

Registration, Student Records, and Academic Standing

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Registration

Registration 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.

Classification of Students

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 |

Registration Requirement

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 (see *Registration Purge* on pages 57-58). Students are responsible for dropping courses for which they do not wish to receive a grade.

Registration for Mathematics Courses

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 44 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.

Proof of Identification

Students who wish to receive University services in-person must present photo identification. Students doing business online must login using the appropriate credentials. Each admitted student who completes the registration process for a regular semester 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 by the Card Office, Taggart Student Center 212.

Adding Courses

After the fifth day of classes, any additions to the original registration must: (1) be recorded on an official add form, and (2) include the instructor's signature. In addition to the Registrar's Office, add forms may be taken to an academic advisor, who may electronically authorize a student to register for a course. Deadlines as outlined on pages 6-8 must be observed.

Courses may be added for credit or audit. An instructor's signature is required beginning the second week of the semester (sixth day of classes) during fall and spring semesters, and other dates as noted on pages 6-8. Students may not add into a full class at any time without an instructor's signature. An instructor should not sign a blank Add Form, but should ensure that the proper course information (e.g., CRN, course prefix, course number, etc.) is present before signing and dating the form. The Registrar's Office will not process any Add Form that is not dated, or for which the signature date is older than three business days. Advisors who have access to authorize students into full classes will follow the same guidelines as the Registrar's Office. Specific deadlines for adding courses may be found on pages 6-8. All requests for audit registration must be approved by the instructor and must be submitted to the Office of the Registrar, Taggart Student Center 246.

Late Registration

Following the published add deadline, a transaction fee of \$100 per course will be assessed for all undergraduate and graduate courses added. Dissertation, thesis, directed study, continuing graduate advisement, and independent study courses added for graduate work, as well as Military Science courses, are exempted from this late fee.

Credit Limit

Students registering for *more than 18 credits* must present their advisor's signed authorization to the Registrar's Office.

Pass (P), D+, D, F Option

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

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

A grade of *P* indicates academic achievement of not less than *C-*. All students, including freshmen, may take courses on a *P/D+*, *D*, *F* basis. A minimum of 72 of the 120 credits required for the baccalaureate degree must carry the *A*, *A-*, *B+*, *B*, *B-*, *C+*, *C*, *C-*, *D+*, *D* designation, unless the major department or college changes this limitation. All CLEP, AP, and other special examination credits are considered *P* and are included in the total *P* grades permitted. The *P* shall also be used to record on the student's permanent academic record all special credit in which other grades are inappropriate. Many departments do not allow students to take required courses on a *P/D+*, *D*, *F* option, and many professional or graduate schools may not accept *P* grades. Therefore, an advisor's signature is required, *before* students may take courses under this option.

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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.

Tuition, Fees, and Refunds

See *Tuition, Fees, and Refunds* section of this catalog, pages 64-66.

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."

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. To be eligible to receive financial aid, a student is required to register for 6 or more credits. Students on scholarships must be registered for 12 or more credits, unless otherwise indicated. 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

Admitted students who wish to audit a class must register as auditors. Auditing is dependent on space, resource availability, and instructor approval. No credit or grade points will be granted. The regular tuition and course fees will be assessed. At no future time may students request or receive credit for the audited course by any other means than by officially registering for the course and doing the required work. Audit requests, approved by the instructor, must be submitted to the Registrar's Office and tuition and fees must be paid before class attendance is permitted. Students are not permitted to register as auditors during Early Registration.

House Bill 60 (1977) permits Utah residents 62 years of age or older to audit regular university classes offered during the day or offered through Regional Campuses and Distance Education. However, space in many university classes is limited. Classes which are full at the time of an audit request are unavailable. Credit seeking, full-tuition paying students shall have first priority in the registration process. A flat fee of \$10 per semester, **plus any course fees or special fees that may be attached to classes**, is charged for House Bill 60 (1977) registration.

Tuition and Fee Payment Deadlines and Consequences

Fee payment deadlines for each semester are shown in the *Registration Calendar* section, pages 6-8. After the original fee payment deadline, tuition and fees are due daily. There is one fee payment deadline for summer semester, and fall and spring semesters each have five fee payment deadlines.

Students having an outstanding balance after a fee payment deadline may be dropped or "purged" from their classes. (See information shown below concerning the *Registration Purge*.)

For fall and spring semesters, the first four fee payment deadlines will be immediately followed by a registration purge. Students having an outstanding balance following the fifth fee payment deadline will not be purged, but may be assessed a \$100 late tuition payment fee, as well as ongoing charges for the unpaid balance.

