



USU Board of Trustees Regular Meeting

Friday, August 22, 2025, at 8:30 AM to 12:15 PM MDT

University Inn (5th Floor): Sonne Board Room [business dress] or via Zoom:

<https://usu.zoom.us/j/83920901817?pwd=lybrr2v3sufajGWmukr24aRZ68ntjH.1>

Agenda

- 1. Welcome and Call to Order** **8:30 AM**
Presenter: Chair Tessa White
- 2. Resolution of Appreciation and Commendation** **8:35 AM**
Presenter: Chair Tessa White
 - 2.1. Trustee Heather Mason**
- 3. Oath of Office** **8:45 AM**
Presenter: Tiffany Allison
 - 3.1. Ryan Dent**
- 4. Closed Session** **8:55 AM**
- 5. BREAK** **10:25 AM**
- 6. Committee Reports** **10:40 AM**
 - 6.1. Executive Committee**
Presenter: Chair Tessa White
 - 6.2. Retention, Recruitment, and Completion Committee**
Presenter: Chair Tessa White
 - 6.3. Research and Academic Approval Committee (TRAAC)**
Presenter: Trustee Kacie Malouf
 - 6.4. Audit, Risk and Compliance Committee (ARC)**
Presenter: Chair Tessa White
- 7. President's Report** **11:10 AM**
Presenter: President Al Smith
- 8. Consent Agenda** **11:25 AM**
 - 8.1. Approve: 6.20.2025 USU Board of Trustees Regular Meeting Minutes**
 - 8.2. Approve: 7.9.2025 USU Board of Trustees Special Meeting Minutes**
 - 8.3. Approve: Certificates**
 - 8.3.1. Physical Education Teaching Post-Bachelor's Certificate in the Emma Eccles Jones College of Education and Human Services**
 - 8.3.2. Foundations of Criminal Justice Academic Certificate in the College of Humanities and Social Sciences**

8.3.3. Social Analytics Post-Bachelor's Certificate in the College of Humanities and Social Sciences

8.3.4. Accounting Fintech Post-Bachelor's Certificate in the Jon M. Huntsman School of Business

8.3.5. Fintech Analytics Post-Bachelor's Certificate in the Jon M. Huntsman School of Business

8.3.6. Machine Learning Operations Post-Bachelor's Certificate in the Jon M. Huntsman School of Business

8.3.7. Marketing Analytics Post-Bachelor's Certificate in the Jon M. Huntsman School of Business

8.3.8. Tech Innovation and Entrepreneurship Post-Bachelor's Certificate in the Jon M. Huntsman School of Business

8.3.9. Drones for Natural Resource and Environmental Management Academic Certificate in the S.J. and Jessie E. Quinney College of Natural Resources

8.3.10. Environmental and Natural Resource Law and Policy Academic Certificate in the S.J. and Jessie E. Quinney College of Natural Resources

9. Action Agenda

9.1. Approve: USU Capital Development Priority for Fiscal Year 2026-27 **11:30 AM**

Presenter: VP Dave Cowley

9.2. Approve: American West Heritage Center Ground Lease **11:40 AM**

Presenter: VP Dave Cowley

9.3. Approve: Real Property Acquisition - Elwood, Utah **11:50 AM**

Presenter: VP Dave Cowley

10. Information Agenda

10.1. USU Report of Investments

10.1.1. April 2025

10.1.2. May 2025

10.2. USU Policies

10.2.1. Policy 2201: Student Records (FERPA)

10.2.2. Policy 3314: Staff Employee Association

10.2.3. Policy 4107: Research Data

10.2.4. Policy 4201: Scholarship Awarding

10.2.5. Policy 5209: University Website

11. Adjourn

12:15 PM

OATH OF OFFICE
STATE OF UTAH

*I, Ryan Dent, having been appointed to the office of
Member of the Utah State University Board of Trustees do solemnly
swear (or affirm) that I will support, obey and defend the Constitution of the United
States and the Constitution of the State of Utah, and that I will discharge the duties
of my office with fidelity.*

Ryan Dent
USU Board of Trustees

*State of Utah,
County of Cache*

Subscribed and sworn to before me this 22th day of August 2025.

Tiffany Allison
Notary Public

President's Report

AUGUST 22, 2025



Message from Utah State University Interim President Al Smith

Dear Trustees,

Make no mistake—lighter foot traffic on our campuses in the summer does not mean that work slows at Utah State University. Our scholars have been pursuing their research and writing, with many taking advantage of summer for critical field work or international travel. Instructional activity also proceeds at pace, with a bump in enrollment this summer following our updated pricing strategy and careful attention to course offerings. Several capital improvements have shown significant progress or completion. And, our staff and administrators continue to help our institution navigate our changing technological, political, and market context. As the following pages show, we are a dynamic and forward-looking academic community that is well prepared for another productive academic year.



Among the many accomplishments of the summer, we have now received official word that the Northwest Commission on Colleges and Universities has reaffirmed our institutional accreditation. This is the culmination of extensive efforts by our academic community, including yourselves, to thoughtfully and strategically advance our mission. The commission's recommendations over our new accreditation cycle align strongly with our current efforts and reinforce the direction we have charted for a vibrant and fruitful learning and engagement context. Thank you for your role in helping USU realize this success.

We are accustomed to showing resilience through change, and that will continue to be required of us over this coming academic year. With new Board leadership and composition, the arrival of a new President, new leadership of Athletics and our ramp up to the launch of a revitalized Pac12, continued efforts to modernize our operations and budget, efforts to accommodate and meaningfully employ artificial intelligence, and a new cohort of students with its unique needs, let us proceed with the thoughtfulness, confidence, and Aggie spirit that has enabled us to enjoy much success and meet the needs of Utah communities. We have much to be proud of and much more to do.

Thank you for the critical role you have played in helping us meet the moments we have navigated to date. I look forward to our partnership on next challenges and in pursuing new opportunities to extend our societal impact.

Sincerely,

A handwritten signature in cursive script, appearing to read "Alan L. Smith".

Alan L. Smith

Academic Enterprise

2025 Initiatives –

- Lower tuition and fee tables
- Earlier and expanded marketing
- Earlier registration (February 19 vs. April 3)
- Expanded course offerings

Enrollment Updates – Matriculated students as of June 23, 2025*:

- Undergraduate headcount up 715 (16.4%)
- Undergraduate full-time headcount up 228 (30%)
- Graduate headcount up 197 (14%)

*Excludes China program, workforce services, and concurrent enrollment

Personnel Updates –



Grant Cardon
Interim Dean
S.J. & Jessie E. Quinney College of Agriculture
and Natural Resources



Kristen Winter
Senior Vice President of
Undergraduate Affairs

School of Graduate Studies – We have implemented a new policy designed to improve graduate students' experiences and increase graduate faculty accountability in adhering to university policies and practices. Training is now required in order to work with new students or serve in graduate faculty roles.

We also launched a new scholarship for members of our local community. Starting in July 2025, Cache County residents can apply for the [Community Pathway Scholarship](#) through the [USU Scholarship Portal](#). This scholarship is funded through community sponsors and the School of Graduate Studies and provides 50% tuition coverage and a \$1,000 living stipend for the recipients' first year of graduate school.

Prospective graduate students can now request a campus tour hosted by current graduate students. Tours offer insights into the graduate experience at USU from a student perspective and can be scheduled via the [Graduate Student Ambassador website](#).

Strategic Enrollment Management – The Aggie Adventure Grant for first-time students has led to increased FAFSA submission rates:

	First-Year Students w/FAFSA	Confirmed with FAFSA	Enrolled with FAFSA
Fall 2024	47.9%	65.5%	68.4%
Fall 2025	54.9%	76.1%	79.4%

New incoming first-time and transfer student enrollment is up 2% from last fall. This growth is mostly from first-time resident students (up 6%, ~180 students). Nonresident enrollments have declined primarily because of the legislative changes in the Alumni Legacy Nonresident Waiver.

The Enrollment Strategy & Innovation team is rolling out several key software updates in August to enhance the prospective student experience and streamline admissions. These updates will improve personalized communications, automate transcript processing to accelerate decision timelines, and allow for academic course rigor to be factored into scholarship awarding without a separate application. Additionally, we are implementing new identity verification measures to address a recent rise in fraudulent applications, ensuring a secure and equitable admissions process.

Academic Enterprise (cont.)

Center for Academic Belonging & Learning Excellence – During the summer, we worked with the Statewide Enterprise to reach out to nearly 3,000 undergraduate students. These communications—via phone calls, emails, and texts—targeted students enrolled in Spring 2025 but not yet registered for the fall semester. Outreach will continue throughout August. Currently, over 12,000 continuing undergraduates have registered for the fall semester. This does not include concurrent enrollment or students in the China program.

Student Affairs – The USU Veterans Resource Office (VRO) successfully acquired a \$25,000 grant from the Utah Department of Veterans and Military Affairs to increase support for student-veterans. This award will support food security and tutoring for student-veterans, as well as connections to the VA's Veterans Integrated to Academic Leadership program, which provides peer mentoring, consultation, and advocacy. Additionally, the VRO is cooperating with USA Project Valor to identify housing in Cache Valley for USU's student-veterans, with an emphasis on helping those who are housing-insecure.

USUSA president Brandon Sorensen was elected president of the Utah Student Association (USA). Under the guidance of Linda Zimmerman, executive director of the Student Involvement and Leadership Center, USUSA student leaders have consistently stood out among their peers across Utah. In the past six years, five USUSA presidents have been elected as USA president, and one as legislative vice chair. This ongoing legacy highlights the strong leadership development and preparation that students receive at Utah State University.

As part of our commitment to campus safety and student well-being, USU is expanding suicide prevention efforts. Led by Dr. Eri Bentley, executive director of Counseling and Prevention Services (CAPS), USU will train clinical CAPS staff in Counseling on Access to Lethal Means. This evidence-based approach equips mental health professionals to effectively and collaboratively counsel individuals and their families on the importance of reducing access to lethal means when someone is at risk for suicide. The clinical training is made possible thanks to a generous donation from a local family.

University & Exploratory Advising – In light of the recent and significant changes to USU's academic structure, University Advising has proactively trained advisors to address student concerns related to program eliminations. This includes guidance on USU's teach-out protocols and available academic pathways. Additionally, using a data-informed approach, advisors are identifying students impacted by program cuts and providing personalized outreach and support through each step of their academic transition.

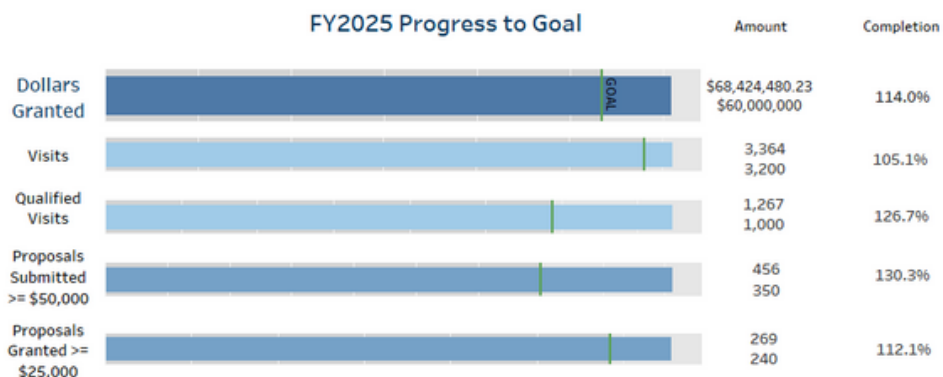
The College of Arts and Sciences advising team is being unified and aligned with university-wide practices to ensure consistent, student-centered support across all disciplines.

Advancement & USU Foundation

USU Elevated Through Philanthropy & Engagement

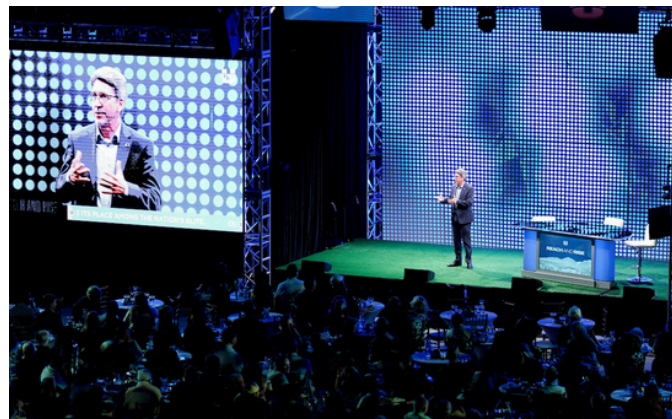
FY25 FUNDRAISING RESULTS

Vice President Matt White is proud to announce that University Advancement surpassed the FY25 goal of \$60M, **raising over \$68M** for scholarships and support! The goal for FY26 is \$65M.



RECENT EVENTS

USU Advancement and Athletics teamed up for an electrifying **Reach and Rise** campaign event on June 27. Hosted by USU alumnus and sports personality Robert Turbin, the night celebrated the momentum of USU Athletics and the thrilling road ahead as we join the PAC-12. [Read about it and see video here.](#)



GIFT ANNOUNCEMENTS

[USU Announces Janet Q. Lawson Endowed Deanship for College of Agriculture & Natural Resources](#)

AGGIE IMPACT STORIES

[The Art of Teaching: USU Alum Billie Sessions Uplifts Future Educators](#)

[Language, Learning, and the Power of Giving: Cheryl Riniker's Planned Gift to USU](#)

[A Path Beyond the Playground: Wesley and Lorinda Mortensen's Gift for Outdoor Learning at Edith Bowen](#)

Aggie Athletics

Athletics –

- Announced Sandy Barbour as the interim athletic director July 18.
- Announced the addition of Joe Summers as the department's first associate athletics director for name, image and likeness (NIL).
- Unveiled recruitment and retention funds for all sports, providing necessary resources to retain championship-level talent and recruit the next group of Aggie leaders. The Merlin Olsen and Wayne Estes Funds have also been converted to recruitment and retention funds.
- Initiated first set of internal NIL payments to student athletes (Summer/Fall 2025)
- USU student-athletes ranked second in the Mountain West with a school-record 481 total academic awards during the 2024–25 academic year. This included 254 academic honors and 227 scholar-athletes.
- Tierney Barlow (volleyball), Kaylie Chambers (soccer), Shelby Jensen (women's cross country) and Logan Garnica (men's cross country) were nominated for the Allstate NACDA Good Works Team.

Renovations on the Stan Laub building are nearing completion. We will soon extend invitations for the grand opening.



Athletics –

- Since launching the Reach and Rise campaign in June 2024, Athletics has raised nearly \$29M.
- In partnership with student-athlete engagement, the A-Club (our student-athlete alumni association) introduced a new football alumni ticketing program, providing 250 tickets to former football student-athletes for all regular-season 2025 home games.

Soccer –

- USU was picked to win the Mountain West by the league's coaches, receiving 128 points and a league-best six first-place votes.
- Senior forward duo Kaylie Chambers and Tess Werts, along with junior midfielder Summer Diamond, were named to the Mountain West Soccer Watch List. Chambers and Diamond each earned spots on the list in 2024 as well.
- Diamond was named as one of the Division I Midfielders to Watch in 2025, as announced by United Soccer Coaches.
- The Chuck & Gloria Bell Soccer Field has been completed. Athletics will host a ribbon-cutting ceremony August 23.



Football –

- Utah State junior inside linebacker Bronson Olevao Jr. was nominated for the Allstate Wuerffel Trophy and Allstate AFCA Good Works Team, a pair of awards recognizing players for their performance on the field as well as their impact in the community.
- The first home game of the season will be August 30 against the UTEP Miners.

Volleyball –

- Neilson ranks second in the Mountain West among active coaches and 12th all-time in the conference with 88 career wins.

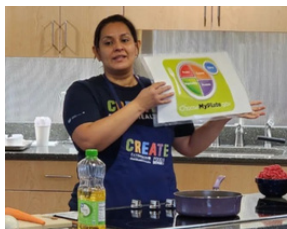
Cross Country –

- The Aggie men advanced to the NCAA Championships for the fifth time in program history (2017, 2019, 2020, 2022). The Aggie women have advanced twice (2017, 2021).
- Utah State finished 22nd at the NCAA Championships, their highest national finish since 2020.
- The first meet of the season will be September 11 in Salt Lake City.



USU Extension

Improving the Lives of Individuals, Families & Communities in Utah



Create Better Health, a USU Extension program, coordinated and published a report showcasing the wide-reaching impact of the Supplemental Nutrition Assistance Program Education (SNAP-Ed) in addressing food insecurity and chronic disease prevention across the country. The [2024 Multi-State Outcome Report on the Nutrition Education and Obesity Prevention Grant Program](#) highlights how 23 states are working with community partners to advance health through nutrition education, culturally relevant interventions, and change driven by communities.

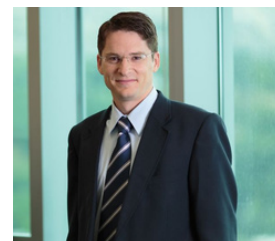
Justen Smith, executive director of the USU Extension Agriculture & Natural Resources Department, received the **National Association of Agricultural Agents Service to American/World Agriculture Award**. The award recognizes Smith's work providing technical assistance to farmers and agricultural organizations in 24 countries across the globe, helping improve livestock production, enhance food security, and develop sustainable agricultural practices.



Vincenza Vicari-Bentley, empowering financial wellness coordinator with USU Extension, recently appeared on Fox 13 to share tips on **empowering your teen's financial future**. She emphasized the importance of first jobs in setting up lifelong money skills and teaching about value-based spending.

Brian Higginbotham, USU Extension associate vice president and family life specialist, was recently awarded the **Jeanne M. Priester Extension Health Leadership Award**, recognizing exceptional contributions to improving community health through Extension programming.

His leadership for statewide initiatives, including Utah's online Divorce and Parenting Education courses and Healthy Relationships Utah programs, has impacted hundreds of thousands of Utahns. He also provides oversight for the Utah Marriage Commission and leads partnerships with multiple agencies.



In July, the **Utah Women and Leadership Project** published "[Utah Women and Mental Health: A 2025 Update](#)." The report builds on 2017 research and incorporates new data and trends, indicating ways in which Utah can more effectively address the mental health challenges women face, ultimately leading to stronger families and communities.

USU Extension assistant professor **Jared Hawkins** recently highlighted the **importance of spending time in nature** on KUTV 2 News. He discussed the contribution of excessive screen time and disconnection from nature to depression and anxiety, noting that more time in nature is linked to reduced stress, improved focus, and better sleep.



Finance & Administrative Services

Investing in Our Success

Our university is committed to providing state-of-the-art facilities that enhance the learning experience for our students. We are currently undertaking several ambitious construction projects across our campuses, including:

Gardner Learning & Leadership Building (Figure 1) – The new building will house Huntsman School of Business’s expanding experiential learning program and create space for students to practice what they learn. Completion scheduled for Summer 2025.

Monument Valley Academic Building – Completion scheduled for Winter 2025.

College of Veterinary Medicine Building (Figure 2) – This state-of-the-art building will serve as a central hub for up to 320 veterinary students, faculty, and researchers, providing a comprehensive environment for learning, research, and practical training in veterinary medicine. Completion scheduled for Summer 2026.



Figure 1. Gardner Learning & Leadership Building



Figure 2. College of Veterinary Medicine Building



Figure 3. Ridge Point Residence Hall



Figure 4. Canyon View Campus Parking Terrace

Grand Opening of Ridge Point Hall and Canyon View Terrace – The south side of Logan campus will have a new look this fall as two new buildings open to the USU community. Ridge Point Hall will house over 300 students in a variety of room layouts, while Canyon View Terrace has 347 parking stalls for on-campus residents and USU employees. These additions provide increased capacity and modern conveniences while offering stunning views of Logan Canyon and Cache Valley.

Government & External Relations

Strengthening Connections through Networking, Campus Tours & Aggie Ice Cream



Senator John Curtis Visits SDL – Senator Curtis participated in an all-employee townhall-style meeting at Space Dynamics Lab and took a tour of the facility.

APLU's CGA Spring Meeting – Devin Wiser joined public research university government relations representatives for the Council on Governmental Affairs Spring Meeting in Washington, D.C.



Salt Lake Chamber
x SLC Bees Game



America250
Kickoff Event



Aggie Ice Cream at
the annual Flavors of
Utah event in D.C.



Meeting with
legislators at the
Capitol

Institute of Government and Politics D.C. Summer Seminar Series – IOGP interns had the opportunity to network with distinguished alumni in D.C., including:

- Stephen Power, office administrator and assistant to the president at the American Conservation Coalition
- Carly K. O'Leary, director of operations at the Republican State Leadership Committee
- Sachin Dev Pavithran, executive director of the U.S. Access Board
- Finn P. Brewer, coordinator of government affairs at the Information Technology Industry Council
- Brigitte E. Hugh, research fellow at the Center for Climate and Security



University Marketing & Communications

Utah State Today Highlights

Different Strokes: USU Ecologists Say Plants Produce 'Astonishing' Array of Metabolic Substances	17,033 views
USU Evolutionary Biologist Awarded \$1.85M NIH Grant to Study Large-Scale Mutations	14,150 views
Waiting for the Big One: USU Geologist Studies Frictional Behavior of the Southern San Andreas Fault	12,196 views

In the Media & Faculty Expertise

USU supported \$1.2 billion of the state economy in 2023, says a new study	KSL-TV
Removing aging dams could help strengthen communities facing extreme weather: Report	Yahoo!
Sweating to Shivering: Study Finds Rapid Swings in Temperature Have Increased	New York Times

Utah State Magazine – The Fall 2025 issue, *Collections and Connections*, highlights various unique collections across the USU system, from dinosaur bones to electric football, while also showcasing the connection between the university and local communities.

Executive Communications – UMAC provided communications support for the July 14 opening of the [USU Presidential Search](#).

Institutional Advertising/Marketing –

- USU Impact Report Campaign: 135,000 impressions and 1,680 clicks
- Ten buildings complete in the USU Roblox Experience



Social Media –

- 11.5M impressions on Facebook and 1.19M impressions on Instagram
- #10 out of 148 peer schools for engagement score per Dunroe

Trademark & Licensing – FY25 Concluded with an unprecedented 253% increase in royalty revenue compared to the previous fiscal year, reaching nearly \$828,000. Non-apparel royalties accounted for 79.7% of this total, demonstrating strong performance outside traditional apparel licensing. USU's participation in the *EA Sports College Football* video game series generated over \$589,000, accounting for a significant portion of the total revenue.



Operational Management

Navigating the Future: Operational Modernization in Action

KEY MILESTONES & UPDATES

- **Marketing & Events for Recruitment and Admissions** will go live **August 15** (moved up from September 1)
- **Undergraduate & Graduate Applications** will launch **January 1, 2026**
- **Advancement phase discovery** started early and is already underway
- **Academic Enterprise phase** will begin this fall, ahead of schedule



OneUSU CRM: Empowering a Connected Student Experience – Utah State University has launched OneUSU CRM, a university-wide initiative to implement an AI-powered CRM and Marketing Automation platform using Salesforce Education Cloud and Marketing Cloud to modernize the student experience.

The OneUSU CRM platform streamlines services and data across departments, improves collaboration, brings together key functions such as recruitment and advancement on a single platform, and supports personalized outreach throughout the student journey.



The [OneUSU CRM](#) go-live strategy is a [staggered, phase-based approach](#) to help teams adopt changes smoothly and allow room for continuous improvement.



New Features for Recruiting & Admissions –

- Students can pay application fees online
- Automated decision letters mean faster responses
- Students can defer their start or enroll in more than one program
- Smart email automations are in the works
- Personalized student messaging is almost ready

Bookmark crm.usu.edu to stay informed and follow our progress as we transform the student experience at USU.

Research Enterprise

Proposals – In FY25, USU personnel submitted proposals totaling \$644.3 million in requested funding, exceeding the previous annual record by more than \$100 million.

Awards – USU received \$161.2M in total new awards in FY25, the second highest total in university history. However, this achievement was impacted by 31 terminated awards representing \$14M in lost funding, as well as decreased federal funding during the latter half of the fiscal year. Executive orders, staffing reductions, and rapidly changing agency procedures have severely disrupted university research operations. To help faculty navigate these challenges, the Office of Research has established a [government updates webpage](#) and has been hosting weekly Zoom meetings, open to all USU personnel, to discuss recent developments.

Indirect Costs (Facilities & Administrative) – Proposed changes to the calculation of [indirect facilities and administrative \(F&A\)](#) cost recovery for sponsored awards would significantly impact USU Research. Recovered F&A funds reimburse the university for infrastructure costs already incurred to support research projects—costs that cannot be directly charged to individual awards. Over the past several months, multiple federal agencies announced plans, which are currently halted by court actions, to implement a 15% F&A rate. This falls far below USU’s current federally negotiated rate of 46% and poses a serious threat to our research operations. As such, USU strongly supports the ongoing work of the Joint Associations Group led by [Kelvin Droegemeier](#). This group has developed the [FAIR \(Financial Accountability in Research\) Model](#), which is currently under discussion with Congressional leaders, and which USU helped test in its early stages.

Importance of APLU Membership – Utah State University’s membership in the [Association of Public and Land Grant Universities \(APLU\)](#), an organization working to advance the mission of public research universities across the United States, Canada, and Mexico, has never been more important than it is today. In recent months, this membership has proven critical in protecting USU from federal changes involving indirect costs, thanks to [legal actions](#) taken by the APLU in partnership with other organizations.



research.usu.edu

Statewide Enterprise

Actively Exploring New Avenues to Enhance Services & Contribute to the University's Mission

ENROLLMENT

- Total: 5,711 (Day 15 Spring Report)
 - Concurrent: 1,508
 - Undergraduate: 3,296
 - Graduate: 907

CAMPUS & COMMUNITY HIGHLIGHTS

- **Lyric Phillips** became the first ever USU Blanding student to compete at the **College National Finals Rodeo**.
- USU Blanding expanded their **Tutoring & Writing Center** to include support for technical math, welding, and CAD classes.
- USU Blanding's **Jr. Aggies Academy** was awarded **National Association for the Education of Young Children** recognition.
- Construction on the new **USU Monument Valley building** is over halfway complete, and the open house is scheduled for March 27, 2026.
- The **USU Tooele remodel** was completed on August 1.
- USU Vernal hosted a **summer concert** that brought together 130 community members, including 75 who attended the preceding **Aggie Hour alumni event**.
- A **solar panel project** is set to begin in early August at USU Vernal. It will provide 100% of the power needs for the campus and is projected to pay for itself within 12 years.



FACULTY, RESEARCH & ACADEMIC PROGRAMS

- USU Moab faculty member **Dr. Roslynn McCann** led a **greywater system implementation and planting workshop**, co-sponsored by USU Extension and the University of Utah, in Bluff, Utah to educate participants on sustainable water reuse in arid environments.



STUDENT SUCCESS & ENGAGEMENT

- USU Moab celebrated the completion of its third non-credit **ESL course cycle**. Since November 2024, a total of 102 students have completed the program.
- 15 students attend the first of two in-person **new student orientation sessions** at USU Tooele.
- Five students enrolled in USU Tooele's pilot summer program successfully completed a **mock crime scene investigation**. UMAC filmed the activity and created compelling short videos to use for future marketing of the program.
- In preparation for USU's migration to Salesforce, **Vanessa Liesik**, statewide director of recruitment and engagement, has been training on the Blackthorn platform to support future event management. Further, Vanessa has been named to the **Salesforce Change Champion** group to help guide statewide implementation and communication efforts.
- **Parent & Family Connection** is now available to statewide families. A newsletter highlighting university-wide and campus-level information will also be sent to families biweekly.
- Persistence rates have increased 20% since April 2025 when we began our efforts to enroll eligible spring students into the following fall semester.





USU Board of Trustees Regular Meeting

Friday, June 20, 2025

9:15 AM-1:15 PM MDT

320 Aggie Blvd. Vernal, Utah or

via Zoom <https://usu-edu.zoom.us/j/83594248735?pwd=XmUz4faQM5KszHHEB5GjYV7kXAYZwC.1>

Attendance

Trustees Present:

Jacey Skinner, Chair

Gina Gagon, Vice Chair

Kent Alder

John Ferry

David Huntsman

Kacie Malouf (virtual)

Heather Mason (virtual)

Dave Petersen (virtual)

Brandon Sorensen

Tessa White

Clark Whitworth (virtual)

University Representatives Present:

Jeff Aird (virtual)

Tiffany Allison (virtual)

Lisa Berreau (virtual)

TJ Bliss

Janalyn Brown

Doug Bullock (virtual)

BreeAnn Butterfield

Stephen Campbell (virtual)

Mike Christiansen UBRI

Mark Chynoweth UBRI

Dave Cowely

Kerri Davidson (virtual)

Krystin Deschamps

(virtual)

Molly Ellender

Shana Geffaney UBRI

Crystal Giordano (virtual)

Charles Hanifin UBRI

Allen Hill (virtual)

Joseph Hunting

Tanis Jensen

JanaLee Johnson (virtual)

Jim LaMuth

David Law

Mica McKinney

Faith Nandkeshwar

John O'Neil

Kristian Olsen

Bob Peterson

Bill Plate (virtual)

John Robertson

Diana Sabau

Al Smith

Larry Smith

MaKenzie Stock

James Taylor

Matt White

Ken White

Logan Wilbur (virtual)

Devin Wiser

Additional Attendees:

Maycee Cox UBRI

Britany Lamb UBRI

Bekah Ward UBRI

Agenda

1. Welcome and Call to Order

9:25 AM

Presenter: Chair Jacey Skinner

2. USU Uintah Basin Overview

9:26 AM

Presenter: Associate Vice President David Law

David Law provided an overview of the Uintah Basin Campus (see attached handouts) and shared updates on USU-Uintah Basin's (USU-UB) current projects focused on growth and learning. He discussed the vision for USU-UB, emphasizing their strong commitment to learning

and student success. Highlights included a focus on supporting students in completing their college education by fostering a strong sense of belonging and helping them discover their place within the college community.

3. Resolution of Commendation: Uintah Basin Research Internship (UBRI) (see attached resolution) 9:38 AM
Presenter: Chair Jacey Skinner

4. Committee Reports 9:44 AM

4.1. Honorary Degrees, Awards, and Recognition Committee (see attached report)

Presenter: Trustee Heather Mason

4.2. Executive Committee (see attached report)

Presenter: Chair Jacey Skinner

4.3. Research and Academic Approval Committee (see attached report)

Presenter: Trustee Kacie Malouf

4.4. Statewide Mission and Campus Oversight Committee (see attached report)

Presenter: Trustee Kent K. Alder

4.5. Student Health, Safety, and Well-Being Committee (see attached report)

Presenter: Trustee David H. Huntsman

4.6. Recruitment, Retention, Completion Committee (see attached report)

Presenter: Trustee Tessa White

5. President's Report 10:09 AM
Presenter: President Al Smith

President Smith thanked the hosts and attendees, highlighted the successful preschool tour, and announced USU's official exit from the Mountain West Conference and entry into the Pac-12 by July 2026.

He reported Aggie Athletics fundraising surpassed annual goals and provided updates on the university's strategic redesign amid broader challenges in higher education. Despite these headwinds, students, faculty, and researchers continue to make strong progress.

He discussed the HB 265 process as both a challenge and opportunity, with plans to reinvest in future technologies, health and well-being, and student access and success. President Smith also noted positive feedback from the Northwest Commission's accreditation visit and announced the formation of the presidential search committee.

Motion:

Motion moved by Vice Chair Gina Gagon that in accordance with 52-4-205 of the Utah Code that the Trustees go into a closed Executive Session for the sole purpose of discussing the character, professional competence, or physical or mental health of individuals. Motion seconded by Trustee David Huntsman. Roll call vote was initiated by Chair Jacey Skinner and

taken by Secretary Janalyn Brown. Voting was unanimous in the affirmative and the meeting moved to a closed session which commenced at 10:24 am and concluded at 10:40 am.

6. CLOSED SESSION

10:24 AM

Attendance

Trustees Present:

Jacey Skinner, Chair

Gina Gagon, Vice Chair

David Petersen (virtual)

Clark Whitworth (virtual)

Kacie Malouf (virtual)

Heather Mason (virtual)

John Ferry

Brandon Sorensen

Tessa White

Kent Alder

David Huntsman

University Representatives Present:

Janalyn Brown

Dave Cowley

Mica McKinney

Al Smith

7. BREAK

10:40 AM

8. STRATEGIC AGENDA

8.1. Statewide Enterprise (see attached PowerPoint Presentation)

10:55 AM

Presenter: Senior Vice President Ken White

8.2. Athletics: House Settlement Updates

11:29 AM

Presenter: Vice President Diana Sabau

Diana Sabau shared Utah State is modernizing its Division 1 athletics without cutting staff or programs, as student-athletes continue to succeed academically. While some programs haven't yet brought in revenue, last year saw a balanced budget with a small surplus. A revenue council is in place, but there won't be major revenue sharing this year. The Blue A Collective remains active, though most contract requests are being denied. Sabau noted that joining the PAC-12 is just the beginning of a larger plan for the future of Aggie athletics.

9. CONSENT AGENDA

11:42 AM

9.1. Approve: 4.30.25 USU Board of Trustees Regular Meeting Minutes

9.2. Approve: 5.22.25 USU Board of Trustees Special Meeting Minutes

9.3. Approve: Tenure and Professor Rank for Christopher B. Fox

9.4. Approve: Policy 2100: Affirmative Action Retirement

9.5. Approve: Policy 2105: Free Expression and Assembly

9.6. Approve: Policy 2107: Political & Electoral Participation

9.7. Approve: Policy 3116: Sabbatical Leave

9.8. Approve: Policy 5200: Information Security and Appropriate Use

9.9. Approve: Centers

9.9.1. Center for Rural Economic Development and Emerging Technologies

9.10. Approve: Discontinuation

9.10.1. Mathematical Sciences – PhD – Statistics Specialization in the in the College of Science

9.11. Approve: Name Change and Restructure

9.11.1. Restructure the Automotive Technology Certificate of Completion to an Automotive Technology Technical Certificate in the College of Agriculture and Applied Sciences

9.11.2. Change the Name and Restructure the Small Business Operations-Entrepreneurism Certificate of Completion to a Business Technical Certificate in the College of Agriculture and Applied Sciences

9.11.3. Change the Name and Restructure the Diesel Technician Certificate of Completion to the Diesel Technology Technical Certificate in the College of Agriculture and Applied Sciences

9.11.4. Change the Name and Restructure the General Technology Associate of Applied Science to the Technology and Design Associate of Applied Science in the College of Agriculture and Applied Sciences

9.11.5. Restructure the Technology Systems Bachelor of Science in the College of Agriculture and Applied Sciences

9.11.6. Restructure the Unmanned Aircraft Systems – Drones – Certificate of Completion to the Unmanned Aircraft Systems – Technical Certificate in the College of Agriculture and Applied Sciences

9.11.7. Change the Name of the Educational Technology and Learning Sciences Master of Education to the Instructional Technology and Learning Sciences Master of Education in the Emma Eccles Jones College of Education and Human Services

9.11.8. Change the Name of the Fitness Promotion Master of Fitness Promotion to the Applied Kinesiology Master of Applied Kinesiology in the Emma Eccles Jones College of Education and Human Services

9.11.9. Change the Name of the Health Education and Promotion Bachelor of Science to the Public Health – Health Promotion Bachelor of Science in the Emma Eccle Jones College of Education and Human Services

9.11.10. Restructure the Master of Engineering in Biological Engineering in the College of Engineering

9.11.11. Change the Name of the Master of Data Analytics Management Information Systems to the Master of Data Analytics in the Jon M. Huntsman School of Business

9.11.12. Restructure the Master of Data Analytics in the Jon M. Huntsman School of Business

9.12. Approve: Emphases

9.12.1. Theatre Arts: Musical Theatre Bachelor of Fine Arts Emphasis in the Caine College of the Arts

9.12.2. Special Education: Visual Impairment Emphasis – Bachelor of Arts and Bachelor of Science in the Emma Eccles Jones College of Education and Human Services

9.13. Approve: Programs

9.13.1. Natural Resource Economics Bachelor of Science in the College of Agriculture and Applied Sciences

9.13.2. Planning and Design Technologies Bachelor of Science in the College of Agriculture and Applied Sciences

9.13.3. Elementary Education Associate of Science in the Emma Eccles Jones College of Education and Human Services

Motion:

Motion was made to approve all items on the consent agenda. Motion was moved by Trustee David Huntsman and motion was seconded by Trustee John Ferry. Voting was unanimous in the affirmative. Motion passed.

10. ACTION AGENDA

10.1. Accept: Utah State University Appropriated FY26 Budget (see attached PowerPoint Presentation) 11:44 AM

Presenter: Vice President Dave Cowley

Motion:

Motion was made to accept Utah State University Appropriated FY26 Budget. Motion was moved by Trustee John Ferry and seconded by Trustee Kent Alder. Voting was unanimous in the affirmative. Motion passed.

10.1.2. Approve: Utah State University Auxiliary Budgets (see attached PowerPoint Presentation)

Presenter: Vice President Dave Cowley

Motion:

Motion was made to approve Utah State University Auxiliary Budgets. Motion was moved by Trustee David Huntsman and seconded by Trustee Brandon Sorensen. Voting was unanimous in the affirmative. Motion passed.

10.2. Approve: Real Property Acquisition, Price, Utah (see attached PowerPoint Presentation) 12:30 PM

Presenter: Vice President Dave Cowley

Motion:

Motion was made to approve Real Property Acquisition, Price, Utah. Motion was moved by Trustee Dave Petersen and seconded by Trustee John Ferry. Voting was unanimous in the affirmative. Motion passed.

10.3. Ratify: USU Board of Trustees Secretary, Janalyn Brown 12:33 PM
Presenter: Chair Jacey Skinner

Motion:

Motion was made to ratify USU Board of Trustees Secretary, Janalyn Brown. Motion was moved by Trustee David Huntsman and seconded by Trustee Kent Alder. Voting was unanimous in the affirmative. Motion passed.

10.4. Ratify: 2025-2027 Trustee Chair and Vice Chair Election

12:34 PM

Presenter: Trustee Heather Mason

Motion:

Motion was made by Trustee Heather Mason that all members of the Board of Trustees have cast their votes via secret ballot and electronic ballots are now closed. Therefore, based on the results, she moved the Board ratify the election of Trustee Tessa White as Chair and Trustee Gina Gagon as Vice Chair as of July 1, 2025, through June 30, 2027. Motion seconded by Trustee Kent Alder. Voting was unanimous in the affirmative. Motion passed.

11. INFORMATION AGENDA

12:26 PM

- 11.1. Investment Report for February 2025
- 11.2. Investment Report for March 2025
- 11.3. Advancement Report for Summer 2025
- 11.4. Policy 2406: Hazing
- 11.5. Policy 3207: Wage & Salary Administration

12. Adjourn

12:39 PM

Motion:

Motion was made to adjourn the meeting. Motion moved by Trustee David Huntsman and motion seconded by Trustee Brandon Sorensen. Voting was unanimous in the affirmative. Motion passed and the meeting was adjourned.

13. Trustee Lunch with USU Leadership Teams

Tessa White, Chair

Janalyn Brown, Secretary

Date Approved



USU Board of Trustees Special Meeting (virtual)

Wednesday, July 9, 2025, 8:00 AM to 8:45 AM MDT

<https://usu-edu.zoom.us/j/85997912472?pwd=q1UuJMbezHZgM75F7P9Mlvo7abmdnb.1>

Attendance

Trustees present:

Tessa White, Chair

Gina Gagon, Vice Chair

John Ferry

David Huntsman

Kacie Malouf

Heather Mason

Dave Petersen

Jacey Skinner

Brandon Sorensen

Clark Whitworth

University representatives present:

Janalyn Brown

Stephen Campbell

Mica McKinney

Bill Plate

Al Smith

MaKenzie Stock

Additional attendees:

Courtney Tanner

Agenda

1. Welcome and Call to Order

8:01 AM

Presenter: Chair Tessa White

Motion:

Vice Chair Gina Gagon moved that in accordance with 52-4-205 of the Utah Code that the Trustees go into a closed Executive Session for the sole purpose of discussing the character, professional competence, or physical or mental health of individuals.

Motion seconded by Trustee Clark Whitworth. Roll call vote was initiated by Janalyn Brown. Meeting moved to a closed session which commenced at 8:03am and concluded at 8:47am.

2. CLOSED SESSION

8:03 AM

Attendance

Trustees present:

Tessa White, Chair

Gina Gagon, Vice Chair

John Ferry

David Huntsman

Kacie Malouf

Heather Mason

Dave Petersen

Jacey Skinner

Brandon Sorensen

Clark Whitworth

University representatives present:

Mica McKinney

Al Smith

3. Adjourn

8:47 AM

Motion:

Motion was made to adjourn the meeting. Motion moved by Trustee David Huntsman and motion seconded by Trustee Heather Mason. Meeting was adjourned.

Tessa White, Chair

Janalyn Brown, Secretary

Date Approved

DRAFT

22 August 2025

ITEM FOR ACTION

Utah State University's Department of Kinesiology and Health Science, in the Emma Eccles Jones College of Education and Human Services proposes offering a Physical Education Teaching Post-Bachelor's Certificate.

EXECUTIVE SUMMARY

The Department of Kinesiology and Health Science, in the Emma Eccles Jones College of Education and Human Services proposes offering a Physical Education Teaching Post-Bachelor's Certificate.

RECOMMENDATION

The President and Provost recommend that the Board of Trustees approve offering a Physical Education Teaching Post-Bachelor's Certificate.

RESOLUTION
UTAH STATE UNIVERSITY
BOARD OF TRUSTEES

WHEREAS, Utah State University's Department of Kinesiology and Health Science in the Emma Eccles Jones College of Education and Human Services proposes offering a Physical Education Teaching Post-Bachelor's Certificate, and

WHEREAS, The proposal will provide currently licensed teachers with a certificate program to add a physical education endorsement in order to meet state requirements.

NOW THEREFORE BE IT RESOLVED, That the Utah State University Board of Trustees hereby approve offering a Physical Education Teaching Post-Bachelor's Certificate in the Emma Eccles Jones College of Education and Human Services Department of Kinesiology and Health Science, and that notification of this proposal be forwarded to the Utah State Board of Higher Education of the Utah System of Higher Education.

RESOLUTION APPROVED BY THE BOARD OF TRUSTEES

Tessa White, Chair

Date:

Utah System of Higher Education

Request for Approval of a New Certificate Program

SECTION 1: Required for All Certificates

Institution: Utah State University

Program Title: Physical Education Teaching

Department (N/A if not applicable): Kinesiology and Health Science

Program Length: 24 Credits

Anticipated Implementation Date or Term: Fall 2025

Credential Awarded: Post-Baccalaureate Certificate

CIP Code: 51.0001

Financial Aid Eligible:

Delivery Method Distance Education (100% online)

Apprenticeship:

Chief Academic/Instructional Officer Signature:

Institutional Board of Trustees' Approval Date:

Programmatic Accrediting or Regulatory Body:

Utah State Board of Education

Opportunities for Industry Licensure or Certification:

If yes, provide details. Otherwise "N/A".

Yes, students who complete this certificate qualify for the Physical Education Teaching Endorsement.

Admission Requirements

List any prerequisites or requirements for program entry.

This certificate is designed for individuals who already hold a teaching license and are currently employed as K – 12 educators. Completion of a bachelor’s degree from an accredited university.

Institutional Role and Mission Alignment:

Explain how the program is consistent with the institution's Board approved mission, roles, and goals (see Board policy R312 found at <https://ushe.edu> in the Board of Higher Education section under Policies) or, for "out of mission" program requests, the rationale for the request.

The proposed updates to the Physical Education Certificate align with Utah State University's (USU) core values, ensuring the program meets both student needs and USU's overarching mission. The alignment of the curriculum with state endorsement requirements will enhance the quality of education provided to future educators. This high standard ensures graduates are well-prepared to succeed as physical education teachers, enhancing educational quality in Utah and beyond.

The certificate program will broaden access for students interested in physical education from various academic disciplines. USU's mission emphasizes community engagement and service, and the proposed PE Teaching Certificate will have a positive impact on local schools and the broader educational landscape. By producing well-qualified physical education teachers and coaches, the program will contribute to the health and fitness of K-12 students, ultimately fostering a culture of physical activity and well-being in the community.

Comparable Programs

List similar programs, including institution name, location, program title, length, and credential offered in secondary or postsecondary public or private institutions in the region. Provide links, as appropriate.

We are not aware of another program in the area currently like this. The main differences would be that this program does not focus on licensing teachers but offering already licensed teachers the opportunity to complete courses to meet the state teaching endorsement requirements. The most similar program to ours that we have been able to find through online searches was through Eastern Washington University (EWU). EWU offers a Graduate Certificate – Health and Physical Education that is somewhat similar to the proposed program. The program is offered online and requires 49 credits to complete the program. Their website does not specifically state that it meets endorsement requirements for their state, but potential careers are listed for K-12 teaching and coaching. It also requires that a teaching certificate is required for admission to this program. https://online.ewu.edu/online/edu-pehlfite-sap3-210407/?lsid=google&lssid=ewu_edu_hlfitend_c_sr_gen&utm_source=google&utm_medium=cpc&utm_term=physical%20education%20endorsement%20online&utm_content=General&groupid=131896536628&utm_campaign=ewu_edu_hlfitend_c_sr_gen-N-X-X-X-OOS-OLD&campid=13440454054&type=b&network=g&device=c&adid=526426922559&ptid=&ad_pos=&fdid=&tgid=kwd-320508967418&lphys=1026952&linst=&model=&sitetarg=&gclid=EAAlQobChMlxP2w6IHiiwMVaSRECB2rVzpWEAAYASAAEgI4L D BwE&gad_source=1

There are some other universities that offer programs that license students to teach, which would be different than the intended purposes of this program. Some examples of these programs are listed below:

Weber State Post-Baccalaureate Certificate in Teaching (PBCT) for elementary education, secondary education, or special education. Depending on the area or level of education a student is pursuing would affect the number of credits that they would be expected to complete. This could range from 25 – 33 credits. <https://www.weber.edu/teachered/graduate-certificate-teaching.html>

University of Montana Western Secondary or K-12 Education Certificate program is offered online. The program is completed within 18 months to 2 years. <https://www.umwestern.edu/online/post-baccalaureate-teachers-certification/>

Idaho State University Post-Baccalaureate Secondary Certificate in Teacher Education program is 39 credits. Their website does not specify whether the program is offered in person or online. <https://coursecat.isu.edu/undergraduate/education/teachingandeducationalstudies/pb-cert-teacher-education/>

Collaboration

Provide details on any collaborative efforts with industry or educational partners involved in developing this program.

All courses have been approved by the Utah State Board of Education to meet the requirements for the Physical Education Teaching endorsement. The curriculum was created in partnership with the Applied Sport Coaching Master of Education Curriculum Committee within the KHS department and was shaped through feedback from potential and current students, as well as input from community stakeholders—including principals, athletic administrators, and physical educators—helped guide the program's structure and focus. Additionally, the Nutrition, Dietetics, and Food Science Department at USU contributed by approving the inclusion of a nutrition course in the curriculum.

Educational Partnerships

Describe opportunities for articulation agreements and pathways with secondary or postsecondary institutions. For secondary, include the Utah State Board of Education course number, name, and credits linked to the proposed program. For postsecondary, list the institution name, degree name, and credential awarded, and indicate if the agreement may be course-to-course or program-wide. Provide links, as appropriate.

After the completion of this certificate, students will qualify to apply for the USBE Physical Education Teaching Endorsement.

Students who complete this certificate program may have the opportunity to continue their education through articulation with the Applied Sport Coaching MEd degree in the Kinesiology and Health Science (KHS) department. The following courses from the certificate program would be applicable to the MEd degree:

- KIN 6000 – Administration of Athletics (3 credits)
- KIN 6210 – Biophysical Aspects of Sports and Exercise (3 credits)
- KIN 6700 – Special Topics in Physical Education: Physical Activity and Skill (3 credits)
- KIN 6270 – Injury Prevention and Risk Management (3 credits)

Successful completion of the certificate program and meeting the required academic standards would allow students to apply for and potentially secure placement in the MEd program. This pathway provides a seamless transition for students looking to further their education and credentials in the field of applied sport coaching.

Market Demand/Need

Use federal or state labor market demand data, as outlined in the attached guidance, to demonstrate the need for the program in the service region. At a minimum, include source, occupational titles, star rating within the service region with a description, number of individuals employed in the industry, projected growth total, and annual openings.

The demand for the proposed updates to the Physical Education Teaching Certificate can be substantiated through an analysis of local, state, and national labor market data. This data reflects a significant need for qualified physical education teachers and coaches, thereby underscoring the relevance of aligning the minor with state endorsement requirements.

According to the Occupational Outlook Handbook (OOH), the job market for physical education teachers is projected to grow approximately 1% from 2022 to 2032. While this increase may appear limited, it highlights a steady demand for professionals in this area. The Utah Department of Workforce Services (DWS) Occupation Information Data Viewer reports consistent demand for physical education teachers across all educational levels—elementary, middle, and high schools. Positions in this field typically offer median annual wages ranging from \$59,000 to \$61,000, depending on factors such as education level and geographic location.

Aligning the Physical Education Teaching Certification with endorsement requirements will not only serve current education majors but also open pathways for students from other disciplines to enter the field of physical education and coaching. By broadening the eligibility for the minor, the program can attract a diverse range of students who wish to integrate physical education teaching into their future careers.

Kindergarten and Elementary School Teachers - <https://www.bls.gov/ooh/education-training-and-library/kindergarten-and-elementary-school-teachers.htm>

Middle School Teachers - <https://www.bls.gov/ooh/education-training-and-library/middle-school-teachers.htm>

High School Teachers - <https://www.bls.gov/ooh/education-training-and-library/high-school-teachers.htm>

Wage Potential, if a stand-alone credential

Use federal or state labor market demand data, as outlined in guidance provided by the Office of the Commissioner of Higher Education, to describe the median annual and hourly wage in the service region.



