



## UNDERGRADUATE HANDBOOK 2008-2009

Last Update: August 19, 2008

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

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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). Students should consult this handbook for information about degree requirements, student and advisor responsibilities, academic success support services, degree completion requirements, and career support services.

This handbook should be an initial resource for questions about the program, but students are also encouraged to consult with an academic specialist, their advisor, on a regular basis. Students are expected to meet with their academic specialist (also known as 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 a degree from ASU. Students should develop a good rapport with their advisors, who are a valuable resource for academic information. All new ASU students are required to have advisement before enrolling for classes. All students should work with their advisors each semester. If you are unsure who to contact for advising, visit [www.asu.edu/students](http://www.asu.edu/students) and select eAdvisor for more information. 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 <http://www.asu.edu/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 can also forward their ASU email to another preferred account. Instructions on how to do this can be found under "Redirecting Your ASU Email" at: <http://asuonline.asu.edu/StudentSupport/Tutorials6/index.cfm>.

## 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: engages in any form of academic deceit; refers to materials or sources or

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uses devices (e.g., computer disks, audio recorders, camera phones, text messages, crib sheets, calculators, solution manuals, materials from previous classes, or commercial research services) not authorized by the instructor for use during any Academic Evaluation or assignment; provides inappropriate aid to another person in connection with any Academic Evaluation or assignment; engages in Plagiarism; uses materials from the Internet or any other source without full and appropriate attribution; claims credit for or submits work done by another; signs an attendance sheet for another student, allows another student to sign on the student's behalf, or otherwise participates in gaining credit for attendance for oneself or another without actually attending; falsifies or misrepresents hours or activities in relationship to an internship, externship, field experience, workshop or service learning experience; or attempts 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 at the Student Judicial Affairs Web site: <http://www.asu.edu/studentaffairs/studentlife/judicial>.

## **Sexual Harassment**

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. Additional information can be found at <http://www.asu.edu/aad/manuals/acd/acd402.html>.

## **Campus Safety**

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

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## What is the School of Sustainability?

The School of Sustainability is educating 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 21<sup>st</sup> century.

SOS builds on the extensive urban environmental research portfolio of the Global Institute of Sustainability (GIOS) <http://sustainability.asu.edu/gios> and the vision of the New American University <http://www.asu.edu/president/newamericanuniversity>. The School and the Institute provide innovative education and research opportunities to both undergraduate and graduate students to better prepare them to identify solutions for sustainability challenges, relating to:

- Society and Sustainability
- Policy and Governance in Sustainable Systems
- International Development and Sustainability
- Sustainable Urban Dynamics
- Sustainable Energy, Materials, and Technology
- The Economics of Sustainability
- Sustainable Ecosystems

Goals and activities of SOS and GIOS include:

- Education and Training. Engaging future leaders in quality academic programs that will affect positive change at the local to global level and that embody the principles of the New American University.
- Research and Knowledge. Conducting leading transdisciplinary research on a local to global scale, working with stakeholders to exchange knowledge, and developing adaptive solutions to sustainability challenges.
- Advancing Community Understanding and Discourse. Contributing to community understanding and discourse on issues of sustainability and the interrelationships of the economy, environment, and human well-being.
- Leadership and Service to ASU. Offering leadership and service within the wider ASU community, providing for a more sustainable campus and an opportunity for all ASU students to develop a basic familiarity with leading sustainability concepts and issues.

## Who Should Apply?

SOS welcomes all students who have been admitted to ASU as an undergraduate degree-seeking student and who are interested in truly making a difference. The School of Sustainability has no additional admission requirements above meeting general admission requirements to Arizona State University. Students wishing to learn more about ASU undergraduate admission requirements and general application deadlines are encouraged to consult the following Web site: <http://www.asu.edu/apply>.

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## 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 must realize 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. and B.S. in Sustainability as well as a B.A. in Business with a Concentration in Sustainability.

Through these programs, students will build and deepen their understanding of the following key concepts:

- Systems Dynamics: Human systems and natural systems are linked. Changes in any part of any system has 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 Pre-Calculus and a Second Language at the 202-level.

