# Table of Contents

**Purpose**

**Process Overview**

**ASU Branding Guidelines**
- ASU branding guide
- Grammar Tips
- Language and tone
- Font Tips

**Helpful Hints**

**Navigating to the Supplemental Application Pages**

**Completing the Supplemental Application Manager Tab**
- Welcome Message
- Academic Plan Location
- ASU Specialization
- Faculty Consulted
- Letters of Recommendation
- Additional Questions
- Source of Referrals
- Test Required
- Self-Reported Test Scores

**Completing the Documents Tab**

**Completing the Employment Tab**

**Activating the Supplemental Application**

**Appendix A – SAM Preview Screen Shots**

**Appendix B – LOR Preview Screen Shots**

**Appendix C – Supplemental Application Student View**

**Appendix D – SAM Preview Checklist**

**Appendix E – Block Text Issues**
Purpose

The Graduate Supplemental Application Manager allows departments to customize online graduate admissions applications by plan code. The Supplemental Application Manager includes the following components. Academic units can choose which components to include based on their needs.

- Welcome Message
- Academic Plan Location
- ASU Specialization
- Faculty Consulted
- Letters of Recommendation
- Additional Questions
  - Short Answer Questions (up to four)
  - Yes/No Questions (up to four)
- Source of Referral
- Self-Reported Test Scores
- Personal Statement
- Additional Essays (up to two)
- Resume
- Unofficial Transcripts
- Employment History
- Prerequisite Courses
If submitting a supplemental application for the first time for a newly established program, an initial review will be completed by the Graduate College to ensure rapid activation of the supplemental application for the new academic program. This initial review will be followed by a formal review to be completed by Admission Services.

If submitting updates to a preexisting supplemental application, a formal review will be completed by Admission Services.
It is the responsibility of the academic unit to ensure that the supplemental application has been edited and is ready for publication. After activating the supplemental application, the submission will be checked for branding, grammar, functional URLs and formatting.

ASU branding guide

Refer to the ASU Enterprise Brand and Marketing Guide to ensure compliance to established branding guidelines. The ASU Enterprise Brand and Marketing Guide can be found at brandguide.asu.edu.

Grammar tips

Listed below are some common mistakes found on supplemental applications. Prior to activating the supplemental application, review for the following issues:

- One space after periods.
- Use “and” or “or” instead of “/”.
- “Admission Services” and “admission”, not “admissions”.
- Sentence case, not Initial Caps.
- “And,” not “&”.
- “My ASU” is two words, not “MyASU”.
- Lowercase “campus” and terms (e.g., Tempe campus and fall semester).
- Use **bold** instead of *italics* or ALL CAPS.
- Phone numbers are 555-555-5555, not 555.555.5555 or (555) 555-5555.
- Bulleted items get a period.

Language and tone tips

Keep it concise
- Use plain, spoken, honest language.
- Don’t overwhelm the applicant with too many links.

Make it scannable
- Use short paragraphs.
- Use bullet points.
- Bold important words.
- Use vertical bars for long lists: (Aerospace engineering | Chemical engineering | Computer science)
Be helpful
- Make it about them. “You,” not “we”.
- Help, not hype.
- Include contact information: phone, email and emailing address.

Font tips

Ensure that the same font and font size is consistent throughout the supplemental application. Use notepad to copy and paste any pre-written content to ensure the correct font is displayed.
Draft your supplemental application requirements and questions before logging in. This will allow you to create your supplemental application quickly.

Save and continue
Click Save and Continue (at the bottom of each page) often while building your supplemental application. This process will not only save your changes while you are processing, but it will also identify areas that need elaboration or additional information.

Helpful tools in the app

Copy and paste
Should only be done through Notepad. Avoid copying and pasting from Word, websites, or any other programs other than Notepad due to formatting issues.

Preview
Take a few minutes to proofread all pages before requesting for activation. The SAM Preview button is found on the Activate tab within the Supplemental Application Manager.

