

# Registration

Office of the Registrar: SC 246

All students attending classes must be registered. Students are officially registered when all tuition and fees have been paid in full. Failure to pay tuition and fees by the published fee payment deadline may result in courses being voided. Students are responsible for dropping courses for which they do not wish to receive a grade. Detailed registration instructions are printed in the University *Schedule of Classes*, which is published each semester.

**Eligibility.** Only eligible students may register for courses at the University. An eligible student is either continuing from the previous year or has been admitted or readmitted to the University.

**Registration Procedures.** The University *Schedule of Classes* lists each semester's course offerings, dates, times, places, and procedures for registration and fee payment. It may be purchased at the University Bookstore or accessed at:

<http://www.usu.edu/registra/admrec/schedule/schedule.html>

**Late Registration.** A \$20 late registration fee is assessed beginning the first day of classes. Students must complete registration by the end of the third week of the semester.

**Assignment of Advisor.** When undergraduate students have been admitted to the University and have indicated their proposed field of study, they are assigned an advisor according to their major. Students are initially assigned to the default advisor or advising office for their individual major. In some cases, the default advisor is a temporary advisor who may assign students to a permanent advisor after their initial meetings with each student. In some colleges, students may be assigned to one advisor until they complete their lower-division coursework, and then be assigned to another advisor when they begin working on their upper-division coursework. Advising systems vary from college to college within the University. Students may access a listing of advisors by major by going to: <http://www.usu.edu/ats/advisorlist>.

**Full-time Status.** The minimum registration load for a full-time undergraduate student is 12 credits. **Students who desire to graduate in four years (eight semesters) must average a semester load of at least 15 credits per semester.** To be eligible for student body offices, students are required to be registered for 12 or more credits. Students on scholarships must be registered for 12 or more credits, unless otherwise indicated. Veterans and students eligible for a veteran's educational allowance are required to be matriculated and registered for 12 or more credits (for undergraduate students) or 9 or more credits (for graduate students) to qualify for full educational benefits. Students registered for less than 12 credits should contact the Veterans Services Office to determine if they are eligible for partial benefits.

**Auditing Classes.** Those who wish to audit a class must register as auditors. Auditing is dependent on space, resource availability, and instructor approval. No credit will be allowed for attendance, and the regular fee will be assessed. At no future time may the student request or receive credit for the audited course by any other means than by officially registering for the course and doing the required work. Audit requests, approved by the instructor, must be submitted to the Office of the Registrar and fees paid at the Cashiers Office before class attendance is permitted. Students are not permitted to register as auditors during Early Registration.

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

**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 quality 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. (See page 19 for more information.)

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

**Dropping Courses.** 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 courses which he or she does not plan to attend.*)

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

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

A student may not drop all of his or her classes without an official withdrawal from the University.

**Complete Withdrawal from the University.** Complete withdrawal is initiated at the Financial Aid Office (SC 106) for those having financial aid, at the Veterans Services Office (SC 204) for those receiving veterans benefits, or at the Registrar's Office (SC 246) for all other students. 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. A student who withdraws must be accepted for readmission before he or she may enroll again.

**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 neither final examinations nor testing of any kind will be given in order that students may concentrate upon classwork, the completion of special assignments, writing projects, and other preparation for duly scheduled final examinations.

**Proof of Identification.** In order to receive University services, photo identification must be presented. Each admitted student who completes the registration process for a regular semester

# Records

**Office of the Registrar:** SC 246, (435) 797-1116

The custodian of educational records at Utah State University is the Office of the Registrar.

**Student Classification.** At the beginning of each semester, students are classified for that semester as follows:

Credit Hours Earned	Classification
0-29	Freshman
30-59	Sophomore
60-89	Junior
more than 89	Senior

## Number of Credits Awarded for Courses

**Traditional Courses.** The standard for academic course credit, as identified by the Northwest Association of Schools and Colleges and followed by USU, is that one credit be awarded for three hours of student work per week over a 15-week semester. For traditional courses, this is interpreted as one 50-minute class period plus two hours of study per week for each credit. Note that one 50-minute period per week throughout a 15-week semester equals 12.5 contact hours per credit. This standard should be used in determining credits for courses which do not meet for 50-minute periods.

**Nontraditional Courses.** In addition to courses taught during regular academic terms, other educational experiences (such as workshops, institutes, short courses, and conferences) are offered at USU. Because of the short time period in which they are offered, these nontraditional courses may not require extensive out-of-class work by students. When little or no out-of-class work is required, the standard for credit for such courses is 20 contact hours per credit.

## Privacy Rights

The Family Educational Rights and Privacy Act, a federal law commonly referred to as *FERPA* or the *Buckley Amendment*, (1) provides that students will have access to inspect and review their educational records 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

will be issued a student identification card. This photo identification card is valid for the duration of the student's enrollment at Utah State University. Photo IDs are issued throughout the semester in the Taggart Student Center, Room 204.

