

# SPECIAL ACADEMIC PROGRAMS

## On-Campus Programs

### First-Year SUCCESS Program

See page 36 for more information.

### Honors Program

**Introduction:** The Honors Program offers students an enhanced undergraduate education at Utah State University. Honors is a program woven through USU's colleges and departments that allows students:

- to do enhanced coursework in a **portion** of their University Studies courses and a **portion** of their upper-division courses;
- to work in smaller classes;
- to enjoy more direct contact with professors;
- to take intensive seminars, experimental classes, and interdisciplinary courses;
- to gain Honors credit on their transcripts;
- to work toward one of three Honors degree options.

The Honors Program is designed for motivated students who want to get the most out of their education. Honors serves students who want to go beyond minimum requirements and narrow specialties, who want to pursue studies in greater depth, and who are willing to put additional time and effort into their studies.

**Degree Options:** Program members may work toward one of three different Honors degrees:

**Option I: University Honors with Department Honors.** Designed for students who need to complete their University Studies requirements and who will pursue upper-division Honors coursework. Requires 30 total Honors credits (in approved lower-division courses and in an approved upper-division Department Honors Plan).

**Option II: Department Honors.** Designed for students who have completed all or most of their University Studies requirements and who will pursue upper-division Honors coursework. Requires at least 15 total upper-division Honors credits (in an approved upper-division Department Honors Plan).

**Option III: University Honors.** Designed for students who need to complete their University Studies requirements and who will pursue upper-division Honors coursework in an area not covered by a Department Honors Plan. Requires 30 total Honors credits (in approved lower-division courses and in an

approved, individually designed, upper-division Honors Plan of Study).

**Getting Started. Note:** *The information below guides advisors in informing students about the options offered by the Honors Program. However, actual admission to the Honors Program and registration for Honors classes is closely monitored and can only be done through the Honors Office. Interested students should be directed to the Honors Program Office in the Merrill Library, room 374.*

**Determine the student's eligibility.** Students who are entering freshmen are invited to join the Honors Program if they have been awarded certain scholarships. However, others may join based on availability of seats in Honors courses at the beginning of fall semester.

Students who have transcripts with cumulative GPAs of 3.5 or higher and who have not completed their University Studies requirements may be admitted to the Honors Program.

Students who have completed all or most of their University Studies requirements and who have GPAs of at least 3.3 may enter the Program through acceptance into an approved Department Honors Plan.

**Other Information.** The Honors Center (Merrill Library 372-377) comprises staff offices, a seminar room, a student lounge/class room, study areas, and a computer lab. Details about the Honors Program are available through the Honors Office and on the Honors home page ([www.usu.edu/honors](http://www.usu.edu/honors)).

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### Cooperative Education Internship Program

The Cooperative Education Internship Program offers both undergraduate and graduate students a unique opportunity to integrate career, social, and personal development into the educational process. The Cooperative Education Internship Program is designed to allow students to alternate classroom study with a series of paid professional work experiences related to their field of study. These experiences increase in complexity as the student's background in a given field increases.

The program offers several specific benefits to students. It provides students with the opportunity to obtain pre-graduation professional work experience in their chosen career, as well as an opportunity to explore several career possibilities. It provides a chance to earn money for their education and credit toward their degree. Finally, it substantially improves the students' opportunities for employment after graduation.

The Cooperative Education Internship Program option is available in all departments on the Utah State University campus. Generally speaking, students begin their work experiences during their sophomore or junior year, although seniors can be placed. Students can undertake either part- or full-time work experiences. Work experiences are available both during the academic year and during the summer. These work experiences may be with a single employer or with different employers. Salaries vary with the field of work and the complexity of the job.

The amount of academic credit awarded for a given work experience varies from one department to another. The decision on credit and the amount to be granted rests with the departmental faculty coop coordinators. Students must make the credit arrangement with the appropriate faculty coordinator prior to their work experience.

The Utah State University Cooperative Education Internship Program office is located in the Career Services Center on the ground level of the University Inn. Students interested in entering or learning more about the program should contact their academic department or visit the office, UI 102, 797-7777.