Payment Options

It is *strongly recommended* that students complete all of their tuition and fee payments online. An option is available for students to authorize other individuals, such as parents or grandparents, to create their own login credentials to view and make payments on the student's behalf. Several payment options are available.

Web Check (no fees). The preferred method of payment is through web check (electronic check). Through this option, no additional fees are assessed. However, standard fees may apply if there are insufficient funds in the account, or if the wrong account information is submitted.

Payment Plan (setup fee). When students pay their tuition and fees, they will have a choice to sign up for a payment plan. Different plans may be available. The standard Tuition Installment Plan (TIP) requires the student to make a down payment of 50 percent of the balance, plus pay a \$50 setup fee. The student will then pay 25 percent of the balance after the first month, and the remaining 25 percent of the balance after the second month.

Credit Card (additional fees assessed). Students may pay their tuition and fees with a credit card. USU currently accepts MasterCard and Discover, and may also accept American Express in the future. A 2.75 percent convenience fee will be assessed for payment by credit card. This equates to an additional fee of \$27.50 for every \$1,000 paid through credit card. In addition, credit card interest fees may apply for unpaid balances to the credit card company.

Summary of Additional Fees. Comparisons using each of the options listed above are shown below. An additional scenario is given for a student who still has an outstanding balance after the last fee payment deadline. These examples use the 2008-2009 tuition and fee amount for a full-time resident student, which was \$2,222.41.

| | |
|-------------------------|--------------------------------|
| Web Check..... | \$0 |
| Payment Plan | \$50 setup fee |
| Credit Card | \$61.12 convenience fee |
| No Plan (Late Fee)..... | \$100 late tuition payment fee |

Registration Purge

If a student has not paid tuition and fees in full, the Registrar's Office may cancel (or "purge") the student's registration for the upcoming semester, meaning the student will no longer have a seat reserved in the classes he or she has chosen. The determining factor as to whether or not a student's registration will be "purged" depends upon the balance owed. Class fees are included in the balance owed. In instances where a student has made full payment for some of his or her classes, every effort will be made to drop *only* those classes for which the tuition and fees have not been paid, in an effort to ensure that *only* the last added class or classes will be dropped.

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The registration purge is governed by the following policies:

1. There is one purge for summer semester, and fall and spring semesters each have four purges. See pages 6-8 for dates.
2. Any student owing a balance of \$250 or greater will have his or her registration purged. Balance is defined as any amount owed, minus any financial aid authorized, paid, or memoed. Students participating in a payment plan will not have their registration purged, provided they have paid the amount due at the time of the payment deadline.
3. Beginning the first day of classes, any student who owes a balance of \$5 or more will have his or her student ID card deactivated.
4. After the sixth week of classes, a hold will be placed on the account of any student who owes more than \$50, preventing the student from registering for classes, including preregistration for the next semester, and preventing the student from receiving transcripts until he or she pays the balance owed.

Prior to each purge, students owing \$50 or more will be sent e-mails reminding them of the deadline. All students having their registration purged will receive an e-mail informing them of this action.

Faculty members and advisors having questions concerning these policies should contact Bill Jensen, Associate Registrar, (435) 797-1076, bill.jensen@usu.edu.

Dropping Courses

If a student does not attend a class during the first week of the term or by the second class meeting, whichever comes first, the instructor may submit a request to have the student dropped from the course. (*This does not remove responsibility from the student to drop courses which he or she does not plan to attend.*) Students who are dropped from courses will be notified by the Registrar's Office through their USU e-mail account.

Students may drop courses without notation on the permanent record through the first 20 percent of the class. If a student drops a course following the first 20 percent of the class, a *W* will be permanently affixed to the student's record. After 60 percent of the class is completed, the student's academic advisor must sign any drop request, and a *W* with a grade assigned by the instructor will be entered on the student's permanent record. Under normal circumstances, a student may not drop a course after 75 percent of the class is completed. (Check pages 6-8 for exact dates.)

Students with extenuating circumstances should refer to the policy regarding *Complete Withdrawal from the University* on page 58 and the *Incomplete (I) Grade* policy on page 59.

In extenuating circumstances in which a complete withdrawal or an incomplete grade is not deemed the best action to take, a student may petition for a Late Drop up through the last day of classes. 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. Students requesting a late drop must submit a Petition for Late Drop to the Registrar's Office. The student must attach a typed

appeal stating an explanation and justification for the desired drop(s). Supporting documentation confirming the extenuating circumstances must accompany the petition. The cost of the petition is \$20, which is a nonrefundable processing fee and does not guarantee approval.

