

REGISTRATION POLICIES AND PROCEDURES

Academic Appeals

When a student feels that he/she has been treated unfairly by a specific professor or existing rules or regulations, there is a sequential process which should be followed in handling the situation. (Problems in this area include disagreements regarding a course grade, intervening circumstances which prevented the student from following an assigned procedure, etc.)

When a student experiences such difficulties, he/she should first go to the specific professor or administrator and discuss the situation. It may be possible to resolve the problem at this level. Should no agreement be reached, the student may then take the situation to the department head. If no resolution is reached at that level, the student may take the problem to the dean of the college. If there is still no resolution, the matter will be forwarded to an appeals committee. As a final recourse, the student may take the problem to the Provost's Office, where a final decision will be made.

Students should be aware of the legitimacy of their problem, the implications involved, and the procedural order. Consultation with the specific professor or administrator is a fundamental starting point for resolving difficulties. The student may simply have a misunderstanding of the nature of the situation; proper procedures for appeals can avoid unnecessary use of time and potential embarrassment.

Academic Honors, Awards, and Recognition

Honor Roll (Dean's List)

To qualify for the semester honor roll (Dean's List), a student must earn a 3.5 GPA in 15 or more graded credits, except for summer semester for which 12 or more graded credits are required. Students who receive A grades for 15 or more graded credits for two consecutive semesters in residence are presented with scholarship "A" pins.

Honors at Graduation

To qualify for graduation with "Honors," a student must have 40 semester credits in residence at USU and have the following USU GPA to qualify for the honors indicated:

Summa Cum Laude	3.950 to 4.000
Magna Cum Laude	3.800 to 3.949
Cum Laude	3.500 to 3.799

Honors Program

See Honors Program on pages 133-134 of this handbook.

Academic Record Adjustment

Students requesting an academic record adjustment for a prior semester must submit a Petition for Academic Record Adjustment to the Registrar's Office. Adjustments will only be considered if extenuating circumstances exist. The term "extenuating circumstances" includes: (1) incapacitating illness which prevented a student from attending classes for a minimum period of two weeks and prevented the student from completing the desired adjustment during the term, (2) a death in the immediate family, and (3) other emergencies deemed appropriate. A maximum of two semesters may be adjusted for each degree. Petitions must be submitted within two years of the desired adjustment. The student must attach a typed appeal stating an explanation and justification for the desired adjustment. Supporting documentation confirming the extenuating circumstances must accompany the petition. The cost for the petition is \$20. (This is a nonrefundable processing fee and does not guarantee approval.)

Procedures

1. The student obtains the Petition form from the web or the Office of the Registrar.
2. The student completes the form, including an attached typed appeal and applicable documentation.
3. The student submits the Petition to the Office of the Registrar and pays the nonrefundable processing fee.
4. The Registrar's Office will check the following:
 - a. the registration audit trail (139 screen).
 - b. the registration holds and comments (148 screen).
 - c. the student file (for past petitions, late add/drops, and any other applicable information).
5. If the Petition does not meet the minimum requirements, it will be denied and the student will be notified via e-mail.
6. If the Petition does meet the minimum requirements for approval, the Registrar's Office will contact the

following as appropriate:

- a. the student's academic advisor.
 - b. the instructor(s) of the course(s) being considered.
 - c. the student's academic dean.
 - d. any third parties mentioned in the appeal.
7. If all parties agree that the Petition should be approved, the Registrar's Office will make the adjustment and contact the student. The student will have one week to settle all financial obligations resulting from the adjustment.
 8. If the Petition is denied, the Registrar's Office will notify the student.
 9. All documentation for both approved and denied petitions will be placed in the student's file in the Registrar's Office, and a note will be made in the registration system (148 screen).
 10. Students who wish to appeal the decision of the Registrar's Office will be directed to the Provost's Office.