Program Description and Objectives (Use aligned program information)

The Post-Bachelor's Physical Education Teaching Certificate program will consist of 24 credit hours, delivered entirely online. The curriculum is designed to equip licensed educators with the knowledge and skills needed to earn a physical education endorsement and meet state certification requirements.

The majority of courses will be provided by the Kinesiology and Health Science (KHS) department, covering various aspects of physical education and sport. One course will be offered through the Nutrition, Dietetics, and Food Science department, focusing on nutrition and its role in sport.

The curriculum structure is fixed at 24 credits, with no variable credit options.

Graduation/Completion Requirements (Use aligned program information)

Course Prefix & Number	New Course?	Course Title	Credit Hours
KIN 6000		Administration of Athletics	3
KIN 6830		Motor Learning	3
KIN 6210		Biophysical Aspects of Sport and Exercise	3
NDFS 6320		Advanced Sports Nutrition	3
KIN 6700		Special Topics in Physical Education	3
KIN 6020		Curriculum and Methods of Physical Education	3
KIN 6510	X	Adapted Physical Education	3
KIN 6270		Injury Prevention and Risk Management	3

SECTION 2: Technical Certificates Only

USHE Aligned Program:

Campus Location(s):

Within Designated Service Region:

VA Eligibility:

Work-Based Activities Included:

Program Eligibility:

Schedule

Indicate whether the program will follow a fixed or open schedule and specify if it will be offered during the day, evening, or both

Facilities

Program Location and Facility Upgrades

Construction and Relocation Plans

Estimated Costs and Funding Sources

Program Resources

Faculty

Status	#	Qualifications

Full-Time	#	[Describe education, credentials, and experience]
Part-Time	#	

Expense Budget

Personnel (Faculty Salary and Benefits)	\$
<i>Full-time Faculty (Salary + Benefits)</i>	\$
<i>Part-Time Faculty (Salary + Benefits)</i>	\$
Operating Expenses	\$
<i>Equipment [Description]</i>	\$
<i>Travel (conferences, professional development)</i>	\$
<i>Resources (training materials, supplies)</i>	\$
Other	\$
<i>[Description]</i>	\$
Total Expenses	\$

Funding

Internal Reallocation	\$
Appropriation	\$
Special Legislative Appropriation	\$
Grants and Contracts	\$
Special Fees	\$
Total Funding	\$

Student Program Cost

Postsecondary Tuition	\$
Postsecondary Fees	\$
Differential Tuition	\$
Secondary Fees and any additional costs	\$
Estimated cost of required materials	\$
Additional costs	\$

Revenue Generation

Projected Revenue	\$
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Projected Revenue

If applicable, describe potential revenue sources from services or products offered.

Part 3: Required Documentation

Submission

Submit the completed form and all required documentation to the Office of the Commissioner of Higher Education (OCHE) prior to seeking Board of Trustee approval. Upon Board approval, return this form to OCHE with the Board approval date filled in.

For technical certificates only:

- Submission to OCHE - Include Occupational Advisory Committee Minutes demonstrating support for the program.
- After approval - Provide OCHE accreditation approval documentation to confirm the implementation of the new program.

22 August 2025

ITEM FOR ACTION

Utah State University's Department of Sociology, Anthropology and Criminal Justice, in the College of Humanities and Social Sciences proposes offering a Foundations of Criminal Justice Academic Certificate.

EXECUTIVE SUMMARY

The Department Sociology, Anthropology and Criminal Justice, in the College of Humanities and Social Sciences proposes offering a Foundations of Criminal Justice Academic Certificate.

RECOMMENDATION

The President and Provost recommend that the Board of Trustees approve offering a Foundations of Criminal Justice Academic Certificate.

RESOLUTION
UTAH STATE UNIVERSITY
BOARD OF TRUSTEES

WHEREAS, Utah State University's Department of Sociology, Anthropology and Criminal Justice in the College of Humanities and Social Sciences proposes offering a Foundations of Criminal Justice Academic Certificate, and

WHEREAS, The proposal will provide students with the opportunity to earn stackable credits toward a degree in Criminal Justice,

NOW THEREFORE BE IT RESOLVED, That the Utah State University Board of Trustees hereby approve offering a Foundations of Criminal Justice Academic Certificate in the College of Humanities and Social Sciences Department of Sociology, Anthropology and Criminal Justice, and that notification of this proposal be forwarded to the Utah State Board of Higher Education of the Utah System of Higher Education.

RESOLUTION APPROVED BY THE BOARD OF TRUSTEES

Tessa White, Chair

Date:

Utah System of Higher Education

Request for Approval of a New Certificate Program

SECTION 1: Required for All Certificates

Institution: Utah State University

Program Title: Foundation of Criminal Justice Certificate

Department (N/A if not applicable): Department of Sociology, Anthropology and Criminal Justice

Program Length: 9 cr hr

Anticipated Implementation Date or Term: 8/25/2025

Credential Awarded: Academic Undergraduate Certificate

CIP Code: 43.0100

Financial Aid Eligible: Yes

Delivery Method: Hybrid (1-99% online)

Apprenticeship: No

Chief Academic/Instructional Officer Signature:

Institutional Board of Trustees' Approval Date:

Programmatic Accrediting or Regulatory Body:

NWCCU

Opportunities for Industry Licensure or Certification:

If yes, provide details. Otherwise "N/A".

N/A

Admission Requirements

List any prerequisites or requirements for program entry.

N/A

Institutional Role and Mission Alignment:

Explain how the program is consistent with the institution's Board approved mission, roles, and goals (see Board policy R312 found at <https://ushe.edu> in the Board of Higher Education section under Policies) or, for "out of mission" program requests, the rationale for the request.

As per Utah System of Higher Education (USHE) policy R312-4.1.2, USU's mission is to "be one of the nation's premier student-centered land grant and space grant universities by fostering the principle that academics come first; by cultivating diversity of thought and culture; and by serving the public through learning, discovery, and engagement."

The proposed BAS degree in Criminal Justice is an excellent example of a program that satisfies this mission.

Crime is a complex subject that is heavily tied to issues of class, race, and gender. Societal response to crime should be nuanced and guided by evidence-based practices. The aim of this degree is to foster a culture within local, state, and federal criminal justice institutions that embraces multiple perspectives and evidence-based practices. One of the most important ways the Department of Sociology, Anthropology and Criminal Justice (SACJ) can serve the public is by educating future criminal justice practitioners to be culturally aware in the maintenance of formal social control. In keeping with this aim, the proposed degree strategically integrates curriculum from the USU Department of Social Work to prepare professionals to individuals experiencing mental health crises while caring for their own wellbeing. Thus, students earning this degree will have the socially informed education required to operate in modern criminal justice spaces.

Comparable Programs

List similar programs, including institution name, location, program title, length, and credential offered in secondary or postsecondary public or private institutions in the region. Provide links, as appropriate.

N/A

Collaboration

Provide details on any collaborative efforts with industry or educational partners involved in developing this program.

N/A

Educational Partnerships

Describe opportunities for articulation agreements and pathways with secondary or postsecondary institutions. For secondary, include the Utah State Board of Education course number, name, and credits linked to the proposed program. For postsecondary, list the institution name, degree name, and credential awarded, and indicate if the agreement may be course-to-course or program-wide. Provide links, as appropriate.

N/A

Market Demand/Need

Use federal or state labor market demand data, as outlined in the attached guidance, to

demonstrate the need for the program in the service region. At a minimum, include source, occupational titles, star rating within the service region with a description, number of individuals employed in the industry, projected growth total, and annual openings.

Criminal Justice is an area of major potential growth with adult learners in Utah and the surrounding states who may be seeking higher education to advance their careers. Leaders across the Department of Public Safety (DPS), Department of Corrections (DPC), Utah Sheriffs, and municipal department have expressed interest in skills-based certificates that may be stacked in pursuit of an associate or bachelor's degree. Since a high school equivalency is the sole educational requirement for entrance into the major criminal justice professions (i.e., policing and corrections) in Utah, USU has an important opportunity to serve career professionals seeking to advance their careers via higher education. Criminal Justice professionals also indicate that a degree that streamlines requirements would be particularly attractive to their employees. The BAS in Criminal Justice at USU provides that opportunity.

The state of Utah anticipates a significant growth in criminal justice-related jobs. There are currently 160 law enforcement agencies in Utah, including federal, state, county, city, multi-jurisdictional/district, and college offices.

There are several jobs within the criminal justice system students can pursue. The demand for jobs in these fields are all experiencing growth.

Specifically, the Utah Department of Workforce Services has projected the following:

- A 2.4% annual increase in law enforcement jobs with 540 openings annually.
- A 0.4% annual increase in correctional officer jobs with 180 openings annually.
- A 0.7% annual increase in probation officer jobs with 80 openings annually.

In addition to jobs with government agencies that oversee the criminal justice system, there are several criminal justice-adjacent jobs that can be sought in the private sector. The Utah Department of Workforce Services projects a 2.5% annual increase in private sector jobs with 990 openings annually.

Students who earn a criminal justice degree are also well-positioned to pursue a law degree. With a law degree, students can practice in the criminal court system as a prosecutor, defense attorney, or judge, or choose to specialize in a different area of law. The Utah Department of Workforce Services projects a 2.6% annual increase in these jobs with 450 openings annually.

In sum, there is a need for criminal justice professionals in Utah, and the need will increase going forward.

Wage Potential, if a stand-alone credential

Use federal or state labor market demand data, as outlined in guidance provided by the Office of the Commissioner of Higher Education, to describe the median annual and hourly wage in the service region.

N/A

Program Description and Objectives (Use aligned program information)

The proposed requirements for a certificate in Foundations of Criminal Justice include three courses totaling 9 credit hours. This includes one required course-Introduction to Criminal Justice (CJ 1010). This course provides an overview of the criminal justice system, its three pillars (law enforcement, the courts, and corrections) as well as the field of criminology. In addition to this course, students will take two of the following five courses: Introduction to Corrections (CJ 1300), Criminal Law (CJ 1330), Criminal Investigations (CJ 1340), Introduction to Policing (CJ 1390), and Juvenile Justice (CJ 2330).

Of the six classes noted above, five are currently offered as USU concurrent enrollment courses.

A minimum of six out of the nine credits must be completed through Utah State University.

Graduation/Completion Requirements (Use aligned program information)

Course Prefix & Number	New Course?	Course Title	Credit Hours
CJ 1010 (Required)	No	Introduction to Criminal Justice	3
CJ 1300 (Elective)	No	Introduction to Corrections	3
CJ 1330 (Elective)	No	Criminal Law	3
CJ 1340 (Elective)	No	Criminal Investigations	3
CJ 1390 (Elective)	No	Introduction to Policing	3
CJ 2330 (Elective)	No	Juvenile Justice	3

SECTION 2: Technical Certificates Only

USHE Aligned Program:

Campus Location(s):

Within Designated Service Region:

VA Eligibility:

Work-Based Activities Included:

Program Eligibility:

Schedule

Indicate whether the program will follow a fixed or open schedule and specify if it will be offered during the day, evening, or both

Facilities

Program Location and Facility Upgrades

Construction and Relocation Plans

Estimated Costs and Funding Sources

Program Resources

Faculty

Status	#	Qualifications
Full-Time	#	[Describe education, credentials, and experience]
Part-Time	#	

Expense Budget

Personnel (Faculty Salary and Benefits)	\$
<i>Full-time Faculty (Salary + Benefits)</i>	\$
<i>Part-Time Faculty (Salary + Benefits)</i>	\$
Operating Expenses	\$
<i>Equipment [Description]</i>	\$
<i>Travel (conferences, professional development)</i>	\$
<i>Resources (training materials, supplies)</i>	\$
Other	\$
<i>[Description]</i>	\$
Total Expenses	\$

Funding

Internal Reallocation	\$
Appropriation	\$
Special Legislative Appropriation	\$
Grants and Contracts	\$

Special Fees	\$
Total Funding	\$

Student Program Cost

Postsecondary Tuition	\$
Postsecondary Fees	\$
Differential Tuition	\$
Secondary Fees and any additional costs	\$
Estimated cost of required materials	\$
Additional costs	\$

Revenue Generation

Projected Revenue	\$
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Projected Revenue

If applicable, describe potential revenue sources from services or products offered.

Part 3: Required Documentation

Submission

Submit the completed form and all required documentation to the Office of the Commissioner of Higher Education (OCHE) prior to seeking Board of Trustee approval. Upon Board approval, return this form to OCHE with the Board approval date filled in.

For technical certificates only:

- Submission to OCHE - Include Occupational Advisory Committee Minutes demonstrating support for the program.
- After approval - Provide OCHE accreditation approval documentation to confirm the implementation of the new program.

22 August 2025

ITEM FOR ACTION

Utah State University's Department of Sociology, Anthropology and Criminal Justice, in the College of Humanities and Social Sciences proposes offering a Social Analytics Post-Bachelor's Certificate.

EXECUTIVE SUMMARY

The Department of Sociology, Anthropology and Criminal Justice, in the College of Humanities and Social Sciences proposes offering a Social Analytics Post-Bachelor's Certificate.

RECOMMENDATION

The President and Provost recommend that the Board of Trustees approve offering a Social Analytics Post-Bachelor's Certificate.

RESOLUTION
UTAH STATE UNIVERSITY
BOARD OF TRUSTEES

WHEREAS, Utah State University's Department of Sociology, Anthropology and Criminal Justice in the College of Humanities and Social Sciences proposes offering a Social Analytics Post-Bachelor's Certificate, and

WHEREAS, The proposal will offer graduate courses in social research methodologies, techniques of data analysis and teach students a range of industry relevant skills,

NOW THEREFORE BE IT RESOLVED, That the Utah State University Board of Trustees hereby approve offering a Social Analytics Post-Bachelor's Certificate in the College of Humanities and Social Sciences Department of Sociology, Anthropology and Criminal Justice, and that notification of this proposal be forwarded to the Utah State Board of Higher Education of the Utah System of Higher Education.

RESOLUTION APPROVED BY THE BOARD OF TRUSTEES

Tessa White, Chair

Date:

Utah System of Higher Education

Request for Approval of a New Certificate Program

SECTION 1: Required for All Certificates

Institution: Utah State University

Program Title: Social Analytics – Graduate Certificate

Department (N/A if not applicable): Department of Sociology, Anthropology and Criminal Justice

Program Length: 12 cr hr

Anticipated Implementation Date or Term: 8/25/2025

Credential Awarded: Post-Baccalaureate Certificate

CIP Code: 45.0102

Financial Aid Eligible: No

Delivery Method Hybrid (1-99% online)

Apprenticeship: No

Chief Academic/Instructional Officer Signature: [Redacted]

Institutional Board of Trustees' Approval Date: [Redacted]

Programmatic Accrediting or Regulatory Body:

NWCCU

Opportunities for Industry Licensure or Certification:
If yes, provide details. Otherwise "N/A".

N/A

Admission Requirements

List any prerequisites or requirements for program entry.

Post – Bachelor’s degree

Institutional Role and Mission Alignment:

Explain how the program is consistent with the institution's Board approved mission, roles, and goals (see Board policy R312 found at <https://ushe.edu> in the Board of Higher Education section under Policies) or, for "out of mission" program requests, the rationale for the request.

As Utah's land-grant institution, Utah State University is charged with the task of providing a holistic and well-rounded education that also addresses critical employer needs and economic opportunities in the state. Graduate students who complete the Certificate in Social Analytics will be well positioned to address those needs and capitalize on excellent job opportunities involving the collection, management, and analysis of social data. In addition, they will have the education necessary to detect inappropriate uses of social analytics and adjudicate between competing arguments in the marketplace of ideas.

Comparable Programs

List similar programs, including institution name, location, program title, length, and credential offered in secondary or postsecondary public or private institutions in the region. Provide links, as appropriate.

N/A

Collaboration

Provide details on any collaborative efforts with industry or educational partners involved in developing this program.

N/A

Educational Partnerships

Describe opportunities for articulation agreements and pathways with secondary or postsecondary institutions. For secondary, include the Utah State Board of Education course number, name, and credits linked to the proposed program. For postsecondary, list the institution name, degree name, and credential awarded, and indicate if the agreement may be course-to-course or program-wide. Provide links, as appropriate.

N/A

Market Demand/Need

Use federal or state labor market demand data, as outlined in the attached guidance, to demonstrate the need for the program in the service region. At a minimum, include source, occupational titles, star rating within the service region with a description, number of individuals employed in the industry, projected growth total, and annual openings.

There is tremendous labor market demand for individuals who understand how to collect, manage, and analyze social data. These positions include but are by no means limited to survey researchers, population scientists, analysts in health care and public health agencies, database managers, market researchers, and focus group specialists.

Wage Potential, if a stand-alone credential

Use federal or state labor market demand data, as outlined in guidance provided by the Office of the Commissioner of Higher Education, to describe the median annual and hourly wage in the service region.

N/A

Program Description and Objectives (Use aligned program information)

The Post-Bachelor's Certificate in Social Analytics will be housed and administered in the College of Humanities and Social Sciences and the Department of Sociology, Anthropology, and Criminal Justice. It will incorporate classes from across CHaSS as well as Psychology, allowing students to tailor certificate courses to their interests.

The certificate includes two core required classes. These classes cover fundamental research methods and statistical techniques used across a range of social sciences. A minimum of 6 hours of elective coursework will span a range of topic areas, such as: geographic information science; demographic analysis; ethnographic methods; survey research methods; and structural equation modeling. See the attached program curriculum for details.

The overarching motivation for the development of this certificate is the lack of a framework that encourages graduate students in the social sciences to take courses in Social Analytics beyond those specified as minimum degree requirements.

Graduation/Completion Requirements (Use aligned program information)

Course Prefix & Number	New Course?	Course Title	Credit Hours

SECTION 2: Technical Certificates Only

USHE Aligned Program:

Campus Location(s):

Within Designated Service Region:

VA Eligibility:

Work-Based Activities Included:

Program Eligibility:

Schedule

Indicate whether the program will follow a fixed or open schedule and specify if it will be offered during the day, evening, or both

Facilities

Program Location and Facility Upgrades

Construction and Relocation Plans

Estimated Costs and Funding Sources

Program Resources

Faculty

Status	#	Qualifications
Full-Time	#	[Describe education, credentials, and experience]
Part-Time	#	

Expense Budget

Personnel (Faculty Salary and Benefits)	\$
<i>Full-time Faculty (Salary + Benefits)</i>	\$
<i>Part-Time Faculty (Salary + Benefits)</i>	\$
Operating Expenses	\$
<i>Equipment [Description]</i>	\$
<i>Travel (conferences, professional development)</i>	\$
<i>Resources (training materials, supplies)</i>	\$
Other	\$
<i>[Description]</i>	\$
Total Expenses	\$

Funding

Internal Reallocation	\$
Appropriation	\$
Special Legislative Appropriation	\$
Grants and Contracts	\$
Special Fees	\$
Total Funding	\$

Student Program Cost

Postsecondary Tuition	\$
Postsecondary Fees	\$
Differential Tuition	\$
Secondary Fees and any additional costs	\$
Estimated cost of required materials	\$
Additional costs	\$

Revenue Generation

Projected Revenue	\$
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Projected Revenue

If applicable, describe potential revenue sources from services or products offered.

Part 3: Required Documentation

Submission

Submit the completed form and all required documentation to the Office of the Commissioner of Higher Education (OCHE) prior to seeking Board of Trustee approval. Upon Board approval, return this form to OCHE with the Board approval date filled in.

For technical certificates only:

- Submission to OCHE - Include Occupational Advisory Committee Minutes demonstrating support for the program.
- After approval - Provide OCHE accreditation approval documentation to confirm the implementation of the new program.

22 August 2025

ITEM FOR ACTION

Utah State University's Department of Data Analytics and Information Systems, and School of Accountancy, in the Jon M. Huntsman School of Business proposes offering an Accounting Fintech Post-Bachelor's Certificate.

EXECUTIVE SUMMARY

The Department of Data Analytics and Information Systems, and School of Accountancy, in the Jon M. Huntsman School of Business proposes offering an Accounting Fintech Post-Bachelor's Certificate.

RECOMMENDATION

The President and Provost recommend that the Board of Trustees approve offering an Accounting Fintech Post-Bachelor's Certificate.

RESOLUTION
UTAH STATE UNIVERSITY
BOARD OF TRUSTEES

WHEREAS, Utah State University's Department of Data Analytics and Information Systems and the School of Accountancy in the Jon M. Huntsman School of Business proposes offering an Accounting Fintech Post-Bachelor's Certificate, and

WHEREAS, The proposal will provide practical training in accounting, data, and related financial technologies,

NOW THEREFORE BE IT RESOLVED, That the Utah State University Board of Trustees hereby approve offering an Accounting Fintech Post-Bachelor's Certificate in the Jon M. Huntsman School of Business's Department of Data Analytics and Information Systems and the School of Accountancy, and that notification of this proposal be forwarded to the Utah State Board of Higher Education of the Utah System of Higher Education.

RESOLUTION APPROVED BY THE BOARD OF TRUSTEES

Tessa White, Chair

Date:

Utah System of Higher Education

Request for Approval of a New Certificate Program

SECTION 1: Required for All Certificates

Institution: Utah State University

Program Title: Accounting Fintech

Department (N/A if not applicable): School of Accountancy

Program Length: 12 SCH, Variable, depending on sequence of courses

Anticipated Implementation Date or Term: 8/5/2025

Credential Awarded: Post-Baccalaureate Certificate

CIP Code: 520302

Financial Aid Eligible: Yes

Delivery Method Traditional (0% online)

Apprenticeship: No

Chief Academic/Instructional Officer Signature:

Institutional Board of Trustees' Approval Date:

Programmatic Accrediting or Regulatory Body:

NWCCU / AACSB

Opportunities for Industry Licensure or Certification:

If yes, provide details. Otherwise "N/A".

N/A

Admission Requirements

List any prerequisites or requirements for program entry.

ACCT 3110

Institutional Role and Mission Alignment:

Explain how the program is consistent with the institution's Board approved mission, roles, and goals (see Board policy R312 found at <https://ushe.edu> in the Board of Higher Education section under Policies) or, for "out of mission" program requests, the rationale for the request.

The Accounting Fintech Certificate supports USU's mission by providing learning opportunities that directly prepare students for workforce demands. By focusing on skills directly aligned with industry needs, the program ensures graduates are ready to contribute effectively to their organizations and communities.

This program strengthens USU's role in addressing workforce needs in Utah and beyond. It utilizes existing resources within the Huntsman School of Business, including faculty expertise and career development networks, to provide students with relevant training and support.

Comparable Programs

List similar programs, including institution name, location, program title, length, and credential offered in secondary or postsecondary public or private institutions in the region. Provide links, as appropriate.

Not aware of any

Collaboration

Provide details on any collaborative efforts with industry or educational partners involved in developing this program.

Worked with the USU DAIS department.

Educational Partnerships

Describe opportunities for articulation agreements and pathways with secondary or postsecondary institutions. For secondary, include the Utah State Board of Education course number, name, and credits linked to the proposed program. For postsecondary, list the institution name, degree name, and credential awarded, and indicate if the agreement may be course-to-course or program-wide. Provide links, as appropriate.

N/A

Market Demand/Need

Use federal or state labor market demand data, as outlined in the attached guidance, to demonstrate the need for the program in the service region. At a minimum, include source, occupational titles, star rating within the service region with a description, number of individuals employed in the industry, projected growth total, and annual openings.

The Accounting Fintech Certificate is designed to meet the increasing demand for professionals with skills in accounting, data, and related technologies. This program provides practical training in data analytics tools applied to accounting concepts, preparing graduates to meet organizations' need for financial technology expertise. It will be the only Accounting Fintech certificate or degree currently offered by a Utah Institution of Higher Education.

This program combines data analytic knowledge and skills with accounting background and accounting applications to analytics tools, which provides students with comprehensive, job-ready skills. The curriculum addresses a clear market need for professionals who can bridge the gap between data analytics and accounting.

Organizing these courses into a certificate highlights the relevance of these skills for employers across industries such as accounting, finance, and technology. The Accounting Fintech Certificate complements other USU programs, such as the Master's in Data Analytics (MDATA) and the Master of Accounting (MAcc). Its stackable structure allows flexibility for students from various academic and professional backgrounds. The current plan includes expanding its application to other applied master's programs within collaborating USU departments across campus, including the School of Accountancy and Department of Data Analytics and Information Systems.

The program aligns with both departments' strategy to offer industry-relevant stackable credentials. Together, these programs equip students with practical skills to meet workforce demands. Demand for Accounting Fintech professionals is growing rapidly as industries adopt AI technologies and more companies aim to solve their accounting- and finance-related challenges using available technologies. While this area is not specifically identified in the Bureau of Labor Statistics and industry-specific analyses, tangential areas are among the fastest-growing roles, with average salaries exceeding \$80,000 annually. Utah's tech sector is growing faster than the national average, creating a strong local demand for talent in deploying fintech solutions. Likewise, demand for accounting professionals continues to increase as accounting firms deal with a supply shortage of accounting graduates to fulfill their needs. Thus, the overlap of these two disciplines provides significant opportunities for graduates.

The need for these programs was underscored by last year's [Performance audit of the Utah System of Higher Education](#) by the Utah Office of the Legislative Auditor General. Two of the four critical workforce areas emphasized by this report included Data Science and Accounting (e.g., see pp 14-17). Utah's Department of Workforce Services has similarly underscored growth in these areas throughout the state, pointing out in a [recent blogpost](#) that "Utah was among the states that increased its share of employment in the tech sector the most [between 2020-2023], growing employment in the sector by 19% and increasing its share of tech employment by 0.08%, to account for 1.5% of national tech sector employment by 2023." The Bureau of Labor Statistics projects accounting job growth of 6% over the next decade, which is faster than the average for all occupations. The need to combine accounting and tech is highly relevant to Utah's tech growth.

Wage Potential, if a stand-alone credential

Use federal or state labor market demand data, as outlined in guidance provided by the Office of the Commissioner of Higher Education, to describe the median annual and hourly wage in the service region.

N/A

Program Description and Objectives (Use aligned program information)

The Accounting Fintech Certificate consists of 12 credits:
Complete the following~
 1. ACCT 5104/6104 (3 credits)-Accounting Analytics *[current proposal to dual list at the 5000 level]*
 2. One of the following courses:
 • ACCT 3120 (3 credits)- Intermediate Financial Accounting and Reporting II *[to be renumbered to the 5000 level ASAP]*
 • ACCT 4500 (3 credits)-Accounting Information Systems *[to be renumbered to the 5000 level ASAP]*
 3. Any two of the following courses:
 • DATA 5600 (3 credits) - Intro to Regression and Machine Learning for Analytics
 • DATA 6610 (3 credits) -Advanced Machine Learning for Analytics
 • DATA 6690 (3 credits) - Computational Methods for Fin Tech
 • DATA 6500 (3 credits) -Advanced Python Programming for Analytics
 • DATA 5570 (3 credits)- Building Software with Artificial Intelligence
 • DATA 6330 (3 credits) - Data Pipeline Engineering
 • DATA 6360 (3 credits) - Data Warehousing
 Substitutions may be approved by the department on an individual basis.

Graduation/Completion Requirements (Use aligned program information)

Course Prefix & Number	New Course?	Course Title	Credit Hours
ACCT 5104/6104	No	Accounting Analytics	3
Complete one of the following			
ACCT 3120	No	Intermediate Financial Accounting and Reporting II	3
ACCT 4500	No	Accounting Information Systems	3
Complete any <u>two</u> of the following* :			
DATA 5600	No	Intro to Regression and Machine Learning for Analytics	3
DATA 6610	No	Advanced Machine Learning for Analytics	3
DATA 6690	No	Computational Methods for FinTech	3
DATA 6500	No	Advanced Python Programming for Analytics	3
DATA 5570	No	Building Software with Artificial Intelligence	3
DATA 6330	No	Data Pipeline Engineering	3
DATA 6360	No	Data Warehousing	3

* Substitutions may be approved by the department on an individual basis.

SECTION 2: Technical Certificates Only

USHE Aligned Program:

Campus Location(s):

Within Designated Service Region:

VA Eligibility:

Work-Based Activities Included:

Program Eligibility:

Schedule

Indicate whether the program will follow a fixed or open schedule and specify if it will be offered during the day, evening, or both

--

Facilities

Program Location and Facility Upgrades

--

Construction and Relocation Plans

--

Estimated Costs and Funding Sources

--

Program Resources

Faculty

Status	#	Qualifications
Full-Time	#	[Describe education, credentials, and experience]
Part-Time	#	

Expense Budget

Personnel (Faculty Salary and Benefits)	\$
<i>Full-time Faculty (Salary + Benefits)</i>	\$
<i>Part-Time Faculty (Salary + Benefits)</i>	\$
Operating Expenses	\$
<i>Equipment [Description]</i>	\$
<i>Travel (conferences, professional development)</i>	\$
<i>Resources (training materials, supplies)</i>	\$
Other	\$
<i>[Description]</i>	\$
Total Expenses	\$

Funding

Internal Reallocation	\$
Appropriation	\$
Special Legislative Appropriation	\$
Grants and Contracts	\$
Special Fees	\$
Total Funding	\$

Student Program Cost

Postsecondary Tuition	\$
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Postsecondary Fees	\$
Differential Tuition	\$
Secondary Fees and any additional costs	\$
Estimated cost of required materials	\$
Additional costs	\$

Revenue Generation

Projected Revenue	\$
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Projected Revenue

If applicable, describe potential revenue sources from services or products offered.

Part 3: Required Documentation

Submission

Submit the completed form and all required documentation to the Office of the Commissioner of Higher Education (OCHE) prior to seeking Board of Trustee approval. Upon Board approval, return this form to OCHE with the Board approval date filled in.

For technical certificates only:

- Submission to OCHE - Include Occupational Advisory Committee Minutes demonstrating support for the program.
- After approval - Provide OCHE accreditation approval documentation to confirm the implementation of the new program.

22 August 2025

ITEM FOR ACTION

Utah State University's Department of Data Analytics and Information Systems, in the Jon M. Huntsman School of Business proposes offering a Fintech Analytics Post-Bachelor's Certificate.

EXECUTIVE SUMMARY

The Department of Data Analytics and Information Systems, in the Jon M. Huntsman School of Business proposes offering a Fintech Analytics Post-Bachelor's Certificate.

RECOMMENDATION

The President and Provost recommend that the Board of Trustees approve offering a Fintech Analytics Post-Bachelor's Certificate.

RESOLUTION
UTAH STATE UNIVERSITY
BOARD OF TRUSTEES

WHEREAS, Utah State University's Department of Data Analytics and Information Systems in the Jon M. Huntsman School of Business proposes offering a Fintech Analytics Post-Bachelor's Certificate, and

WHEREAS, The proposal will equip students with practical, career-ready skills in financial technology,

NOW THEREFORE BE IT RESOLVED, That the Utah State University Board of Trustees hereby approve offering a Fintech Analytics Post-Bachelor's Certificate in the Jon M. Huntsman School of Business's Department of Data Analytics and Information Systems, and that notification of this proposal be forwarded to the Utah State Board of Higher Education of the Utah System of Higher Education.

RESOLUTION APPROVED BY THE BOARD OF TRUSTEES

Tessa White, Chair

Date:

Utah System of Higher Education

Request for Approval of a New Certificate Program

SECTION 1: Required for All Certificates

Institution: Utah State University

Program Title: Fintech Analytics Post-Bachelor’s Certificate

Department (N/A if not applicable): Department of Data Analytics and Information Systems

Program Length: 12 credits; 1-2 semesters depending on course sequence

Anticipated Implementation Date or Term: 8/25/2025

Credential Awarded: Post-Baccalaureate Certificate

CIP Code: 30.7102

Financial Aid Eligible: Yes

Delivery Method: Hybrid (1-99% online)

Apprenticeship: No

Chief Academic/Instructional Officer Signature: [Redacted]

Institutional Board of Trustees’ Approval Date: [Redacted]

Programmatic Accrediting or Regulatory Body:
NWCCU and AACSB

Opportunities for Industry Licensure or Certification: No
If yes, provide details. Otherwise “N/A”.

[Redacted]

Admission Requirements

List any prerequisites or requirements for program entry.

Prior bachelor’s degree with at least a 3.0 GPA in previous 90 credits; relevant coursework or experience in basic data analysis and programming.

Institutional Role and Mission Alignment:

Explain how the program is consistent with the institution's Board approved mission, roles, and goals (see Board policy R312 found at <https://ushe.edu> in the Board of Higher Education section under Policies) or, for "out of mission" program requests, the rationale for the request.

Utah State University is a premier land- and space-grant institution committed to excellence, access, and inclusion. The Fintech Analytics certificate will support USU's academic mission by making students more aware of and better prepared for the dramatically growing breadth of opportunities in the tech sector across the state and region. It will also ensure that Utah employers understand USU's commitment to meeting their needs by producing qualified graduates who are ready for the rapidly evolving tech- and data-driven economy. Students who complete the Fintech Analytics certificate will benefit from a focused and engaged program in technologies that will more directly align them with their professional goals and with Utah's workforce needs. This program strengthens USU's role in addressing workforce needs in Utah and beyond. It utilizes existing resources within the Huntsman School of Business, including faculty expertise and career development networks, to provide students with relevant training and support.

Comparable Programs

List similar programs, including institution name, location, program title, length, and credential offered in secondary or postsecondary public or private institutions in the region. Provide links, as appropriate.

There is not a graduate certificate or program in Fintech Analytics that is currently available in the state of Utah or within the intermountain west.

Collaboration

Provide details on any collaborative efforts with industry or educational partners involved in developing this program.

This program has been built in part based on faculty and student collaborations with our industry partners through the Huntsman School's [Analytics Solutions Center \(ASC\)](#). Projects completed through the ASC have informed content and requirements to best prepare students for the current fintech job market.

Educational Partnerships

Describe opportunities for articulation agreements and pathways with secondary or postsecondary institutions. For secondary, include the Utah State Board of Education course number, name, and credits linked to the proposed program. For postsecondary, list the institution name, degree name, and credential awarded, and indicate if the agreement may be course-to-course or program-wide. Provide links, as appropriate.

This proposal supports the Huntsman School's and DAIS department's broader strategic plan to provide flexible opportunities for stackable certificates, any one of which can be completed either as an independently valuable credential or as a part of a full master's program when combined with an additional certificate. This is a part of a collaborative effort between multiple departments and centers at USU – including Data Analytics and Information Systems, Mathematics and Statistics, Anticipatory Intelligence, Economics and Finance, Marketing and Strategy, and Accounting – to allow students to apply certificates interchangeably to multiple master's degrees. These programs include USU's professional master's programs in Data Analytics, Data Science, Finance and Economics, Anticipatory Intelligence, and Accounting.

Market Demand/Need

Use federal or state labor market demand data, as outlined in the attached guidance, to demonstrate the need for the program in the service region. At a minimum, include source, occupational titles, star rating within the service region with a description, number of individuals employed in the industry, projected growth total, and annual openings.

This certificate reflects the growing demand for professionals who understand the application of more advanced computational and quantitative methods in all sectors, including financial services, particularly as industries rapidly adopt AI technologies. This need was underscored by last year's performance audit of the Utah System of Higher Education from the Utah Office of the Legislative Auditor General. Two of the four critical workforce areas emphasized by this report included Software Development and Data Science (e.g., see pp 14-17). Utah's Department of Workforce Services has similarly underscored growth in these areas throughout the state, pointing out in a [recent blog post](#) that "Utah was among the states that increased its share of employment in the tech sector the most [between 2020-2023], growing employment in the sector by 19% and increasing its share of tech employment by 0.08%, to account for 1.5% of national tech sector employment by 2023." According to a 2023 report by McKinsey, the market capitalization of publicly traded fintech firms was more than \$550 billion, which represents a more than 2x increase relative to 2019. Growth in this sector has only continued to expand from that point onward. Labor market demand for technically skilled workers in the synergistic sectors of traditional financial services and modern technology has led to opportunities for data analysts and AI engineers, full stack developers, product managers, blockchain specialists, and risk and compliance professionals. The skills students acquire in the Fintech Analytics emphasis will provide key opportunities across these domains.

Wage Potential, if a stand-alone credential

Use federal or state labor market demand data, as outlined in guidance provided by the Office of the Commissioner of Higher Education, to describe the median annual and hourly wage in the service region.

According to the Bureau of Labor Statistics machine learning and AI specialists currently demand average salaries of around \$120,000. Further, according to an article by [CCN](#) the growth of jobs in fintech is 12.97% while many other areas have seen even negative growth rates. This demonstrates the strong demand for fintech skills in the labor market. According to a report by [ZipRecruiter](#) top earners in fintech command a salary of \$184,500; the 75th percentile of earners a salary of \$151,00; average earners a salary of \$123,495; and the 25th percentile of earners a salary of \$88,000.

Program Description and Objectives (Use aligned program information)

Financial technology (fintech) has emerged as a critical focus of the Data Analytics and Information Systems (DAIS) Department, with upper division and graduate courses provided in advanced Python programming, machine learning, deep forecasting, computational financial modeling, and predictive methods. Organizing these courses into a Fintech certificate will help students better communicate their specific skills and competencies and align with rapidly evolving employer needs in the financial technology sector. While information systems represents a broad field, establishing a graduate-level fintech track will allow the DAIS department to more effectively leverage the Huntsman School’s career development resources in developing relationships with fintech companies, digital banks, and innovation teams within traditional financial services institutions.

This proposal also supports the DAIS department’s broader strategic plan to organize the existing professional Master’s of Data Analytics (MDATA) program into tracks that can be completed through stackable post-graduate certificates. The DAIS department is simultaneously submitting another proposal to require the completion of two such certificates – along with two additional capstone courses – to fulfill the requirements of the MDATA degree. However, this design will also allow students to complete a single certificate and gain a potentially valuable credential without committing to a full master’s program. In addition to Fintech Analytics, proposals for additional certificates in Machine Learning Operations, Tech Entrepreneurship, and Marketing Analytics are also being submitted. The program aligns with the DAIS department’s strategy to offer industry-relevant stackable credentials, alongside existing tracks in Data Engineering, Data Analytics, Web Development, and Cybersecurity. Together, these programs equip students with practical skills that meet workforce demands.

Graduation/Completion Requirements (Use aligned program information)

Course Prefix & Number	New Course?	Course Title	Credit Hours
Complete the following:			

DATA 6500	No	Advanced Python Programming for Analytics	3
DATA 6630	No	Deep Forecasting for FinTech	3
DATA 6690	No	Computational Methods for FinTech	3
DATA 6695	No	Predictive Methods for FinTech	3

SECTION 2: Technical Certificates Only

USHE Aligned Program:

Campus Location(s):

Within Designated Service Region:

VA Eligibility:

Work-Based Activities Included:

Program Eligibility:

Schedule

Indicate whether the program will follow a fixed or open schedule and specify if it will be offered during the day, evening, or both

Facilities

Program Location and Facility Upgrades

Construction and Relocation Plans

Estimated Costs and Funding Sources

Program Resources

Faculty

Status	#	Qualifications
Full-Time	#	[Describe education, credentials, and experience]

Part-Time	#	
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Expense Budget

Personnel (Faculty Salary and Benefits)		\$
<i>Full-time Faculty (Salary + Benefits)</i>		\$
<i>Part-Time Faculty (Salary + Benefits)</i>		\$
Operating Expenses		\$
<i>Equipment [Description]</i>		\$
<i>Travel (conferences, professional development)</i>		\$
<i>Resources (training materials, supplies)</i>		\$
Other		\$
<i>[Description]</i>		\$
	Total Expenses	\$

Funding

Internal Reallocation		\$
Appropriation		\$
Special Legislative Appropriation		\$
Grants and Contracts		\$
Special Fees		\$
	Total Funding	\$

Student Program Cost

Postsecondary Tuition		\$
Postsecondary Fees		\$
Differential Tuition		\$
Secondary Fees and any additional costs		\$
Estimated cost of required materials		\$
Additional costs		\$

Revenue Generation

Projected Revenue		\$
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Projected Revenue

If applicable, describe potential revenue sources from services or products offered.

Part 3: Required Documentation

Submission

Submit the completed form and all required documentation to the Office of the Commissioner of Higher Education (OCHE) prior to seeking Board of Trustee approval. Upon Board approval, return this form to OCHE with the Board approval date filled in.

For technical certificates only:

- Submission to OCHE - Include Occupational Advisory Committee Minutes demonstrating support for the program.
- After approval - Provide OCHE accreditation approval documentation to confirm the implementation of the new program.

22 August 2025

ITEM FOR ACTION

Utah State University's Department of Data Analytics and Information Systems, in the Jon M. Huntsman School of Business proposes offering a Machine Learning Operations Post-Bachelor's Certificate.

EXECUTIVE SUMMARY

The Department of Data Analytics and Information Systems, in the Jon M. Huntsman School of Business proposes offering a Machine Learning Operations Post-Bachelor's Certificate.

RECOMMENDATION

The President and Provost recommend that the Board of Trustees approve offering a Machine Learning Operations Post-Bachelor's Certificate.

RESOLUTION
UTAH STATE UNIVERSITY
BOARD OF TRUSTEES

WHEREAS, Utah State University's Department of Data Analytics and Information Systems in the Jon M. Huntsman School of Business proposes offering a Machine Learning Operations Post-Bachelor's Certificate, and

WHEREAS, The proposal will provide students practical training and help students develop skills in deploying, managing and maintaining machine learning models.

NOW THEREFORE BE IT RESOLVED, That the Utah State University Board of Trustees hereby approve offering a Machine Learning Operations Post-Bachelor's Certificate in the Jon M. Huntsman School of Business's Department of Data Analytics and Information Systems, and that notification of this proposal be forwarded to the Utah State Board of Higher Education of the Utah System of Higher Education.

RESOLUTION APPROVED BY THE BOARD OF TRUSTEES

Tessa White, Chair

Date:

Utah System of Higher Education

Request for Approval of a New Certificate Program

SECTION 1: Required for All Certificates

Institution: Utah State University

Program Title: Machine Learning Operations Post-Bachelor's Certificate

Department (N/A if not applicable): Department of Data Analytics and Information Systems

Program Length: 12 credits; 1-2 semesters depending on course sequence

Anticipated Implementation Date or Term: 8/25/2025

Credential Awarded: Post-Baccalaureate Certificate

CIP Code: 307101

Financial Aid Eligible: Yes

Delivery Method: Hybrid (1-99% online)

Apprenticeship: No

Chief Academic/Instructional Officer Signature: [Redacted]

Institutional Board of Trustees' Approval Date: [Redacted]

Programmatic Accrediting or Regulatory Body: NWCCU and AACSB

Opportunities for Industry Licensure or Certification: No
If yes, provide details. Otherwise "N/A".

N/A

Admission Requirements

List any prerequisites or requirements for program entry.

Prior bachelor's degree with at least a 3.0 GPA in previous 90 credits; relevant coursework or experience in basic data analysis and programming.

Institutional Role and Mission Alignment:

Explain how the program is consistent with the institution's Board approved mission, roles, and goals (see Board policy R312 found at <https://ushe.edu> in the Board of Higher Education section under Policies) or, for "out of mission" program requests, the rationale for the request.

Utah State University is a premier land- and space-grant institution committed to excellence, access, and inclusion. The ML Ops Certificate supports USU's mission by providing practical, project-based learning opportunities that prepare students for the workforce. By focusing on skills directly aligned with industry needs, the program ensures graduates are ready to contribute effectively to their organizations and communities.

Comparable Programs

List similar programs, including institution name, location, program title, length, and credential offered in secondary or postsecondary public or private institutions in the region. Provide links, as appropriate.

There is not a graduate certificate or program in machine learning operations that is currently available in the state of Utah or within the intermountain west.

Collaboration

Provide details on any collaborative efforts with industry or educational partners involved in developing this program.

This program has been built in part based on faculty and student collaborations with our industry partners through the Huntsman School's [Analytics Solutions Center \(ASC\)](#). Projects completed through the ASC have informed content and requirements to best prepare students for the current fintech job market.

Educational Partnerships

Describe opportunities for articulation agreements and pathways with secondary or postsecondary institutions. For secondary, include the Utah State Board of Education course number, name, and credits linked to the proposed program. For postsecondary, list the institution name, degree name, and credential awarded, and indicate if the agreement may be course-to-course or program-wide. Provide links, as appropriate.

This proposal supports the Huntsman School's and DAIS department's broader strategic plan to provide flexible opportunities for stackable certificates, any one of which can be completed either as an independently valuable credential or as a part of a full master's program when combined with an additional certificate. This is a part of a collaborative effort between multiple departments and centers at USU – including Data Analytics and Information Systems, Mathematics and Statistics, Anticipatory Intelligence, Economics and Finance, Marketing and Strategy, and Accounting – to allow students to apply certificates interchangeably to multiple master's degrees. These programs include USU's professional master's programs in Data Analytics, Data Science, Finance and Economics, Anticipatory Intelligence, and Accounting.

Market Demand/Need

Use federal or state labor market demand data, as outlined in the attached guidance, to demonstrate the need for the program in the service region. At a minimum, include source, occupational titles, star rating within the service region with a description, number of individuals employed in the industry, projected growth total, and annual openings.

Demand for machine learning operations professionals is growing rapidly as industries adopt AI technologies. Reports from the Bureau of Labor Statistics and industry-specific analyses identify AI and machine learning specialists among the fastest-growing roles, with average salaries exceeding \$120,000 annually. Utah's tech sector is growing more rapidly than the national average, creating a strong local demand for talent in deploying AI solutions. The ML Ops Certificate addresses this need by providing students with focused training and hands-on experience.

The need for these programs was underscored by last year's [performance audit of the Utah System of Higher Education](#) by the Utah Office of the Legislative Auditor General. Two of the four critical workforce areas emphasized by this report included Software Development and Data Science (e.g., see pp 14-17), which form the intersection where machine learning operations resides. Utah's Department of Workforce Services has similarly underscored growth in these areas throughout the state, pointing out in a [recent blog post](#) that "Utah was among the states that increased its share of employment in the tech sector the most [between 2020-2023], growing employment in the sector by 19% and increasing its share of tech employment by 0.08%, to account for 1.5% of national tech sector employment by 2023."

Wage Potential, if a stand-alone credential

Use federal or state labor market demand data, as outlined in guidance provided by the Office of the Commissioner of Higher Education, to describe the median annual and hourly wage in the service region.

MLOps Engineers are equipped with the latest tools and platforms to stay competitive in the evolving job market. As a result, individuals with expertise in MLOps are well-positioned for high-demand roles in the industry. According to the Bureau of Labor Statistics, some of the fastest-growing careers in AI/ML over the next decade include:

- **Machine Learning Engineers & Data Scientists** – \$108,020 per year (36% growth projection)
- **Information Security Analysts** – \$120,360 per year (33% growth projection)
- **Computer and Information Research Scientists** – \$145,080 per year (36% growth projection)

Data from [Indeed.com](https://www.indeed.com) reinforces these trends, both nationwide and within the state of Utah:

- **Machine Learning Engineers (U.S.)** – \$163,718 Average, \$102,539 Low, \$261,398 High
- **Machine Learning Engineers (Utah)** – \$141,439 average, \$97,488 Low \$205,206 High

Program Description and Objectives (Use aligned program information)

The Machine Learning Operations Certificate is designed to meet the increasing demand for professionals with skills in deploying, managing, and maintaining machine learning models in production environments. This program provides practical training in ML Ops, software development, web integration, and agile project management. These skills prepare graduates to meet the needs of organizations implementing AI technologies at scale. It will be the only ML Ops certificate or degree currently offered by a Utah institution of higher education.

This program combines ML Ops-specific training with web development and project management methodologies to provide students with comprehensive, job-ready skills. The curriculum addresses a clear market need for professionals who can bridge the gap between data science and operational systems.

Organizing these courses into a certificate highlights the relevance of these skills for employers across industries such as finance, healthcare, and technology. The ML Ops Certificate complements other USU programs, such as the Master’s in Data Analytics (MDATA) and the Master’s in Management Information Systems (MMIS). Its stackable structure allows flexibility for students from various academic and professional backgrounds. The current plan is to allow its application to other applied master’s programs within collaborating USU departments across campus, as described previously under “Educational Partnerships.”

The program aligns with the DAIS department’s strategy to offer industry-relevant stackable credentials, alongside existing tracks in Data Engineering, Web Development, and Cybersecurity. Together, these programs equip students with practical skills that meet workforce demands.

Graduation/Completion Requirements (Use aligned program information)

Course Prefix & Number	New Course?	Course Title	Credit Hours
Complete the following:			
DATA 6580	No	Machine Learning Operations	3
IS 6100	No	Agile Tech Design and Development	3
Complete two of the following:			
DATA 6500	No	Advanced Python Programming for Analytics	3
DATA 6570	No	Building Software with AI	3
IS 6700	No	Advanced Server-Side Web Application Development	3
IS 6750	No	Advanced Client-Side Web Application Development	3

SECTION 2: Technical Certificates Only

USHE Aligned Program:

Campus Location(s):

Within Designated Service Region:

VA Eligibility:

Work-Based Activities Included:

Program Eligibility:

Schedule

Indicate whether the program will follow a fixed or open schedule and specify if it will be offered during the day, evening, or both

Facilities

Program Location and Facility Upgrades

Construction and Relocation Plans

Estimated Costs and Funding Sources

Program Resources

Faculty

Status	#	Qualifications
Full-Time	#	[Describe education, credentials, and experience]
Part-Time	#	

Expense Budget

Personnel (Faculty Salary and Benefits)	\$
<i>Full-time Faculty (Salary + Benefits)</i>	\$
<i>Part-Time Faculty (Salary + Benefits)</i>	\$
Operating Expenses	\$
<i>Equipment [Description]</i>	\$
<i>Travel (conferences, professional development)</i>	\$
<i>Resources (training materials, supplies)</i>	\$
Other	\$
<i>[Description]</i>	\$

Total Expenses	\$
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Funding

Internal Reallocation	\$
Appropriation	\$
Special Legislative Appropriation	\$
Grants and Contracts	\$
Special Fees	\$
Total Funding	\$

Student Program Cost

Postsecondary Tuition	\$
Postsecondary Fees	\$
Differential Tuition	\$
Secondary Fees and any additional costs	\$
Estimated cost of required materials	\$
Additional costs	\$

Revenue Generation

Projected Revenue	\$
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Projected Revenue

If applicable, describe potential revenue sources from services or products offered.

