethnicity, sexual orientation, or physical/mental abilities, and always holding the individual in the highest regard.

Student Responsibility

It is the responsibility of each student to understand and observe all procedures and requirements specified by Arizona State University and the School of Sustainability. It is a requirement for all SOS students to read and understand the SOS Undergraduate Handbook and the [ASU Catalog](#). The primary reference for undergraduate students is the ASU Catalog. Faculty and staff provide academic advice and assistance; however, the ultimate responsibility for meeting all degree requirements and other requirements remains with the student.

All ASU students are also required to have an active ASU e-mail account that they check frequently. Students who so desire can [forward their ASU email to another preferred account](#).

Academic Integrity

Students are expected to be ethical not only in the classroom, but also out of the classroom. It is in all students' interest to avoid committing acts of academic dishonesty and to discourage others from committing such acts. Students should consult their instructors to seek clarification on what constitutes ethical behavior in and out of the classroom. There are several penalties, including dismissal from the degree program, for unethical behavior. Academic dishonesty includes, but is not limited to, the following examples: engaging in any form of academic deceit; referring to materials or sources or using devices (e.g., flash drives, audio recorders, cellphones, text messages, crib

sheets, calculators, solution manuals, materials from previous classes, internet search or commercial research services) not authorized by the instructor for use during any Academic Evaluation or assignment; providing inappropriate aid to another person in connection with any Academic Evaluation or assignment; engaging in plagiarism; using materials from the Internet or any other source without full and appropriate attribution; claiming credit for or submitting work done by another; signing an attendance sheet for another student, allowing another student to sign on the student's behalf, or otherwise participating in gaining credit for attendance for oneself or another without actually attending; falsifying or misrepresenting hours or activities in relationship to an internship, externship, field experience, workshop or service learning experience; or attempting to influence or change any Academic Evaluation, assignment or academic record for reasons having no relevance to academic achievement.

The School of Sustainability has a zero tolerance policy for any form of academic dishonesty. Remember, any form of cheating is considered academic dishonesty and academic dishonesty diminishes the value of everyone's degree. Don't do it! Additional information regarding academic integrity and the policies/penalties concerning academic dishonesty can be found on the Office of Student Rights and Responsibilities Web site at [Student Rights and Responsibilities](#).

Students have the responsibility to understand and uphold the highest standards of academic integrity. If students fail to do so, faculty members sanction and report Academic Integrity Policy violations or recommend a sanction(s) that only the Dean or Provost may assign.

When sanctioned for an Academic Integrity Policy violation, the student has the following rights and responsibilities:

1. To discuss the matter directly with the faculty member teaching the course.
2. If the student wishes, to initiate a discussion with an academic advisor in the School of Sustainability. The academic advisor will review with the student both ASU and School of Sustainability policies relating to academic integrity.
3. If the student wishes, he or she can initiate a discussion of the matter with the Undergraduate Director, or his or her designee. If a student meets with the Undergraduate Director or designee, he or she will provide observations concerning the situation to the Dean of the School of Sustainability (or, the Dean's designee, if the Dean is not available). This information will be given to the Undergraduate Committee of the School of Sustainability, if a hearing is held.
4. If the student wishes, he or she can initiate a discussion of the matter with the Dean. If an "XE" for the course and/or a more severe sanction(s) (e.g. suspension, expulsion) is recommended, the student is **strongly encouraged** to meet with the Dean. If the student does not meet with the Dean, the Undergraduate Committee will not hear the case, and the suspension becomes final.
5. To appeal the faculty member's finding that an Academic Integrity Policy violation has occurred, the sanction(s), or both, a student initiates an appeal by meeting with the Dean. Students have ten working days from the date of the Dean's letter notifying them of a report of an Academic Integrity Policy violation to initiate an appeal. After ten working days, the decision becomes final.
6. If the [grade of "XE"](#) is assigned, this grade denotes failure due to academic dishonesty and is treated the same as an "E" for the purposes of GPA, course repeatability, and academic standing determination. A student may not avoid any

penalty for academic dishonesty by withdrawing from a course. A student may be reinstated to a course to receive a penalty of a reduced or failing grade of "XE".

Unless a student successfully appeals a sanction for an Academic Integrity Policy violation, the Dean of the School of Sustainability keeps records of the incident and sanction. If a second Faculty Academic Integrity Violation is filed concerning the student, the Dean of the School of Sustainability reviews the report and may recommend sanctions in addition to or superseding those of the faculty member.

Sexual Misconduct

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.

ASU takes all reports of sexual misconduct seriously and provides support to victims of sexual misconduct and anyone aware of misconduct taking or having taken place. All students should take time to become aware of the variety of reporting options, resources, and educational programs aimed at [preventing sexual misconduct at ASU](#).

Campus Safety

To report an emergency on campus, students should 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.

Students are encouraged to download the free [ASU LiveSafe Mobile App](#), which provides a number of safety resources, including Direct access to ASU Police dispatch and 911 emergency services, and a "SafeWalk" feature that allows your designated emergency contacts to track your progress on a map.

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. Students can [sign up for the service online](#). For additional safety resources and contacts, such as Counseling Services, Police, and Safety Escort Services, visit the [Safety Resources](#) web site.

What is the School of Sustainability?

The School of Sustainability (SOS) was established to educate a new generation of leaders, through collaborative learning, transdisciplinary approaches, and problem-oriented training, to address some of the most pressing environmental, economic, and social challenges of the 21st century.

SOS builds on the extensive urban-environmental research portfolio of the [Julie Ann Wrigley Global Institute of Sustainability](#) (GIOS) and the vision of the [New American University](#) to provide innovative education and research opportunities that will prepare students to find solutions to sustainability challenges relating to:

- Business Practices and Economics
- Climate Change and Adaptation
- Ecosystem Alteration and Biodiversity Loss
- Energy, Materials, and Technology
- Food Systems
- Future and Systems Thinking
- International Development
- Policy and Governance
- Social and Behavioral Change, Ethics
- Urbanization
- Water Quality, Use, and Supply

Challenge Areas (also known as Tracks) that are part of the School's undergraduate curriculum include:

- Society and Sustainability
- Policy and Governance in Sustainable Systems
- International Development and Sustainability
- Sustainable Urban Dynamics

- Sustainable Energy, Materials, and Technology
- Economics of Sustainability
- Sustainable Ecosystems

} **B.A.**

} **B.S.**

Who Should Apply?

SOS welcomes all students who have satisfied ASU admission requirements and [School of Sustainability admission requirements](#). Students who do not meet admission requirements for the School of Sustainability, but who feel their academic records show great promise for a School of Sustainability degree, are still encouraged to apply if they are passionate about pursuing the program – their applications will still be reviewed.

Students who are not directly admissible to the School of Sustainability undergraduate programs may still meet with a Sustainability academic advisor to discuss the program requirements and the possibility of changing majors in a future semester.

First-Time Freshmen

In addition to [ASU standard admission requirements](#), the School of Sustainability also requires the following of first-time freshmen applicants:

- A minimum high school ABOR GPA of 3.30 **AND**
- A high school class rank in the top 15th percentile **OR**
- An SAT score of 1210 or higher (or 1140 or higher if taken prior to March 2016) **OR**
- An ACT score of 25 or higher
- Must meet math competency (Math - 4 years - Algebra 1, Geometry, Algebra II and one course requiring Algebra II as a prerequisite).

