

# Academic Policies

Brigham Young University-Idaho 2007-2008

## CREDITS AND GRADES

### Credits Earned

Credits may be earned and recorded at BYU-Idaho in accordance with the following provisions:

1. In residence - Consists of attendance in regular school classes or extension classes in established residence centers for which a passing grade is received.
2. In non-residence - Consists of correspondence or extension work in non-residence centers. Total residence and non-residence hours may not exceed a normal level.

### Credit Hour Limit for Degrees

The maximum number of credits students may earn at BYU-Idaho is 80 credit hours for an associate degree and 140 credit hours for a bachelor degree. Students wishing to continue at BYU-Idaho must justify exceeding the 80-credit or 140-credit limit through a petition submitted to the Academic Standards Committee. Students exceeding the credit limit are restricted from registration until approval is granted. Students must present a graduation plan to the Academic Standards Committee for the petition. Credits for language tests, transfer credits, AP and CLEP credits will normally not be calculated into the credit evaluation unless the credit is utilized to graduation requirements. Exceptions are automatically made for students majoring in Nursing, Interior Design, and Paramedicine programs (Associate levels).

### Special Examinations

Permission to earn credit by special examination must be obtained from the Department Chair involved. Application for credit by special examination may be made through the Student Records and Registration Office.

### Transfer Credits

Failure to send all institutions you have attended or are attending, both U.S. and international, can result in a loss of credit and dismissal.

For semester registration, transfer credits are not counted into the credit level until processed by the Student Records and Registration Office.

### Advanced Placement Policy

Students who complete an Advanced Placement course in high school and receive a grade of 3, 4, or 5 on the corresponding College Advanced Placement Examination may be granted credits in that subject (see below).

AP scores must be on an official Advanced Placement transcript. Scores on high school transcripts will not be accepted.

Art: History of	ART 201	3
	ART 202	3
Art: Studio Drawing	ART 102	2
Biology	BIO 100	3
	BIO 150	3
Chemistry	CHEM 105	4
	CHEM 106	4
Economics: Macro	ECON 111	3
Economics: Micro	ECON 112	3
English Lang/Comp	ENG 111*	3
English Lit/Comp	ENG 111*	3
	ENG 250	3
Environmental Science	BIO 250	3

French Language	FR 101	4
	FR 102	4
French Literature	FR 201	4
	FR 202	4
German Language	GER 101	4
	GER 102	4
Gov.& Politics	POLSC 110	3
United States	POLSC 104	3
Gov. & Politics	POLSC 150	3
Comparative	POLSC 104	3
History: U.S.	HIST 120	3
	HIST 121	3
History: European	HIST 102	3
	HIST 202	3
History: World Hist	HIST 201	3
	HIST 202	3
Latin: Vergil	LATIN 101	3
	LATIN 102	3
Mathematics:	MATH 110	3
Calculus AB	MATH 111	2
	MATH 112*	4
Mathematics:	MATH 112*	4
Calculus BC	MATH 113	4
Music Theory	MUSIC 196	3
Physics B	PH 105*	3
	PH 106*	3
Physics C	PH 105*	3
Mechanics	PH 121	3
Physics C	PH 106*	3
Elec & Mag	PH 220	3
Psychology	PSYCH 111	3
Spanish Language	SPAN 101	4
	SPAN 102	4
Spanish Literature	SPAN 201	4
	SPAN 202	3
Statistics	MATH 221	3

\*Will show as a repeat if both sections were passed.

### College Level Examination Program (CLEP)

Students may receive university credit for CLEP exams as specified on the approved list in the Testing Center. To receive credit, a student must score a minimum of 61 on the English general exam, 50 on the other general exam and 50 on a subject exam. Earned credit hours will be posted as CLEP credit with a "P" grade. Such credit may not be converted to a letter grade or correlated with an existing Brigham Young University-Idaho course.

**NOTE:** BYU will not accept CLEP scores below 61.

Students intending to transfer credit by examination should check with potential institutions for specific credit-by-exam transfer policies.

### Vertical Credit

Subject to Department Chair approval, students who have earned a grade of "C" or better in a class taken at Brigham Young University-Idaho for which there are prerequisite course(s) they have not taken, may be given credit and a "pass" grade for the prerequisite course(s). To apply, students must consult the appropriate Department Chair. If he or she approves, an application may be picked up at the Student Records and Registration Office where a credit fee will be assessed. The fee is \$15 for 0.5 to 3.0 credits, with an additional \$5 per credit. Although vertical credit counts toward total credit requirements for graduation, no grade is given toward GPA computation.