The B.A. program offers four “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 four tracks/challenge areas include:

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

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## ***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 and engineering. It requires satisfactory competencies in a higher level Calculus course and a Second Language at the 102-level.

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 include:

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

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## Degree Requirements

To earn a degree in Sustainability, you will need to fulfill different sets of requirements:

### University Requirements:

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

### College/School Requirements:

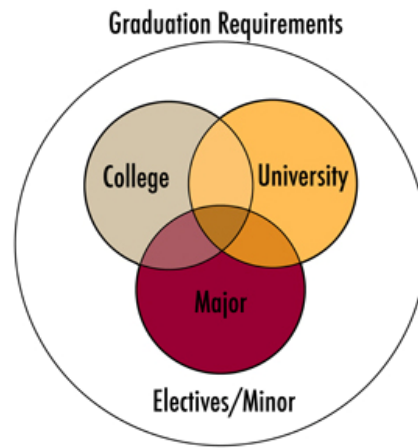
The gray circle represents college/school requirements. The School of Sustainability its own set of requirements.

### Major:

The red 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 typically adds an additional 18 to 25 semester hours of course work and is strongly encouraged 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 map:

<https://webapp.asu.edu/eadvisor/FindResults.external?sp=SCollege&sp=SCSS&sp=SunDergrad>.

## ***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, DANTES 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.

## **Guidelines for Determination of Catalog Year**

The catalog is published annually. Department, school, division, college, and university requirements may change and are upgraded often. In determining graduation requirements, an undergraduate student may use only one edition of the catalog but may elect to follow any later catalog edition. Students may not use an edition of the catalog that was in effect before their high school graduation or completion of GED.

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Students maintaining continuous enrollment at any Arizona community college or public university may graduate according to the requirements of the catalog in effect at the time of initial enrollment following high school graduation or completion of a GED or according to the requirements of any single catalog in effect during subsequent terms of continuous enrollment. Students may maintain continuous enrollment whether attending a single Arizona community college or public university or transferring among public institutions in Arizona while pursuing their degrees. Students transferring among Arizona public higher education institutions must meet the admission, residency, and all curricular and academic requirements of the degree-granting institution. Students should consult the ASU General Catalog for specific questions concerning continuous enrollment and the determination of catalog year.

### **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 course work. See General Studies <http://catalog.asu.edu/node/4>.

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. For more details regarding the different versions of AGEC, refer to <http://www.aztransfer.com/>.

### ***School of Sustainability Requirements***

#### **The ASU Experience**

All SOS majors must take and successfully complete a one-hour course called ASU 101: The ASU Experience. Students will learn about the unique elements, culture, challenges, and opportunities at ASU. The course will cover the core areas of student success, sustainability, social embeddedness, cultural diversity, global engagement, and the importance of taking an entrepreneurial, proactive, and innovative approach. Other areas covered by the course include academic integrity, managing stress, and more in-depth issues concerning sustainability.

#### **Statistics**

The School of Sustainability requires its students to complete STP 226: Elements of Statistics or another statistics course approved by the School. Other statistics course options approved by the School include ECN 221: Business Statistics, JUS 302: Basic Statistical Analysis in Justice Studies, POS 401: Political Statistics, PSY 230: Introduction

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to Statistics, SOC 390: Social Statistics I, STP 231: Statistics for Biosciences, or MAT 351: Mathematical Methods for Genetic Analysis. All statistics course options approved by the School must satisfy General Studies "CS" criteria with an emphasis in statistics. If in doubt about any statistics course being approved by the School, students should contact their academic advisor.

### **Second Language**

The School of Sustainability requires all students majoring in Sustainability to complete a Second Language Requirement as follows.

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 course 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);
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 course requirements consist of:

1. Completion of second language course work at the introductory level (102 or equivalent);
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.

### ***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 course work include SOS 110: Sustainable World and SOS 111: Sustainable Cities.

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## **Math**

All students will complete at least one math course for their degree program. B.A. students will complete MAT 170: Pre-calculus and B.S. students will complete either MAT 271: Calculus with Analytical Geometry II, or MAT 211: Mathematics for Business Analysis, or MAT 251: Calculus for Life Sciences, or MAT 265: Calculus for Engineers, depending on the track chosen. While not required, many students may need to take one or more preparatory math courses to work up to completing the required math course for their degree program. Depending on the track followed, all students will complete a minimum of three to four hours of math course work.