Transfer

Students wishing to transfer into the School of Sustainability from another institution external to ASU must have a cumulative post-high school GPA of 3.30 or higher based on at least 12 or more earned hours of transferrable coursework. Students with fewer than 12 transferrable hours will be evaluated using the first-time freshmen criteria.

Students successfully completing all requirements of the [Maricopa – ASU Pathways Program \(MAPP\)](#) for the Sustainability B.A. or B.S. degree program within three years of signing up are guaranteed admission to the School of Sustainability B.A. or B.S. degree program, respectively. MAPPs may not be available for all catalog years.

Change of Major

Students wishing to change majors or declare their major in the School of Sustainability must have an ASU cumulative GPA of at least 3.30 based on at least 12 or more earned hours of ASU credit.

Students should work with a School of Sustainability advisor as soon as they are aware they would like to change their major, even if they do not currently meet the change of major criteria; advisors can work with students to prepare for a future change of major.

Readmission Policies for the School of Sustainability

ASU students (including Sustainability students) who wish to be readmitted to the School of Sustainability after being discontinued, disqualified, or completing an academic program must apply for [readmission to ASU](#). They must also meet the admission requirements in place for the School of Sustainability at the time of their readmission.

School of Sustainability students and ASU students from other majors who leave ASU in poor academic standing (probation, continued probation, disqualified, ineligible) will not be readmitted directly to the School of Sustainability. These students should work hard to improve their ASU cumulative GPA as soon as possible by repeating ASU courses they are eligible to repeat. Such students should meet with an academic advisor in the School of Sustainability as early as possible to discuss strategies for academic success.

Guidelines for Determination of Catalog Year

The general catalog is published online annually. In determining graduation requirements, an undergraduate student may use only one edition of the catalog but may elect to follow any later catalog edition. Students should consult the ASU General Catalog for specific questions concerning continuous enrollment and the [determination of catalog year](#).

Undergraduate Degrees Offered

SOS offers a Bachelor of Arts (B.A.) and a Bachelor of Science (B.S.) in Sustainability. Requirements for these degree programs can be found in the sections that follow.

Students who wish to obtain concurrent degrees or minors must understand that there are certain combinations that would not be approved because there is too great an overlap between the courses required for each major. For example, students may not pursue both a B.A. or B.S. in Sustainability as well as a B.A. in Business with a Concentration in Sustainability. Additionally, students may not pursue a B.A. or B.S. in Sustainability with a Minor in Sustainability.

Through SOS degree programs, students will build and deepen their understanding of the following principles:

- **Systems Dynamics:** Human systems and natural systems are linked. Changes in any part of any system have multiple consequences that reach far beyond the initial change.
- **Tradeoffs:** Solving almost all problems related to sustainability involves tradeoffs. There are rarely perfect solutions with no costs, and there are often winners and losers.
- **Cascading Effects and Unintended Consequences:** There are cascading effects (positive and negative, intended and unintended) of human policies, decisions, and actions, all of which have implications for sustainability.
- **Scale:** Problems of sustainability exist at multiple scales. Solving a problem at a local level is a very different thing than solving a problem across international boundaries.
- **Transdisciplinarity:** There is no one "solution" to address sustainability – no one person has the answer. We need scientists and social scientists of all disciplines, politicians, entrepreneurs, artists, farmers, business and community leaders, and you to work towards a sustainable future.

B.A. in Sustainability

The B.A. program introduces students to the concept of sustainability in the context of real-world problems, exploring the interaction of environmental, economic, and social systems. This degree is best suited to students inclined towards social sciences, humanities, planning, and related fields. It requires satisfactory competencies in Applied Mathematics for the Life and Social Sciences (or a pre-calculus course) and a Second Language at the 202-level. The B.A. program is available on the Tempe and Polytechnic campuses and through ASU Online.

The B.A. program offers four "tracks" or "challenge areas" of specialization. Tempe campus students must select one of these tracks to pursue no later than the end of their sophomore year of study. ASU Online students must select one of these tracks to pursue no later than the end of their sixth term of study.

The four tracks/challenge areas and their associated key concepts include:

Society and Sustainability:

- Explores the human, social, and cultural aspects and perspectives on sustainability challenges and related problem-solving approaches.
- Analyzes the ideas and techniques which address sustainability's societal dimensions.
- Determines human contribution to environmental problems, along with the tradeoffs and solutions for community and economic health and welfare.
- Addresses vulnerability and adaptation to risks, environmental justice and intergenerational equity, sustainability values and normative views, collaborative decision-making, and social structures and governmental institutions.

Policy and Governance in Sustainable Systems:

- Explores the theoretical and empirical literature on governance, learning how international, national, state, and local policies affect sustainability, as well as how citizens, the private sector and communities influence the policy and governance processes.
- Examines institutions, policies, programs and outcomes through real world learning opportunities.
- Expands knowledge in governance theory, policy analysis methods, ethics and policy, and the societal and ecological impacts of sustainability policy.

International Development and Sustainability:

- Recognizes the interconnectedness between the social and natural systems.
- Confronts the assumption of infinite, linear economic growth in early development theories and considers the joint economy-ecology-social system in proposing new strategies.
- Combines core courses in sustainability, where concepts of normative and anticipatory thinking across time and spatial scales are introduced, with courses in a wide range of related subjects which can include history, philosophy, gender, race and ethnic studies, economics, justice, and international finance, politics and policy.

Sustainable Urban Dynamics:

- Focuses on global sustainability's dependence on the efficient planning, design, construction, management, and governance of urban regions.
- Analyzes the issues regarding the adequacy of infrastructure, governance structures, and resources to cope with urbanization pressures.
- Discusses different approaches to urban planning, urban governance, and environmental management that fundamentally change the way cities have been designed and managed.
- Addresses the connections between land, environment, human behavior, and human settlements.

B.S. in Sustainability

The B.S. program introduces students to the concept of sustainability in the context of real-world problems, exploring the interaction of environmental, economic, and social systems. This degree is best suited to students inclined towards natural sciences, economics, and engineering. It requires satisfactory competencies in Applied Mathematics for the Life and Social Sciences, Calculus & Probability for the Life & Social Sciences, Mathematical Tools and Modeling for the Life and Social Sciences, and a Second Language at the 102-level. The B.S. program is available on the Tempe and Polytechnic campuses and through ASU Online.

The B.S. program offers three “tracks” or “challenge areas” of specialization. Students must select one of these tracks to pursue no later than the end of their sophomore year of study. The three tracks/challenge areas and associated key concepts include:

Sustainable Energy, Materials, and Technology:

- Focuses on technological issues relevant to energy and materials including overall energy needs and impacts, current and future urban energy systems, thermodynamics, heat transfer and fluid mechanisms, atmospheric energy systems and field investigation.
- Stresses technical literacy or the ability to perform physical reasoning supported by order-of-magnitude calculations and idealized models.
- Requires strong ability in mathematics, physics, and chemistry.

