

ACADEMIC POLICIES

Students Records and Registration Office

The Student Records and Registration Office processes all student records after the Admissions Office has admitted the student. Registration, graduation, transcript requests, transfer credit evaluation and the processing of all forms that affect student academic records are handled by the Student Records and Registration Office.

Email as an Official Method of Communication

Official University messages to all employees and students may be sent through BYU–Idaho email. All students and employees are responsible for all information received through their BYU–Idaho email account. Employees and students are expected to regularly check their email accounts for official information. This policy is to ensure that important BYU–Idaho communication is received in a timely and consistent manner.

Academic Deadlines via Text Message

A student may sign up to receive the following three Academic Deadline text messages each semester by texting the word DEADLINES to 46786:

1. Drop Deadline – the last day to drop individual full semester classes without receiving a “W” grade
2. Withdrawal Deadline – the last day to withdraw from individual full semester classes and receive a “W” grade and not the grade earned
3. Discontinuance Deadline – withdraw completely from all classes and receive “W” grades and not the grades earned, withdrawing from school

There are no additional charges for this service beyond the standard rates a student pays to their cell phone carrier for sending and receiving text messages. A student may end the text messaging service at any time by texting the word STOP to 46786.

Attendance and Absence from Class

Students are responsible for class attendance. No absences, whether approved by the University for participation in University-sponsored activities or necessitated by sickness or other personal emergencies, are “excused” in the sense that the student is relieved from class work assigned during the absence. To ensure continuity, students must make up missed work. In most cases, repeated absences will result in a lower grade or failure.

Exceptions to University Academic Policy

Students wishing to appeal any BYU–Idaho academic policy must submit a petition to the Academic Exceptions Committee through the Student Records and Registration Office. These situations may include dropping classes or withdrawing from school after published deadlines. Petitions must be submitted within one year of the semester for which the student is requesting exception to academic policy. The petition process is meant to accommodate students with extenuating circumstances or emergencies beyond their control that may impact their academic records. Only BYU–Idaho academic policies can be appealed; federal guidelines and/or requirements cannot be appealed through this committee. A student can initiate a petition by contacting the Student Records and Registration Office.

GPA Requirements for Extracurricular Activities

Students must maintain a 2.0 cumulative GPA to represent the school in extracurricular activities.

Electronic Devices in the Classroom

The BYU–Idaho Learning Model envisions students who have come to class prepared to share ideas, rather than merely receive them. Learning occurs through discussion in which each student listens carefully to the comments of others and seeks the opportunity to add, as inspired, to what is being said. Participating in such a discussion requires careful attention—as though one were with a friend, one-on-one.

In order to promote such a learning environment, the University requires, as general policy, that electronic devices be turned off during class time. These devices include laptop computers, cell phones and all other electronic devices.

Instructors may, for the sake of achieving special learning objectives or to meet individual student needs, authorize the use of specific electronic devices in their classrooms. However, it is recommended that the use of laptops for note-taking not be allowed except for occasional lectures. In the Learning Model environment, thinking about what is being said in the classroom and seeking the opportunity to add a comment is more important than transcribing the discussion. Impressions that come in class can be noted by hand. When class is over, students will find that their handwritten notes, along with ideas brought to remembrance by the Spirit, will allow them to write detailed reflections. Those reflections will be richer because of the student’s active participation in the class discussion.

Username and Password Protection

Students and employees should never share their BYU–Idaho username and password with any other person or business. Providing this information to others could potentially compromise the university’s systems as well as student and employee personal information (e.g. social security number, finances, grades). Because providing this information to other people or businesses puts BYU–Idaho at risk, individuals who do so could face dismissal from the university.

SEXUAL HARASSMENT

Sexual harassment is unwelcome conduct (typically though not necessarily) of a sexual nature that may include unwelcome sexual advances, requests for sexual favors, and other demeaning conduct whether verbal, nonverbal, or physical. A wide variety of sexual conduct may constitute sexual harassment. Conduct is unwelcome if the individual toward whom it is directed did not request or invite it and regarded the conduct as undesirable or offensive.

This policy creates a behavioral expectation of respect and appropriateness for all university employees, students, participants in university programs, and visitors to campus. Examples of sexual harassment include, but are not limited to, the following:

- Stereotypical gender-based remarks
- Sexually suggestive or offensive joking, flirting, or comments
- Derogatory or demeaning comments concerning gender
- Unwelcome and intentional touching
- Sexually oriented verbal abuse
- Any perceived disrespectful behavior attributable to gender
- Sexually oriented comments about an individual’s body
- Displaying objects or pictures that are sexual in nature
- Sending sexually explicit or offensive text messages or other communications.

Sexual harassment of any kind is contrary to the teachings of The Church of Jesus Christ of Latter-day Saints (including but not limited to The Family: A Proclamation to the World) and the Church Educational System Honor Code. Sexual harassment directed at employees or students of the university is also a form of prohibited sex discrimination and is considered Sexual Misconduct under this Policy.

Further information including information on reporting incidents of sexual harassment, is available online:

- <http://www.byui.edu/dean-of-students/sexual-misconduct-policy>
- <http://www.byui.edu/titleix>

CONFIDENTIALITY OF STUDENT RECORDS

Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student’s education records within 45 days after the University receives a request for access. Students should submit to the Registrar, Dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request amending those education records that the student believes are inaccurate or misleading. Students may ask the University to amend a record that they believe is inaccurate or misleading. (This does not apply to grade changes.) They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosure of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
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. To file a complaint, write to: Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue, SW, Washington, D.C. 20202-4605
5. The following information is considered directory information and may be made public:
 - Student name
 - Home and local address
 - Telephone numbers
 - E-mail addresses
 - Dates of attendance (current and past)
 - Major field of study
 - Degrees and awards received
 - Participation in officially recognized activities and sports, including height and weight
 - Previous educational institutions attended
 - Religious affiliation to local church or congregation
 - Current class schedule
 - Photograph
 - Number of months/semesters enrolled
 - Class standing (freshman, sophomore, etc.)
 - Total hours earned
 - Enrollment status (full-time, part-time, less than half time)
 - Anticipated future enrollments
 - Course registrations prior to the beginning of a semester/term
 - Expected date of graduation
 - Deferred registration eligibility

Additionally, under an agreement with The Church of Jesus Christ of Latter-day Saints (the Church), BYU–Idaho releases the names and birthdates of students to the Church for the purpose of moving the students’ church membership records to the wards in which they will reside during a given term. This data is provided to the Church in a secure, electronic format. Students can block the release of this information as described in number six below.

6. Students have the right to block the release of their public directory information or may modify the display of their public directory information. This can be done through the student’s “Profile” tab on their my.byui.edu account within the “Student Directory Display Options” link. For complete confidentiality, these changes must be completed within the first ten days of each semester or term.
7. Parents or guardians of students claimed as dependents on the most recently submitted Federal Income Tax form may have grade reports forwarded to them pursuant to the Family Educational Rights and Privacy Act of 1974. Parents of dependent children under the above-described definition must submit a Certificate of Dependence Form in order to receive grade reports. No grade report will be sent to a parent or guardian without proper submission of this form. The Student Records and Registration Office will record Certificate of Dependence forms and send grade reports as requested. Parents of students who have declared themselves as independent are not eligible to receive grade reports.

Students may waive their independent status by completing the Waiver of Independence Form. Completion of this form authorizes parental access to student grades regardless of the dependency status of a student.

Forms are available at the Student Records and Registration Office or online at www.byui.edu/srr/forms.