## Women and Gender Studies

The Women and Gender Studies Program systematically examines the role of the social construct of gender in human experience and considers this topic from the perspective of various disciplines. It reexamines traditional disciplines through the lens of gender, and exposes students to new scholarship on women, new research findings, methods, and theories. The status and contributions of women in the past and at the present are focal points. It considers the changes in gender roles in this country, and in other countries, and the impacts of those changes on the world around us.

A number of Women and Gender Studies courses are taught by faculty members in departments throughout the campus each semester, and more courses are being developed to meet the current and future needs of the program.

Any student may enroll in individual courses, apply coursework toward an Area Studies concentration, or earn a minor in Women and Gender Studies.

Further information may be obtained from the Women and Gender Studies Coordinators, Professor Pat Gantt (RBW 412A, 797-2718, [pgantt@english.usu.edu](mailto:pgantt@english.usu.edu)) and Professor Anne Shifrer (RBW 301, 797-2731, [annes@cc.usu.edu](mailto:annes@cc.usu.edu)), or from the Women's Center. More information is also available at [www.usu.edu/womenstu](http://www.usu.edu/womenstu).

## Cultural Exchange Program

More than 1,100 students and scholars from 83 countries are currently enrolled at Utah State University. Many of these students are in great demand by the community to visit various school, church, and civic functions. Students often bring from their countries videos, slides, photographs, artifacts, maps, music, and costumes which they share with the community. Other students are requested by various organizations to display their talents in song, dance, cooking, fashion shows, martial arts, and many other crafts and skills.

These outreach programs benefit the community, enhance the University, and also provide excellent opportunities for USU international students to learn how the community operates. It also gives internationals the occasion to develop friendships with Americans. The sometimes long-lasting and far-reaching friendships are valuable to developing peace and friendship across the globe. Also, these students further develop their talents and skills in communication and become familiar and comfortable with the American culture.

Those needing help in arranging programs with international students may call the Office of International Students and Scholars at 797-1124.

## Student Exchange Programs

USU participates in the following student exchange programs: the National Student Exchange Program (NSE) and the Study Abroad Program. These programs function on the premise that a well-rounded education results when a student has the opportunity to interact with diverse cultures and peoples of the world and the nation. The exchange programs provide students with such opportunities at a minimal cost.

### National Student Exchange (NSE)

This is a group of more than 170 colleges and universities in the United States who have joined together to provide opportunities for exchanges. Schools involved include Oregon State University, University of Massachusetts, Rutgers, University of Delaware, University of New Mexico, Nevada (Reno), University of Hawaii, University of Minnesota, and others.

NSE is designed to (1) provide students with options for educational travel and study at minimal increased cost, (2) provide educational opportunities in academic studies that are not available on the home campus, and (3) create an awareness of and appreciation for diverse ideas and value systems.

Students normally participate in the exchange program during their sophomore or junior year. For further information, contact Academic Support Services in UI 101, 797-1132.

### Study Abroad Program

The USU Study Abroad Office provides information concerning a wide range of programs which provide USU students with opportunities for study throughout the world.

USU has partnership agreements with many universities worldwide to provide student exchange opportunities. Some of these partners include: Gifu, Kansai Gaidai, Kobe and Yokohama National Universities, Japan; North London, Leicester, and University College Northampton Universities, UK; University of Innsbruck, Austria; University of Ljubljana, Slovenia; University of La Rioja, Spain; Monterrey Tech (7 campus locations throughout Mexico), Mexico; University of Costa Rica, Costa Rica; Pontificia Universidade Catolica, Brazil; Peking University, China; Keimyung University, Korea; Thammasat University, Thailand; University of the Philippines, Philippines; Upao University, Peru; and Southern Cross University, Australia.

Students may also participate in the May language program at the University of Costa Rica or study at the Cambridge International Summer School in Cambridge, England and other faculty-led summer programs. Additional opportunities for students in the College of Business include study in Australia, England, the Netherlands, and Sweden.

### **International Student Exchange Program (ISEP)**

This is a program which allows students to enroll in an international institutional program and receive credit for work completed abroad. Through ISEP, students may study at a member institution in Africa, Asia, Australia, Canada, Europe, Latin America, or Oceania. ISEP offers European study abroad opportunities at some of the leading institutions in Austria, France, Germany, Hungary, Sweden, Finland, the Netherlands, and the United Kingdom. Exciting opportunities for study in such countries as Latvia, Fiji, Iceland, Ghana, and Japan are also offered. There are more than 40 sites to choose from in all. At many of these sites, coursework taught in English is available.

