**ASU mission**

Demonstrate leadership in academic excellence and accessibility

Establish national standing in academic quality and impact of colleges and schools in every field

Establish ASU as a leading global center for interdisciplinary research, discovery, and development by 2025

Enhance our local impact and social embeddedness

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Welcome to the College of Health Solutions

We are delighted to partner with you to complete your degree program. This handbook includes important information to help you progress through your program. If ever you do not understand a policy or procedure, please immediately contact your academic advisor for more information.

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**Table of Contents**

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Advising</td>
<td>2</td>
</tr>
<tr>
<td>Academic progress and e-Advisor tracking</td>
<td>2</td>
</tr>
<tr>
<td>Credit/Registration</td>
<td>2</td>
</tr>
<tr>
<td>Drop/Add and Withdrawal</td>
<td>3</td>
</tr>
<tr>
<td>Incompletes</td>
<td>3</td>
</tr>
<tr>
<td>Medical or Compassionate Withdrawals</td>
<td>3</td>
</tr>
<tr>
<td>Grade Grievance Procedures</td>
<td>4</td>
</tr>
<tr>
<td>Academic Disqualification</td>
<td>5</td>
</tr>
<tr>
<td>Academic Integrity</td>
<td>5</td>
</tr>
<tr>
<td>Academic Integrity Policy</td>
<td>5</td>
</tr>
<tr>
<td>Academic Probation</td>
<td>5</td>
</tr>
<tr>
<td>Academic Standing</td>
<td>5</td>
</tr>
<tr>
<td>Communication from ASU to students</td>
<td>5</td>
</tr>
<tr>
<td>Class standing</td>
<td>6</td>
</tr>
<tr>
<td>Catalog year</td>
<td>6</td>
</tr>
<tr>
<td>Degree Audit Reporting System (DARS)</td>
<td>6</td>
</tr>
<tr>
<td>Grading and Academic Status Reports (ASRs)</td>
<td>6</td>
</tr>
<tr>
<td>Undergraduate Graduation Requirements</td>
<td>6</td>
</tr>
<tr>
<td>Accommodation for Disability</td>
<td>7</td>
</tr>
<tr>
<td>Concurrent degrees</td>
<td>7</td>
</tr>
<tr>
<td>Dean’s List</td>
<td>7</td>
</tr>
<tr>
<td>Graduating with Academic Recognition</td>
<td>7</td>
</tr>
<tr>
<td>Student Resources</td>
<td>7</td>
</tr>
<tr>
<td>Campus Safety</td>
<td>8</td>
</tr>
<tr>
<td>Sexual Harassment</td>
<td>8</td>
</tr>
<tr>
<td>Title IX</td>
<td>8</td>
</tr>
</tbody>
</table>
Academic Advising

All students are encouraged to meet with their academic advisor at least once per semester. However, academic advising is required for the following students:

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

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, they are 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. 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 remain on track for graduation. The important thing is that students earn a bachelor's degree, not necessarily that they earn the one to which they were initially admitted.

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, has family responsibilities, and/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 their academic advisor.

Drop/Add and Withdrawals

Registration deadlines determine the last day you are able to add, drop or withdraw 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 in which the class is held. 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 in which you are registered 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 in which 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.

Incompletes

https://www.asu.edu/aad/manuals/srm/srm203-09.html

The course completion date is determined by the faculty/instructor, but may not exceed one calendar year from the date the mark of "I" is recorded.

The College of Health Solutions recommended criteria regarding issuing an incomplete are:
1. The student has been completing acceptable work (grade of C or better) and has completed 80% of the course.
2. The faculty will be able to work with the student to finish the work in a reasonable timeframe.
3. The faculty will provide a completed form https://students.asu.edu/sites/default/files/incompletegraderequest2024.pdf to their academic unit that has all the areas completely filled out and both the student's and faculty's signature.

Note, even if the faculty list a different grade than an "E" as the grade supposed to be awarded if the work is not completed, the incompletes automatically become an "E" at the close of a calendar year if no other action is taken. We strongly encourage faculty to have these forms on file in the case of any grade disputes. Students DO NOT register for the same course again while they are finishing an incomplete, but they may be either required to attend classes or be manually enrolled in a current courses' Blackboard.

Medical or Compassionate Withdrawals

If a student is involved in an accident or contracts an illness that results in a lengthy hospitalization and therefore is unable to complete the semester, s/he is encouraged to withdraw using the online withdrawal system prior to the end of the semester. If, however, the student is unable to withdraw due to incapacitation, s/he 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 unless they received financial aid disbursement. Medical withdrawals with an effective date after the drop-add period result in a partial refund.

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.
Grade Grievance Procedures
Student academic grievance procedures in the College of Health Solutions normally address 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.