Academic Renewal

Undergraduate students who have been admitted to the University after an interruption in their collegiate education of five or more years may petition to have certain credits removed from the calculation of GPA needed for credit. The renewal procedure allows the student's academic records to be reviewed for the purpose of eliminating from grade point average computation all grades of *D+* or below that were entered on the academic transcript five or more calendar years prior to admission, including transfer credit. Petition forms are available in the Office of the Registrar. A \$25 processing fee will be assessed.

Guidelines:

1. Academic renewal *does not* apply to graduate students or students pursuing a second undergraduate degree.
2. Academic renewal may be applied *only once* and is *irreversible*.
3. An absence of *five or more years* must have elapsed between admission and the last enrollment at an institution of higher education. (Note: A student must be currently enrolled at USU to apply for academic renewal.)
4. After admission, but before application for renewal, the

student must have completed at least one of the following at Utah State University:

- a. 10 semester credits with at least a 3.00 GPA.
 - b. 20 semester credits with at least a 2.75 GPA.
 - c. 30 semester credits with at least a 2.50 GPA.
5. Academic Renewal applies *only* to courses having grades of *D+*, *D*, or *F* and taken prior to readmission. All such courses will remain unaltered on the transcript with the appropriate notation added to the transcript to indicate academic renewal. Courses designated in the petition will not count for computation of GPA for earned credits, nor for satisfying any graduation requirements. Courses with a grade of *C-* (or *P*) or better will be carried forward.
 6. Students may apply for this renewal after they have met the guidelines listed above. They are strongly encouraged to meet with their academic advisor prior to submitting their request.
 7. Academic renewal will be effective as of the date of the admission following the minimum five-year absence.

Academic Standing

Criteria which are used to determine a student's academic standing are as follows:

Good Standing

An undergraduate student is considered by the University to be in good standing when his or her USU cumulative GPA is 2.0 or higher. An undergraduate student whose USU cumulative GPA is less than 2.0 is placed on academic warning or academic probation, based on the student's class rank and the USU cumulative GPA. A freshman with a USU cumulative GPA of less than 2.0 is placed on academic warning. A sophomore, junior, or senior with a USU cumulative GPA of less than 2.0 is placed on academic probation.

Academic Warning

A freshman student placed on academic warning shall be notified in writing of that action by the dean of his or her college. A notation "Placed on Warning" is placed on the student's transcript. The student remains on warning status as long as his or her semester GPA is 2.0 or higher and until his or her USU cumulative GPA rises to or exceeds 2.0; the student will then be in good standing. A student on academic warning shall be placed on academic probation at the end of any semester in which his or her semester GPA is less than 2.0. When a student's class standing changes to sophomore, and his or her USU cumulative GPA is less than 2.0, the

student is placed on academic probation. Students on academic warning are encouraged to meet with their academic advisor.

Academic Probation

An undergraduate student placed on academic probation shall be notified in writing of that action by the dean of his or her college. A notation "Placed on Probation" is placed on the student's transcript. The student is required to meet with his or her academic advisor before the end of the fifth week and to sign a statement acknowledging the terms of the probation. Signed statements shall be maintained in the academic dean's office. The student remains on probation status as long as his or her semester GPA is 2.0 or higher until his or her USU cumulative GPA rises to or exceeds 2.0; the student will then be in good standing. A student on academic probation is placed on suspension at the end of any semester in which his or her semester GPA is less than 2.0.

Academic Suspension

An undergraduate student placed on academic suspension shall be notified in writing of that action by the Registrar. A notation "Academic Suspension" is placed on the student's transcript. A student who is registered for classes in the semester immediately following the suspension will be dropped from those classes.

Readmission Following Academic Suspension

Students who have been suspended once may apply for readmission after a one-semester layout, not including summer. Students who have been suspended two times may apply for readmission to the University following a layout of one full calendar year.

Academic Dismissal

Students who become subject to suspension for a third time will receive notice of academic dismissal from the University. Students who have been dismissed may apply for readmission to the University following a layout of five or more calendar years.