Part 3: Required Documentation

Submission

Submit the completed form and all required documentation to the Office of the Commissioner of Higher Education (OCHE) prior to seeking Board of Trustee approval. Upon Board approval, return this form to OCHE with the Board approval date filled in.

For technical certificates only:

- Submission to OCHE - Include Occupational Advisory Committee Minutes demonstrating support for the program.
- After approval - Provide OCHE accreditation approval documentation to confirm the implementation of the new program.

22 August 2025

ITEM FOR ACTION

Utah State University's Department of Data Analytics and Information Systems, in the Jon M. Huntsman School of Business proposes offering a Marketing Analytics Post-Bachelor's Certificate.

EXECUTIVE SUMMARY

The Department of Data Analytics and Information Systems, in the Jon M. Huntsman School of Business proposes offering a Marketing Analytics Post-Bachelor's Certificate.

RECOMMENDATION

The President and Provost recommend that the Board of Trustees approve offering a Marketing Analytics Post-Bachelor's Certificate.

RESOLUTION
UTAH STATE UNIVERSITY
BOARD OF TRUSTEES

WHEREAS, Utah State University's Department of Data Analytics and Information Systems in the Jon M. Huntsman School of Business proposes offering a Marketing Analytics Post-Bachelor's Certificate, and

WHEREAS, The proposal will prepare students to navigate digital marketing, segmentation and pricing,

NOW THEREFORE BE IT RESOLVED, That the Utah State University Board of Trustees hereby approve offering a Marketing Analytics Post-Bachelor's Certificate in the Jon M. Huntsman School of Business's Department of Data Analytics and Information Systems, and that notification of this proposal be forwarded to the Utah State Board of Higher Education of the Utah System of Higher Education.

RESOLUTION APPROVED BY THE BOARD OF TRUSTEES

Tessa White, Chair

Date:

Utah System of Higher Education

Request for Approval of a New Certificate Program

SECTION 1: Required for All Certificates

Institution: Utah State University

Program Title: Marketing Analytics Post-Bachelor's Certificate

Department (N/A if not applicable): Department of Data Analytics and Information Systems

Program Length: 12 credits; 1-2 semesters depending on course sequence

Anticipated Implementation Date or Term: 8/25/2025

Credential Awarded: Post-Baccalaureate Certificate

CIP Code: 30.7102

Financial Aid Eligible: Yes

Delivery Method: Hybrid (1-99% online)

Apprenticeship: No

Chief Academic/Instructional Officer Signature:

Institutional Board of Trustees' Approval Date:

Programmatic Accrediting or Regulatory Body:

NWCCU and AACSB

Opportunities for Industry Licensure or Certification: No

If yes, provide details. Otherwise "N/A".

N/A

Admission Requirements

List any prerequisites or requirements for program entry.

Prior bachelor's degree with at least a 3.0 GPA in previous 90 credits; relevant coursework or experience in basic data analysis and programming.

Institutional Role and Mission Alignment:

Explain how the program is consistent with the institution's Board approved mission, roles, and goals (see Board policy R312 found at <https://ushe.edu> in the Board of Higher Education section under Policies) or, for "out of mission" program requests, the rationale for the request.

Utah State University is a premier land- and space-grant institution committed to excellence, access, and inclusion. The Marketing Analytics certificate will support USU's academic mission by making students more aware of and better prepared for the dramatically growing breadth of opportunities in the tech sector across the state and region. It will also ensure that Utah employers understand USU's commitment to meeting their needs by producing qualified graduates who are ready for the rapidly evolving tech- and data-driven economy. Students who complete the Marketing Analytics certificate will benefit from a focused and engaged program in technologies that will more directly align them with their professional goals and with Utah's workforce needs. This program strengthens USU's role in addressing workforce needs in Utah and beyond. It utilizes existing resources within the Huntsman School of Business, including faculty expertise and career development networks, to provide students with relevant training and support.

Comparable Programs

List similar programs, including institution name, location, program title, length, and credential offered in secondary or postsecondary public or private institutions in the region. Provide links, as appropriate.

While every institution in the USHE system offers courses in or adjacent to Marketing Analytics, there is currently no institution that provides a graduate-level program to acquire the skills needed to excel in Marketing Analytics.

Collaboration

Provide details on any collaborative efforts with industry or educational partners involved in developing this program.

This program has been built in part based on faculty and student collaborations with our industry partners through the Huntsman School's [Analytics Solutions Center \(ASC\)](#).

Educational Partnerships

Describe opportunities for articulation agreements and pathways with secondary or postsecondary institutions. For secondary, include the Utah State Board of Education course number, name, and credits linked to the proposed program. For postsecondary, list the institution name, degree name, and credential awarded, and indicate if the agreement may be course-to-course or program-wide. Provide links, as appropriate.

This proposal supports the Huntsman School's and DAIS department's broader strategic plan to provide flexible opportunities for stackable certificates, any one of which can be completed either as an independently valuable credential or as a part of a full master's program when combined with an additional certificate. This is a part of a collaborative effort between multiple departments and centers at USU – including Data Analytics and Information Systems, Mathematics and Statistics, Anticipatory Intelligence, Economics and Finance, Marketing and Strategy, and Accounting – to allow students to apply certificates interchangeably to multiple master's degrees. These programs include USU's professional master's programs in Data Analytics, Data Science, Finance and Economics, Anticipatory Intelligence, and Accounting.

Market Demand/Need

Use federal or state labor market demand data, as outlined in the attached guidance, to demonstrate the need for the program in the service region. At a minimum, include source, occupational titles, star rating within the service region with a description, number of individuals employed in the industry, projected growth total, and annual openings.

DAIS and MSLE have individually experienced rapid enrollment growth over the past 5 years. This collaboration between the two departments reflects the growing demand for professionals who understand the application of more advanced computational and quantitative methods in marketing, particularly as industries rapidly adopt AI technologies. The need for programs at the intersection of tech and marketing was underscored by last year's performance audit of the Utah System of Higher Education from the Utah Office of the Legislative Auditor General. Two of the four critical workforce areas emphasized by this report included Software Development and Data Science (e.g., see pp 14-17). Utah's Department of Workforce Services has similarly underscored growth in these areas throughout the state, pointing out in a [recent blog post](#) that "Utah was among the states that increased its share of employment in the tech sector the most [between 2020-2023], growing employment in the sector by 19% and increasing its share of tech employment by 0.08%, to account for 1.5% of national tech sector employment by 2023." Data Analytics and Information Systems represent existing degree programs at USU with nearly 500 combined undergraduate and graduate students. The skills students acquire in the Marketing Analytics certificate will provide key opportunities across these domains. These opportunities include analyst roles in Marketing, Product Marketing, Digital Marketing, Social Media, and Business Intelligence, with an average salary across roles of \$80,000 according to ziprecruiter.com.

Wage Potential, if a stand-alone credential

Use federal or state labor market demand data, as outlined in guidance provided by the Office of the Commissioner of Higher Education, to describe the median annual and hourly wage in the service region.

According to the Bureau of Labor Statistics machine learning and AI specialists currently demand average salaries of around \$120,000.

Program Description and Objectives (Use aligned program information)

Analytics is clearly a focus of the Data Analytics and Information Systems (DAIS) Department, with upper division and graduate courses across a variety of machine learning and data engineering topics. Similarly, marketing is a primary focus of the Marketing and Strategy (MSLE) Department, including courses in digital marketing, segmentation, and pricing. Organizing course offerings across these departments into a Marketing Analytics certificate will help students to better navigate the acquisition of this applied skillset and communicate this specialization to employers. While every institution in the USHE system offers courses in or adjacent to marketing analytics, there is currently no institution that provides a graduate-level program to acquire the skills needed to excel in marketing analytics. Analytics is a broad field, and establishing a graduate-level Marketing Analytics certificate will allow the DAIS and MSLE departments to more effectively align course offerings with market demand and leverage the Huntsman School's career development resources in developing relationships with corporate recruiters.

This proposal also supports the DAIS department's broader strategic plan to organize the existing professional Master's of Data Analytics (MDATA) program into tracks that can be completed through stackable post-graduate certificates. The DAIS department is simultaneously submitting another proposal to require the completion of two such certificates – along with two additional capstone courses – to fulfill the requirements of the MDATA degree. However, this design will also allow students to complete a single certificate and gain a potentially valuable credential without committing to a full master's program. In addition to Marketing Analytics, proposals for additional certificates in Machine Learning Operations, Tech Entrepreneurship, and Fintech are also being submitted. The program aligns with the DAIS department's strategy to offer industry-relevant stackable credentials, alongside existing tracks in Data Engineering, Web Development, and Cybersecurity. Together, these programs equip students with practical skills that meet workforce demands.

Graduation/Completion Requirements (Use aligned program information)

Course Prefix & Number	New Course?	Course Title	Credit Hours
Complete the following:			
DATA 5600	No	Introduction to Regression and Machine Learning for Analytics	3
DATA 6620	No	Advanced Regression for Causal Inference	3
DATA 6420	No	Introduction to Text Mining	
Complete one of the following:			

DATA 6400	No	Visual Data Analytics	3
DATA 6610	No	Advanced Machine Learning for Analytics	3

SECTION 2: Technical Certificates Only

USHE Aligned Program:

Campus Location(s):

Within Designated Service Region:

VA Eligibility:

Work-Based Activities Included:

Program Eligibility:

Schedule

Indicate whether the program will follow a fixed or open schedule and specify if it will be offered during the day, evening, or both

Facilities

Program Location and Facility Upgrades

Construction and Relocation Plans

Estimated Costs and Funding Sources

Program Resources

Faculty

Status	#	Qualifications
Full-Time	#	[Describe education, credentials, and experience]
Part-Time	#	

Expense Budget

Personnel (Faculty Salary and Benefits)	\$
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Full-time Faculty (Salary + Benefits)	\$
Part-Time Faculty (Salary + Benefits)	\$
Operating Expenses	\$
Equipment [Description]	\$
Travel (conferences, professional development)	\$
Resources (training materials, supplies)	\$
Other	\$
[Description]	\$
Total Expenses	\$

Funding

Internal Reallocation	\$
Appropriation	\$
Special Legislative Appropriation	\$
Grants and Contracts	\$
Special Fees	\$
Total Funding	\$

Student Program Cost

Postsecondary Tuition	\$
Postsecondary Fees	\$
Differential Tuition	\$
Secondary Fees and any additional costs	\$
Estimated cost of required materials	\$
Additional costs	\$

Revenue Generation

Projected Revenue	\$
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Projected Revenue

If applicable, describe potential revenue sources from services or products offered.

Part 3: Required Documentation

Submission

Submit the completed form and all required documentation to the Office of the Commissioner of Higher Education (OCHE) prior to seeking Board of Trustee approval. Upon Board approval, return this form to OCHE with the Board approval date filled in.

For technical certificates only:

- Submission to OCHE - Include Occupational Advisory Committee Minutes demonstrating support for the program.
- After approval - Provide OCHE accreditation approval documentation to confirm the

implementation of the new program.

22 August 2025

ITEM FOR ACTION

Utah State University's Department of Data Analytics and Information Systems, in the Jon M. Huntsman School of Business proposes offering a Tech Innovation and Entrepreneurship Post-Bachelor's Certificate.

EXECUTIVE SUMMARY

The Department of Data Analytics and Information Systems, in the Jon M. Huntsman School of Business proposes offering a Tech Innovation and Entrepreneurship Post-Bachelor's Certificate.

RECOMMENDATION

The President and Provost recommend that the Board of Trustees approve offering a Tech Innovation Entrepreneurship Post-Bachelor's Certificate.

RESOLUTION
UTAH STATE UNIVERSITY
BOARD OF TRUSTEES

WHEREAS, Utah State University's Department of Data Analytics and Information Systems in the Jon M. Huntsman School of Business proposes offering a Tech Innovation and Entrepreneurship Post-Bachelor's Certificate, and

WHEREAS, The proposal will equip students with interdisciplinary and market-relevant skills,

NOW THEREFORE BE IT RESOLVED, That the Utah State University Board of Trustees hereby approve offering a Tech Innovation and Entrepreneurship Post-Bachelor's Certificate in the Jon M. Huntsman School of Business's Department of Data Analytics and Information Systems, and that notification of this proposal be forwarded to the Utah State Board of Higher Education of the Utah System of Higher Education.

RESOLUTION APPROVED BY THE BOARD OF TRUSTEES

Tessa White, Chair

Date:

Utah System of Higher Education

Request for Approval of a New Certificate Program

SECTION 1: Required for All Certificates

Institution: Utah State University

Program Title: Tech Innovation and Entrepreneurship Post-Bachelor’s Certificate

Department (N/A if not applicable): Department of Data Analytics and Information Systems

Program Length: 15 credits; 1-2 semesters depending on course sequence

Anticipated Implementation Date or Term: 8/25/2025

Credential Awarded: Post-Baccalaureate Certificate

CIP Code: 110205

Financial Aid Eligible: Yes

Delivery Method Hybrid (1-99% online)

Apprenticeship: No

Chief Academic/Instructional Officer Signature: [Redacted]

Institutional Board of Trustees’ Approval Date: [Redacted]

Programmatic Accrediting or Regulatory Body:
NWCCU and AACSB

Opportunities for Industry Licensure or Certification: No
If yes, provide details. Otherwise “N/A”.

N/A

Admission Requirements

List any prerequisites or requirements for program entry.

Prior bachelor’s degree with at least a 3.0 GPA in previous 90 credits; relevant coursework or experience in basic programming.

Institutional Role and Mission Alignment:

Explain how the program is consistent with the institution's Board approved mission, roles, and goals (see Board policy R312 found at <https://ushe.edu> in the Board of Higher Education section under Policies) or, for "out of mission" program requests, the rationale for the request.

Utah State University is a premier land- and space-grant institution committed to excellence, access, and inclusion. Driven by its purpose to foster technological innovation, the Tech Innovation and Entrepreneurship certificate embodies USU's vision of transformative education at Utah State University. This vision emphasizes experiential learning as a cornerstone of academic and professional development, preparing students to excel in their fields and make meaningful contributions to their communities. The certificate aligns seamlessly with this approach by prioritizing hands-on, project-based experiences that empower students to develop, prototype, and scale innovative technologies. The Tech Innovation and Entrepreneurship certificate builds on this foundation by fostering engagement with end users, local businesses, government agencies, and nonprofit organizations, ensuring that projects developed within the program address pressing needs. This collaborative model strengthens the regional startup ecosystem and positions USU as a key player in driving economic development. By nurturing tech-based startups, the program creates opportunities for students and contributes to the university's goal of developing new revenue streams through innovative ventures.

Furthermore, the track's emphasis on experiential learning reflects USU's broader strategy to integrate education with real-world impact. Students gain access to state-of-the-art facilities, mentorship from industry leaders, and resources from the Huntsman School's career development network. These experiences prepare graduates to transition seamlessly into leadership roles within the startup and tech sectors. The program reinforces USU's reputation as a hub for innovation and positions its graduates at the forefront of transformative change—locally, nationally, and globally.

This program strengthens USU's role in addressing workforce needs in Utah and beyond. It utilizes existing resources within the Huntsman School of Business, including faculty expertise and career development networks, to provide students with relevant training and support.

Comparable Programs

List similar programs, including institution name, location, program title, length, and credential offered in secondary or postsecondary public or private institutions in the region. Provide links, as appropriate.

There is a Master of Business Creation program in the Eccles School of Business at the University of Utah, but there is not a graduate certificate or program specifically focused on tech entrepreneurship that is currently available in the state of Utah or within the intermountain west. This certificate provides a new, flexible mechanism for individuals from various backgrounds to gain the knowledge, skills, and network to launch new tech businesses.

Collaboration

Provide details on any collaborative efforts with industry or educational partners involved in developing this program.

This program has been built in part based on faculty and student collaborations with our industry partners through the Huntsman School's [Analytics Solutions Center \(ASC\)](#). Projects completed through the ASC have informed content and requirements of the certificate. We have partnered with large and start-up businesses to determine the most relevant program requirements. Some of these industry partners include Meta, Larry H. Miller, Wasatch Group, Zion's Bank, and smaller startups (MFX Solutions, Rancher's Insurance, AgRecords, Tarffilo, etc.) Similarly, we have partnered venture capital firms, pre-seed investors and others to build a network that will maximize program impact.

Educational Partnerships

Describe opportunities for articulation agreements and pathways with secondary or postsecondary institutions. For secondary, include the Utah State Board of Education course number, name, and credits linked to the proposed program. For postsecondary, list the institution name, degree name, and credential awarded, and indicate if the agreement may be course-to-course or program-wide. Provide links, as appropriate.

This proposal supports the Huntsman School's and DAIS department's broader strategic plan to provide flexible opportunities for stackable certificates, any one of which can be completed either as an independently valuable credential or as a part of a full master's program when combined with an additional certificate. This is a part of a collaborative effort between multiple departments and centers at USU – including Data Analytics and Information Systems, Mathematics and Statistics, Anticipatory Intelligence, Economics and Finance, Marketing and Strategy, and Accounting – to allow students to apply certificates interchangeably to multiple master's degrees. These programs include USU's professional master's programs in Data Analytics, Data Science, Finance and Economics, Anticipatory Intelligence, and Accounting.

Market Demand/Need

Use federal or state labor market demand data, as outlined in the attached guidance, to demonstrate the need for the program in the service region. At a minimum, include source, occupational titles, star rating within the service region with a description, number of individuals employed in the industry, projected growth total, and annual openings.

Data Analytics and Information Systems represent existing degree programs at USU, with about 500 combined undergraduate and graduate students. The ASC was established in 2022 to provide opportunities for students to work on real projects with corporate sponsors. Faculty mentors – many with substantial real-world experience who have been hired into professional practice roles – provide crucial support for our interdisciplinary student teams, working with our external partners to ensure that projects are successful. The ASC is a key part of the DAIS strategy to scale opportunities for student engagement and experiential learning. Since its founding, the ASC has resulted in 64 projects over the past 2-3 years, employing 127 total students funded by 31 sponsors. These sponsorships reflect the strong support of employers for providing work-related experiences for students in the tech sector.

The Center for Entrepreneurship at Utah State University, housed in the Huntsman School of Business, supports students across all university programs and majors. It fulfills this mission through student startup mentoring, the globally recognized SEED (Small Enterprise Education and Development) program for social impact, and course-based initiatives, including the Entrepreneurship Minor. The Entrepreneurship Minor enrolls approximately 65% non-business majors and has engaged thousands of students over the past decade. Credit hour enrollment has grown 163%, with average credit hours per student increasing 81% from the first half to the latter half of the decade. Since 2022, 2,237 students have completed 6,711 credit hours, leading to over 100 businesses continuing beyond the classroom. In fall 2024, the minor became USU's most popular, with 208 declared students. This experiential program guides students from ideation to product launch, emphasizing practical application. Students evaluate business opportunities, create business models, develop company branding, and execute a business launch. Supported ventures span diverse industries, from animal genetics to artificial intelligence. This curriculum is condensed as a capsule course at the graduate level in MSLE 6410, "Enterprise and Value Creation".

The need for this kind of program was underscored by last year's performance audit of the Utah System of Higher Education by the Utah Office of the Legislative Auditor General. Two of the four critical workforce areas emphasized by this report included Software Development and Data Science (e.g., see pp 14-17). Utah's Department of Workforce Services has similarly underscored growth in these areas throughout the state, pointing out in a [recent blog post](#) that "Utah was among the states that increased its share of employment in the tech sector the most [between 2020-2023], growing employment in the sector by 19% and increasing its share of tech employment by 0.08%, to account for 1.5% of national tech sector employment by 2023." The skills students acquire in the Tech Innovation and Entrepreneurship certificate will provide key opportunities across these domains. More importantly, it will produce students who become job creators and not just job takers. It will create new ventures, new technologies, and new employment opportunities.

Wage Potential, if a stand-alone credential

Use federal or state labor market demand data, as outlined in guidance provided by the Office of the Commissioner of Higher Education, to describe the median annual and hourly wage in the service region.

With the rapid evolution of technology, especially in AI, graduates are trained to leverage new tools and platforms, ensuring they remain competitive in the job market. Entrepreneur Grant Sabatier emphasizes the importance of AI fluency for both entrepreneurs and corporate professionals. To that end, recipients of this certificate are well positioned to receive employment in some of the fastest growing roles. For example, according to the Bureau of Labor Statistics, three of the fastest growing jobs over the next decade are:

- Data Scientists - \$108,020 per year (36% growth projection)
- Information Security Analysts - \$120,360 per year (33% growth projection)
- Computer and Information Research Scientists - \$145,080 per year (36% growth projection)

These roles will be critical in growing any tech entrepreneurship efforts so students will be prepared for the changing world. This certificate will also expose them to the durable skills necessary to accelerate their careers in management and leadership roles.

Program Description and Objectives (Use aligned program information)

The Tech Innovation and Entrepreneurship certificate represents a key partnership within the Huntsman School between the Department of Data Analytics and Information Systems (DAIS) and the Department of Marketing and Strategy, leveraging the experiential learning opportunities provided by the Analytics Solutions Center (ASC) and the Center for Entrepreneurship. This program will empower students with the tools and knowledge necessary to thrive in the rapidly evolving world of technology-based startups. Driven by our vision of fostering technological innovation, the program builds on the success of initiatives like the ASC Innovation Studio, which brought together interdisciplinary teams from ten different majors to incubate new technology innovations. This certificate provides an inclusive, barrier-free program where current students and community members can collaborate on developing scalable, high-impact ventures. By blending technical and entrepreneurial principles, the track offers a distinctive entry point for students aspiring to launch innovative startups or enhance their expertise in tech-driven problem-solving.

Organizing these courses into a certificate enhances the visibility of the skills students develop and aligns with employer and investor needs in the startup ecosystem. The Tech Innovation and Entrepreneurship certificate will provide students with a highly marketable credential that complements other USU programs, including those in engineering, business, and design. Collaborating closely with the Entrepreneurship Center, the certificate supports initiatives that strengthen the regional startup ecosystem, with a particular focus on technology ventures. This strategic approach ensures students can leverage the Huntsman School of Business resources and the broader USU network to gain critical industry connections and insights.

This track is also a key component of the DAIS department's broader strategic plan to integrate stackable credentials into its curriculum. By allowing students to complete a single certificate or stack it toward advanced programs like a Master's in Management Information Systems (MMIS) and a Master's in Data Analytics (MDATA), the track ensures flexibility and accessibility for individuals from diverse academic and professional backgrounds. The other graduate-level tracks, such as Data Engineering, Web Development, and Cybersecurity, align with this initiative and offer complementary pathways, as they can provide domain expertise in which the technical innovations occur. Together, these tracks ensure that USU continues to serve as a hub for innovation, equipping students with the interdisciplinary skills needed to drive transformative change in technology and entrepreneurship.

Graduation/Completion Requirements (Use aligned program information)

Course Prefix & Number	New Course?	Course Title	Credit Hours
Complete the following:			
IS 6170	No	Applied Tech Innovation	3

IS 6180	No	Tech Innovation and Commercialization	3
IS 6181	No	Tech Commercialization Lab	3
IS 6140	Yes	Tech Strategy: Value Lab	3
MSLE 6410	No	Enterprise and Value Creation	3

SECTION 2: Technical Certificates Only

USHE Aligned Program:

Campus Location(s):

Within Designated Service Region:

VA Eligibility:

Work-Based Activities Included:

Program Eligibility:

Schedule

Indicate whether the program will follow a fixed or open schedule and specify if it will be offered during the day, evening, or both

Facilities

Program Location and Facility Upgrades

Construction and Relocation Plans

Estimated Costs and Funding Sources

Program Resources

Faculty

Status	#	Qualifications
Full-Time	#	[Describe education, credentials, and experience]
Part-Time	#	

Expense Budget

Personnel (Faculty Salary and Benefits)	\$
<i>Full-time Faculty (Salary + Benefits)</i>	\$
<i>Part-Time Faculty (Salary + Benefits)</i>	\$
Operating Expenses	\$
<i>Equipment [Description]</i>	\$
<i>Travel (conferences, professional development)</i>	\$
<i>Resources (training materials, supplies)</i>	\$
Other	\$
<i>[Description]</i>	\$
Total Expenses	\$

Funding

Internal Reallocation	\$
Appropriation	\$
Special Legislative Appropriation	\$
Grants and Contracts	\$
Special Fees	\$
Total Funding	\$

Student Program Cost

Postsecondary Tuition	\$
Postsecondary Fees	\$
Differential Tuition	\$
Secondary Fees and any additional costs	\$
Estimated cost of required materials	\$
Additional costs	\$

Revenue Generation

Projected Revenue	\$
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Projected Revenue

If applicable, describe potential revenue sources from services or products offered.

Part 3: Required Documentation**Submission**

Submit the completed form and all required documentation to the Office of the Commissioner of Higher Education (OCHE) prior to seeking Board of Trustee approval. Upon Board approval, return this form to OCHE with the Board approval date filled in.

For technical certificates only:

- Submission to OCHE - Include Occupational Advisory Committee Minutes demonstrating support for the program.
- After approval - Provide OCHE accreditation approval documentation to confirm the implementation of the new program.

22 August 2025

ITEM FOR ACTION

Utah State University's Department of Environment and Society, in the S.J. and Jessie E. Quinney College of Natural Resources proposes offering a Drones for Natural Resource and Environmental Management Academic Certificate.

EXECUTIVE SUMMARY

The Department of Environment and Society, in the S.J. and Jessie E. Quinney College of Natural Resources proposes offering a Drones for Natural Resource and Environmental Management Academic Certificate.

RECOMMENDATION

The President and Provost recommend that the Board of Trustees approve offering a Drones for Natural Resource and Environmental Management Academic Certificate.

RESOLUTION
UTAH STATE UNIVERSITY
BOARD OF TRUSTEES

WHEREAS, Utah State University's Department of Environment and Society in the S.J. and Jessie E. Quinney College of Natural Resources proposes offering a Drones for Natural Resource and Environmental Management Academic Certificate, and

WHEREAS, The proposal will train students to use UAS/drones for environmental and natural resource applications,

NOW THEREFORE BE IT RESOLVED, That the Utah State University Board of Trustees hereby approve offering a Drones for Natural Resource and Environmental Management Academic Certificate in the S.J. and Jessie E. Quinney College of Natural Resources Department of Environment and Society, and that notification of this proposal be forwarded to the Utah State Board of Higher Education of the Utah System of Higher Education.

RESOLUTION APPROVED BY THE BOARD OF TRUSTEES

Tessa White, Chair

Date:

Utah System of Higher Education

Request for Approval of a New Certificate Program

SECTION 1: Required for All Certificates

Institution: Utah State University

Program Title: Drones for Natural Resource and Environmental Management - Certificate

Department (N/A if not applicable): Environment and Society

Program Length: 2-3 semesters

Anticipated Implementation Date or Term: 8/25/2025

Credential Awarded: Academic Undergraduate Certificate

CIP Code: 450702

Financial Aid Eligible: Yes

Delivery Method: Hybrid (1-99% online)

Apprenticeship: No

Chief Academic/Instructional Officer Signature: [Redacted]

Institutional Board of Trustees' Approval Date: [Redacted]

Programmatic Accrediting or Regulatory Body:

NWCCU

Opportunities for Industry Licensure or Certification:
If yes, provide details. Otherwise "N/A".

N/A

Admission Requirements

List any prerequisites or requirements for program entry.

Must be pursuing BS or BA degree at Utah State University

Institutional Role and Mission Alignment:

Explain how the program is consistent with the institution's Board approved mission, roles, and goals (see Board policy R312 found at <https://ushe.edu> in the Board of Higher Education section under Policies) or, for "out of mission" program requests, the rationale for the request.

This proposed certificate supports the Utah State University mission of learning, discovery, and engagement. No faculty or staff structures will be impacted. The proposed new certificate brings together existing courses that complement each other and is directly relevant to USU's strengths and offerings as a land-grant institution.

Comparable Programs

List similar programs, including institution name, location, program title, length, and credential offered in secondary or postsecondary public or private institutions in the region. Provide links, as appropriate.

N/A

Collaboration

Provide details on any collaborative efforts with industry or educational partners involved in developing this program.

N/A

Educational Partnerships

Describe opportunities for articulation agreements and pathways with secondary or postsecondary institutions. For secondary, include the Utah State Board of Education course number, name, and credits linked to the proposed program. For postsecondary, list the institution name, degree name, and credential awarded, and indicate if the agreement may be course-to-course or program-wide. Provide links, as appropriate.

N/A

Market Demand/Need

Use federal or state labor market demand data, as outlined in the attached guidance, to demonstrate the need for the program in the service region. At a minimum, include source, occupational titles, star rating within the service region with a description, number of individuals employed in the industry, projected growth total, and annual openings.

The state of Utah has defined Surveying and Mapping Technicians as four-star jobs for many counties across Utah. More importantly, when complementing a bachelor's degree in Environmental Science, for example, the knowledge and skills provided by the proposed certificate bolster training and competency for a suite of other positions defined as four-star with the state, such as Environmental Scientists.

Wage Potential, if a stand-alone credential

Use federal or state labor market demand data, as outlined in guidance provided by the Office of the Commissioner of Higher Education, to describe the median annual and hourly wage in the service region.

N/A, not a stand-alone credential

Program Description and Objectives (Use aligned program information)

The proposed new certificate leverages current remote sensing and geographic information science (GIS) courses in the S.J. and Jessie E. Quinney College of Natural Resources with basic coursework for operation of unmanned aircraft systems (UAS, or drones) offered by the Department of Aviation Technology. Students completing this certificate are trained to use UAS/drones for application to environmental and natural resource management and decision-making.

ENVS is currently the hub at Utah State University for geographic information sciences (GIS), offering the Geography major - GIS emphasis, the Applied Geographic Information Science undergraduate certificate, and most recently, the new certificates in Remote Sensing and Geospatial AI. These geospatial programs are growing and complement the department's other undergraduate programs in Environmental Studies, Environmental Science and Sustainability, and Recreation Resource Management. The ENVS Faculty developed the proposed certificate in response to invitation from the Provost's Office for the development of new credentials, starting in Spring 2024.

The proposed curriculum (11-12 credits total) consists of one course (3 credits) that prepares students for, and one course (1 credit) that then documents, licensing to operate a UAS/drone, combined with additional courses (7-8 credits) that train students to use UAS/drones for natural resource and environmental applications. These courses train students to process correctly the data produced by a UAS/drone and then analyze the data for natural resource or environmental management and decision-making.

The inclusion of the UAS-prefix courses (UAS 1010 or 3010, UAS 1020) has the support of the Department of Aviation Technology. All other courses are delivered by the Department of Environment and Society, with some alternative course options delivered by the Departments of Watershed Sciences and Wildland Resources (also in the S.J. and Jessie E. Quinney College of Natural Resources). These courses consist of an introduction to geographic information science (GEOG 2800 or WILD 2800), an introduction to remote sensing via both UAS and satellites (GEOG 3200), and an elective course for drone data processing and analysis in the context of natural resources and the environment (GEOG 4815 for 1 credit or WATS 4720 for 2 credits).

Graduation/Completion Requirements (Use aligned program information)

Course Prefix & Number	New Course?	Course Title	Credit Hours
Select either:			
UAS 1010	no	Unmanned Aircraft Systems - Remote Pilot	3
UAS 3010	no	Unmanned Aircraft System Introduction to Remote Pilot Certification	3
Take each of these:			
UAS 1020	no	Unmanned Aircraft Systems Part 107 Test	1
GEOG 2800	no	Introduction to Geographic Information Sciences	3
GEOG 3200	no	Principles of Remote Sensing	3
Select either:			

GEOG 4815	no	Insights from Above: Processing and Analyzing Drone Data	1
WATS 4720	no	Drone Data Analysis for Environmental Restoration	2
		TOTAL REQUIRED	11-12

SECTION 2: Technical Certificates Only

USHE Aligned Program:

Campus Location(s):

Within Designated Service Region:

VA Eligibility:

Work-Based Activities Included:

Program Eligibility:

Schedule

Indicate whether the program will follow a fixed or open schedule and specify if it will be offered during the day, evening, or both

Facilities

Program Location and Facility Upgrades

Construction and Relocation Plans

Estimated Costs and Funding Sources

Program Resources

Faculty

Status	#	Qualifications
Full-Time	#	[Describe education, credentials, and experience]
Part-Time	#	

Expense Budget

Personnel (Faculty Salary and Benefits)	\$
<i>Full-time Faculty (Salary + Benefits)</i>	\$
<i>Part-Time Faculty (Salary + Benefits)</i>	\$
Operating Expenses	\$

<i>Equipment [Description]</i>	\$
<i>Travel (conferences, professional development)</i>	\$
<i>Resources (training materials, supplies)</i>	\$
Other	\$
<i>[Description]</i>	\$
Total Expenses	\$

Funding

Internal Reallocation	\$
Appropriation	\$
Special Legislative Appropriation	\$
Grants and Contracts	\$
Special Fees	\$
Total Funding	\$

Student Program Cost

Postsecondary Tuition	\$
Postsecondary Fees	\$
Differential Tuition	\$
Secondary Fees and any additional costs	\$
Estimated cost of required materials	\$
Additional costs	\$

Revenue Generation

Projected Revenue	\$
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Projected Revenue

If applicable, describe potential revenue sources from services or products offered.

Part 3: Required Documentation

Submission

Submit the completed form and all required documentation to the Office of the Commissioner of Higher Education (OCHE) prior to seeking Board of Trustee approval. Upon Board approval, return this form to OCHE with the Board approval date filled in.

For technical certificates only:

- Submission to OCHE - Include Occupational Advisory Committee Minutes demonstrating support for the program.
- After approval - Provide OCHE accreditation approval documentation to confirm the implementation of the new program.

22 August 2025

ITEM FOR ACTION

Utah State University's Department of Environment and Society, in the S.J. and Jessie E. Quinney College of Natural Resources proposes offering an Environmental and Natural Resource Law and Policy Academic Certificate.

EXECUTIVE SUMMARY

The Department of Environment and Society, in the S.J. and Jessie E. Quinney College of Natural Resources proposes offering an Environmental and Natural Resource Law and Policy Academic Certificate.

RECOMMENDATION

The President and Provost recommend that the Board of Trustees approve offering an Environmental and Natural Resource Law and Policy Academic Certificate.

RESOLUTION
UTAH STATE UNIVERSITY
BOARD OF TRUSTEES

WHEREAS, Utah State University's Department of Environment and Society in the S.J. and Jessie E. Quinney College of Natural Resources proposes offering an Environmental and Natural Resource Law and Policy Academic Certificate, and

WHEREAS, The proposal will provide students opportunities to gain specialized and interdisciplinary skills in environmental and natural resources,

NOW THEREFORE BE IT RESOLVED, That the Utah State University Board of Trustees hereby approve offering an Environmental and Natural Resource Law and Policy Academic Certificate in the S.J. and Jessie E. Quinney College of Natural Resources Department of Environment and Society, and that notification of this proposal be forwarded to the Utah State Board of Higher Education of the Utah System of Higher Education.

RESOLUTION APPROVED BY THE BOARD OF TRUSTEES

Tessa White, Chair

Date:

Utah System of Higher Education

Request for Approval of a New Certificate Program

SECTION 1: Required for All Certificates

Institution: Utah State University

Program Title: Environmental and Natural Resource Law and Policy - Certificate

Department (N/A if not applicable): Environment and Society

Program Length: 1 year

Anticipated Implementation Date or Term: 8/25/2025

Credential Awarded: Academic Undergraduate Certificate

CIP Code: 030103

Financial Aid Eligible: Yes

Delivery Method Hybrid (1-99% online)

Apprenticeship: No

Chief Academic/Instructional Officer Signature:

Institutional Board of Trustees' Approval Date:

Programmatic Accrediting or Regulatory Body:

NWCCU

Opportunities for Industry Licensure or Certification:

If yes, provide details. Otherwise "N/A".

N/A

Admission Requirements

List any prerequisites or requirements for program entry.

Must be pursuing BS or BA degree at Utah State University

Institutional Role and Mission Alignment:

Explain how the program is consistent with the institution's Board approved mission, roles, and goals (see Board policy R312 found at <https://ushe.edu> in the Board of Higher Education section under Policies) or, for "out of mission" program requests, the rationale for the request.

This proposed certificate supports the Utah State University mission of learning, discovery, and engagement. No faculty or staff structures will be impacted. The proposed new certificate brings together a clustering of related courses that complement each other, taking advantage of USU's strengths and offerings as a land-grant institution.

Comparable Programs

List similar programs, including institution name, location, program title, length, and credential offered in secondary or postsecondary public or private institutions in the region. Provide links, as appropriate.

This undergraduate academic certificate would be relatively unique across the institutions in the Utah System of Higher Education. The University of Utah has related programs at the graduate level (a masters of law and a graduate certificate). Weber State, Southern Utah University, Utah Valley University, Utah Tech University, Snow College, and Salt Lake Community College. do not have any comparable credentials, although several have Environmental Studies majors, minors, and/or certificates that likely include some coursework in environmental law and policy.

Collaboration

Provide details on any collaborative efforts with industry or educational partners involved in developing this program.

N/A

Educational Partnerships

Describe opportunities for articulation agreements and pathways with secondary or postsecondary institutions. For secondary, include the Utah State Board of Education course number, name, and credits linked to the proposed program. For postsecondary, list the institution name, degree name, and credential awarded, and indicate if the agreement may be course-to-course or program-wide. Provide links, as appropriate.

N/A

Market Demand/Need

Use federal or state labor market demand data, as outlined in the attached guidance, to demonstrate the need for the program in the service region. At a minimum, include source, occupational titles, star rating within the service region with a description, number of individuals employed in the industry, projected growth total, and annual openings.

The State of Utah identified environmental compliance officers as a high need area of job growth for the state (listed as a 4-star job for USHE performance funding). In addition, this certificate will assist students in preparation for an advanced professional degree in law.

Wage Potential, if a stand-alone credential

Use federal or state labor market demand data, as outlined in guidance provided by the Office of the Commissioner of Higher Education, to describe the median annual and hourly wage in the

service region.

N/A, not a stand-alone credential

Program Description and Objectives (Use aligned program information)

This 9-credit academic undergraduate certificate in Environmental and Natural Resource Law and Policy is intended to allow students to demonstrate a cluster of related coursework in this area of skills and knowledge. It can be easily completed alongside a number of related majors, including especially majors in the departments of Environment & Society; Wildland Resources; Watershed Sciences; Applied Economics; Plant, Soils and Climate; Landscape Architecture and Environmental Planning; and Political Science. The Department of Environment and Society has deepened capacity in this area of expertise, with current faculty sabbatical professional development at the University of Utah's S.J. Quinney College of Law during AY2023-24. This deepened capacity makes this an opportune time to offer this new credential.

The proposed curriculum consists of a single course (ENVS 3010), combined with two additional courses selected by students from a provided list, for a total of 9 credits. ENVS 3010 provides students with a broad introduction to, and overview of, environmental and natural resource law and policy and associated processes, including existing legal and policy structures and frameworks. Students pair this course with two other courses providing complementary law and policy knowledge and policy analysis skills. The identified complementary courses include courses delivered by the Departments of Environment and Society, Applied Economics, and Political Science. Department heads for the other two departments have indicated their support for this proposed new certificate and the inclusion of their courses on this list of course options. The Department of Environment and Society plans to develop one to two additional related undergraduate courses in the near future (e.g. one focused on water law and policy) with an anticipated faculty retirement and new hire in this same area in the next 1-2 years. Those courses, when they become available, will be added to this program to further enhance student choice and ability to focus on specific areas of interest within the broader area of environmental and natural resource law and policy.

Graduation/Completion Requirements (Use aligned program information)

Course Prefix & Number	New Course?	Course Title	Credit Hours
Required:			
ENVS 3010	no	Natural Resource and Environmental Policy	3
Select 2 additional courses:			
APEC 1600	no	Natural Resources and American Economic Institutions	3
APEC 2900	no	Agricultural and Natural Resource Law	3
ENVS 4130	no	Natural Resource Recreation Policy and Planning	3
POLS 4820	no	Natural Resources and Environmental Policy: Political Economy of Environmental Quality	3
		TOTAL	9

SECTION 2: Technical Certificates Only

USHE Aligned Program:

Campus Location(s):

Within Designated Service Region:

VA Eligibility:

Work-Based Activities Included:

Program Eligibility:

Schedule

Indicate whether the program will follow a fixed or open schedule and specify if it will be offered during the day, evening, or both

Facilities

Program Location and Facility Upgrades

Construction and Relocation Plans

Estimated Costs and Funding Sources

Program Resources

Faculty

Status	#	Qualifications
Full-Time	#	[Describe education, credentials, and experience]
Part-Time	#	

Expense Budget

Personnel (Faculty Salary and Benefits)	\$
<i>Full-time Faculty (Salary + Benefits)</i>	\$
<i>Part-Time Faculty (Salary + Benefits)</i>	\$
Operating Expenses	\$
<i>Equipment [Description]</i>	\$
<i>Travel (conferences, professional development)</i>	\$
<i>Resources (training materials, supplies)</i>	\$
Other	\$
<i>[Description]</i>	\$

Total Expenses	\$
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Funding

Internal Reallocation	\$
Appropriation	\$
Special Legislative Appropriation	\$
Grants and Contracts	\$
Special Fees	\$
Total Funding	\$

Student Program Cost

Postsecondary Tuition	\$
Postsecondary Fees	\$
Differential Tuition	\$
Secondary Fees and any additional costs	\$
Estimated cost of required materials	\$
Additional costs	\$

Revenue Generation

Projected Revenue	\$
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Projected Revenue

If applicable, describe potential revenue sources from services or products offered.

Part 3: Required Documentation

Submission

Submit the completed form and all required documentation to the Office of the Commissioner of Higher Education (OCHE) prior to seeking Board of Trustee approval. Upon Board approval, return this form to OCHE with the Board approval date filled in.

For technical certificates only:

- Submission to OCHE - Include Occupational Advisory Committee Minutes demonstrating support for the program.
- After approval - Provide OCHE accreditation approval documentation to confirm the implementation of the new program.

ITEM FOR ACTION

Capital Development Priorities for Fiscal Year 2026-27

The Utah State University Capital Development Priorities for Fiscal Year 2026-27 are submitted to the Board of Trustees for consideration. The Capital Development Priorities have received the appropriate administrative review and approval.

EXECUTIVE SUMMARY

STATE FUNDED REQUEST

Math, Artificial Intelligence, Data, and Analytics Center (MAIDAC)

The Math, Artificial Intelligence, Data, and Analytics Center (MAIDAC) project remains as Utah System of Higher Education’s number one priority to receive Non-Dedicated Capital Funds. During the 2024 Legislative Session \$3.5 million of Dedicated Funds was allocated to begin programming and design.

DEDICATED CAPITAL PROJECT REQUESTS

Dee Glen Smith Spectrum Renovation

Each year, the Legislature allocates funding to the Higher Education Capital Projects Fund, which is distributed among the institutions to support capital development projects. If Dedicated Capital Funds are available after the Legislature’s decision is finalized regarding the MAIDAC project, the University intends to seek approval for Phase I of the renovation to the Dee Glen Smith Spectrum.

NON-STATE FUNDED REQUESTS

USU Eastern Residence Hall

Utah State University requests approval to construct a new residence hall on the USU Eastern Campus. The project is a non-state funded project, seeking legislative approval for bonding. This initiative aims to meet the growing housing needs of students by providing a modern, multi-story facility, positioned in a prime location on the west edge of campus, currently occupied by underutilized parking lots. This project will significantly enhance the campus environment and student experience.

The new building will provide 20,919 GSF for the new residence hall and will include a reconfiguration of the parking lot in the northwest portion of the campus. It will include 96 new beds of apartment-style units, to meet the current trends in housing demand. The current total project estimate is \$12 million to be funded by revenue bonds and private donations. No additional funds will be requested from the state for construction, capital improvements, or O&M.

Research Agents Containment Center

Utah State University is pursuing a new Research Agents Containment Center (RACC) facility on the Logan Campus. This project is a non-state funded project, seeking legislative approval for O&M funding. The existing building, built in 1982, consists of 1,822 GSF and provides storage of waste generated primarily by USU Research functions. The old facility is not large enough to address the current needs of the campus, does not meet current building codes, and is facing some challenges associated with age.

The new building will provide approximately 7,000 GSF of new space and is estimated to cost approximately \$8 million. The building will be sited in the north part of the Logan campus, in the vicinity of other services functions.

Bastian Agriculture Center Project

Utah State University requests approval to construct a 4-H Barn, a ticket office, and a restroom building on the USU Bastian Agriculture Center in Salt Lake City. The scope will also include underground utilities and landscape/site improvements for the proposed Nature Area. These facilities will serve the public in various capacities, supporting structured programs and interpretive experiences through the USU Extension program. The 4-H Barn will provide the facilities needed to support youth education through the only youth 4-H center in Utah.

This project is a non-state funded project, not seeking state funding, bonding, or O&M. The project includes three structures: 4-H Barn (6,480 GSF), Entry/Ticketing building (684 GSF), and a restroom building (798 SF) and phase I of the site improvements for the Nature Center. The estimated project budget is \$7 million and will be funded by donations.

FIVE-YEAR PLAN

The 5-Year Plan is included for information only.

RECOMMENDATION

The Interim President and Vice President for Finance and Administrative Services recommend that the Utah State University Capital Development Priorities for Fiscal Year 2026-27 be approved as presented.

**RESOLUTION
UTAH STATE UNIVERSITY
BOARD OF TRUSTEES**

WHEREAS, the Utah Legislature appropriates state funds and dedicated capital project funds for the purpose of capital facilities development; and

WHEREAS, Utah State University is required to submit its prioritized recommendation for such projects to the Utah Board of Higher Education after presentation to the USU Board of Trustees; and

WHEREAS, Utah State University considers all capital facility development requests received from colleges and departments in developing the Capital Development Priorities; and

WHEREAS, the Interim President and Vice President for Finance and Administrative Services have reviewed the Capital Development Priorities for Fiscal Year 2026-27 and recommend its approval to the USU Board of Trustees; and

WHEREAS, the USU Board of Trustees has reviewed and given due consideration to the Capital Development Priorities for Fiscal Year 2026-27:

NOW, THEREFORE, BE IT RESOLVED, that the USU Board of Trustees hereby approves the Capital Development Priorities for Fiscal Year 2026-27 as presented.

RESOLUTION APPROVED BY THE USU BOARD OF TRUSTEES:

Signature of Chair White or designee

Date approved

**PROPOSED
Capital Development List
FY 2026-27**

Project Name	Approximate Project Budget
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STATE FUNDED CAPITAL PROJECT REQUEST

Math, Artificial Intelligence, Data, and Analytics Center (MAIDAC)	\$46.6 M.
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DEDICATED CAPITAL PROJECT REQUEST

Dee Glen Smith Spectrum Phase I Renovation	\$15 M.
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NON-STATE FUNDED REQUESTS

USU Eastern Residence Hall	\$12 M.
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Research Agents Containment Center	\$8 M.
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Bastian Agriculture Center Project	\$7 M.
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Utah State University

5 Year Plan

Feasibility Study

Programming and Design

Construction

	2025				2026				2027				2028				2029				2030					
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4		
MAIDAC			[Construction]		[Construction]																					
Spectrum Renovation Phase I					[Construction]				[Construction]																	
HPER Physical Therapy Renovation/Addition		[Construction]										[Construction]		[Construction]												
USU Eastern Residence Hall					[Construction]				[Construction]																	
RACC Replacement		[Construction]						[Construction]				[Construction]														
Multidisciplinary Engineering and Agriculture Education Building						[Construction]						[Construction]		[Construction]												
Family Life Building Renovation						[Construction]										[Construction]		[Construction]								
Junction Renovation/Addition													[Construction]		[Construction]											

Five-Year Capital Plan FY 2027

Utah State University

July 2025

5.1 [A narrative and discussion of current and future institutional capital needs including projected needs over a 5-year future period based on enrollment projections, program growth, functional obsolescence, and facility condition]

- I. Math, Artificial Intelligence, Data, and Analytics Center (MAIDAC)**
 - a. Scope:** The MAIDAC project aims to renovate the historic 28,500 GSF Animal Science building and includes a substantial addition. This project will provide high-quality space to meet the current and future needs of the Math & Stats Department, the College of Science, and the new multidisciplinary Data Science and Artificial Intelligence Center.
 - b. Time Frame:**
 - Feasibility study update completed July 2024
 - Programming/Design: July 2025 – April 2026
 - Construction: May 2026 – October 2027
 - c. Funding:** \$46.6 M., non-dedicated capital development funding, partial funding received for design in FY26

- II. Spectrum Renovation Phase I**
 - a. Scope:** The project will include Phase I of the Spectrum Stadium renovation, which consists of three small additions on each corner to provide structure needed for the seismic upgrade and new restrooms.
 - b. Time Frame:**
 - Feasibility study completed spring 2024
 - Programming/Design: April 2026 – April 2027
 - Construction: May 2027 – October 2028
 - c. Funding:** \$15 M., seeking partial Dedicated Capital Development Funding in FY27

- III. HPER Physical Therapy Renovation/Addition**
 - a.** This study evaluates the feasibility of a 10,000–15,000 SF addition to the northeast corner of the HPER Building to support a new Doctor of Physical Therapy (DPT) program in the College of Education and Human Services at Utah State University. The program would enhance USU’s academic offerings, support workforce development in a high-demand healthcare field, and advance research.
 - b. Time Frame:**
 - Programming: June – August 2025
 - Design: April 2027 – April 2028
 - Construction: May 2028 – October 2029
 - c. Funding:** \$12-15 M., seeking partial Dedicated Capital Development Funding in FY28 or FY29

IV. USU Eastern Residence Hall

- a. Scope:** New 90-100 bed residence hall building on the NW corner of campus.
- b. Time Frame:**
 - Feasibility study completed in spring 2024
 - Programming/Design: April 2026 – April 2027
 - Construction: May 2027 – October 2028
- c. Funding:** \$12 M., Revenue bonds to be re-paid with housing lease revenues

V. RACC Replacement

- a. Scope:** USU is proposing a new building to replace the aging and undersized Research Agents Containment Center (RACC) facility on the USU Logan Campus. This facility is critical in support of the research mission of USU.
- b. Time Frame:**
 - Programming: May 2025 – August 2025
 - Design: April 2026 - April 2027
 - Construction: May 2027 – October 2028
- c. Funding:** \$8 M., institutional funding, seeking state O&M funding

VI. Multidisciplinary Engineering and Agriculture Education Building

- a. Scope:** The project will construct a new 4-story building to replace the aging one-story Technology Building (built in 1949). This new facility will meet the space needs of the College of Engineering and the College of Agriculture & Natural Resources. It will feature high-bay space on the ground level and upper floors dedicated to expanding individual programs, including the new Energy Engineering Department and the Center for Entrepreneurial Engineering. The additional space will also support the significant growth of Aviation and Technology programs.
- b. Time Frame:**
 - Feasibility Study: March – June 2026
 - Programming/Design: April 2027 – April 2028
 - Construction: May 2028 – October 2029
- d. Funding:** \$40 M., seeking Non-Dedicated Capital Development Funding in FY29

VII. Family Life Building Renovation

- a. Scope:** The project will be a full historic renovation of the Family Life building, one of 5 historic buildings in the Quad District of the University. The building was built in 1935, consists of 46,745 GSF, and houses academic space for several programs. It is a classic example of the art deco style of architecture and is on the National Historic Register. The renovation will update and modernize building systems.
- b. Time Frame:**
 - Feasibility Study: March - June 2026
 - Programming/Design: April 2028 – June 2029
 - Construction: May 2029 – October 2030
- c. Funding:** \$35 M., Dedicated or Non-dedicated Capital Development Funds

VIII. Junction Renovation / Addition

- a. **Scope:** The project is a renovation and addition to the existing Junction dining facility. The facility has been determined to be structurally sound and a good candidate for a full renovation. The building location is ideal to serve the Central Campus Housing community as well as the central campus academic district.
- b. **Time Frame:**
 - Feasibility study completed 2020
 - Programming/Design: April 2027 – April 2028
 - Construction: May 2028 – October 2029
- c. **Funding:** \$25 M., Revenue bonds to be re-paid with dining revenues

5.2 [Space utilization information for all state-owned and leased facilities and a discussion of how the 5-year capital plan will improve institutional space utilization.]