Economics of Sustainability:

- Applies economic principles to the allocation of environmental goods and services.
- Uses the principles that govern the behavior of firms and consumers in and out of markets, to gain knowledge of the underlying drivers of environmental degradation.
- Examines the role of institutions and markets in shaping firms’ and consumers’ incentives to design sustainable policies.
- Examines environmental costs and benefits alongside economic benefits and costs to evaluate the tradeoffs associated with business and policy domain decisions.

Sustainable Ecosystems:

- Focuses on the environment “sphere” of the 3-sphere sustainability model.
- Analyzes the biophysical science aspects necessary to understand sustainability challenges and solutions and their environmental implications.
- Implements a whole systems approach which conceptualizes sustainability in terms of socio-ecological systems which include humans.
- Concentrates on ecosystem services as the linkage between human systems and ecosystem structure and function.
- Stresses the complexities and co-dependencies between human and natural systems, recognizing that sustainable solutions must include and address both systems holistically.

Tips on Selecting a Track

1. It is not necessary to select a particular track right away, and students should take time to ease into the degree program before making their track decision.
2. Both Sustainable Cities (SOS 111) and Sustainable World (SOS 110) provide a broad overview of sustainability issues important to both humanity and the physical world. Students should think about what they are learning in these introductory courses and take notice of what interests them the most.
3. Students should not hesitate to ask faculty and teaching assistants questions about what they are learning and what interests them. Students can ask about their instructors' interests and how they found their own "niche" in sustainability.
4. Students are encouraged to think about what they want to do with their degree, trust their instincts, and talk with their academic advisor regularly about where their interests are leading them.
5. Most importantly, students may change tracks if they decide another option better fits their interests. One of the great features about a degree in sustainability is that it is very flexible and interdisciplinary in nature.

Concurrent Degrees

Students in good academic standing may pursue two ASU degree programs concurrently. Students must obtain permission from both academic units offering the degrees. Concurrent degrees are only official after approved by both academic units.

The School of Sustainability has the following requirements to approve concurrent degrees:

- The student must complete at least 30 ASU credit hours prior to seeking approval.
- The student must meet eligibility requirements for both degree programs.
- The student must submit a [standards petition](#) to WGHL 108 or sosadvising@asu.edu along with a "graduation plan" mapping out all remaining degree requirements for both programs.

Concurrent degrees that would result in too much overlap of coursework (e.g. BA Sustainability and BA Business with a concentration in Sustainability) will not be approved. Students should direct all questions regarding concurrent degrees to their academic advisors.

Concurrent Degrees in B.A. Sustainability and B.S. Supply Chain Management

Students may petition for permission to complete concurrent degrees in any area. However, there is one formal, pre-approved concurrent degree program resulting in completion of a B.A. Sustainability and B.S. Supply Chain Management. This program is available on the Tempe campus only.

Interested freshmen must apply directly to this concurrent degree program at the time of admission. If admitted, they are automatically approved to pursue both degrees and follow one major map to complete both degree programs.

Freshman applicants must meet the following in order to be admitted to the concurrent program:

- 1230 SAT (3/2016 and later) or 1160 SAT (prior to 3/2016) or 25 ACT, or
- top 8% of high school class, or
- overall high school ABOR GPA of 3.6

Freshmen must apply to this program at the time of admission. Students who wish to pursue Sustainability and Supply Chain Management after the time of admission must submit a petition for the concurrent degrees and complete both sets of separate degree requirements.

Degree Requirements

To earn a degree in Sustainability, students must fulfill several sets of requirements:

University Requirements:

The gold circle represents university requirements. The General Studies requirement and the First-Year Composition requirement are among these requirements.

College/School Requirements:

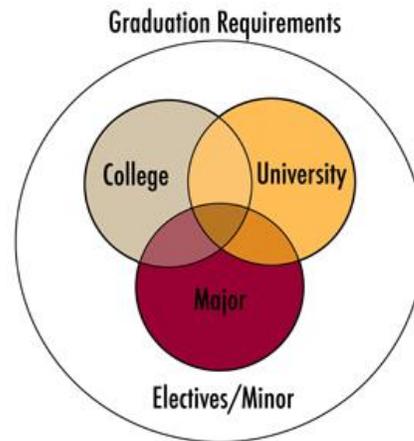
The gray circle represents college/school requirements. The School of Sustainability has its own set of requirements.

Major:

The maroon circle represents the requirements of the major. The semester hours required for a major may be as low as 30 hours or as high as 63 hours.

Electives/Minor/Certificate (Remaining Hours):

The white circle represents electives and the requirements of a minor or certificate. A minor or certificate typically adds an additional 18 to 25 semester hours of coursework and is strongly recommended when earning a degree in Sustainability. Some courses, while providing semester hours toward graduation, fall outside the shaded circles and are not required in a program for graduation.



All of these requirements are included in the [B.A.](#) and [B.S.](#) major maps.

University Requirements

A minimum of 120 semester hours is required for graduation with a baccalaureate degree. A minimum of 45 semester hours in upper-division courses is required for graduation. No more than 60 semester hours in independent learning courses and/or earned by comprehensive examination (including Advanced Placement, College-Level Examination Program, DANES Subject Standardized Test, and International Baccalaureate Diploma/Certificate exams) are accepted for credit toward the baccalaureate degree. Additionally, no more than 64 hours of community college credit may be used toward a baccalaureate degree. Every candidate for the baccalaureate degree is required to earn a minimum of 30 semester hours in resident-credit courses at ASU.

First-Year Composition Requirement

Completion of both ENG 101 and 102 or ENG 105 with a grade of "C" (2.00) or higher is required for graduation from ASU in any baccalaureate program. International students from non-English-speaking countries may meet the First-Year Composition requirement by completing ENG 107 and 108 with a grade of "C" (2.00) or higher.

General Studies Requirements

All students enrolled in a baccalaureate degree program must satisfy a university requirement of a minimum of 35 semester hours of approved coursework. See [General Studies Requirements](#).

Students transferring from Arizona community colleges with a certified completion of the appropriate Arizona General Education Curriculum (AGEC) will have satisfied all lower-division General Studies requirements of the baccalaureate degree with which the AGEC articulates. See more details regarding the [different versions of AGEC](#).

Students transferring from out-of-state institutions with a certified completion of an associate of arts (A.A.) degree will have satisfied all lower-division General Studies requirements of the baccalaureate degree. Completion of an A.A. degree does not constitute completion of individual course pre-requisites.

School of Sustainability Requirements

The ASU Experience/Introduction to ASU and Sustainability

All SOS majors entering ASU as freshman or transfer students must take and successfully complete a one-hour, seven-week course called ASU 101-SOS: The ASU Experience (freshmen) or SOS 201: Introduction to ASU and Sustainability (transfer). These courses introduce students to the many resources ASU has to offer and cover topics such as transitioning to ASU; work habits, study skills, and time management; tracks and careers in sustainability; the nuts and bolts of keeping on track; and professional behavior, teaming, communication skills, and academic integrity.

Statistics

The School of Sustainability requires students in the B.A. to complete STP 226: Elements of Statistics or another statistics course approved by the School. Other statistics course options approved by the School include ABS 350 Applied Statistics, AGB 360 Agribusiness Statistics, CRJ 303 Statistical Analysis, ECN 221 Business Statistics, JUS 302 Basic Statistical Analysis in Justice Studies, MAT 351 Mathematical Methods for Genetic Analysis, PAF 301 Applied Statistics, POS 401 Political Statistics, PSY 230 Introduction to Statistics, SOC 390 Social Statistics I, STP 231 Statistics for Life Sciences, or SWU 321 Statistics for Social Workers. All statistics course options approved by the School must satisfy General Studies "CS" criteria with an emphasis in statistics. If a student has questions about which statistics courses are approved by the School, he or she should contact a Sustainability academic advisor.

