

UNDERGRADUATE GRADUATION REQUIREMENTS AND PROCEDURES

University Requirements

At the undergraduate level, the University offers the Associate of Applied Science degree, the degrees of Bachelor of Arts, Bachelor of Fine Arts, Bachelor of Landscape Architecture, Bachelor of Music, and Bachelor of Science, and provides coursework which will satisfy requirements for all professional certificates issued by the State Board of Public Instruction. Certificates and diplomas are offered for one- and two-year programs in certain departments.

Certificates, Diplomas, and Associate of Applied Science Degrees

Certificates, diplomas, and Associate of Applied Science degrees are awarded for completion of less-than-baccalaureate programs at Utah State University. As defined by the Utah State Board of Regents, a certificate is awarded upon the successful completion of a program directly oriented toward job entry when the program is of a duration of 18 months or less (1-48 semester credit hours). The Regents define a diploma or Associate of Applied Science degree as one directly oriented toward job entry when the program is of 19-36 months duration (49-96 semester credit hours).

One-year certificate programs are available in Dairy Technology, Agricultural Machinery Technology, and Ornamental Horticulture. Associate of Applied Science degrees include Agricultural Machinery Technology, Office Systems Support, and Ornamental Horticulture. The Music Department offers two-year diploma programs and certificates in the areas of Piano, Organ, Church Music, and Guitar.

In most cases, the courses in the diploma and Associate of Applied Science programs are arranged so that, at a later date, the four-year baccalaureate program can be completed with a minimum loss of time.

Associate of Applied Science Degree

The general requirements for an Associate of Applied Science degree are:

1. The student must complete a minimum of 60 credits.
2. The student must complete at least 15 USU credits at USU's Logan campus or designated centers, or through classes offered by distance education through USU. Ten of the required USU credits must be included within the last 20

credits presented for the degree.

3. The student must complete a major of 20 credits or more in one or more closely related departments of the college in which the degree is granted.

4. The student must complete the following University Studies requirements:

- a. MATH 1030 or MATH 1050 or STAT 1040
- b. ENGL 1010 and ENGL 2010
- c. Three breadth courses – at least one course in three of the six breadth areas.

5. The student may fill the remainder of the required credits with elective work.

See department offerings for specific requirements.

Bachelor's Degrees

The University confers the baccalaureate degree upon students who meet the specified requirements of any of the seven resident colleges.

Graduates of the Colleges of Engineering and Natural Resources are eligible to receive the Bachelor of Science degree. The Bachelor of Arts degree is not offered in these colleges, with the exception of the Department of Environment and Society, where Bachelor of Science and Bachelor of Arts degrees are offered in Geography.

Graduates of the Colleges of Agriculture, Business, Education and Human Services, and Science may be awarded the Bachelor of Science degree or the Bachelor of Arts degree as recommended by the student's individual department and approved by the dean of the college.

Graduates of the College of Humanities, Arts and Social Sciences may be awarded the Bachelor of Science degree, the Bachelor of Arts degree, the Bachelor of Fine Arts degree, the Bachelor of Landscape Architecture degree, or the Bachelor of Music degree as recommended by the student's individual department and approved by the dean of the college.

Bachelor's Degree Requirements

Academic Program Requirement. All graduates are required to complete an approved academic program in one

of the seven resident colleges.

General Education. Students may meet the General Education requirements in effect when they initially enrolled at USU, provided they complete a baccalaureate degree within seven years of enrollment.

Students who attended USU prior to Fall 1998 have the option of completing the former quarter General Education requirements (see pages 119-126) or the University Studies requirements (see pages 43-51). Students who attended USU for the first time during Fall 1998 or later must satisfy the University Studies requirements.

General Education and Transfer Students. Students who transfer to USU and have an Associate of Arts or an Associate of Science degree (or have completed the General Education requirements of one of the institutions listed on pages 61-63), will be deemed as having satisfied certain requirements, depending on their initial enrollment date at USU. Those who began attending USU prior to Fall 1998 are considered as having met the former quarter General Education requirements. Those who began attending USU between Fall 1998 and Summer 2000 are deemed as having satisfied all University Studies requirements. Those who began attending USU Fall 2000 and later will be deemed as having satisfied the General Education portion of the University Studies requirements, and will be required to complete the Depth Education requirements at USU.