## **Challenge Area Courses**

Students must complete four challenge area courses for a total of twelve 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-SOS 323, and students pursuing the B.S. degree must select at least one course within SOS 324-SOS 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
- SOS 324 Sustainable Energy, Materials, and Technology
- SOS 325 The Economics of Sustainability
- SOS 326 Sustainable Ecosystems

## **Challenge Area 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 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 available in Appendix A.

## **Related Discipline**

All students must complete at least twelve hours within a related discipline outside of the School of Sustainability. At least three 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. Students are encouraged strongly to select a minor or even a second major if they would like more expertise in a particular disciplinary area. Students should decide on a related discipline in consultation with their advisor.

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### **400-Level SOS Elective**

Students will include at least one required SOS Elective course at the 400-level for a minimum of three hours.

### **Capstone Experience**

To best prepare students for a successful transition into professional positions after graduation, all students are required to take and successfully complete a three hour pre-approved applied experience. Applied experience options include SOS 484: Sustainability Internship, SOS 494: Sustainability Workshop, SOS 494: Sustainability Service Learning, or participation in a formal research program for credit.

### ***Remaining Hours***

Finally, all students must complete a number of general electives to satisfy graduation requirements. Students pursuing the B.A. degree will complete a minimum of fourteen hours of general electives, of which at least twelve hours must be upper-division. Students pursuing the B.S. degree will complete a minimum of twenty to twenty-two hours of general electives, of which at least fifteen hours must be upper-division. Careful planning and regular viewing of program requirements on eAdvisor will help to ensure timely completion of all necessary degree requirements.

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## Academic Success

Administrators, faculty, and staff in the School of Sustainability are prepared to assist you in your path to academic success and completion of your 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,
- All freshmen must take ASU 101, the university's introduction to ASU's mission and vision as the New American University,
- Freshmen live on campus their first year,
- All freshmen must use the eAdvisor and other online services available to them at <http://students.asu.edu/>, and
- Freshmen must establish their @asu.edu e-mail account and use it regularly as that is the university's official communication method with students.

### ***eAdvisor***

New tools introduced by ASU exist to help students plan and follow their academic roadmap to graduation. eAdvisor is a supplement to your academic advisor and offers you the ability to:

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

### ***Sun Devil Tracking***

ASU introduces major-related coursework and experiences during your freshman and sophomore years that are called critical requirements. 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 your academic advisor, will assist in maintaining satisfactory academic performance and progress.

The School of Sustainability mandates the following critical requirements for its students:

All students must complete SOS 110 and SOS 111 by the end of term two with a minimum 2.5 grade point average earned in these two courses. Additionally, all students should possess a minimum 2.5 grade point average in all SOS courses by the end of term four, but absolutely no later than the end of term five.

All students must also complete at least two challenge area courses by the end of term four.

Students pursuing the B.A. must complete MAT 170 by the end of term two. If they need a prerequisite, they must take this in term one. Students pursuing the B.S. must complete MAT 271 or MAT 211 or, either MAT 251 or MAT 265 by the end of term two, depending on the track chosen. If they need a prerequisite, they must take this in term one.

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Finally, all 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 their academic advisor to officially “declare” their academic track (also known as challenge area).

School of Sustainability majors must earn a minimum 2.5 GPA in all SOS courses. Additionally, majors must earn grades of “C” or higher in SOS courses, math courses, second language courses, related discipline courses, and challenge area electives.

### ***Major Maps***

A Major Map outlines the following requirements for graduation:

- What classes you need to complete,
- When you need to take them (course sequence) and
- The critical requirements for the major.

Major Maps for the B.A. and the B.S. are available at:

<https://webapp.asu.edu/eadvisor/FindResults.external?sp=SCollege&sp=SCSS&sp=SunDergrad>

### ***Internship Support***

Undergraduate students in the School of Sustainability will consult with the internship coordinator before securing an internship experience that will count as credit toward fulfilling degree requirements. Specific information regarding internships, as well as service learning, research, and workshop experiences, carrying School of Sustainability approval will be available to students early in the spring of 2009.

