

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 residency 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 pages F4-F5.

Academic Record Adjustment

Students requesting an academic record adjustment for a prior term 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 per 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, which 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 his or her preferred e-mail address.
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 Vice President for Student Services.

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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. However, upon request, selected *D+* or *D* grades may remain on the student's record. 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 nor to 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, admission status, 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, senior, or any student with a standing of provisional admission warning**, with a USU cumulative GPA of *less than* 2.0 is placed on *academic probation*.

Provisional Admission Warning

An undergraduate student who is admitted provisionally will be noted as such on his or her academic record. Provisional admission warning will carry the same weight as academic warning. At the end of the first semester, a student whose USU cumulative GPA is 2.0 or higher will be in good standing. A student admitted provisionally shall be placed on *academic probation* at the end of the semester if his or her semester GPA is below 2.0.

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 preferred e-mail account. The notation *Academic 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 preferred e-mail account. The notation *Academic 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.

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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.

Academic Suspension

An undergraduate student placed on academic suspension shall be notified in writing of that action by the Office of Retention and Student Success. Since this notification will typically be sent by e-mail, it is the student's responsibility to check his or her preferred 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, who serves as the chair of the Suspension Appeals Committee, will submit the appeal letter (attached to the student's transcript) to the committee. The matriculation advisor will contact the student's academic advisor to solicit additional information that might be relevant to the committee's decision. Additionally, the matriculation advisor 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

Students who are taking courses through USU concurrent enrollment will not have academic standing noted on their transcripts until they have earned 9 or more credits.

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 on pages 6-8 of the *2009-2010 General Catalog* 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) during fall and spring semesters, and other dates as noted on pages 6-8 of the *2009-2010 General Catalog*. 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. Specific deadlines for adding courses may be found on pages 6-8 of the *2009-2010 General Catalog*. 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.

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.

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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, and may also be accepted as equivalent to specific courses. 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 D11-D12.

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, provided the grade was assigned less than one year ago. This applies also to the grade of Incomplete (I). A change of grade after more than one year also requires the signature of the academic dean of the college in which the course is offered. 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 D13.

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.

For most undergraduate students, a complete withdrawal is initiated at the Retention and Student Success Office website for change of enrollment: <http://www.usu.edu/studemp/leaveofabsence/>. At this site, students should choose the *Complete Withdrawal* option. Undergraduate international students must file a complete withdrawal offline, and should go to the International Students and Scholars Office, Taggart Student Center 313.

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.

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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 preferred e-mail account.

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 pages 6-8 of the *2009-2010 General Catalog* for exact dates.)

Students with extenuating circumstances should refer to the *Complete Withdrawal Policy* (page B9) and the *Incomplete (I) Grades* policy on pages B13-B14.

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.

A student may not drop all of his or her classes without an official withdrawal (Complete 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 the Human Resources Building (northwest corner of 1200 East and 700 North), phone 797-1805; or in Policy #350 of the University Policy Manual, which can be accessed at: <http://www.usu.edu/hr/policies/section300/350.pdf>

Notification of Rights Under Family Educational Rights and Privacy Act (FERPA)

Student records at Utah State University are governed by the Family Educational Rights and Privacy Act (FERPA). The following is a description of the rights of students under these regulations.

Definitions

A **student** is defined as any individual who is attending or has attended Utah State University.

An **educational record** is any record maintained by Utah State University which is directly related to the student. An educational record does *not* include: (1) a personal record kept by a staff member, if it is kept in the sole possession of the maker of the record and is not accessible to or revealed to any other person, except a temporary substitute for the maker of the record; (2) records created and maintained by the Utah State University Police Department for law enforcement purposes; (3) an employment record of an individual whose employment is not contingent on the fact that he or she is a student, provided the record is used only in relation to the individual's employment; (4) records made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional, if the records are used *only* for treatment of a student and made available *only* to those persons providing the treatment; or (5) alumni records which contain information about a student after he or she is no longer in attendance at the University and which do not relate to the person as a student.

Student Rights under FERPA

FERPA affords students certain rights with respect to their educational records. These rights include: (1) the right to inspect and review information contained in their educational records; (2) the right to request to amend their educational records; (3) the right to consent to disclosure, with certain exceptions specified in the Act, of personally identifiable information from educational records; and (4) the right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA.

1. The right to inspect and review information contained in their educational records.

This right should be granted within 45 days of the day the University receives a request for access.

Students requesting access to their records must present proper identification and a signed, formal written request to the registrar, dean, head of the academic department, or other appropriate official. The request should identify the record(s) the student wishes to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

Students may request a copy of their educational records. The cost of each copy is \$2.00 for an official transcript and \$.50 per page for other records.