Second Language

The School of Sustainability requires all students majoring in Sustainability to complete a Second Language Requirement as follows. Proficiency requirements may be satisfied through course credit, AP credit, or CLEP. Consult an advisor for any questions.

Students pursuing the B.A. degree in the School of Sustainability must demonstrate intermediate proficiency in a second language by completing the courses specified with a grade of "C" or higher in each course. Second Language proficiency requirements consist of:

1. Completion of second language course work at the intermediate level (202 or equivalent; those students completing this requirement in Ancient Greek must take both GRK 301 and 302; students completing the requirement in Portuguese or Romanian must complete POR 314 or ROM 314, respectively); or
2. A second language course at the 300-level or higher taught in the second language and having 202 or its equivalent as a prerequisite; or
3. Completion of secondary education at a school in which the language of instruction is not English.

Students pursuing the B.S. degree in the School of Sustainability must demonstrate elementary proficiency in a second language by completing the courses specified with a grade of "C" or higher in each course. Second language proficiency requirements consist of:

1. Completion of second language course work at the introductory level (102 or equivalent); or
2. A second language course at the 200-level or higher taught in the second language and having 102 or its equivalent as a prerequisite; or
3. Completion of secondary education at a school in which the language of instruction is not English.

Important Note: Students do not need to take a specific number of Second Language courses; rather, they must demonstrate "proficiency" in a Second Language at a certain level, depending on whether they pursue a B.A. or B.S. degree. For example, a student who pursues a B.A. degree in Sustainability must demonstrate proficiency at the 202 level. If this student took several years of Spanish in high school and wishes to continue with Spanish in college, this student may begin taking Spanish courses at a level higher than 101.

Students should take a [language placement test](#) online to determine where they should start. Many answers to questions concerning second language placement, as well as when and how to take second language proficiency tests, may be found on the [School of International Letters and Cultures](#) website. ASU offers many second languages to study, including American Sign Language. [American Sign Language courses](#) are offered through the Department of Speech and Hearing Sciences.

Major Requirements

Introductory

Students will take two introductory core courses in the major that will explore both the link between concepts of sustainability and systems approaches to knowledge, and will develop the integrative methodological tools needed to work across disciplines on sustainability problems. The six hours of coursework include SOS 110 Sustainable World

and SOS 111 Sustainable Cities. Students must earn a grade of "B-" or higher in both of these introductory courses.

Math

All SOS students are required to take SOS 101 Introduction to Applied Mathematics for the Life and Social Sciences. B.A. students must earn a grade of "C" or higher in this course. (B.A. students may substitute a grade of "C" or higher in MAT 170 Precalculus for the SOS 101 requirement.) B.S. students must earn a grade of "B-" or higher in SOS 101.

B.S. students must also complete SOS 211 Calculus & Probability and SOS 212 Calculus-Based Modeling. B. S. students must earn a grade of "B-" or higher in both of these courses.

While not required by the School of Sustainability, many students may need to take one or more additional preparatory math courses to work up to completing the required math course for their specific degree track. Initial math placement is determined by taking the [ASU Math Placement exam](#).

Skill-Based Courses

All SOS majors will take 2 credits of the following skill-based courses: SOS 230 Professional Skills in Sustainability (1 credit) and SOS 231 Careers in Sustainability (1 credit).

Core Competency Courses

All SOS majors will take 9 credits of the following core competency courses: SOS 220 Systems Thinking (3 credits); SOS 310 Equity, Justice, and Sustainability (3 credits); and SOS 311 Future Thinking and Strategies (3 credits).

Challenge Area Courses

Students must complete four challenge area courses for a total of twelve credit hours. One of these four courses must be selected from the track the student intends to study. Students pursuing the B.A. degree must select at least one course within SOS 320-323 or SOS 465, and students pursuing the B.S. degree must select at least one course within SOS 324- 326. All of the challenge area courses require SOS 110 and SOS 111 as course prerequisites. These courses will provide an opportunity for students to integrate what they have learned to address key challenges in sustainability. The challenge area courses include:

- SOS 320: Society and Sustainability
- SOS 321: Policy and Governance in Sustainable Systems
- SOS 322: International Development and Sustainability
- SOS 323: Sustainable Urban Dynamics –OR- SOS 465: Sustainable Urbanism
- SOS 324: Sustainable Energy, Materials, and Technology
- SOS 325: The Economics of Sustainability

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- SOS 326: Sustainable Ecosystems
 - SOS 327: Sustainable Food and Farms
 - SOS 328: Sustainability and Enterprise

Challenge Area/Track Electives

All students must complete at least six hours of approved electives that relate to the main track they are studying. A minimum of three of these six hours must be upper-division. These six hours are called Challenge Area/Track Electives, and courses vary by track. Electives are comprised of both SOS courses and courses from other departments, and are meant to provide additional value to the major. Students should choose these courses with their advisor from the approved lists. Students may find a list of current approved Challenge Area/Track Electives here: [Challenge Area/Track Electives](#).

Related Discipline

All students must complete at least twelve credit hours within a related discipline outside of the School of Sustainability. At least six of these twelve hours must be upper-division. All hours do not necessarily have to be within the same prefix, but they must be within the same discipline. This will give students some depth in a disciplinary area.

While not required, all SOS students are encouraged strongly to complete a minor or certificate in an area that complements the track they are pursuing. ASU offers [nearly 200 different minors and certificates](#). Samples of minors commonly pursued include Anthropology, Applied Biological Sciences, Business, Design Studies, Economics, Global Studies, Political Science, Public Service and Public Policy, Sociology, and Urban Planning. Commonly pursued certificates include the Geographic Information Certificate, the Energy and Sustainability Certificate, and the Food Systems Sustainability Certificate.

Many students choose to pursue a second major (also known as a concurrent degree).

Students who earn a minor, certificate, or second degree satisfy the related discipline requirement using the minor, certificate, or second degree coursework, if approved by their advisor.

Upper-Division (300/400-Level) SOS Elective

Students must complete at least one required upper-division SOS Elective course at the 300- or 400-level for a minimum of three credit hours.

Required Capstone Experiences

To best prepare students for a successful transition into graduate school or professional positions after graduation, all students are required to take and successfully complete two capstone experiences. Prerequisites required to enroll in a Capstone course include: 1) at least a 3.00 GPA or above in the SOS major, and 2) the successful completion of at least three 300-level challenge area/track courses. For more information about what

each opportunity entails, students should consult the internship and experiential education specialist or speak with their advisor.

- **Applied Capstone Internship:** Students will complete at least one required 400-level Capstone Internship for a minimum of four hours. Students must earn a minimum grade of "B-" or higher in the Capstone Internship. A classroom component is required for the internship course.
- **Applied Capstone Workshop:** Students will complete at least one required 400-level Capstone Workshop for a minimum of three hours. Students must earn a minimum grade of "B-" or higher in the Capstone Workshop.