Concurrent Enrollment Credit

For purposes of academic standing, students who have taken classes through concurrent enrollment, and who otherwise qualify for good standing at USU, shall not be denied such standing based on their concurrent enrollment credit.

Adding Courses

After the fifth day of classes, any additions to the original registration must: (1) be recorded on an official add form, (2) include the instructor's signature, and (3) be filed in the Registrar's Office before any changes become effective. Deadlines as outlined in the current *Schedule of Classes* must be observed.

Courses may be added for credit or audit. An instructor's signature is required beginning the second week of the semester (sixth day of classes). Classes may be added through the first 20 percent of the class meetings. (Check the *Semester at a Glance* in the current *Schedule of Classes* for the exact date.) Following the add deadline, the Provost's Office must also approve any add request. All requests for audit registration must be approved by the instructor and must be submitted to the Office of the Registrar, TSC 246.

All Online Registration and drop/adds will be processed first-come, first-served. Any fees due must be paid by the date indicated on the Registration Billing Statement or courses will be voided. Please refer to the registration instructions in the current *Schedule of Classes*.

In some instances, a **Course Authorization Form** may need to be completed by a student. The form is used to indicate that a student has received authorization to register for a course, when the computer system does not recognize that he or she has met the necessary requirements (prerequisites, corequisites, minimum GPA, etc.). The form must be signed by an individual in the department or college that is responsible for the course.

Advanced Placement (AP)

Advanced Placement examinations are offered at the high school level only. A number of examination areas are available; not all high schools offer all available AP examinations. Generally, the major areas chosen include English, American history, mathematics, chemistry, and physics.

Examinations are scored on a one-to-five scale. Students may receive 4 or 8 credits for a composite score of 3, 4, or 5 on any Advanced Placement examination. Earned credit may be applied toward the University Studies requirements. This information is summarized below.

AP Score	USU Credits Granted
0, 1, or 2	0
3, 4, or 5	4 or 8

USU awards credit for AP exams as indicated on pages 53-54.

Attendance Policy

Students who do not attend a class during the first week of the term or by the second class meeting, whichever comes first, may be dropped from the course by the instructor. (*This does not remove responsibility from the student to drop classes which he or she does not plan to attend.*)

Auditing Courses

Admitted students who wish to audit a class must register as auditors. No creditor grade points will be granted. The regular tuition and course fees will be assessed. At no future time may students request or receive credit for the audited course by any other means than by officially registering for the course and doing the required work. Audit requests, approved by the instructor, must be submitted to the Office of the Registrar and tuition and fees paid at the Cashiers Office before class attendance is permitted. Students are not permitted to register as auditors during Early Registration.

House Bill 60 permits Utah residents 62 years of age or older to audit regular university classes offered during the day or offered through the Extension Class Division. However, space in many university classes is limited. Classes which are full at the time of an audit request are unavailable. Credit-seeking, full-tuition-paying students shall have first priority in the registration process. A flat fee of \$10.00 per semester is charged for House Bill 60 registration.

Changing Grades

Changing grades is the sole responsibility of the instructor of record, subject to existing procedures of the University Code of Policies and Procedures for review and due process. Necessary forms may be obtained from the Registrar's Office (TSC 246) or the student's academic department. Students should not be permitted to handle the Change of Grade form. A staff/faculty ID Card will be required of anyone hand-delivering the form to the Registrar's Office.

Changing Matriculation

When a change of matriculation is desired, a student must go to the department office in which he/she is presently enrolled to initiate the proper paperwork. A change of matriculation might include adding a major, emphasis, or minor. For a change of major, signatures of representatives from both departments are required on the form before it is sent to the Registrar's Office. After it is received in the Registrar's Office, the information becomes part of the student's file.

College-Level Examination Program (CLEP)

Credits may be acquired through the CLEP examinations. These credits may be used to fill General Education Requirements, and may also be accepted as equivalent to specific courses.

If, prior to taking a CLEP examination, a student has received credit (including AP credit) for any coursework equivalent to the subject matter of a CLEP examination, the credits earned from the course will be deducted from the earned CLEP credits.

