

## ACADEMIC POLICIES

### Student Records and Registration Office

The Student Records and Registration Office processes all student records after the Admissions Office has accepted the student.

Registration, graduation, and the handling and dispersing of all forms that affect student records are processed by the Student Records and Registration Office. Transcripts are posted here and mailed out upon written request from the student.

## POLICIES

### Transcript Requests

Transcripts of an academic record cannot be requested over the telephone or by e-mail. Transcripts may be requested by going to the Student Records and Registration Office and present photo ID. If requesting a transcript by mail or fax, the following information must be included: Full name and all names used while attending Brigham Young University-Idaho, U.S. Social Security Number (the Brigham Young University-Idaho ID number), date of birth, dates of attendance, current mailing address, and the address where the transcript is to be mailed. The request must include the student's signature. The Student Records and Registration Office fax number is (208) 496-1035. A request may also be made via the Registration System at <http://my.byui.edu/>.

Past due debts will block transcripts from being printed. Past due debts must be paid before transcript requests can be processed.

### Full-Time Student Status

Students must be registered for 12 credit hours to be considered full-time. Full-time status is required for international students and for full Pell Grant award, Stafford Student Loan, SLS, PLUS, and private scholarship recipients, as well as those desiring on-campus employment, health insurance coverage, Social Security benefits, or full Veterans' benefits. This status is also required in order to run for student government offices and fulfill major appointive offices in student government. The full-time equivalency for Block registration is 6 credit hours.

### 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.

### Adding and Dropping Classes

After classes begin, changes in registration can be made using a touch-tone phone or the Internet registration system. If a student wishes to add a class that is full, he or she needs to contact the course instructor and the instructor will add the student if there is space in the class. The student is responsible for dropping his or her own classes. A fee of \$5 per drop is assessed at specified deadlines each semester. Exceptions to the change are only approved when extenuating circumstances prevented timely drop.

### Instructor-Initiated Drop Policy

Students in Audition Courses. In courses requiring an audition, the instructor will initiate a drop for those students not selected. These administrative drops will be processed without penalty and must be filed by the instructor with the Student Records and Registration

Office no later than the tenth class day of the semester.

Students who do not attend the first two class periods. Students in high-demand courses, i.e., English, religion, etc., who do not attend the first two classes (or first evening class) may be dropped by the instructor and replaced with another student. In some instances, such action may jeopardize financial aid or health insurance eligibility. In such cases, Brigham Young University-Idaho assumes no responsibility.

Students who have attended at least one class period are not subject to this policy. Students who have registered but have no intention of successfully completing a course should officially drop the course rather than risking an "F" or "UW" by assuming the instructor will process an administrative drop.

Ultimately, it is the student's responsibility to drop his or her own class using the touch-tone phone or Internet registration system. Student may contact the Student Records and Registration Office for assistance.

### Withdrawal from School

Beginning the first day of classes, any student who drops all classes to a zero credit level will be considered withdrawn from the University. Dropping all classes with only audit classes remaining will also be considered withdrawn.

- a. Dropping all classes online, by telephone, or at an on-campus site. Students who withdraw by these means are warned of the withdrawal status implications and informed of their responsibilities.
- b. Contacting the Student Records and Registration Office at (208) 496-1003
  1. The withdrawal date is the day the class (credit) was dropped to zero unless otherwise approved by the Student Records and Registration Office. Any exception (e.g., student never came to school, extenuating illness, etc.), must be presented to the Student Records and Registration Office for evaluation (i.e., contact of instructors to verify attendance, requirement of physician report, etc.), and approval. All withdrawal date adjustments will be communicated to the Accounting Office and Financial Aid Office by the Student Records and Registration Office. Adjusted dates will be documented by the Student Records and Registration Office.
  2. Students who withdraw will be considered as discontinuing their attendance at BYU-Idaho and will lose their continuing student status unless they apply for deferral status prior to the designated deadline. Exceptions will be determined by the Admissions Office and must meet one or more of the following criteria:
    - a. Medical circumstances
    - b. Family emergencies
    - c. Other extraordinary circumstances

Students with medical reasons for withdrawal must present physician documentation. This statement must include an anticipated date of return to be eligible for deferral to future semesters within a one-year period.