Space utilization information is submitted separately from the Five-Year Capital Plan, and outlines the strategies for improving space utilization on the USU campus. Many of the projects within the Five-Year Capital Plan seek to improve existing space or replace aging and sub-standard space to address major mechanical, structural, fire and life safety, and ADA deficiencies, and will not net a significant amount of new space. The renovation projects will also modernize and improve buildings for increased efficiency, functionality, and comfort. Several projects seek to preserve historical buildings as cultural resources important to USU and the State of Utah. The other projects within the Plan are needed to address the growth needs for the university, driven by new programs and enrollments.

5.3. [A discussion of how the 5-year capital plan will affect institutional attainment goals.]

The Animal Science and Family Life Buildings are on the historic USU Quad, directly serving the academic programs provided to students across multiple disciplines and colleges. These buildings are heavily used, but the age and condition of the buildings necessitates renovation to maximize the efficiency of student academic attainment.

The Junction Renovation and Price Campus Residence Hall projects support institutional attainment goals by providing students with the exceptional learning environment of living in on-campus housing with related dining facilities.

5.4. [A calculation of deferred facility maintenance needs by campus and a strategic plan for how the institution will use capital improvements and other capital projects to eliminate those needs.]

USU continually evaluates deferred maintenance needs through facility condition assessments, facility plans, monitoring, and infrastructure planning. These needs are prioritized and submitted annually for state Capital Improvement funding. In general, USU has stayed current with the most critical needs of the university through funding provided by the state for O&M or Capital Improvements. USU has occasionally addressed these needs with Capital Development funding, such as when the new energy plant and tunnel system was built about 20 years ago. Several of

the projects in the Five-Year Capital Plan will address significant deferred maintenance needs, through full renovation or replacement of aging buildings.

These projects are as follows:

1. MAIDAC (Animal Science Renovation/Addition)
2. Spectrum Renovation Phase I
3. Multidisciplinary Engineering and Agriculture Education Building
4. Family Life Building Renovation
5. Junction Renovation / Addition

ITEM FOR ACTION

Ground Lease with American West Heritage Center

This proposed long-term ground lease is submitted to the Board of Trustees for consideration. The proposed action received appropriate administrative review and approval.

EXECUTIVE SUMMARY

Utah State University desires to enter a long-term ground lease with the American West Heritage Center (AWHC) for the development of a Tractor Museum, shown in Exhibit A, at the AWHC located in Wellsville, Utah as shown in Exhibit B.

The museum will preserve and showcase historic tractors, celebrating the legacy of farm life in the American West. It will serve as an engaging and educational exhibit that supports the AWHC's mission to bring history to life through preservation and hands-on learning. The exhibit will inspire visitors to learn, live, and celebrate the heritage of the American West by exploring the agricultural traditions and cultural influences that shaped Cache Valley and the surrounding area from 1820 to 1920.

It will be available to be rented to individuals and groups for private and public events. The AWHC and USU will have full access to the building as needed, and AWHC will manage the facility.

The term of the ground lease will be for twenty-seven (27) years and will terminate at the same time the Management Agreement between USU and AWHC expires. There will be no cost associated with the lease. The cost of constructing the museum will be covered by private donations and AWHC funds, with no funding provided by USU. All O&M costs associated with the new facility will be covered by AWHC. Ownership of the improvements will transfer to USU at the end of the long-term ground lease.

The proposed uses of this facility align with the mission and character of the AWHC and are appropriate for its historical and educational setting. The ground lease agreement will be written to protect the interests of the University, including the right to oversee facility appearance, parking rights, review and approval of external graphics and signage, and access to utility systems and roads.

RECOMMENDATION

The Interim President and Vice President for Finance and Administrative Services recommend that the Board of Trustees approves the long-term ground lease agreement with the American West Heritage Center.

**RESOLUTION
UTAH STATE UNIVERSITY
BOARD OF TRUSTEES**

WHEREAS, Utah State University desires to enter a long-term ground lease with the American West Heritage Center (AWHC) for the development of a Tractor Museum at the AWHC located in Wellsville, Utah as shown in the attached Exhibit A, and

WHEREAS, the museum will preserve and showcase historic tractors, celebrating the legacy of farm life in the American West, and

WHEREAS, it will serve as an engaging and educational exhibit that supports the AWHC's mission to bring history to life through preservation and hands-on learning, and

WHEREAS, the exhibit will inspire visitors to learn, live, and celebrate the heritage of the American West by exploring the agricultural traditions and cultural influences that shaped Cache Valley and the surrounding area from 1820 to 1920, and

WHEREAS, it will be available to be rented to individuals and groups for private and public events, and

WHEREAS, the AWHC and USU will have full access to the building as needed, and AWHC will manage the facility, and

WHEREAS, the term of the ground lease will be for twenty-seven (27) years and will terminate at the same time the Management Agreement between USU and AWHC expires; and

WHEREAS, there will be no cost associated with the lease; and

WHEREAS, the cost of constructing the museum will be covered by private donations and AWHC funds, with no funding provided by USU; and

WHEREAS, all O&M costs associated with the new facility will be covered by AWHC; and

WHEREAS, ownership of the improvements will transfer to USU at the end of the long-term ground lease; and

WHEREAS, the proposed uses of this facility align with the mission and character of the AWHC and are appropriate for its historical and educational setting; and

WHEREAS, the ground lease agreement will be written to protect the interests of the University, including the right to oversee facility appearance, parking rights, review and approval of external graphics and signage, and access to utility systems and roads; and

WHEREAS, the Interim President and Vice President for Finance and Administrative Services recommend that the Board of Trustees approve the Ground Lease with American West Heritage Center:

NOW, THEREFORE BE IT RESOLVED that the USU Board of Trustees hereby approves the Ground Lease with American West Heritage Center.

RESOLUTION APPROVED BY THE USU BOARD OF TRUSTEES:

Signature of Chair White or designee

Date approved



PROPOSED
TRACTOR MUSEUM

AMERICAN WEST
HERITAGE CENTER

US 89/91

22 August 2025

ITEM FOR ACTION

Real Property Acquisition

The proposed real property acquisition described is submitted for the Utah State University Board of Trustees review and approval. The proposed action has received appropriate administrative review and approval.

EXECUTIVE SUMMARY

Utah State University desires to acquire 49 acres of agricultural land and water shares located at approximately 7220 West Cropley Road, Elwood Utah, as illustrated in Exhibit A.

The property will provide Utah State University Extension an applied research site focused on water conservation within the Great Salt Lake Basin. It will serve as a valuable resource for conducting research and supporting education and community engagement aimed at identifying and promoting best practices for improving water use efficiency and advancing sustainable agricultural practices in the region.

Utah State University obtained an independent appraisal to establish the fair market value of the property. USU Extension discretionary funds will be used to purchase the property. The seller has agreed to convey the property to USU at a significant discount, in support of their desire to see USU use the land for research purposes.

RECOMMENDATION

The Interim President and Vice President for Finance and Administrative Services recommend that the Board of Trustees approve the Real Property Acquisition.

**RESOLUTION
UTAH STATE UNIVERSITY
BOARD OF TRUSTEES**

WHEREAS, Utah State University desires to acquire 49 acres of agricultural land and water shares located at approximately 7220 West Cropley Road, Elwood Utah, as illustrated in Exhibit A, and

WHEREAS, the property will provide Utah State University Extension an applied research site focused on water conservation within the Great Salt Lake Basin, and

WHEREAS, it will serve as a valuable resource for conducting research and supporting education and community engagement aimed at identifying and promoting best practices for improving water use efficiency and advancing sustainable agricultural practices in the region, and

WHEREAS, Utah State University obtained an independent appraisal to establish the fair market value of the property, and

WHEREAS, USU Extension discretionary funds will be used to purchase the property, and

WHEREAS, the seller has agreed to convey the property to USU at a significant discount, in support of their desire to see USU use the land for research purposes, and

WHEREAS, the Interim President and Vice President for Finance and Administrative Services recommend that the Board of Trustees approve the Real Property Acquisition:

NOW, THEREFORE BE IT RESOLVED that the USU Board of Trustees hereby approves the Real Property Acquisition.

RESOLUTION APPROVED BY THE USU BOARD OF TRUSTEES:

Signature of Chair White or designee

Date approved

EXHIBIT A



22 August 2025

ITEM FOR INFORMATION

Report of Investments for April 2025

The Report of Investments for April 2025 is submitted to the Board of Trustees for information.

EXECUTIVE SUMMARY

The following report is a list of Utah State University's investment holdings for the month ended April 2025. Investments are executed in accordance with the State Money Management Act, Rules of the State Money Management Council, and Uniform Prudent Management of Institutions Funds Act.



UTAH STATE UNIVERSITY
REPORT OF INVESTMENTS
April 2025

The following report is a list of Utah State University's investment holdings for the month ended April 2025. To the best of my knowledge, Utah State University is in compliance with the Utah State Money Management Act, Rules of the Utah State Money Management Council, Utah State Uniform Prudent Management of Institutional Funds Act, and Utah Board of Higher Education and University policies.

A handwritten signature in black ink, appearing to read 'W. Keller', written over a horizontal line.

Wendy Keller
Controller

8/7/25
Date

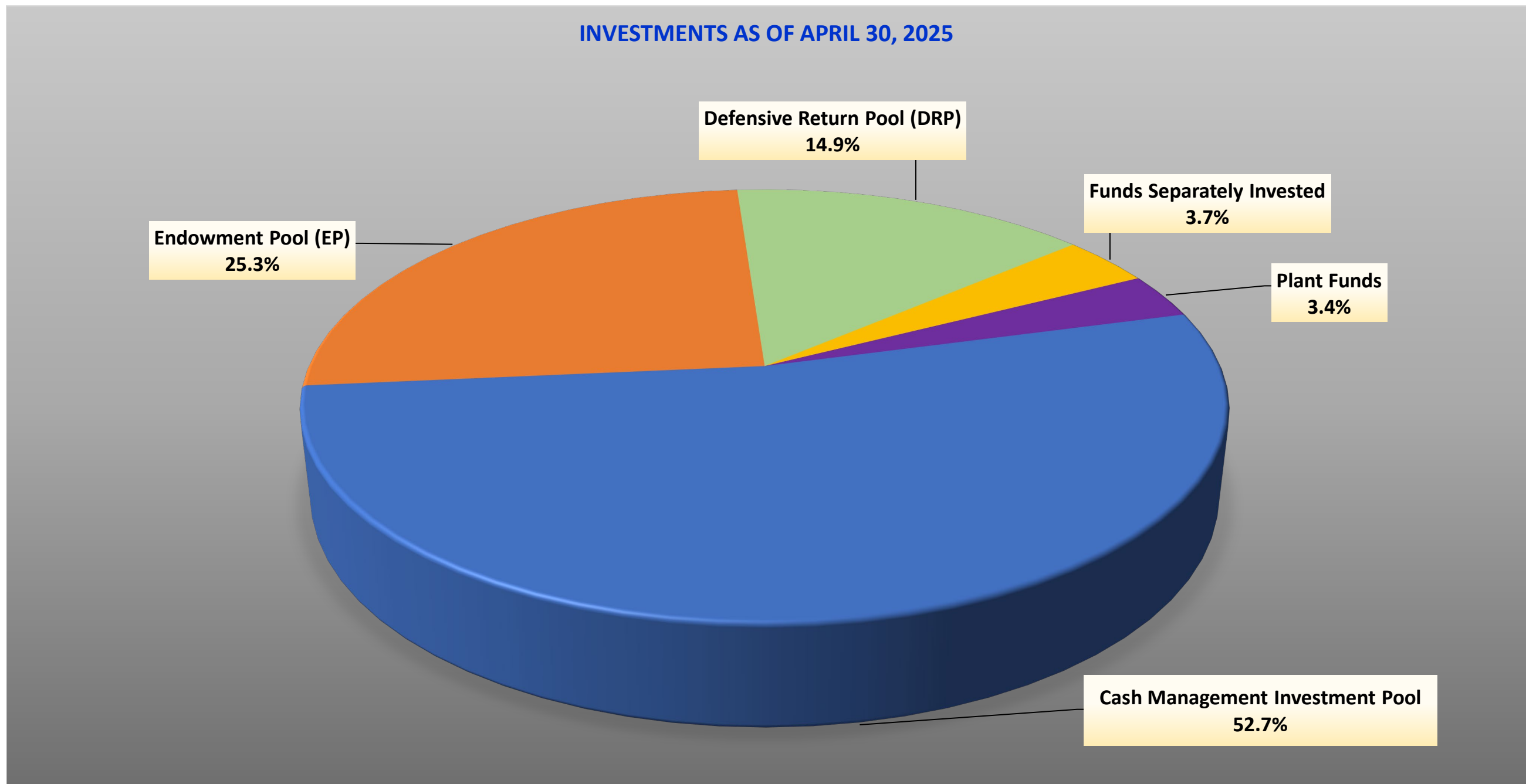
A handwritten signature in blue ink, appearing to read 'D. Cowley', written over a horizontal line.

David T. Cowley
Vice President
for Finance and Administrative Services

8/7/25
Date



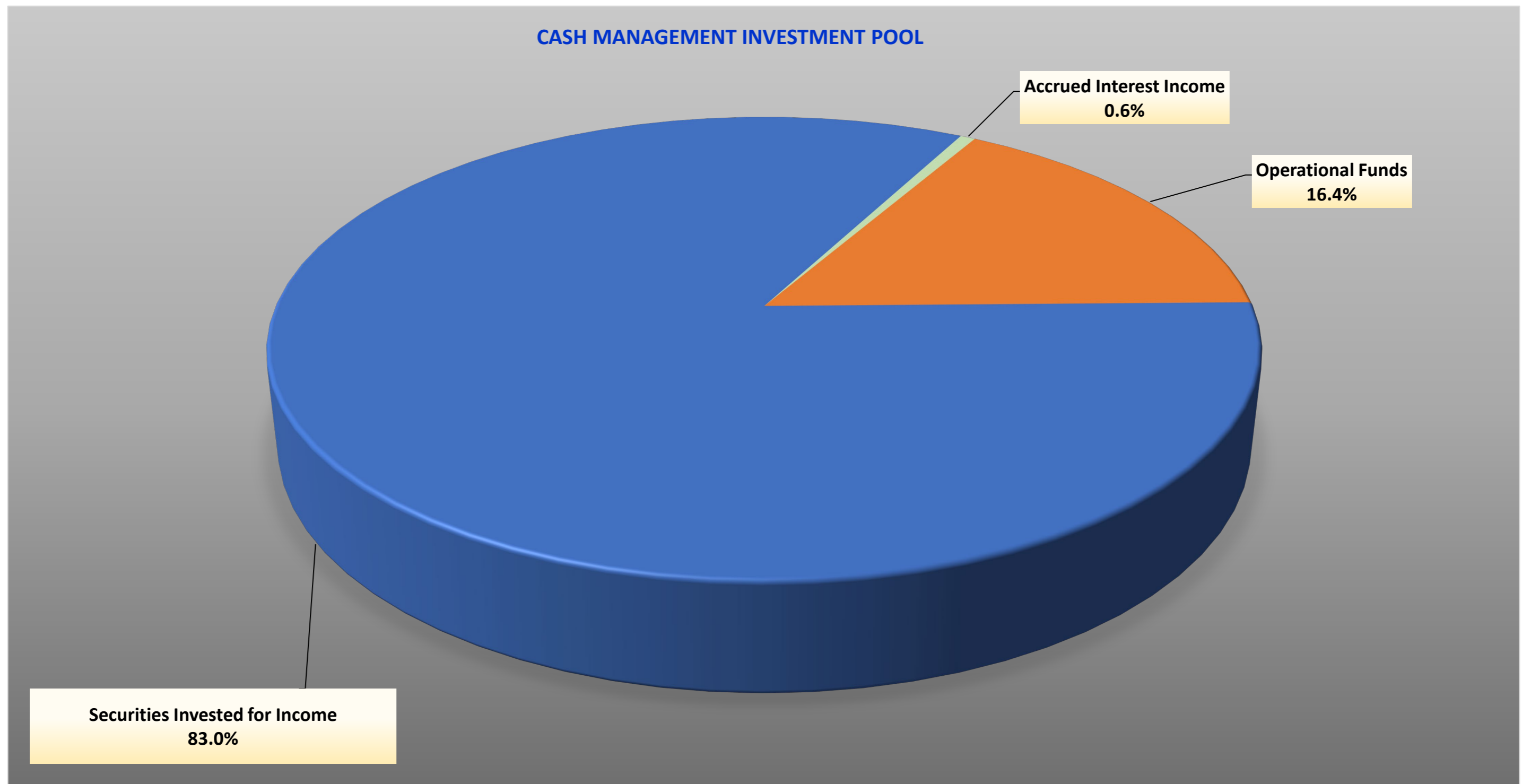
Investment Pool Holding Totals			April 2025
			Fair Value
Cash Management Investment Pool			\$628,913,212
Endowment Pool (EP)	<i>(Does not include \$17.7 M invested in CMIP)</i>		302,139,033
Defensive Return Pool (DRP)	<i>(Does not include \$89.1 M invested in CMIP)</i>		177,242,994
Funds Separately Invested	<i>(Donor Restricted Individual Securities, Donor Required External Management)</i>		44,741,201
Plant Funds	<i>(Bond Proceeds during Construction and Debt Service Reserves)</i>		40,183,034
Total			\$1,193,219,474





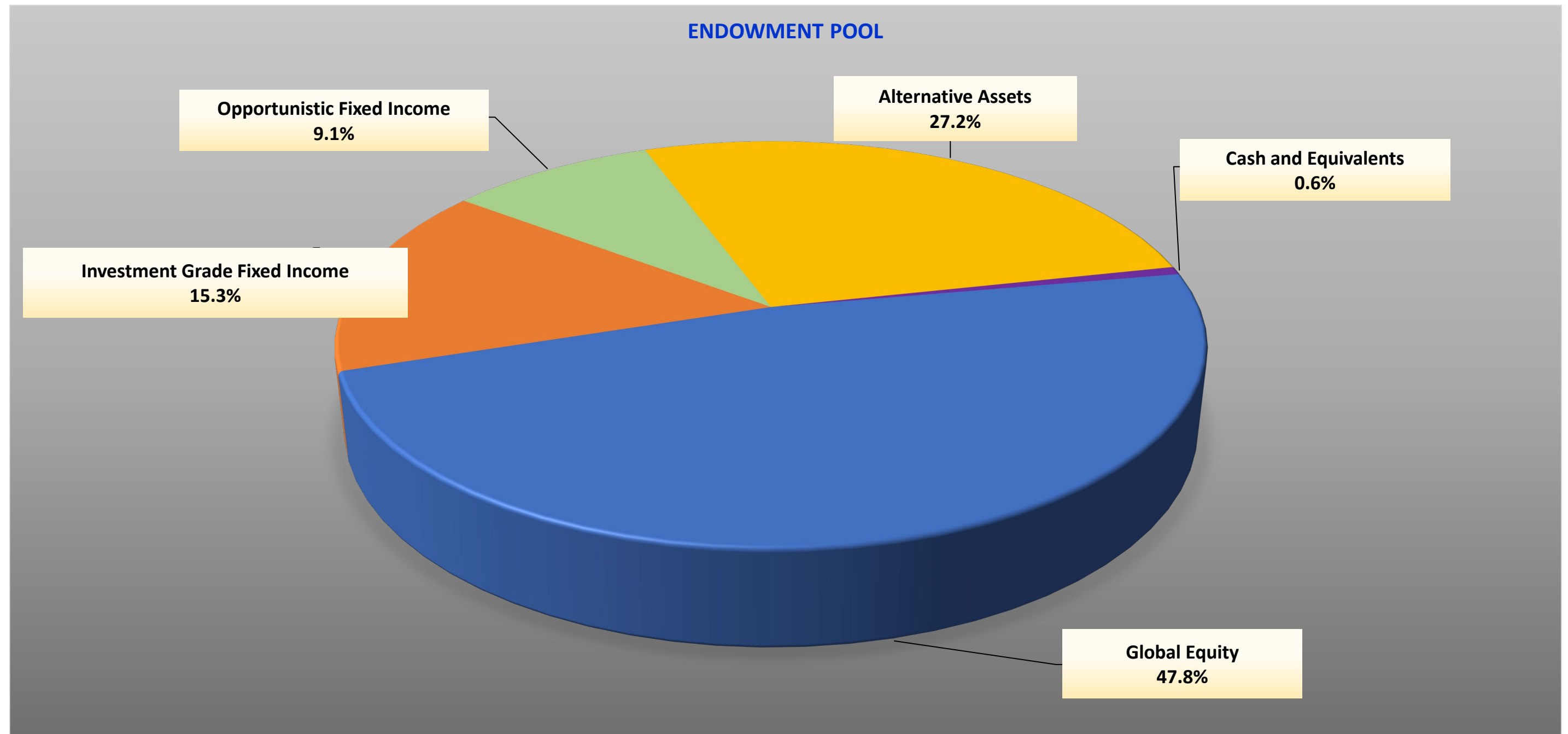
Investment Pool Holding Totals		Annualized Yield	April 2025 Par Value	April 2025 Cost Basis	April 2025 Fair Value	Unrealized (G/L)*
Operational Funds	<i>(Cash and Cash equivalents & investments where maturities are one year or less)</i>		\$103,300,000	\$103,300,375	\$103,156,960	(\$143,415)
Securities Invested for Income	<i>(Investments intended to generate a consistent stream of income year over year with maturities between one and ten years)</i>		548,445,000	548,947,797	522,123,284	(26,824,514)
Accrued Interest Income					3,632,968	
Total		3.82%	\$651,745,000	\$652,248,173	\$628,913,212	(\$26,967,929)

* Changes in unrealized gains or losses are based on the difference between the cost and current fair value. Like other public institutions, Utah State University practices a buy and hold to maturity strategy, therefore at maturity, principal balances will be returned at full par value. All investments are in compliance with the State of Utah Money Management Act.



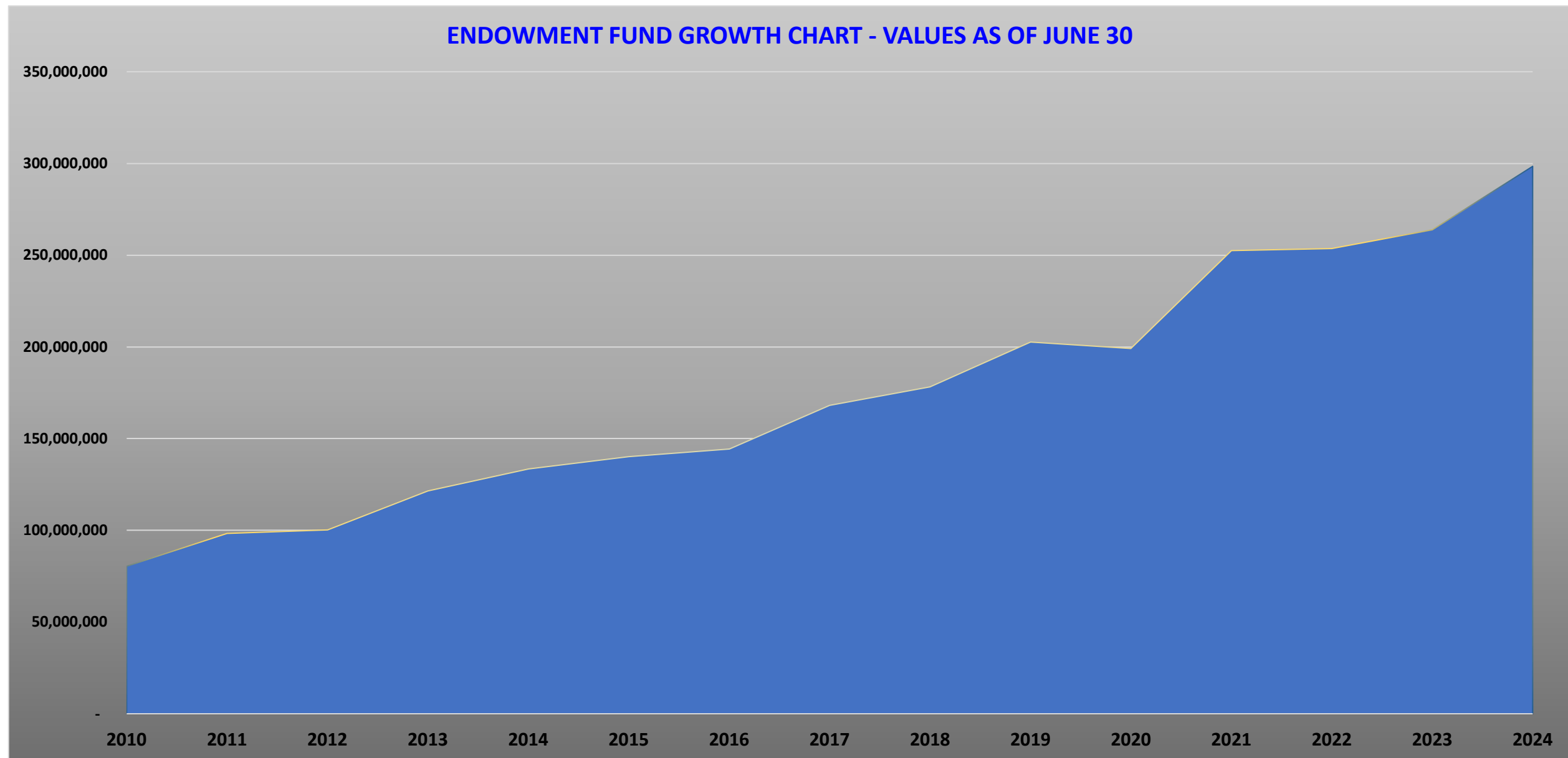


Investment Pool Holding Totals	Change From Prior Year			Change From Prior Month		
	April 2024 Fair Value	April 2025 Fair Value	Net Change from Prior Year	March 2025 Fair Value	April 2025 Fair Value	Net Change from Prior Month
Global Equity	\$141,875,058	\$152,808,944		\$153,155,400	\$152,808,944	
Investment Grade Fixed Income	42,834,278	48,859,755		48,127,062	48,859,755	
Opportunistic Fixed Income	28,214,425	29,116,167		28,984,246	29,116,167	
Alternative Assets	84,934,050	87,029,630		87,776,738	87,029,630	
Cash and Equivalents	360,468	1,992,160		1,912,387	1,992,160	
Total	\$298,218,279	\$319,806,656	\$21,588,377	\$319,955,833	\$319,806,656	(\$149,177)



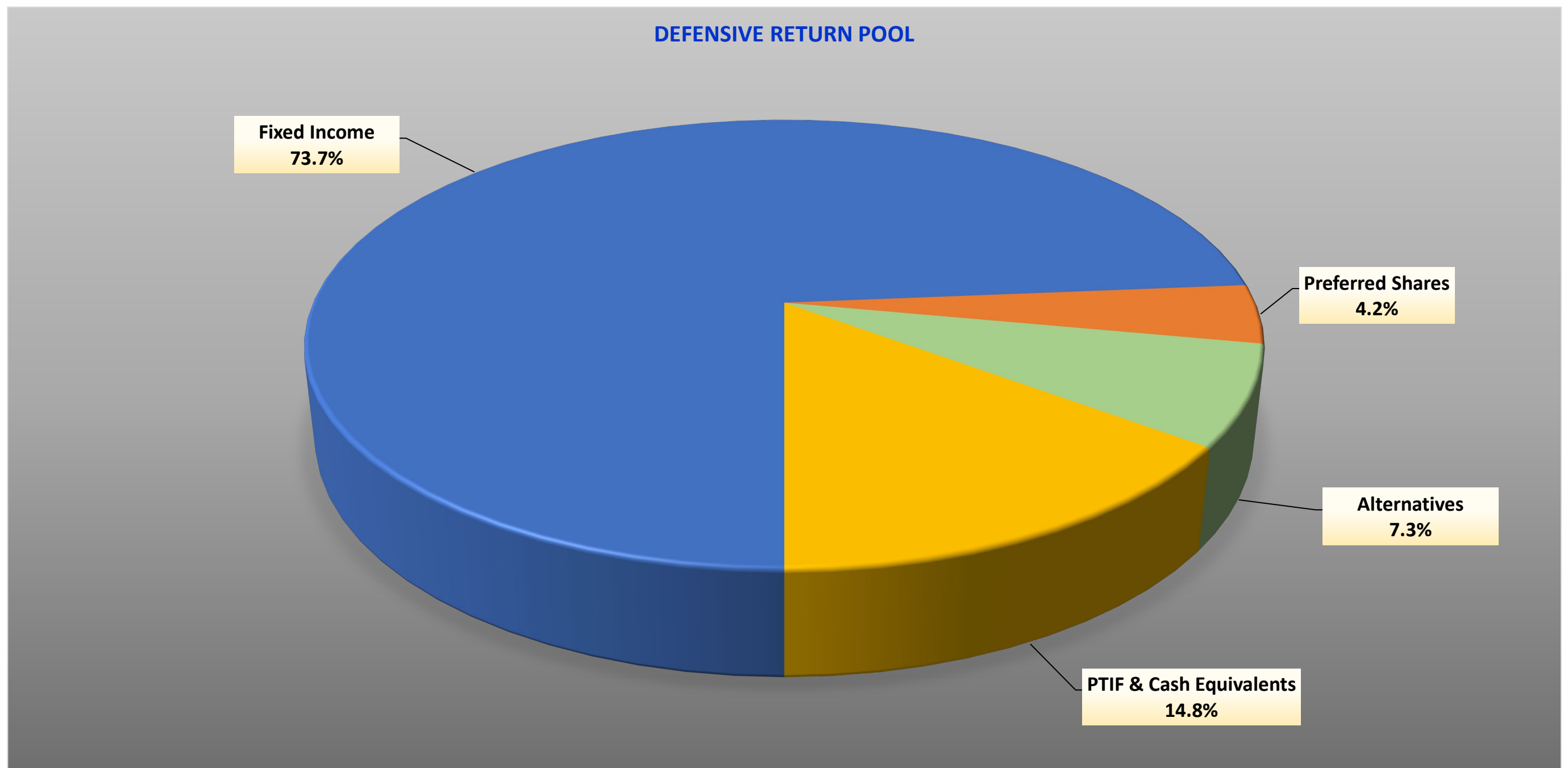


Investment Pool Holding Totals	Asset Allocation		Performance as of April 30, 2025			
	Current Allocation	Target	1 Year %	3 Years %	5 Years %	10 Years %
Global Equity	47.8%	48.0%				
Investment Grade Fixed Income	15.3%	11.5%				
Opportunistic Fixed Income	9.1%	7.5%				
Alternative Assets	27.2%	33.0%				
Cash and Equivalents	0.6%	0.0%				
Total Fund Aggregate	100%	100%	6.3%	5.5%	9.2%	6.9%
Benchmark			9.4%	6.7%	9.2%	6.9%





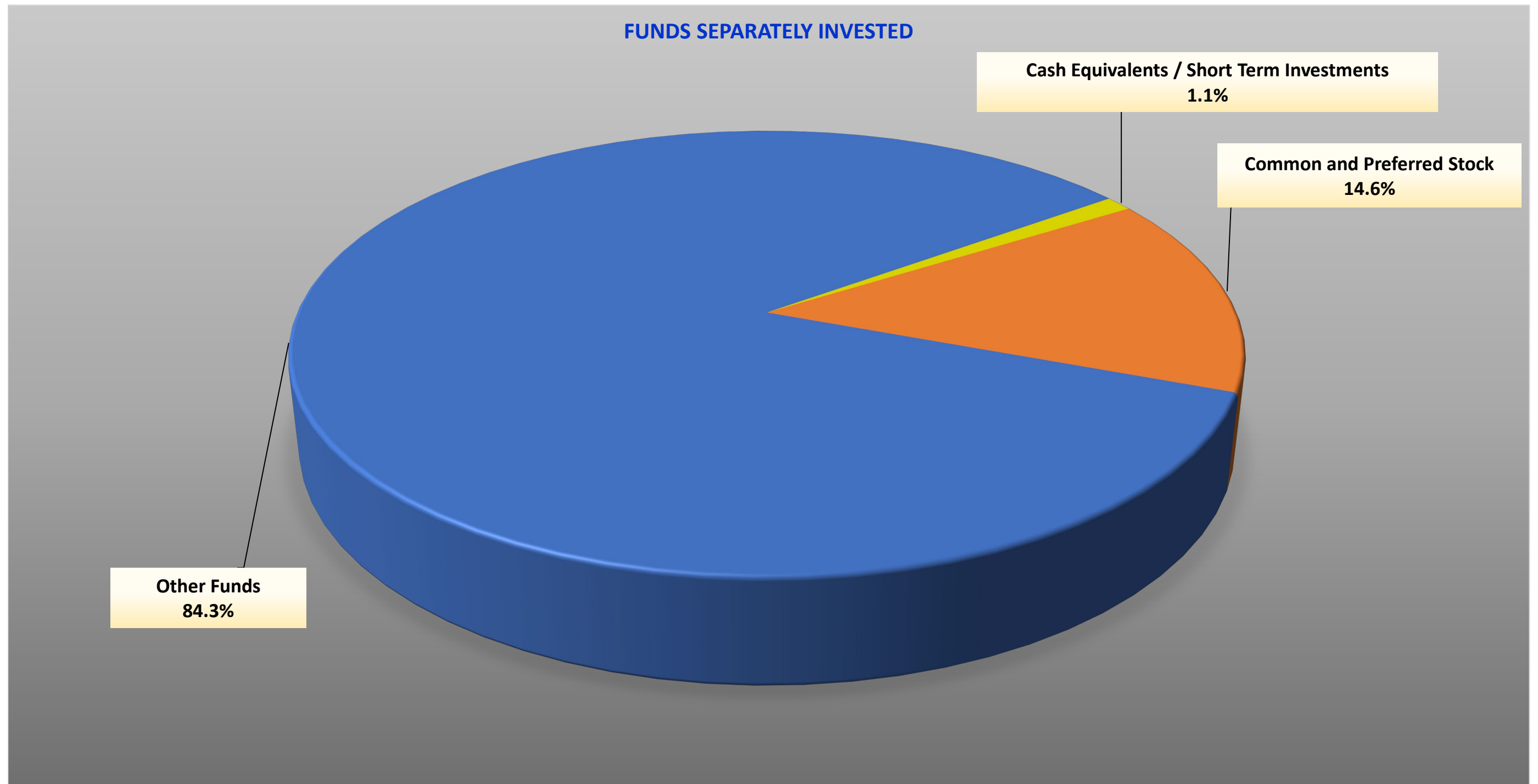
Investment Pool Holding Totals		March 2025 Fair Value	April 2025 Fair Value	Net Change in Fair Value
Fixed Income	<i>(Includes \$89.1 M invested in CMIP)</i>	\$203,306,145	\$196,248,979	
Preferred Shares		11,586,445	11,310,715	
Alternatives		19,245,983	19,274,556	
PTIF & Cash Equivalents		38,871,564	39,499,143	
Total		\$273,010,137	\$266,333,393	(\$6,676,744)





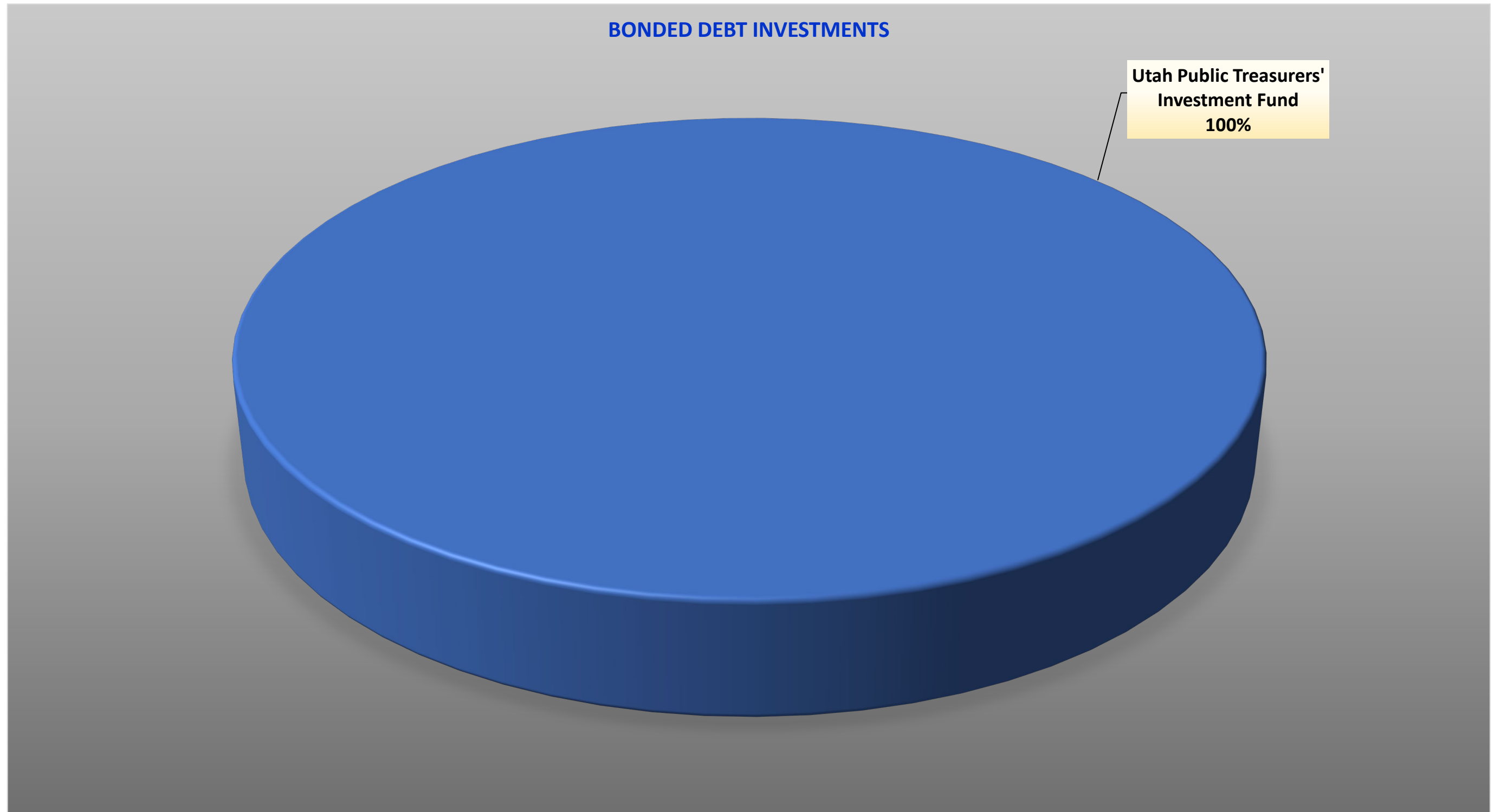
Funds Separately Invested*	April 2025 Cost Basis	April 2025 Fair Value	Change in Unrealized (G/L)
Cash Equivalents / Short Term Investments	\$481,996	\$485,579	
Common and Preferred Stock	6,470,295	6,526,316	
Other Funds	9,736,203	37,729,306	
Total	\$16,688,494	\$44,741,201	\$28,052,707

* Funds Separately Invested primarily consists of donor restricted individual securities donated to the University and managed by outside investment managers.





Bonded Debt Investments	March 2025 Fair Value	April 2025 Fair Value	Net Change in Fair Value
Utah Public Treasurers' Investment Fund <i>(Bond Proceeds during Construction and Debt Service Reserves)</i>	\$49,506,594	\$40,183,034	
Total	\$49,506,594	\$40,183,034	(\$9,323,560)



22 August 2025

ITEM FOR INFORMATION

Report of Investments for May 2025

The Report of Investments for May 2025 is submitted to the Board of Trustees for information.

EXECUTIVE SUMMARY

The following report is a list of Utah State University's investment holdings for the month ended May 2025. Investments are executed in accordance with the State Money Management Act, Rules of the State Money Management Council, and Uniform Prudent Management of Institutions Funds Act.



UTAH STATE UNIVERSITY
REPORT OF INVESTMENTS
May 2025

The following report is a list of Utah State University's investment holdings for the month ended May 2025. To the best of my knowledge, Utah State University is in compliance with the Utah State Money Management Act, Rules of the Utah State Money Management Council, Utah State Uniform Prudent Management of Institutional Funds Act, and Utah Board of Higher Education and University policies.

A handwritten signature in black ink, appearing to read 'W Keller', written over a horizontal line.

Wendy Keller
Controller

A handwritten date '8/7/25' written in black ink over a horizontal line.

Date

A handwritten signature in blue ink, appearing to read 'David T. Cowley', written over a horizontal line.

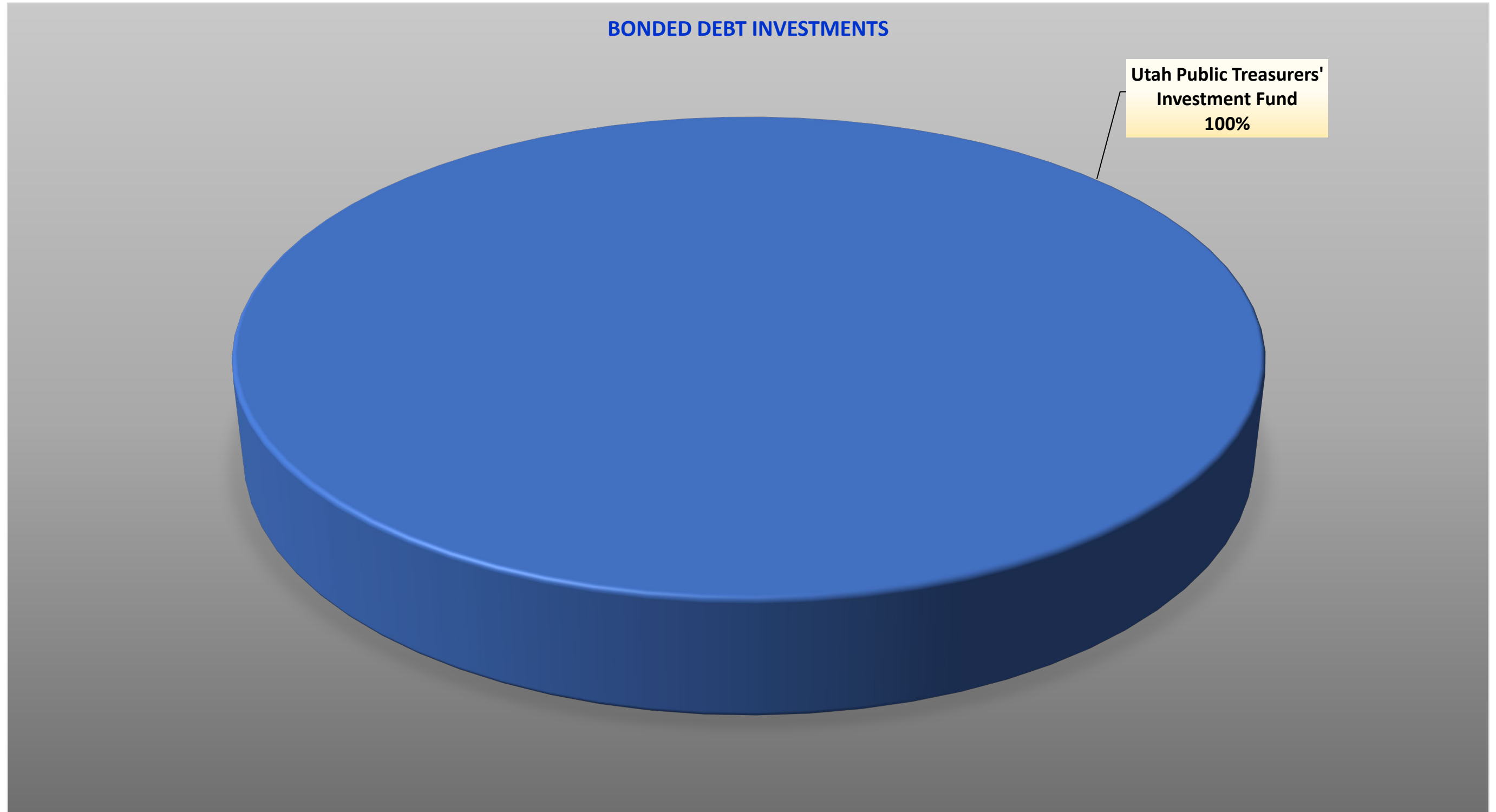
David T. Cowley
Vice President
for Finance and Administrative Services

A handwritten date '8/7/25' written in blue ink over a horizontal line.