Students should begin planning for the internship well in advance of registering for the course. The internship and experiential education specialist provides assistance and resources to help students identify appropriate internship opportunities; however, students must budget adequate time to find, apply to, interview for, and secure an internship.

[SustainabilityConnect](#) is a website maintained by the school that helps students, faculty, and organizations connect through internship and project opportunities. Students should actively use SustainabilityConnect as one resource for helping identify experiential education opportunities.

Students can schedule an appointment with the internship and experiential education specialist via the online advising appointment scheduling tool.

Remaining Hours

Finally, many students must complete a number of general electives to satisfy graduation requirements. Careful planning and regular viewing of program requirements on eAdvisor and DARS will help to ensure timely completion of all necessary degree requirements.

Sustainability Portfolio

Prior to graduation, Sustainability majors are required to create a portfolio of their Sustainability education. The portfolio will document each student's experience while at ASU, and will highlight such things as the student's knowledge, skills, competencies, interests, and aspirations.

Students are encouraged to start compiling this portfolio early and will be formally introduced to the project in the course SOS 231 Careers in Sustainability.

Academic Success

Administrators, faculty, and staff in the School of Sustainability are prepared to assist students on their path to academic success and completion of their ASU degree. To stay on track toward graduation, ASU sets the following expectations for its students, including:

- Full-time students must earn an average of 15 hours each semester in order to graduate in four years,
- Tempe and Polytechnic freshmen live on campus their first year,
- Students use eAdvisor and other online services available to them at [My ASU](#), and
- Students must establish their @asu.edu e-mail account and use it regularly, as that is the university's official communication method with students.

DARS

DARS is an acronym for Degree Audit Reporting System. Students should monitor their progress to degree completion using the Degree Audit Reporting System and by meeting with their academic advisor each semester.

To view the DARS report:

- Go to [My ASU](#) and log in
- Under "My Programs and eAdvisor" select "My Progress Reports (DARS)"
- Select "Degree Audit (DARS)"
- Do not use the "Back" and "Forward" buttons. Click on "Main Menu" or other links to move between pages.
- Click the "View Your Profile" link.
- Click the "Run Audit" button.
- The system will default to the student's current major and catalog year. Check that they are correct, and then click "Run Default Programs."
- It is possible to "Select a Different Program" if desired.
- It may take a few minutes for the audit to run. When the audit is complete, click "View Audit" to open it.

Students should always view their entire audit and consult with an academic advisor if they have any questions. The graphs and pie chart at the top of the audit can be misleading if interpreted incorrectly. Students should not rely on the graphs and pie chart to determine their degree progress. Always view the entire audit.

A green box with a checkmark next to a requirement on the DARS report indicates a satisfied requirement. A green box with an ellipsis indicates a requirement "in-progress" of being satisfied with a currently enrolled course. A red box with an "X" indicates an unsatisfied requirement.

Students will learn more about how to read the DARS report in ASU 101-SOS or SOS 201, as well as in advising appointments. It is critical that students monitor their DARS report on a regular basis. The School of Sustainability recommends running and reviewing the DARS report at least once a semester. Students should contact an advisor immediately if they notice any discrepancies on their DARS.

Major Maps

A Major Map outlines the following requirements for graduation:

- Which classes must be completed and with what minimum grades,
- When these classes should be taken ideally (suggested course sequence), and
- The critical/necessary requirements for the major.

Current [Major Maps for the B.A. and the B.S.](#) are available on the ASU website. An archive of [past catalog year Major Maps](#) is also available.

eAdvisor

eAdvisor is ASU's signature retention tool that provides online advising and personalized student support to help guide student academic success. eAdvisor is a supplement to in-person academic advising and offers students the ability to:

- View the graduation requirements of their major,
- Plan for and schedule the appropriate courses in the correct sequence to maximize their success,
- Monitor their progress toward degree completion, and
- Find out how their courses may fit with other majors if they decide to change majors.

More information about eAdvisor is available on the [eAdvisor](#) website.

Part of the eAdvisor tool is a system of "tracking" student progress in important requirements each semester. ASU introduces major-related coursework and experiences during the freshman and sophomore years that are called "critical requirements." During the junior and senior years, these important requirements are called "necessary requirements."

eAdvisor provides notifications to in-person students who begin at ASU as first-time freshman if they do not satisfy these "critical" and "necessary" requirements by the designated semester. Not meeting these requirements in a timely manner can prevent a student from graduating in four years. Transfer and ASU Online students are strongly encouraged to follow the eAdvisor guidelines, but they will not be tracked officially or receive eAdvisor notifications.

Undergraduates in the School of Sustainability are expected to be strong academically, especially with regard to grades earned in SOS courses. Careful course planning, in consultation with an academic advisor, will assist in maintaining satisfactory academic performance and progress.

The School of Sustainability mandates the following critical/necessary requirements for BA and BS students tracked through eAdvisor (online students have different eAdvisor tracking rules and should refer to the eAdvisor information in the [ASU Online](#) section for specifics):

- Students must complete ASU 101-SOS (freshmen) or SOS 201 Introduction to ASU and Sustainability (transfer) their first fall term.
- Students must complete SOS 101 their first term. Students pursuing the B.S. should ask their advisor if they have specific questions about the required math sequence.

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- Students must complete SOS 110 and SOS 111 by the end of term two with a grade of B- in each of these two courses.
 - Students must complete ENG 101, ENG 105, or ENG 107 by the end of term two.
 - Students must complete SOS 220 by the end of term three.
 - Students must complete the full first-year composition requirement by the end of term three.
 - Students must complete at least two challenge area/track courses by the end of term four.
 - Students must complete SOS 230 and SOS 231 by the end of term four.
 - Students must determine which track they are pursuing by the end of term four. This satisfies what is termed a "milestone" requirement for an undergraduate degree in the School of Sustainability. Students will meet with or notify their academic advisor to officially "declare" their academic track (also known as challenge area).
 - Students must complete the remaining two challenge area/track courses by the end of term five, including their required challenge area/track course.
 - Students must complete at least one challenge area/track elective by the end of term six.
 - Students must complete at least one upper division related discipline elective by the end of term seven.
 - Students must complete their second upper division related discipline elective by the end of term eight.
 - School of Sustainability majors must maintain a minimum 3.00 GPA in all SOS courses and a minimum 2.50 cumulative ASU GPA in every semester. These are graduation requirements.
 - Additionally, students must satisfy minimum grade requirements for specific courses, as noted on the major map, keeping in mind that a minimum 3.00 GPA in all SOS courses is required to graduate.

The School of Sustainability and W. P. Carey School of Business mandate the following critical/necessary requirements for students tracked through eAdvisor who are pursuing the formal concurrent degrees in BA Sustainability and BS Supply Chain Management:

- Students must complete ASU 101-SOS or WPC 101 in their first term.
- Students must complete CIS 105 and MAT 210 by the end of their first term.
- Students must complete SOS 110 or SOS 111 with a minimum grade of B- by the end of their first term.
- Students must complete MAT 211 by the end of their second term.
- Students must complete both SOS 110 and SOS 111 with minimum grades of B- by the end of their second term.
- Students must complete ENG 101, ENG 105, or ENG 107 by the end of their second term.