With the majority of study abroad programs at USU, a participant is matriculated directly into a host institution abroad. Direct matriculation means that a student registers as a regular student at the host institution, takes the same courses, completes the same assignments, and participates in the same activities as local students at that institution. Program cost is based on USU tuition, room, and board.

Study Abroad expands horizons, enhances resumes, and opens students to a world of new ideas and experiences.

The USU Department of Languages and Philosophy offers the following annual programs: Studies Overseas in Spanish (program is set in different Spanish-speaking countries each summer), Summer Program in France (Annecy), Summer Program in Germany (Freiburg), and a USU Trans-Siberian Study Tour in the former USSR (May or June).

For additional information, contact the Study Abroad Office, 797-0601, TSC 313C. Additional information is also available at: [www.usu.edu/stdyabrd/](http://www.usu.edu/stdyabrd/).

## **Liberal Arts and Sciences (LAS) Certificate**

The Liberal Arts and Sciences (LAS) Certificate is one of four in the nation to receive a commendation from the American Association for the Advancement of Science for integrating the sciences and liberal arts. LAS incorporates University Studies requirements.

LAS is an exciting combination of courses which combines "back to basics" rigor with an interdisciplinary emphasis on themes for the twenty-first century. While LAS offers a major, its emphasis and pride is its enhancement of University Studies.

Corporate executives, community leaders, and national educators increasingly recognize that, in a society where one-fourth of today's jobs did not exist fifteen years ago, a broad background in liberal arts and sciences is the best possible training for productivity. The LAS track through the "breadth and depth" portion of University Studies is imbued with the spirit of educational reform calls from organizations like the American Association for the Advancement of Science, the National Endowment for the Humanities, the Carnegie Commission, and the National Institute of Education. LAS offers USU students training to contribute effectively in the organizations, professions, and communities of tomorrow.

To encourage interdisciplinary learning and curricular coherence, sets of LAS courses are clustered around common themes. This cluster organization encourages students to combine insights across the sciences and liberal arts and to regard education as a tool for addressing central issues rather than as a disparate array of unrelated courses. Each course cluster concludes with a capstone course connecting what students have learned in the cluster.

The LAS Area Studies Certificate requires two clusters, plus the LAS orientation course, LAS 2020, and a minimum of at least 35 credits.

The Science/HASS Advising Center (TSC 302, 797-3883) provides advising for the program.

## **Evening School**

**Eccles Conference Center Room 102, 797-2075**

The major mission of USU's Evening School program is to provide a source of continuing education for nontraditional students unable to attend day classes. Every attempt is made to offer courses and degrees at times convenient for students unable to participate in classes during the day.

Evening School not only provides a wide variety of University Studies courses, but coursework required for a variety of degree programs. Academic advising is available to nontraditional students who are interested in Evening School degree programs.

The Evening School Office is located in the basement of the Eccles Conference Center, room 102; the phone number is 797-2075.

Nontraditional students may enroll in evening classes. However, all degree-seeking students are required to complete the USU admission process. They apply for admission through Recruitment/Enrollment Services and pay the application fee.

### What are Evening Courses?

Evening courses are all classes taught at or after 3:30 p.m. They are listed in the *Schedule of Classes*.

### Who Can Take Evening Courses?

Anyone who is admitted to Utah State University can take evening courses. Those desiring to be in the Evening School Program are not required to be admitted through Recruitment/Enrollment Services. Evening School Program students should apply/register at the above location.

### Where do Students Register for Evening Courses?

There are two ways to register for evening courses. Students who are registered for on-campus courses should register for evening courses via the QUAD.

Students who are enrolled in evening courses ONLY should register through the Evening School Program, located in the Eccles Conference Center, room 102.

### The following information pertains to students enrolled through the Evening School Program only:

The Evening School Program is designed to give nontraditional students the opportunity to further their college education in the evenings. These courses are taught at or after 3:30 p.m. for the convenience of students who cannot attend the University during daytime hours. Distance Education classes are also an option for Evening School Program students.