**Change of Address.** It is the responsibility of the student to keep the Office of the Registrar informed of address changes by completing a Change of Address form available at the Registrar's Office (SC 246) or by using the Student QUAD program on the web:

<http://www.usu.edu/registra/admrec/quad-main.html>

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 the consent of the student, unless the student indicates otherwise. **Personally identifiable information** (or nonreleaseable information) includes all information not defined as directory information and may not generally be released without consent of the student.

Utah State University has designated the following as **directory information** for a student:

### Releasable Information/Directory Information

Name  
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  
Participation in officially recognized activities/sports  
Dates of attendance and graduation  
Weight/height of members of athletic teams  
Current semester schedule of classes  
Photographs

### Nonreleaseable Information

All Other Information

**Release of Information.** A Release of Information form is available at the Registrar's Office. This form may be completed by students wishing to grant access to their educational record to a third party (e.g., parents or spouse). Students accessing educational records must provide identification. It is important to note that, for educational purposes, University officials have access to all student records.

### Grading

For work in graded courses, *A* shall denote exceptional performance, *B* above average performance, *C* satisfactory performance, *D* poor performance, and *F* failing performance. Letter grades may be modified by plus (+) or minus (-) symbols (no *A+* or *D-*).

**Quality Hours and Quality Points.** A **quality hour** is defined as a credit which is used in calculating a student's grade point average (GPA). All graded credits, *except* for those in which the Pass (*P*) or Incomplete (*I*) grade is received, qualify as quality hours. **Quality points** are assigned to each letter grade earned, as noted below:

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

**Scholastic Marks**, which do not qualify for quality hours, are as follows:

I	Incomplete	P	Pass
W	Withdrawal	AU	Audit

**Grade Point Average.** When a student is graded, the quality points for the grade are multiplied by the quality hours to derive the total quality points. The total quality points are then divided by the total quality hours to determine the GPA. GPAs are rounded to the nearest thousandth of a grade point.

**Grading Options.** Ordinarily a letter grade is given upon completion of a course, unless a grading option of "Audit" or "Pass/D+, D, F" is indicated at the time of registration or within prescribed deadlines.

**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, Student Center 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. 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.

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

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

**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 for the class.

**This policy does not apply to courses repeatable for credit.** When a course listed in the *General Catalog* is identified with the Repeat Symbol (®), the course may be taken more than once for credit.

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

**Change of Grades.** The instructor of a course has the sole and final responsibility for any grade reported. Once a grade has been reported to the Office of the Registrar, it may be changed upon the signed authorization of the faculty member who issued the original grade. 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. (See USU Student Policy Handbook—Student Appeal Procedures.)

**Final Grade Report.** Final grades are available on the web at <http://www.usu.edu/registrar/admrec/quad-main.html>. Grades are also available on the TouchTone phone system, (435) 797-8888. Official transcripts may be obtained by submitting a signed request to the Academic Records Office, *in person* at SC 246; *by mail* to Utah State University, 1600 Old Main Hill, Logan UT 84322-1600; or via the Internet at: <http://www.usu.edu/registrar/admrec/trnsrpt.html>.

**Records Hold.** A “Records Hold” will be placed on a student’s record when an outstanding financial obligation or disciplinary action has been reported.

When a “hold” is placed on a record, the following results may occur: (1) An official and/or unofficial transcript may not be issued; (2) registration privileges may be suspended; (3) other student services may be revoked. The “hold” will remain effective until removed by the initiating office. It is the student’s responsibility to clear the conditions causing the “hold.”

**Transfer Credit.** The grades which may be transferred and recorded for transfer students shall include, but not be limited to, *A*, *A-*, *B+*, *B*, *B-*, *C+*, *C*, *C-*, *D+*, *D*, and *F*, as well as *P* (Pass). Only grades earned at USU will be used in calculating USU grade point averages. Decisions concerning academic standing, once the student is admitted to USU, will be based solely on USU grades.

**Remedial Courses.** Courses numbered 0010-0990 will not satisfy baccalaureate requirements, are not transferable, and are not calculated in a student’s grade point average.

**Academic 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 the dean of his or her college. 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 are encouraged to meet with their academic advisor.

**Academic Probation.** An undergraduate student placed on academic probation shall be notified in writing of that action by the dean of his or her college. 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 until his or her USU cumulative GPA rises to or exceeds 2.0; the student will then be in *good standing*. A student on academic probation is placed on *suspension* at the end of any semester in which his or her semester GPA is *less than* 2.0.

**Academic Suspension.** An undergraduate student placed on academic suspension shall be notified in writing of that action by the Associate Vice Provost for Enrollment Management. The notation *academic suspension* is placed on the student’s transcript. If a student suspended for the first time and enrolled for the present semester desires to remain in school, implementation of the suspension can be delayed until the end of the present semester. Students enrolled for the present semester and having more than one suspension will be required to withdraw from school for at least one year. Students who are allowed to remain in school on delayed suspension and achieve a 2.0 semester GPA or higher will be considered for continuation without a required layout. Students who are allowed to remain in school on delayed suspension and achieve less than a 2.0 GPA will have an additional suspension and be required to remain out of school for at least one calendar year. Any questions the student may have regarding his or her suspension can be directed to the General Registration Program, (435) 797-3883.