USU will accept a maximum of 30 total credits from CLEP and cooperative education/internship credit combined.

Other institutions have policies differing from those of USU regarding CLEP scores and credits granted for those scores. For transfer students with less than an associate degree, CLEP credit posted to another institution's transcript is reevaluated based on USU's standard.

USU awards credit for CLEP exams as indicated on pages 55-56.

Complete Withdrawal Policy

The student is responsible to initiate a request for an official withdrawal from the University. No one will be permitted to withdraw from the University once final examinations have begun. The date of the official withdrawal is the date the withdrawal form or letter is received.

Procedure: Depending on individual circumstances, students will initiate a complete withdrawal from the University at one of the following locations:

1. Financial Aid Office (TSC 106) for students with any financial aid or scholarships.
2. Veterans Services Office (TSC 204) for students who are receiving VA benefits.

3. Registrar's Office (TSC 246) for all other students.

Students who withdraw from Utah State University will need to apply for readmission. Contact the Admissions Office (TSC 102) for further information.

Credit Load

Minimum registration for a full-time undergraduate student load is considered to be 12 credits. For a full-time graduate student, the minimum registration is considered to be 9 credits. To be eligible to hold a student body office, a student is required to register for 12 or more credits. To be eligible to receive financial aid, a student is required to register for 6 or more credits. Students on scholarships must be registered for 15 or more credits, unless otherwise indicated. Veterans with less than 12 credits may qualify for partial benefits. For most University programs, a student must average 15 credits per semester to graduate in four years.

Deferred Fee Note Policy

For students who are financially unable to pay full fees at one time, a deferred fee note may be issued during daily registration, when tuition and fees are required the same day the student registers. A deferred fee note enables a student to complete payment of his/her fees at a later date. The deferred fee note is issued on the same principle as a promissory note, and registration is completed when the deferred fee note is accepted by the cashier.

One third of the total amount is due at the time of issuance. Another third of the total amount is due by the 30th day of classes, and the final third is due by the 60th day of classes. Any unpaid balance at the end of this period will be subject to an additional interest charge of one percent per month (12 percent per annum), computed from the date the note was issued.

A \$50 note fee is assessed on every note issued, to cover computer costs and other expenses associated with the note. A transcript "hold" is placed on the student at the time the deferred fee note comes due, and continues until the note is paid in full. Down payments and interest rates are subject to change. Students should check with the Cashiers Office, TSC 246, for current amounts.

Complete Withdrawal and Deferred Fee Notes: A complete withdrawal from school does not cancel a deferred fee note. The refund policy on tuition and registration fees will remain in effect even though registration was completed with a deferred fee note. A withdrawal refund to which a student is entitled will first be applied in settlement of the student's deferred fee note; any unpaid balance on the note which is not covered by the refund must be paid by the student.

Payment of a Deferred Fee Note: Payment of a deferred fee note is to be made at the Cashiers Office, TSC 246. It is the student's responsibility to present proof of payment if there are any discrepancies in payment records.

Dropping Courses

Students may drop courses without notation on the permanent record through the first 20 percent of the class. If a student drops a course following the first 20 percent of the class, a *W* will be permanently affixed to the student's record. After 60 percent of the class is completed, the student's academic advisor must sign any drop request, and a *W* with a grade assigned by the instructor will be entered on the student's permanent record. A student may not drop a course after 75 percent of the class is completed. (Check the *Semester at a Glance* in the current *Schedule of Classes* for exact dates.)

In the event that a student registers for a course which is later cancelled, it is the responsibility of the department to officially cancel the class with the Scheduling Office, and the student's responsibility to drop the course for a full refund.

After the first day of the semester, a student may not drop all of his/her classes without an official withdrawal from the University.