### General Information

**Early Registration:** Registration through the Evening School Program begins upon receipt of the *Schedule of Classes* for the desired semester. Students should register early to ensure getting the classes they need. Early registration will also prevent Evening School from canceling classes. For advising, catalogs, and other information, call the Evening School Office, (435) 797-2075, or USU departmental advisors.

**Registration:** Evening School registration is held in Eccles Conference Center, room 102.

**Registration Changes:** It is the student's responsibility to inform Continuing Education of any changes in day school credits for a financial adjustment. It is also the student's responsibility to check for course prerequisites and other USU policies.

**Class Cancellations:** If a course is cancelled for any reason, students must officially drop the course in the Eccles Conference Center, room 102. Refunds will be mailed to the student. When a class is cancelled, the full amount of tuition is refunded to the student.

**Deferred Fee Notes:** The Deferred Fee Note is not available until after the fee payment deadline. The cost of the deferred fee note is \$50. This note requires 1/3 of tuition and fees at the time it is taken, 1/3 on the 30th day of the session, and 1/3 on the 60th day of the session. The Deferred Fee Note may be applied for in the Cashiers Office, TSC 228. This option must be completed in person. Payment on the TouchTone and/or QUAD will not work with this option. Withdrawing or dropping classes does not cancel the Deferred Fee Note.

**Student Identification Cards:** Students will need ID cards in order to check out books from the libraries of the institutions of higher education. ID pictures are taken in the Taggart Student Center, room 212.

**Dropping:** Students planning to drop an Evening School class must notify the Evening School registration office and complete a drop form. An "F" grade is recorded on students' transcripts when classes are not properly dropped. Drops cannot be accepted after the specified date. A signature is required on drop/add forms. No drops can be accepted over the phone. Military students going TDY must make arrangements to drop classes prior to leaving.

**Final Grades:** Final grades will be available on the web at [www.usu.edu/registrar/](http://www.usu.edu/registrar/). Official transcripts may be obtained by submitting a signed request to the Registrar's Office, Utah State University, 1600 Old Main Hill, Logan UT 84322-1600. Students should include their full name, social security number, the date of last attendance, and the address to which they want the transcript sent. A \$3.00 fee will be charged for the first transcript and \$1.00 for each additional transcript on the same order.

## Evening School and Continuing Education Tuition and Fees

Tuition and fees for Evening School courses follow the same schedule as on-campus courses. Students attending Evening School courses ONLY will not be assessed nonresident tuition, regardless of their resident status.

**Please Note:** The University reserves the right to alter any tuition or fee charges without notice. Fees are subject to change with any tuition adjustment.

**Attention:** There is a \$10 processing fee for dropping all classes.

**Note:** Students who have not paid the required tuition and fees before the first class session are allowed to attend class only with the permission of the USU director or class instructor. Students must be registered by the second class session they attend. Late fees will be charged as of the first day of the

semester.

## Distance Education

### Continuing Education Registration Office, 797-3104

The Distance Education Satellite System is designed to give USU students, located throughout the state, the same educational opportunities as students located on the Logan campus. Distance Education courses are also available to USU students attending the Logan campus. However, class space is limited. Please contact the Continuing Education Registration Office for more details. Early registration will prevent the cancellation of classes.

### The following degrees are available through the Distance Education Satellite System:

#### Bachelor's Degrees

Accounting (BS)  
 Agribusiness (BS)  
 Business Administration (BS)  
 Business Information Systems (BS)  
 Computer Science (BS)  
 Psychology (BS)  
 Special Education with an Emphasis in Mild/Moderate Disabilities (BS)

#### Graduate Degrees

Agricultural Systems Technology (MS)  
 Business Information Systems (MS)  
 Computer Science (MS)  
 Elementary Education (MEd)  
 English with Specialization in Technical Writing (Online) (MS)  
 Human Environments (MS)  
 Instructional Technology (MEd)  
 Psychology with Specialization in School Counseling (MS)  
 Rehabilitation Counseling (MRC)  
 Secondary Education (MEd)  
 Social Sciences with Specialization in Human Resource Management (MSS) with an Emphasis in Student Services Personnel Administration (SSPA)  
 Social Sciences with Specialization in Interdisciplinary Studies (MSS) with an Emphasis in Public Administration (MSS)

#### Certificates

Administrative Supervisory Education  
 Child Development Associate  
 Reading Endorsement  
 School Library Media  
 Special Education - Early Childhood Education  
 Special Education - Mild/Moderate Disabilities Education

#### Minors

Family and Human Development  
 History  
 Sociology

**Where to Register:** Registration is held at the Continuing Education Office, located in the Eccles Conference Center room 103.