A student who transfers without an Associate of Arts or Associate of Science degree will need a registrar's certification stating that he or she has completed the General Education requirements at the sending institution.

Students who transfer to USU with less than an Associate degree will have their General Education courses evaluated on a course-by-course basis and may be required to take any additional courses necessary to satisfy the General Education requirements at USU.

Utah State University will require students to satisfy an American Institutions requirement if an equivalent course has not been taken.

Upper-Division Credits. Completion of a minimum of 40 credits numbered 3000 or above.

Total Credits. A minimum of 120 credits of acceptable collegiate work and a minimum of 100 credits with a grade of C- or better.

GPA. In order to graduate, students must meet all GPA requirements for their major. These requirements can be found in the *General Catalog*. USU credits *only* are used in computing the GPA.

Major. Each student must complete all requirements for an approved program of study. This program is comprised of

up to 80 credits, which include the major, certification requirements, and all other required major coursework. The program of study for each major is described in the appropriate departmental section of the *General Catalog* and on the major requirements sheets, which can be obtained from the department, the college, the University Advising and Transfer Services Office, or online at: www.usu.edu/ats/majorsheets/.

Students should select an academic major subject upon entering the University or early the first year, but not later than entrance into the upper division. As soon as the major subject has been selected, the student should contact the department in which he or she has decided to major. A *Change of Matriculation* form must be filed with the University Registrar. The dean or head of the department will assign an advisor. Registration in each succeeding semester should be carefully checked and approved by the advisor to assure proper selection and sequence of courses for satisfying institutional and departmental requirements. If more than one major is being pursued concurrently, departmental and college authorization must be obtained.

Students who have completed at least 60 credits (not including AP, CLEP, and concurrent enrollment) and one USU semester must be accepted into a department or be admitted to General Studies before they will be allowed to register for additional work. To enforce this policy, a hold will be placed on the student's registration. Students with transfer credit or credit by special examination, CLEP, etc. may not be able to apply those credits to their major program of study. The Admissions Office determines which credits will be accepted and placed on the student's grade transcript. The specific use of those credits, however, is determined by the individual department.

The selection of a major(s), the fulfillment of requirements, and a choice of career or vocation are the responsibility of the student. The University does not assume responsibility for these choices nor for successful employment upon completion of University programs. However, to aid in these choices, the University provides advising, counseling, and testing services for self-evaluation and information about careers and employment opportunities. Career Services assists students in all aspects of their career search.

Minor. USU does not require that all students complete a minor. However, some departments and/or programs do require the completion of a minor, which is described in the departmental sections of the USU *General Catalog*. When a minor is required, it is part of the professional component.

College and Departmental Requirements. Each college has certain graduation requirements which go beyond the minimum University requirements. Specific requirements are outlined in the USU *General Catalog*, major requirement sheets, etc. In general, the following information is basic to the student's knowledge of college graduation

requirements:

Colleges may require a higher GPA and/or more credits for a specific degree than those outlined in the minimum University requirements.

Each department determines the required coursework for the major area of study. A department may require specific courses for the University Studies requirements, the academic major and/or minor, and electives. Many departments have specifically outlined courses of study.

Advisors and students should be aware that many courses, such as those in math, chemistry, and biology, require prerequisite coursework. Many programs have specific sequential courses, which may require special planning. A course should not be recommended or approved unless the student has had the prerequisite courses and is capable of satisfactorily meeting the requirements of the course.

Elective Credits. Along with completing University Studies, college, and departmental requirements, most students will need to take additional elective credits (courses numbered 1000 or above) of their own choice in order to give them the 120 credits required for graduation.

USU Courses. Candidates for a bachelor's degree must complete at least 30 credits at USU's Logan campus or designated centers, or through classes offered by Distance Education through USU. Ten of the required USU credits must be included within the last 40 credits presented for the degree.

Upon recommendation of the department and with the concurrence of the college dean, a candidate for a degree may complete, when appropriate, the minimum requirements for USU credits through courses taken away from the USU Logan campus.

Credit by Examination. Some noncollegiate experiences may permit credit through challenge and foreign language examinations. For more information, see pages 59-60.