### ***Learning Support Services***

Learning Support Services (LSS), at Arizona State University uses a peer-assisted learning model to provide a wide range of free academic support services including tutoring, writing support, writing workshops, and test reviews. For more information, please visit: <http://www.asu.edu/studentaffairs/lss/Tutoring.html>.

### ***Writing Center***

The ASU Writing Center provides high quality tutoring for all enrolled students. For more information, please visit: <http://studentsuccess.asu.edu/writing>.

### ***Math Center***

The ASU Math Center provides high quality tutoring for students enrolled in the following courses: MAT 117 through 170, 210, 211, 242, 243, 251, 265 through 267, 270 through 272, MTE 180 and 181, and STP 220 through 226. For more information, please visit: <http://studentsuccess.asu.edu/writing>.

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## ***Academic Grade Point Average (GPA)***

ASU reports grades based on a 4.00 grading scale. The cumulative GPA will include the effect of all grades awarded including +/- up to a GPA of 4.00. Semester GPAs will show the effect of all grades awarded including +/- up to a GPA of 4.33. Cumulative GPAs will be capped at 4.00. Use of the plus/minus system will be 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 is required before registration in one of these options. "P" (Pass) is included in earned hours but is not computed the GPA. A "C"/2.00 is required for a pass/fail grade. Grading options cannot be changed after the close of the drop/add/swap period.

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. To see your GPA, go to [www.asu.edu/students](http://www.asu.edu/students), sign in, and select View Your Grades. You may also use the various GPA Calculator tools available online to project GPAs based on estimated performance.

## ***Academic Excellence***

Students who excel in their coursework are eligible for a variety of honors including the Dean's List and honorary societies. 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 periods during the semester faculty will provide students with feedback on performance in your classes. You may receive an electronic notice alerting you to performance issues as well as resources available to you to make improvements in your classes.

## ***Tracking Status***

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

You are off track if you:

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

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In the event you are off track, you will be contacted and a hold may be placed on your record. You will not be able to complete certain registration services until you meet with an advisor. The advising session will help you get back on track and/or help you explore other degree options or address any of your unique circumstances.

Students who are off track for two consecutive semesters, not including winter and summer session, 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's important to know and understand 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. 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. The GPA is computed only for courses taken at ASU. 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 cancelled.

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 Office 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, as well as the GPA earned in SOS 110/SOS 111, 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.

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## Graduation

### *Meeting SOS Milestone*

School of Sustainability must determine which track 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 their academic advisor to officially “declare” their academic track (also known as challenge area).

### *Application for Graduation*

Filing fees:

- Undergraduate \$40 (\$20 for each additional concurrent degree)
- Late fee, if applicable \$35

#### **If you're graduating in...**

#### **Your deadline is...**

Fall or Winter  
Spring  
Summer

October 15<sup>th</sup>  
March 31<sup>st</sup>  
July 1<sup>st</sup>

For more information about deadlines and how to apply for graduation, please visit: <http://students.asu.edu/graduation>.

## Tuition and Fees

Students may find information on tuition and fees at the following Web site: [http://www.asu.edu/sbs/tuition\\_semester\\_selection.html](http://www.asu.edu/sbs/tuition_semester_selection.html).

## Financial Support

If you need financial assistance, please visit <http://students.asu.edu/costs-finances> for details and information on how to get started. Financial aid options include student employment, grants, loans and scholarships.

## 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 which foster a stimulating environment for undergraduate education and research.

The School of Sustainability is located in the Global Institute of Sustainability Building, which is highlighted at <http://sos.asu.edu/school/facilities.php>.

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## SOS Faculty

A current list of SOS and affiliated faculty can be found at this Web site:  
<http://schoolofsustainability.asu.edu/faculty/index.php>.

