

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. **Note:** Courses for which a P (Pass) grade is received *do not* qualify for graded credits.

Latin Scholastic Distinctions

To qualify for Latin Scholastic Distinctions at graduation, a student must have completed a minimum of 40 USU semester credits. USU designated Latin Scholastic Distinctions 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 these distinctions.

Honors Degrees

In addition to Latin Scholastic Distinctions at graduation, USU offers honors degrees designed to fill a variety of student needs. Honors Program members may work toward one of the three degree options: (1) Departmental Honors, (2) Departmental Honors with Honors in University Studies, or (3) University Honors. For further information, see page F5.

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 Registrar's Office.
2. The student completes the form, including an attached typed appeal and applicable documentation.
3. The student submits the Petition to the Registrar's Office and pays the nonrefundable processing fee.
4. The Registrar's Office will check the following:
 - a. the registration audit trail.
 - b. the registration holds and comments.
 - 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 system.
10. Students who wish to appeal the decision of the Registrar's Office will be directed to the Provost's Office.

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Academic Renewal

Undergraduate students who have been admitted to Utah State University after an interruption in their collegiate education of five or more years may petition to have certain credits removed from the calculation of the 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 and online. 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:** Students 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 USU:
 - 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* a 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 his or her college dean, advisor, or other college or departmental representative. Since this notification will typically be sent by e-mail, it is the student's responsibility to check his or her USU e-mail account. The 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 will have a hold placed on their registration and must meet with their academic advisor.

Academic Probation

An undergraduate student placed on academic probation shall be notified in writing of that action by his or her college dean, advisor, or other college or departmental representative. Since this notification will typically be sent by e-mail, it is the student's responsibility to check his or her USU e-mail account. The 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 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 probation is placed on *suspension* at the end of any semester in which his or her semester GPA is *less than* 2.0.

A student who is on academic probation and receives an incomplete grade in one or more classes may register for classes in the subsequent semester, provided the grades received from his or her other classes are high enough to prevent the student from being placed on academic suspension. A student in this situation, prior to making up the incomplete grade, may enroll in *only one* subsequent semester. A Registrar's Office hold will then be placed on the student's record, preventing him or her from registering for a second additional semester. Additional registration holds may be placed on a student's record by an academic advisor. The Registrar's Office hold will not be removed until the incomplete grade is changed to a letter grade. If the resulting grade does not cause the student to be placed on academic suspension, the Registrar's Office hold will be removed. Other registration holds, such as an advisor hold, will need to be removed by the office placing the hold.

Exceptions to the one subsequent semester limitation may be made (1) if receiving the grade that accompanies the incomplete grade (e.g., a student who receives an *IF* grade would receive an *F* if no additional work was completed) would not cause the student to be placed on academic suspension for the semester in which the incomplete grade was originally received, or (2) by memo of justification from the course instructor who submitted the incomplete grade. Any exceptions must be requested through the Registrar's Office.

Academic Standing for Student Athletics Eligibility

Student athletes are considered, for purposes of athletics eligibility and NCAA intercollegiate competition, to be in good standing if they meet the applicable NCAA grade point average rule and are able to register for classes and attend during the next subsequent regular academic semester.

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Academic Suspension

An undergraduate student placed on academic suspension shall be notified in writing of that action by the Office of Retention and First-year Experience. Since this notification will typically be sent by e-mail, it is the student's responsibility to check his or her USU e-mail account. The 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. Questions about the suspension should be directed to the student's advisor.

Suspension Appeal Process

Any suspended student wishing to appeal his or her academic suspension must meet with the matriculation advisor and express a desire to make an appeal. **Students should understand that, while they are entitled to appeal their suspension, very few appeals will be approved.**

The student must write an appeal letter and complete an appeal form. The appeal letter must include: (1) a clear explanation as to why the student believes the suspension penalties should be lifted, (2) an account of reasons why the student feels he or she didn't perform well, and (3) a description of the student's plan for improvement.

