

Undergraduate Graduation Requirements

At the undergraduate level, the University offers Associate of Science and Associate of Applied Science degrees, 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 are offered for one-year programs in certain departments.

For information about graduate degrees and majors offered by USU, see page 97 of this catalog.

Certificates and Associate of Applied Science Degrees

Certificates and Associate of Applied Science degrees are awarded for completion of less-than-baccalaureate programs at Utah State University. An Associate of Science degree is offered through USU Continuing Education. 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 an Associate of Applied Science or Associate of 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 College of Agriculture offers one- and two-year programs leading to certificates and Associate of Applied Science degrees. One-year certificate programs are available in agricultural machinery technology, dairy herdsman (vocational technology), and ornamental horticulture. Associate of Applied Science degrees include agricultural machinery technology and ornamental horticulture. An Associate of Applied Science degree in Office Systems Support is offered *only* through Continuing Education.

In most cases, the courses in the 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 (AAS) degree. Requirements include coursework in the following areas: primary area of study, related area, general education, and electives. Candidates for an AAS degree must complete at least 20 USU credits at USU's Logan campus or designated centers, or through classes offered by distance education through USU.

See department offerings for specific requirements. AAS degrees are offered in the following areas: agricultural machinery technology, ornamental horticulture, and office systems support. (**Note:** The office systems support AAS degree is offered *only* through Continuing Education.)

Associate of Science Degree

The Associate of Science (AS) degree in general studies is offered through Continuing Education. A minimum of 60 credits is required for an AS degree. This degree is available at Continuing Education campuses and centers, as well as online, and is also delivered to several international locations. Requirements include coursework in general education, a primary or related area of study, and electives. Candidates for an AS degree must complete at least 20 USU credits at Utah State University.

Bachelor's Degrees

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

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

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

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

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

Students who simultaneously complete all of the requirements for more than one bachelor's degree program shall be awarded a separate diploma for each degree.

Bachelor of Arts Degree

A Bachelor of Arts (BA) degree signifies proficiency in one or more foreign languages. Specifically, the BA requirement may be completed in one of the following ways:

1. Demonstration of proficiency in *one* foreign language by successful completion of one course at the 2020-level or higher (or its equivalent).
Or
2. Demonstration of proficiency in *two* foreign languages by successful completion of the 1020 course level in one language **and** the 2010 course level in the second language (or its equivalent).
Or
3. Completion of an upper-division (3000-level or higher) foreign language grammar or literature course requiring the 2020 course level (or its equivalent) as a prerequisite. Conversation courses *cannot* be considered for satisfying this requirement.

For nonnative English-speaking students *only*, the following options are available:

1. Successful completion of the Intensive English Language Institute (IELI) program for international students.
Or
2. TOEFL, Michigan, or IELI placement scores high enough to meet the University admission criteria.

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Bachelor's Degree Requirements

Academic Program Requirement

All graduates are required to complete an approved academic program in one of the seven 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 HONR 1300H; ECON 1500; HIST 1700, 2700, or 2710; or POLS 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 49-57.)

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. The University requires a minimum GPA of 2.0 to be considered for good standing and for graduation, although the majority of degree programs require a higher 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, licensure 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 online at:

<http://www.usu.edu/ats/majorsheets/>

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. A *Change of Program* form must be filed with the University Registrar. The head of the department will assign an advisor. Registration in succeeding semesters 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 Studies 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.

Students are encouraged to meet regularly with their advisor to establish a plan of study and confirm a graduation date as early as possible.

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.

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.

USU Courses

Candidates for a bachelor's degree must complete at least 30 credits at USU's Logan campus or designated centers, or through classes offered by distance education through USU. A minimum of 20 of these credits must be completed in upper-division courses, of which at least 10 credits must be completed in courses required by the student's major.

Candidates for an associate degree must complete at least 20 credits at USU's Logan campus or designated centers, or through classes offered by distance education through USU.

Credit by Examination

Some noncollegiate experiences may permit credit through challenge and foreign language examinations. For further information, see pages 18-19.

Remedial Courses

Remedial courses (numbered below 1000), cannot be used to satisfy baccalaureate requirements. These credits do not count toward GPA or Earned Hours.

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.

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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 three degree options: (1) Departmental Honors, (2) Departmental Honors with Honors in University Studies, or (3) University Honors. For further information, see page 338.