Educational Benefits for USU Employees, Retirees, and Dependents (Reduced Tuition and Fees)

Information about educational benefits (reduced tuition and fees) for USU Employees, Retirees, and Dependents is contained in USU Executive Memorandum 86-01, dated 10 February 1986. Detailed information about these benefits may be obtained from the Office of Human Resources, located in MS 115, Phone 797-1805; or in Policy #350 of the University Policy Manual, which can be accessed at: www.usu.edu/hr/policies/350.htm.

Family Educational Rights and Privacy Act (FERPA)

General Information

This law, commonly referred to as the *Buckley Amendment*, (1) provides that students will have access to inspect and review their educational records upon written request with identity verification and (2) protects the rights of a student to privacy by limiting access to the educational record without express written consent.

Definitions

A **student** is defined as any individual who is attending or has attended Utah State University. (Note: Certain rights are extended to the parent(s) of a dependent student, where dependency is defined by Section 152 of the Internal Revenue Code of 1954.) An **educational record** is any record (1) directly related to a student, and (2) maintained by Utah State University or by an agent of the University.

Notices

With respect to a student’s educational records, FERPA affords a student the right:

1. to inspect and review the student’s educational records;
2. to request the amendment of the student’s educational records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student’s privacy or other rights;
3. to consent to disclosures of personally identifiable information contained in the student’s educational records, except to the extent that FERPA authorizes disclosure without consent;
4. to file with the U.S. Department of Education a complaint concerning alleged failures by Utah State University to comply with the requirements of FERPA, if a complaint cannot be resolved within the University; and
5. to obtain a copy of the *Student Records Policy and Procedures for Utah State University*.

Categories of Records

There are two categories of educational records under FERPA. **Directory information** (or releasable information) is general information that may be released to anyone without consent of the student, unless the student indicates otherwise. **Personally identifiable information** (or nonreleasable information) includes all information not defined as directory information and may not generally be released without consent of the student. The following is considered releasable information/directory information at Utah State University:

- Name
- Local and Permanent Address
- Electronic Mail Address
- Telephone Number
- Most Recent Institution Attended

- Date of Birth
- Residency Status
- Degrees and Awards Received
- Current Semester Schedule of Classes
- Academic Level
- Major Field of Study
- Department and/or College
- Participation in Official Activities/Sports
- Dates of Attendance and Graduation
- Weight/Height of Members of Athletic Teams
- Student Photographs

Students may control the release of directory information by completing a form at the Registrar’s Office. Students accessing educational records must provide identification. It is important to **note** that for educational purposes, University officials have access to all student records. Additional information, including the FERPA tutorial, may be accessed at:

www.usu.edu/registrar/records/privacy.html

Grading System

All grades and marks will appear on the permanent record. Quality points represent the translation of letter grades into numerical values. Quality points are assigned to each letter grade earned, as noted:

A	4.00	C	2.00
A-	3.67	C-	1.67
B+	3.33	D+	1.33
B	3.00	D	1.00
B-	2.67	F	0.00
C+	2.33		

The cumulative GPA is the result of dividing the total of all quality points earned (QPTS) by the total number of quality hours carried (QHRS).

Other grades that may appear on a USU transcript are defined as follows:

P	Passing
AU	Audit
NGR	No Grade Reported
I	Incomplete
SP	Satisfactory Progress (thesis/dissertation only)
W	Withdrawal
W + Grade	Withdrawal + Grade (e.g., WF)

Other symbols that may appear on a USU transcript are defined as follows:

ST	Special Topics
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H	Honors
AHRS	Attempted Hours
EHRS	Earned Hours
QHRS	Quality Hours
QPTS	Quality Points
@	Remedial Courses - not calculated in GPA or used toward graduation
&	Academic Renewal - not calculated in GPA or EHRS
*	Repeated Course - not calculated in GPA or EHRS
#	Course applies toward another degree program
V	Honor Code Violation - Academic Dishonesty (may be removed by petition after one year)

Earned Hours (EHRS) are the number of hours that actually count toward graduation. Earned hours include all hours in which a student earns an A, B, C, D, or P grade. F grades are not considered earned hours. Incomplete (I) grades are also not counted in the earned hours.