The matriculation advisor will submit the appeal letter and form (attached to the student's transcript) to the chair of the Suspension Appeals Committee. The chair will contact the student's academic advisor to solicit additional information that might be relevant to the committee's decision. Additionally, the chair will find out if the student's department supports a suspension reversal or not.

If the committee *upholds the suspension*, the decision will be final (if endorsed by the Vice President for Student Services). The committee chair will notify the student that the appeal was *denied*. After the suspension has been satisfied, the student may apply for readmission.

If the committee *waives the suspension penalties*, the matriculation advisor will meet with the student and have him or her sign a retention contract. The student's department will provide specific contractual obligations.

If the student was not properly notified of his or her probation (as outlined in the *Academic Probation* policy on page B7), the student's appeal is likely to be granted. Students should be aware that, even if their appeal is granted, a notation of suspension will remain on their transcripts.

Readmission Following Academic Suspension

Students *who have been suspended once* may apply for readmission after a two-semester layout. 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 and have the notation *academic dismissal* placed on their transcript. 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, and (2) include the instructor's signature. Advisors can then authorize the students to register for additional course(s), after which the students can register online. 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). Students may not add into a full class at any time without an instructor's signature. An instructor should not sign a blank Add Form, but should ensure that the proper course information (e.g., CRN, course prefix, course number, etc.) is present before signing and dating the form. The Registrar's Office will not process any Add Form that is not dated, or for which the signature date is older than three business days. Advisors who have access to authorize students into full classes will follow the same guidelines as the Registrar's Office. 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.) All requests for audit registration must be approved by the instructor and must be submitted to the Office of the Registrar, Taggart Student Center 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.

Late Registration

Following the published add deadline, a transaction fee of \$100 per course will be assessed for all undergraduate and graduate courses added. Dissertation, thesis, directed study, continuing graduate advisement, and independent study courses added for graduate work, as well as Military Science courses, are exempted from this late fee.

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 3 to 10 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	3 to 10

USU awards credit for AP exams as indicated on pages D12-D13.

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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. Auditing is dependent on space, resource availability, and instructor approval. No credit or 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 Registrar's Office and tuition and fees must be paid before class attendance is permitted. Students are not permitted to register as auditors during Early Registration.

House Bill 60 (1977) permits Utah residents 62 years of age or older to audit regular university classes offered during the day or offered through Regional Campuses and Distance Education. 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 per semester, **plus any course fees or special fees that may be attached to classes**, is charged for House Bill 60 (1977) 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. In case the instructor is not available, the department head has authority to change the grade. Necessary forms may be obtained from the Registrar's Office (TSC 246) or the instructor'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, unless it is delivered in a sealed envelope with the instructor's signature across the seal.

Changing a Program

When a change of degree, catalog year, major, minor, and/or emphasis is desired, a student must go to the department office in which he or she is presently enrolled to initiate the proper paperwork. If he or she is changing to a program within the same department, the department office may complete the required form, have it signed, and have it received by the Registrar's Office. When a student is changing departments, signatures of both department heads are required on the form. After the form is received by the Registrar's Office, the program is changed and 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 (or after) taking a CLEP examination, a student receives credit (including AP credit) for **any coursework equivalent to the subject matter** of a CLEP examination, the credits earned for the course will be deducted from the credits awarded for the examination.

USU will accept a maximum of 30 total credits from CLEP, DANTES Standardized Subject Tests (DSST), 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 page D14.

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 246) for students who are receiving VA benefits.
3. International Students and Scholars Office (TSC 313) for all international students.
4. The Office of Retention and First-Year Experience (TSC 314) 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 12 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.

Dropping Courses

If a student does not attend a class during the first week of the term or by the second class meeting, whichever comes first, the instructor may submit a request to have the student dropped from the course. (*This does not remove responsibility from the student to drop courses which he or she does not plan to attend.*) Students who are dropped from courses will be notified by the Registrar's Office through their USU e-mail account.

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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. Under normal circumstances, 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.)

Students with extenuating circumstances should refer to the *Complete Withdrawal Policy* (page B9) and the *Incomplete (I) Grades* policy on page B11.