Activate
Click Activate when all revisions have been completed. This will send the supplemental application for final review and activation to make it visible on Degree Search.
Navigating to the Supplemental Application Pages

1. Log in to My ASU and click on the **CS PeopleSoft** link.

![My ASU interface with CS PeopleSoft link highlighted](image1.png)

2. Select **Classic View** from My Homepage to launch PeopleSoft.

![Classic View from My Homepage](image2.png)

3. Once logged in to PeopleSoft, go to **Main Menu/ASU Customizations/ASU Admissions/Supplemental App Manager/Setup Supplemental Application**.

![PeopleSoft navigation](image3.png)
4. To locate the supplemental application for a degree program, enter Academic Career, Academic Program, Academic Plan, Academic Organization, and/or Description and click **Search**. Please note that each academic plan has its own supplemental application. To view all plan codes listed under a specific academic unit, enter the Academic Career and Academic Organization only.

5. If a supplemental application is being created for a new program, click **Setup Sup App** to begin entering data for the supplemental application.

If updating data for a pre-existing plan, click **Update** to begin updating pre-existing supplemental application data.
6. After clicking on Setup Sup App or Update, the following page will be displayed, allowing for the addition, removal and revision of content appearing on the supplemental application. +

Information about Supplemental Application History

The Supplemental Application Manager maintains the history of changes that are made by using an Effective Date and Effective Sequence. When a supplemental application is first created, the effective date will show the date that you initiate updates and will show as being “Inactive” until the Activate button is clicked.

Once activated, future changes are made by clicking the Update button as shown in the screen shot above. Updating the supplemental application will create a new effective dated row and sequence and will remain inactive until the supplemental application is activated once again. It is important to recognize that an applicant will not see changes until the supplemental application has been activated by the Graduate College.

Important notes:

Applicants who began an application before changes were activated will continue to see the supplemental application that was active at the time they started.

The history section allows you to view the supplemental application at a particular point in time to see what it looked like for an applicant that started their application under an “older” supplemental application. No changes are permitted to the historical supplemental applications.

The Inactive row on the revision history is the inactive updated version of the supplemental application for that plan. To use this version these changes will need to be activated by Admission Services or the Graduate College.
Welcome Message

A welcome message can be inserted by overwriting the text appearing in the welcome message box. This message should include basic information about the department and graduate program the applicant is seeking admission into. It should also contain a link to the college website where the applicant can learn more about additional requirements.

Academic Plan Location

The Academic Plan Location field allows for a list of locations to be displayed. Check the Display checkbox to make the question visible to applicants and add a title to the Customizable Label field to provide additional information to the applicant. If applicants are required to choose an Academic Plan Location, click the check box for Response Required. Click Locations to add locations (i.e. campuses) for the applicant to choose from.
ASU Specialization

The ASU Specialization field allows a list of program specific specializations and concentrations to be displayed. Information added to the Specialization box will appear as a dropdown list, allowing the applicant to select their desired specialization(s).

To enter specialization information for students to choose from, click the blue hyperlink titled Specializations. A new screen will be displayed where specific specialization information can be added or removed.

If an answer to a specialization question is required of the applicant, click the check box for Response Required. Check the Display checkbox to display the question to applicants.
Faculty Consulted

The Faculty Consulted field allows for customized text to be added to inquire if the student has consulted with any faculty members. Enter questions related to faculty contact in the customizable label field and check the Display checkbox to make the question visible to applicants.

Letters of Recommendation

Enable/Disable

The Enable/Disable box allows the college to indicate if letters of recommendation will be required. If LORs are required as part of the application process, check the Enable/Disable box. If they are not required, leave the Enable/Disable box unchecked and proceed to the Additional Questions section.

Applicant Instructions

The Applicant Instructions box allows the college to add instructions to the application regarding the letter of recommendation submission method.

If letters of recommendation are only accepted by mail, provide the address for Graduate Admission Services and mailing instructions (found at admission.asu.edu/contact) in the Applicant Instructions box.
If letters of recommendation are accepted electronically, use the Applicant Instructions box to provide additional details to the applicant regarding the recommendation requirements.

