

Undergraduate Graduation Requirements

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

For information about graduate degrees and majors offered by USU, see page 70 of this catalog.

Certificates, Diplomas, and Associate of Applied Science Degrees

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

The Colleges of Agriculture, Business, Engineering, and Humanities, Arts and Social Sciences offer one- and two-year programs leading to certificates, diplomas, and Associate of Applied Science degrees. One-year certificate programs are available in dairy technology, agricultural machinery technology, and ornamental horticulture. Associate of Applied Science degrees include aviation maintenance technician—airframe, aviation maintenance technician—powerplant, computer aided drafting and design, agricultural machinery technology, office systems support, and ornamental horticulture. The Music Department offers two-year diploma programs and certificates in the areas of piano, organ, church music, and guitar.

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

Associate of Applied Science Degree

A minimum of 60 credit hours is required for an Associate of Applied Science degree. Requirements include coursework in the following areas: primary area of study, related area, general education, and electives. Candidates for an Associate of Applied Science degree must complete at least 15 USU credits at USU's Logan campus or designated centers, or through classes offered by distance education through USU. Ten of the required USU credits must be included within the last 20 credits presented for the degree.

See department offerings for specific requirements. Associate of Applied Science degrees are offered in the following areas: aviation maintenance technician—airframe, aviation maintenance technician—powerplant, computer aided drafting and design, office systems support, ornamental horticulture, and agricultural machinery technology.

Bachelor's Degrees

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

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

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

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

All graduates, regardless of the type of degree, must satisfy University Studies general education and depth education requirements.

Bachelor of Arts Degree

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

1. Completion of 16 credits in one foreign language.
2. Completion of 20 credits in two foreign languages.
3. In general, completion of course number 2020 in one of the foreign languages or an upper-division (3000-level or above) foreign language grammar or literature course. Conversation classes generally cannot be considered in satisfying this requirement.
4. Successful completion of the Intensive English Language Institute (IELI) program for international students.
5. TOEFL, Michigan, or IELI placement scores high enough to meet the University admission criteria.

Bachelor's Degree Requirements

Academic Program Requirement. All graduates are required to complete an approved academic program in one of the eight resident colleges.

American Institutions. All graduates are required to have an understanding of the fundamentals of the history, principles, form of government, and economic system of the United States. Students may meet this requirement in any one of the following

ways: (a) receiving a passing grade on a special examination; (b) receiving a grade of three or better on the Advanced Placement Examination in American History; (c) satisfactory completion of: USU 1300 or Honors 1300H; Economics 1500; History 1700, 2700, or 2710; or Political Science 1100; or (d) satisfactory completion of a transfer course equivalent to one of the courses in (c).

University Studies. Completion of the University Studies general education and depth education requirements. (See pages 56-63.)

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

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

GPA. In order to graduate, students must meet all GPA requirements for their major. These requirements can be found in the *Instructional Units and Programs* section of this catalog. USU credits *only* are used in computing the GPA.

Major. Each student must complete all requirements for an approved program of study. This program is comprised of up to 80 credits, which include the major, certification requirements, and all other required major coursework. The program of study for each major is described in the appropriate departmental section of this catalog and on the major requirement sheets, which can be obtained from the department, the college, or the Office of Advising and Transition Services.

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

Students who have completed at least 60 credits (not including AP, CLEP, and concurrent enrollment) and one USU semester must be accepted into a department or be admitted to General Registration before they are allowed to register for additional work. To enforce this policy, a hold will be placed on the student's registration.

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

Changing a Major. When a change of major is desired, a student must go to the department office and dean's office of the college in which he or she is presently enrolled to initiate the proper paperwork. If he or she is changing majors within the same college, the dean's office may complete the required form, have it signed, and have it received by the Registrar's Office. When a stu-

dent is changing colleges, signatures of both department heads and deans are required on the form. After the form is received by the Registrar's Office, the major is changed and the information becomes part of the student's file.