## University Contacts

	<b>Area Code (480)</b>
ASU Switchboard	965-9011
Bookstore <a href="http://bookstore.asu.edu/asu/home.aspx">http://bookstore.asu.edu/asu/home.aspx</a>	965-3191
Campus Health Services <a href="http://www.asu.edu/studentaffairs/health/">http://www.asu.edu/studentaffairs/health/</a>	965-3346
Career Services <a href="http://www.asu.edu/studentaffairs/career/">http://www.asu.edu/studentaffairs/career/</a>	965-2350
Counseling and Consultation <a href="http://www.asu.edu/studentaffairs/counseling/">http://www.asu.edu/studentaffairs/counseling/</a>	965-6146
Disability Resource Center (DRC) <a href="http://www.asu.edu/studentaffairs/ed/drc/">http://www.asu.edu/studentaffairs/ed/drc/</a>	965-1234
Graduation Office (Registrar) <a href="http://students.asu.edu/registration">http://students.asu.edu/registration</a>	965-3256
International Student Office <a href="http://www.asu.edu/studentaffairs/ed/iso/">http://www.asu.edu/studentaffairs/ed/iso/</a>	965-7451
Meal Plans <a href="http://www.campusdish.com/en-us/CSMW/ArizonaState">http://www.campusdish.com/en-us/CSMW/ArizonaState</a>	965-3463
Parking and Transit Services <a href="http://pts.asu.edu/">http://pts.asu.edu/</a>	965-6406
Public Events (Gammage) <a href="http://www.asugammage.com/index.php">http://www.asugammage.com/index.php</a>	965-5062
Records (Academic) <a href="http://students.asu.edu/student-records-grades">http://students.asu.edu/student-records-grades</a>	965-3124
Residency <a href="http://students.asu.edu/residency">http://students.asu.edu/residency</a>	965-7712
Residential Life <a href="http://www.asu.edu/studentaffairs/reslife/">http://www.asu.edu/studentaffairs/reslife/</a>	965-3515
Scholarship Office <a href="http://students.asu.edu/scholarships/general-application">http://students.asu.edu/scholarships/general-application</a>	965-4845
Student Accounts <a href="http://www.asu.edu/sbs/">http://www.asu.edu/sbs/</a>	965-6301
Student Employment <a href="http://students.asu.edu/student-employment">http://students.asu.edu/student-employment</a>	965-5186
Student Financial Assistance <a href="http://students.asu.edu/financial-aid">http://students.asu.edu/financial-aid</a>	965-3355
Student Recreation Complex <a href="http://src.asu.edu/">http://src.asu.edu/</a>	965-8900
Sun Card Office <a href="http://www.asu.edu/purchasing/suncard/">http://www.asu.edu/purchasing/suncard/</a>	965-2273
Sun Devil Ticket Office <a href="http://thesundevils.cstv.com/tickets/asu-tickets.html">http://thesundevils.cstv.com/tickets/asu-tickets.html</a>	727-0000
Testing Services, University <a href="http://www.asu.edu/uts/">http://www.asu.edu/uts/</a>	965-7146
University Technology Office <a href="https://uto.asu.edu/mediawiki/index.php/Main_Page">https://uto.asu.edu/mediawiki/index.php/Main_Page</a>	965-6500

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## Important Dates for 2008-2009

Staying on track in your degree program is very important, but knowing important deadline dates is also important. To keep on schedule and stay on track, it is your responsibility as the student to be aware of registration/enrollment dates, drop/add dates, and withdrawal dates. Here are important dates to know for the fall 2008 and spring 2009 semesters:

### FALL SEMESTER 2008

Fee Payment Deadline	August 19
First Day of Class	August 25
Late Registration (late fees apply)	August 25-29
Last Day to Drop/Add/Swap	August 29
Labor Day Holiday	September 1
Academic Status Report #1	September 22-29
Academic Status Report #2	October 22-29
Enrollment Appointments for Spring 2009	TBD, but likely October/November
Course Withdrawal Deadline	
In Person	October 31
Online	November 2
Veterans Day Holiday	November 11
Thanksgiving Recess	November 27-28
Last Day of Classes	December 9
Reading Day	December 10
Final Exams	December 11-14 & 15-17
Commencement	December 18
Grades Available on ASU Interactive	December 22