In extenuating circumstances (as defined on page B11) in which a complete withdrawal or an incomplete grade is not deemed the best action to take, a student may petition for a Late Drop up through the last day of classes. Students requesting a late drop must submit a Petition for Late Drop to the Registrar's Office. The student must attach a typed appeal stating an explanation and justification for the desired drop(s). Supporting documentation confirming the extenuating circumstances must accompany the petition. The cost of the petition is \$20, which is a nonrefundable processing fee and does not guarantee approval.

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. It is the department's responsibility to notify students of cancelled or rescheduled classes.

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
Date of Birth
Residency Status
Degrees and Awards Received
Most Recent Institution Attended by Student
Academic Level
Major Field of Study
Department or College
Enrollment Status (Undergraduate or Graduate, Full-time or Part-time)
Participation in Officially Recognized Activities/Sports
Dates of Attendance and Graduation
Weight/Height of Members of Athletic Teams
Photographs

Students may control the release of directory information by completing a Privacy Hold Form, available online at:

www.usu.edu/registrar/forms. Students accessing educational records must provide identification. It is important to note that for educational purposes, University officials have access to all student records. The FERPA tutorial may be accessed at: www.usu.edu/registrar/banner/powerpts/FERPA_Staff.pps

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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 by the total number of GPA hours carried.

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

P	Passing
AU	Audit
NGR	No Grade Reported
I	Incomplete
I + Grade	The additional grade indicates the grade earned at the time the incomplete was assigned.
SP	Satisfactory Progress (thesis/dissertation only)
W	Withdrawal
W + Grade	Withdrawal + Grade (e.g., WF)

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

ST	Special Topics
H	Honors
R	Academic Renewal—not calculated in GPA or EHRS
E	Repeated Course—not calculated in GPA or EHRS
V	Honor Code Violation—Academic Dishonesty (may be removed by petition after one year)

Earned Hours 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.

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

Graduation Requirements

See pages C4-C7.

Incomplete (I) Grades

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. 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, (5) judicial obligations, or (6) 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 given, an "I" and a letter grade for the course computed as if the missing work were zero. An *Incomplete Grade Documentation Form* must be filed by the instructor in the Registrar's Office. Students may not be given an incomplete grade due to poor performance or in order to retain financial aid.

A contract 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, which may not be 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 and other USU policies. In the absence of the original instructor, special circumstances must be handled by the department head. Documentation of the reasons for granting the "I" grade and required work to be completed in order to remove the "I" grade must be recorded on the *Incomplete Grade Documentation Form*, which must be filed with the department office and copied to the Registrar's Office. Resolution of the "I" grade does not involve a complete repeat of the course, only the completion of the missing coursework. A student does 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.

A student who is on academic probation and receives an incomplete grade in one or more classes may register for classes in the subsequent semester, provided the grades received from his or her other classes are high enough to prevent the student from being placed on academic suspension. A student in this situation, prior to making up the incomplete grade, may enroll in *only one* subsequent semester. A Registrar's Office hold will then be placed on the student's record, preventing him or her from registering for a second additional semester. Additional registration holds may be placed on a student's record by an academic advisor. The Registrar's Office hold will not be removed until the incomplete grade is changed to a letter grade. If the resulting grade does not cause the student to be placed on academic suspension, the Registrar's Office hold will be removed. Other registration holds, such as an advisor hold, will need to be removed by the office placing the hold.

Exceptions to the one subsequent semester limitation may be made (1) if receiving the grade that accompanies the incomplete grade (e.g., a student who receives an *IF* grade would receive an *F* if no additional work was completed) would not cause the student to be placed on academic suspension for the semester in which the incomplete grade was originally received, or (2) by memo of justification from the course instructor who submitted the incomplete grade. Any exceptions must be requested through the Registrar's Office.