**Accept Online Letters of Recommendation**

If online letters will be accepted, check the **Accept Online Letters of Recommendation** box.

**Allow Letter of Recommendation File Upload**

Choose the file upload option from the drop box. Colleges can choose to not allow file uploads, allow file upload only, or allow file and question upload options.
If a File Upload is allowed, then you will need to add instructions for the file upload.

Recommender Instructions

Text entered in the Recommender Instructions will appear in the email sent to the applicant’s recommenders. Provide instructions for the recommender to guide them through the recommendation process.

Minimum/Maximum number of recommenders and require minimum recommender before releasing to committee

A minimum and maximum number of recommenders is required. The minimum number cannot be zero and the maximum number must be greater than or equal to the minimum number of recommenders. Enter the minimum and maximum number of recommenders by selecting the number of recommenders from the dropdown boxes. If LORs are optional and not required, you can enter “1” into the **Minimum number of recommenders** field, and instruct the applicant to enter their own email address if they do not wish to submit an LOR.
To withhold the recommender entries from being released to the committee for evaluation until the minimum number of recommendations have been received, check the **Require minimum recommenders before releasing to committee** box. If Letters of Recommendation are accepted, but not required, leave the box unchecked.

Note: These options may only be used if Accept Online Letters of Recommendation has been checked.

Ranked Questions

The Ranked Questions section will display a series of items for the recommender to rank to evaluate the applicant’s skill set. A minimum of one ranked question is required to be listed in the space provided. Click +/- to add or remove questions.

Sample Ranked Question example:
Short Answer Questions

The Short Answer Questions section will display a series of questions for the recommender to rank to evaluate the applicant’s skill set. A minimum of one short answer question is required to be listed in the space provided. Click +/- to add or remove questions.

Sample Short Answer Questions Example:

- How long have you known the applicant and in what capacity?
- Would you recommend that the applicant be admitted to this program?
- Is there anything else you would like us to know about the applicant?

Note: See Appendix B to view information sent to recommender.
Additional Questions

The Additional Questions sections allows for free form questions to be added to the supplemental application for the applicant to complete. Check the **Enable/Disable** box to add additional questions. If additional questions are not needed, leave Enable/Disable unchecked and proceed to the **Source of Referral** section.

Add instructions to the Instruction section. **Please note that there is a 255 character limit to the applicant’s response and it is helpful to include this information in the Instruction section.**
Add question text to the **Short Answer Question** and/or **Yes/No Questions** sections. Each question is limited to 100 characters. Check the **Display** box to make the question visible to the applicant. Check the **Required** box to require a response for that question. Click +/- to add or remove questions.

**Source of Referral**

The Source of Referral section can be used to ask an applicant how they were referred or learned about the program. Check the **Enable/Disable** box to use the Source of Referral section. If the Source of Referral section is not needed, leave Enable/Disable box unchecked and proceed to the **Test Required** section.
Update the Source of Referral title by overwriting Source of Referral text that appears next to the Enable/Disable checkbox, if appropriate. Add a detailed description in the Instructions field that provides instructions to the applicant for how to complete this section.

Check Yes, I want to require at least 1 selection if one or more selections is allowed. If limiting the application to only one source of referral selection, choose the I want to allow only one selection.

To add referral source selections, input the referral source into the description box and click the Activate Flag box to display the input information. To add additional referral sources, click +.
Test Required

The Test Required section allows colleges to require an entrance exam from their applicants. Colleges can require GMAT only, GRE only, GRE and GMAT, or GRE or GMAT from the drop-down box appearing next to the **Require valid GRE/GMAT test score** field.

Click the check box next to **Require valid GRE/GMAT test scores** before releasing to committee to delay the release of the application file until exam results have been received.

Note: Recommendations cannot be entered into g-portal until the required test score has been submitted by the applicant. If a college wishes to waive the GRE or GMAT requirement, this can be done by accessing the File Review section in g-portal.