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## Grading System

Grades are determined by each instructor based upon an evaluation of all assigned and completed course work. Classroom/laboratory participation, mastery of subject matter, and promise of continuing success in sequential courses in related fields are all criteria used to evaluate progress.

- "A" is an honor grade indicating superior achievement.
- "B" is an honor grade indicating commendable achievement.
- "C" indicates satisfactory achievement.
- "D" indicates substandard progress and insufficient evidence of ability to succeed in sequential courses.
- "W" indicates a withdrawal from the class. However, if the class is dropped during the first 22 calendar days of a semester, or the first 15 calendar days of a block, no annotation will be made on the permanent academic record.
- "UW" indicates an unofficial withdrawal which is given to a student who meets the following criteria: Did not complete proper withdrawal procedures; has record of non-attendance; did not complete any work, tests, or class-related assignments after attendance ceased; or the record of non-attendance did not begin after the last date to drop class without grade earned. The "UW" is calculated into the GPA as a failing grade (0.0) grade value.
- "F" indicates a failure to master pertinent information or skills.
- "I" is a conditional grade.

**NOTE:** The following table indicates each grade variant at Brigham Young University-Idaho with its equivalent grade points:

One Credit of	Equals Grade Points
A	4.0
A-	3.7
B+	3.4
B	3.0
B-	2.7
C+	2.4
C	2.0
C-	1.7
D+	1.4
D	1.0
D-	0.7
F	0.0
P	0.0
W	0.0
UW	0.0

## Incomplete Grades

An incomplete grade ("I" grade) is a conditional grade only granted under the following circumstances:

1. Extenuating circumstances (serious illness, personal injury, death in immediate family, etc.) that occurred after the twelfth week of a semester or the sixth week of a block or summer term and hindered class work.
2. The student must be able to complete the remaining work on an individual basis with the instructor. Re-enrollment cannot be a required criteria.

3. The student must have a "passing" grade at the time of petitioning for the incomplete grade. It is not a substitute for a failing grade.

4. Teacher approval is mandatory.

Fees and special instructions are available at the Registrar's Office.

## Audit Policy

Tuition for audit classes is assessed on the same basis as for credit classes. Students may not change class status from audit to credit after the deadline to withdraw from a class without earning a "W".

Departments have the right to refuse to allow audit students to occupy class space. Any audit block must be reported by the Department Chair to the Student Records and Registration Office prior to the beginning of registration for each semester.

Students who audit a class are not responsible for attendance, daily preparations or examinations, and no grade is reported or recorded on the permanent record. An "I" grade may not be made up by repeating the class as an audit.

Registered students who drop all credit classes and only have audit class(es) remaining are considered withdrawn from the University effective the latest drop date of the non-audit class(es). Students will need to re-apply through the Admissions Office for the next semester. Compliance with deadlines is required, unless a deferment is obtained.

## Pass/Fail Classes

Brigham Young University-Idaho offers a limited number of "Pass/Fail" classes. Students in these classes receive no letter grade; instead, they either pass or fail depending on whether or not they have met the class criteria. All pass credits count toward graduation, but are not included in GPA calculations.

## Amounts of Credit per Term

Sixteen credit hours per semester are recommended for full-time students. Twenty-one credit hours is the recommended maximum. After advisor or Registrar approval, students may take more than 21 credits per semester or over 10 credits per block. Classes are added through the Student Records and Registration Office. Half credits are charged the same as one full credit.

## Class Periods

Regular semester class periods last sixty minutes. Regular semester lab periods run either two or three hours. For every semester credit hour, one hour of preparation outside of class is required per class hour per week. For classes with labs, two or three hours of lab work per week is also required.

## Repeat Classes

Repeat classes allow a class to be taken two or more times for additional credit. Most classes at BYU-Idaho are not repeatable for credit. Departments establish the maximum number of times a class can be repeated. A class repeated does not replace the former grade or credit of a previously completed class.

## Retake Classes

Retake classes replace the credit and grade of a previously completed equivalent course. The most recent completed course is calculated into the GPA and earned credits. Previous courses remain on the transcript and are designated as retake classes.