The grievance procedures of the College of Health Solutions (CHS) are as follows:
1. The student should first discuss the problem with the instructor of the course.
2. If the matter cannot be resolved at the course instruction level, the student may appeal to the program chair/director, or the designated representative of the department or school responsible for the course. The student is responsible for providing evidence, if any, and reasons in support of the grade grievance. The chair or director may require school-specific paperwork and/or an additional referral to a committee in the department/school.
3. If the above measures fail to resolve the dispute, the student may file a written grievance via email with the CHS Senior Director for Academic Initiatives. The grievance will be forwarded by the Senior Director to the instructor with a request for a reasonably prompt response (within 10 working days).
4. The student will be contacted to review the response when it arrives back in the Senior Director's office and decides whether to request a hearing. The request for a hearing must be in written form within 10 business days of contact. Upon receiving a request, a formal hearing will be arranged before the CHS Standards and Grievances Committee. The committee is a regular faculty committee of the college.
5. The hearing shall be conducted by the committee chair and shall be closed. Arrangements for the order of appearance, for submission of materials, testimony and related matters should be made through and by the CHS Senior Director for Academic Initiatives.
6. The committee shall make a confidential report through the committee chair to the CHS Associate Dean. The CHS Associate Dean will review the report for confirmation of a final course of action, in keeping with university policy and shall inform the student and the faculty member of the conclusion of the process.

Academic Integrity
https://provost.asu.edu/sites/default/files/AcademicIntegrityPolicyPDF.pdf
Academic Integrity Policy
For a 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

Academic Probation
https://catalog.asu.edu/retention_standing#probation

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 s/he 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 end up in junk mail.
Class Standing
https://catalog.asu.edu/retention_standing

Catalog year
Each student follows the degree requirements for the catalog year for the year in which they were initially admitted to ASU. Students will retain their catalog year as long as there is no break in attendance longer than three consecutive semesters—not including summer (fall/spring/fall or spring/fall/spring).

Student can elect to move forward in catalog years (for instance, from 2014 to 2015), but they may not use a catalog year that was in effect before their high school graduation or completion of the GED.

Students cannot move to a catalog year before their admission to ASU, unless:
• They were attending an Arizona public state university or community college (for instance, UA, NAU, MCCC, Yavapai, etc.) and not had a break in attendance. In this case, they may go to the catalog year for the year they started at the public institution.
• Private Schools within the state (for instance, GCU or UOP) do not qualify for this exception.

Degree Audit Reporting System (DARS)
DARS allows students to search various degree programs in which they might be interested as well as track individual progress towards graduation. Information related to the major maps is coded into the DARS graduation and DARS tracking audits.
https://provost.asu.edu/curriculum-development/dars/information

Grading and Academic Status Reports (ASRs)
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.
https://students.asu.edu/grades

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.
https://students.asu.edu/asrr

Undergraduate Graduation Requirements
https://catalog.asu.edu/ug_grad_req

Accommodation for Disability
In accordance with the Americans with Disabilities Act, reasonable accommodations will be made for qualified students. Students with a qualifying disability are encouraged to visit the Disability Resource Center.

Concurrent Degrees
Select 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. 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 are petitioned separately.

Minimum Requirements for Concurrent Degree Petition
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 0 hours of coursework completed in the second major
5. Minimum of 30 unique hours of coursework in each major.
https://chs.asu.edu/students/advising/advising-forms

Dean's List
https://catalog.asu.edu/retention_standing

Graduating with academic recognition
https://catalog.asu.edu/undergraduatereq/

Student Resources
Students are strongly encouraged to utilize the resources below to ensure success.
• Pre-health Professional Advising: https://chs.asu.edu/prehealth
• Career Services: https://eoss.asu.edu/cs
• Math Tutoring Center: https://students.asu.edu/academic-success
• Peer Coaching: https://students.asu.edu/lys
• Student Success Center: https://students.asu.edu/academic-success
• Writing Center: https://students.asu.edu/academic-success
• Veterans Center: https://veterans.asu.edu/

explore our undergraduate programs today chs.asu.edu/programs/undergraduate
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

Sexual Harassment
https://sexualviolenceprevention.asu.edu/policies

Title IX
https://www.asu.edu/titleIX/

Real world solutions
Real solutions for health and health care issues drive excellence in the College of Health Solutions.

Driving research
The College of Health Solutions works together to develop research that will make a difference in people's lives.

Hands-on learning
Effective experiential teaching gives our students the best learning experience.

Experience faculty
The experienced faculty of the College of Health Solutions help students to be the best in their chosen field.
At the pulse of health, the College of Health Solutions is dedicated to developing the health workforce of the future and shifting society’s focus from health care to health. We’re equipping students to influence healthier lifestyle choices; develop creative interventions to improve the health of people and populations; analyze and translate large amounts of health data into solutions; maximize the technology, science, business and application of diagnostics; and address the critical and complex needs of the health care system. The college’s programmatic focus is on behavioral health, biomedical diagnostics, biomedical informatics, executive education, exercise science, health promotion, health sciences, kinesiology, medical studies, nutrition, public health, the science of health care delivery, and speech and hearing science.

Questions?
We have 3 easy ways to get more information:

1. Call us today! **602.496.3300**
2. Explore our programs at: [chs.asu.edu](http://chs.asu.edu)
3. Email us directly: [chs@asu.edu](mailto:chs@asu.edu)