Self-Reported Test Scores

If your department accepts self-reported test scores, click the **Enable/Disable** box. Add a detailed description in the Instructions field that provides instructions to the applicant for how to complete this section.

Check the **Display** box to display the question in the Self-Reported Test Scores area. Check the **Required** box to require a response for that question. Click +/- to add or remove questions.
Save and Continue

When all information has been entered or updated on the Supplemental App Manager tab, click **Save and Continue**.
Personal Statement

To request an applicant to submit a personal statement for review, click the check box to Enable/Disable.

Instructions for the applicant regarding the requirements for the Personal Statement should be included in the Instructions box and should detail what is to be included in the Personal Statement.

Click the check box next to **Include file upload dialog box** to include text regarding upload requirements for the applicant. Click the check box next to **Applicant is required to upload file** to make this a required field.
Additional Essay 1 and Additional Essay 2

Additional Essay 1 and Additional Essay 2 sections can be used to ask essay questions of applicants. Check the Enable/Disable boxes to utilize these sections.

Add essay questions and instructions for answering them in the Instruction box. Click the check box next to Include file upload dialog box to include text regarding upload requirements for the applicant. Click the check box next to Applicant is required to upload file to make this a required section.
Resume

Check the **Enable/Disable** box to make the Resume section visible.

In the **Instructions** box, add information regarding what aspects should be included in their resume. Click the check box next to **Include file upload dialog box** to include text regarding upload requirements for the applicant. Click the check box next to **Applicant is required to upload file** to make this a required section.

Unofficial Transcripts

Check the **Enable/Disable** box to make the Unofficial Transcripts section visible.

Add informational text regarding the requirements for applicants to submit their unofficial transcripts. Click the check box next to **Include file upload dialog box** to include text regarding upload requirements for the applicant. Click the check box next to **Applicant is required to upload file** to make this a required field.

Important: Applicants can only upload one file to this section. If students have more than one transcript, they will need to upload them in a single file.

Note: See **Appendix E** for additional information regarding formatting prepopulated text box instructions.
Save and Continue

When all information has been entered or updated on the Documents tab, click **Save and Continue**.
Completing the Employment Tab

**Employment History**

Check the **Enable/Disable** box to make the Employment History section visible.

The applicant will be asked to provide their current employer name, address, phone, job title, industry category, occupation category and years/months of experience.

If needed, the applicant can also be asked to include their current salary by clicking the checkbox next to **Yes, I want to gather salary information**. To require an applicant to submit salary information, click the checkbox to **Yes, I want to make salary a required response**.

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**Prerequisite Courses**

Check the **Enable/Disable** box to make the Prerequisite Course section visible.

The Prerequisite Courses section is used to survey which prerequisites the applicant has completed. Add a statement in the instructions box that asks the applicant to evaluate the list of courses below and select the coursework that they have already successfully completed.
Individual courses are added by listing the course title in the Description field under the Define Prerequisite Courses box. The seq nbr field indicates the order in which the courses are displayed to the student. Use 10, 20, 30 and modify/reorder as necessary. Click +/- to add or remove required course information.

Save and Continue

When all information has been entered or updated on the Employment tab, click Save and Continue.
SAM Preview

It is strongly recommended that prior to submitting the supplemental application that all pages have been reviewed for accuracy and grammatical and spelling errors. Sections will appear differently in the SAM Preview than they do in the individual fields in PeopleSoft. Refer to the SAM Preview checklist found in Appendix D, the ASU Branding Guide and the Helpful Hints sections prior to requesting activation. Once all pages have been reviewed, move to the Activate step.

Activate

When you are satisfied with your supplemental application, click Activate. This will initiate a request for our staff to review your application for any technical errors. Please allow a few days for the review process. Once approved, our staff will activate the supplemental application for it to appear on Degree Search.
Important areas to verify in the SAM preview are highlighted below:

- **Program name**
- **Required supplemental materials**
- **Important dates**
- **Contact information**
LETTERS OF RECOMMENDATION

The applicant requires three letters of recommendation. We strongly encourage that at least two of the letters come from professors closely related to your area of interest. Professional letters of recommendation may be substituted. Personal recommendations will not be accepted. All letters of recommendation must be in English.