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There may be occasions when a record may not be copied, especially if doing so may compromise another student's or faculty member's privacy. The University may deny access to the following records: (a) parents' financial statements; (b) letters of recommendation, if the student has waived his or her right of access; (c) records filed before January 1, 1975; (d) records connected with denied applications to attend Utah State University; or (e) records not included in the FERPA definition of educational records.

Utah State University reserves the right to deny copies of records, including transcripts, in any of the following situations: (a) the student has an unpaid financial obligation to the University; (b) there is an unresolved disciplinary action against the student; or (c) the educational record requested is an exam or set of standardized test questions.

2. The right to request the amendment of their educational records.

Students may exercise this right when they believe their records are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student desiring to ask the University to amend a record should write to the University official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the University decides not to amend the record as requested, the University will notify the student in writing of the decision and of the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when he or she is notified of the right to a hearing.

3. The right to consent to disclosure, with certain exceptions specified in the Act, of personally identifiable information from educational records.

Permission to Release Student Information

With the exception of directory information, Utah State University must receive written consent from students before disclosing any personally identifiable information from their educational records. Students may give the University their consent by completing a *Release of Student Information* form. This form can be found at:

<http://www.usu.edu/registrar/forms/pdf/info-release.pdf>

The written consent must: (a) specify the records to be released, (b) state the purpose of the disclosure, (c) identify the party or class of parties to whom disclosure may be made, and (d) be signed and dated by the student.

Exceptions

Utah State University may release personally identifiable information from a student's educational record without first obtaining the student's written permission when the disclosure is to:

1. University officials who have a legitimate educational interest in the records. A University official is:
 - a. a person employed by the University in an administrative, academic, research, or support staff position, whether full- or part-time.
 - b. a person appointed by the Utah State Board of Regents or the USU Board of Trustees.

- c. a person employed by, under contract to, or assigned to the University to perform a special task for the benefit of the University, such as an attorney or auditor.
- d. a person who is employed by the Utah State University Police Department.
- e. a person serving on an official disciplinary, grievance, or appeals committee.

A University Official has a legitimate educational interest if the official is:

- a. performing a task that is specified in his or her position description or performing a task that is related to his or her contract agreement or appointment.
- b. performing a task related to a student's education.
- c. performing a task related to the discipline of or grievance by a student.
- d. providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement, or financial aid.
- e. maintaining the safety and security of the campus and/or investigating violations of the law that affect the University.
- f. a contractor, consultant, volunteer, or any entity working for and on behalf of Utah State University.

2. certain officials of the U.S. Department of Education, the Comptroller General, the Attorney General, and state and local educational authorities, in connection with audit or evaluation of certain state or federally supported educational programs.
3. state and local officials to whom disclosure is specifically required by state statute adopted prior to November 19, 1974.
4. Veterans Administration Officials.
5. officials of other institutions in which a student seeks or intends to enroll.
6. persons (other than parents) or organizations providing financial aid to students, or determining financial aid decisions on the condition that the information is necessary to: (a) determine eligibility for the aid, (b) determine the amount of the aid, (c) determine the conditions for the aid, or (d) enforce the terms and conditions of the aid.
7. organizations conducting studies for, or on behalf of, educational agencies or institutions to develop, validate, and administer predictive tests, to administer student aid programs, or to improve instruction.
8. accrediting organizations carrying out their accrediting functions.
9. parents of a student who is claimed as a dependent on a parent's most recent tax statement, as evidenced by a notarized *Parent Declaration of Student Dependency* form, stating that the student is dependent for income tax purposes. This form is available at: <http://www.usu.edu/registrar/forms/pdf/parent.pdf>

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10. persons in compliance with a judicial order or a lawfully issued subpoena, provided that the University makes a reasonable attempt to notify the student in advance of the compliance.
Note: The University is not required to, and should not, notify the student if a federal grand jury subpoena, or any other subpoena issued for a law enforcement purpose, orders the University not to disclose the existence or contents of the subpoena.
11. defend USU in a legal action. Utah State University is not required to obtain a subpoena to produce educational records of a student if the University is sued by the student or takes legal action against a student. The records produced must be needed by the University to proceed with legal action as plaintiff or to defend itself.
12. the Attorney General of the United States or his designee in response to an ex parte order in connection with the investigation or prosecution of terrorism crimes.
13. persons in an emergency, if the knowledge of the information is, in fact, necessary to protect the health or safety of students or other persons.
14. a victim of an alleged perpetrator of a crime of violence or a nonforcible sex offense, subject to the *Definition of Terms*. The disclosure may *only* include the final results of the disciplinary proceeding conducted by the University with respect to that alleged crime or offense. The University may disclose the final results of the disciplinary proceeding, regardless of whether or not the University concluded a violation was committed.
15. interested individuals (the public), subject to the requirements in Section 99.39, in connection with the final results of a University disciplinary proceeding.