**Readmission Following Academic Suspension.** Students *who have been suspended once* and do not remain in school under the above delayed suspension option may apply for readmission after a one-semester layout. Students *who have been suspended two or more times* may apply for readmission to the University following a layout of one full calendar year.

**Low-Scholarship Notification for Graduate Students.** The dean of the School of Graduate Studies will notify students whose GPA is below 3.0 any semester. If the GPA falls below 3.0 for two consecutive semesters, the student may be placed on probationary status and his or her graduate program may be terminated. For further information, see *Low-Scholarship Notification* (pages 75-76).

### **Academic Renewal**

Under certain circumstances, 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 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 any or all grades of *D+* or below that were entered on the academic transcript prior to admission. Petition forms are available in the Office of the Registrar. A \$25 processing fee will be assessed.

#### **Guidelines:**

1. Academic renewal *does not* apply to graduate students 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 to apply for academic renewal.)

4. After admission, but before application for renewal, the student must have completed at least one of the following at Utah State University: (a) 10 semester credits with at least a 3.00 GPA; (b) 20 semester credits with at least a 2.75 GPA; (c) 30 semester credits with at least a 2.50 GPA. For students with an absence of ten or more years, the requirements in guideline number 4 are waived.

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. Academic renewal will be effective as of the date of the admission following the five- or ten-year absence.

### Academic Honesty

The University expects that students and faculty alike maintain the highest standards of academic honesty. For the benefit of students who may not be aware of specific standards of the University concerning academic honesty, the following information is quoted from the *Code of Policies and Procedures for Students at Utah State University*, Article V, Section 3:

#### Section 3. Violations of University Standards

A. The following activities have been found to interfere with University functions or threaten the well-being and the educational purposes of students and subject the student to discipline under the provisions of this Code. The following list of violations is not an all inclusive list; other misconduct may also subject the student to discipline.

1. Acts of academic dishonesty.
  - a. Cheating includes intentionally: (1) using or attempting to use or providing others with any unauthorized assistance in taking quizzes, tests, examinations, or in any other academic exercise or activity; (2) depending upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; (3) substituting for another student, or permitting another student to substitute for oneself, in taking an examination or preparing academic work; (4) acquiring tests or other academic material belonging to a faculty member, staff member, or another student without express permission; and (5) engaging in any form of research fraud.
  - b. Falsification includes the intentional and unauthorized altering or inventing of any information or citation in an academic exercise or activity.
  - c. Plagiarism includes knowingly representing, by paraphrase or direct quotation, the published or unpublished work of another person as one's own in any academic exercise or activity without full and clear acknowledgement. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

Violations of the above policy will subject the offender to the University discipline procedures as outlined in Article VI, Section 1 (paragraphs A, D, E, F, and G) of the *Code*.

A. The penalties which the University may impose on a student are:

1. Warning or reprimand—written or verbal.
2. Grade adjustment—for either an assignment/test or the course (for academic violations only).
3. Probation—continued attendance at the University predicated upon the student satisfying certain requirements as specified by the University in a written notice of probation. Probation is for a designated period of time and includes the probability of more severe disciplinary penalties if the student does not comply with the specified requirements or is found to be violating any University regulations during the probationary period. The student must request termination of the probation in writing.
4. Suspension—temporary dismissal from the University for a specified time, after which the student is eligible to return. Conditions for readmission may be specified.
5. Expulsion—permanent dismissal from the University.
6. Extra fee assessments.
7. Payment of restitution to the University or, when University intervention is deemed appropriate, to another individual for damages or losses.
8. Withholding of transcripts for refusal to return University property, pay University debts, or other violations of University standards.
9. Denial or revocation of degrees (for academic violations only).
10. Temporary and/or permanent removal from a class.
11. Performance of community service.
12. Referral to psychological counseling or to the Student Wellness Center for assessment, evaluation, education, and treatment, when necessary.
13. Other disciplinary actions which are appropriate to the violation(s).

D. More than one of the penalties may be imposed for any single violation. Reference to “penalty” includes multiple penalties.

E. Imposition of the penalty of suspension or expulsion from the University must be approved by the president of the University. The president's approval shall be given either at the conclusion of the 10-day appeal period if no appeal is filed, or as part of the president's final decision if an appeal is filed.

F. When a student is suspended or expelled from the University, tuition and fees that have been paid for the semester during which the suspension or expulsion occurs are refundable in accordance with the standard refund policy as stated in the semester *Schedule of Classes*.

G. A hold on a student's admission, registration, or financial aid is not an independent penalty, but may be utilized by the University as a means to either direct a student's attention to, and subsequent participation in, a pending disciplinary (or grievance) proceeding, or to obtain the student's compliance with a penalty which has been imposed, or other action which has been taken, under the Student Code.

### 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. Scholarship “A” pins are presented to undergraduate students who have received all *A* grades (4.0 GPA) for 15 or more graded credits each semester for two consecutive semesters in residence. **Note:** Courses for which a *P* (Pass) grade is received *do not* qualify for graded credits.