Please provide the email addresses for your references. Upon the submission of your application, your references will receive an email from Graduate Admission Services. The email will include a link to upload a written letter of recommendation. Please confirm with your references that they have completed and posted the letters of recommendation.

Recommenders

First Name
Enter first name

Last/Family Name
Enter last name

Institution/Company
Enter company

Email Address
Enter email
Appendix B – LOR Preview Screen Shots

Email sent to recommender:

Your Letter of Recommendation is requested

[Email content]

[Redacted] has applied to the program of Applied Behavior Analysis (MS) at Arizona State University, and has provided your name as a reference.

An online recommendation form is waiting for you at ASU's Letter of Recommendation Interface. When prompted, enter the following values that uniquely identify you to the recommendation system.

Recommender ID: [Redacted]
Validator: [Redacted]

This electronic Letter of Recommendation is designed for ease of use and will save you time in providing the necessary information. If you are unable to provide a recommendation, you can decline by checking the appropriate box on the form. We encourage you to respond to this recommendation request at your earliest convenience and preferably within a week of receipt of this email. [Redacted] depends on your recommendation for acceptance into ASU's graduate program.

Please do not reply to this email. If you have questions or need assistance, please contact us at msabapsych@asu.edu or 480/727-5024

We appreciate your response at your earliest possible convenience. Thank you for your time and support of this student.

If you're unable to click on the link above, please copy and paste this link into your browser: https://webapp4.asu.edu/gradlor.
Online Letter of Recommendation

Letter of Recommendation for

Program applied for: Applied Behavior Analysis, MS

Recommender Information

First Name: 
Last Name: 
Company Name: 
Email Address: 
Job Title: 
Phone Number: 

Recommender Instructions

This applicant has not waived her/his right to review this recommendation.

<p>Dear recommender: You have been requested to provide an assessment on the applicant's qualifications for graduate work toward the Psychology MS ABA at Arizona State University. In order for the applicant to be considered for admission, your letter must be received by the Department of Psychology by March 1.</p>

We encourage you to write your comments using a Word processor and paste into this Letter of Recommendation tool. There is a 25 minute session limit, so please save your work frequently by using the Save Form/Finish Later button at the bottom of the page.
Recommendation

What is your relationship to the applicant?

How long have you known the applicant?

0 ▼ years 0 ▼ months

Question 1: How long have you known the applicant and in what capacity?

10,000 character limit. Anything over this limit will be removed when you submit this form.

Question 2: How well do you think the applicant will perform in the program?

10,000 character limit. Anything over this limit will be removed when you submit this form.

File Upload

<p>Please upload the Letter of Recommendation as a PDF or DOC only.</p>

Select file to upload

Save and Continue  Save for Later  Decline Recommendation
Recommendation

What is your relationship to the applicant? 

How long have you known the applicant?

0 years 0 months

Question 1: How long have you know the applicant and in what capacity?

10,000 character limit. Anything over this limit will be removed when you submit this form.

Question 2: How well do you think the applicant will perform in the program?

10,000 character limit. Anything over this limit will be removed when you submit this form.

File Upload

Please upload the Letter of Recommendation as a PDF or DOC only.

Select file to upload

Save and Continue  Save for Later  Decline Recommendation

Text box that appears after clicking Select file to upload:
Select File

Instructions For File Upload:
- File must be formatted as Text (*.txt), Rich Text (*.rtf), Adobe PDF (*.pdf), or Microsoft Word (*.doc, *.docx).
- File size must be limited to 1MB.
- File name must be composed of 50 or less letters and numbers only, with no special characters (e.g. MyResume.doc).