### SPRING SEMESTER 2009

Fee Payment Deadline	TBD
Martin Luther King, Jr. Day Holiday	January 19, 2009
First Day of Classes	January 20
Late Registration (late fees apply)	January 20-23
Last Day to Drop/Add/Swap	January 23
Academic Status Report #1	February 16-23
Academic Status Report #2	March 7 (Dates to be confirmed.)
Spring Recess	March 8-15
Enrollment Appointments for Fall 2009	TBD, but likely March/April
Course Withdrawal Deadline	
In Person	March 27
Online	March 29
Last Day of Classes	May 5
Reading Day	May 6
Final Exams	May 7-10 & 11-13
Commencement	May 14

## Appendix A: Challenge Area Electives

<b>BA: Society and Sustainability Track</b>			
ASB 202	Ethnic Relations in the United States	3	SB & H & C
ASB 211	Women in Other Cultures	3	(HU or SB) & G
ASB 311	Principles of Social Anthropology	3	SB & G & H
ASB 326	Human Impacts on Ancient Environments	3	SB & H
ASB 416	Economic Anthropology	3	L or SB
ASB 417	Political Anthropology	3	L
ASB 430	Social Simulation	3	-
GCU 350	Geography of World Crises	3	SB & G
GCU 351	Population Geography	3	SB & G
GCU 357	Social Geography	3	SB
GCU 441	Economic Geography, SB (3)	3	SB
GCU 442	Geographical Analysis of Transportation	3	SB
GPH 210	Society and Environment	3	G
JUS 320	Community and Social Justice	3	SB & C
JUS 321	Wealth Distribution and Poverty	3	SB & C
JUS 405	Economic Justice	3	(L or SB) & G
JUS 430	Social Protest, Conflict and Change	3	(L or SB) & C
JUS 444	Environmental Justice	3	L & C
PGS 306	Environmental Psychology	3	SB
PGS 350/351	Social Psychology/ Honors Social Psychology	3	SB
SOC 270	Racial and Ethnic Relations	3	SB & C
SOC 331	Environmental Sociology	3	SB & G
SOC 332	Urban Sociology	3	SB & G
SOC 334	Technology & Society	3	SB
SOC 352	Social Change	3	SB & G & H
SOC 423	Social Class and Stratification	3	L or SB
SOC 426	Social Inequality	3	SB
WST 375	Women and Social Change	3	SB & C
WST 380	Gender, Race, and Class	3	(L or SB) & C
WST 457	Gender, Culture, and Development	3	(L or SB) & G

<b>BA: Policy and Governance in Sustainable Systems Track</b>			
BIO 412	Conservation in Practice	3	-
ECN 441	Public Economics	3	SB
GCU 361	Urban Geography	3	SB
GCU 444	Geographic Studies in Urban Transportation	3	SB
GCU 474	Public Land Policy	3	SB
GPH 314	Global Change	3	HU & G
HTY 350	Environmental History	3	L
HTY 380	Science, Technology, and Values	3	-
HTY 450	History of Ecology and Conservation	3	L & H
PAF 300	Public Management and Administration	3	-
PAF 340	Public Management and Policy	3	-
PHI 407	Environmental Philosophy and Policy	3	L or HU
POS 300	Contemporary Global Controversies	3	SB & G
POS 346	Problems of Democracy	3	HU
POS 351	Democratization	3	SB & G
POS 364	National Security, Intelligence, and Terrorism	3	SB
POS 368	Ethics and Human Rights	3	-
POS 410	Governing American Cities	3	SB
PUP 301	Introduction to Urban Planning	3	L
PUP 430	Transportation Planning and the Environment	3	-
PUP 475	Environmental Impact Assessment	3	-

<b>BA: International Development and Sustainability Track</b>			
AGB 452	International Agricultural Policy	3	-
ASB 100	Introduction to Global Health	3	SB
ASB 440	Women in the Global Factory	3	SB & G