Date

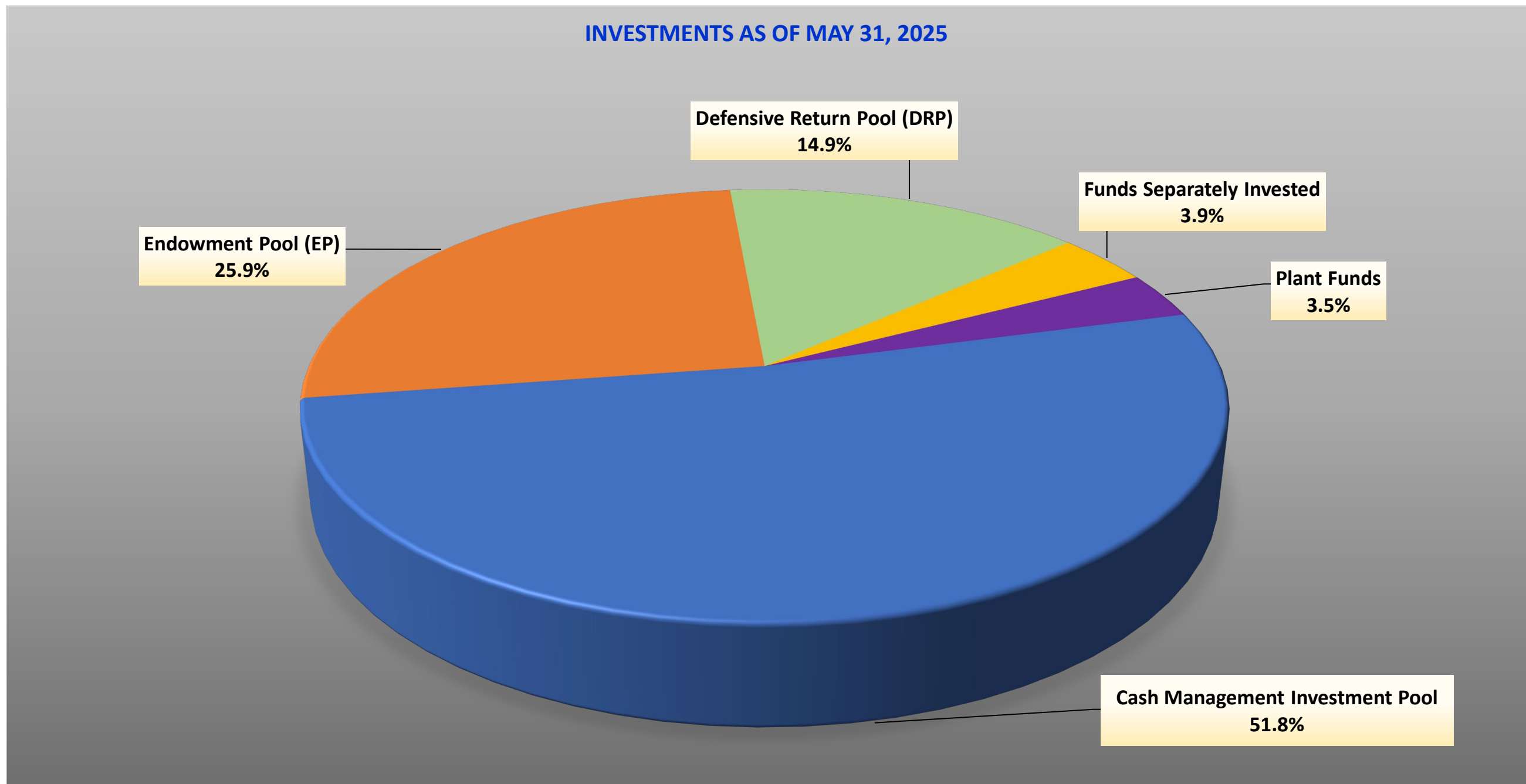


Bonded Debt Investments	April 2025 Fair Value	May 2025 Fair Value	Net Change in Fair Value
Utah Public Treasurers' Investment Fund <i>(Bond Proceeds during Construction and Debt Service Reserves)</i>	\$40,183,034	\$41,194,618	
Total	\$40,183,034	\$41,194,618	\$1,011,584





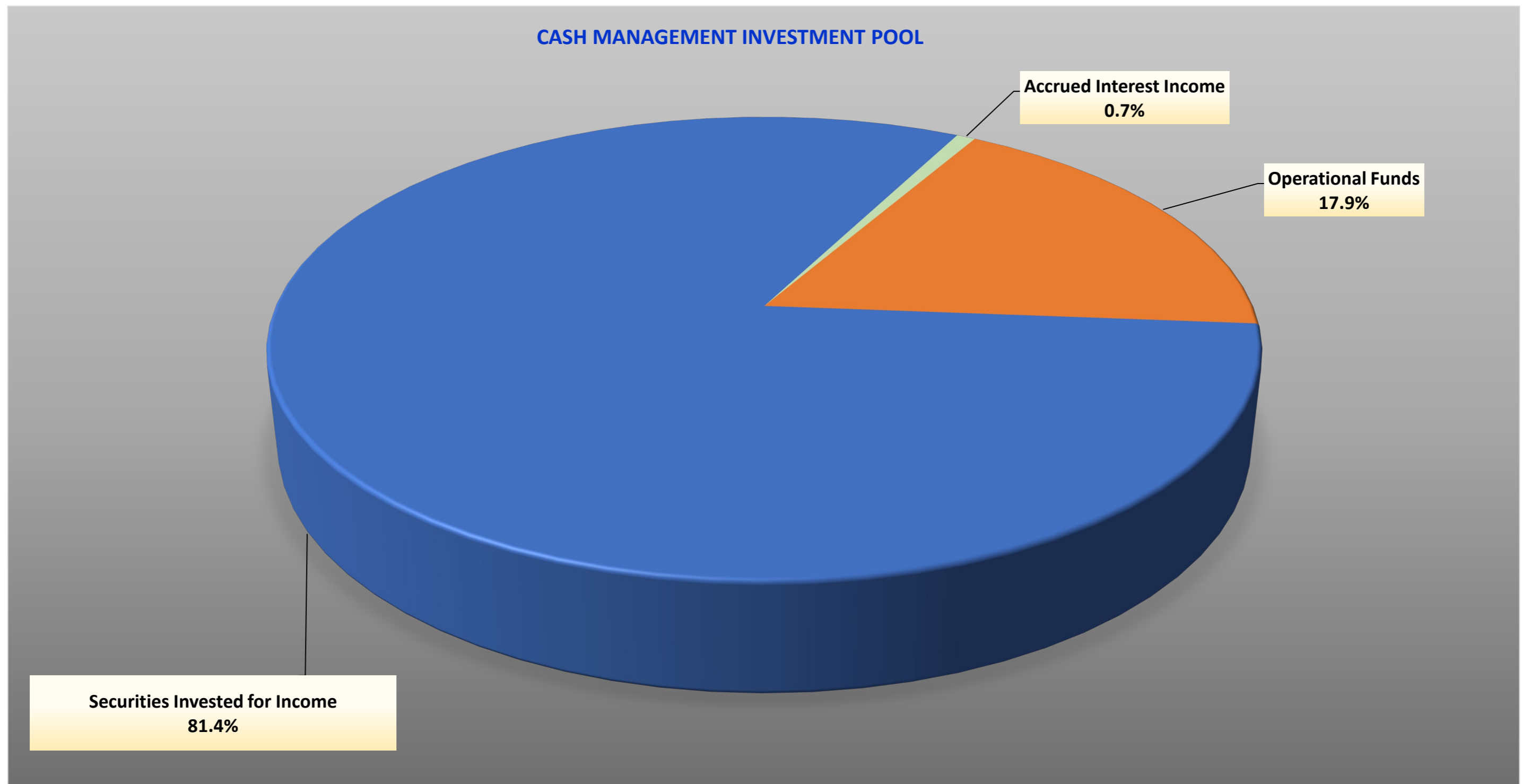
Investment Pool Holding Totals		May 2025 Fair Value
Cash Management Investment Pool		\$615,549,851
Endowment Pool (EP)	<i>(Does not include \$17.9 M invested in CMIP)</i>	308,270,348
Defensive Return Pool (DRP)	<i>(Does not include \$87.6 M invested in CMIP)</i>	177,022,442
Funds Separately Invested	<i>(Donor Restricted Individual Securities, Donor Required External Management)</i>	46,387,789
Plant Funds	<i>(Bond Proceeds during Construction and Debt Service Reserves)</i>	41,194,618
Total		\$1,188,425,048





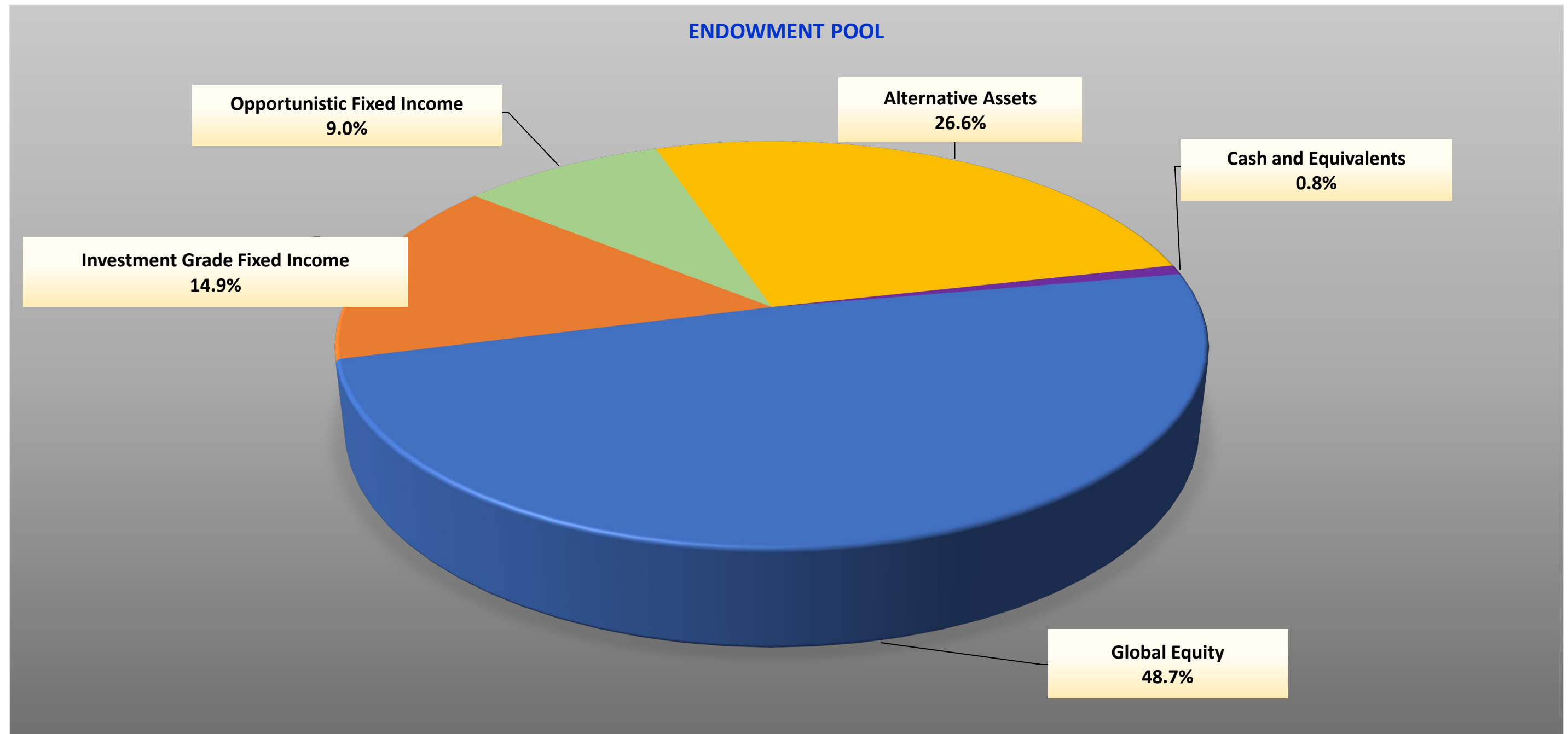
Investment Pool Holding Totals		Annualized Yield	May 2025 Par Value	May 2025 Cost Basis	May 2025 Fair Value	Unrealized (G/L)*
Operational Funds	<i>(Cash and Cash equivalents & investments where maturities are one year or less)</i>		\$110,300,000	\$110,261,834	\$110,170,703	(\$91,131)
Securities Invested for Income	<i>(Investments intended to generate a consistent stream of income year over year with maturities between one and ten years)</i>		528,445,000	528,910,287	500,898,934	(28,011,353)
Accrued Interest Income					4,480,214	
Total		3.72%	\$638,745,000	\$639,172,121	\$615,549,851	(\$28,102,484)

* Changes in unrealized gains or losses are based on the difference between the cost and current fair value. Like other public institutions, Utah State University practices a buy and hold to maturity strategy, therefore at maturity, principal balances will be returned at full par value. All investments are in compliance with the State of Utah Money Management Act.



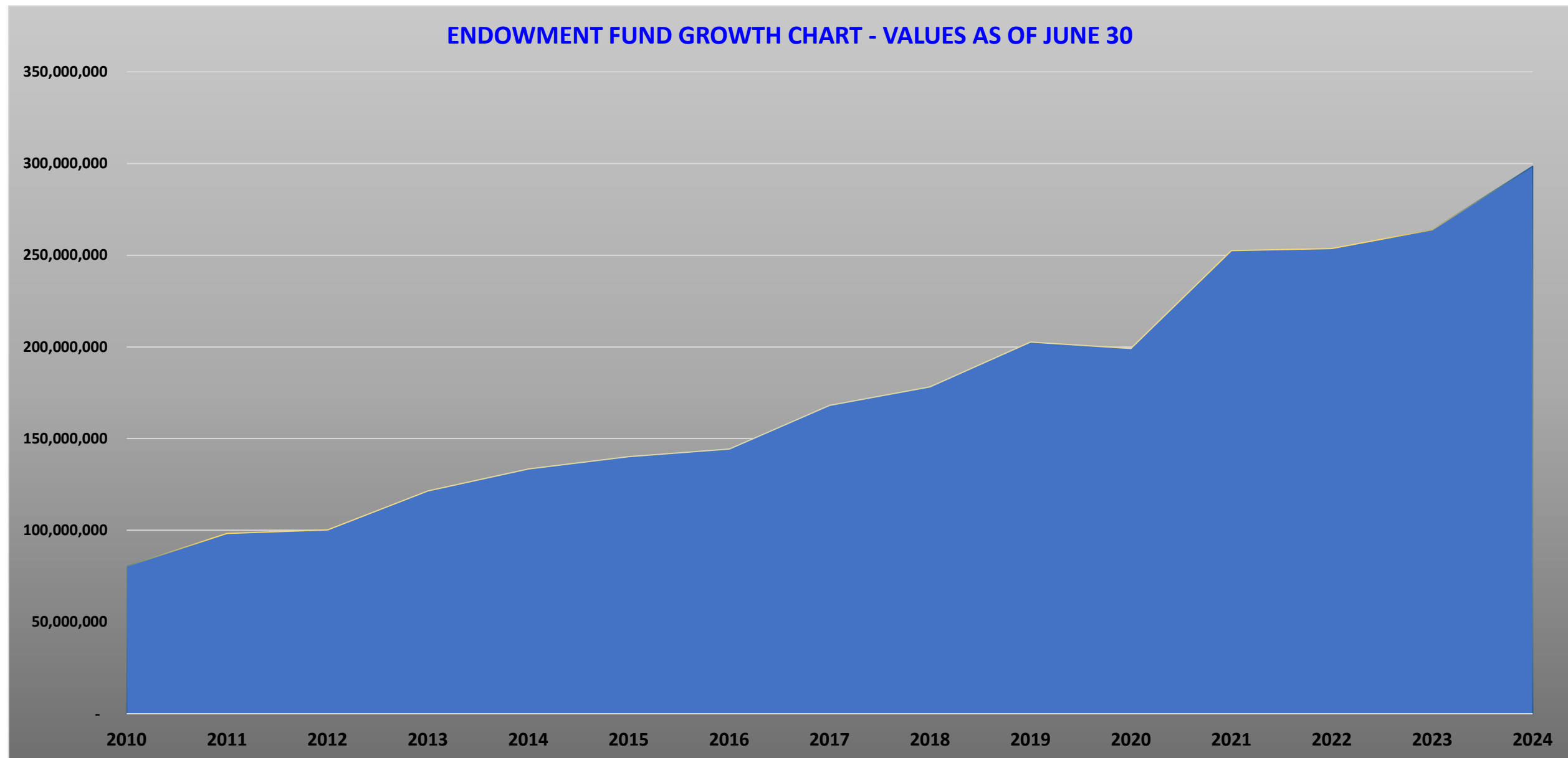


Investment Pool Holding Totals	Change From Prior Year			Change From Prior Month		
	May 2024 Fair Value	May 2025 Fair Value	Net Change from Prior Year	April 2025 Fair Value	May 2025 Fair Value	Net Change from Prior Month
Global Equity	\$147,593,592	\$158,858,741		\$152,808,944	\$158,858,741	
Investment Grade Fixed Income	42,892,802	48,811,619		48,859,755	48,811,619	
Opportunistic Fixed Income	28,312,538	29,239,966		29,116,167	29,239,966	
Alternative Assets	84,714,820	86,789,842		87,029,630	86,789,842	
Cash and Equivalents	1,516,318	2,506,502		1,992,160	2,506,502	
Total	\$305,030,070	\$326,206,670	\$21,176,600	\$319,806,656	\$326,206,670	\$6,400,014



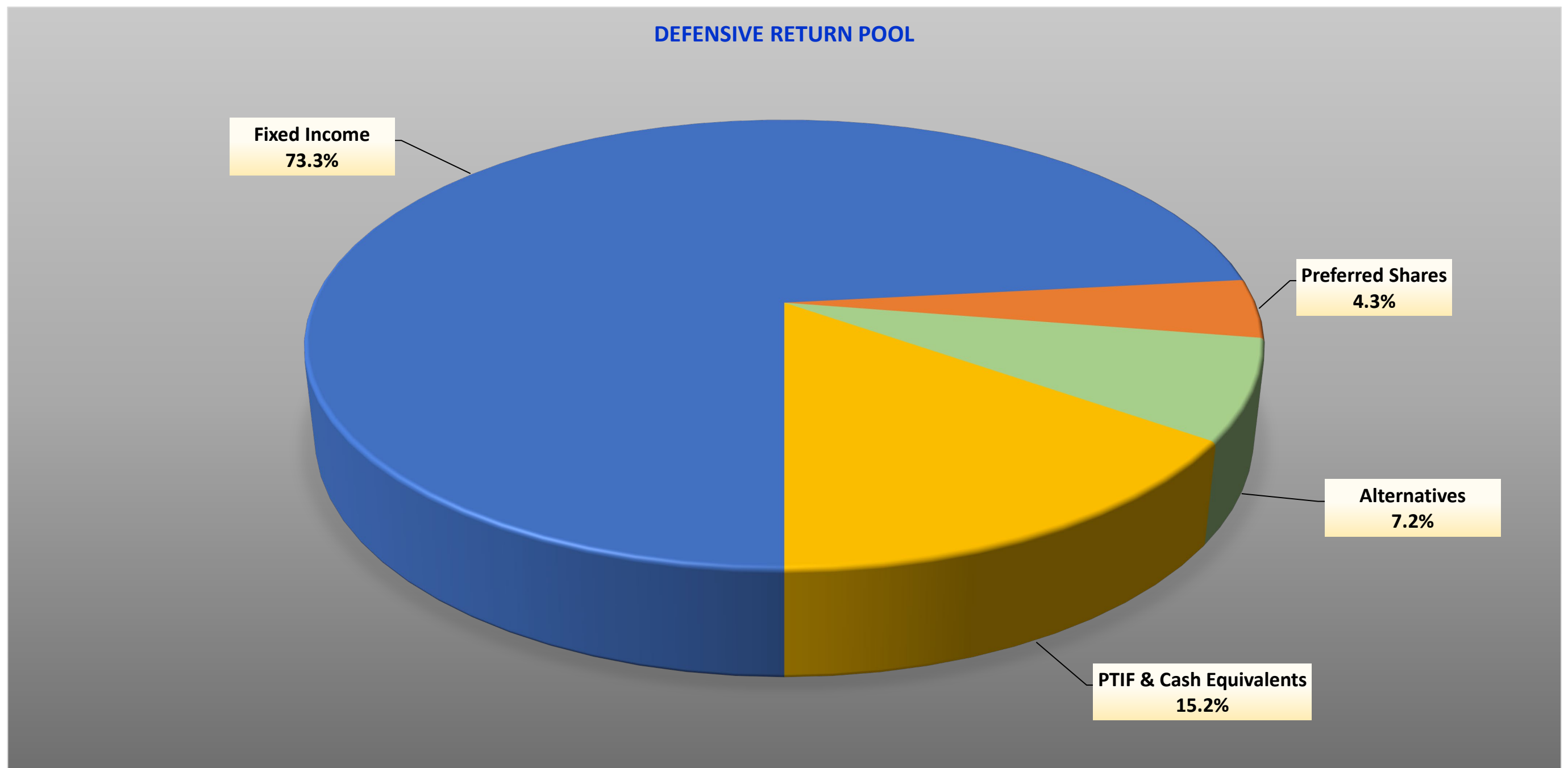


Investment Pool Holding Totals	Asset Allocation		Performance as of May 31, 2025			
	Current Allocation	Target	1 Year %	3 Years %	5 Years %	10 Years %
Global Equity	48.7%	48.0%				
Investment Grade Fixed Income	14.9%	11.5%				
Opportunistic Fixed Income	9.0%	7.5%				
Alternative Assets	26.6%	33.0%				
Cash and Equivalents	0.8%	0.0%				
Total Fund Aggregate	100%	100%	6.0%	6.0%	8.9%	7.1%
Benchmark			9.9%	7.6%	9.3%	7.2%





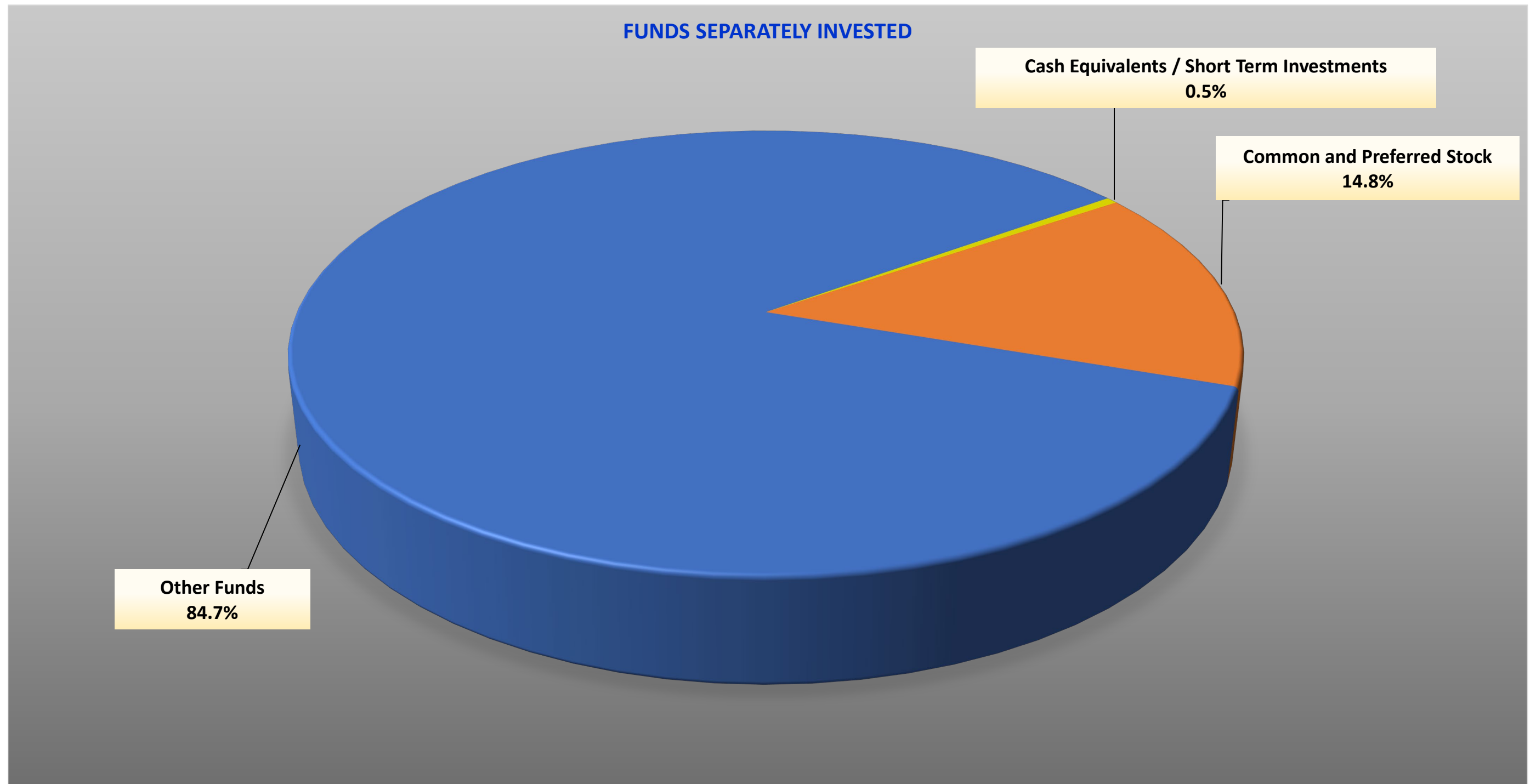
Investment Pool Holding Totals		April 2025 Fair Value	May 2025 Fair Value	Net Change in Fair Value
Fixed Income	<i>(Includes \$87.6 M invested in CMIP)</i>	\$196,248,979	\$193,914,666	
Preferred Shares		11,310,715	11,216,116	
Alternatives		19,274,556	19,133,762	
PTIF & Cash Equivalents		39,499,143	40,315,715	
Total		\$266,333,393	\$264,580,259	(\$1,753,134)





Funds Separately Invested*	May 2025 Cost Basis	May 2025 Fair Value	Change in Unrealized (G/L)
Cash Equivalents / Short Term Investments	\$210,608	\$214,631	
Common and Preferred Stock	6,816,388	6,881,069	
Other Funds	9,831,638	39,292,089	
Total	\$16,858,634	\$46,387,789	\$29,529,155

* Funds Separately Invested primarily consists of donor restricted individual securities donated to the University and managed by outside investment managers.



Policy 2201: Student Records (FERPA)

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- Current Policy 2201..... 14
- Resolution.....16



USU Policy 2201: Student Records (Federal Statute: Family Educational Rights & Privacy Act of 1974 [FERPA])

Category: Community Expectations

Subcategory: Records

Covered Individuals: All USU Students

Responsible Executive: Provost & Executive Vice President

Policy Custodian: Office of the Registrar, Vice Provost & University Registrar

BACKGROUND:

This policy revision was undertaken to align Utah State University's FERPA policy with the university's newly adopted policy format and procedural standards. While the underlying federal regulation, the Family Educational Rights and Privacy Act (FERPA) has not changed, the university updated this policy to meet institutional policy governance expectations, clarify language, and enhance usability for the campus community.

The revised policy ensures that USU continues to uphold its commitment to student privacy and compliance with federal law, while also supporting institutional transparency, consistency, and alignment with best practices. The improved structure and terminology will assist faculty, staff, and administrators in understanding and applying FERPA standards in daily operations.

KEY PROVISIONS OF THE NEW/REVISED POLICY:

While the core student rights and institutional responsibilities under FERPA remain unchanged, several important updates were made:

- **Refined Language:** The policy language was tightened up to ensure precision and remove ambiguity, particularly around definitions and procedural descriptions.
- **Updated Formatting:** The structure now conforms to USU's standardized policy format, improving readability and compliance alignment.
- **No Substantive Regulatory Changes:** The federal framework of FERPA continues to be applied as before; no additional requirements or compliance burdens have been introduced.
- **Stakeholder Input:** The Office of the Registrar coordinated with the Office of Legal Affairs, General Counsel, and Compliance, as well as academic and administrative units that frequently manage educational records. Feedback focused on improving clarity and access without altering legal interpretation.

IMPLEMENTATION PLAN:

Implementation will primarily involve awareness and communication:

- **Communication:** The revised policy will be shared with relevant campus groups via email, governance councils, and updates through the policy communication channels. Key stakeholders, such as academic advisors, department heads, and student services staff, will receive targeted notifications and, where appropriate, brief training or guidance.
- **Procedural Review:** Current FERPA-related procedures remain applicable but will be reviewed and updated to align with the revised language and structure of the policy. No major procedural overhauls are anticipated.
- **Resources Required:** No additional financial or staffing resources are required. The changes are administrative in nature and will be sustained within existing operational frameworks.

University Policy 2201: Student Records (Federal Statute: Family Educational Rights & Privacy Act of 1974 [FERPA])

Category: Community Expectations

Subcategory: Records

Covered Individuals: All USU Students

Responsible Executive: Provost & Executive Vice President

Policy Custodian: Office of the Registrar, Vice Provost & University Registrar

Last Revised: 2025/MM/DD

Previous USU Policy Number: 504: Student Records (Federal Statute: Family Educational Rights & Privacy Act of 1974 [FERPA])

2201.1 PURPOSE AND SCOPE

Utah State University values Students' right to privacy regarding Student [Education Records](#). The Family Educational Rights and Privacy Act (FERPA or the Act) sets forth requirements regarding the privacy of Student Education Records, and Utah State University adheres to this law. This policy provides a structure and framework for maintaining the privacy and security of Student Education Records.

This policy applies to all university employees, affiliates, [School Officials](#), and [Students](#).

2201.2 POLICY

FERPA affords Students certain rights with respect to their Education Records. These rights include (1) the right to inspect and review information contained in their Education Records, (2) the right to request to amend their Education Records, (3) the right to control access or the [Disclosure](#) of Education Records, with certain exceptions specified in the Act, and (4) the right to file a complaint with the U.S. Department of Education concerning alleged failures by the university to comply with the requirements of FERPA.

2.1 Student Rights

2.1.1 The right to inspect and review information contained in Student Education Records

A School Official should grant a request to inspect Education Records within 45 days of receiving the request for access.

In a request for access, the Student should identify the record(s) they wish to inspect. The School Official will make arrangements for access and notify the Student of the time and place where the records may be inspected. If the School Official to whom the request was submitted does not maintain the records, that School Official shall advise the Student of the correct School Official to whom the request should be addressed.

Students may request a copy of their Education Records. Students requesting copies may be required to pay a reasonable fee.

There may be occasions when a record may not be copied, especially if doing so may compromise another Student's or faculty member's privacy.

The university may deny access to the following records:

- (a.) Parents' financial statements
- (b.) letters of recommendation, if the Student has waived their right of access
- (c.) records filed before January 1, 1975
- (d.) records connected with denied applications to attend Utah State University
- (e.) records that are kept in the sole possession of the maker, are used only as a personal memory aid, and are not accessible or revealed to any other person except as a temporary substitute for the maker of the record
- (f.) records made or maintained by a physician, psychiatrist, psychologist, or other professional or paraprofessional acting in a professional capacity related to treating a Student
- (g.) records relating to Students employed in positions at the university that are not available to non-Students
- (h.) or records not included in the FERPA definition of Education Records.

2.1.2 The right to request the amendment of their Education Records

The Student has the right to request an amendment to the content of an Education Record when they believe their records are inaccurate, misleading, or otherwise in violation of the Student's privacy rights under FERPA.

The Student can submit a written request to the Office of the Registrar. The Office of the Registrar will provide a written response within a reasonable timeframe. If the request is denied, the Office of the Registrar will notify the Student of their rights. If approved, the amendment will be made within a reasonable timeframe.

2.1.3 The right to control access or the Disclosure of Education Records

Except as otherwise noted in this policy, Utah State University must receive [Consent](#) from Students before disclosing any personally identifiable information from their Education Records. Students may give the university their Consent to disclose information to [Parents](#), other individuals, or third parties.

Exceptions.

As allowed by FERPA, Utah State University may release personally identifiable information from a Student's Education Record without first obtaining the Student's written permission when the Disclosure is:

- (a.) to a School Official with a [Legitimate Educational Interest](#). A School Official has a Legitimate Educational Interest if the School Official needs to review an Education Record to fulfill their professional responsibility to the University;
- (b.) to a School Official of a school in which the Student seeks or intends to enroll;
- (c.) to an agency from which the Student has applied for, or is receiving, financial aid;
- (d.) in response to a valid subpoena or court order issued within Utah or by a federal court;
- (e.) [Directory Information](#), which is available to the public upon request without the Student's permission unless the Student has requested in writing that the information be kept confidential;
- (f.) information from a Student's Education Records to appropriate persons in connection with an emergency, if the knowledge of such information is necessary to protect the health or safety of the Student or other persons;
- (g.) to Parents of a Student claimed as a dependent on a Parent's most recent tax statement;
- (h.) or other information as specified in the Act.

2.1.4 The right to file a complaint with the U.S. Department of Education concerning alleged failures by the university to comply with the requirements of FERPA.

The name and address of the office that administers FERPA is:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

2.2 Parents' Access to Education Records

Parents may have access to a Student's Education Records with the Student's Consent. A Parent may access a Student's Education Records without the Student's Consent if the parent establishes that they claimed the Student as a "dependent" as defined in Section 152 of the Internal Revenue Code of 1986. To establish that the Parent claimed the Student as a dependent, the Parent must provide the university with a copy of the Parent's federal income tax form from the most recently completed tax year.

2201.3 RESPONSIBILITIES

3.1 University Responsibilities

The university will provide mandatory FERPA training annually to all School Officials who have access to or contact with Student Education Records.

Unauthorized Disclosure of Education Records violates this policy. The university may take disciplinary action for violations of this policy, up to and including termination of employment, regardless of whether criminal or civil penalties are imposed.

Utah State University will notify Students annually regarding their rights under FERPA.

3.2 Deans, Department Heads, Directors & Supervisors

Deans, department heads, directors, and other supervisory personnel are responsible for ensuring that their respective faculty and staff understand the Family Educational Rights and Privacy Act of 1974 and complete FERPA compliance training annually.

Deans, department heads, directors, and other supervisory personnel are responsible for ensuring that their respective faculty and staff adhere to the restraints and regulations contained in the Family Educational Rights and Privacy Act.

3.3 University Employees

New and current Utah State University employees must understand the rights of Students specified under FERPA. University employees must complete mandatory FERPA training annually.

All university employees must maintain the confidentiality of any Education Records they come into contact with. University employees must protect Students' right to inspect and review information in Student Education Records. University employees must protect Students' right to request the amendment of their Education Records. University employees must protect Students' right to control access to or Disclosure of their educational records.

All university employees must report violations to the University. Reports may be made to the University Registrar, the Chief Information Security Officer, the Privacy Officer, or through university reporting tools.

2201.4 REFERENCES

- Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g (1974) (as amended)
- Student Code, Article VI, [University Regulations Regarding Academic Integrity](#)
- Internal Revenue Code, 26 U.S.C. § 152.

2201.5 RELATED USU POLICIES

- USU Policy 2200: [Disclosure of University Records](#)
- USU Policy 2202: [Privacy and Security of Protected Health Information under HIPAA](#)

- USU Policy 5200: [Information Security](#)

2201.6 DEFINITIONS

- **Consent** means written permission from the Student to disclose Education Records, including the scope of the information to be shared, the purpose, and the recipient.
- **Directory Information** is information contained in an Education Record of a Student that would not generally be considered harmful or an invasion of privacy if disclosed.
- **Disclosure** means the act of sharing, releasing, or providing access to Education Records or personally identifiable information contained therein.
- **Education Record** means any record maintained by Utah State University directly related to the Student.
 - An education record does *not* include:
 - (1) a personal record kept by a staff member, if it is kept in the sole possession of the maker of the record and is not accessible to or revealed to any other person, except a temporary substitute for the maker of the record;
 - (2) records created and maintained by the Utah State University Police Department for law enforcement purposes;
 - (3) an employment record of an individual whose employment is not contingent on the fact that they are a Student, provided the record is used only in relation to the individual's employment;
 - (4) records made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional, if the records are used *only* for treatment of a Student and made available *only* to those persons providing the treatment; or
 - (5) alumni records, which contain information about a Student after they are no longer in attendance at the university and which do not relate to the person as a Student.
- **Legitimate Educational Interest** means the demonstrated “need to know” by School Officials who act in Students’ educational interest, including faculty, administrators, staff, and other persons who manage Student record information, including Student employees.
- **Parent** means a parent of a Student and includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or a guardian.
- **School Official** means (a) a person employed by the university in an administrative, academic, research, or support staff position, whether full- or part-time, (b) a person appointed by the Utah Board of Higher Education or the USU Board of Trustees, (c) a person employed by, under contract to, or assigned to the university to perform a special task for the benefit of the university, such as an attorney or auditor, (d) a person who is employed by the Utah State University Police Department, (e) a person serving on an official disciplinary, grievance, or appeals committee.
- **Student** means any individual who is attending or has attended Utah State University. Attendance begins on the first day of the semester for which the Student is admitted.

Information below is not included as part of the contents of the official policy. It is provided only as a convenience for readers/users and may be changed at any time by persons authorized by the president.

RESOURCES

Related Forms and Tools

- [University General Catalog](#)
- Directory information can be found at the Office of the Registrar website

Contacts

- [Fran Hopkin, Vice Provost & University Registrar](#)

POLICY HISTORY

Original issue date: 1992/08/04

Last revised: 2025/MM/DD

Next scheduled review date: 2028/06/01

Previous revision dates: 1996/09/18

POLICY MANUAL

OPERATING POLICIES AND PROCEDURES

Number

University Policy 2201

Subject: Student Records (Federal Statute: Family Educational Rights and Privacy Act of 1974 [FERPA])

Effective Date: September 18, 1996

Category: Community Expectations

Subcategory: Records

Covered Individuals: All USU students

Responsible Executive: Provost & Executive Vice President

Policy Custodian: Office of the Registrar, Vice Provost & University Registrar

Last Revised: 2025/MM/DD

Previous USU Policy #: Number: 504: Student Records (~~FERPA~~)

2201.1 POLICY

~~Utah State University's policy and procedures regarding the use and release of student records, adopted by the Executive Committee on 4 August 1992, have been updated and amended on 22 July 1996.~~

~~It is of the utmost importance that all Utah State University employees who have access to student records, including, but not limited to, electronic, handwriting, print tapes, film, microfilm, and microfiche records, comply with the Family Educational Rights and Privacy Act of 1974 ([FERPA]). Accordingly, be advised that:]~~

2201.1 PURPOSE AND SCOPE

Utah State University values students' right to privacy regarding student education records. The Family Education Rights and Privacy Act (FERPA or Act) sets forth requirements regarding the privacy of student education records, and Utah State University adheres to this law. This policy provides a structure and framework for maintaining the privacy and security of student education records.

This policy applies to all university employees, affiliates, school officials, and students.

2201.2 POLICY

FERPA affords students certain rights with respect to their education records. These rights include (1) the right to inspect and review information contained in their education records, (2) the right to request to amend their education records, (3) the right to control access or the disclosure of education records, with certain exceptions specified in the Act, and (4) the right to file a complaint with the U.S. Department of Education concerning alleged failures by the university to comply with the requirements of FERPA.

2.1 Student Rights

2.1.1 The right to inspect and review information contained in student education records

A school official should grant a request to inspect education records within 45 days of receiving the request for access.

In a request for access, the student should identify the record(s) they wish to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the school official to whom the request was submitted does not maintain the records, that school official shall advise the student of the correct school official to whom the request should be addressed.

Students may request a copy of their education records. Students requesting copies may be required to pay a reasonable fee.

There may be occasions when a record may not be copied, especially if doing so may compromise another student's or faculty member's privacy.

The university may deny access to the following records:

- (a.) parents' financial statements
- (b.) letters of recommendation, if the student has waived their right of access
- (c.) records filed before January 1, 1975
- (d.) records connected with denied applications to attend Utah State University
- (e.) records that are kept in the sole possession of the maker, are used only as a personal memory aid, and are not accessible or revealed to any other person except as a temporary substitute for the maker of the record
- (f.) records made or maintained by a physician, psychiatrist, psychologist, or other professional or paraprofessional acting in a professional capacity related to treating a student
- (g.) records relating to students employed in positions at the university that are not available to non-students
- (h.) or records not included in the FERPA definition of education records.

2.1.2 The right to request the amendment of their education records

The student has the right to request an amendment to the content of an education record when they believe their records are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

The student can submit a written request to the Office of the Registrar. of the Registrar will provide a written response within a reasonable timeframe. If the request is denied, the Registrar will notify the student of their rights. If approved, the amendment will be made within a reasonable timeframe.

2.1.3 The right to control access or the disclosure of education records

Except as otherwise noted in this policy, Utah State University must receive consent from students before disclosing any personally identifiable information from their education records. Students may give the university their consent to disclose information to parents, other individuals, or third parties.

Exceptions.

As allowed by FERPA, Utah State University may release personally identifiable information from a student's education record without first obtaining the student's written permission when the disclosure is:

- (a.) to a school official with a legitimate educational interest. A school official has a legitimate educational interest if the school official needs to review an education record to fulfill their professional responsibility to the University;
- (b.) to a school official of a school in which the student seeks or intends to enroll;
- (c.) to an agency from which the student has applied for, or is receiving, financial aid;
- (d.) in response to a valid subpoena or court order issued within Utah or by a federal court;
- (e.) directory information, which is available to the public upon request without the student's permission unless the student has requested in writing that the information be kept confidential;
- (f.) information from a student's education records to appropriate persons in connection with an emergency, if the knowledge of such information is necessary to protect the health or safety of the student or other persons;
- (g.) to parents of a student claimed as a dependent on a parent's most recent tax statement;
- (h.) or other information as specified in the Act.

2.1.4 The right to file a complaint with the U.S. Department of Education concerning alleged failures by the university to comply with the requirements of FERPA.

The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

2.2 Parents' Access to Education Records

Parents may have access to a student's education records with the student's consent. A parent may access a student's education records without the student's consent if the parent establishes that they claimed the student as a "dependent" as defined in Section 152 of the Internal Revenue Code of 1986. To establish that the parent claimed the student as a dependent, the parent must provide the university with a copy of the parent's federal income tax form from the most recently completed tax year.

2201.3 RESPONSIBILITIES**3.1 University Responsibilities**

The university will provide mandatory FERPA training annually to all school officials who have access to or contact with student education records.

Unauthorized disclosure of education records violates this policy. The university may take disciplinary action for violations of this policy, up to and including termination of employment, regardless of whether criminal or civil penalties are imposed.

Utah State University will notify students annually regarding their rights under FERPA.

3.2 Deans, Department Heads, Directors & Supervisors

Deans, department heads, directors, and other supervisory personnel are responsible ~~to ensure~~for ensuring that their respective faculty and staff understand the Family Educational Rights and Privacy Act of 1974, ~~and are periodically oriented regarding the provisions of this law~~ and complete FERPA compliance training annually.

Deans, department heads, directors, and other supervisory personnel are responsible ~~to ensure~~[for ensuring](#) that their respective faculty and staff adhere to the restraints and regulations ~~as~~ contained in the Family Educational Rights and Privacy Act. ~~These administrators must periodically review electronic security procedures to ensure only authorized personnel can access student record files.~~

~~As part of the general orientation of all new employees, the Office of Human Resources will review the FERPA law and regulations. Current employees will receive instruction regarding the FERPA law and regulations through the joint effort of the Registrar's Office and the Office of Human Resources.~~

3.3 University Employees

[New and current Utah State University employees must understand the rights of students specified under FERPA. University employees must complete mandatory FERPA training annually.](#)

[All university employees must maintain the confidentiality of any education records they come into contact with. University employees must protect students' right to inspect and review information in student educational records. University employees must protect students' right to request the amendment of their educational records. University employees must protect students' right to control access to or disclosure of their educational records.](#)

[All university employees must report violations to the University. Reports may be made to the University Registrar, the Chief Information Security Officer, the Privacy Officer, or through university reporting tools.](#)

~~The intentional disclosure of student records to any unauthorized person could subject an employee to criminal and civil penalties imposed by law.~~

~~Unauthorized disclosure also violates Utah State University's student records policy and could constitute cause for disciplinary action, including termination of employment, regardless of whether criminal or civil penalties are imposed.~~

2201.4 REFERENCES

- [Family Educational Rights and Privacy Act \(FERPA\), 20 U.S.C. § 1232g \(1974\) \(as amended\)](#)
- [Student Code, Article VI, University Regulations Regarding Academic Integrity](#)
- [Internal Revenue Code, 26 U.S.C. § 152.](#)

2201.5 RELATED USU POLICIES

- [USU Policy 2200: Disclosure of University Records](#)
- [USU Policy 2202: Privacy and Security of Protected Health Information under HIPAA](#)
- [USU Policy 5200: Information Security](#)

2201.6 DEFINITIONS

- [Consent means written permission from the student to disclose education records, including the scope of the information to be shared, the purpose, and the recipient.](#)

- **Directory Information** is information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed.
- **Disclosure** means the act of sharing, releasing, or providing access to education records or personally identifiable information contained therein.
- **Education Record** means any record maintained by Utah State University directly related to the student.
 - An educational record does *not* include:
 - (1) a personal record kept by a staff member, if it is kept in the sole possession of the maker of the record and is not accessible to or revealed to any other person, except a temporary substitute for the maker of the record;
 - (2) records created and maintained by the Utah State University Police Department for law enforcement purposes;
 - (3) an employment record of an individual whose employment is not contingent on the fact that they are a student, provided the record is used only in relation to the individual's employment;
 - (4) records made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional, if the records are used *only* for treatment of a student and made available *only* to those persons providing the treatment; or
 - (5) alumni records, which contain information about a student after they are no longer in attendance at the university and which do not relate to the person as a student.
- **Legitimate Educational Interest** means the demonstrated “need to know” by school officials who act in students’ educational interest, including faculty, administrators, staff, and other persons who manage student record information, including student employees.
- **Parent** means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or a guardian.
- **School Official** means (a) a person employed by the university in an administrative, academic, research, or support staff position, whether full- or part-time, (b) a person appointed by the Utah Board of Higher Education or the USU Board of Trustees, (c) a person employed by, under contract to, or assigned to the university to perform a special task for the benefit of the university, such as an attorney or auditor, (d) a person who is employed by the Utah State University Police Department, (e) a person serving on an official disciplinary, grievance, or appeals committee.
- **Student** means any individual who is attending or has attended Utah State University. Attendance begins on the first day of the semester for which the student is admitted.

Information below is not included as part of the contents of the official policy. It is provided only as a convenience for readers/users and may be changed at any time by persons authorized by the president.

Related Forms and Tools

- [University General Catalog](#)
- [Directory information can be found at the Office of the Registrar website](#)

Contacts

- [Fran Hopkin, Vice Provost & University Registrar](#)

POLICY HISTORY

[Original issue date: 1992/08/04](#)

[Last revised: 2025/MM/DD](#)

[Next scheduled review date: 2027/09/01](#)

[Previous revision dates: 1996/09/18](#)



UtahStateUniversity

POLICY MANUAL

OPERATING POLICIES AND PROCEDURES

Number 2201

Subject: Student Records (Federal Statute: Family Educational Rights and Privacy Act of 1974 [FERPA])

Effective Date: September 18, 1996

Previous USU Policy #: 504: Student Records (FERPA)

2201.1 POLICY

Utah State University's policy and procedures regarding the use and release of student records, adopted by the Executive Committee on 4 August 1992, have been updated and amended on 22 July 1996.

It is of the utmost importance that all Utah State University employees who have access to student records, including, but not limited to, electronic, handwriting, print tapes, film, microfilm, and microfiche records, comply with the Family Educational Rights and Privacy Act of 1974 (FERPA). Accordingly, be advised that:

1.1 As part of the general orientation of all new employees, the Office of Human Resources will review the FERPA law and regulations. Current employees will receive instruction regarding the FERPA law and regulations through the joint effort of the Registrar's Office and the Office of Human Resources.

1.2 Deans, department heads, directors, and other supervisory personnel are responsible to ensure that their respective faculty and staff understand the Family Educational Rights and Privacy Act of 1974, and are periodically oriented regarding the provisions of this law.

1.3 Deans, department heads, directors, and other supervisory personnel are responsible to ensure that their respective faculty and staff adhere to the restraints and regulations as contained in the Family Educational Rights and Privacy Act. These administrators must periodically review electronic security procedures to ensure only authorized personnel can access student record files.

1.4 The intentional disclosure of student records to any unauthorized person could subject an employee to criminal and civil penalties imposed by law.

1.5 Unauthorized disclosure also violates Utah State University's student records policy and could constitute cause for disciplinary action, including termination of employment, regardless of whether criminal or civil penalties are imposed.

RESOLUTION

UTAH STATE UNIVERSITY

BOARD OF TRUSTEES

WHEREAS, USU Policy 2201: Student Records (Federal Statute: Family Educational Rights & Privacy Act of 1974 [FERPA]) provides a structure and framework for maintaining the privacy and security of Student Education Records;

WHEREAS, the Vice Provost and University Registrar desires to align the policy with the University's newly adopted policy format, improve organizational structure and terminology to assist faculty, staff, and administrators in understanding and applying FERPA standards in daily operations;

WHEREAS, the revisions requested by the Vice Provost and University Registrar are focused on ensuring USU continues to uphold its commitment to student privacy and compliance with federal law while also supporting institutional transparency, consistency, and alignment with best practices;

WHEREAS, the President and Provost, and Executive Vice President recommend that the Board of Trustees support the amendments to Policy 2201: Student Records; and

WHEREAS, the amendments to Policy 2201: Student Records received the appropriate administrative review and approval required by USU Policy 1001.

NOW THEREFORE BE IT RESOLVED THAT the USU Board of Trustees supports the amendments to Policy 2201: Student Records.

Policy 3314: Staff Employee Association

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USU Policy 3314: Staff Employee Association

Category: Human Resources

Subcategory: Employment

Covered Individuals: All Benefited Staff Employees

Responsible Executive: Executive Vice President & Chief Operating Officer

Policy Custodian: Office of Human Resources, Senior Associate Vice President of Human Resources

BACKGROUND:

Why is this change necessary?

This policy has not been updated since initial issuance in 1997. Additionally, the Classified Employee Association and Professional Employee Association were combined many years ago into one Staff Employee Association, so this policy update brings current policy language in line with practice. Additionally, USHE R223 Faculty and Staff Participation in Institutional Board of Trustees Meetings is also incorporated.

KEY PROVISIONS OF THE NEW/REVISED POLICY:

What has changed?

See attached Executive Summary of Changes.

IMPLEMENTATION PLAN:

How will you implement the new policy?

This policy has already been vetted with the SEA Executive leadership, the EVP/COO, and the Vice President for Institutional Affairs & Chief of Staff. It will also be put out for public review and comment. HR will work with SEA and Legal Affairs to update SEA bylaws in line with this updated policy.

Item for Action

Re: Updates to [USU Policy 3314](#): Employee Associations

Key

- **Red** – Is anything that was removed from the current policy
- **Blue** – Anything that was added
- **Black** – Original to Policy that was not changed
- **Dark/Light Green** – Text that was moved within the policy.

Executive Summary of Changes

- **Reformatted Policy-** Reformatted content to align with new policy format including adding Purpose and Scope and alignment with USHE R223 Faculty and Staff Participation in Institutional Board of Trustees Meetings. Expanded policy language from initial 1997 policy.
- **Clarified Paid, Released Time-** Clarified that reasonable, paid released time should be granted for association members to fulfill their association duties (cannot affect ability to do their regular university job).
- **Combined Professional Employee Association (PEA) and Classified Employee Association (CEA) into Staff Employee Association (SEA)-** Aligning policy language with current practice.
- **Clarified Participation in University Governance-** Clarified SEA Executive Board reviews and provides input to policies related to benefit eligible employees, participates in committees and meetings as designated by the Office of the President or EVP/COO, and may participate in Board of Trustees meetings.
- **Strengthened Employee Development & Recognition Duties-** The SEA collaborates with HR on Staff Recognition, Engagement & Events, Development & Scholarships, Benefits & Wellness, and Outreach & Communication.
- **Oversight-** Clarified expectations from the Office of the President that the Office of Human Resources shall partner with SEA and provide general oversight as designated by the EVP/COO. HR will also vet SEA candidates to ensure they are eligible to run for office based on service and performance requirements.
- **Clarified Responsibilities-** Clarified interactions/expectations between the Office of the President and SEA as well as between Human Resources and SEA.