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- Students must complete ACC 231 and ECN 221 by the end of their third term.
 - Students must complete ACC 241; SCM 300; at least two sustainability track courses; and SOS 220 and SOS 230 by the end of their fourth term.
 - Students must determine which sustainability track they are pursuing by the end of term four. This satisfies what is termed a “milestone” requirement for an undergraduate degree in the School of Sustainability. Students will meet with or notify their academic advisor to officially “declare” their academic track (also known as challenge area).
 - Students must complete SCM 315 and SCM 345 by the end of their fifth term.
 - Students must complete SCM 355, SCM 432, SCM 463, and their required sustainability track course by the end of their sixth term.
 - Students must complete SCM 479 by the end of their seventh term.
 - Students must complete WPC 480 by the end of their eighth term.
 - School of Sustainability students must maintain a minimum 3.00 GPA in all SOS courses and a minimum 2.50 cumulative ASU GPA in every semester. These are graduation requirements.
 - Additionally, students must satisfy minimum grade requirements for specific courses, as noted on the major map, keeping in mind that a minimum 3.00 GPA in all SOS courses is required to graduate.

Applied Internship and Capstone Workshop Support

Undergraduate students in the School of Sustainability will consult with the internship and experiential education specialist and the career development associate before securing internship/workshop experiences that will count as credit toward fulfilling degree requirements.

Students are encouraged to meet with the internship and experiential education specialist or attend a Capstone Information Session at least one semester before they plan to take their applied internship capstone requirement, as careful planning ahead of time is necessary to ensure all required information is in place before the capstone begins. Students must identify an internship experience, apply to and be selected for the internship, and file all necessary paperwork prior to being given permission to enroll in SOS 484 Capstone Internship.

Students should be aware that they are required to enroll in and attend a class component during the internship experience.

Some pre-approved study abroad experiences may count as a capstone. The internship and experiential education specialist should be consulted for any questions.

Academic Success Services

Academic success resources, including tutoring help and academic workshops, abound at Arizona State University. More information is available online: [Student Success Centers](#).

Writing Center

The [ASU Writing Center](#) provides high quality tutoring for all enrolled students. Tutoring assistance is available online and in-person.

Math Central

The [ASU Math Central](#) provides high quality tutoring for students enrolled in mathematics or statistics courses. Peer tutors can help with course content, problem-solving and study skills.

Career Services

Successful recruitment development and corporate relations are immensely important in providing students with opportunities for their individual career growth and development. The School of Sustainability recognizes this need and encourages students to take advantage of opportunities to network with professionals and leaders in the sustainability field. Students are encouraged strongly to attend [Wrigley Lectures](#) and [Case Critical Events](#) whenever possible in order to spark their career development early on in their in their academic career.

SOS 231 Careers in Sustainability is a required course for all Sustainability majors. The course explores values, motivations and career options, and helps student learn how to approach the job search and how to communicate sustainability to employers.

SOS 484 Capstone Internship is a required course taken concurrently with the student's internship experience. The course assists students in synthesizing their experience and continue developing their ability to communicate about their sustainability education and experience to potential employers; as well as building their resume, cover letter, and interviewing skills.

Students may also consult with their advisors, the internship and experiential education specialist, and the career development associate regarding career advising questions.

Academic Grade Point Average (GPA)

ASU reports grades based on a 4.00 grading scale. Semester GPAs will show the effect of all grades awarded including +/- up to a GPA of 4.33; however, cumulative ASU GPAs are capped at 4.00. Use of the plus/minus system is at the discretion of the faculty member teaching the class section.

Ordinarily a letter grade is given upon completion of a course, unless a grading option of "audit" or "pass/fail" is indicated at the time of registration. Approval of both the class

instructor and the college/school of the major are required before registration in one of these options. "P" (Pass) is included in earned hours but is not computed in the GPA. A "C"/2.00 is required for a pass/fail grade. Grading options cannot be changed after the course drop/add deadline.

For the purpose of computing GPA, the grade points assigned to each of the grades are: A+ = 4.33, A = 4.00, A- = 3.67, B+ = 3.33, B = 3.00, B- = 2.67, C+ = 2.33, C = 2.00, D = 1.00, E = 0.00. Students can view their GPA in [My ASU](#). Under "My Classes" select "Grades & Transcripts" for a particular semester. There are various GPA Calculator tools available online to project GPAs based on estimated performance. ASU's [GPA calculator](#) is located [here](#).

Academic Excellence

Students who excel in their coursework are eligible for a variety of honors including the Undergraduate Academy, honorary societies, and the Deans' List. In the School of Sustainability, students are eligible to make the Dean's List if they take at least twelve graded hours of course work in a fall or spring semester and earn at least a 3.5 semester GPA in that course work.

Academic Status Reports

At two points during the C session, and one point during the A and B sessions, faculty may provide students with feedback on class performance. Students may receive this "academic status report" as an electronic notice alerting them to performance issues as well as resources available to make academic improvements.

Tracking Status

First-time freshmen who are being critically tracked by eAdvisor will display a tracking status on their My ASU.

Students are "on track" when they take the right courses at the right time and in the right sequence for the major, all while earning minimum grades in courses, or sequences of courses, as indicated on the major map.

Students are "off track" if they:

- Drop, withdraw or don't register for a course defined as a critical or necessary requirement,
- Don't meet the minimum course grade or critical GPA,
- Don't complete a specified milestone,
- Don't meet the SOS GPA requirement, or
- Don't meet the cumulative ASU GPA requirement.

In the event a tracked student becomes off track in eAdvisor, a hold will be placed on their record. They will not be able to complete certain registration services until they meet with an advisor. The advising session will help the student get back on track and/or help them explore other degree options or address any of their unique circumstances.

Tracked students who are off track for two consecutive semesters, not including summer sessions, may be required to change to a major more appropriate to the student's goals and performance.

Academic Probation and Disqualification

Of course, students will work hard to keep their academic GPA as high as possible, but it is important to know and understand minimum requirements with regard to academic probation and disqualification. Students in the School of Sustainability are considered in good standing for the purpose of retention if (1) they maintain a cumulative GPA of 2.00 or higher in all courses taken at ASU and (2) maintain critical requirements within their major.

Any student who does not maintain a cumulative GPA of 2.00 or higher in all courses taken at ASU is placed on academic probation. The GPA is computed only for courses taken at ASU; transfer coursework does not contribute toward the ASU GPA.

Probation status for academic reasons begins on the first day of classes of the semester after the semester in which a student has been determined to be on probation. A student on academic probation is required to observe any limitations or rules the School may impose as a condition for retention. Before students on probation can register for classes in the next semester, they must receive advising in their school.

Students who do not meet probation requirements are subject to disqualification. A disqualified student will not be able to register for classes in the fall or spring semester at the University. If the student has already registered for a future fall or spring semester, the registration is canceled.

A student who has been disqualified may apply for reinstatement through the School. Students seeking reinstatement (after disqualification) or readmission (after absence from the university) should contact the School of Sustainability Student Services Center regarding procedures and guidance for returning to good standing. When reinstatement includes readmission, application must be made to the Readmission Section of the Office of the Registrar.