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

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

Complete Withdrawal from the University

For most undergraduate students, a complete withdrawal is initiated at the Retention and First-Year Experience Office website for change of enrollment: <http://www.usu.edu/studemp/leaveofabsence/>. At this site, students should choose the *Complete Withdrawal* option. Undergraduate international students must file a complete withdrawal offline, and should go to the International Students and Scholars Office, Taggart Student Center 313. Matriculated graduate students who wish to completely withdraw must present their case to the School of Graduate Studies Office, Main 164. 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.

Leave of Absence

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

1. Leaves of absence are generally granted and reviewed on a yearly basis for reasons relating to: illness or health, military service, employment, humanitarian or church service, family responsibilities, and financial obligations.
2. **The standard leave period is one year.** Allowances will be made for military activation, church or humanitarian service, and those with extenuating circumstances.

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

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

A student must apply for a leave of absence for a current semester *no later than* the last day of classes for that semester. USU's dropping courses policy explains how a leave of absence will affect a student's transcript.

A student who takes a leave of absence must officially notify the Matriculation Advisor of his or her intention to return to USU from leave. This *must* occur prior to registration. **In most cases, the student will not need to apply for readmission.**

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No-test Days

A five-day period designated as No-test Days precedes the five days of final examinations which are normally scheduled at the close of each academic semester. During No-test Days, no major examinations, including final examinations, will be given in order that students may concentrate on classwork, the completion of special assignments, writing projects, and other preparation for duly scheduled final examinations.

Student Records

Grading and Grading Options

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-*).

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.

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 department or college 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.

A student who is on academic probation and receives an incomplete grade in one or more classes may register for classes in the subsequent semester, provided the grades received from his or her other classes are high enough to prevent the student from being placed on academic suspension. A student in this situation, prior to making up the incomplete grade, may enroll in *only one* subsequent semester. A Registrar's Office hold will then be placed on the student's record, preventing him or her from registering for a second additional semester. Additional registration holds may be placed on a student's record by an academic advisor. The Registrar's Office hold will not be removed until the incomplete grade is changed to a letter grade. If the resulting grade does not cause the student to be placed on academic suspension, the Registrar's Office hold will be removed. Other registration holds, such as an advisor hold, will need to be removed by the office placing the hold.

Exceptions to the one subsequent semester limitation may be made (1) if receiving the grade that accompanies the incomplete grade (e.g., a student who receives an *IF* grade would receive an *F* if no additional work was completed) would not cause the student to be placed on academic suspension for the semester in which the incomplete grade was originally received, or (2) by memo of justification from the course instructor who submitted the incomplete grade. Any exceptions must be requested through the Registrar's Office.

Final Grade Reports

Final grades are available through Access. Students may login to Access at: <http://www.usu.edu/myusu/> (After logging in, click on **Student Records**, then on **Final Grades**.) Instructors should submit their final grades within four working days after the final examination.

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, provided the grade was assigned less than one year ago. This applies also to the grade of Incomplete (*I*). A change of grade after more than one year also requires the signature of the academic dean of the college in which the course is offered. (See USU Student Policy Handbook—Student Appeal Procedures.)

Transcripts

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. To request an official transcript online, students should login to Access at: <http://www.usu.edu/myusu/> (After logging in, click on **Student Records**, then on **Order Transcript**.)

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

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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.

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.

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.

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.

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.

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.

Registrar's Office Forms

Change of Address Form

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 (TSC 246) or by using the Access (Banner) System on the Web:

<http://www.usu.edu/registrar/access/index.cfm>

Other Forms

The following forms are available at the Registrar's Office (TSC 246) or online at: <http://www.usu.edu/registrar/forms/>

Change of Information

Students who wish to have their name changed (e.g., new last name, add middle name, etc.) will need to fill out a change of information form. A copy of the student's picture ID and of the student's social security card, showing the desired name, must accompany the form submitted to the Registrar's Office.

Change of Matriculation (Major)

When a student desires to change his or her major, emphasis, or minor, he or she must fill out a change of matriculation form. This form must be signed by representatives of the appropriate departments before being submitted to the Registrar's Office.

Privacy Hold

A student wanting to have his or her records marked as "private" can fill out a privacy hold form. After a privacy hold has been placed on a student's record, no information concerning that student can be communicated over the phone. Information can be given out *only* when the student presents his or her picture ID at the Registrar's Office.

Release of Student Information

A release of student information form permits an appointed person to access a student's records. In order to be valid, this form must be notarized.

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Request for Verification

A student desiring to verify attendance and graduation information should complete a request for verification form, which should be submitted to the Registrar's Office.

Petitions and Appeals

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 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. Students who wish to appeal the decision of the Registrar's Office will be directed to the Vice President for Student Services.

Academic Renewal

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

Guidelines:

1. Academic renewal *does not* apply to graduate students nor to students pursuing a second undergraduate degree.
2. Academic renewal may be applied *only once* and is *irreversible*.