Students are allowed a maximum of four retakes during their BYU-Idaho study, regardless of whether it is a retake of a class with an awarded grade or a “withdrawal.” Exceptions are considered on a case-by-case basis. Petitions are available at the Student Records and Registration Office. Retakes occur when retaking BYU-Idaho classes previously completed at this University, or retaking a class at BYU-Idaho previously completed at another institution which has been determined to be an equivalent course by the applicable academic department.

Retake of BYU-Idaho classes at another institution is not recognized as a retake unless approved by the Exceptions to University Policy Committee.

Students who transfer must recognize that a transfer institution may not accept the retake class per this definition.

## Academic Renewal

Under certain circumstances, Brigham Young University-Idaho allows students to petition for academic renewal. If approved, this eliminates previous poor academic work, (semester work below 2.0) either at Brigham Young University-Idaho or elsewhere, from the student academic record. Before petitioning for academic renewal, the following conditions must be met:

1. A minimum of four years must have elapsed since the most recent course work to be disregarded was completed.
2. The student must have completed at least one semester at Brigham Young University-Idaho as a full-time student (12 credits or more) with a grade point average of at least 2.5.

If academic renewal is approved, the permanent academic record is annotated to indicate that no work taken during the disregarded semester(s), even if satisfactory, shall be applied toward graduation requirements. However, all work remains on the records to ensure a true and accurate academic history.

This policy may not be used for individual courses. Students intending to transfer to another institution should also be aware that this policy may not be accepted.

Academic renewal may be applied only once during an academic career at Brigham Young University-Idaho.

## GPA Requirements

Students must be making satisfactory academic progress (2.0 GPA) to represent the school in extracurricular activities.

## Credit Requirements

To be eligible for various benefits, honors, and activities, students must be enrolled in the hours indicated:

- 14 semester credits (and a 3.7 GPA) -- Honor Roll. Brigham Young University-Idaho scholarships
- 12 semester credits -- full Veterans' benefits, full Pell Grants, selected loans and grants, campus employment, athletic competition, Social Security benefits, running for student government offices or fulfilling major appointive offices in student government, health insurance coverage, international students, Stafford Student Loans, and SLS and PLUS loans.
- 9.5 semester credits -- Student activity privileges and student voting.

## Class Registration

Student registration for classes is by priority according to credit level. Credits earned plus currently enrolled credits are calculated into the priority registration credit count. If one misses their designated registration time, they may still register for classes, but risk less availability of class selection. Students register for all classes offered during the semester regardless of the starting time for the class (i.e., second block classes). Students starting on the second block of a semester register at the same time as all other students.

Summer semester registration is offered first to students on the Winter/Summer, Summer/Fall, and students with graduation application (Bachelor Degree) for that Summer Semester, on a credit priority basis. Additional registration options for Fall/Winter track students will be announced annually.

Students should be aware of classes with special requirements such as proper major selection, credit limit, and prerequisite course completion. There is no financial reimbursement if a student drops below a full-time credit load, unless there is a complete withdrawal from all classes.

## Verifications

A verification is proof of enrollment. It shows the student's personal information with name, date of birth, address, current dates of attendance, and history of attendance. It also shows for which track he or she was accepted, if he or she has applied for graduation, or if he or she has graduated. It is used for insurance purposes, loan deferments, scholarships, employers, government and legal offices, etc.

The Student Records and Registration Office receives requests through letters, phone calls, e-mails, faxes, and in person. A student's name, Student ID Number, and an address where to send or fax numbers are required. Verification of student information such as attendance dates/degrees can be given verbally. Many companies also want the insured's name and group number entered on the verification.

GPA verifications need to be in writing, with the student's signature, because of FERPA privacy laws. Presentation of student identification at the Registrar's Office is required. Social Security numbers are not listed unless requested by the student.

All verifications other than verbal are signed by the Registrar and stamped with the University's seal.

## Registration and Payment Deadlines

The following deadlines are important for students to keep in mind. Refer to the University Catalog and Class Schedule for specific dates for each semester. Remember that payments must be in the Cashier's Office by the deadline date:

1. Last day to drop classes without a charge of \$5 per class dropped.
2. Final Payment deadline late charge is 5% of unpaid and related charges.
3. Insurance Payment Deadline.
4. Campus Housing payments (refer to housing contract).
5. Classes dropped after this day will appear on the transcript with a “W” grade.
6. Last day to drop full semester classes.