ASB 445	Globalization, Development, and Resistance	3	SB & G
ASB 485	U.S.-Mexico Border in Comparative Perspective	3	-
AFS 320	Africa: Politics, Environment, and Development	3	-
GCU 364	Energy in the Global Arena	3	SB & G
GPH 314	Global Change	3	HU & G
JUS 415	Gender and International Development	3	L & G
POL 460	Politics of Globalization	3	SB & G
POL 480	Global Justice	3	G
POL 486	Global Political Economy	3	SB & G
POS 368	Ethics and Human Rights	3	-
POS 486	International Political Economy	3	SB & G
SBS 480	Global Justice	3	G
SOC 333	Population	3	SB & G
SOC 445	Globalization, Development and Resistance	3	SB & G
SSH 400	Poverty, Social Justice, and Global Health	3	-
WST 378	Global Feminist Theory	3	L & C & G
WST 487	Gender and International Development	3	SB & G

<b>BA: Sustainable Urban Dynamics Track</b>			
APH 414	History of the City	3	H
ASB 442	Urban Anthropology	3	SB
GCU 359	Cities of the World I	3	SB & G & H
GCU 360	Cities of the World II	3	SB & G
GCU 361	Urban Geography	3	SB
GCU 444	Geographic Studies in Urban Transportation	3	SB
HIS 444	American Urban History	3	SB & H
HUD 201	Introduction to Housing and Urban Development	3	-
HUD 302	Housing Production Process	3	-
HUD 402	Community Revitalization: Problems and Strategies	3	-
POL 453	Latin American Cities	3	SB & G
POL 464	Border Cities: Action Research on Globalization	3	SB & G
POS 410	Governing American Cities	3	SB
PUP 100	Introduction to Environmental Design	3	HU & H & G
PUP 200	The Planned Environment	3	HU & H
PUP 301	Introduction to Urban Planning	3	L
PUP 430	Transportation Planning and the Environment	3	-
SBS 460	Urban Studies	3	SB
SOC 332	The Modern City	3	-
URB 100	Introduction to Urban and Metropolitan Studies	3	C
URB 105	Introduction to Urban Governance	3	-
URB 220	Introduction to Urban America	3	-
URB 240	Urban Policy	3	C
URB 300	Urban and Metropolitan Studies	3	-
URB 301	Urban Research	3	-
URB 302	Urban Research II: Practice and Presentation	3	-
URB 305	Urban Governance	3	-
URB 410	Urban Leadership and Collaborative Skills	3	-

<b>BS: Sustainable Energy, Materials, and Technology Track</b>			
ALA 100	Introduction to Environmental Design	3	HU & H & G
ALA 102	Architecture, Landscape Architecture, and Society	3	G
ALA 200	Introduction to Architecture	3	HU & G
CHM 107	Chemistry and Society	4	SQ & G
ETM 302	Water and Wastewater Treatment Technology	3	-
ETM 303	Environmental Regulations	3	-
ETM 401	Hazardous Waste Management	3	-
ETM 426	Environmental Issues	3	-
ETM 428	International Environmental Management	3	G
CEE 400	Earth Systems Engineering and Management	3	(L or HU) & H
GPH 405	Energy and Environment	3	-
GPH 412	Physical Climatology	3	-
MET 435	Alternate Energy Sources	3	-

<b>BS: Economics of Sustainability Track</b>			
ECN 211	Macroeconomic Principles	3	SB
ECN 212	Microeconomic Principles	3	SB
ECN 313	Intermediate Macroeconomic Theory	3	SB
ECN 314	Intermediate Microeconomic Theory	3	-
ECN 413	Advanced Honors Macroeconomics (in place of 313)	3	-
ECN 414	Advanced Honors Microeconomics (in place of 314)	3	-
ECN 416	Game Theory and Economic Behavior	3	-
ECN 306	Survey of International Economics	3	SB & G
ECN 360	Economic Development	3	SB & G
ECN 425	Introduction to Econometrics	3	-
ECN 436	International Trade Theory	3	SB & G
ECN 450	Law and Economics	3	-
ASB 416	Economic Anthropology	3	L or SB
GCU 441	Economic Geography	3	SB
POL 460	Politics of Globalization	3	SB & G
POL 486	Global Political Economy	3	SB & G