**Who May Register:** Admission to USU is not required for enrollment in Distance Education courses. Distance Education classes are taught on the semester system, and classes follow the on-campus calendar (except for Summer Semester). High school students may enroll in courses for college credit if they have completed their junior year, have a 3.0 grade point average, and have a letter of approval from their parents. Individuals 62 years and older may audit any class on a space-available basis, for \$10 per semester.

**Books and Supplies:** Utah State University students may now avoid the long lines associated with buying books. The Bookstore has a program called Express-A-Book available to all students. By using Express-A-Book, students may have their textbooks shipped directly to their door. To order course materials, students may call (800) 662-3950 or 797-3950. Students should receive their book orders within five working days, depending on stock availability and UPS delivery schedule. If a class is canceled, books may be returned for a full refund, provided no marks have been made in them. Books may be purchased with VISA, MasterCard, or Discover credit cards. Students who prefer to pay by check or money order should contact the Bookstore for the cost of the materials. Checks (payable to the USU Bookstore) should be sent to:

USU Bookstore  
 Attn: Express-A-Book  
 0200 Old Main Hill  
 Logan UT 84322-0200

Books may also be purchased from the Distance Education section located at the back of the USU Bookstore, or from any other convenient source.

**Late Fees:** Tuition and fees are due before the first day of the semester. A \$20 late fee will be assessed beginning the first day of the semester. This applies to all students: graduate, undergraduate, military, civilian, and students receiving VA benefits or financial aid.

**Withdrawals:** Students who plan to withdraw from a class must notify the Continuing Education Office and complete a drop form. An "F" grade is recorded on a student's transcript when classes are not properly dropped. Drops cannot be accepted after the specified date. A signature is required on drop/add forms. No drops can be accepted over the phone.

## Independent Study

### Semester-based Online Courses

Distance Education online courses are designed for access anytime day or night. Semester-based online courses begin and end on the same days as campus courses and students register during open registration on campus. Students taking semester-based online courses must complete the courses during the semester.

**Registration:** Students may register online at [online.usu.edu](http://online.usu.edu); over the phone at (435) 797-5570; or in-person at the Independent and Distance Education Office in Merrill Library room 208, or at any USU Extension Center.

**Add/Drop Deadlines:** Students may add and drop semester-based online courses during the same time period allowed to add and drop campus courses.

**Tuition:** Tuition for semester-based online courses is \$110 per credit for undergraduate courses and \$200 per credit for graduate courses. Tuition for semester-based online courses is not transferable to campus or Independent Study courses. Tuition refunds will be issued according to the campus refund schedule.

**Exams:** Exams for online courses are online or print-based, depending on the course. Both online and print-based exams are proctored. Students who live in Cache Valley may come to the Independent Study Office in Room 208 of the Merrill Library to take exams. Students who live outside Cache Valley should make arrangements with a proctor at a university

testing center, military education center, or public library.

## Online and Print-based Courses

**Registration:** Students may register for Independent Study online and print-based courses anytime and have one year from the date of registration to complete courses. Students may register for Independent Study online and print-based courses at the Independent Study Office or any USU extension center. Admission is not required for enrollment in Independent Study courses. Applicants must have a high school diploma or the equivalent.

**Course Registration Limit:** Students may count as many as 30 Independent Study credits toward degree requirements at USU. It is recommended that students consult with an academic advisor prior to registering for Independent Study courses.

**Tuition:** Tuition for Independent Study courses is \$110 per credit for undergraduate courses and \$200 per credit for graduate-level courses. Tuition refunds will be issued at 100 percent, minus a \$15 handling fee and \$7 per assignment submitted up to four weeks from the registration date; and at 50 percent, minus a \$15 handling fee and \$7 per assignment submitted up to eight weeks from the date of registration.