The University must not disclose the final results of the disciplinary proceeding *unless* it has determined that: (a) the student is an alleged perpetrator of a crime of violence or nonforcible sex offense, and (b) with respect to the allegation made against him or her, the student has committed a violation of the University's rules or policies.

The final results must include *only*: (a) the name of the student, (b) the violation committed, and (c) any sanction imposed by the University against the student.

The University may not disclose the name of any other student, including a victim or witness, without prior written consent of the other student.

16. parents regarding the student's violation of any federal, state, or local law, or of any institutional policy or rule, governing the use of alcohol or a controlled substance if: (a) the University has determined that the student has committed a disciplinary violation with respect to that use or possession, and (b) the student is under the age of 21 at the time of the disclosure to the parent. This item does not supercede any state law prohibiting the University from disclosing this information.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA.

The name and address of the office that administers FERPA is:

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington DC 20202-5901**

Release of Directory (Public) Information

At its discretion, Utah State University may provide *Directory Information* in accordance with the provisions of FERPA. Types of information considered as *Directory Information* are listed below.

Directory (Public) Information at Utah State University

Name
User ID (A-Number)
Local and permanent address
Electronic mail address
Telephone number
Date of birth
Residency status
Degrees and awards received
Most recent institution attended by the 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

Directory information is considered public information. However, the University *does not* release lists of students or name-and-address labels to businesses or agencies outside the University. Likewise, the University *does not* release information regarding applicants to outside agencies.

Privacy of Directory (Public) Information

Blocking the Release of Directory (Public) Information

By default, Utah State University may release a student's directory information. Students may prohibit (or block) the public disclosure of directory information by completing a *Privacy of Directory (Public) Information* form. This form is available at:

<http://www.usu.edu/registrar/forms/pdf/privacy.pdf>

Students should consider *very carefully* the consequences of a decision to withhold directory information. A privacy block will call for Utah State University to not release this *directory information*. Therefore, any future requests for such information from noninstitutional persons or organizations will be refused.

Although Utah State University will honor a student's request to withhold directory information, USU *cannot assume responsibility* to contact the student for subsequent permission to release this information. Regardless of the effect upon the student, Utah State University assumes no liability as a result of honoring a student's instructions to withhold such information.

Registration Policies and Procedures

Allowing the Release of Directory Information After it Has Been Previously Blocked

After the initial request may be filed at any time, requests for a privacy block will be honored by the University until removed through another submission of the *Privacy of Directory (Public) Information* form by the student. The form provides two options for students: (1) block the release of information, and (2) allow the release after it has already been blocked.

Exceptions: One-time Release of Directory (Public) Information

A student who has his or her directory information blocked may want to make a one-time exception, while still keeping his or her directory information blocked. For example, a college may want to list all of the students who made the Honor Roll (Dean's List). The names of students who have their directory information blocked will be omitted from this listing. A student who wishes to keep his or her directory information blocked may complete a *One-time Release of Directory (Public) Information* form. This form is available at:

<http://www.usu.edu/registrar/forms/pdf/privacyexception.pdf>

Utah State University cannot assume responsibility to contact students for subsequent permission to release this information. It is the sole responsibility of the student to initiate the release of blocked information.

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.

Scholastic Marks that may appear on a USU transcript are defined as follows:

P	Pass
AU	Audit
NGR	No Grade Reported
I	Incomplete
I + Grade	The additional grade indicates the grade earned at the time the incomplete was assigned.
SC	Satisfactory Completion (study abroad only)
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) 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 coursework because of 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 department or college. 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 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 departmental office. Resolution of the "I" grade does not involve a complete repeat of the course, only the completion of 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

Registration Policies and Procedures

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

Undergraduate students who wish to discontinue their studies for one or more semesters (other than summer term) must file a *Leave of Absence* form online. Students may file an admission deferral, a one-semester leave, a traditional leave of absence, or a complete withdrawal online at <http://www.usu.edu/rfye/loa>. Requests may be granted in the following circumstances:

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

Students must apply for leaves of absence for a current semester by the last day of classes for that semester.

With very few exceptions, students who are attending another institution **may not** take a leave of absence. They must completely withdraw and apply for readmission. Students are encouraged to discuss possible exceptions with the Matriculation Advisor.

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 (P), D+, D, F Option

Students may register for a Pass (*P*), *D+*, *D*, *F* option. The grade of Pass (*P*) indicates academic achievement of not less than *C-*. Credits for which the Pass (*P*) grade is received are not GPA hours, and are therefore not used in the calculation of a student's grade point average. At no future time may the student request a letter grade, once the *P*, *D+*, *D*, *F* option has been requested.