7. Last day to withdraw from school without receiving grades earned.

### **Graduation Catalog Requirement**

A student is responsible for the General Education and Major Requirements listed in any one Brigham Young University-Idaho Catalog (chosen by the student) from the year of first registration to the year of graduation, provided the Brigham Young University-Idaho Catalog chosen is not more than five years old.

### **Transfer from Brigham Young University-Idaho**

As Brigham Young University-Idaho transitions to a four year school, pre-existing articulation agreements with other universities in Idaho and Utah remain in effect.

### **Transfer to Brigham Young University-Idaho**

Brigham Young University-Idaho accepts college level courses from all regionally accredited schools. Courses are applied to specific general education and major requirements when it is determined by the transfer credit evaluation office that they are equivalent to BYU-Idaho courses. Students attending regionally accredited colleges from Utah and Idaho who complete the associate transfer degree will be considered as having completed the general education requirements. If they have not completed the transfer degree, their credit will be evaluated on a course-by-course basis.

### **Change of Major**

Students are encouraged to select a major early in their academic program to effectively plan towards graduation. Students change majors by going to the Career and Academic Advising Center or through the assigned Academic Advising Satellite Center. Students should carefully assess the impact of the major change by utilizing the graduation report and conferring with an advisor. Previously approved waivers and substitutions may possibly not transfer to a newly selected major because of the individuality of the major requirements.

Students with earned credits of 75 or more will not be allowed to change a major without petition to the Academic Standards Committee. The petition must illustrate the ability to efficiently complete the newly selected major. An attached graduation plan indicates the remaining courses and planned schedule is required.

### **International Transcripts**

Transcripts from international countries will not be evaluated until the following conditions are met:

1. The student is an accepted student at BYU-Idaho.
2. The student provides a transcript and course description of classes completed.
3. All transcripts and course descriptions must be in English. Translated versions will only be accepted when one of the following conditions are met:
  - a. The sending university provides an English translation;
  - b. The transcripts are translated by a translator and notarized as correct translations.
  - c. Use of a private credential evaluation company.
4. The student's institution is recognized by its country's governing board as an accredited institution, and it is of similar nature of a college or university level in the United States. Institutions primarily focused on vocational and technical training would not generally be considered as

transferable credit.

Once conditions are met, the transcript evaluator in the Student Records and Registration Office will evaluate courses for equivalency at Brigham Young University-Idaho. Classes with failing grades will not be accepted. Courses without an equivalent BYU-Idaho course will not be transferred to the University for credit consideration. All grades are changed to pass or fail grades. English classes taken outside of a United States university will not be accepted for meeting English requirements at BYU-Idaho.

### **Academic Honesty**

BYU-Idaho students should seek to be totally honest in all their dealings. They should complete their own work and be evaluated for that work. They should avoid academic dishonesty and misconduct in all its forms, including but not limited to plagiarism, fabrication or falsification, cheating, and other academic misconduct.

### **Academic Dishonesty**

#### **Plagiarism**

Intentional Plagiarism is the deliberate act of representing the words, ideas, or data of another as one's own without providing proper attribution to the original author through quotation, reference, or footnote.

Inadvertent Plagiarism involves the inappropriate, but non-deliberate, use of another's words, ideas, or data without proper attribution. Although not a violation of the Honor Code, it is a form of academic misconduct for which an instructor can impose appropriate academic sanctions. Students who are in doubt as to whether they are providing proper attribution have the responsibility to consult with their instructor and obtain guidance.

Plagiarism may occur with respect to unpublished as well as published material. Examples include:

- Direct Plagiarism. The verbatim copying of an original source without acknowledging the source.
- Paraphrased Plagiarism. The paraphrasing of ideas, without attribution, from another, causing a reader to mistake these ideas for the writer's own.
- Plagiarism Mosaic. The borrowing of words, ideas, or data from an original source and blending this original material with one's own writing, without acknowledging the source.
- Insufficient Acknowledgment. The partial or incomplete attribution of words, ideas, or data from an original source.

**Fabrication or Falsification** A form of dishonesty where a student invents or distorts the origin or content of information used as authority. Examples include:

- Citing a source that does not exist.
- Citing information from a source that is not included in the source for which credit is given.
- Citing a source for a secondary proposition that it does not support.
- Citing a bibliography source when it was neither consulted nor cited in the body of the paper.
- Intentionally distorting the meaning or applicability of data.
- Inventing data or statistical results to support conclusions.

**Cheating.** A form of dishonesty where a student attempts to