

# Records

**Office of the Registrar:** Taggart Student Center 246  
**Phone:** (435) 797-1116  
**FAX:** (435) 797-1110

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

## Student Classification

At the beginning of each semester, undergraduate 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 during 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 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 upon written request with identity verification and (2) protects the rights of a student to privacy by limiting access to the educational record without express written consent.

### Definitions

A **student** is defined as any individual who is attending or has attended Utah State University. (Note: Certain rights are extended to the parent(s) of a dependent student, where dependency is defined by Section 152 of the Internal Revenue Code of 1954.) An **educational record** is any record (1) directly related to a student, and (2) maintained by Utah State University or by an agent of the University.

### Notices

With respect to a student's educational records, FERPA affords a student the right: (1) to inspect and review the student's educational records; (2) to request the amendment of the student's educational records to ensure that they are not inaccurate, misleading, or

otherwise in violation of the student's privacy or other rights; (3) to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent; (4) to file with the U.S. Department of Education a complaint concerning alleged failures by Utah State University to comply with the requirements of FERPA, if a complaint cannot be resolved within the University; and (5) to obtain a copy of the *Student Records Policy and Procedures for Utah State University*.

## Categories of Records

There are two categories of educational records under FERPA. **Directory information** (or releasable information) is general information that may be released to anyone without 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  
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

### Nonreleaseable Information

All other information

## Release of Information

A Release of Information form is available online at:

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

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.

## Student Right-to-Know and Campus Security Act

This act (Public Law 101-542), signed into law in November 1990 by the U.S. Department of Education, applies to institutions of higher education receiving federal financial assistance. Under this policy, current and prospective students must be informed of completion or graduation rates of students seeking certificates or degrees. The act also requires reporting of security policies and crime statistics to students, employees, and the U.S. Department of Education.

Current information, reports, and statistics are available at:  
<http://www.usu.edu/righttoknow>

## 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-*).

### GPA Hours and Quality Points

A **GPA 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 GPA hours, unless otherwise noted. **Quality points** are assigned to each letter grade earned, as follows:

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 GPA hours, are as follows:

I	Incomplete	P	Pass
W	Withdrawal	AU	Audit
SP	Satisfactory Progress	NGR	No Grade Reported

A grade of *I*, plus a companion grade, has no GPA hours or earned hours, but indicates that the student has up to one calendar year to finish the work. A grade of *W*, plus a companion grade, carries no grade point value, but indicates that the student withdrew after 60 percent of the course had been completed.

### Grade Point Average

When a student is graded, the quality points for the grade are multiplied by the GPA hours to derive the total quality points. The total quality points are then divided by the total GPA hours to determine the GPA. GPAs are truncated to the nearest hundredth of a grade point.

### Grading Options

Ordinarily a standard 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, on the syllabus, 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, 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 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.

Some courses are *only* offered as Pass/Fail. When a course is offered only in this manner, this information must be clearly stated in the syllabus.

### 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 be 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 departmental office. Students may not be given an incomplete grade due to poor performance or in order to retain financial aid.

The student is required to complete the work by the time agreed upon (which may not be 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 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 an "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. Dissertation, thesis, directed study, and independent study courses taken for graduate work are exempted from this policy.

### 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.

**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.

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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.

## Change of Grades

The instructor of record of a course has the 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 instructor of record who issued the original grade. In case the instructor is not available, the department head has authority to change the 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 Access at: <http://www.usu.edu/registrar/access/index.cfm>. Official transcripts may be obtained by submitting a signed request to the Registrar's Office, *in person* at TSC 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/access/index.cfm>

## 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 *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, are not calculated in a student's grade point average, and do not count toward earned hours.

## Mathematics Prerequisite Acceptability Time Limit

ACT and SAT scores for mathematics competency and passing grades in MATH 0900, 1010, 1050, and 1060 are valid for use in placement and as prerequisites for one calendar year for nonmatriculated students and three successive semesters (including summer semester) for matriculated students. (See page 68 for specific dates by which prerequisites must be completed.) **Note:** This acceptability time limit applies *only* to prerequisites for MATH 1010, 1030, 1050, 1060, 1100, 1210, 2020, and STAT 1040. The time limit *does not apply* to mathematics prerequisites for courses offered by other departments.

## 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 his or her college dean, advisor, or other college or departmental representative. Since this notification will typically be sent by e-mail, it is the student's responsibility to check his or her USU e-mail account (see *E-mail Communication Policy*, page 29). The notation *placed on warning* is placed on the student's transcript. The student remains on warning status as long as his or her semester GPA is 2.0 or higher and until his or her USU cumulative GPA rises to or exceeds 2.0; the student will then be in good standing. A student on academic warning shall be placed on *academic probation* at the end of any semester in which his or her semester GPA is *less than* 2.0. When a student's class standing changes to sophomore, and his or her USU cumulative GPA is less than 2.0, the student is placed on *academic probation*. Students on academic warning will have a hold placed on their registration and must meet with their academic advisor.