University Policy 3314: Staff Employee Association

Category: Human Resources

Subcategory: Employment

Covered Individuals: All Benefited Staff Employees

Responsible Executive: Executive Vice President & Chief Operating Officer

Policy Custodian: Office of Human Resources, Senior Associate Vice President of Human Resources

Last Revised: 2025/MM/DD

Previous USU Policy Number: 317: Employee Associations

3314.1 PURPOSE AND SCOPE

To promote collaboration and support between staff, administration, and the Board of Trustees, the [Staff Employee Association](#) (SEA) shall be granted official status by the President of Utah State University (USU). SEA provides advice and makes recommendations to the USU Administration and Board of Trustees (See [Utah System of Higher Education R223](#)), representing the perspective of benefit-eligible staff.

3314.2 POLICY

The Staff Employee Association (SEA) supports benefit-eligible staff through:

- Participation in university governance
- Representation in employee grievance issues
- Employee development and recognition

2.1 Participation in University Governance

The Staff Employee Association (SEA) executive board reviews and provides recommendations about policies pertaining to benefit-eligible employees (see [USU Policy 3000: Employee Position Types](#)). The SEA President and/or other executive board members may be invited to participate in and provide input in various university committees and meetings as designated by the Office of the President or Executive Vice President and Chief Operating Officer.

In accordance with [Utah System of Higher Education R223](#), SEA leadership shall have the opportunity to participate in Board of Trustees (“Board”) meetings, which may include providing policy input on behalf of USU staff and/or reporting on items of SEA business to the Board.

2.2 Participation in Employee Grievances

In accordance with [USU Policy 3006: Staff Employee Grievance](#), the SEA President will appoint representatives to serve on Grievance Hearing Committees.

2.3 Employee Development and Recognition

Additionally, the SEA committees provide the following functions, in collaboration with the Office of Human Resources:

- Staff Recognition

- Engagement & Events
- Employee Development & Scholarships
- Staff Benefits & Wellness
- Outreach & Communication

More information on these functions can be found on the [SEA website](#).

2.4 Oversight or Authority of SEA

The SEA executive board, in collaboration with Human Resources, may establish applicable bylaws for the association, subject to review and final approval by the Executive Vice President and Chief Operating Officer.

The Office of Human Resources shall partner with and provide general oversight of the SEA as designated by the Executive Vice President and Chief Operating Officer. This includes ensuring SEA committee members have met any service and/or performance requirements before being permitted to run for office. The SEA will be granted an operating budget to support SEA staff events and activities.

SEA officers and committee members may have paid release time from their regular university assignments to fulfill association duties in accordance with the SEA bylaws. The amount of release time should be reasonable and not affect the employee's ability to perform their regular university duties. USU supervisors are encouraged to support employees who are nominated for SEA board member roles.

3314.3 RESPONSIBILITIES

3.1 The Office of the President or Designee

Collaborate and communicate with the SEA as follows:

- Grant status and authority to the SEA.
- Allocate budgetary and other needed resources to support the SEA.
- Designate the USU committees and meetings where SEA should have representation.
- Meet regularly with the SEA President to discuss matters related to staff well-being and satisfaction.
- Meet periodically with the SEA Board to discuss strategic direction.

3.2 Senior Associate Vice President for Human Resources

The Senior Associate Vice President of Human Resources shall serve as an ex-officio member of the committee.

Collaborate with the SEA President and the Board as follows:

- Confirm the eligibility of each member of the SEA executive board and committees.
- Discuss ways to strengthen staff well-being and work satisfaction, including in matters related to compensation, benefits, and wellness offerings, training and professional development, workplace culture, policy development and updates, legal and compliance issues, and employee relations and grievance support.
- Provide budgetary support and oversight as designated by the Office of the President or Designee.

3.3 Members of the SEA Executive Board and Committees

- Advocate for and represent the interests of staff to the Office of the President and the Office of Human Resources.
- Support the institution's mission and promote a positive work environment in accordance with the approved SEA bylaws, including providing networking opportunities, social and wellness activities, staff development opportunities, and surveying of staff on timely and relevant issues related to working at USU.
- Provide input to Human Resources on employee-related programs.
- Support the Grievance process as outlined in USU [Policy 3006: Staff Employee Grievance](#).

- Communicate administrative updates and information to staff via email, newsletters, or other approved communication channels as applicable.

3314.4 REFERENCES

- [Utah System of Higher Education R223: Faculty and Staff Participation in Institutional Board of Trustees Meetings](#)

3314.5 RELATED USU POLICIES

- [USU Policy 3000: Employee Position Types](#)
- [USU Policy 3006: Staff Employee Grievance](#)

Information below is not included as part of the contents of the official policy. It is provided only as a convenience for readers/users and may be changed at any time by persons authorized by the president.

RESOURCES

Guidance

- [SEA Bylaws](#)

Contacts

- [SEA President](#)

POLICY HISTORY

Original issue date: 1997/01/24

Last revision date: 2025/MM/DD

Next scheduled review date: 2026/04/01

Previous revision dates: 1997/01/24

University Policy ~~3314~~**317**: Staff Employee Associations

Category: Human Resources

Subcategory: Employment

Covered Individuals: All Benefited Staff Employees

Responsible Executive: Executive Vice President & Chief Operating Officer

Policy Custodian: Office of Human Resources, Senior Associate Vice President of Human Resources

Last Revised: 2025/MM/DD

Previous USU Policy Number: 317: Employee Associations

317.1 POLICY

~~Various employee associations may be granted official status by the President of the University. Associations with official status may make recommendations to the administration representing the views of their constituencies.~~

~~Officers and committee members of such organizations may have released time from their regular University assignments to fulfill association duties. The amount of released time should be reasonable and not affect the employee's ability to perform regular University duties.~~

3314.1 PURPOSE AND SCOPE

To promote collaboration and support between staff, administration, and the Board of Trustees, the Staff Employee Association (SEA) shall be granted official status by the President of Utah State University (USU). SEA provides advice and makes recommendations to the USU Administration and Board of Trustees (See Utah System of Higher Education R223), representing the perspective of benefit-eligible staff.

3314.2 POLICY

The Staff Employee Association (SEA) supports benefit-eligible staff through:

- Participation in university governance
- Representation in employee grievance issues
- Employee development and recognition

2.1 Participation in University Governance

The Staff Employee Association (SEA) executive board reviews and provides recommendations about policies pertaining to benefit-eligible employees (see USU Policy 3000: Employee Position Types).

The SEA President and/or other executive board members may be invited to participate in and provide input in various university committees and meetings as designated by the Office of the President or Executive Vice President and Chief Operating Officer.

In accordance with Utah System of Higher Education R223, SEA leadership shall have the opportunity to participate in Board of Trustees ("Board") meetings, which may include providing policy input on behalf of USU staff and/or reporting on items of SEA business to the Board.

2.2 Participation in Employee Grievances

In accordance with USU Policy 3006: Staff Employee Grievance, the SEA President will appoint representatives to serve on Grievance Hearing Committees.

2.3 Employee Development and Recognition

Additionally, the SEA committees provide the following functions, in collaboration with the Office of Human Resources:

- Staff Recognition
- Engagement & Events
- Employee Development & Scholarships
- Staff Benefits & Wellness
- Outreach & Communication

More information on these functions can be found on the SEA website.

2.4 Oversight or Authority of SEA

The SEA executive board, in collaboration with Human Resources, may establish applicable bylaws for the association, subject to review and final approval by the Executive Vice President and Chief Operating Officer.

The Office of Human Resources shall partner with and provide general oversight of the SEA as designated by the Executive Vice President and Chief Operating Officer. This includes ensuring SEA committee members have met any service and/or performance requirements before being permitted to run for office. The SEA will be granted an operating budget to support SEA staff events and activities.

SEA officers and committee members may have paid release time from their regular university assignments to fulfill association duties in accordance with the SEA bylaws. The amount of release time should be reasonable and not affect the employee's ability to perform their regular university duties. USU supervisors are encouraged to support employees who are nominated for SEA board member roles.

3314.3 RESPONSIBILITIES

3.1 The Office of the President or Designee

Collaborate and communicate with the SEA as follows:

- Grant status and authority to the SEA.
- Allocate budgetary and other needed resources to support the SEA.
- Designate the USU committees and meetings where SEA should have representation.
- Meet regularly with the SEA President to discuss matters related to staff well-being and satisfaction.
- Meet periodically with the SEA Board to discuss strategic direction.

3.2 Senior Associate Vice President for Human Resources

The Senior Associate Vice President of Human Resources shall serve as an ex-officio member of the committee.

Collaborate with the SEA President and the Board as follows:

- Confirm the eligibility of each member of the SEA executive board and committees.

- [Discuss ways to strengthen staff well-being and work satisfaction, including in matters related to compensation, benefits, and wellness offerings, training and professional development, workplace culture, policy development and updates, legal and compliance issues, and employee relations and grievance support.](#)
- [Provide budgetary support and oversight as designated by the Office of the President or Designee.](#)

3.3 Members of the SEA Executive Board and Committees

- [Advocate for and represent the interests of staff to the Office of the President and the Office of Human Resources.](#)
- [Support the institution's mission and promote a positive work environment in accordance with the approved SEA bylaws, including providing networking opportunities, social and wellness activities, staff development opportunities, and surveying of staff on timely and relevant issues related to working at USU.](#)
- [Provide input to Human Resources on employee-related programs.](#)
- [Support the Grievance process as outlined in USU Policy 3006: Staff Employee Grievance.](#)
- [Communicate administrative updates and information to staff via email, newsletters, or other approved communication channels as applicable.](#)

3314.4 REFERENCES

- [Utah System of Higher Education R223: Faculty and Staff Participation in Institutional Board of Trustees Meetings](#)

3314.5 RELATED USU POLICIES

- [USU Policy 3000: Employee Position Types](#)
- [USU Policy 3006: Staff Employee Grievance](#)

[Information below is not included as part of the contents of the official policy. It is provided only as a convenience for readers/users and may be changed at any time by persons authorized by the president.](#)

RESOURCES

Guidance

- [SEA Bylaws](#)

Contacts

- [SEA President](#)

POLICY HISTORY

[Original issue date: 1997/01/24](#)

[Last revision date: 2025/MM/DD](#)

[Next scheduled review date: 2026/04/01](#)

[Previous revision dates: 1997/01/24](#)



UtahStateUniversity

POLICY MANUAL

GENERAL

Number 3314

Subject: Employee Associations

Date of Origin: January 24, 1997

Previous USU Policy #: 317: Employee Associations

3314.1 POLICY

Various employee associations may be granted official status by the President of the University. Associations with official status may make recommendations to the administration representing the views of their constituencies.

Officers and committee members of such organizations may have released time from their regular University assignments to fulfill association duties. The amount of released time should be reasonable and not affect the employee's ability to perform regular University duties.

RESOLUTION

UTAH STATE UNIVERSITY

BOARD OF TRUSTEES

WHEREAS, USU Policy 3314: Staff Employee Association promotes collaboration and support between staff, administration, and the Board of Trustees;

WHEREAS, the Senior Associate Vice President of Human Resources desires to clarify the Staff Employee Association's participation in university governance, expectations for oversight by the Office of the President and Office of Human Resources, and the role of the Association in staff recognition, engagement, employee development, scholarships, benefits, wellness, and communication;

WHEREAS, the revisions requested by the Senior Associate Vice President of Human Resources are focused on aligning the policy with USHE R223 Faculty and Staff Participation in Institutional Board of Trustees Meetings and institutional practice, and reformatting content with the new university policy template;

WHEREAS, the President and Executive Vice President and Chief Operating Officer recommend that the Board of Trustees support the amendments to Policy 3314: Staff Employee Association; and

WHEREAS, the amendments to Policy 3314: Staff Employee Association received the appropriate administrative review and approval required by USU Policy 1001.

NOW THEREFORE BE IT RESOLVED THAT the USU Board of Trustees supports the amendments to Policy 3314: Staff Employee Association.

Policy 4107: Research Data

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EXECUTIVE SUMMARY

USU Policy 4107: Research Data

Category: Academic Affairs

Subcategory: Research

Covered Individuals: All USU Employees and Students

Responsible Executive: Vice President for Research

Policy Custodian: Office of Research; Division of Research Integrity and Compliance

BACKGROUND

This policy update establishes a modernized framework for managing Research Data produced through the research activity taking place at Utah State University (USU). The revision is necessary to reflect current best practices in managing Research Data and to ensure compliance with the relevant laws, regulations, and sponsor requirements that govern research at USU.

KEY PROVISIONS OF THE REVISED POLICY

The updated Policy 4107 has been revised to conform to the new policy format established by the USU Policy Office, and as a result promotes a more consistent approach to overall University policy. Major substantive revisions to the policy better delineate the responsibilities of the University and researchers, particularly Principal Investigators, with regards to the ownership of, access to, and retention of Research Data. To properly separate policy from procedure, Policy 4107 is supported by a new companion procedure document, Procedure 4107-PR1: Research Data Stewardship.

Key updates and new provisions include:

- Addition of a new procedure document, Procedure 4107-PR1: Research Data Stewardship, that provides implementing guidance to both USU administrators and researchers for Policy 4107
- Clarified responsibilities that emphasize 1) the Principal Investigator's heightened responsibilities in ensuring the necessary Research Data is maintained, and 2) the University's responsibility to provide a baseline level of support for the storage and management of Research Data
- A Research Data retention policy that stipulates the University's default ownership of Research Data, with allowable exceptions to grant Research Data rights to others through, for example, contracts, data use and/or transfer agreements, licenses, or material transfer agreements
- Policy and accompanying procedure that more comprehensively address Research Data stewardship, including data transfer, in the event a researcher permanently leaves the University
- More comprehensive policy on access to Research Data, including emphasis on best practices for making Research Data publicly available when appropriate

To identify needed revisions and make updates to the policy, the Division of Research Integrity and Compliance solicited feedback from stakeholders that included different components of the Office of Research, USU Libraries, Information Technology leadership, and the Office of Legal Affairs. This feedback resulted in a revised Research Data policy that aligns with data management best practices and USU's institutional needs.

University Policy 4107: Research Data

Category: Academic Affairs

Subcategory: Research

Covered Individuals: All USU Employees and Students

Responsible Executive: Vice President for Research

Policy Custodian: Office of Research; Division of Research Integrity and Compliance

Origin Date: 2017/05/05

Last Revised: 2025/MM/DD

Previous USU Policy Number: 588

4107.1 PURPOSE AND SCOPE

Responsible stewardship of Research Data is key to meeting sponsor requirements and maintaining the quality and trust in the research and scholarship performed at Utah State University (USU). The purpose of this Policy is to describe the rights and responsibilities of the University and its Researchers (to include faculty, staff, and students) in managing the ownership, sharing, and retention of Research Data produced through University activities.

Procedure 4107-PR1: Research Data Stewardship provides procedural guidance on the proper implementation of this Policy.

4107.2 POLICY

2.1 Ownership of Research Data

The University owns any Research Data resulting from all research and scholarship activities performed by or under the auspices of individuals with a formal University appointment or role (for example, faculty, staff, or students), regardless of location, intent, or funding source. Such activities include but are not limited to: Research Data generated as a result of grants, fellowships, internal funds, or other forms of sponsorship administered by the University; Research Data that faculty, staff, or students generate as part of employment or formal research roles; and/or Research Data generated using equipment, facilities, or other unique access afforded to University Researchers.

Students own Research Data that they generate or acquire in their individual academic work, unless the data was generated or acquired within the scope of their employment at the University, generated or acquired through use of substantial University resources, or generated or acquired through the work of a research team.

When allowable, the University can grant rights to Research Data to others through, for example, contracts, data use and/or transfer agreements, licenses, or material transfer agreements. Principal Investigators (PI) or their delegates are responsible for the management of Research Data on behalf of the University, including the curation, analysis, or dissemination of Research Data in accordance with the terms of this Policy and Procedure 4107-PR1: Research Data Stewardship. Data generated through a sponsorship agreement or acquired from a third party are subject to the terms of any agreement under which they were acquired, and Researchers should work with the unit responsible for licensing the data, or the Office of Research and Sponsored Projects, to understand their responsibilities in these situations.

2.2 Access to Research Data

To increase widespread access and promote reuse of Research Data, Principal Investigators or their delegates should strive to make Research Data publicly available when possible. In particular, the Research Data necessary to support findings in publications or other scholarly outputs should be made immediately available at the time of publication.

Protected or sensitive Research Data (for example, confidential data or data subject to human-subjects protections) may not be shared outside of the University without ensuring compliance with applicable community norms, laws, regulations, agreements, grants, contracts, and other University policies. This Policy does not introduce new requirements, rights, or protections for sharing such Research Data. PIs or their delegates seeking to change any approved protocols or agreements must always obtain prior approval from the cognizant office responsible for overseeing the relevant data protection program, such as the Sponsored Programs Office, the Institutional Review Board (IRB), or the Research Integrity and Compliance Office.

When sharing Research Data publicly, the University expects all Researchers to make data available in a manner consistent with the FAIR principles (findable, accessible, interoperable, and reusable), as outlined further in Procedure 4107-PR1: Research Data Stewardship. When engaging with community partners to collect Research Data, Researchers' conduct should be consistent with best practices. When applicable, data sharing plans should be co-developed with community partners to ensure all parties agree on how any resulting data will be curated or released for archiving or reuse purposes.

2.3 Retention of Research Data

Research Data must be stored and curated internally for a minimum of three years after final closeout of a project or publication of the data, whichever occurs later. Allowable exceptions include when an applicable sponsor or data use agreement, contract, or grant requires a shorter or longer period of time. In cases when Research Data storage using available University systems is not possible or becomes cost-prohibitive for the entire three-year period (for example, for very large datasets), the Principal Investigator or their delegate must work with their unit and/or USU Libraries to identify alternative storage or archiving solutions.

For Research Data outside the retention period stipulated by applicable regulations and/or sponsor requirements, PIs may, at their discretion, sanitize (render unrecoverable) the data in accordance with the process outlined in Procedure 4107-PR1: Research Data Stewardship, federal regulations, University policies on record retention and data disposal, sponsor requirements, and other applicable rules and guidelines. When the University requests that a PI sanitize Research Data outside the retention period, the PI must sanitize the data or work with the University to identify alternative storage or archiving solutions.

When a Researcher permanently leaves the University or changes positions, but a project otherwise remains in place at USU, the remaining PI must ensure the retention of any Research Data generated by that Researcher. In addition, Researchers who permanently leave USU must obtain permission, via written agreement with the University, to transfer the Research Data associated with projects on which they have worked.

4107.3 RIGHTS AND RESPONSIBILITIES

3.1 Rights and Responsibilities of Researchers

Because Principal Investigators (PIs) are responsible for the design, conduct, and/or reporting of research for all supervisees and staff, PIs have heightened responsibilities with respect to Research Data. USU PIs are therefore responsible for ensuring the necessary Research Data is created and properly maintained (to include the principles of protection, retention, dissemination, organization, and managing the work of other Researchers) in accordance with the terms of any applicable grants and/or contracts, this and other

applicable University policy, and the specific Researcher responsibilities outlined in Procedure 4107-PR1: Research Data Stewardship.

3.2 Rights and Responsibilities of the University

The University has the right to access Research Data arising from all University research, regardless of the location, status, or rank of the Researcher, and may take physical custody of original Research Data and supporting records.

In response to data transfer requests from Researchers who permanently leave the University, the University, in its sole discretion and in accordance with Procedure 4107-PR1: Research Data Stewardship, has the right to agree to transfer only copies of Research Data and/or supporting documentation and records, or to refuse transfer of any Research Data.

The University is responsible for providing a baseline level of support for management and storage of Research Data. In addition, the University is responsible, in accordance with Procedure 4107-PR1: Research Data Stewardship, for developing and following exit processes for instances in which Researchers who produce Research Data permanently leave the University.

4107.4 REFERENCES

- [2 Code of Federal Regulations 200.334](#) – Record Retention Requirements

4107.5 RELATED USU POLICIES

- [Utah State University Policy 4102: Research](#)
- [Utah State University Policy 4106: Intellectual Property](#)
- [Utah State University Policy 5200: Information Security and Appropriate Use](#)

4107.6 DEFINITIONS

Principal Investigator. Any Researcher who has primary responsibility within the University for the design, conduct, and reporting of research.

Researcher. Any person affiliated with USU, whether as an employee, student, or otherwise, whose role statement, job description, employment assignment, and/or function within the University is, either in whole or in part, to carry out research activities. Researchers include, but are not limited to, USU faculty, professional research staff, research assistants, laboratory and clinical staff, and others designated by the Vice President for Research.

Research Data. The recorded material commonly accepted in the research community as necessary or useful to generate, validate, replicate, reconstruct, and/or evaluate research findings. This definition applies across a broad range of disciplines involving quantitative and/or qualitative research and scholarship, from the humanities to the social, natural, and applied sciences. This definition also applies whether or not the data is used to support scholarly publications, and is independent of the media on which it is recorded. For the purposes of this Policy and Procedure 4107-PR1: Research Data Stewardship, Research Data also includes supporting information required to interpret the data, such as computer code, metadata, and observational records such as laboratory notes or other forms of documentation. In accordance with the [Uniform Guidance, 200.315\(e\)\(3\)](#), Research Data does not include:

- Preliminary data (as defined in Procedure 4107-PR1: Research Data Stewardship), drafts of scientific papers, plans for future research, peer reviews, or communications with colleagues. This “recorded” material excludes physical objects (for example, laboratory samples);

-
- Trade secrets, commercial information, materials necessary to be held confidential by a researcher until they are published, or similar information which is protected under law; and
 - Personnel, medical, and other personally identifiable information that, if disclosed, would constitute an invasion of personal privacy. Information that could identify a particular person in a research study is not considered Research Data.
-

Information below is not included as part of the contents of the official policy. It is provided only as a convenience for readers/users and may be changed at any time by persons authorized by the president.

RESOURCES

Procedures

- Procedure 4107-PR1 – Research Data Stewardship

Contacts

- Compliance Officer
Research Integrity & Compliance
research.usu.edu/compliance/
compliance@usu.edu

POLICY HISTORY

Original issue date: 2017/05/05

Last revised date: 2025/MM/DD

Next scheduled review date: 2028/MM/DD

Previous revision dates: N/A

PROCEDURE 4107-PR1

Research Data Stewardship

Associated Policy: 4107, Research Data

Category: Academic Affairs

Subcategory: Research

Covered Individuals: All USU Employees and Students

Effective Date: YYYY/MM/DD

Latest Revision: 2025/07/08

PURPOSE

Responsible stewardship of Research Data is key to meeting sponsor requirements and maintaining the quality and trust in the research and scholarship performed at Utah State University (USU). The purpose of this Procedure is to ensure the proper implementation of the rights and responsibilities of the University and its Researchers (to include faculty, staff, and students) in managing the ownership, sharing, retention, and transfer of Research Data produced through University activities.

DEFINITIONS

Note: Additional definitions governing broader Research Data policy are located in Policy 4107: Research Data.

Data Archiving. Activities that ensure that data is properly selected, stored, and can be accessed, and for which logical and physical integrity are maintained over time, including security and authenticity. (Adapted from the [CODATA rdm-terminology website](#))

Data Retention. The process, usually for a designated period of time, of storing records in ways where they are readily accessible for administrative, legal, fiscal, historical, or other purposes. (adapted from the [Dictionary of Archives Terminology](#))

Data Reuse. The use of data outside of the original context in which it was produced or collected. (Adapted from [CODATA](#))

Data Sanitization. The erasure, overwriting, or destruction of any storage media type, to include cloud systems, to the extent that data cannot be recovered using normal system functions or software data recovery utilities. Sanitization can be accomplished by either clearing (overwriting using standard read and write commands), purging (using device sanitize commands to bypass standard read and write commands), or destroying (through physical means such as shredding, pulverizing, or incinerating) the storage media. (Adapted from [NIST Special Publication 800-88: Guidelines for Media Sanitation](#))

Data Sharing. The practice of making data available for checking, reproducing, or reusing. The mechanisms for data sharing include making data available on request, as supplementary information to journal articles, or as published datasets in data repositories. (Adapted from [CODATA](#))

Data Storage. The practice of persistently storing collections of data, such as a database, a file system, or a directory. (Adapted from [CODATA](#))

Metadata. Data about data. It provides additional information to help people understand the data, such as its origin, structure, and context. (From the [National Institutes of Health](#))

Preliminary Data. Data generated from small scale research projects to evaluate the feasibility of larger scale research, test approaches or protocols, or provide proof of concept or evidence. (Adapted from "[Gathering preliminary data](#)")

PROCEDURES

Responsibilities of Researchers

University Researchers are stewards and custodians of Research Data. As a subcategory of Researcher, USU Principal Investigators (PIs) are responsible for the design, conduct, and/or reporting of research for all supervisees and staff. PIs therefore have heightened responsibilities with respect to Research Data that include at least the following, as conditioned by this and other University policy and the terms of any applicable grants and/or contracts:

- a. Ensuring that sufficient records are created and maintained to document the accuracy of data collection and interpretation;
- b. Creating and/or adopting an orderly system of Research Data organization and documentation;
- c. Ensuring institutional approval from applicable oversight committees, including but not limited to the Institutional Review Board (IRB), the Institutional Biosafety/Biohazards Committee (IBC), and the Institutional Animal Care & Use Committee (IACUC);
- d. Ensuring all members of the research team have completed all required research-related trainings, when appropriate, including but not limited to Responsible Conduct of Research training;
- e. Establishing and maintaining appropriate procedures for the protection of Research Data and other essential records, in compliance with requirements of applicable grants and/or other contracts, and in compliance with applicable community norms, laws, regulations, agreements, grants, contracts, and other University policies;
- f. Maintaining confidentiality of Research Data, where appropriate;
- g. Maintaining or putting into place appropriate data use agreements for the sharing of Research Data;
- h. Establishing plans for dissemination of Research Data, including but not limited to making data publicly accessible and/or publishing data in scholarly works;
- i. Assigning collaborators or other Researchers the ability to access and (re)use Research Data, including members of the research group, Researchers at other institutions, or supervisees or trainees who leave the University but still require access to data to complete their scholarly work;
- j. Retaining Research Data generated by supervisees (including students and staff) when those supervisees leave the University or change positions

A PI may choose to delegate this work (for example, to others within a research group) in conjunction with appropriate University offices or practices; however, the PI will remain responsible for the achievement of these duties. PIs are expected to ensure all supervisees who use Research Data as part of their employment, including faculty members, staff, or other students acting as employees or research assistants (for example, graduate or undergraduate student Researchers), comply with this policy. In contrast, while students must observe the data practices and policies established for the lab and other curricular environments in which they pursue scholarly activity, the Research Data Policy generally does not apply to undergraduate or graduate students performing research and scholarship solely as a part of their coursework (for example, research for a term paper, thesis, or dissertation).

Any Researcher, upon request of the University, must provide the University with Research Data and related records. In instances where the integrity of Research Data is in question, the University will take all necessary steps to secure the Research Data in a manner specified by University policy on the integrity of scholarship ([University Policy 4102: Research](#)).

Rights and Responsibilities of the University

The University has the right to access Research Data arising from all University research, regardless of the location or status or rank of the Researcher. When necessary or desirable to ensure appropriate access, the University has the right to take physical custody of original Research Data and supporting records (for example, during an investigation of alleged research misconduct or research compliance). Researchers, including those that permanently leave the University, must fully cooperate in the same, regardless of status or rank.

In response to data transfer requests from Researchers who permanently leave the University, the University, in its sole discretion and in accordance with the relevant guidance in this Procedure, has the right to agree to transfer only copies of Research Data and/or supporting documentation and records, or to refuse transfer of any Research Data.

The University is responsible for providing a baseline level of support for management and storage of data as a University asset. While a PI's academic unit may provide data storage support for active projects, USU Libraries provides support for storing and providing open access to Research Data for completed projects. In cases where the University's Research Data support is not sufficient for a certain project's requirements, the University, including entities such as the Office of Research, should work with PIs to explore alternative solutions.

To account for instances in which Researchers who produce Research Data permanently leave the University, University schools/colleges/units are responsible for developing exit processes in accordance with this Policy through which the applicable school/college/unit can determine what Research Data and supporting records, if any, must be retained on-campus as originals or copies. Plans must take into account any possible need to transfer custodial responsibilities of Research Data, the needs and rights of those Researchers who remain at the University, the need to maintain the integrity and regulatory oversight of continuing or ongoing research, the need to comply with terms and conditions in sponsored research agreements or any other applicable agreements or protocols, and, if applicable, the need for the departing PI to complete the research project.

Data Retention and Storage

Research Data must be stored and curated internally for a minimum of three years after final closeout of a project or publication of the data, whichever occurs later. Allowable exceptions include when an applicable sponsor or data use agreement, contract, or grant requires a shorter or longer period of time.

Any of the following circumstances may justify longer periods of retention outside the three-year retention period:

- a. If applicable regulations, federal oversight, sponsor policies or guidelines, journal publication guidelines, or other University policies or guidance require longer retention, all applicable sources must be reviewed and the Research Data must be kept for the longest period of time applicable;
- b. If there is anticipated future use of the Research Data beyond the stated retention period (for example, future publication);
- c. If the PI's department, school/college/unit, or other University office specifically requests the retention of the Research Data;
- d. If the PI identifies and intends to use Research Data as the basis for a separate project;
- e. If any charges regarding the research arise (such as allegations of scientific misconduct, improper charging of costs, research noncompliance, or conflict of interest), Research Data must be retained at least until such charges are fully resolved or for such other period as may be required by University policy or regulation;
- f. If other adequate period of time is necessary or desirable to enable appropriate responses to questions about accuracy, authenticity, primacy, and compliance with applicable community norms, laws, regulations, agreements, grants, contracts, and other University policies governing the conduct of the research;

- g. If Research Data from human participant research studies must be stored or managed over a longer time period as consistent with applicable Institutional Review Board regulations;
- h. If Research Data must be kept for as long as may be necessary to protect any intellectual property and complete patenting and licensing procedures for inventions resulting from University research, taking into account guidance from the Offices of Research and Legal Affairs;
- i. If litigation or other dispute resolution, claims, financial management review, or audit related to the research project is started before the expiration of the three-year retention period but the relevant Research Data have not been destroyed, the Research Data and other project records must be retained until all such litigation/dispute resolution, claims, financial management review, or audit findings involving the records have been resolved and final action taken, or as required by law or instruction by the Offices of Research and Legal Affairs

Because this Policy's definition of Research Data overwhelmingly consists of digital media, adequate retention of Research Data records requires robust digital storage planning and appropriate data security measures. Physical media (for example, laboratory or other observational notebooks) can also fall under the definition of Research Data used here, if not transcribed electronically as part of metadata associated with a dataset.

The following typically are not required to be retained under normal circumstances, but could be required to be released to University officials under circumstances described above (including, but not limited to investigations or litigation): duplicates of original records; preliminary drafts of letters, memoranda, reports, worksheets, and informal notes that do not represent significant steps and/or decisions in the preparation of analyses of original records; books, periodicals, manuals, training binders, newspapers and other printed material obtained from external sources and retained primarily for reference; and blank forms.

Sanitization of Research Data

PIs, at their discretion, may sanitize—render unusable through the clearing, purging or destroying of any storage media type, including cloud systems—any Research Data outside the three-year retention period specified by University policy and absent any circumstances described in this Procedure that justify a longer period of retention. Processes for sanitizing Research Data must follow applicable federal regulations, University policies on record retention and data disposal, sponsor requirements, and any other applicable rules and guidelines.

PIs should sanitize their Research Data in accordance with the Minimum Sanitation Recommendations provided in the National Institute of Standards and Technology [Special Publication 800-88: Guidelines for Media Sanitation](#). When seeking to sanitize Research Data stored on a University system, PIs must coordinate their efforts with the relevant system administrator, including, for example, USU Libraries, Information Technology, or their school/college/unit-level IT staff.

In cases where the University requests the sanitization of Research Data outside the retention period and for which no circumstances requiring extended retention apply (for example, to reduce the costs associated with storing and maintaining Research Data), PIs must sanitize the data or work with their unit and/or USU Libraries to identify alternative storage or archiving solutions.

Researchers who Leave the University

When a PI permanently leaves the University and seeks to transfer copies of Research Data that is not publicly available to individuals (including themselves) or entities outside the University unless previously defined in an existing agreement, the PI must obtain, via written agreement and at the time of offboarding, permission to transfer the Research Data associated with projects on which they have worked. The University, in its sole discretion, has the right to agree to transfer only copies of Research Data and/or supporting documentation and records, or to refuse transfer of any Research Data. Institutional Review Board review and approval to use the data may also be needed from the institution to which the data will be transferred.

The written agreement on the transfer of Research Data must be negotiated by the departing Researcher and the department or unit head and signed by an authorized Office of Research employee prior to the transfer of Research Data. Without a written agreement in place, departing Researchers may only access Research Data made publicly available.

If the University permits a transfer of Research Data, a written agreement must include:

- a. Adoption by the new institution or party of all custodial responsibilities for the data;
- b. Recognition of the University's continued ownership of the data, when applicable; and,
- c. Guaranteed access by the University to that data, should such access become necessary.

When a University PI's supervisee on a research project leaves the University (or changes positions), the PI must ensure retention of any Research Data generated by those supervisees.

Students leaving the University (in addition to students who remain at the University but change advisors) may retain control of data they generate or acquire in their individual academic work (separate and apart from the work of a research team).

Data Sharing, Archiving, and Reuse

To ensure long-term access of research beyond the retention time stated in this Policy, Researchers should archive for public access any Research Data associated with publications or other scholarly outputs, preferably in funder-approved and/or community-developed disciplinary repositories, or in the USU [Institutional Repository](#). Adhering to common disciplinary practices (for example, depositing other related materials, code, or datasets into repositories) is also strongly encouraged whenever possible.

Making Research Data publicly available has numerous benefits, including contributing to the transparency, rigor, and public value of research and scholarship. Within the research community, enabling the use and reuse of existing Research Data extends the impact and accessibility of University research, consistent with the University's public mission.

When sharing Research Data publicly, the University expects all Researchers to make the data available in a manner that is consistent with FAIR principles (findable, accessible, interoperable, and reusable), defined as follows:

- **Findable:** Data should be easy to find for both humans and computers, with adequate metadata to maintain its connection to its original source and the functionality of citations or references to it. Best practices for achieving this include, at minimum: 1. Providing metadata that includes the names and institutional affiliations of Principal Investigators and other Researchers; 2. Identifying sources of funding, such as agency names or grant numbers; and 3. Assigning each collection of data resulting from a distinct research inquiry or project or distinct phase of a research project a unique persistent identifier using a standard linking protocol (such as a registered DOI).
- **Accessible:** Data should be retrievable using standard protocols. While access to sensitive data can be restricted, and older data may be taken down after its useful life has passed, the metadata should always be available. Typically, this is achieved by publishing data and/or metadata on the open Internet, preferably hosted in a repository conforming to the Desirable Characteristics of Data Repositories for Federally Funded Research defined by the National Science and Technology Council.
- **Interoperable:** Data should be structured in a way that allows integration with other data and tools, using standard formats and vocabularies. While best practices for interoperability vary by discipline, Researchers should save their data in open file formats (such as CSV for tabular data) capable of being opened by a variety of proprietary or open-source software programs whenever possible.

- Reusable: Data should be well-described and licensed to allow future use and replication. This can generally be accomplished by providing thorough documentation of contextual information sufficient for outside parties to understand the study design, circumstances of data collection, significance of variables or other data types, and data pre- or post-processing techniques employed, as relevant. If data is transformed in the process of gathering or analysis, sharing of both "raw" and processed versions is encouraged. Instrumentation or tools used in data gathering or processing, including software, should be documented to enable accurate interpretation of the data and enhance the reproducibility of the original research findings.

None of these provisions are intended to subvert existing state or federal regulations, alter a PI's traditional ability to hold Research Data proprietary, or to require others to hold Research Data proprietary, until the results of the research have been published and the terms of the research agreement or project have been fulfilled.

Research Data Associated with Physical Materials

This Procedure applies specifically to Research Data and supporting records; however, it is understood that many times Research Data may be closely linked with other materials, such as collected samples, museum specimens, or other types of physical objects. Researchers working with those other types of materials are expected to follow all applicable rules and regulations related to the collection, documentation, and maintenance of those materials, as well as to standard disciplinary practices. For example, Researchers collecting or working with museum-derived materials or biospecimens should strive to ensure their data is linked to appropriately preserved vouchers. Researchers at other institutions who may be generating data from University-owned artifacts and specimens on loan assume responsibility for linking them to vouchers and stewarding Research Data according to their institutional policies and disciplinary best practices.

Research Commercialization

The University supports the commercialization of university innovation and Research Data in ways that benefit the public through the creation of new products and services which create economic prosperity. PIs should consult with USU Technology Transfer Services to ensure appropriate licensing structures that allow Research Data to be made broadly accessible to the public and scientific community while preserving commercial rights. In general, release of Research Data will be done via a dual license structure that allows free access for non-commercial academic and scientific research users and provides traditional commercial use rights via a separate license mechanism for companies and for-profit organizations.

Sensitive or Protected Data

Some types of Research Data are sensitive or require special protections. Research Data that includes confidential information, proprietary University information, controlled unclassified information, proprietary commercial information, or export-controlled information must have adequate security protections. The PI is responsible for identifying the data security that may be specifically required under the law or terms of a sponsored agreement.

The PI is responsible for immediately reporting any suspected or proven disclosure or exposure of individually identifiable information or other restricted data in the custody of the PI to the USU Information Security and, in the case of sponsored research, the Sponsored Programs Office.

Dispute Resolution

Subject to other stated grievance procedures for academic unit(s), if a dispute arises concerning a Researcher's access to Research Data, an initial effort to resolve the dispute will be made by the chair or delegated member of leadership of the relevant academic unit(s) involved. Any unresolved disputes then shall be resolved in the first instance by the unit's associate dean for research.

HISTORY

APR 2025 Draft circulated for review by Research Data Working Group
APR 2025 With working group comments
MAY 2025 Draft revised to address working group comments
MAY 2025 Draft circulated to working group commenters for review
MAY 2025 With working group comments
MAY 2025 Draft revised to address working group comments
MAY 2025 Draft circulated for review by Office of Legal Affairs
MAY 2025 With Office of Legal Affairs comments
JUN 2025 Draft revised to address Office of Legal Affairs comments

RESOURCES

Guidance

- Assistance with data management at USU Merrill-Cazier Library: <https://library.usu.edu/data-management/>
- [FAIR Principles](#) for scientific data management and stewardship
- National Institute of Standards and Technology [Special Publication 800-88: Guidelines for Media Sanitation](#)

Contacts

Compliance Officer
Research Integrity & Compliance
research.usu.edu/compliance/
compliance@usu.edu



IMPLEMENTATION PLAN

USU Policy 4107: Research Data

Category: Academic Affairs

Subcategory: Research

Covered Individuals: All USU Employees and Students

Responsible Executive: Vice President for Research

Policy Custodian: Office of Research; Division of Research Integrity and Compliance

Publication of the revised Policy 4107 will adhere to the structured policy lifecycle defined in USU Policy 1001 and its associated procedures, ensuring consistency, transparency, and shared governance.

Policy Publication and Communication

- Policy Library posting: Upon final approval, Policy 4107 will be published in the official USU Policy Library, ensuring accessibility to all university stakeholders.
- Campus-wide notification: The Policy Office will disseminate announcements through official university channels, including email bulletins, the MyUSU portal, and departmental communications to inform faculty, staff, students, and affiliated personnel of the new policy.

Training and Awareness

There is no planned training on the subjects addressed by Policy 4107. To ensure that University researchers are aware of and adhere to Policy 4107 and data management best practices, the Office of Research is considering creating and hosting a research data stewardship resources webpage, which would direct researchers to relevant USU policies and procedures, information on the research data policies of funding agencies, and key USU resources, such as the research data management services provided by USU Libraries.

Procedural Updates

In alignment with Policy 1001, publication of Procedure 4107-PR1: Research Data Stewardship will coincide with publication of the revised Policy 4107. This new procedure sets forth the steps necessary to implement Policy 4107 and achieve policy objectives consistently as it relates to the proper stewardship of Research Data by both USU administrators and researchers. Highlights of the new procedure include:

- Guidance for the Principal Investigator on carrying out their responsibility for ensuring the necessary Research Data is created and properly maintained
- Guidance for the University on carrying out its responsibility to provide a baseline level of support for the storage and management of Research Data
- Detailed procedures for addressing Research Data stewardship, including data transfer, in the event a researcher permanently leaves the University
- Guidance on the adherence to FAIR principles (findable, accessible, interoperable, and reusable) for ensuring best practice in publicly sharing Research Data

Resource Allocation

Implementation of Policy 4107 will use existing university resources. Key areas requiring support include:

- Hardware costs, software licensing costs, and time and personnel associated with Research Data storage
- Software licensing costs and time and personnel associated with assisting USU researchers in the creation of data management plans
- Website maintenance for the research data management web resources hosted by USU Libraries and the Office of Research

Ongoing Evaluation and Review

In accordance with the policy lifecycle outlined in Policy 1001, Policy 4107 will undergo regular reviews to assess its effectiveness and relevance. Feedback mechanisms will be established to gather input from the university community, ensuring the policy remains responsive to evolving needs and challenges.



University Policy [5884107](#): Research Data

Category: ~~Operating Policies~~[Academic Affairs](#)

Subcategory: Research ~~and Sponsored Projects~~

Covered Individuals: All USU Employees and Students

Responsible Executive: Vice President for Research

Policy Custodian: [Office of Research; Division of Research Integrity and Compliance](#)

Origin Date: [2017/05/05](#)

Last Revised: [2025/MM/DD](#)

[Previous USU Policy Number: 588](#)

[5884107.1](#) PURPOSE AND SCOPE

~~Research data are an essential component of any research university, and shall be managed so that compliance with all legal, regulatory, contractual and policy obligations are met.~~ [Responsible stewardship of Research Data is key to meeting sponsor requirements and maintaining the quality and trust in the research and scholarship performed at Utah State University \(USU\). The purpose of this Policy is to describe the rights and responsibilities of the University and its Researchers \(to include faculty, staff, and students\) in managing the ownership, sharing, and retention of Research Data produced through University activities.](#)

[Procedure 4107-PR1: Research Data Stewardship provides procedural guidance on the proper implementation of this Policy.](#)

~~The purpose of this policy is to describe the rights and responsibilities of individual researchers and the institution in the use, retention, maintenance, and sharing of data produced as part of USU's research enterprise. Except as set forth herein, this policy applies to all USU personnel (faculty, staff, and students) and encompasses all Research Data produced under USU projects, whether through external funding sources or USU sources. Research Data so produced at USU shall be recorded, maintained, retained, used, protected and shared in accordance with State and Federal regulations and with USU policies and procedures. In cases where a conflict or discrepancy exists between this policy and Federal or Utah State laws, regulations or guidance, the Federal or state requirements shall take precedence.~~

~~USU may choose not to claim rights to data generated or collected by:~~

- ~~• Investigators, if there is a specific condition to the contrary in the sponsored project's grant, contract or cooperative agreement, or if the investigator is engaged in Scholarly Works as defined and within the limits set forth in USU Policy 587, "Intellectual Property," such that the activity is considered to be the unrestricted property of the author.~~
- ~~• Students, so long as the students:
 - ~~○ Are not also employees of the university with a work assignment related to research; and~~
 - ~~○ Are engaged in activities that are conducted without the use of substantial University resources, including USU facilities equipment, materials, or financial support.~~~~

~~Though the above Uniform Guidance definition focuses on the “scientific community”, USU implements this more broadly across our academic community encompassing any Investigator engaged in Research, as defined above.~~

~~**Tangible Research Property.** As defined in Policy 587.2.5, shall mean: “tangible items produced in the course of research, such as compositions, chemical compounds, Biological Materials, materials, drawings, devices, integrated circuit chips, computer databases, computer software, prototypes, circuit designs, and equipment.” Tangible property shall be treated as Research Data only to the degree that it meets the definition in 2.4 above, or when agency-specific regulatory language or contract language requires that it be classified as Research Data (e.g., physical samples or photographic images when they are used to support findings in published papers).~~

5884107.2 POLICY

2.1 Ownership of [Research Data](#)

~~OMB Uniform Guidance, Section 200.315(a) provides guidance on ownership and use of Intangible Property, including Research Data. USU applies this guidance to all Research Data. Therefore, title to Research Data vests in Utah State University (USU) immediately upon its acquisition. USU must use Research Data for any originally authorized purpose as outlined in any funding agreement sponsoring the Research, and must not restrict access to the Research Data in contravention of Federal or other applicable regulations or contractual requirements.~~

The University owns any Research Data resulting from all research and scholarship activities performed by or under the auspices of individuals with a formal University appointment or role (for example, faculty, staff, or students), regardless of location, intent, or funding source. Such activities include but are not limited to: Research Data generated as a result of grants, fellowships, internal funds, or other forms of sponsorship administered by the University; Research Data that faculty, staff, or students generate as part of employment or formal research roles; and/or Research Data generated using equipment, facilities, or other unique access afforded to University Researchers.

Students own Research Data that they generate or acquire in their individual academic work, unless the data was generated or acquired within the scope of their employment at the University, generated or acquired through use of substantial University resources, or generated or acquired through the work of a research team.

When allowable, the University ~~has the ability to~~ can grant rights to Research Data to others through, for example, contracts, data use and/or transfer agreements, licenses, or material transfer agreements. Principal Investigators (PI) or their delegates are responsible for the management of Research Data on behalf of the University, including the curation, analysis, or dissemination of Research Data in accordance with the terms of this Policy and Procedure 4107-PR1: Research Data Stewardship. Data generated through a sponsorship agreement or acquired from a third party are subject to the terms of any agreement under which they were acquired, and Researchers should work with the unit responsible for licensing the data, or the Office of Research and Sponsored Projects, to understand their responsibilities in these situations.

2.2 Access to [Research Data](#)

2.2.1 Data Sharing Requirements

~~Under the Office of Science and Technology Policy Memorandum entitled “Increasing Access to the Results of Federally Funded Scientific Research” (dated February 22, 2013), the Federal Government requires that: “to the greatest extent and with the fewest restraints possible...the direct results of federally-funded scientific research are made available to and useful for the public, industry and the scientific community. Such results include peer-reviewed publications and digital data.”~~

~~USU's mission aligns with this requirement. USU's Publication Policy as stated in Policy 583.6, is that "[r]estrictions on publication of the results of Research are incompatible with the basic concept of a research and educational institution as a source of knowledge." USU Policy 586, "Open Access to Scholarly Articles", further states: "Utah State University is committed to the widest dissemination of employees' scholarly articles." The results to be made available extend to Research Data that supports peer-reviewed publications.~~ To increase widespread access and promote reuse of Research Data, Principal Investigators or their delegates should strive to make Research Data publicly available when possible. In particular, the Research Data necessary to support findings in publications or other scholarly outputs should be made immediately available at the time of publication.

~~Federal agencies have promulgated policies under the OSTP guidance. USU complies with all applicable agency policies, and makes Research Data available as broadly as possible while also providing protection to data collected or acquired in the planning or conduct of research that is specifically restricted or controlled under Federal laws and regulations (e.g., export controlled data, Protected Health Information, or FERPA-protected Personally Identifiable Information).~~ Protected or sensitive Research Data (for example, confidential data or data subject to human-subjects protections) may not be shared outside of the University without ensuring compliance with applicable community norms, laws, regulations, agreements, grants, contracts, and other University policies. This Policy does not introduce new requirements, rights, or protections for sharing such Research Data. PIs or their delegates seeking to change any approved protocols or agreements must always obtain prior approval from the cognizant office responsible for overseeing the relevant data protection program, such as the Sponsored Programs Office, the Institutional Review Board (IRB), or the Research Integrity and Compliance Office. ~~For additional information regarding data access requirements of Federal Agencies and others, consult with the Data Services Coordinator at the USU Libraries.~~

~~Access to Research data, and to data related to research but not yet incorporated in a peer-reviewed publication may be granted by the PI to co-investigators or other individuals. The PI is responsible for informing all data recipients of any limitations or restrictions on the use or dissemination of the data. Recipients are subject to all USU policies and procedures, state and federal laws, and contractual obligations relevant to the data they are provided by the PI.~~

When sharing Research Data publicly, the University expects all Researchers to make data available in a manner consistent with the FAIR principles (findable, accessible, interoperable, and reusable), outlined further in Procedure 4107-PR1: Research Data Stewardship. When engaging with community partners to collect Research Data, Researchers' conduct should be consistent with best practices. When applicable, data sharing plans should be co-developed with community partners to ensure all parties agree on how any resulting data will be curated or released for archiving or reuse purposes.

2.2.2 Data Repositories

~~In addition to the sharing of Research Data that supports published research results, USU also engages in sharing of Research Data in the context of ongoing research collaboration. Such collaborations may be facilitated through the use of public or controlled data repositories. PIs shall exercise caution when publishing data to repositories to ensure that no data that is under contractual, regulatory or policy restrictions, as set forth in 5.4, below, are released to a repository or system that does not provide adequate security, as required under USU Policy # 558, "information Security."~~

~~USU's University Libraries provides access to public data archiving through its Open Access Institutional Repository, currently DigitalCommons@USU, provided at <https://DigitalCommons.usu.edu>. Refer to USU's Repository Terms of Deposit for guidance on preparation and submission of data to the Open Access Institutional Repository. When USU Research Data is to be archived in discipline-specific or other public data repositories, metadata directing users to such data may be included in the University Open Access Institutional Repository as a means of fulfilling Data Sharing requirements.~~

2.2.3 Legal and Regulatory Access

~~To ensure needed and appropriate access — for example, to facilitate response to an allegation of research misconduct — university policies and procedures provide for sequestration of records under the authority of the Vice President for Research.~~

In some instances, a research sponsor has a legal right of access or access may be requested through the sponsoring agency under the federal Freedom of Information Act (FOIA). Such Requests will be coordinated through General Counsel, in its capacity as USU's FOIA and GRAMA officer, or the Vice President for Research.