It is important for undergraduates in the School of Sustainability to remember that the cumulative ASU GPA and the overall GPA earned in all SOS major courses will be monitored closely, based on critical requirements indicated on the student's major map. Students should consult their major map regularly and consistently to ensure they stay on track with regard to course sequencing, course grade, and cumulative GPA requirements for continued enrollment.

ASU Online

The BA and BS in Sustainability both can be completed in a completely online environment, via ASU Online. All degree requirements, academic standards, and expectations are the same for students completing the programs through online as for those completing the programs at an in-person campus.

All ASUOnline students are strongly encouraged to schedule an appointment with an academic advisor before starting their first semester of classes and every semester thereafter. Online students are encouraged to register for classes at the earliest opportunity.

ASU Online provides a week-long, zero credit hour, orientation "course" that begins at varying times prior to the start of the semester. This orientation course teaches students about ASU's mission as the New American University and helps them identify the value of a university degree from a large research institution; learn about the concepts of academic integrity and work/life/school balance; and discover the tools used in ASU Online courses. Students enrolled in the Starbucks College Achievement Plan take ASU 10, active duty and veteran students take ASU 42, and all other students take ASU 11.

Major Maps (Online)

ASU Online major maps are laid out in an eight-term sequence, broken into two sessions each term. Session A runs the first seven and a half weeks of the semester; session B runs the final seven and a half weeks of the semester. For more information regarding major maps, see the [Major Maps](#) section above.

eAdvisor (Online)

Students can find more information regarding eAdvisor above. While ASU Online students are not officially tracked and notified via eAdvisor, they are still encouraged to complete critical/necessary requirements in the order recommended:

- Students should complete ASU 101-SOS or SOS 201 (for transfer students) in their first term.
- Students should complete SOS 101 by the end of term 1-B.
- Students should complete SOS 110 and SOS 111 with grades of B- or better by the end of term 2-B.
- Students should complete ENG 101, ENG 105, or ENG 107 by the end of term 2-B.
- BA students should complete SOS 220 by the end of term 3-A. BS students should complete SOS 220 by the end of term 3-B.
- Students should complete at least one challenge area/track course by the end of term 4-A.

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- Students should complete a second challenge area/track course by the end of term 4-B.
 - BA students should complete SOS 230 and SOS 231 by the end of term 4-B.
 - Students should complete a third challenge area/track course by the end of term 5-A.
 - BA students should complete their required challenge area/track course by the end of term 5-B.
 - Students should determine which track they are pursuing by the end of term 5-B. This satisfies what is termed a “milestone” requirement for an undergraduate degree in the School of Sustainability. Students will meet with or notify their academic advisor to officially “declare” their academic track (also known as challenge area).
 - BA students should complete at least one track elective course by the end of term 6-B. BS students should complete at least one track elective course by the end of term 5-B.
 - BS students should complete SOS 311 by the end of term 6-B.
 - BA students should complete an upper division track elective course by the end of term 7-A.
 - BS students should complete an upper division related discipline elective by the end of term 7-A.
 - BS students should complete a second upper division related discipline elective by the end of term 7-B.
 - Students should complete SOS 484 Capstone Internship by the end of term 8-B.
 - School of Sustainability majors must maintain a minimum 3.00 GPA in all SOS courses and a minimum 2.50 cumulative ASU GPA in every semester. These are graduation requirements.
 - Additionally, students must satisfy minimum grade requirements for specific courses, as noted on the major map, keeping in mind that a minimum 3.00 GPA in all SOS courses is required to graduate.

Resources (Online)

ASU Online students can take advantage of many support resources offered by the university, including [academic advising](#), online [tutoring](#), [libraries](#), and [technical support](#). Students should begin by viewing the [online orientation](#) program.

Graduation

Meeting SOS Milestones

School of Sustainability students must determine which track and related discipline they are pursuing no later than the end of term four. This will ensure adequate time to incorporate all courses necessary for satisfying degree requirements. Students will meet with or notify their academic advisor to officially “declare” their academic track (also known as challenge area).

Application for Graduation

Filing fees:

- Undergraduate \$50 (\$25 for each additional concurrent degree)
- Late fee, if applicable, \$35

Students graduating in...

The filing deadline is...

Fall	October 1
Spring	February 15
Summer	June 15

See the most up-to-date information about [deadlines and how to apply for graduation](#).

Tuition and Fees

See more information about [tuition and fees](#).

Financial Support

See more information about [tuition and fees](#), and about [financial aid and scholarship support](#). Learn how to budget finances by using the [Student Budget Worksheet](#). Financial aid options include student employment, grants, loans and scholarships. The School of Sustainability is continuing to develop more academic scholarship opportunities, so students should watch for announcements concerning these scholarships on the [School of Sustainability Scholarships](#) page.

Facilities

ASU has a large and diverse undergraduate student body. The university has excellent library and laboratory facilities, as well as outstanding computing infrastructure. All of these foster a stimulating environment for undergraduate education and research.

The School of Sustainability, including the Student Services Center, is located in [Wrigley Hall](#) (WGHL) on the Tempe campus.

Advising, engagement, and career services are available on the Polytechnic campus by appointment. Students should contact the Student Services Center at (480) 727-6963 to schedule an in-person or phone appointment.

The Sustainability Student Center is a meeting area for student organizations, workshops and presentations, and a quiet place to study between classes. It is located on the Tempe campus in the [Matthews Center](#).

SOS Faculty

A list of [School of Sustainability faculty](#) and ASU [Sustainability Scientists and Scholars](#) can be found online.

University Contacts

	Area Code (480)
ASU Switchboard	965-9011
Bookstore http://bookstore.asu.edu/asu/home.aspx	965-3191
Campus Health Services http://www.asu.edu/studentaffairs/health/	965-3349
Career Services https://eoss.asu.edu/cs	965-2350
Counseling and Consultation https://eoss.asu.edu/counseling	965-6146 921-1006 (crisis hotline)
Dining Services http://sundeildining.asu.edu/	727-3463
Disability Resource Center (DRC) https://eoss.asu.edu/drc	965-1234
Financial Aid (Financial Aid and Scholarship Services) http://students.asu.edu/financial-aid	(855) 278-5080 (toll free)
Graduation Office (Registrar) http://students.asu.edu/graduation	965-3256
International Students and Scholars Office https://global.asu.edu/international-student-and-scholars-center	965-5965
Parking and Transit Services https://cfo.asu.edu/transportation	965-6124
Public Events (Gammage) http://www.asugammage.com/index.php	965-5062 (Admin.) 965-3434 (Box Office)
Records and Grades (Registrar) http://students.asu.edu/student-records-grades	965-3124
Residency http://students.asu.edu/residency	965-7712
Scholarship Office (Financial Aid and Scholarship Services) http://students.asu.edu/scholarships	(855) 278-5080 (toll free)
Student Employment (Financial Aid and Scholarship Services) http://students.asu.edu/employment	(855) 278-5080 (toll free)
Sun Devil Card Services http://cfo.asu.edu/cardservices	965-2273
Sun Devil Fitness http://fitness.asu.edu	965-8900
Sun Devil Athletics http://www.thesundevils.com/	727-0000

Testing Services, University http://uoeee.asu.edu/testing	965-7146
Tuition and Billing (Financial Aid and Scholarship Services) https://students.asu.edu/tuitionandbilling	(855) 278-5080 (toll free)
University Housing http://housing.asu.edu/	965-3515
University Technology Office http://uto.asu.edu/	965-6500

Important Dates for 2016-2017

Staying on track in a degree program is very important, but knowing important deadline dates is also important. To keep on schedule and stay on track, it is every student's responsibility to be aware of registration/enrollment dates, drop/add deadlines, and withdrawal deadlines. The School of Sustainability adheres to these university deadlines and rarely approves deadline appeals and/or late transactions. Important dates and deadlines can be found on ASU's [Academic Calendar](#).