## Academic Probation

An undergraduate student placed on academic probation shall be notified in writing of that action by his or her college dean, advisor, or other college or departmental representative. Since this notification will typically be sent by e-mail, it is the student's responsibility to check his or her USU e-mail account (see *E-mail Communication Policy*, page 29). 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 Office of Retention and First-year Experience. Since this notification will typically be sent by e-mail, it is the student's responsibility to check his or her USU e-mail account (see *E-mail Communication Policy*, page 29). The notation *academic suspension* is placed on the student's transcript. A student who is registered for classes in the semester immediately following the suspension will be dropped from those classes. Questions about the suspension should be directed to the student's advisor.

## Suspension Appeal Process

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

The student must write an appeal letter and complete an appeal form. The appeal letter must include: (1) a clear explanation as to why the student believes the suspension penalties should be lifted, (2) an

account of reasons why the student feels he or she didn't perform well, and (3) a description of the student's plan for improvement.

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

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

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

If the student was not properly notified of his or her probation (as outlined in the *Academic Probation* policy on page 40), the student's appeal is likely to be granted. Students should be aware that, even if their appeal is granted, a notation of suspension will remain on their transcripts.

## Readmission Following Academic Suspension

Students *who have been suspended once* may apply for readmission after a two-semester layout. Students *who have been suspended two times* may apply for readmission to the University following a layout of one full calendar year.

## Academic Dismissal

Students who become subject to suspension for a *third time* will receive notice of academic dismissal from the University and have the notation *academic dismissal* placed on their transcript. Students who have been dismissed may apply for readmission to the University following a layout of five or more calendar years.

## Concurrent Enrollment Credit

For purposes of academic standing, students who have taken classes through concurrent enrollment, and who otherwise qualify for good standing at USU, shall not be denied such standing based on their concurrent enrollment credit.

## 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* (page 105).

## Academic Renewal

Undergraduate students who have been admitted to Utah State University after an interruption in their collegiate education of five or more years may petition to have certain credits removed from the calculation of the GPA needed for credit. The renewal procedure allows the student's academic records to be reviewed for the purpose of eliminating from grade point average computation all grades of *D+* or below that were entered on the academic transcript five or more calendar years prior to admission, including transfer credit. Petition forms are available in the Office of the Registrar and online. A \$25 processing fee will be assessed.

## Guidelines:

1. Academic renewal *does not* apply to graduate students 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 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.
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 admission following the minimum five-year absence.

## 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.

## Academic Record Adjustment

Students requesting an academic record adjustment to 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, or (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

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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.

## 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* (revised April 2002), Article V, Section 3:

### Section 3. University Standards

#### A. Academic Integrity—"The Honor System"

Each student has the right and duty to pursue his or her academic experience free of dishonesty. The Honor System is designed to establish the higher level of conduct expected and required of all Utah State University students.

**The Honor Pledge**—To enhance the learning environment at Utah State University and to develop student academic integrity, each student agrees to the following Honor Pledge:

"I pledge, on my honor, to conduct myself with the foremost level of academic integrity."

Acts of academic dishonesty include but are not limited to:

- Cheating:** (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, including working in a group when the instructor has designated that the quiz, test, examination, or any other academic exercise or activity be done "individually"; (2) depending on 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; (5) continuing to write after time has been called on a quiz, test, examination, or any other academic exercise or activity; (6) submitting substantially the same work for credit in more than one class, except with prior approval of the instructor; or (7) engaging in any form of research fraud.
- Falsification:** altering or fabricating any information or citation in an academic exercise or activity.
- Plagiarism:** 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 acknowledgment. It also includes using materials prepared by another person or by an agency engaged in the sale 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, E, F, G, and H) of the *Code*.

#### A. Academic Dishonesty—"The Honor System"

An instructor has full autonomy to evaluate a student's academic performance in a course. If a student violates the Honor System, the instructor may sanction the student as part of the course evaluation. Such sanctions may include: (1) verbally warning the student; (2) giving the student a written reprimand; (3) requiring the student to rewrite a paper/assignment or to retake a test/examination; (4) adjusting the student's grade—for either an assignment/test or the course; or (5) giving the student a failing grade for the course. A sanction by the instructor is not a disciplinary penalty. If the instructor believes that, in addition to any sanction, the student should be disciplined and a penalty imposed, the instructor shall refer the student for disciplinary proceedings.

The penalties which the University may impose on a student for an Honor System violation are:

- Probation:** continued participation in an academic program predicated upon the student satisfying certain requirements as specified 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 the Honor System during the probationary period. The student must request termination of the probation in writing.
  - Suspension:** temporary dismissal from an academic program or from the University for a specified time, after which the student is eligible to continue the program or return to the University. Conditions for continuance or readmission may be specified.
  - Expulsion:** permanent dismissal either from an academic program or from the University.
  - Assigning a designation with a course grade indicating an Honor System violation involving academic dishonesty. Conditions for removal may be specified, but the designation remains on the student's transcript for a minimum of one year; provided however, that once the student's degree is posted to the transcript, the designation may not be removed thereafter.
  - Denial or revocation of degrees.
  - Performance of community service.
- E. More than one of the penalties may be imposed for any single violation. Reference to "penalty" includes multiple penalties.
- F. 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.
- G. 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*.
- H. A hold on a student's admission, registration, or financial aid is not an independent penalty, but may be utilized by the University for various purposes, including either to (1) direct a student's attention to, and subsequent participation in, a pending disciplinary grievance proceeding or (2) 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.