<b>BS: Sustainable Ecosystems Track</b>			
ABS 364	Urban Forestry	3	-
ABS 430	Watershed Management	3	-
ABS 433	Riparian and Wetland Ecology	3	-
ABS 481	Riparian and Wetland Restoration	3	-
BIO 187	General Biology I	4	SG
BIO 188	General Biology II	4	SQ
BIO 320	Fundamentals of Ecology	3	-
BIO 321	Introductory Ecology Laboratory	2	L
BIO 322	Conservation Biology and Ecological Sustainability I	3	-
BIO 323	Conservation Biology and Ecological Sustainability II	3	-
BIO 331	Animal Behavior	3	-
BIO 370	Vertebrate Zoology	4	-
BIO 386	General Entomology	4	-
BIO 410	Techniques in Wildlife Conservation Biology	3	L
BIO 411	Quantitative Conservation Biology	3	-
BIO 412	Conservation in Practice	3	-
BIO 421	Landscape Ecology	3	-
BIO 424	Mathematical Models in Ecology	4	-
BIO 471	Ornithology	3	-
BIO 472	Mammalogy	4	-
BIO 325/GLG 325	Oceanography	3	-
GPH 314	Global Change	3	HU & G
PLB 300	Comparative Plant Diversity	4	L or SG
PLB 302	Plants and Civilization	3	-
PLB 304	Biology of Algae and Fungi	3	-
PLB 305	Desert Annuals and Cacti	3	-
PLB 310	The Flora of Arizona	4	-
PLB 411	Trees and Shrubs of Arizona	3	-

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## Appendix B: Definitions

### ***Academic Advisor***

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

### ***Academic Integrity Policy***

The policy located at [www.asu.edu/studentlife/judicial/academic\\_integrity.htm](http://www.asu.edu/studentlife/judicial/academic_integrity.htm) sets forth the ASU student academic integrity policy and appeal procedures.

### ***Advanced Placement***

Students who have taken an advanced placement 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.

### ***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. Also known as Dual Degree and Double Major.

### ***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., HST for history), a number (e.g., 109), a title (United States to 1865) and a description (e.g., Growth of the Republic from colonial period through the Civil War).

### ***Course Number***

A three-digit number for courses (e.g., in HST 109, the "109" refers to the number for the history course called "United States to 1865.")

### ***Course Prefix/Course Subject***

A three-letter abbreviation for courses (e.g., HST is the course prefix/subject for History 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.

### ***Critical Requirements***

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

### ***Cum Laude***

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

***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 (with the exception of a 19-hour maximum for students enrolled in the College of Design or Ira A. Fulton School of Engineering).

***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.

***Declaration of Graduation***

Guides the student in accomplishing successful completion of degree requirements in a timely manner. Students must file a Declaration of Graduation for graduation within the semester they earn their 87<sup>th</sup> credit hour.

***Drop/Add/Swap***

Students may drop, add or swap courses until the last day to enroll for the term.

***Elective*** A course that is not a requirement within a program of study and that does not need 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 courses, which all students must complete before graduation, designed to provide a general education.

***Good Standing***

Term used to describe degree-seeking students who meet the minimum cumulative grade point average standard in their academic program.

***Junior***

A student who has earned 56 to 86 credit hours.

***Lower Division***

Courses numbered 100 to 299 are designed primarily for freshmen and sophomores.

***Magna Cum Laude***

Term used to describe graduating with great praise, the second highest honor (3.60-3.79 cumulative GPA).

***Major***

A primary area of study.

***Major Map***

A tool that outlines classes you need to complete, when you need to take them (course sequence) and critical requirements for the major.

***Milestone***

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

**Minor**

An area of study in which students complete approximately 15 to 24 hours of credit.

**Off-Track**

Designation given to students who do not complete "critical requirements" listed on major map for degree program. Being off-track for two consecutive semesters, not including winter and summer sessions, may necessitate the need for a student to change majors.

**On-Track**

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

**Prerequisite**

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

**Reading Day**

The day between the last day of instruction and first day of finals exams. On this day, no classes are held so students can spend time preparing for final exams.

**Senior**

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

**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, available at [www.asu.edu/studentaffairs/studentlife/judicial](http://www.asu.edu/studentaffairs/studentlife/judicial).

**Summa Cum Laude**

Term used to describe graduating with the highest honors (3.80-4.00 cumulative GPA).

**Transcript**

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

**Upper Division**

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