Remedial Courses. Remedial courses, numbered below 1000, cannot be used to satisfy baccalaureate requirements.

Honors. To qualify for graduation honors, a student must have a minimum of 40 semester credits in residence at USU. USU designated honors at graduation are:

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

These grade point averages are USU cumulative GPAs. Transfer credits are not considered in determining eligibility

for graduation honors.

Bachelor of Arts and Master of Arts Degrees

All students who receive the Bachelor of Arts (BA) degree or the Master of Arts (MA) degree must have completed two years' training or equivalent in a foreign language approved by the Languages, Philosophy, and Speech Communication Department. One year or equivalent in each of two foreign languages may also satisfy the foreign language requirement for the BA and MA degrees. Specifically, this BA or MA requirement may be completed in one of the following ways:

1. Completion of 16 credits in one foreign language.
2. Completion of 20 credits in two foreign languages.

3. In general, completion of course number 2020 in one of the foreign languages or an upper-division (3000-level or above) foreign language grammar or literature course. Conversation classes generally cannot be considered in satisfying this requirement.

4. Successful completion of the Intensive English Language Institute (IELI) program for international students.

5. TOEFL, Michigan, or IELI placement scores high enough to meet the University admission criteria.

General Information

Extension and Independent Study. Applicants for degrees who have taken courses for credit through extension classwork or Independent Study courses are subject to regular University admission requirements and must file transcripts of all university credit with the Admissions Office.

Independent Study Grades. Grades for Independent Study courses must be completed and on file in the Records Office by the last day of classes of the semester of intended graduation.

Incomplete Grades. Incomplete grades must be made up and on file in the Records Office by the last day of the semester of intended graduation.

Financial Obligations. Students are reminded that nonpayment of fees owed to the University may result in withholding of diplomas or certificates.

Changes in Graduation Requirements. Students are expected to familiarize themselves with the rules and regulations of both the University and their specific major. Detailed information concerning graduation requirements is available in the *General Catalog* and on each major requirement sheet. Responsibility for satisfying all graduation requirements rests upon the student. Utah State University

reserves the right to change graduation requirements at any time.

Seven-Year Policy. Students who can complete a baccalaureate degree within seven years of enrollment at USU can qualify for graduation by meeting (1) the General Education or University Studies requirements in effect when they initially enrolled and (2) the major requirements in effect when they officially declared their major, even though there may have been changes in General Education, University Studies, and major requirements since that time. Students who have not completed the baccalaureate requirements within seven years of their initial enrollment at USU must have their General Education (or University Studies) and major requirements evaluated and approved by their department head and dean. Exceptions to this seven-year policy may be necessary for mandated changes in degree requirements.

Intent to Transfer Graduation Requirements. Students who did not initially enroll at USU, but have completed the Intent to Transfer process, will be obligated by the Seven-Year Policy for both the General Education (or University Studies) and major requirements in effect when their Intent to Transfer Education Plan was signed by representatives at both USU and the sending institution. Signatures from both institutions must be obtained during the same semester.

Graduation Procedures

Responsibilities of the Advisor

Advisors play a key role in the graduation process from beginning to end.

1. Advisors should be aware of the juniors and seniors within their majors and should encourage these students to apply for graduation one year in advance.

2. Advisors should inform students of approaching graduation deadlines. All deadlines are posted throughout campus, and reminder e-mails are sent to department heads.

3. When meeting with a student prior to graduation, advisors should always ensure that the student is matriculated in the program in which he or she intends to graduate. If the student is not matriculated in the major, the student will need to complete an Undergraduate Change of Major Form and submit it to the Registrar's Office before applying for graduation.

4. Graduation applications may be accessed online at www.usu.edu/registrar/graduation/apply-online.html or in the Registrar's Office.

5. After receiving a graduation packet, students are

informed to make an appointment with their advisor.

6. Advisors are responsible for verifying the completion of all major, minor, and University Studies requirements (including General Education and Depth Education) for a student's field of study. If a student is missing any required classes, it is the advisor's responsibility to make a plan with the student as to how and when those requirements will be met. The advisor should record this information at the bottom of the student's packet. Any future changes to that plan will require the student to complete a Supplement to the Application for Candidacy for Graduation form and submit it to the Registrar's Office.