Students can also view individual course drop/add and withdrawal dates on My ASU.

Clicking the calendar icon  in the "My Classes" box next to each course displays important deadlines associated with the course.

Definitions

Academic Advisor

A faculty member or professional advisor who assists students in assessing education goals; developing programs of study; and understanding rules, procedures and curriculum requirements.

Academic Integrity Policy

The [policy](#) sets forth the ASU student academic integrity policy and appeal procedures.

Academic Portfolio

An Academic Portfolio is an organized record of academic experiences, achievements and professional development over a period of time. It consists of a collection of documents which illustrate the variety and quality of work done, along with reflections on these documents and development over time. A portfolio can be kept in a variety of ways: in a folder with sub-sections, in a series of files in your filing cabinet, or in electronic form with a file of supporting documentation. Sustainability students are required to produce an academic portfolio prior to graduation; details are provided starting in the course SOS 231.

Advanced Placement

Students who have taken an advanced placement (AP) course of the College Entrance Examination Board (CEEB) in their secondary school and who have taken an Advanced Placement Examination of CEEB may be eligible to receive university credit.

ASU General Catalog

Undergraduate students' graduation requirements are described in the *General Catalog* (which is found online) of the academic year for which they are admitted.

Campus

ASU has multiple campus locations, including Downtown Phoenix, Polytechnic, Tempe, West, Lake Havasu, Thunderbird, and ASU Online.

Class

A specific section of a "course" that has a class section number assigned to it. One "course" may have several "class" sections.

College/School

An academic unit within the university.

Concurrent Degree

Completion of requirements in two or more primary areas of study simultaneously.

Corequisite

A requirement to be met while taking one course, such as taking another particular course, is a corequisite.

Course

Each course is given a prefix/subject (e.g., SOS for sustainability), a number (e.g., 110), a title (Sustainable World) and a description (e.g., Lays the groundwork for understanding the fundamental geological, biological, and social processes that gave rise to the world we live in and continue to maintain its viability for human life.).

Course Number

A three-digit number for courses (e.g., in SOS 110, the "110" refers to the number for the sustainability course called "Sustainable World.")

Course Prefix/Course Subject

A three-letter abbreviation for courses (e.g., SOS is the course prefix/subject for School of Sustainability courses).

Credit Hour

One credit hour represents a minimum of one 50-minute class per week, per semester. To obtain credit, a student must be properly registered and pay tuition and fees on time. A minimum of 120 credit hours is required for graduation with a baccalaureate degree. Also referred to as a semester hour.

Critical Requirements

Major-related courses and minimum grade performance in courses taken at specific times to help ensure progress and academic success in major degree programs. Critical requirements for each degree program are indicated on the degree's major map.

Course Load

Most students are recommended to enroll in 15 credit hours per semester in order to complete their degree in four years. A minimum full-time course load for an undergraduate student is 12 semester hours. The maximum course load for which a student may register is 18 semester hours (some colleges/schools in the university allow a maximum course load of 19 credit hours, such as the Fulton Schools of Engineering).

Cum Laude

Term used to describe graduating with honors (3.40-3.59 cumulative GPA). Special recognition is given to these students during commencement ceremonies.

DARS

DARS is an acronym for Degree Audit Reporting System. Students should monitor their progress to degree completion using the Degree Audit Reporting System and by meeting with their academic advisor each semester.

Dean's List

Undergraduate students who earn 12 or more graded semester hours ("A," "B," "C," "D," or "E") during a semester in residence at ASU with a GPA of 3.50 or higher are eligible for the Dean's List.

Drop/Add/Swap

Dropping a course results in the course being removed from the student's record. Adding a course results in enrollment in the course. Swapping a course means replacing one course for another course already on the student's schedule. The "swap" function of the registration system ensure the student is added to the new course prior to dropping the student from the currently enrolled course. Students may drop, add or swap courses until the add/drop deadline for the semester. After the add/drop deadline, students must withdraw from a course to remove it from their schedule, and no new classes can be added without authorization.

Elective

A course that is not a requirement within a program of study and that does not need to be completed before enrolling in the next level of course(s).

Freshman

A student who has earned 24 or fewer credit hours.

General Studies Requirement

Required categories of courses designed to provide a general, well-rounded education; and which all students must satisfy prior to graduation.

Good Standing

Term used to describe degree-seeking students who meet the minimum cumulative grade point average standard in their academic program. In general, the typical GPA required to maintain good standing at the university is 2.0; however, some academic units have different requirements.

Junior

A student who has earned 56 to 86 credit hours.

Lower Division

Courses numbered 100 to 299, generally designed for freshmen and sophomores.

Magna Cum Laude

Term used to describe graduating with high honors (3.60-3.79 cumulative GPA). Special recognition is given to these students during commencement ceremonies.

Major

A primary area of study.

Major Map

A tool that outlines classes needed to complete an undergraduate degree program, when the courses should to be taken (course sequence), and critical requirements for the major.

Milestone

A critical point in a student's major map. Students must fulfill milestone requirements or they will be considered off-track for graduation in eAdvisor.

Minor

An area of study in which students complete on average 15 to 24 hours of credit. Just like an academic major, a minor also receives official transcript recognition at graduation. Minors do not appear on a diploma.

Necessary Requirements

Major-related courses and minimum grade performance in courses taken at specific times to help ensure academic success in major degree programs. Necessary requirements for specific majors are indicated on major maps.

Off-Track (eAdvisor)

Designation given to students who do not complete the critical or necessary requirements listed on the major map. Students who are off-track two consecutive semesters, not including summer sessions, may be required by the university to change majors.

On-Track (eAdvisor)

Designation given to students who complete critical and necessary requirements listed on the major map. Being on-track signifies greater potential for retention and four-year degree completion in the current major.

Prerequisite

A course or other requirement that must be completed before enrolling in the next level of course(s).

Senior

A student who has earned 87 or more hours of credit.

Session

Semesters and summer terms are broken down into three sessions. Session A runs the first seven and a half weeks of the fall and spring semesters and the first five and a half weeks of the summer term. Session B runs the last seven and a half weeks of the fall

and spring semesters and the last five and a half weeks of the summer term. Session C runs the full, traditional 18 weeks for fall and spring and eight weeks for the summer term.

Sophomore

A student who has earned 25-55 hours of credit.

Student Code of Conduct

List of behavioral expectations required of all students and administered by the [Office of Student Life](#).

Summa Cum Laude

Term used to describe graduating with highest honors (3.80-4.00 cumulative GPA). Special recognition is given to these students during commencement ceremonies.

Transcript

An official transcript lists in chronological order all courses taken at ASU and includes all grades and ASU degrees earned.

Upper Division

Courses numbered 300 to 499, generally designed for juniors and seniors.