Choose File

Page displayed after clicking Save and Continue:

Online Letter of Recommendation

Letter of Recommendation for
Program applied for: Applied Behavior Analysis, MS

Review Recommendation
Please check that all answers are accurate and complete. You may want to print this page for your records. When you are ready, please press the “Save and Submit” button at the bottom of the page to submit this Letter of Recommendation.

Recommender Information
First Name:
Last Name:
Company Name:
Email Address:
Job Title:
Phone Number:

Recommender Instructions
This applicant has not waived their right to review this recommendation.

Recommendation
What is your relationship to the applicant? fake
How long have you known the applicant? 4 years, 0 months

Question 1: How long have you known the applicant and in what capacity?
fake

Question 2: How well do you think the applicant will perform in the program?
fake
Recommendation

- What is your relationship to the applicant? fake
- How long have you known the applicant? 4 years 0 months

**Question 1:** How long have you known the applicant and in what capacity? fake

**Question 2:** How well do you think the applicant will perform in the program? fake

File Upload

A file with the name of Fake document.docx has been successfully uploaded

By checking the box below, you are certifying that you are the recommender identified at the top of this form. Checking this box also signifies that all of the recommendations and opinions regarding the applicant given on this form have not been falsified.

☐ I certify that I am the recommender identified at the top of this form.

Go back  Save and Submit
Listed below is an example of the student view of the supplemental application.

Note: Information displayed on the student view of the supplemental application is based on selections on PeopleSoft Supplemental App Manager pages. Not all sections available on the Supplemental App Manager pages are displayed below.

**Supplemental Info Section**

![Supplemental Information](image)

**Supplemental Information**

All fields are required unless otherwise noted as "Optional".

**SPECIAL EDUCATION (APPLIED BEHAVIOR ANALYSIS) (MA)**

You have selected the applied behavior analysis concentration of the MA in special education program in the Mary Lou Fulton Teachers College at Arizona State University. This program is currently offered in an online format.

The concentration in applied behavior analysis pairs research and experience to prepare professionals to work with individuals with special learning and behavior needs using the principles of applied behavior analysis.

For more information on this program including application deadlines, please visit the Mary Lou Fulton Teachers College website. As part of the application process, you will be asked to list at least 3 individuals who will write professional letters of recommendation on your behalf, as well as upload a current resume and a personal statement which will consist of responses to short answer questions that are listed in the directions of the personal statement.

This program does not lead to any type of Arizona teacher certification or endorsement.

This program offers university coursework verified by the Behavior Analyst Certification Board® for students interested in sitting for the Board Certified Behavior Analyst® examination. For more information on the national BCBA examination, please visit www.bacb.com.

This program meets the BACB verified course sequence requirements to qualify to sit for the BCBA exam. Individual state licensure requirements vary. Applicants should consult the licensure requirements of the states in which they plan to practice.

If you reside outside Arizona, please review the Accreditation and State Regulatory Authorizations available from ASU Online prior to submitting an application.

Please select

--Please Select One--
LETTERS OF RECOMMENDATION

Three professional recommendations are required in support of your application. Recommendations should come from individuals who have worked with you in professional or academic capacities, and who can attest to your aptitude in this field and your ability to succeed at graduate-level coursework. Please note that we do not accept personal references from friends or family members.

Recommenders

First Name
Enter first name

Last/Family Name
Enter last/family name

Institution/Company
Enter company

Email Address
Enter email

PERSONAL STATEMENT

Responses to short answer questions provide the admission committee with information regarding your personal or professional goals and how they align with the MA in special education (Applied Behavior Analysis) program. The admission committee pays particular attention to the quality of writing and ideas expressed in these responses as well as evaluating the relevance of goals to the aims of the program.

Please respond to three of the four questions below. Responses should be limited to 150-200 words per question:

1. Describe one of more personal or professional goals that motivated you to apply for this degree. How will completion of the MA in special education (applied behavior analysis) program help you to fulfill those goals?
2. Describe a quality that you believe is critical in working with an individual with special needs and include at least one situation where you have demonstrated this quality.
3. Describe an individual with special needs and how you supported him or her.
4. Briefly discuss why you are interested in pursuing a graduate degree at this time. What steps have you taken (or will you take) to ensure that you will be successful in this program?