Quality Hours (QHRS) are the number of hours that are used in calculating a student's grade point average. Quality hours include all hours for which a student earns an A, B, C, D, or F grade. P grades are not considered as quality hours. Incomplete grades are also not counted in the quality hours.

Graduation Requirements

See pages 34-38.

Incomplete (I) Grade

Students are required to complete all courses for which they are registered by the end of the semester. In some cases, a student may be unable to complete all of the work in a course due to extenuating circumstances, but **not** due to poor performance or to retain financial aid. The term "extenuating circumstances" includes: (1) incapacitating illness which prevents a student from attending classes for a minimum period of two weeks, (2) a death in the immediate family, (3) financial responsibilities requiring a student to alter course schedule to secure employment, (4) change in work schedule as required by employer, or (5) other emergencies deemed appropriate by the instructor. The student may petition the instructor for time beyond the end of the semester to finish the work. If the instructor agrees, two grades will be given, an "I" and a letter grade for the course computed as if the missing work were zero. Documentation of the circumstances cited to justify an incomplete grade is required.

A form must be completed, signed by the instructor and the student, and filed with Registrar's Office and with the academic department offering the course.

The student is then required to complete the work by the time agreed upon, or not longer than 12 months. If no change of grade has been submitted by the instructor within the prescribed period, the "I" will be removed and the letter grade originally submitted with the "I" will remain as the permanent grade for the course. Arrangements to complete the missing coursework are to be made directly with the instructor awarding the "I" grade, and in accordance with departmental policy. In the absence of the original instructor, special circumstances must be handled by the department head. Documentation of required work to be completed in order to remove the "I" grade must be filed with the department office. The "I" grade should generally not require a complete repeat of the course. **A student should not reregister for the course.** All "I" grades must be changed to letter grades prior to graduation, regardless of whether or not the course is required for the degree.

No-test Days

A five-day period designated as No-test days precedes the five days of final examinations which are normally scheduled at the close of each academic semester. During No-test Days, no major examinations, including final examinations, will be given in order that students may concentrate on classwork, the completion of special assignments, writing projects, and other preparation for duly scheduled final examinations.

Pass / D+, D, F Option

A student desiring a *Pass*, instead of a regular grade in a course, must request a pass/fail form from the Registrar's Office, TSC 246. This form must be signed by the student's advisor and returned to the Registrar's Office by the 60 percent point of the course. (Check the *Semester at a Glance* in the current *Schedule of Classes* for the exact date.)

A grade of *P* indicates academic achievement of not less than *C-*. All students, including freshmen, may take courses on a *P / D+, D, F* basis. Please note that a minimum of 72 of the 120 credits required for a baccalaureate degree must carry the *A, A-, B+, B, B-, C+, C, C-, D+, D* designation, unless the major department and college change this limitation. All CLEP, AP, and other special exam credits are considered *P* and are included in the total *P* grades permitted. The *P* shall also be used to record on the student's permanent academic record all special credit in which other grades are inappropriate. Many departments do not allow a student to take required courses on a *P/D+, D, F* option, and many professional or graduate schools may not accept *P* grades. Therefore, an advisor's signature is required, *before*

students may take courses under this option.

Priority Registration

(currently enrolled students)
(fall and spring semesters only)

Priority Registration is the process whereby the student can request classes for the coming semester several weeks before the semester begins. Students may register in person or over the Internet. The internet link is located at www.usu.edu/registrar/quad.

Courses are requested according to class rank, in the following order: (1) matriculated graduate students, (2) seniors, (3) juniors, (4) second bachelor's degree students, (5) sophomores, (6) freshmen, (7) nonmatriculated graduate students, and (8) newly admitted students.

The current *Schedule of Classes* (published each semester) should be referred to concerning deadlines and registration instructions. Students who fail to pay full fees by the fee payment deadline date **and have an outstanding balance of \$135 or more** may have their classes dropped and will need to reregister.* Students who have an outstanding balance that is less than \$135 will retain their classes and will be notified through their electronic mail account that they have an outstanding balance. Students may drop or add on or after the designated day for priority registration, but not before.