General Information

Extension and Independent Study

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

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 Registrar's Office by the last day of classes (excluding finals) of the semester of intended graduation.

Incomplete Grades

Incomplete grades must be made up and on file in the Registrar's Office no later than the last day of classes during the semester for which the candidate has applied 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.

Seven-Year Policy

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

Intent to Transfer Graduation Requirements

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

Applying for Graduation

Undergraduate candidates for graduation must have completed the application process by having an application on file and fees paid to the Registrar's Office, Student Center 246. The application deadline is October 15 for spring semester graduates and February 15 for summer or fall semester graduates. Students who complete the application process *prior* to the term of graduation will be assessed a \$10 application fee. However, a \$50 fee will be required for students who complete the process *during* the term of graduation.

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 (dual majors must have the appropriate signatures for each major), (5) Complete the graduating student survey, and (6) Submit the graduation packet to the Registrar's Office (Student Center 246) and pay the application fee of \$10. *Approximately six weeks is needed to complete the application process.*

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 provide an official document (i.e., driver license, marriage certificate, etc.) with the new name on it.

Commencement

Candidates will attend commencement exercises at the end of the semester during which they complete their requirements (fall or spring). Those candidates completing requirements at the end of summer semester may choose to attend *either* the preceding spring or the following fall commencement exercises. Attendance at commencement is expected of all candidates. All students must *either* submit notification of intent to participate *or* be officially excused through the Registrar's Office. This should be done via e-mail to: registrar@cc.usu.edu. Also, students who do *not* attend Commencement must notify the Registrar's Office of the address to which the diploma is to be sent. All graduates will receive their diplomas through the mail.

Second Bachelor's Degree

Applicants for a second bachelor's degree must file an application with the Admissions Office and obtain the recommendation of their academic dean prior to being admitted. 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 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.

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Split Form

Courses numbered 0010 through 4990 will be posted to an undergraduate transcript. Courses numbered 6000 through 7990 will be posted to a graduate transcript. Courses numbered 5000 through 5990 will be posted to *either* an undergraduate *or* graduate transcript, based on the primary program level of the student. In cases where an undergraduate has taken one or more graduate-level courses required for program completion, a form will need to be submitted to the Registrar's Office, requesting that the course(s) be posted to the undergraduate transcript. Students should contact their undergraduate advisor for help with filing the appropriate form. In cases where a graduate student has taken one or more undergraduate-level courses as part of the approved program of study, a form will need to be submitted to the Registrar's Office, requesting that the course(s) be posted to the graduate transcript. Students should contact their graduate advisor for help with filing the appropriate form.

Letter of Completion

Students who have completed the General Education portion of the University Studies Requirements at Utah State University, and who transfer to another institution, may receive a Letter of Completion from USU. If a student does not intend to return to USU for a bachelor's degree, the requirement of two USU breadth courses may be waived, since the USU course requirement is unique to USU. Students are still required to complete *at least one* breadth course in each of the six breadth areas, as well as the Communications Literacy (CL), Quantitative Literacy (QL), and Computer and Information Literacy (CIL) requirements.

It is the student's responsibility to initiate a request for this letter. The student's advisor will determine whether or not the student has indeed satisfied all of the requirements. If so, the advisor may go to <http://www.usu.edu/advising/forms.html> and select the Letter of Completion Form. The advisor should complete the form, indicating how the student has met the requirements. The advisor should also indicate where the letter should be sent. Letters are typically sent to the Admissions Office at the transfer institution. After the advisor has completed the form, he or she should send the form to Lillian Tripp in the Registrar's Office. Lillian Tripp will then generate an official letter on letterhead from the Registrar's Office, and send the letter to the transfer institution.

On occasion, there may be circumstances in which a student has completed *most* of the General Education requirements at Utah State University, transferred to another institution where he or she has completed the last of the courses needed to complete the USU General Education requirements, and then requested a Letter of Completion from USU. Since the coursework was not completed at USU, USU *may not* submit a Letter of Completion, *unless* the coursework is posted to a USU transcript. To have this coursework posted to a USU transcript, a student should submit his or her transcript and a \$15 posting fee to University Advising and Transfer Services (UATS), 0114 Old Main Hill, Logan UT 84322-0114. UATS will then post and evaluate the credit. If all requirements have been satisfied, UATS will complete the Letter of Completion Form and submit it to the Registrar's Office for processing.