7. It is imperative that an advisor adjust a student's graduation date in the top right-hand corner of the packet to reflect the actual semester the student will be graduating. If the incorrect date is turned in, the student may be required to reapply and begin the process all over again.

8. The advisor is responsible to verify the degree the student is seeking. Students should be informed that a Bachelor of Arts degree requires at least 16 credits of foreign language. If a student has requested a Bachelor of Arts but has not met the requirements, the degree listed on his or her packet must be changed to a Bachelor of Science.

9. The advisor signs the designated places for a major and minor, and makes sure the student signs the bottom of the packet as well.

10. The advisor directs the student to the Dean's Office for his or her college, where the student will obtain a final signature. The student should then be directed to the Registrar's Office to pay for and submit the graduation packet.

Note: It is the advisor's prerogative to waive the late fee for students who have missed the initial deadline for graduation. However, it is recommended that this fee be waived only for students whose failure to meet the deadline was unavoidable.

Responsibilities of the Student

Candidates for graduation must have completed the application process by having an application on file and fees paid to the Cashiers Office. Graduation application deadlines are:

October 15 for students graduating at the end of spring semester.

February 15 for students graduating at the end of summer or fall semester.

Students who miss these deadlines will not have their names printed in the commencement program and will not receive a diploma at graduation. There will also be a

substantial late fee.

Students must complete the application process by sequentially following these steps: (1) Request an application from the Registrar's Office, (2) return with picture ID to the Registrar's Office on the specified date and pick up the application for candidacy for graduation packet, (3) carefully review graduation application instructions, (4) submit the application to the departmental advisor and college dean for review and signatures, (5) complete the graduating student survey, and (6) submit the graduation packet to the Registrar's Office (Student Center 246) and pay the application fee of \$10. *Approximately six weeks is needed to complete the application process.* Dual majors must have the appropriate signatures for each major.

Names of the candidates will appear on the graduation lists and diplomas as they appear on the student's transcript. Name and Student Identification Number (SID) changes cannot be made once grading is open for the term.

Supplement to the Application for Candidacy for Graduation. Schedule conflicts or other reasons sometimes make it necessary or desirable to change the courses approved on a student's Application for Candidacy for Graduation form. These changes must be approved by the student's academic advisor, department head, and associate dean. To facilitate the checking and approval of such changes, a Supplement to the Application for Candidacy for Graduation form must be completed.

Commencement

Candidates who completed requirements and received their diplomas at the end of summer or fall semester are invited and encouraged to attend commencement exercises with the spring semester graduates.

Attendance at Commencement is expected of all candidates. All students must submit an *Intent to Attend Commencement Form* to the Registrar's Office. If unable to attend, the student must notify the Registrar's Office and be officially excused in advance. Also, the student must notify the Registrar's Office of the address to which the diploma is to be sent. Participation in commencement exercises does not ensure that the candidate has satisfied graduation requirements.

Second Bachelor's Degree

A second bachelor's degree is available only to those on whom a first bachelor's degree has been conferred. Candidates must complete a minimum of 30 USU credits beyond those applied toward the first bachelor's degree, 18 of which must be earned in department-approved upper-division courses related to the major. USU credits may be earned in courses completed at USU's Logan campus or at designated centers, or through classes offered by distance education through USU. Candidates for a second bachelor's degree must file an application with the Admissions Office and obtain the recommendation of their academic dean.

Candidates for a second bachelor's degree must have met the American Institutions requirement in the first bachelor's degree, or complete the requirement before receiving the second bachelor's degree.

Note: The first bachelor's degree must have been awarded by an accredited college or university.

Split Form (pursuing concurrent degrees)

A student who is within 30 credits of completing a baccalaureate degree may file a Split Form showing division of classes between two undergraduate degrees, or an undergraduate and graduate degree. **The Split Form must be filed prior to the posting of grades for the semester for which the request is submitted.**

For a second bachelor's degree, an Application for Admission to the second bachelor's degree program must be submitted to the Admissions Office. A Split Form must be obtained from the Registrar's Office and be **filed prior to the posting of grades for the semester for which the request is submitted.** The form must be signed by the student's advisor and by the college dean of both majors.

A Split Form cannot be processed after the bachelor's degree has been closed out.