2.2.4 Data Restrictions

USU is subject to regulatory requirements that affect the acquisition and protection of data associated with Research and other operations. Among federal regulations and policies that affect USU's treatment of data are the following:

- The Health Insurance Portability and Accountability Act (HIPAA), 45 CFR Part 160 and Part 164, Subparts A, C & E, controls the use and release of Electronic Private Health Information (e-PHI) and impacts Research carried out by, or in collaboration with, USU Health Care Components. See USU's Hybrid Entity Declaration for a list of units required to comply under HIPAA.
- The Family Educational Rights and Privacy Act (FERPA) 34 CFR Part 99 and the associated Protection of Pupil Rights Amendment (PPRA) protects individual's educational records and controls the information that can be gathered and released concerning students in US educational institutions. FERPA and PPRA impacts Research carried out with students in K-12 and institutions of higher education.
- Export Control regulations are contained in the Export Administration Regulations (15 CFR 730-774) and the International Traffic in Arms Regulations (22 CFR 120-130). These regulations are overseen by the Department of Commerce and the Department of State, respectively. The goal of export control regulations is to prevent the sharing of technological items information that has been identified as posing potential threats to US national interests with foreign nationals. Data that is export controlled should never be shared publicly, but work accomplished as Fundamental Research may be released, as it is exempt from export control. Investigators should coordinate with the RGS Division of Sponsored Programs and USU Export Control Officers associated with RGS Division of Research Compliance & Integrity, when conducting research involving export controls.
- Federal agency restrictions are sometimes placed on release of information or technology developed under federal funding. Such data are sometimes referred to as Sensitive but Unclassified in federal funding instruments. The Division of Sponsored Programs has primary responsibility for negotiating the terms of federal agreements, and seeks to limit USU's liability related to data restrictions. Investigators should coordinate with the Sponsored Programs Division when they identify language that appears to restrict USU's ability to freely publish its research findings.
- USU Information Security Policy provides guidance on protection of restricted data, including physical security and information technology systems security. The policy discusses oversight of Institutional Data and provides for the classification of data types.
- Intellectual Property protections are set forth in USU Policy 587 and reflect the requirements of the Bayh-Dole Act of 1980. Release of certain protectable information prior to taking steps to protect intellectual property rights limits USU's ability to provide appropriate protections, and may inhibit the university in establishing patent or other rights as anticipated under Bayh-Dole and other statutes. For additional information concerning intellectual property rights, contact the Technology Transfer Services Division within the Office of Research and Graduate Studies.

Contractual Restrictions are sometimes negotiated between USU and research sponsors that include restrictions on release of certain data. For example, non-disclosure agreements often accompany certain research contracts or cooperative agreements. The Division of Sponsored Programs (DSP) has primary responsibility for negotiating contracts with research sponsors. Investigators should coordinate with DSP to provide the least restrictions reasonable related to public release of data, in accordance with the intent of the OSTP Memorandum referred to in Section 5.1 above.

2.3 Retention of [Research Data](#)

~~Research Data must be retained in accordance with 2 CFR 200.333 for federally funded Research (i.e., a minimum of three years after the submission of the final expenditure report in most cases) or, for non-federally funded research, for a minimum of three years after the completion of the research project under which it was gathered. Longer retention of data may be required under additional circumstances, such as, but not limited to, the following:~~

~~Conditions of the funding agency~~

~~Program income transactions~~

~~Protection of intellectual property~~

~~Student involvement. Research Data must be retained at least until the degree is awarded or until it is clear that the student has abandoned the work~~

~~Charges, audits, claims, or litigations regarding research, such as allegations of scientific misconduct, non-compliance or fraud or abuse. In these circumstances, Research Data and underlying data gathered in the conduct of research that is the subject of investigation is often required to be retained for seven (7) years after proceedings adjudicating such charge, audit, claim or litigation have resulted in full resolution and final action. Consult University Counsel and the Division of Research Integrity and Compliance for specific retention requirements when audit, investigations or legal proceedings incorporate Research Data.~~

~~Retention requirements must be compliant with any data restrictions, as outlined in section 588.5.4, below.~~

~~If public access to Research Data is required by the sponsor as set forth in 5.1, below, the University is responsible for providing such access unless the research study is transferred to another entity, as set forth in Section 588.5, below. Therefore, the Research Data must remain at the University under the management of a designated investigator/data steward.~~

~~Research Data must be stored and curated internally for a minimum of three years after final closeout of a project or publication of the data, whichever occurs later. Allowable exceptions include when an applicable sponsor or data use agreement, contract, or grant requires a shorter or longer period of time. In cases when Research Data storage using available University systems is not possible or becomes ~~cost prohibitive~~ cost-prohibitive for the entire three-year period (for example, for very large datasets), the Principal Investigator or their delegate must work with their unit and/or USU Libraries to identify alternative storage or archiving solutions.~~

~~For Research Data outside the retention period stipulated by applicable regulations and/or sponsor requirements, PIs may, at their discretion, sanitize (render unrecoverable) the data in accordance with the process outlined in Procedure 4107-PR1: Research Data Stewardship, ~~appropriate~~ federal regulations, University policies on record retention and data disposal, sponsor requirements, and other applicable rules and guidelines. When the University requests that a PI sanitize Research Data outside the retention period, the PI must sanitize the data or work with the University to identify alternative storage or archiving solutions.~~

~~2.4 Transfer of Research Data Associated with a Transferred Contract or Grant~~

~~When a Researcher permanently leaves the University or changes positions, but a project otherwise remains in place at USU, the remaining PI must ensure the retention of any Research Data generated by that Researcher. In addition, Researchers who permanently leave USU must obtain permission, via written agreement with the University, to transfer the Research Data associated with projects on which they have worked.~~

~~Original Research Data and preliminary data collected or acquired in the conduct of Research at USU must be retained at USU, except as set forth below when the Principal Investigator (PI) leaves the university. When an investigator at USU leaves the University, the investigator may take copies of Research Data and other data associated with the Research when the individual's participation in the design, conduct or reporting of the associated project can be established, and with permission from an authorized university representative.~~

~~When a PI leaves USU the Department Head and/or Dean, shall determine who will take responsibility for Research Data as set forth in RGS Procedure 588-PR.~~

588.3 RESPONSIBILITIES

3.1 The University

Utah State University has the authority and is responsible for:

- ~~Negotiating and Complying with the terms of sponsored research agreements;~~
- ~~Ensuring the appropriate use of project resources, e.g. animals, human subjects, recombinant DNA~~
- ~~Protecting the rights of researchers, including, but not limited to, their rights to access data associated with research in which they participated;~~
- ~~Securing intellectual property rights;~~
- ~~Facilitating the investigation of charges, such as research misconduct or conflict of interest;~~
- ~~Maintaining confidentiality of data, where appropriate; and~~
- ~~Complying with applicable state and federal laws and regulations.~~

3.2 The Principal Investigator

The Principal Investigator (PI) has the authority and responsibility for primary stewardship of Research Data and all data associated with the conduct of research under their supervision on behalf of the University. In this capacity, the PI is responsible for data management in keeping with this policy and best practices in the PI's discipline as follows:

- ~~Designing and implementing data acquisition processes that will support the conduct and reporting of research;~~
- ~~Implementing data management systems that accommodate any applicable data security, protection, or restriction requirements;~~
- ~~Ensuring proper management and retention of data in accordance with this and other USU policy;~~
- ~~Establishing and maintaining appropriate procedures for the protection of restricted data and other essential data and records;~~
- ~~Ensuring compliance with program requirements;~~
- ~~Maintaining appropriate confidentiality of data;~~
- ~~Complying with applicable state and federal laws and regulation;~~
- ~~Archiving data appropriately, following USU's Repository; and~~
- ~~Terms of Deposit and/or licensing with Creative Commons or Open Data Commons license.~~

~~In case of incapacity of the PI, that individual's Data Trustee will take custody of the research data until other suitable arrangements are made for alternate custody of the data.~~

4107.3 RIGHTS AND RESPONSIBILITIES

3.1 Rights and Responsibilities of Researchers

Because Principal Investigators (PIs) are responsible for the design, conduct, and/or reporting of research for all supervisees and staff, PIs have heightened responsibilities with respect to Research Data. USU PIs are therefore responsible for ensuring the necessary Research Data is created and properly maintained (to include the principles of protection, retention, dissemination, organization, and managing the work of other Researchers) in accordance with the terms of any applicable grants and/or contracts, this and other applicable University policy, and the specific Researcher responsibilities outlined in Procedure 4107-PR1: Research Data Stewardship.

3.2 Rights and ~~Responsibility~~Responsibilities of the University

The University has the right to access Research Data arising from all University research, regardless of the ~~location or status or rank of the Researcher~~ location, status, or rank of the Researcher, and may take physical custody of original Research Data and supporting records.

In response to data transfer requests from Researchers who permanently leave the University, the University, in its sole discretion and in accordance with Procedure 4107-PR1: Research Data Stewardship, has the right to agree to transfer only copies of Research Data and/or supporting documentation and records, or to refuse transfer of any Research Data.

The University is responsible for providing a baseline level of support for ~~management and storage of Research Data. In addition, the University is responsible, in accordance with Procedure 4107-PR1: Research Data Stewardship,~~ management and storage of Research Data. In addition, the University is responsible, in accordance with Procedure 4107-PR1: Research Data Stewardship, for developing and following exit processes for instances in which Researchers who produce Research Data permanently leave the University.

~~588~~4107.4 REFERENCES

- ~~— Bullet list references to Federal, State, municipal regulations, USHE/Board of Higher Education policies. [Arial 10]~~
- Continue list of references. [Arial 10] 2 Code of Federal Regulations 200.334 – Record Retention Requirements

~~588~~4107.5 RELATED USU POLICIES

- Utah State University Policy ~~583~~4102: Research
- ~~• Utah State University Policy 585: Animal Care and Use~~
- Utah State University Policy ~~587~~4106: Intellectual Property ~~(reflecting Federal guidance as included in OMB Uniform Guidance (2-CFR Part 200))~~
- Utah State University Policy ~~558~~5200: Information Security Policy ~~(Pending)~~

4107.6 DEFINITIONS

Principal Investigator. Any Researcher ~~who has primary responsibility within the University for the design, conduct~~ who has primary responsibility within the University for the design, conduct, and reporting of research.

Researcher. Any person affiliated with USU, whether as an employee, student ~~or otherwise, whose role statement, job description, employment assignment,~~ or otherwise, whose role statement, job description, employment assignment, and/or function within the University is, either in whole or in part, to carry out research activities. Researchers include, but are not limited to, USU faculty, professional research staff, research assistants, laboratory and clinical staff, and others designated by the Vice President for Research. **Intangible Property.** ~~As defined in 2-CFR 200.59, shall mean: “property having no physical existence, such as trademarks, copyrights, patents and patent applications and property, such as loans, notes and other debt instruments, lease agreements, stock and other instruments of property ownership,” and includes Research Data in accordance with 2-CFR 200.315(e)(3)~~

Investigator. ~~As defined in Policy 583.1.3.2, “Investigator,” shall mean a person or entity affiliated with USU, whether as an employee, student or otherwise, whose role statement, job description, employment assignment and/or function within the University is, either in whole or in part, to carry out Research, whether sponsored by external or internal sources. Such Investigators shall include, but not be limited to,~~

~~USU faculty, professional researchers, librarians who have a research role, research assistants, laboratory and clinical staff, and others as may be designated by the Vice President for Research.~~

~~**Principal Investigator.** Investigator who has primary responsibility within the University for the design, conduct and reporting of Research.~~

~~**Research.** As defined in Policy 583.1.5.1, “Research,” shall be understood to encompass all these activities carried out by Investigators within their respective role statements, employment assignments or courses of study which are designed to increase knowledge or improve upon human inventions.~~

~~**Research Data.** As defined in the Uniform Guidance, 200.315(e) (iii), shall mean:~~

~~“~~[[~~The recorded ~~factu~~al material commonly accepted in the ~~scientific~~ research community as necessary or useful to generate, validate, replicate, reconstruct, and/or evaluate research findings. This definition applies across a broad range of disciplines involving quantitative and/or qualitative research and scholarship, from the humanities to the social, natural, and applied sciences. This definition also applies whether or not the data ~~it~~ is used to support scholarly publications, and is independent of the media on which it is recorded. For the purposes of this Policy and Procedure 4107-PR1: Research Data Stewardship, Research Data also includes supporting information required to interpret the data, such as computer code, metadata, and observational records such as laboratory notes or other forms of documentation. This ‘recorded’ material ~~excludes physical objects (e.g., laboratory samples).~~ In accordance with the Uniform Guidance, 200.315(e) (iii), Research Data does not include:~~

- ~~Preliminary data (as defined in Procedure 4107-PR1: Research Data Stewardship), drafts of scientific papers, plans for future research, peer reviews, or communications with colleagues. This “recorded” material excludes physical objects (for example, laboratory samples);~~
- ~~“Trade secrets, commercial information, materials necessary to be held confidential by a researcher until they are published, or similar information which is protected under law; and~~
- ~~“Personnel, medical, and other personally identifiable information that, if disclosed, would an invasion of personal privacy. Information that could identify a particular person in a research study is not considered Research Data.~~

588.6 DEFINITIONS

~~**Intangible Property.** As defined in 2 CFR 200.59, shall mean: “property having no physical existence, such as trademarks, copyrights, patents and patent applications and property, such as loans, notes and other debt instruments, lease agreements, stock and other instruments of property ownership,” and includes Research Data in accordance with 2 CFR 200.315(e)(3)~~

~~**Investigator.** As defined in Policy 583.1.3.2, “Investigator,” shall mean a person or entity affiliated with USU, whether as an employee, student or otherwise, whose role statement, job description, employment assignment and/or function within the University is, either in whole or in part, to carry out Research, whether sponsored by external or internal sources. Such Investigators shall include, but not be limited to, USU faculty, professional researchers, librarians who have a research role, research assistants, laboratory and clinical staff, and others as may be designated by the Vice President for Research.~~

~~**Principal Investigator.** Investigator who has primary responsibility within the University for the design, conduct and reporting of Research.~~

~~**Research.** As defined in Policy 583.1.5.1, “Research,” shall be understood to encompass all these activities carried out by Investigators within their respective role statements, employment assignments or courses of study which are designed to increase knowledge or improve upon human inventions.~~

~~**Research Data.** As defined in the Uniform Guidance, 200.315(e) (iii), shall mean:~~

~~“[T]he recorded factual material commonly accepted in the scientific community as necessary to validate research findings, but not any of the following: Preliminary analysis, drafts of scientific papers, plans for future research, peer reviews, or communications with colleagues. This ‘recorded’ material excludes physical objects (e.g., laboratory samples). Research data also do not include:~~

- ~~• “Trade secrets, commercial information, materials necessary to be held confidential by a researcher until they are published, or similar information which is protected under law; and~~
- ~~• “Personnel and medical information and similar information the disclosure of which would constitute a clearly unwarranted invasion of personal privacy, such as information that could be used to identify a particular person in a research study.”~~
- ~~• Though the above Uniform Guidance definition focuses on the “scientific community”, USU implements this more broadly across our academic community encompassing any Investigator engaged in Research, as defined above.~~

Tangible Research Property. As defined in Policy ~~587.2.5~~, shall mean: “tangible items produced in the course of research, such as compositions, chemical compounds, Biological Materials, materials, drawings, devices, integrated circuit chips, computer databases, computer software, prototypes, circuit designs, and equipment.” Tangible property shall be treated as Research Data only to the degree that it meets the definition in 2.4 above, or when agency-specific regulatory language or contract language requires that it be classified as Research Data (e.g., physical samples or photographic images when they are used to support findings in published papers)

Information below is not included as part of the contents of the official policy. It is provided only as a convenience for readers/users and may be changed at any time by persons authorized by the president.

RESOURCES *(List resources to aid in compliance or indicate “None.”)* [Arial Narrow 10]

Procedures

- [Procedure 4107-PR1 – Research Data Stewardship](#)

Guidance

- [None](#)

Related Forms and Tools

- [None](#)

Contacts

- [Compliance Officer](#)
[Research Integrity & Compliance](#)
[research.usu.edu/compliance/
compliance@usu.edu](mailto:research.usu.edu/compliance/compliance@usu.edu)

POLICY HISTORY

Original issue date: 2017/05/05

Last revised date: 2025/MM/DD

Next scheduled review date: 2028/MM/DD

Previous revision dates: N/A

POLICY MANUAL RESEARCH

Number 4107

Subject:	Research Data
Covered Employees:	USU Employees and
Date of Origin:	Students May 5, 2017
Previous USU Policy #:	588

4107.1 INTRODUCTION

Research data are an essential component of any research university, and shall be managed so that compliance with all legal, regulatory, contractual and policy obligations are met.

The purpose of this policy is to describe the rights and responsibilities of individual researchers and the institution in the use, retention, maintenance and sharing of data produced as part of USU's research enterprise. Except as set forth herein, this policy applies to all USU personnel (faculty, staff and students) and encompasses all Research Data produced under USU projects, whether through external funding sources or USU sources. Research Data so produced at USU shall be recorded, maintained, retained, used, protected and shared in accordance with State and Federal regulations and with USU policies and procedures. In cases where a conflict or discrepancy exists between this policy and Federal or Utah State laws, regulations or guidance, the Federal or state requirements shall take precedence.

USU may choose not to claim rights to data generated or collected by:

- Investigators, if there is a specific condition to the contrary in the sponsored project's grant, contract or cooperative agreement, or if the investigator is engaged in Scholarly Works as defined and within the limits set forth in USU Policy 4106, "Intellectual Property," such that the activity is considered to be the unrestricted property of the author.
- Students, so long as the students:
 - Are not also employees of the university with a work assignment related to research; and
 - Are engaged in activities that are conducted without the use of substantial University resources, including USU facilities equipment, materials, or financial support.

Other related policies include:

#4102 – Research

#4103 – Protection of Human Participants in Research

#4104 – Animal Care and Use

#4106 – Intellectual Property (reflecting Federal guidance as included in OMB Uniform Guidance (2 CFR Part 200))

#5200 – Information Security Policy

#3016 – Information Privacy

4107.2 DEFINITIONS

2.1 *Research* shall be as defined in Policy 4102.1.5.1, “Research” and shall be understood to encompass all those activities carried out by Investigators within their respective role statements, employment assignments or courses of study which are designed to increase knowledge or improve upon human inventions. **2.2** *Investigator* shall be as defined in Policy 4102.1.3.2, “Investigator,” and under this policy shall mean a person or entity affiliated with USU, whether as an employee, student or otherwise, whose role statement, job description, employment assignment and/or function within the University is, either in whole or in part, to carry out Research, whether sponsored by external or internal sources. Such Investigators shall include, but not be limited to, USU faculty, professional researchers, librarians who have a research role, research assistants, laboratory and clinical staff, and others as may be designated by the Vice President for Research.

2.3 *Principal Investigator* shall be an Investigator who has primary responsibility within the University for the design, conduct and reporting of Research.

2.4 *Research Data* shall be as defined in the [Uniform Guidance, 200.315\(e\) \(iii\)](#), and shall mean:

“[T]he recorded factual material commonly accepted in the scientific community as necessary to validate research findings, but not any of the following: Preliminary analysis, drafts of scientific papers, plans for future research, peer reviews, or communications with colleagues. This ‘recorded’ material excludes physical objects (e.g., laboratory samples). Research data also do not include:

“Trade secrets, commercial information, materials necessary to be held confidential by a researcher until they are published, or similar information which is protected under law: and

“Personnel and medical information and similar information the disclosure of which would constitute a clearly unwarranted invasion of personal

privacy, such as information that could be used to identify a particular person in a research study.”

Though the above Uniform Guidance definition focuses on the “scientific community”, USU implements this more broadly across our academic community encompassing any Investigator engaged in Research, as defined above.

2.5 *Intangible Property*, as defined in 2 CFR 200.59 shall mean “property having no physical existence, such as trademarks, copyrights, patents and patent applications and property, such as loans, notes and other debt instruments, lease agreements, stock and other instruments of property ownership,” and includes Research Data in accordance with 2 CFR 200.315(e)(3)

2.6 *Tangible Research Property* shall be as defined in Policy 4106.2.5: “tangible items produced in the course of research, such as compositions, chemical compounds, Biological Materials, materials, drawings, devices, integrated circuit chips, computer databases, computer software, prototypes, circuit designs, and equipment.” Tangible property shall be treated as Research Data only to the degree that it meets the definition in 2.4 above, or when agency-specific regulatory language or contract language requires that it be classified as Research Data (e.g., physical samples or photographic images when they are used to support findings in published papers).

4107.3 OWNERSHIP OF DATA

OMB Uniform Guidance, Section 200.315(a) provides guidance on ownership and use of Intangible Property, including Research Data. USU applies this guidance to all Research Data. Therefore, title to Research Data vests in Utah State University (USU) immediately upon its acquisition. USU must use Research Data for any originally-authorized purpose as outlined in any funding agreement sponsoring the Research, and must not restrict access to the Research Data in contravention of Federal or other applicable regulations or contractual requirements.

4107.4 RETENTION

Research Data must be retained in accordance with 2 CFR 200.333 for federally funded Research (i.e., a minimum of three years after the submission of the final expenditure report in most cases) or, for non-federally funded research, for a minimum of three years after the completion of the research project under which it was gathered. Longer retention of data may be required under additional

circumstances, such as, but not limited to, the following:

- Conditions of the funding agency,
- Program income transactions,
- Protection of intellectual property,
- Student involvement. Research Data must be retained at least until the degree is awarded or until it is clear that the student has abandoned the work.
- Charges, audits, claims, or litigations regarding research, such as allegations of scientific misconduct, non-compliance or fraud or abuse. In these circumstances, Research Data and underlying data gathered in the conduct of research that is the subject of investigation is often required to be retained for seven (7) years after proceedings adjudicating such charge, audit, claim or litigation have resulted in full resolution and final action. Consult University Counsel and the Division of Research Integrity and Compliance for specific retention requirements when audit, investigations or legal proceedings incorporate Research Data.

Retention requirements must be compliant with any data restrictions, as outlined in section 4107.5.4, below.

If public access to Research Data is required by the sponsor as set forth in 5.1, below, the University is responsible for providing such access unless the research study is transferred to another entity, as set forth in Section 4107.5, below. Therefore, the Research Data must remain at the University under the management of a designated investigator/data steward.

4107.5 ACCESS TO DATA

5.1 Data Sharing Requirements

Under the Office of Science and Technology Policy Memorandum entitled "Increasing Access to the Results of Federally Funded Scientific Research" (dated February 22, 2013), the Federal Government requires that: "to the greatest extent and with the fewest restraints possible...the direct results of federally-funded scientific research are made available to and useful for the public, industry and the scientific community. Such results include peer-reviewed publications and digital data."

USU's mission aligns with this requirement. USU's Publication Policy as stated in Policy 4102.6, is that "[r]estrictions on publication of the results of Research are incompatible with the basic concept of a research and educational institution as a source of knowledge." USU Policy 4105, "Open Access to Scholarly Articles", further states: "Utah State University is committed to the widest dissemination of employees' scholarly articles." The results to be made available extend to Research Data that supports peer-reviewed publications. Federal agencies have promulgated policies under the OSTP guidance. USU complies with all applicable agency policies, and makes Research Data available as broadly as possible while also providing protection to data collected or acquired in the planning or conduct of research that

is specifically restricted or controlled under Federal laws and regulations (e.g.,

export controlled data, Protected Health Information, or FERPA-protected Personally-Identifiable Information). For additional information regarding data access requirements of Federal Agencies and others, consult with the Data Services Coordinator at the USU Libraries.

Access to Research Data, and to data related to research but not yet incorporated in a peer-reviewed publication may be granted by the PI to co-investigators or other individuals. The PI is responsible for informing all data recipients of any limitations or restrictions on the use or dissemination of the data. Recipients are subject to all USU policies and procedures, state and federal laws, and contractual obligations relevant to the data they are provided by the PI.

5.2 Data Repositories

In addition to the sharing of Research Data that supports published research results, USU also engages in sharing of Research Data in the context of ongoing research collaboration. Such collaborations may be facilitated through the use of public or controlled data repositories. PIs shall exercise caution when publishing data to repositories to ensure that no data that is under contractual, regulatory or policy restrictions, as set forth in 5.4, below, are released to a repository or system that does not provide adequate security, as required under USU Policy # 5200, "Information Security."

USU's University Libraries provides access to public data archiving through its Open Access Institutional Repository, currently DigitalCommons@USU, provided at <https://DigitalCommons.usu.edu>. Refer to USU's Repository Terms of Deposit for guidance on preparation and submission of data to the Open Access Institutional Repository. When USU Research Data is to be archived in discipline-specific or other public data repositories, metadata directing users to such data may be included in the University Open Access Institutional Repository as a means of fulfilling Data Sharing requirements.

5.3 Legal and regulatory access

To ensure needed and appropriate access – for example, to facilitate response to an allegation of research misconduct – university policies and procedures provide for sequestration of records under the authority of the Vice President for Research.

In some instances, a research sponsor has a legal right of access or access may be requested through the sponsoring agency under the federal Freedom of Information Act (FOIA). Such Requests will be coordinated through General Counsel, in its

capacity as USU's FOIA and GRAMA officer, or the Vice President for Research.

5.4 Data Restrictions

USU is subject to regulatory requirements that affect the acquisition and protection of data associated with Research and other operations. Among federal regulations and policies that affect USU's treatment of data are the following:

- The Health Insurance Portability and Accountability Act (HIPAA), 45 CFR Part 160 and Part 164, Subparts A, C & E, controls the use and release of Electronic Private Health Information (e-PHI) and impacts Research carried out by, or in collaboration with, USU Health Care Components. See USU's Hybrid Entity Declaration for a list of units required to comply under HIPAA.
- The Family Educational Rights and Privacy Act (FERPA) 34 CFR Part 99 and the associated Protection of Pupil Rights Amendment (PPRA) protects individual's educational records and controls the information that can be gathered and released concerning students in US educational institutions. FERPA and PPRA impacts Research carried out with students in K-12 and institutions of higher education.
- Export Control regulations are contained in the Export Administration Regulations (15 CFR 730-774) and the International Traffic in Arms Regulations (22 CFR 120-130). These regulations are overseen by the Department of Commerce and the Department of State, respectively. The goal of export control regulations is to prevent the sharing of technological items information that has been identified as posing potential threats to US national interests with foreign nationals. Data that is export controlled should never be shared publicly, but work accomplished as Fundamental Research may be released, as it is exempt from export control. Investigators should coordinate with the RGS Division of Sponsored Programs and USU Export Control Officers associated with RGS Division of Research Compliance & Integrity, when conducting research involving export controls.
- Federal agency restrictions are sometimes placed on release of information or technology developed under federal funding. Such data are sometimes referred to as Sensitive but Unclassified in federal funding instruments. The Division of Sponsored Programs has primary responsibility for negotiating the terms of federal agreements, and seeks to limit USU's liability related to data restrictions. Investigators should coordinate with the Sponsored Programs Division when they identify language that appears to restrict USU's ability to freely publish its research findings.
- USU Information Security Policy provides guidance on protection of restricted data, including physical security and information technology systems security. The policy discusses oversight of Institutional Data and provides for the classification of data types.
- Intellectual Property protections are set forth in USU Policy 4106 and reflect the requirements of the Bayh-Dole Act of 1980. Release of certain

protectable information prior to taking steps to protect intellectual property rights limits USU's ability to provide appropriate protections, and may inhibit the university in establishing patent or other rights as anticipated under Bayh-Dole and other statutes. For additional information concerning

intellectual property rights, contact the Technology Transfer Services Division within the Office of Research and Graduate Studies.

- Contractual Restrictions are sometimes negotiated between USU and research sponsors that include restrictions on release of certain data. For example, non-disclosure agreements often accompany certain research contracts of cooperative agreements. The Division of Sponsored Programs (DSP) has primary responsibility for negotiating contracts with research sponsors. Investigators should coordinate with DSP to provide the least restrictions reasonable related to public release of data, in accordance with the intent of the OSTP Memorandum referred to in Section 5.1 above.

4107.6 TRANSFER OF RESEARCH DATA ASSOCIATED WITH A TRANSFERRED CONTRACT OR GRANT

Original Research Data and preliminary data collected or acquired in the conduct of Research at USU must be retained at USU, except as set forth below when the Principal Investigator (PI) leaves the university. When an investigator at USU leaves the University, the investigator may take copies of Research Data and other data associated with the Research when the individual's participation in the design, conduct or reporting of the associated project can be established, and with permission from an authorized university representative.

When a PI leaves USU the Department Head and/or Dean, shall determine who will take responsibility for Research Data as set forth in RGS Procedure 4107-PR.

4107.7 AUTHORITIES and RESPONSIBILITIES

7.1 University

Utah State University has the authority and is responsible for

- Negotiating and Complying with the terms of sponsored research agreements;
- Ensuring the appropriate use of project resources, e.g. animals, human subjects, recombinant DNA
- Protecting the rights of researchers, including, but not limited to, their rights to access data associated with research in which they participated;

- Securing intellectual property rights;
- Facilitating the investigation of charges, such as research misconduct or conflict of interest;
- Maintaining confidentiality of data, where appropriate; and
- Complying with applicable state and federal laws and regulations

7.2 The Principal Investigator

The Principal Investigator (PI) has the authority and responsibility for primary: in

- Designing and implementing data acquisition processes that will support the conduct and reporting of research
- Implementing data management systems that accommodate any applicable data security, protection, or restriction requirements
- Ensuring proper management and retention of data in accordance with this and other USU policy
- Establishing and maintaining appropriate procedures for the protection of restricted data and other essential data and records
- Ensuring compliance with program requirements
- Maintaining appropriate confidentiality of data
- Complying with applicable state and federal laws and regulation
- Archiving data appropriately, following USU's Repository
- Terms of Deposit and/or licensing with Creative Commons or Open Data Commons license.

In case of incapacity of the PI, that individual's Data Trustee will take custody of the research data until other suitable arrangements are made for alternate custody of the data.

RESOLUTION

UTAH STATE UNIVERSITY

BOARD OF TRUSTEES

WHEREAS, USU Policy 4107: Research Data describes the rights and responsibilities of the University and its Researchers in managing the ownership, sharing, and retention of Research Data produced through University activities;

WHEREAS, the Chief Research Compliance Officer desires to clarify responsibilities for the Principal Investigator and the University in the management of Research Data, establish a retention policy stipulating default ownership, and create a new procedure document 4107-PR1: Research Data Stewardship;

WHEREAS, the revisions requested by the Chief Research Compliance Officer are focused on ensuring compliance with the relevant laws, regulations, and sponsor requirements as well as aligning with data management best practices and USU's institutional needs by establishing a modernized framework for managing Research Data;

WHEREAS, the President and Vice President for Research recommend that the Board of Trustees support the amendments to Policy 4107: Research Data; and

WHEREAS, the amendments to Policy 4107: Research Data received the appropriate administrative review and approval required by USU Policy 1001.

NOW THEREFORE BE IT RESOLVED THAT the USU Board of Trustees supports the amendments to Policy 4107: Research Data.

Policy 4201: Scholarship Awarding

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USU Policy 4201: Scholarship Awarding**Category:** Academic Affairs**Subcategory:** Academic Fees & Awards**Covered Individuals:** Current USU Students**Responsible Executive:** Vice President for Strategic Enrollment**Policy Custodian:** Student Financial Services, Executive Director of Student Financial Services**BACKGROUND:***Why is this change necessary?*

This policy has been updated 2 times since it was implemented in 2017. The revisions are to ensure USU remains compliant to applicable law, while focusing on industry best standards.

USU implemented 4-year resident institutional academic awards for UG students and to support the financial impact, some existing endowments will be used to support this institutional strategy. This policy revision provides greater support and collaboration to implement the fund swap in a compliant way.

This revision further aligns scholarship awarding practices and should increase efficiencies related to the USU Strategic Reinvestment Planning and how scholarships are awarded across the USU enterprise.

KEY PROVISIONS OF THE NEW/REVISED POLICY:*What has changed?*

For a more nimble committee that can adapt/respond quickly to the needs of awarding units, the Central Scholarship Committee was changed from 8 members to 5 members and will focus on policy related items, rather than procedural outcomes.

The revised policy creates a **new** committee, the Scholarship Management Committee. This committee creates more collaboration across the institution and provides more access for colleges/units to implement and execute scholarship awarding strategies and procedures. This committee increases shared governance and compliance across the institution.

The revised policy creates a strong framework and clarified roles/responsibilities to support scholarship administration.

IMPLEMENTATION PLAN:*How will you implement the new policy?*

Information about this revision was presented at the Student Financial Support 2025 Summer Seminar (July 10, 2025), informing stakeholders about the changes and inviting public comment

Training on the final/approved policy will be shared with participants from the training mentioned above, and will be shared to Associate Deans and Financial Officers.

Training on the final/approved policy will be shared with all staff who have access to the USU Scholarship Awarding Platform (ScholarshipUniverse).

A new website is being created, which will contain information on this policy and the approved standard operating procedures for colleges/units to implement/follow.

PUBLIC COMMENT:

How will you incorporate feedback?

During public comment, we received 4 comments and have been able to implement and/or include the feedback in the following ways.

- In the old policy, many procedures were included. To strengthen the policy and make it more timeliness, the procedures to support the policy have been removed and will be added to a new Scholarship Awarding Policy & Procedure website. This will allow for procedures to change, based upon current circumstances.
- The majority of all feedback was about the elimination of procedures. But these procedures will be included on the new website.
- We removed 'ServiceNow' from the policy as an approved platform as we are attempting to remove software company/titles to keep the policy timeliness. Approved platforms will be included in the procedural documents.
- There is a desire/request to maintain and increase shared governance. The creation of the Scholarship Management Committee should increase the shared governance by increasing access in the awarding platform, while strengthening collaboration and compliance between units.

University Policy 4201: Scholarship Awarding

Category: Academic Affairs

Subcategory: Academic Fees & Awards

Covered Individuals: Current USU Students

Responsible Executive: Vice President for Strategic Enrollment

Policy Custodian: Student Financial Services, Executive Director of Student Financial Services

Last Revised: 2025/07/09

Previous USU Policy Number: 532: Scholarship Awarding

4201.1 PURPOSE AND SCOPE

Utah State University (USU) provides [Scholarships](#) to undergraduate and graduate students through funds provided by donors, federal and state governments, and USU general funds. This policy provides a framework to (i) foster accountability, protect employee integrity, and safeguard USU funds; (ii) ensure that proper stewardship, guidelines, and internal controls are in place to achieve the highest level of public trust; and (iii) ensure that student needs are considered in the process. This policy applies to both [Qualified](#) and [Non-qualified Scholarships](#).

4201.2 POLICY

2.1 Legal Compliance

Scholarship funds must be administered and awarded in accordance with applicable federal, state, and local law and USU policies and procedures, including [USU's Notice of Non-Discrimination](#). When the funds are associated with a gift, the University endeavors to use the funds in keeping with the donor's intent. If a gift or endowment agreement includes selection criteria that are unlawful or otherwise not compliant with USU policy, then USU, through University Advancement, will work with the donor (if the donor is still living) to release or modify the criteria. In cases where the donor is no longer living, University Advancement will work with the Office of General Counsel to release or modify the selection criteria as permitted by applicable law (e.g., Utah Code 51-8-501), which may require approval by the Attorney General for authorization. Scholarships can be awarded to a student without lawful immigration status if the student complies with all applicable and then-current legal requirements, including those set forth in Utah Code 53B-8-106.

2.2 Determining Financial Need

When determining financial need for [Financial Need-Based Scholarships](#), the [Scholarship Awarding Unit](#) must use the [Free Application for Federal Student Aid \(FAFSA\)](#) as the official resource. If an alternate or augmented financial need calculating mechanism is needed, it must be approved by the Central Scholarship Committee.

2.3 Scholarship Committees

Scholarship Awarding Units must establish a committee for each Scholarship that it administers. Individual Scholarship Committee members are each responsible for complying with this policy. The structure and membership of each Scholarship Committee will be determined and documented by the Scholarship Awarding Unit. The number of committee members should be limited to only those necessary to administer the Scholarship. Donor(s) associated with the funding of the Scholarship and students are not permitted to participate in the Scholarship reviewing or awarding processes. All Scholarship committee members must be current on their Family Educational Rights and Privacy Act (FERPA) training and conflict-of-interest disclosures (See [USU Policy 2201: Student Records](#) and [USU Policy 2301: Individual Conflicts of Interest](#)). Scholarship committees must use the USU-approved scholarship platform to review requirements, applicants, and determine Scholarship recipients, unless otherwise specifically authorized by Student Financial Support. Each Scholarship Committee must administer the Scholarship in keeping with applicable donor agreements. Questions regarding donor agreements, selection criteria, or donor intent must be coordinated with University Advancement.

2.4 Documentation

Scholarship Awarding Units must maintain proper documentation in keeping with all related procedures. At a minimum, proper documentation includes committee membership, conflict of interest statements, the application review and awardee selection process, point of contact information, and all scholarship communication, such as notifications and approvals for any exceptions. Documentation must be retained for a minimum of 6 years after the awarding cycle in an electronic format and at a location accessible by Student Financial Support and/or Internal Audit.

2.5 Publication of Scholarship Information

Scholarship Awarding Units must publish required Scholarship information as specified in applicable procedures, including, at a minimum, application deadlines, scholarship criteria, a scholarship appeal process, and conflict of interest statements for any Scholarship Committee members.

2.6 Acceptance Process

Scholarship Awarding Units must issue an award notification to students selected for the Scholarship in keeping with applicable procedures. Students must officially accept their Scholarship(s) through a process approved by Student Financial Support. Institutionally funded Scholarships for first-time students (e.g., academic, need, legacy, etc.) may be accepted through the [Confirmation of Enrollment process](#). All other Scholarships must be accepted in a USU approved scholarship platform.

2.7 Training

All employees involved in Scholarship awarding must receive relevant training from Student Financial Support or the Scholarship Management Committee. These individuals provide the necessary knowledge, skills, and abilities to function within and contribute to a compliant Scholarship-awarding environment. Scholarship Awarding Units are responsible for keeping personnel current on such training.

2.8 Separation of Duties

In administering Scholarships, duties must be appropriately segregated such that no one person has control of both awarding and funding of Scholarships. If a Scholarship Awarding Unit has questions about scaling procedures to accommodate smaller operations, it must contact Student Financial Support for guidance prior to establishing processes or compromising the separation of duties.

2.9 Reconciliation

Reconciliation of Scholarship awards must be regularly completed and reviewed by the Business Services team and administrators (i.e., Dean's Office, Department Heads, etc.) associated with the Scholarship Awarding Unit.

2.10 Timely & Accurate Reporting

Scholarship-awarding reports must be accurate and made available to appropriate Scholarship Awarding Unit personnel in a timely manner.

2.11 Exemption for Intercollegiate Athletic Scholarships and Grants-In-Aid Program

The Vice President and Director of Athletics, as designated by USU Policy 1000C.47(8), retains supervision of *"the intercollegiate athletic scholarship and grants-in-aid program and all athletic awards after consultation with and approval of the Athletic Council."* The administration, internal controls, processes, and procedures for athletic scholarships are excluded from this policy. However, coordination between Student Financial Support and Athletics is required for Scholarship administration, which includes institutional, college, or state aid programs.

4201.3 RESPONSIBILITIES

3.1 University Advancement

University Advancement is responsible for (i) interpreting donor agreement language if unclear; (ii) approving the use of additional application materials to award Scholarships; (iii) collaborating with donors to modify Scholarship selection criteria, when appropriate; and (iv) when no donor is available, consulting with the Office of General Counsel to release or modify the gift's purpose in accordance with statute and donor intent.

3.2 Student Financial Support

Student Financial Support is responsible for (i) collaborating with Scholarship Awarding Units to create ethical scholarship-awarding procedures; (ii) coordinating with Athletics to administer institutional, college, or state aid programs; (iii) providing training for Scholarship committee members on best practices for Scholarship awarding; (iv) providing best practices for appropriate internal controls such as separation of duties and compensating controls; (v) conducting review of Scholarship awarding procedures as needed; (vi) chairing the Scholarship Management Committee; (vii) establishing the process by which Scholarships are applied to student accounts; and (viii) oversight of the approved USU scholarship awarding platform.

3.3 Scholarship Awarding Units

Scholarship Awarding Units are responsible for (i) maintaining appropriate documentation and publishing information as outlined in 4201-PR1: Scholarship Awarding Procedures; (ii) ensuring that its Scholarship committee members receive appropriate training; (iii) establishing Scholarship-awarding procedures that promote appropriate use of funds; (iv) implementing timely and accurate reporting and preventative measures such as separation of duties and regular reconciliation of Scholarships; (v) providing access to required information for audit purposes; and (vi) notifying students of Scholarships as outlined in 4201-PR1: Scholarship Awarding Procedures.

3.4 Office of General Counsel

The Office of General Counsel is responsible for (i) assisting University Advancement in modifying the purpose of a gift when Scholarship awarding is not feasible based on the donor's selection criteria and the donor is no longer living; and (ii) collaborating and coordinating with the Office of the Utah Attorney General as necessary.

3.5 Internal Audit

Internal Audit is responsible for reviewing and measuring the effectiveness of the controls and procedures used by Scholarship Awarding Units, as needed, and has the authority to review and measure the effectiveness of scholarship controls and procedures at their discretion with minimal or no notice to the Scholarship Awarding Unit.

3.6 Central Scholarship Committee

The Central Scholarship Committee is responsible for (i) establishing University-wide criteria and requirements that Scholarship Awarding Units must implement in their own scholarship-awarding procedures; and (ii) serving as a primary source of information, education, and assistance on policy topics. The Central Scholarship Committee includes two standing members – the Vice President of Strategic Enrollment Management and the Department Head of Student Financial Support. In addition, the Central Scholarship Committee will include one academic dean or designee to be appointed by the Provost for a two year term; one financial officer to be appointed by the Vice President of Business and Finance for a two year term; and one University Advancement representative to be appointed by the Vice President of Advancement for a two year term.

3.7 Scholarship Management Committee

The Scholarship Management Committee is responsible for overseeing the implementation of Scholarship awarding procedures and ensuring Scholarships are administered in accordance with this policy. The Scholarship Management Committee comprises representatives from Student Financial Support, University Advancement, the Academic Colleges, and other units/divisions as requested by the Scholarship Management Committee. The Scholarship Management Committee should meet monthly (or as often as needed) to ensure compliance with Scholarship administration and the implementation of this policy. Student Financial Support will oversee the Scholarship Management Committee.

4201.4 REFERENCES

- IRS Scholarships, Fellowship Grants, and Other Grants [Topic 421](#)
- Utah Board of Higher Education Policy [R513, Tuition Waivers and Reductions](#)
- Utah Board of Higher Education Policy [R601, Board of Directors of the Utah Higher Education Assistance Authority](#)
- Utah Board of Higher Education Policy [R602, Bylaws of the Utah Higher Education Assistance Authority Board of Directors](#)
- Utah Board of Higher Education Policy [R649, Utah Higher Education Assistance Authority Privacy Policy](#)
- Utah Board of Higher Education Policy [R685, Utah Educational Savings Plan Trust](#)
- [Utah State Code 63G-12-402](#) - Receipt of state, local, or federal public benefits – Verification – Exceptions – Fraudulently obtained benefits – criminal penalties – Annual Report
- Utah Code 51-8-501 - Uniform Prudent Management of Institutional Funds Act
- Utah Code 53B-8-106 – Nonresident Tuition Waivers for Undocumented Students
- 26 US Code Section 117 – Qualified Scholarships

4201.5 RELATED USU POLICIES

- [Utah State University Policy 1000A - The State System of Higher Education](#)
 - Section 4.8(24) Scholarship, Student Loans, and Tuition Waivers
 - Section 4.8(25) Educationally Disadvantaged
- [Utah State University Policy 1000C - The University President and Other Officers](#)
 - Section 4.7(8) Vice President and Director of Athletics
- [Utah State University Policy 2301: Individual Conflicts of Interest](#)
- [Utah State University Policy 4102 - Research](#)
 - Section 3.4 Scholarship and Fellowship Funds
- [Utah State University Policy 5004: Charitable Gift Acceptance & Crediting](#)

4201.6 DEFINITIONS

- **FAFSA** means the Free Application for Federal Student Aid and is the basic student financial aid application form used by all two and four-year colleges, universities, and career schools for the awarding of federal student aid and most state and college aid. At USU, Student Financial Support administers Title IV aid, which is available to students by completing the FAFSA.
- **Financial Need-Based Scholarship** means a Scholarship awarded based on financial need as defined by the FAFSA.
- **Non-Qualified Scholarship** means any portion of a Scholarship that does not qualify as a Qualified Scholarship, as defined herein. Non-Qualified Scholarships are included in the gross income of the recipient and are subject to withholding for tax purposes. Withholdings are to be applied by the institution for specified citizenship codes, such as nonresident aliens living in the US. International students may be charged an international tax if the Scholarship exceeds their qualified charges. For non-degree-seeking, nonresident candidates and nonresident postdoctoral research scholars, the entire Scholarship is taxable and included in taxable income.
- **Qualified Scholarship** means any portion of a Scholarship that is used for qualified tuition and related expenses, as set forth in 26 US Code Section 117. Qualified tuition and related expenses consist of tuition and fees required for the enrollment or attendance of a student at USU and fees, books, supplies, and equipment required for courses of instruction at USU. Qualified scholarship payments to nonresident aliens are not taxed or reported to the IRS.
- **Scholarship** means a qualified or non-qualified grant or payment made to support a Utah State University student's education. Scholarships are awarded based on need, academic achievement, or other merits. Scholarships may be referred to by various titles (e.g., award, grant, fellowship) and issued by the institution, colleges, or departments. For purposes of this policy, Scholarships include both Non-Qualified Scholarships and Qualified Scholarships, as defined herein.
- **Scholarship Awarding Unit** means any USU unit (e.g., college, department, etc.) that issues, evaluates, or oversees Scholarships. Each Scholarship Awarding Unit determines how scholarships are processed within the unit, and whether one procedure is sufficient for the entire unit or if multiple procedures are necessary.

Information below is not included as part of the contents of the official policy. It is provided only as a convenience for readers/users and may be changed at any time by persons authorized by the president.

RESOURCES

Procedures

- 4201-PR1: Scholarship Management Committee Procedures – *website under development*

Contacts

- [Executive Director of Student Financial Support](#)

POLICY HISTORY

Original issue date: 2017/08/09

Last revision date: 2025/07/09

Next scheduled review date: 2028/07/01

Previous revision dates: 2022/10/26, 2021/05/26, 2017/08/09

University Policy 4201: Scholarship Awarding

Category: Academic Affairs

Subcategory: Academic Fees & Awards

Covered Individuals: Current USU Students

Responsible Executive: Vice President for Strategic Enrollment

Policy Custodian: Student Financial Services, Executive Director of Student Financial Services

Last Revised: ~~2022/10/26~~ 2025/07/09

Previous USU Policy Number: 532: Scholarship Awarding

4201.1 PURPOSE AND SCOPE

Utah State University (USU) provides ~~undergraduate and graduate~~ Scholarships to undergraduate and graduate students through funds provided by donors, federal and state governments, and ~~University-USU~~ general funds. This policy ~~establishes the~~ provides a framework to (i) foster accountability, protect employee integrity, and safeguard USU funds; (ii) ensure that proper stewardship, guidelines, and internal controls are in place to achieve the highest level of public trust; and (iii) to ensure that student needs are considered in the process.

~~Scholarship awarding requires an understanding of best practices that foster accountability, protect employee integrity, and safeguard University funds. For purposes of this policy, scholarships and waivers include both applies to both Qualified and Non-qualified Scholarships awards.~~

4201.2 POLICY

2.1 Legal Compliance

Scholarship funds must be administered and awarded in accordance with applicable federal, state, and local law and USU policies and procedures, including USU's Notice of Non-Discrimination. When the funds are associated with a gift, the University endeavors to use the funds in keeping with the donor's intent. If a gift or endowment agreement includes selection criteria that are unlawful or otherwise not compliant with USU policy, then USU, through University Advancement, will work with the donor (if the donor is still living) to release or modify the criteria. In cases where the donor is no longer living, University Advancement will work with the Office of General Counsel to release or modify the selection criteria as permitted by applicable law (e.g., Utah Code 51-8-501), which may require approval by the Attorney General for authorization. Scholarships can be awarded to a student without lawful immigration status if the student complies with all applicable and then-current legal requirements, including those set forth in Utah Code 53B-8-106.

2.2 Determining Financial Need

When determining financial need for Financial Need-Based Scholarships, the Scholarship Awarding Unit must use the Free Application for Federal Student Aid (FAFSA) as the official resource. If an alternate or augmented financial need calculating mechanism is needed, it must be approved by the Central Scholarship Committee.

~~Each scholarship awarding college and/or unit shall:~~

- ~~1. Recognize the Free Application for Federal Student Aid (FAFSA) as the official resource when determining financial need for need-based scholarships. If an alternate calculating mechanism is needed, it must be approved by Central Scholarship Committee.~~
- ~~2. Create scholarship awarding procedures, in collaboration with the Student Financial Support, that include but are not limited to:
 - ~~○ College/Unit Responsibilities (Section 3.1)~~~~

- Separation of Duties (Section 3.2)
 - Use of Funds (Section 3.3)
 - Reconciliation of Awards (Section 3.4)
 - Timely & Accurate Reporting (Section 3.5)
3. Award scholarships consistent with USU's nondiscrimination statement and not use the following criteria during selection & awarding:
- Citizenship
 - Race/Color
 - Ethnicity
 - Religion
 - Gender
 - National Origin
 - Sexual Orientation
 - Disability
 - Age

If existing endowment/gift agreements include criteria mentioned above, University Advancement and the Civil Rights and Title IX Office must be included in the interpretation of the existing gift agreement and be made aware of the awarding process.