A student desiring a *Pass*, instead of a regular grade in a course, must request a pass/fail form from the Registrar's Office, Taggart Student Center 246. This form, which must be signed by the student's advisor and returned to the Registrar's Office by the 60 percent point of the course, may not be revised under any circumstances. (Check pages 6-8 of the *2009-2010 General Catalog* for the exact dates.)

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. A minimum of 72 of the 120 credits required for the baccalaureate degree must carry the *A*, *A-*, *B+*, *B*, *B-*, *C+*, *C*, *C-*, *D+*, *D* designation, unless the major department or college changes this limitation. All CLEP, AP, and other special examination 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 students 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. To register online, students should login to Access (Banner) at: <http://www.usu.edu/myusu/>

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.

Priority Registration dates for Fall Semester 2009 and Spring Semester 2010 are shown on page 8 of the *2009-2010 General Catalog*. 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 (for full-semester classes) or before completing twenty percent of classes (for partial-semester classes) he or she is entitled to a refund of registration tuition and fees according to the following schedules:

Tuition Refund Period for Full-Semester Classes	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%

Registration Policies and Procedures

Tuition Refund Period for Partial-Semester Classes	Percentage of Credits for which Tuition and Fees will be Refunded
Before classes begin	100%
First 13.33% of classes completed.....	100%
13.34% to 20% of classes completed.....	50%
After 20% of classes completed	0%

Refunds will be automatically processed when courses are dropped by the published refund deadlines (see page 8 of the *2009-2010 General Catalog*).

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 2009-2010 tuition tables for a resident undergraduate student.

Example 1:	Tuition and Fees
Registered for 9 credits	\$ 1,812.83
Dropping 3 credits at 50% (equals 1.5 tuition credits dropped)	
Tuition and Fees for 7.5 credits (9 minus 1.5 credits)	1,587.52
Total Refund	\$ 225.31

Example 2:	Tuition and Fees
Registered for 15 credits	\$ 2,413.67
Dropping 3 credits at 50% (equals 1.5 tuition credits dropped)	
Tuition and Fees for 13.5 credits (15 minus 1.5 credits)	2,413.67
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	\$2,263.42
Dropping 6 credits at 50% (equals 3 tuition credits dropped)	
Tuition and Fees for 9 credits (12 minus 3 credits)	1,812.83
Total Refund	\$ 450.59

For exact dollar amounts, click on one of the **Tuition & Fee tables** links at: <http://www.usu.edu/registrar/payment/>

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 Student Success (TSC 314).

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. The determining factor as to whether or not a student's registration will be "purged" depends upon the balance owed. Class fees are included in the balance owed. In instances where a student has made full payment for some of his or her classes, every effort will be made to drop *only* those classes for which the tuition and fees have not been paid, in an effort to ensure that *only* the last added class or classes will be dropped.

The registration purge is governed by the following policies:

1. There is one purge for summer semester, and fall and spring semesters each have four purges. See pages 6-8 of the *2009-2010 General Catalog* for dates.
2. Any student owing a balance of \$250 or greater will have his or her registration purged. Balance is defined as any amount owed, minus any financial aid authorized, paid, or memoed. Students participating in a payment plan will not have their registration purged, provided they have paid the amount due at the time of the payment deadline.
3. 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.
4. After the sixth week of classes, a hold will be placed on the account of any student who owes more than \$50, preventing the student from registering for classes, including preregistration for the next semester, and preventing the student from receiving transcripts until he or she pays the balance owed.

Prior to each purge, students owing \$50 or more will be sent e-mails reminding them of the deadline. 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 Bill Jensen, Associate Registrar, (435) 797-1076, bill.jensen@usu.edu.

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 the 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.

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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 pages A10-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 \$15. This fee is automatically included as part of the Student Orientation, Advising, and Registration (SOAR) fee. Students must pay \$15 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. Further information is shown at: <http://usucard.usu.edu/htm/student-cards>

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 or her spouse for \$40 per semester, payable at the Registrar's Office. The spouse may bring the receipt to the Card Office and obtain a picture ID card for a \$15 fee. The Card Office will explain which services the spouse card is good for. Further information about spouse cards can be found at:

<http://usucard.usu.edu/htm/student-spouse-cards>

Student Orientation, Advising, 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.

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 (P), D+, D, F Grades (see page B14). 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 B15-B16). 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 D11-D17). 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 tuition and fee amounts by clicking on one of the **Tuition & Fee tables** links at: <http://www.usu.edu/registrar/payment/>. Tuition and fees must be paid by the fee payment deadline or the student's registration will be voided (see *Registration Purge*, page B15). Tuition and fee payment deadlines are shown on pages 6-8 of the *2009-2010 General Catalog*.

Students who register after the fee payment deadline must pay fees the day they register. 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.

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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:
<http://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: <http://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.