Leave of Absence

Students who wish to discontinue their studies for one or more semesters (other than summer semester) must file a *Leave of Absence* form with *either* the Financial Aid Office (TSC 106) if the student has aid, a scholarship, or a tuition waiver, *or* with the Matriculation Advisor in the Office of Retention and First-Year Experience (TSC 314) for all other students. Leaves of Absence are generally granted and reviewed on a yearly basis for reasons relating to illness or health, military service, employment, humanitarian or church service, family

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responsibilities, and financial obligations. The standard leave period is one year. Allowances will be made for military activation, church or humanitarian service, and for those having extenuating circumstances.

Additionally, students may file online for a leave of absence at: www.usu.edu/studemp/leaveofabsence/

A student must apply for a leave of absence for a current semester *no later than* the last day of classes for that semester. USU's dropping courses policy explains how a leave of absence will affect a student's transcript.

A student who takes a leave of absence must officially notify the Matriculation Advisor of his or her intention to return to USU from leave. This *must* occur prior to registration. In most cases, the student will not need to apply for readmission.

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/access/index.cfm.

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

The current *Schedule of Classes* (published each semester) should be referred to concerning deadlines and registration instructions. 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 classes before the fifteenth day of the semester, he or she is entitled to a refund of registration tuition and fees according to the following schedule:

Tuition Refund Period	Percentage of Credits for which Tuition and Fees will be Refunded
Before classes begin	100%
First ten days of semester	100%
Eleventh through fifteenth day of classes	50%
After fifteenth day of classes	0%

Refunds will be automatically processed when courses are dropped by the published refund deadlines. **Note:** The refund policy above applies to full-semester classes *only*. For information about refund dates for classes offered during *less than a full semester*, contact the Registrar's Office, TSC 246, (435) 797-1101.

Refunds are computed as a percentage of the credits being dropped, and are *not* based solely upon the *dollar amount* paid. Published refunds will be automatically calculated.

Below are three examples of refund calculations for dropping credits during the 50 percent refund period. These examples use the 2006-2007 tuition tables for a resident undergraduate student.

Example 1:	Tuition and Fees
Registered for 9 credits	\$ 1,451.03
Dropping 3 credits at 50% (equals 1.5 tuition credits dropped)	
Tuition and Fees for 7.5 credits (9 minus 1.5 credits)	1,269.90
Total Refund	\$ 181.13

Example 2:	Tuition and Fees
Registered for 15 credits	\$ 1,899.46
Dropping 3 credits at 50% (equals 1.5 tuition credits dropped)	
Tuition and Fees for 13.5 credits (15 minus 1.5 credits)	1,899.46
Total Refund	\$ 0

Note: Utah State University's plateau tuition means that the tuition and fee amount for total credits between 13 and 18 credits is the same amount.

Example 3:	Tuition and Fees
Registered for 12 credits	\$ 1,788.54
Dropping 6 credits at 50% (equals 3 tuition credits dropped)	
Tuition and Fees for 9 credits (12 minus 3 credits)	1,451.03
Total Refund	\$ 337.51

For exact dollar amounts, click on the **Tuition Tables** link at: www.usu.edu/registrar/

Fee Refunds. (1) A proportionate share of all fees paid may be refunded to any student who withdraws from school before the 15th day of classes. (2) All refunds will be mailed to the student. (3) The application and evaluation fee for an undergraduate or graduate applicant is not refundable. (4) Activity fees will be pro-rated. (5) Students with financial aid need approval from the Financial Aid Office in order to receive a refund. (6) Complete withdrawal must be approved by the Financial Aid Office (TSC 106) or by the Office of Retention and First-Year Experience (TSC 314).

Registration Policies and Procedures

Registration Purge

If a student has not paid tuition and fees in full, the Registrar's Office may cancel (or "purge") the student's registration for the upcoming semester, meaning the student will no longer have a seat reserved in the classes he or she has chosen. Whether or not the student's registration will be "purged" depends upon the balance owed, as well as the student's class standing. Class fees, as well as other fees (such as parking fines and fees for overdue library books), are included in the balance owed.