* Students are responsible for their own schedules and should drop courses they do not plan to attend. They should not rely on being dropped for nonpayment.

Refund Policy

When a student withdraws from the University before the 15th day of the semester, he or she is entitled to a refund of registration fees according to the following conditions:

a. Ten dollars of every registration fee, the late registration fee, and the insurance premium are nonrefundable.

b. After the \$10, a possible late registration fee, and insurance premium are deducted from the registration fees paid, refunds are calculated as follows:

Refund Period	Percent of Registration Fee to be Refunded
Before classes begin	100%

First two days of the semester	100%
Third through fifth day of classes	90%
Through the tenth day of classes	70%
Through the fifteenth day of classes	50%
After the fifteenth day of classes	0%

Students must complete a Request for Refund Form.

NOTE: Banking of credits is no longer allowed. For example, if a student drops a three-credit course on the fourth day of classes and adds another three-credit class the same day, the student will only receive a 90 percent refund for the class dropped, but will be responsible for paying 100 percent tuition for the newly added class.

Repeating Courses

Students may repeat any course at USU for which they have previously registered. They may also retake a course originally taken at an institution where USU has an articulation agreement, if the agreement identifies a specific USU course as being equivalent to the one the student desires to replace. All other decisions dealing with retaking courses, including courses taken under the quarter system, will be determined by the department in which the course is offered.

The number of times a student can take the same class is limited to a total of three times (once, plus two repeats). Beyond three attempts, the student's dean must approve additional registration for the class.

The total number of repeats allowed is limited to ten. Students who exceed this limit will have an academic hold placed on their registration. Beyond ten repeats, the student's academic dean must approve additional registration.

When a course not designated as repeatable for credit is repeated, the most recent grade and quality hours are used to recalculate the student's grade point average. The previous grade and quality hours for the same course will remain on the student's academic record, but will not be calculated in the grade point average or total quality hours completed. A course designated as repeatable (®) may be repeated to receive a higher grade, and the most recent grade and quality hours will be used in recalculating the student's grade point average. The student is responsible to declare repeated courses to the Registrar's Office by completing a Record Adjustment-Repeated Course form.

Students desiring to repeat a course should obtain a Repeated Course Form from the Registrar's Office, TSC 246.

This form informs the Registrar's Office to place an asterisk (*) next to the course grade on the student's transcript, indicating that the course has been repeated. When a course is repeated, the grade and credit hours used to figure the GPA are the grade and credit hours earned the last time the repeated course was taken. Previous grades and credit hours for the same course remain on the student's academic record, but do not count in the GPA or total hours completed.

Upon repeating a course, the student's GPA is recomputed under the following conditions:

- a. If it is requested by the student; or
- b. If it is requested by the major college or department; or
- c. If the course is identified as a Repeated Course by the Registrar's Office.

When there appears to be a question as to whether one course actually repeated another, the decision is made by the dean or department head of the college or department in which the course is offered.

Certain courses at USU may be repeated for credit with all grades and credit earned counted in the GPA and total quality hours. Such courses are identified with the repeat symbol (®) in the University *General Catalog*.

Residency

See page 17.

Spreading Payments Over Time (SPOT) Tuition Payment Program

The SPOT program allows students to make five monthly payments per semester on their tuition. The first payment for fall semester is due June 1. The first payment for spring semester is due November 1. This program is done by automatic withdrawal from the student's checking or savings account. A \$50 nonrefundable annual fee (per school year) is required for participation in the program. Students requesting this option after June 1 must pay the past-due payments. To enroll in the SPOT program and for further information, go to <http://controller.usu.edu/tuition/spotinfo.htm>.

Student Identification Card

A student identification card will be prepared for new freshmen and transfer students upon proof of fee payment at a cost of \$6. This fee is automatically included as part of the

Student Orientation, Advising, and Registration (SOAR) fee. Students must pay \$10 if they need to have Lost ID cards replaced. Cards may be obtained at the Customer Service Center, Taggart Student Center, room 212.