Minor. USU does not require that all students complete a minor. However, some departments and/or programs do require completion of a minor, which is described in the catalog statement of the department or program. When a minor is required, it is part of the professional component.

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

Candidates for an associate degree must complete at least 15 USU credits at USU's Logan campus or designated centers, or through classes offered by distance education through USU. Ten of the required USU credits must be included within the last 20 credits presented for the degree.

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

Independent Study Credits. The maximum amount of independent study credit which may be applied toward a bachelor's degree is 30 credits.

Credit by Examination. Some noncollegiate experiences may permit credit through challenge and foreign language examinations. For further information, see pages 49-50.

Community College Credit. No more than 80 credits of transfer credit from community colleges may be applied toward graduation.

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

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

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

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

General Information

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

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

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

Incomplete Grades. Incomplete grades must be made up and on file in the Records Office no later than the last day of the semester for which the candidate is applying for graduation.

Changes in Graduation Requirements. Students are expected to familiarize themselves with the rules and regulations of both the University and their specific major. Detailed information concerning graduation requirements is available in this catalog as part of the departmental descriptions. Responsibility for satisfying all graduation requirements rests upon the student. Utah State University reserves the right to change graduation requirements at any time. Students who can complete a baccalaureate degree within seven years of enrollment at USU can qualify for graduation by meeting (1) the General Education/University Studies requirements in effect when they initially enrolled and (2) the major requirements in effect when they officially declared their major, even though there may have been changes in General Education/University Studies and major requirements since that time. Students who have not completed the baccalaureate requirements within seven years of their initial enrollment at USU must have their General Education/University Studies and major requirements evaluated and approved by their department head and dean. Exceptions to this seven-year policy may be necessary for mandated changes in degree requirements.

Applying for Graduation

Undergraduate candidates for graduation must have completed the application process by having an application on file and fees paid to the Cashiers Office. The application deadline is October 15 for spring semester graduates and February 15 for summer or fall semester graduates. Late applicants will be assessed a \$10 late fee.

The application process is as follows: (1) Request an application from the Registrar's Office, (2) Return with picture ID to the Registrar's Office on the specified date and pick up the application for candidacy for graduation packet, (3) Carefully review the graduation application instructions, (4) Submit the application to departmental advisor and college dean for review and signatures (double majors must have the appropriate signatures for each major), (5) Complete the graduating student survey, and (6) Submit the graduation packet to the Cashiers Office (SC 228) and pay the application fee of \$10. *Approximately one month is needed to complete the application process.*

Names of the candidates will appear on the graduation lists and diplomas as they appear on the student's transcript.

To change the name appearing on the transcript, the student must fill out the appropriate form in the Registrar's Office and bring an official document (i.e., driver license, marriage certificate, etc.).

Reapplication for Graduation. Students who do not successfully complete graduation requirements by the end of spring semester must reapply for graduation for the new academic year.

Commencement

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

Attendance at Commencement is expected of all candidates. If unable to attend, the student must notify the dean of his or her college and be officially excused in advance. Also, the student must notify the Graduation Office of the address to which the diploma is to be sent. Participation in commencement exercises does not ensure that the candidate has satisfied graduation requirements.

Second Bachelor's Degree

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

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

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

Split Form

A student who is within 30 credit hours of completing a baccalaureate degree may file a Split Form showing division of classes between two undergraduate degrees, or an undergraduate and graduate degree. **These classes must be identified each semester on a Split Form.**

Students desiring a second bachelor's degree must obtain a Split Form from the Registrar's Office, Student Center 246. To be matriculated into a second bachelor's program, students must submit an Application for Admission to the second bachelor's degree program to Recruitment/Enrollment Services, Student Center 102. The Split Form must be filed prior to the posting of grades for the semester in which the request is submitted. The form must be signed by the student's advisor and the college dean of both majors.

Students who want to divide courses between an undergraduate and a graduate degree must obtain a Split Form from the School of Graduate Studies, Main 164. For more information, see *Split Form Policy* (page 74) in the *Graduate General Regulations* section.