3. An absence of *five or more years* must have elapsed between admission and the last enrollment at an institution of higher education. (**Note:** Students must be currently enrolled at USU to apply for academic renewal.)
4. After admission, but before application for renewal, the student must have completed at least one of the following at 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 Standing

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. **Note:** Courses for which a *P* (Pass) grade is received *do not* qualify for graded credits.

"A" Pin

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 during two consecutive semesters in residency. **Note:** Courses for which a *P* (Pass) grade is received do not qualify for graded credits.

Good Standing

An undergraduate student is considered by the University to be in *good standing* when his or her USU cumulative GPA is 2.0 or higher. An undergraduate student whose USU cumulative GPA is *less than* a 2.0 is placed on *academic warning* or *academic probation*, based on the student's class rank, admission status, and the USU cumulative GPA. A **freshman** with a USU cumulative GPA of *less than 2.0* is placed on *academic warning*. A **sophomore, junior, senior, or any student with a standing of provisional admission warning**, with a USU cumulative GPA of *less than 2.0* is placed on *academic probation*.

Provisional Admission Warning

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

Registration, Student Records, and Academic Standing

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 80). The notation *Academic Warning* is placed on the student's transcript. The student remains on warning status as long as his or her semester GPA is 2.0 or higher and until his or her USU cumulative GPA rises to or exceeds 2.0; the student will then be in good standing. A student on academic warning shall be placed on *academic probation* at the end of any semester in which his or her semester GPA is *less than 2.0*. When a student's class standing changes to sophomore, and his or her USU cumulative GPA is less than 2.0, the student is placed on *academic probation*. Students on academic warning will have a hold placed on their registration and must meet with their academic advisor.

Academic Probation

An undergraduate student placed on academic probation shall be notified in writing of that action by his or her college dean, advisor, or other college or departmental representative. Since this notification will typically be sent by e-mail, it is the student's responsibility to check his or her USU e-mail account (see *E-mail Communication Policy*, page 80). The notation *Academic Probation* is placed on the student's transcript. The student is required to meet with his or her academic advisor before the end of the fifth week and to sign a statement acknowledging the terms of the probation. Signed statements shall be maintained in the academic dean's office. The student remains on probation status as long as his or her semester GPA is 2.0 or higher and until his or her USU cumulative GPA rises to or exceeds 2.0; the student will then be in *good standing*. A student on academic probation is placed on *suspension* at the end of any semester in which his or her semester GPA is *less than 2.0*.

A student who is on academic probation and receives an incomplete grade in one or more classes may register for classes in the subsequent semester, provided the grades received from his or her other classes are high enough to prevent the student from being placed on academic suspension. A student in this situation, prior to making up the incomplete grade, may enroll in *only one* subsequent semester. A Registrar's Office hold will then be placed on the student's record, preventing him or her from registering for a second additional semester. Additional registration holds may be placed on a student's record by an academic advisor. The Registrar's Office hold will not be removed until the incomplete grade is changed to a letter grade. If the resulting grade does not cause the student to be placed on academic suspension, the Registrar's Office hold will be removed. Other registration holds, such as an advisor hold, will need to be removed by the office placing the hold.

Exceptions to the one subsequent semester limitation may be made (1) if receiving the grade that accompanies the incomplete grade (e.g., a student who receives an *IF* grade would receive an *F* if no additional work was completed) would not cause the student to be placed on academic suspension for the semester in which the incomplete grade was originally received, or (2) by memo of justification from the course instructor who submitted the incomplete grade. Any exceptions must be requested through the Registrar's Office.

Academic Standing for Student Athletics Eligibility

Student athletes are considered, for purposes of athletics eligibility and NCAA intercollegiate competition, to be in good standing if they meet the applicable NCAA grade point average rule and are able to register for classes and attend during the next subsequent regular academic semester.

Academic Suspension

An undergraduate student placed on academic suspension shall be notified in writing of that action by the Office of Retention and 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 80). The notation *academic suspension* is placed on the student's transcript. A student who is registered for classes in the semester immediately following the suspension will be dropped from those classes. Questions about the suspension should be directed to the student's advisor.

Suspension Appeal Process

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

The student must write an appeal letter and complete an appeal form. The appeal letter must include: (1) a clear explanation as to why the student believes the suspension penalties should be lifted, (2) an account of reasons why the student feels he or she didn't perform well, and (3) a description of the student's plan for improvement.

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

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

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

If the student was not properly notified of his or her probation (as outlined in the *Academic Probation* policy on page 62), 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.

Registration, Student Records, and Academic Standing

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.

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 115).

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.