Activity card validation. Activity fees are paid by all students, and card validation is updated each semester after fee payment.

Spouse card. A student who holds a full-time validated card may purchase a card for his/her spouse for \$36.50, payable at the Cashiers Office. The spouse may bring the receipt to the Customer Service Center and obtain a picture ID card for a \$5 fee. The Customer Service Center will indicate which services the spouse card is good for.

Student Orientation, Advising, and Registration (SOAR)

Newly admitted freshmen are required to participate in a Student Orientation, Advising, and Registration (SOAR) session before being permitted to register for classes. SOAR is designed to assist students in making a successful transition to USU. In addition to registering for classes, students have the opportunity to receive individual advice about degree requirements, as well as vital information about student services, campus life, and athletics. SOAR also gives students a chance to make new friends. New freshmen should be aware that a registration hold is placed on their file until some form of orientation and advising are completed. At the time of admission, or shortly thereafter, students will receive information about SOAR programs. For more information about SOAR, see pages 21-22.

Transfer of USU Credits to Other Institutions

Students transferring to other institutions of higher education will need to forward copies of their USU grade transcript to the institution. Individual institutions have differing policies regarding the types of and amount of credits which will be accepted by the institution. Therefore, students should be aware of some of the criteria used in evaluating the transcript. Following are some general guidelines that students should be informed of early in their education at USU.

Pass/D+, D, F Grades (see page 29). In general, other institutions will look at the nature of the course in which the *P* was received, when the *P* was received in the student's academic career (i.e., at the freshman level, sophomore level, etc.), and how many *P* grades have been received in relation to how many courses the student has completed. The institution will be particularly concerned with whether or not

the *P* grade has been abused, and if it is indicative of the student's scholastic abilities.

Repeating Courses (see pages 29-30). Students generally repeat a course to improve a grade previously received for the course. If the student repeats the course several times, it may give the impression that the student is unable to learn the course content and thus reflect a lack of sufficient skills in that area. Students should also be aware that some colleges or departments, such as Engineering, may limit the number of times particular courses may be repeated.

The repeat can be used to the student's advantage. When a course is repeated and the grade is improved, it demonstrates dedication and perseverance on the part of the student, and improves the student's GPA. The repeat, when necessary, can be useful to those students desiring to continue their education in graduate or professional schools. Repeating and improving a grade in a particular course may enhance the student's chances of being accepted by the school.

Credit by Examination (see pages 53-60). Credits earned through special examinations (i.e., CLEP, AP, etc.) generally pose no problems for students who wish to transfer those credits. Whether or not the credits will be accepted for transfer will, of course, depend on the particular institution and the nature of the credits.

Tuition and Fees

Those concerned should refer to the QUAD for current fees and deadlines. Tuition amounts can be found at: www.usu.edu/registrar/tuition. Tuition and fees must be paid by the fee payment deadline or the student's registration will be voided.

Students who register after the fee payment deadline must pay fees the day they register or their registration will be voided. A \$20 late fee will be assessed beginning the first day of classes.

Students who have financial problems in connection with the payment of fees may contact the Registrar's Office in TSC 246.

Tuition Surcharge for Excessive Credits

Students who have attempted 170 credits or more will be charged out-of-state tuition according to Board of Regents Policy. In the following circumstances the surcharge may be waived:

1. the excessive credits are necessary for the student to complete the student's program of study; **and**
2. the excess credits are a result of circumstances where a substantial number of credits from a transferring institution could not be applied to the program of study; **or**
3. the excess credits are the result of a reasonable enhancement of the student's major by the addition of a minor or emphasis to the program of study; **or**
4. the excess credits are the result of a re-entry into the educational system by a student who may have accumulated a large number of credits, or even completed degrees, but where employment requirements obligate his or her return to college.

The student may obtain a petition to waive the surcharge at www.usu.edu/registrar/surcharge.