The registration purge is governed by the following policies:

1. The purge will occur one to three weeks prior to the day classes begin. Any student owing a balance of \$250 or greater will have his or her registration purged. Balance will be defined as any amount owed, minus any financial aid authorized, paid, or memoed. Students approved for participation in the Tuition Installment Plan (TIP) (see page B14) will not have their registration purged, provided they have paid the amount currently due under the TIP (unless other fees are owed totaling \$50 or more).
2. Beginning the first day of classes, any student who owes a balance of \$5 or more will have his or her student ID card deactivated.
3. After the third week, a hold will be placed on the account of any student who owes more than \$50, preventing the student from registering for classes or receiving transcripts until he or she pays the balance owed, including preregistration for the next semester.

Prior to the purge, students owing \$50 or more will be sent e-mails, including an electronic bill. All students having their registration purged will receive an e-mail informing them of this action.

Faculty members and advisors having questions concerning these policies should contact William E. Jensen, Associate Registrar, (435) 797-1076, bill.jensen@usu.edu. Students desiring more information about the registration purge should contact the Help Desk at (435) 797-1098.

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 GPA hours are used to recalculate the student's grade point average. The previous grade and GPA hours for the same

course will remain on the student's academic record, but will not be calculated in grade point average or total GPA hours completed, and will be designated on the student's transcript with an *E* (exclude). A course designated as repeatable (®) may be repeated to receive a higher grade, and the most recent grade and GPA hours will be used in recalculating the student's grade point average. This is automatically processed by the system.

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 system.

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 GPA hours. Such courses are identified with the repeat symbol (®) in the *University General Catalog*.

Residency

See page A11.

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 \$10. 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, stolen, or damaged ID cards replaced. Cards may be obtained at the Card Office, Taggart Student Center, room 212.

ID card activation. Fees are paid by all students, and card activation is based upon fee payment. Cards are active only for the semester that students are enrolled and fee payment has taken place.

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 Registrar's Office. The spouse may bring the receipt to the Card Office and obtain a picture ID card for a \$5 fee. The Card Office will explain which services the spouse card is good for.

Student Advising, Orientation, and Registration (SOAR)

Newly admitted first-year students 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 B4-B5.

Registration Policies and Procedures

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 Utah State.

Pass/D+, D, F Grades (see page B11). 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 B12-B13). 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 D12-D18). 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 can find current fees and deadlines online at: www.usu.edu/registrar/access/index.cfm. Tuition and fee amounts can be found by clicking on the **Tuition Tables** link at: www.usu.edu/registrar/. Tuition and fees must be paid by the fee payment deadline or the student's registration will be voided (see *Registration Purge*, page B12).

Students who register after the fee payment deadline must pay fees the day they register or their registration will be voided. Following the published add deadline, a transaction fee of \$100 per course will be assessed for all undergraduate and graduate courses added.

Dissertation, thesis, directed study, continuing graduate advisement, and independent study courses added for graduate work are exempted from this late fee.

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 reentry 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. Credits earned through concurrent enrollment and credits received through Advanced Placement (AP) and other examinations *do not* count toward the 170 credit total.

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

Tuition Installment Plan (TIP)

The Tuition Installment Plan (TIP) allows students to defer a portion of their tuition until later in the semester. Students who are approved for participation in TIP must pay 50 percent of their tuition, plus a \$50 nonrefundable service charge, by the tuition and fee payment deadline. A second installment, for 25 percent of tuition (plus interest), is due on the 30th day of the semester; and the remaining 25 percent (plus interest) is due on the 60th day of the semester. Since deferred payments are loans, students will be considered to be in default if their deferred payments are not received by the due dates. Students who drop classes after the 100 percent refund period has passed will *still* be obligated to pay the TIP in full. Withdrawal or dropping classes *does not* cancel these loans. If the loan amount is *not paid in full by the due date*, students must pay interest in the amount of 12 percent per annum from the date issued on any portion that is unpaid.

To apply for the TIP, print the application accessed from the TIP link at: www.usu.edu/registrar/payment/, and complete the information as directed on the form. Because this is a promissory note, all signatures must be signed in front of a Registrar's Office representative in the Registrar's Office, TSC 246.