The Central Scholarship Committee will establish standard procedures for the Utah State University system.

Exemption for Intercollegiate Athletic Scholarships and Grants-in-aid Program

The Vice President and Director of Athletics, as designated by USU Policy 1000C.4.7(8), retains the supervision of *"the intercollegiate athletic scholarship and grants-in-aid program and all athletic awards [scholarships] subject to NCAA rule requirements and the review of the Faculty Athletics Representative, Athletics Compliance Office, and Student Financial Support."* Therefore, the administration, internal controls, processes, and procedures for these scholarships are excluded from this policy.

4201.3 SCHOLARSHIP-AWARDING PROCEDURES

2.3 Scholarship Committees

Scholarship Awarding Units must establish a committee for each Scholarship that it administers. Individual Scholarship Committee members are each responsible for complying with this policy.

The structure and membership of each Scholarship Committee will be determined and documented by the Scholarship Awarding Unit. The number of committee members should be limited to only those necessary to administer the Scholarship. Donor(s) associated with the funding of the Scholarship and students are not permitted to participate in the Scholarship reviewing or awarding processes. All Scholarship committee members must be current on their Family Educational Rights and Privacy Act (FERPA) training and conflict-of-interest disclosures (See USU Policy 2201: Student Records and USU Policy 2301: Individual Conflicts of Interest). Scholarship committees must use the USU-approved scholarship platform to review requirements, applicants, and determine Scholarship recipients, unless otherwise specifically authorized by Student Financial Support. Each Scholarship Committee must administer the Scholarship in keeping with applicable donor agreements. Questions regarding donor agreements, selection criteria, or donor intent must be coordinated with University Advancement.

3.1 College/Unit Responsibilities

Individuals involved in scholarship awarding should understand procedures in sufficient detail to maintain the effectiveness and integrity of the awarding process. Colleges/Units should ensure that all employees involved in scholarship awarding receive relevant training from Student Financial Support or other experienced individuals who can provide adequate knowledge, skills, and abilities to function within, and contribute to, an appropriate scholarship-awarding environment.

College/Unit responsibilities should include:

- Documentation of the following:
 - College/Unit Scholarship Committee membership and selection process
 - Conflict of Interest submission by committee members
 - Application review and awardee selection process

- ~~Scholarship notifications~~
- ~~Scholarship acceptances~~
- ~~Point-of-contact information for coordination of information, activities, and data~~
- ~~Interpretation of donor agreement language if unclear (approved by University Advancement)~~
- ~~Exceptions and approval of the exceptions by the College/Unit Scholarship Committee~~
- ~~Documentation should be held for a minimum of 6 years after the awarding cycle in an electronic format and location that can be accessed by Student Financial Support and/or Internal Audit~~
- ~~Publication of the following:~~
 - ~~College/Unit application deadlines~~
 - ~~Awarding scholarship criteria (i.e., major, GPA, etc)~~
 - ~~Scholarship appeal processes and procedures~~
 - ~~College/Unit Scholarship Committee member conflict of interest statement~~
- 2.4 Documentation
 - Scholarship Awarding Units must maintain proper documentation in keeping with all related procedures. At a minimum, proper documentation includes committee membership, conflict of interest statements, the application review and awardee selection process, point of contact information, and all scholarship communication, such as notifications and approvals for any exceptions. Documentation must be retained for a minimum of 6 years after the awarding cycle in an electronic format and at a location accessible by Student Financial Support and/or Internal Audit.
- 2.5 Publication of Scholarship Information
 - Scholarship Awarding Units must publish required Scholarship information as specified in applicable procedures, including, at a minimum, application deadlines, scholarship criteria, a scholarship appeal process, and conflict of interest statements for any Scholarship Committee members.
- 2.6 Acceptance Process
 - Scholarship Awarding Units must issue an award notification to students selected for the Scholarship in keeping with applicable procedures. Students must officially accept their Scholarship(s) through a process approved by Student Financial Support. Institutionally funded Scholarships for first-time students (e.g., academic need, legacy, etc.) may be accepted through the Confirmation of Enrollment process. All other Scholarships must be accepted in a USU approved scholarship platform.
- 2.7 Training
 - All employees involved in Scholarship awarding must receive relevant training from Student Financial Support or the Scholarship Management Committee. These individuals provide the necessary knowledge, skills, and abilities to function within and contribute to a compliant Scholarship-awarding environment. Scholarship Awarding Units are responsible for keeping personnel current on such training.

3.22.8 Separation of Duties

In administering Scholarships, dDuties must should be appropriately segregated such that no one person has control of both awarding and funding Sscholarships. If a college/unit Scholarship Awarding Unit has questions about scaling procedures to meet accommodate smaller operations, it must contact Student Financial Support for guidance regarding compensating controls prior to establishing processes or compromising the separation of duties.

3.3 Use of Funds

~~Scholarship funds must be utilized in accordance with appropriate intent or donor restriction. If this is not feasible, University Advancement will work with the donor (if surviving) to release or modify the criteria. In cases where the donor is no longer living, University Advancement will work with the Office of General Counsel to release or modify the gift's purpose subject to Utah Code 51-8-501 which may require approval~~

by the Attorney General for authorization. Institutional and college/unit scholarships can be awarded to Undocumented/DACAmented students, as long as the student is eligible for HB144.

3.4 — 2.9 Reconciliation of Awards

Reconciliation of Sscholarship awards ~~should~~must be completed and reviewed regularly by the Business Services team; and ~~reviewed by college/unit~~ administrators (i.e. Dean's Office, Department Heads, etc)- associated with the Scholarship Awarding Unit.

~~3.5~~ 2.10 Timely & Accurate Reporting

Scholarship-awarding reports must be accurate and ~~should be made~~ available to appropriate college Scholarship Awarding Unit personnel in a timely manner.

2.11 Exemption for Intercollegiate Athletic Scholarships and Grants-In-Aid Program

The Vice President and Director of Athletics, as designated by USU Policy 1000C.47(8), retains supervision of "the intercollegiate athletic scholarship and grants-in-aid program and all athletic awards after consultation with and approval of the Athletic Council." The administration, internal controls, processes, and procedures for athletic scholarships are excluded from this policy. However, coordination between Student Financial Support and Athletics is required for Scholarship administration, which includes institutional, college, or state aid programs.

4201.4 AUDITS

~~Internal auditors, external auditors, and Student Financial Support personnel have authority to review and measure the effectiveness of scholarship controls. Although college operations may influence when reviews occur, surprise reviews may be initiated in an awarding area with minimal or no notice.~~

4201.3 RESPONSIBILITIES

3.1 University Advancement

University Advancement is responsible for (i) interpreting donor agreement language if unclear; (ii) approving the use of additional application materials to award Scholarships; (iii) collaborating with donors to modify Scholarship selection criteria, when appropriate; and (iv) when no donor is available, consulting with the Office of General Counsel to release or modify the gift's purpose in accordance with statute and donor intent.

3.2 Student Financial Support

Student Financial Support is responsible for (i) collaborating with Scholarship Awarding Units to create ethical scholarship-awarding procedures; (ii) coordinating with Athletics to administer institutional, college, or state aid programs; (iii) providing training for Scholarship committee members on best practices for Scholarship awarding; (iv) providing best practices for appropriate internal controls such as separation of duties and compensating controls; (v) conducting review of Scholarship awarding procedures as needed; (vi) chairing the Scholarship Management Committee; (vii) establishing the process by which Scholarships are applied to student accounts; and (viii) oversight of the approved USU scholarship awarding platform.

3.3 Scholarship Awarding Units

Scholarship Awarding Units are responsible for (i) maintaining appropriate documentation and publishing information as outlined in 4201-PR1: Scholarship Awarding Procedures; (ii) ensuring that its Scholarship committee members receive appropriate training; (iii) establishing Scholarship-awarding procedures that promote appropriate use of funds; (iv) implementing timely and accurate reporting and preventative measures such as separation of duties and regular reconciliation of Scholarships; (v) providing access to required information for audit purposes; and (vi) notifying students of Scholarships as outlined in 4201-PR1:

Scholarship Awarding Procedures.

3.4 Office of General Counsel

The Office of General Counsel is responsible for (i) assisting University Advancement in modifying the purpose of a gift when Scholarship awarding is not feasible based on the donor's selection criteria and the donor is no longer living; and (ii) collaborating and coordinating with the Office of the Utah Attorney General as necessary.

3.5 Internal Audit

Internal Audit is responsible for reviewing and measuring the effectiveness of the controls and procedures used by Scholarship Awarding Units, as needed, and has the authority to review and measure the effectiveness of scholarship controls and procedures at their discretion with minimal or no notice to the Scholarship Awarding Unit.

3.6 Central Scholarship Committee

The Central Scholarship Committee is responsible for (i) establishing University-wide criteria and requirements that Scholarship Awarding Units must implement in their own scholarship-awarding procedures; and (ii) serving as a primary source of information, education, and assistance on policy topics. The Central Scholarship Committee includes two standing members – the Vice President of Strategic Enrollment Management and the Department Head of Student Financial Support. In addition, the Central Scholarship Committee will include one academic dean or designee to be appointed by the Provost for a two year term; one financial officer to be appointed by the Vice President of Business and Finance for a two year term; and one University Advancement representative to be appointed by the Vice President of Advancement for a two year term.

3.7 Scholarship Management Committee

The Scholarship Management Committee is responsible for overseeing the implementation of Scholarship awarding procedures and ensuring Scholarships are administered in accordance with this policy. The Scholarship Management Committee comprises representatives from Student Financial Support, University Advancement, the Academic Colleges, and other units/divisions as requested by the Scholarship Management Committee. The Scholarship Management Committee should meet monthly (or as often as needed) to ensure compliance with Scholarship administration and the implementation of this policy. Student Financial Support will oversee the Scholarship Management Committee.

4201.54 REFERENCES

- IRS Scholarships, Fellowship Grants, and Other Grants [Topic 421](#)
- Utah Board of Higher Education Policy [R513, Tuition Waivers and Reductions](#)
- Utah Board of Higher Education Policy [R601, Board of Directors of the Utah Higher Education Assistance Authority](#)
- Utah Board of Higher Education Policy [R602, Bylaws of the Utah Higher Education Assistance Authority Board of Directors](#)
- Utah Board of Higher Education Policy [R649, Utah Higher Education Assistance Authority Privacy Policy](#)
- Utah Board of Higher Education Policy [R685, Utah Educational Savings Plan Trust](#)
- [Utah State Code 63G-12-402](#) - Receipt of state, local, or federal public benefits – Verification – Exceptions – Fraudulently obtained benefits – criminal penalties – Annual Report
- Utah Code 51-8-501 - Uniform Prudent Management of Institutional Funds Act
- 26 US Code Section 117 – Qualified Scholarships

4201.5 RELATED USU POLICIES

- Utah State University Policy 1000A - The State System of Higher Education
 - Section 4.8(24) Scholarship, Student Loans, and Tuition Waivers
 - Section 4.8(25) Educationally Disadvantaged

- Utah State University Policy 1000C - The University President and Other Officers
 - Section 4.7(8) Vice President and Director of Athletics
- Utah State University Policy 2301: Individual Conflicts of Interest
- Utah State University Policy 4102 - Research
 - Section 3.4 Scholarship and Fellowship Funds
- Utah State University Policy 5004: Charitable Gift Acceptance & Crediting

4201.76-DEFINITIONS

~~7.1 **Acceptance Process:** Students must officially accept their scholarship offer. Awards offered by the Admissions Office are accepted through the Confirmation of Enrollment process. All other College/Unit awards must be accepted in ScholarshipUniverse or ServiceNow.~~

~~7.2 **Award Notifications:** Students must receive an award notification from the awarding unit that includes details pertaining to the award, such as:~~

- ~~1. Student name~~
- ~~2. A number~~
- ~~3. Title of Scholarship~~
- ~~4. Awarding period (specifying the semester)~~
- ~~5. Value of award per semester~~
- ~~6. Whether award can be deferred/held~~
- ~~7. Criteria, Credit and GPA requirements~~
- ~~8. Notification of acceptance deadline and failure to accept by deadline will result in nullification of offer~~
- ~~9. What the scholarship can be applied to, such as: tuition, fees, tuition & fees, resident portion of nonresident tuition, housing, books, meals, insurance, etc.~~
- ~~10. Reminder that the student is responsible for ensuring their account is paid in full by the posted fee payment deadline, and that unpaid charges may result in loss of classes.~~
- ~~11. Specifying whether "Thank You" letters are required before disbursement.~~
- ~~12. Statement that Federal financial aid (student loans, SEOG, work study) may be reduced or canceled if scholarship funds received exceed your unmet need or financial aid budget.~~

~~7.3 **Central Scholarship Committee:** This committee provides University-wide procedures that must be followed by the colleges/units. The College/Unit Scholarship Committee must create their own procedures that include the items outlined by the Central Scholarship Committee in their documented procedures. This committee will establish and publish scholarship awarding procedures for colleges/units to implement; Internal Audit will audit awarding colleges/units to the established procedures.~~

~~Membership will consist of: two (2) standing representatives—the Executive Director of Student Financial Support and the Chair of the Executive Enrollment Management Committee (EEMC). In addition, there will be:~~

- ~~• One (1) academic dean or designee to be appointed by the Provost for a two (2) year term;~~
- ~~• One (1) financial officer to be appointed by the Vice President of Business and Finance for a two (2) year term;~~
- ~~• Two (2) rotating college representatives to be recommended by the Provost (from different colleges than the academic dean or designee outlined above), approved by the two standing representatives, rotated every two (2) years;~~
- ~~• One (1) statewide campus representative to be appointed by the Vice President of Statewide Campuses, rotated every two (2) years; and~~
- ~~• One (1) university advancement representation to be appointed by the Vice President of Advancement, rotated every two (2) years.~~

~~The Central Scholarship Committee is the primary source of information, education, and assistance on~~

the topics governed by this policy.

~~7.4 College/Unit Scholarship Committee: The structure and membership will be determined and documented by each college. Students or the donor(s) will not be part of the reviewing or awarding processes. All members must be FERPA trained and have submitted the conflict-of-interest disclosure.~~

~~Duties include:~~

- ~~• Documenting procedures as outlined in 3.1 College/Unit Responsibilities,~~
- ~~• With approval from University Advancement, interprets scholarship language on existing donor agreements,~~
- ~~• Reviews recipient requirements,~~
- ~~• Determines recipients of awards, and~~
- ~~• Ensures scholarship funds are utilized in accordance with appropriate intent or donor restriction.~~

~~7.5 Conflict of Interest: An action by an individual reviewing and/or recommending a scholarship that results in a direct financial benefit to a person closely affiliated to the individual making the recommendation. Conflict of interest may also occur if an individual exerts influence to select a recipient without considering and documenting objective criteria for the scholarship.~~

~~7.6 Financial Need-Based Scholarships: means a Scholarships awarded based on financial need as defined by the *Free Application for Federal Student Aid (FAFSA)*.~~

~~7.7 Free Application for Federal Student Aid (FAFSA): means the Free Application for Federal Student Aid and The FAFSA is the basic student financial aid application form used by all two and four-year colleges, universities, and career schools for the awarding of federal student aid and most state and college aid. At USU, Student Financial Support administers Title IV aid, which is the aid available to students through filling out by completing the FAFSA.~~

~~7.8 Non-Qualified Scholarship: means Any portion of an award, a Scholarship, fellowship, or grant that does not qualify as Qualified Scholarship, as defined herein, directly pay for those items defined as a qualified scholarship. Non-qualified scholarships are includible in the gross income of the recipient and are subject to withholding for tax purposes. Withholdings are to be applied by the institution for specified citizenship codes such as nonresident aliens living in the US. International students may be charged an international tax if the award Scholarship exceeds their qualified charges. For non-degree-seeking, nonresident candidates and nonresident post-doctoral research scholars, the entire Scholarship award is non-qualified taxable and included in taxable income.~~

~~7.9 Qualified Scholarship: means any portion of a Scholarship that is used for qualified tuition and related expenses, as set forth in 26 US Code Section 117. —Qualified tuition and related expenses consist of tuition and fees required for the enrollment or attendance of a student at USU and fees, books, supplies, and equipment required for courses and instruction at USU. Scholarships, states that a qualified scholarship is one that is used to pay "tuition and fees paid to enroll in, or to attend, an educational institution" or "fees, book, supplies, and equipment required for the courses at the educational institution." Qualified scholarship payments to nonresident aliens are not taxed or reported to the IRS.~~

~~7.10 Scholarship: means a A qualified or non-qualified grant or payment made to support a Utah State University student's education. Scholarships are, awarded on the basis of need, or academic achievement, or other merits achievement. Scholarships are not repaid. Scholarships may be referred to by various titles (e.g. award, grant, fellowship, etc.) and issued by the institution, colleges, or departments. For purposes of this policy, Scholarships include both Non-Qualified Scholarships and Qualified Scholarship, as defined herein. However, any titles that fall within the classification of non-qualified or qualified scholarships are considered "scholarships" for purposes of this policy.~~

~~7.11 Student Financial Support: Student Financial Support establishes the process by which scholarships are applied to student accounts. Student Financial Support may collaborate with scholarship-awarding colleges/units on scholarship processes and procedures, and may provide guidance for maintaining appropriate internal controls.~~

Scholarship-Awarding College/Unit: means any USU ~~Any college/unit (e.g., college, department, etc.) within USU that issues, evaluates, or oversees Sscholarships, as outlined by this policy.~~ Each Scholarship Awarding college/Unit determines how scholarships are processed within the unit college, and whether one procedure is sufficient for the entire college/unit or if multiple procedures are necessary.

Information below is not included as part of the contents of the official policy. It is provided only as a convenience for readers/users and may be changed at any time by persons authorized by the president.

RESOURCES

Procedures

- 4201-PR1: Scholarship Management Committee Procedures – website under development

Contacts

- Executive Director of Student Financial Support

7.12

POLICY HISTORY

Original issue date: 2017/08/09

Last ~~revision~~ iew date: 2022/10/26 2025/07/09

Next scheduled review date: 2028/07/01

Previous revision dates: 2022/10/26, 2021/05/26, 2017/08/09

University Policy 4201: Scholarship Awarding

Category: Academic Affairs

Subcategory: Academic Fees & Awards

Responsible Executive: Vice President for Strategic Enrollment

Policy Custodian: Student Financial Services, Executive Director of Student Financial Services

Last Revised: 2022/10/26

Previous USU Policy Number: 532: Scholarship Awarding

4201.1 PURPOSE AND SCOPE

Utah State University provides undergraduate and graduate [scholarships](#) to students through funds provided by donors, federal and state governments, and University general funds. This policy establishes the framework to ensure that proper stewardship, guidelines, and internal controls are in place to achieve the highest level of public trust and to ensure that student needs are considered in the process.

Scholarship awarding requires an understanding of best practices that foster accountability, protect employee integrity, and safeguard University funds. For purposes of this policy, scholarships and waivers include both qualified and non-qualified scholarship awards.

4201.2 POLICY

Each [scholarship-awarding college](#) and/or unit shall:

1. Recognize the [Free Application for Federal Student Aid \(FAFSA\)](#) as the official resource when determining financial need for need-based scholarships. If an alternate calculating mechanism is needed, it must be approved by [Central Scholarship Committee](#).
2. Create scholarship-awarding procedures, in collaboration with the [Student Financial Support](#), that include but are not limited to:
 - College/Unit Responsibilities (Section 3.1)
 - Separation of Duties (Section 3.2)
 - Use of Funds (Section 3.3)
 - Reconciliation of Awards (Section 3.4)
 - Timely & Accurate Reporting (Section 3.5)
3. Award scholarships consistent with USU's nondiscrimination statement and not use the following criteria during selection & awarding:
 - Citizenship
 - Race/Color
 - Ethnicity
 - Religion
 - Gender
 - National Origin
 - Sexual Orientation
 - Disability
 - Age

If existing endowment/gift agreements include criteria mentioned above, University Advancement and the Civil Rights and Title IX Office must be included in the interpretation of the existing gift agreement and be made aware of the awarding process.

The Central Scholarship Committee will establish standard procedures for the Utah State University system.

Exemption for Intercollegiate Athletic Scholarships and Grants-in-aid Program

The Vice President and Director of Athletics, as designated by USU Policy 1000C.4.7(8), retains the supervision of “*the intercollegiate athletic scholarship and grants-in-aid program and all athletic awards [scholarships] subject to NCAA rule requirements and the review of the Faculty Athletics Representative, Athletics Compliance Office, and Student Financial Support.*” Therefore, the administration, internal controls, processes, and procedures for these scholarships are excluded from this policy.

4201.3 SCHOLARSHIP-AWARDING PROCEDURES

3.1 College/Unit Responsibilities

Individuals involved in scholarship awarding should understand procedures in sufficient detail to maintain the effectiveness and integrity of the awarding process. Colleges/Units should ensure that all employees involved in scholarship awarding receive relevant training from Student Financial Support or other experienced individuals who can provide adequate knowledge, skills, and abilities to function within, and contribute to, an appropriate scholarship-awarding environment.

College/Unit responsibilities should include:

- Documentation of the following:
 - College/Unit Scholarship Committee membership and selection process
 - [Conflict of Interest](#) submission by committee members
 - Application review and awardee selection process
 - [Scholarship notifications](#)
 - [Scholarship acceptances](#)
 - Point-of-contact information for coordination of information, activities, and data
 - Interpretation of donor agreement language if unclear (approved by University Advancement)
 - Exceptions and approval of the exceptions by the College/Unit Scholarship Committee
 - Documentation should be held for a minimum of 6 years after the awarding cycle in an electronic format and location that can be accessed by Student Financial Support and/or Internal Audit
- Publication of the following:
 - College/Unit application deadlines
 - Awarding scholarship criteria (i.e., major, GPA, etc)
 - Scholarship appeal processes and procedures
 - College/Unit Scholarship Committee member [conflict-of-interest](#) statement

3.2 Separation of Duties

Duties should be appropriately segregated such that no one person has control of both awarding and funding scholarships. If a college/unit has questions about scaling procedures to meet smaller operations, contact Student Financial Support for guidance regarding compensating controls prior to establishing processes or compromising the separation of duties.

3.3 Use of Funds

Scholarship funds must be utilized in accordance with appropriate intent or donor restriction. If this is not feasible, University Advancement will work with the donor (if surviving) to release or modify the criteria. In cases where the donor is no longer living, University Advancement will work with the Office of General Counsel to release or modify the gift's purpose subject to Utah Code 51-8-501 which may require

approval by the Attorney General for authorization. Institutional and college/unit scholarships can be awarded to Undocumented/DACAmented students, as long as the student is eligible for HB144.

3.4 Reconciliation of Awards

Reconciliation of scholarship awards should be completed regularly by Business Services, and reviewed by college/unit administrators (i.e. Dean's Office, Department Heads, etc).

3.5 Timely & Accurate Reporting

Scholarship-awarding reports must be accurate and should be available to appropriate college personnel in a timely manner.

4201.4 AUDITS

Internal auditors, external auditors, and Student Financial Support personnel have authority to review and measure the effectiveness of scholarship controls. Although college operations may influence when reviews occur, surprise reviews may be initiated in an awarding area with minimal or no notice.

4201.5 REFERENCES

- IRS Scholarships, Fellowship Grants, and Other Grants [Topic 421](#)
- Utah Board of Higher Education Policy [R513, Tuition Waivers and Reductions](#)
- Utah Board of Higher Education Policy [R601, Board of Directors of the Utah Higher Education Assistance Authority](#)
- Utah Board of Higher Education Policy [R602, Bylaws of the Utah Higher Education Assistance Authority Board of Directors](#)
- Utah Board of Higher Education Policy [R649, Utah Higher Education Assistance Authority Privacy Policy](#)
- Utah Board of Higher Education Policy [R685, Utah Educational Savings Plan Trust](#)
- [Utah State Code 63G-12-402](#) - Receipt of state, local, or federal public benefits – Verification – Exceptions – Fraudulently obtained benefits – criminal penalties – Annual Report
- Utah Code 51-8-501 - Uniform Prudent Management of Institutional Funds Act
- 26 US Code Section 117 – Qualified Scholarships

4201.6 RELATED USU POLICIES

- [Utah State University Policy 1000A - The State System of Higher Education](#)
 - Section 4.8(24) Scholarship, Student Loans, and Tuition Waivers
 - Section 4.8(25) Educationally Disadvantaged
- [Utah State University Policy 1000C - The University President and Other Officers](#)
 - Section 4.7(8) Vice President and Director of Athletics
- [Utah State University Policy 4102 - Reserves](#)
 - Section 3.4 Scholarship and Fellowship Funds

4201.7 DEFINITIONS

7.1 Acceptance Process: Students must officially accept their scholarship offer. Awards offered by the Admissions Office are accepted through the Confirmation of Enrollment process. All other College/Unit awards must be accepted in ScholarshipUniverse or ServiceNow.

7.2 Award Notifications: Students must receive an award notification from the awarding unit that includes details pertaining to the award, such as:

1. Student name
2. Anumber
3. Title of Scholarship
4. Awarding period (specifying the semester)
5. Value of award per semester
6. Whether award can be deferred/held
7. Criteria, Credit and GPA requirements
8. Notification of acceptance deadline and failure to accept by deadline will result in nullification of offer
9. What the scholarship can be applied to, such as: tuition, fees, tuition & fees, resident portion of nonresident tuition, housing, books, meals, insurance, etc.
10. Reminder that the student is responsible for ensuring their account is paid in full by the posted fee-payment deadline, and that unpaid charges may result in loss of classes.
11. Specifying whether "Thank You" letters are required before disbursement.
12. Statement that Federal financial aid (student loans, SEOG, work-study) may be reduced or canceled if scholarship funds received exceed your unmet need or financial aid budget.

7.3 Central Scholarship Committee: This committee provides University-wide procedures that must be followed by the colleges/units. The College/Unit Scholarship Committee must create their own procedures that include the items outlined by the Central Scholarship Committee in their documented procedures. This committee will establish and publish scholarship awarding procedures for colleges/units to implement; Internal Audit will audit awarding colleges/units to the established procedures.

Membership will consist of: two (2) standing representatives – the Executive Director of Student Financial Support and the Chair of the Executive Enrollment Management Committee (EEMC). In addition, there will be:

- One (1) academic dean or designee to be appointed by the Provost for a two (2) year term;
- One (1) financial officer to be appointed by the Vice President of Business and Finance for a two (2) year term;
- Two (2) rotating college representatives to be recommended by the Provost (from different colleges than the academic dean or designee outlined above), approved by the two standing representatives, rotated every two (2) years;
- One (1) statewide campus representative to be appointed by the Vice President of Statewide Campuses, rotated every two (2) years; and
- One (1) university advancement representation to be appointed by the Vice President of Advancement, rotated every two (2) years.

The Central Scholarship Committee is the primary source of information, education, and assistance on the topics governed by this policy.

7.4 College/Unit Scholarship Committee: The structure and membership will be determined and documented by each college. Students or the donor(s) will not be part of the reviewing or awarding processes. All members must be FERPA trained and have submitted the conflict-of-interest disclosure.

Duties include:

- Documenting procedures as outlined in 3.1 College/Unit Responsibilities,
- With approval from University Advancement, interprets scholarship language on existing donor agreements,
- Reviews recipient requirements,
- Determines recipients of awards, and
- Ensures scholarship funds are utilized in accordance with appropriate intent or donor restriction.

7.5 Conflict-of-Interest: An action by an individual reviewing and/or recommending a scholarship that results in a direct financial benefit to a person closely affiliated to the individual making the recommendation. Conflict-of-interest may also occur if an individual exerts influence to select a recipient without considering and documenting objective criteria for the scholarship.

7.6 Financial Need-Based Scholarships: Scholarships awarded based on financial need as defined by the *Free Application for Federal Student Aid (FAFSA)*.

7.7 Free Application for Federal Student Aid (FAFSA): The FAFSA is the basic student financial aid application form used by all two and four-year colleges, universities, and career schools for the awarding of federal student aid and most state and college aid. At USU, Student Financial Support administers Title IV aid, which is the aid available to students through filling out the FAFSA.

7.8 Non-Qualified Scholarship: Any portion of an award, scholarship, fellowship, or grant that does not directly pay for those items defined as a qualified scholarship. Non-qualified scholarships are includible in the gross income of the recipient and are subject to withholding for tax purposes. Withholdings are to be applied by the institution for specified citizenship codes such as nonresident aliens living in the US. International students may be charged an international tax if the award exceeds their qualified charges. For non-degree nonresident candidates and nonresident post-doctoral research scholars, the entire award is non-qualified and included in taxable income.

7.9 Qualified Scholarship: 26 US Code Section 117 – Qualified Scholarships, states that a qualified scholarship is one that is used to pay "*tuition and fees paid to enroll in, or to attend, an educational institution*" or "*fees, book, supplies, and equipment required for the courses at the educational institution.*" Qualified scholarship payments to nonresident aliens are not taxed or reported to the IRS.

7.10 Scholarship: A qualified or non-qualified grant or payment made to support a student's education, awarded on the basis of need or academic or other achievement. Scholarships are not repaid. Scholarships may be referred to by various titles (e.g. award, grant, fellowship, etc.). However, any titles that fall within the classification of non-qualified or qualified scholarships are considered "scholarships" for purposes of this policy.

7.11 Student Financial Support: Student Financial Support establishes the process by which scholarships are applied to student accounts. Student Financial Support may collaborate with scholarship-awarding colleges/units on scholarship processes and procedures, and may provide guidance for maintaining appropriate internal controls.

7.12 Scholarship-Awarding College/Unit: Any college/unit within USU that issues, evaluates, or oversees scholarships as outlined by this policy. Each college/unit determines how scholarships are processed within the college, and whether one procedure is sufficient for the entire college/unit or if multiple procedures are necessary.

POLICY HISTORY

Original issue date: 2017/08/09

Last review date: 2022/10/26

Previous revision dates: 2022/10/26, 2021/05/26, 2017/08/09

RESOLUTION

UTAH STATE UNIVERSITY

BOARD OF TRUSTEES

WHEREAS, USU Policy 4201: Scholarship Awarding provides a framework to foster accountability, protect employee integrity, safeguard USU funds, ensure proper stewardship, guidelines, and internal controls, and ensure student needs are considered in the awarding of Scholarships.

WHEREAS, the Executive Director of Student Financial Support desires to establish a new committee, the Scholarship Management Committee, to create more collaboration across the institution, provide more access for colleges and units to implement and execute scholarship awarding strategies and procedures, and increase shared governance across the institution, to clarify roles and responsibilities related to scholarship administration, and establish a new website with standard operating procedures;

WHEREAS, the revisions requested by the Executive Director of Student Financial Support are focused on ensuring USU remains compliant with applicable law while focusing on industry best standards and increasing efficiencies related to the USU Strategic Reinvestment Planning and how scholarships are awarded across the USU enterprise;

WHEREAS, the President and Vice President of Strategic Enrollment Management recommend that the Board of Trustees support the amendments to Policy 4201: Scholarship Awarding; and

WHEREAS, the amendments to Policy 4201: Scholarship Awarding received the appropriate administrative review and approval required by USU Policy 1001.

NOW THEREFORE BE IT RESOLVED THAT the USU Board of Trustees supports the amendments to Policy 4201: Scholarship Awarding.

Policy 5209: University Website Policy

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EXECUTIVE SUMMARY

USU Policy 5209: University Website Policy

Category: Operating Policies

Subcategory: Information Technology

Covered Individuals: Employees and Students

Responsible Executive: Chief Information Officer, Senior Vice President for University Marketing and Communication

Policy Custodian: Information Technology Web/CMS Director

For each section below, summarize the highlights of the new policy using the suggested questions as guidelines.

BACKGROUND:

Why is this change necessary?

Purpose of the Policy

This policy is established to safeguard the reputation and presentation of the University by outlining requirements for managing University websites. It ensures compliance with applicable government regulations and adherence to USU brand and web identity standards.

Strengthening USU's Commitment

By implementing this policy, USU reinforces its commitment to excellence, access, and inclusion within the community. Active website management and compliance will enable USU to provide the necessary information, tools, and resources for our community to learn, grow, innovate, and make a positive impact on the world.

Ensuring Consistency and Accessibility

The application of this policy guarantees that USU websites remain consistent, accurate, and accessible to all audiences. Although USU already has an Electronic and Information Technology Accessibility policy, this new policy further expands and strengthens our commitment to meeting the needs of all website users.

Adapting to a Digital World

In an increasingly digital and online world, the establishment of an official USU Website Policy is both timely and essential.

KEY PROVISIONS OF THE NEW/REVISED POLICY:

What has changed?

This policy mandates active, designated management of all USU websites, ensuring compliance with government regulations and adherence to USU brand and web identity standards. It eliminates the "set it and forget it" approach, requiring continuous oversight and updates.

Additionally, the policy introduces a vetting process for reviewing and requesting exceptions, ensuring thorough evaluation and adherence to standards.

The preparation of this policy involved consultations with University Marketing and Communication, the

Information Technology Web/CMS Team, the Information Technology Enterprise Systems and Security Team, Digital Accessibility Services, and the Office of General Counsel. Their input was integral to the review and implementation of recommended revisions.

IMPLEMENTATION PLAN:

How will you implement the new policy?

Communication Strategy

1. **USU Communicators Group:** Announce the policy addition through the USU Communicators group to ensure widespread awareness among key stakeholders.
2. **IT Web/CMS Team:** Utilize email and website notifications to inform editors within the CMS about the new policy.
3. **Aggie Brand Con:** Present the policy at Aggie Brand Con to engage and educate attendees on its importance and requirements.
4. **Direct Communication:** Send direct communications to current College and administrative unit webmasters to ensure they understand and can implement the policy.
5. **Digital Accessibility Services:** Include the policy in communications from the Digital Accessibility Services, emphasizing its role in ensuring accessibility compliance on public websites.

Support and Resources

1. **Training:** IT Web Team will organize a required training for designated web personnel to review policy requirements for maintaining compliant websites.
2. **Guidance Documents:** Provide detailed guidance documents and resources to assist webmasters in understanding and applying the policy requirements.
3. **Ongoing Support:** Establish a support system through the IT Web/CMS team and Digital Accessibility Services to address any questions or challenges during implementation.

Monitoring and Compliance

1. **Regular Audits/Compliance Reporting:** Prepare regular communication to remind and document that annual audits have been completed in compliance with the USU Website Policy. Require annual compliance reports from website managers to monitor adherence to the policy and address any non-compliance.
2. **Feedback Mechanism:** Implement a feedback mechanism for webmasters to report issues and suggest enhancements to the policy.

Cost Management

1. **Resource Allocation:** While no major additional direct costs are anticipated, there are some things that could require a cost in time or other financial resources initially and on-going:
 - ServiceNow tracking and reminder process
 - Time for Web Governance Group to review requests and process compliance
 - Digital Accessibility Services support staff to review non-compliance for Accessibility
2. **Budget Planning:** Encourage University colleges and departments to include web management in their budget planning to ensure sustained compliance.

University Policy 5209: University Website Policy

Category: Operating Policies

Subcategory: Information Technology

Covered Individuals: Employees and Students

Responsible Executives: Chief Information Officer, Senior Vice President for University Marketing and Communication

Policy Custodian: Information Technology Web/CMS Director

Last Revised: 2025/07/29

Previous USU Policy Number: N/A

5209.1 PURPOSE AND SCOPE

The University's presence on the Web is an essential tool for fulfilling its mission of teaching, research, and student academic success. Administrative and academic units, faculty, staff, and students are encouraged to take full advantage of web technology to support the University's mission and promote specific University units, initiatives, research projects, and public service.

This policy governs all [University Websites](#) conducting [University Business](#) or providing official University information to the University community and the public. This policy outlines the rules and procedures applicable to such University Websites to protect the University's brand and reputation, and to assist in developing and managing websites that comply with federal, state, and local laws.

5209.2 POLICY

As the reputation and image of the University are determined, in part, by the quality of the information published on the web, University Websites must be accurate, consistent, accessible, secure, and compliant with the policy outlined below.

2.1 Website Management

All University Websites must be assigned to and managed by a [Website Manager](#). The content published on University Websites must be up-to-date, accurate, and compliant with federal, state, local laws, and University policies. The frequency of website updates will depend on the type of content the University Website features, but University Websites must be reviewed at least annually. Out-of-date content, including documents, links, or other content that is no longer relevant, must be removed. Abandoned web pages must be archived or deleted. URL redirects can be implemented when necessary.

2.1.1 Content Management System (CMS) Usage

To ensure consistency, security, and maintainability across University Websites, all University Websites must utilize the University's established Content Management System (CMS) platform. Use of alternative platforms is not permitted unless the Web Governance Committee has granted an exception. Exceptions may be considered when the required functionality is not reasonably available within the University CMS. Requests for such exceptions must be submitted in writing and must clearly demonstrate the necessity for alternative solutions. Additionally, any exceptions granted are still subject to the standards outlined in the USU Website Policy and must adhere to security, accessibility, and other USU policies.

2.2 Web Identity

The [University Web Identity](#) guidelines define the brand standards for University logos, graphic marks, and visual identity elements on the web.

2.2.1 University Web Template

All University Websites must be based upon [University Web Templates](#) unless otherwise approved by the [Web Governance Committee](#).

2.2.2 Logos and Branding

University Websites must comply with the [University Brand Standards](#) related to the web. An approved [University Web Logo](#) must appear at the top of every page. The logo must link back to the [University homepage](#).

2.2.3 Website Footer and Required Links

University Websites must include a footer with links to the webpages set forth in the footer of approved [University Web Templates](#) (e.g., Privacy, Accessibility, Non-Discrimination, etc.) unless otherwise approved by the Web Governance Committee.

2.3 Domains

2.3.1 Domain Name

All University Websites on the University's servers must use "usu.edu" domain names in the form of xxx.usu.edu or usu.edu/xxx. Domain names must accurately reflect the department, program, or activities to which they refer.

2.3.2 Domain Purchasing

All domain names used in connection with University Business must be registered under the name of "Utah State University," not under the names of individuals or outside agencies. Domain names outside usu.edu may be obtained under specific and limited circumstances after review and approval by the Web Governance Committee. Student, faculty, and staff personal sites, not funded by the University, and University initiatives or research centers that are cooperative ventures, are exempt from these requirements.

2.3.3 Sub-domains and Vanity URLs

The University will not host outside domains, such as those ending in .com or .org, without an approved exemption from the Web Governance Committee. Website Managers may request a unique host name, vanity URL, or prefix for use within the usu.edu domain. The resulting addresses would provide a concise method for accessing and publicizing University Websites.

If a website is no longer using a subdomain name, the Website Manager must notify the Web Governance Committee so that the domain name can be deactivated. After two years of inactivity, a website may be reviewed and possibly deactivated by the Web Governance Committee.

The Web Governance Committee has administrative discretion to reclaim or reassign a USU subdomain.

2.4 Accessibility

University Websites are required to comply with federal and University accessibility standards outlined in [USU Policy 5208: Electronic and Information Technology Accessibility](#).

2.5 Contact Information

University Websites must include a clear way to contact the Website Manager for additional information or to report problems on the webpage. The contact information must include an email address and/or a phone number monitored by someone responsible for the content and functionality of the page, who can confirm receipt of the request within 2-3 business days.

2.6 Copyright

Creating web content for university websites may involve incorporating original works of third parties (e.g., written works, photographs, music, software code, and video) that are protected by copyright laws. Other than in circumstances wherein third-party works may be permitted under principles of fair use, consistent with applicable law, Website Managers must obtain and maintain a record of written permissions necessary to incorporate such third-party works on University Websites.

2.7 Privacy

University Websites must comply with the Mandatory Privacy Standards for USU Websites, [USU Policy 3106: Data Privacy](#), the [USU Privacy Notice](#), and any applicable data protection laws regarding the collection and processing of [personal data](#). Personal data collection should be limited to only what is necessary for a specific, clearly defined purpose.

2.8 Legacy Websites

University Websites may be granted legacy status by the Web Governance Committee under limited circumstances and thereby become [Legacy Websites](#). Legacy status allows websites to be subject to a modified set of University standards based on the standards in place at the time of their development for a limited period. If the design of a Legacy Website is materially updated or redesigned, it must be updated to comply with this policy. Requests for legacy status must be submitted in writing to the Web Governance Committee.

2.9 Professional Responsibility

Individuals who place content on University Websites must adhere to all applicable USU policies, including [USU Policy 3002: Respectful Workplace](#) and [USU Policy 4002: Academic Freedom and Professional Responsibility](#).

2.10 Appropriate Use of Resources

In compliance with [USU Policy 5200: Information Security and Appropriate Use](#), University Websites must only contain current web content that supports University functions or programs. Website Managers will not store personal web pages or non-web files, such as backups, in any space designated for University Websites.

When storing web content, Website Managers must adhere to the University's data retention policies, including [USU Policy 5200: Information Security and Appropriate Use](#). Personal data collected through University Websites should be retained only for as long as necessary to fulfill the purpose for which it was collected. Regular audits of stored data should be conducted to ensure compliance with retention policies and to securely dispose of data that is no longer needed.

2.11 Third-Party Web Services

Third-party web services (tools, apps, websites, etc.) are allowed under certain circumstances to provide necessary functions that the University's current systems and platforms are unable to provide.

Before outsourcing all or part of a University Website to an external provider, Website Managers must review the need with the Web Governance Committee executive committee. Additionally, third-party web

services are subject to the same accessibility (see [2.4 Accessibility](#)) and privacy requirements as University Websites (see [2.7 Privacy](#)).

2.12 Advertising

To protect the educational nature of University Websites and to preserve their primary role in support of the University's mission, commercial advertising is prohibited on the usu.edu domain or using Utah State University IP address ranges.

Co-branding, hyperlinked logos, link exchanges, and associate, affiliate, and referral programs are among the items that will be considered commercial advertising. Text links provided for informational purposes or as part of a comprehensive list of sources will not be considered commercial advertising unless the purpose is to promote a product or service.

This policy is not intended to prohibit auxiliary-funded departments from providing accurate and relevant information about their products and services.

2.13 Sponsorships

Sponsors may be acknowledged on University Websites related to University-sponsored artistic or cultural programs, conferences, athletics, or special events. These acknowledgments must be supported by a written agreement between the sponsor and the University entity that specifies a limited term, typically concluding with the end of an event or series.

Sponsors are not entitled to display University marks on their websites without prior written consent from University Marketing and Communication, Trademark Licensing.

2.14 Fundraising

Only fundraising for official University programs is permissible on University Websites.

2.15 Personal Web Pages

Personal web pages created by faculty, staff, or students are the sole responsibility of their authors. Comments on the contents of those pages must be directed to the page author. As a service and for informational purposes only, the University may provide links to personal webpages.

The University does not routinely monitor the content of these pages. However, the University investigates complaints and may remove links to web pages that violate local, state, or federal law or university policy.

Personal pages are not hosted on University domains, should not be used to conduct University Business, and must not convey the impression that the author is representing, giving opinions, or otherwise making statements on behalf of the University or any unit of the University. University logos and trademarks must not be used without permission from USU Trademark Licensing. Personal faculty information can be shared on University Websites through individual directory pages.

2.16 Links to and from Non-University Websites

Links from a University Website to any non-university site must not imply University endorsement of the site's products or services. A disclaimer, such as "Links on these pages to non-university sites do not represent endorsement by Utah State University or its affiliates," must be included unless it is clear from the context that the University does not endorse the product or service.

The University welcomes links to its websites for educational or informational purposes. However, the link must not imply affiliation with or endorsement by the University.

2.17 Social Media

University Social Media Accounts are subject to the requirements in [University Policy 5101: University Social Media Accounts](#).

2.18 Exceptions

When compliance with a section of this Policy is not technically possible, may require extraordinary measures, or is inappropriate under the circumstances, the Web Governance Committee executive committee may grant exceptions. Cost alone is not a basis for an exception under this section. Requests for exceptions to this Policy must be made in writing to the Web Governance Committee executive committee. Exceptions related to accessibility for users with disabilities must be submitted through a separate [Accessibility Exception Request](#).

2.19 Policy Violations

Violations of this policy should be reported to the Web Governance Committee for review and consideration. Failure to comply with this policy may result in the University editing, hiding, or temporarily or permanently deleting a University web page or website, or any content on a University web page or website, with or without notification. It may also result in the requirement to secure centrally supported web services at the department's expense and the suspension of departmental access to the website.

5209.3 RESPONSIBILITIES

3.1 University Marketing and Communication

The Director of Web Strategy is responsible for maintaining the primary University pages, including the homepage. The Web Strategy Team is responsible for maintaining the functionality, content quality, and user experience of high-impact web pages, as well as ensuring brand identity through oversight of the University Web Templates across various properties. Additionally, this office collaborates with other advisory groups and technology governing bodies to ensure effective web management and seamless integration.

3.2 Information Technology and IT Web/Content Management System

The Office of Information Technology provides tools and infrastructures appropriate to support the University's web efforts and advises on security and privacy issues related to Web content. The IT Web/Content Management System Team supports and manages the university content management system (CMS). In this role, they install and maintain the University Web Templates released by the Director of Web Strategy and provide support to CMS managers for the development and maintenance of their websites.

3.3 Web Governance Committee

The Web Governance Committee (WGC) aims to enhance communication and collaboration among University entities with web-related responsibilities. This committee recommends procedures and guidelines related to the University's online presence.

All exceptions to this policy must be reviewed and approved by the WGC.

3.4 University Units and Website Managers

University Unit administrators are responsible for ensuring that each University Website connected with their unit is assigned to a competent and trained Website Manager. Website Managers must ensure that all University Websites and content they create, control, and maintain are compliant with this policy and related standards and guidelines.

5209.4 REFERENCES

- Title IX of the Higher Education Amendments of 1972
- Privacy Act of 1974
- Rehabilitation Act of 1973, Section 504 and 508
- Americans with Disabilities Act, Title II
- Digital Millennium Copyright Act
- Freedom of Information Act

5209.5 RELATED USU POLICIES

- [Interim University Policy 2101: Discrimination based on Protected Characteristics](#)
- [Policy 5100: Trademark Licensing](#)
- [Policy 5102: Advertising](#)
- [Policy 5101: University Social Media Accounts](#)
- Policy 5200: Information Security and [Appropriate](#) Use
- Other [Information Technology Policies \(5000s\)](#)
- [Policy 3016: Information Privacy](#)
- [Policy 5208: Electronic and Information Technology Accessibility](#)
- [Policy 4106: Intellectual Property](#)

5209.6 DEFINITIONS

- **Legacy Websites.** University Websites and web pages published before the effective date or that have been granted special status to temporarily follow older design and content standards from the time it was created, instead of current university policies.
- **University Business.** University Business refers to Utah State University's essential functions, including teaching, research, scholarly communications, student and personnel recruitment, alumni relations, development, public relations, and various projects, centers, labs, courses, and initiatives.
- **University Web Templates.** Web templates developed and approved by University Marketing and Communications. University Web Templates include all necessary branding and required links.
- **University Websites.** Any website created, maintained, or managed by a Website Manager through which the University conducts University Business. For avoidance of doubt, University Websites include all Legacy Websites and research websites; University Websites do not include (i) faculty members' personal websites, (ii) student organization websites, and (iii) students' personal websites.
- **Web Governance Committee.** The Web Governance Committee includes an executive committee consisting of the Director of Web Strategy, the IT Web/CMS Director, and a representative from the IT Enterprise Systems and Security team. The Executive Committee works closely together to review and maintain the Website Policy while ensuring effective oversight of the Policy. Other members will be appointed to the Web Governance Committee by the executive committee as needed.
- **Web Identity.** The University's identity guidelines define the brand standards for using USU's logos, graphic marks, and visual identity elements on the web. Brand standards can be found at <https://usu.edu/brand/standards/web/>.
- **Website Managers.** University employees with responsibility for creating, maintaining, or managing University Websites and Web-Enabled content. For University Websites, Website Managers are designated as Data Stewards, as outlined in [USU Policy 5200: Information Security](#).
- **Personal Data.** Personal data is all data associated with an individual as defined by [USU Policy 3016: Information Privacy](#).

Information below is not included as part of the contents of the official policy. It is provided only as a convenience for readers/users and may be changed at any time by persons authorized by the president.

RESOURCES

Procedures

- Web Standards – <https://usu.edu/brand/standards/web>
- University CMS Procedures and Processes – <https://it.usu.edu/web>

Guidance

- University Website Policy Guidance Documents – <https://it.usu.edu/web/policy> (under development)
- Website Accessibility – <https://usu.edu/accessibility>
- Web Templates Toolkit – <https://usu.edu/brand/toolkit/templates/web>
- Mandatory Privacy Standards for USU Websites - (working with Privacy Office on this, not yet developed)

Contacts

- Web Governance Committee – web-governance@usu.edu

POLICY HISTORY

Original issue date: 2025/MM/DD

Last revised date: 2025/MM/DD

Next scheduled review date: 2026/06/01

Previous revision dates: N/A

RESOLUTION

UTAH STATE UNIVERSITY

BOARD OF TRUSTEES

WHEREAS, USU is committed to providing web technology to support the University's mission of teaching, research, student academic success, and public service;

WHEREAS, USU Policy 5209: University Website Policy safeguards the reputation and presentation of the University by outlining requirements for all University Websites conducting University Business or providing official University information to the University community and the public to develop and manage websites that comply with federal, state, and local laws and adhere to USU brand and web identity standards;

WHEREAS, the new policy received the appropriate administrative review and approval as required by USU Policy 1001; and

WHEREAS, the President, Chief Information Officer, and Senior Vice President for University Marketing and Communication recommend that support of USU Policy 5209 be ratified by the USU Board of Trustees.

NOW THEREFORE BE IT RESOLVED THAT the USU Board of Trustees supports the adoption of USU Policy 5209: University Website Policy.