- File must be formatted as Text (*.txt), Rich Text (*.rtf), Adobe PDF (*.pdf), or Microsoft Word (*.doc, *.docx).
- File size must be limited to 1MB.
- File name must be limited to 50 or fewer characters.
Additional Information

All fields are required unless otherwise noted as “Optional.”

Resume

Please upload a resume or one to two pages. Include relevant personal, professional, educational, and community activities.

- File must be formatted as Text (*.txt), Rich Text (*.rtf), Adobe PDF (*.pdf), or Microsoft Word (*.doc, *.docx).
- File size must be limited to 1MB.
- File name must be comprised of 50 or less characters.

Unofficial transcript (optional)

If you are recommended for admission by the academic unit, you will be required to provide an official transcript (sent to us by mail directly from the institution). Your offer of admission and ability to register for classes will be contingent upon the receipt and verification of these official documents (which must show the award of degrees where appropriate).

The unofficial transcript that is uploaded must match the official transcript we receive. Do not upload spreadsheet documents as these are not acceptable for review. Instead, you can use a screen-capture or a picture of the official transcript and copy and paste the image onto a Word document. You are also allowed to scan and upload a copy of your official transcripts (this is preferred). Please include the transcript key or legend (often on the back of the official transcript) in your upload.

Arizona State University reserves the right to require official transcripts any time prior to admission review and revoke any admission decisions if the unofficial transcript(s) do not match the official transcripts.

- File must be formatted as Text (*.txt), Rich Text (*.rtf), Adobe PDF (*.pdf), or Microsoft Word (*.doc, *.docx).
- File size must be limited to 1MB.
- File name must be comprised of 50 or less characters

Unofficial Transcript College

Select One

Browse Select your file Upload file Remove file
ADDITIONAL QUESTIONS

Please respond to the questions below.

How did you hear about this program?

Do you plan to take the Board Certified Behavior Analyst® examination after completing this program?

I understand that this program does not lead to any Arizona Teachers Certification or Endorsement.

I reviewed the Accreditation and State Regulatory Authorizations available at asuonline.edu.

Cancel  Save and Continue
Prior to activating the supplemental application, check for the following commonly found issues:

- **One** space after periods, not two.
- **Use** “and” or “or” instead of “/”.
  - **flier/brochures**
  - **filer or brochure**
- **Bulleted lists** are sentence case with a capital letter and a period.
- **Admission** is singular, not plural.
  - **admissions committee**
  - **admission committee**
- **The font** is uniform throughout the application.
- **Websites, emails, mailing addresses and phone numbers** are up to date.
- **Requirements** for the program’s applications are the same as the information that is listed on the department’s website.
- **Everything** has been proofread in the SAM Preview function.
Appendix E – Block Text Issues

Some options will include prepopulated blocks of text. These text blocks need to be updated and formatted to ensure that they conform to style and formatting guidelines, as well as the needs for each academic program. The text block found in the Unofficial Transcripts section needs a number of these updates. The update process is listed below.

Text as it appears automatically:

Text with areas needing correction highlighted:
If you are recommended for admission by the academic unit, you will be required to provide an official transcript (sent to us by mail directly from the institution). Your offer of admission and ability to register for classes will be contingent upon the receipt and verification of these official documents (which must show the award of degrees where appropriate).

The unofficial transcript that is uploaded must match the official transcript we receive. Do not upload spreadsheet documents as these are not acceptable for review. Instead, you can use a screen-capture or a picture of the official transcript and copy and paste the image onto a Word document. You are also allowed to scan and upload a copy of your official transcripts (this is preferred). Please include the transcript key or legend (often on the back of the official transcript) in your upload.

Arizona State University reserves the right to require official transcripts any time prior to admission review and revoke any admission decisions if the unofficial transcript(s) do not match the official transcripts.