Policies and Procedures

No one is really enthused by policies and procedures. But the reality is we do need to have a basic understanding of the “rules of the game” if we are to succeed in the game. We will briefly review some basic policies you should be familiar with. A more complete description of USU’s academic policies and procedures is published in the USU General Catalog (catalog.usu.edu) and in the Student Handbook/Planner. The student Honor Code establishes the basic ideals of the university in a practical format, including information on student rights, procedures for freedom of expression, discipline, and grievances.

As a new student at USU, you will hear comments from other students such as: “I didn’t go to class, so I thought they would drop me” or “I didn’t know the class had prerequisites.” Comments such as these reflect a lack of attention to and/or understanding of basic policies and procedures necessary to class registration, dropping classes, adding classes, and if necessary, withdrawing from classes. It is every student’s responsibility to become knowledgeable about University policies and procedures.

Policies and procedures have been created through a collaborative effort of faculty, staff, and students. The primary purpose is to maintain high academic standards and integrity so that when you receive your degree and diploma, they have a high value. Every effort is made to maintain equity and efficiency, while meeting the primary objective of integrity. Sometimes mistakes do occur, and you may feel ignored or slighted by those very people who are supposed to help you. In anticipation of these feelings, we encourage you to develop a philosophy of dealing with people that is mutually satisfying to both you and them. Some suggestions are as follows:

1. **Find out where information is communicated.** Most academic information can be found in one of these sources: the Utah State University General Catalog (online at http://catalog.usu.edu), the Student Handbook Planner, or from your academic advisor.
2. **Pay attention.** Note deadlines and time frames. Semester deadlines are published in the student Handbook/Planner, and in the General Catalog.
3. **Know where to go for the help you need.** Remember, the best way to get what you want and need is to ask the person who has the authority to make the decision. Be familiar with campus offices and resources.
4. **Keep good records.** Save copies of forms and receipts. USU is run by people, and people do make mistakes. Do your part by keeping a file of important paperwork.
5. **Be polite!** Remember, people like to be treated courteously.
6. **Use your campus e-mail.** It is the responsibility of all USU students to check their preferred email accounts on a regular basis. Students will be held accountable as being officially notified when any correspondence is sent by University representatives to their preferred email accounts. Preferred email addresses may be specified or changed at: http://id.usu.edu/
7. **Be accountable!** Remember, this is your education. Take responsibility for it.