If a student does not meet the above non-academic criteria and desires to return the next semester, he or she must submit an

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“Enrollment Deferment.” Otherwise, his or her enrollment status will discontinue and he or she is required to reapply. To defer enrollment without reapplying, the following conditions must be met. Students must:

- a. Be admitted as a regular day school student the semester prior to requesting deferment.
- b. Be admissible to BYU-Idaho.
- c. Submit the “Continuing Student Enrollment Deferment Application” before the application deadline of the semester the student wishes to return.

**NOTE: This deferment is for one semester only. Students must re-enroll at the university in their assigned track semester immediately following their absences. Students who plan to interrupt their studies for more than one semester should contact the Admissions Office for appropriate re-application materials. Students leaving to serve LDS missions should ask the Admissions Office for an “LDS Missionary Admission Deferment Application.”**

Students who withdraw from Brigham Young University-Idaho after the last day to withdraw from school without receiving grades earned will have those grades recorded on their academic record.

## Exceptions to University Policy

Students wishing to appeal any Brigham Young University-Idaho academic policy must submit a petition to the Exceptions to University Policy Committee through the Student Records and Registration Office. These situations may include dropping classes or withdrawing from school after published deadlines. Only Brigham Young University-Idaho policies can be appealed; federal guidelines and/or requirements cannot be appealed through this committee.

## ACADEMIC STANDARDS

### Probation, Suspension, Readmission, and Dismissal

Students' academic standing at Brigham Young University-Idaho is determined by two measures of their work. One is their GPA (grade point average) and the other is the satisfactory progress toward graduation they make in completing those courses for which they have registered. Grades are considered to be either "progress" grades or "non-progress" grades. "Progress" grades range from a D- to an A; "non-progress" grades are F, W, and UW. Please note that some progress grades do not meet graduation requirements.

### Satisfactory Academic Standing

Students are making satisfactory academic progress when their cumulative GPA is 2.0 or above and when the student achieves satisfactory progress in 75 percent of their credits in their most recent semester. The 75 percent policy is tracked only for full-time (12 or more credits) students; it is not tracked for Second Block students or non-track Semester students.

### Academic Probation

Students will be placed on academic probation when their cumulative GPA (including transfer courses) is between 1.00 and 1.99 or when their progress is below 75 percent of their credits in their most recent semester.

If, while on probation, students complete the next semester/term with a 2.0 or better (calculated on 12 earned semester credits/6 block or Summer Term credits), but do not raise their cumulative GPAs to a 2.0 or better, they will continue on probation rather than

being placed on suspension. Students will be removed from probation only when their cumulative GPA reaches 2.0 or higher.

When students are placed on probation, they should contact their faculty advisor immediately. It is also recommended that they take advantage of the resources in the Study Skills Lab, Reading Lab, Writing Center, and Tutoring Center.

If students are receiving university or federal financial aid, they should check with the Financial Aid Office to see if they are still eligible. Students on probation are ineligible for campus employment, unless approved by the Student Employment Office.

### Academic Suspension

One or more of three situations will cause students to be placed on academic suspension:

1. When their first semester/term, or any subsequent semester/term, GPA is below 1.0.
2. When on academic probation, they fail to bring their cumulative GPA to 2.0 or above, or they fail to receive at least a 2.0 GPA for the semester/term (with 12 credits/6 credits).
3. When they fail to achieve satisfactory progress in 75 percent of their credits in two consecutive semesters.

Suspended students are denied continued enrollment at Brigham Young University-Idaho. Therefore, if students are suspended and desire to return to Brigham Young University-Idaho, they must meet the provisions for re-admission as explained below. Students may petition suspension decisions to the Academic Standards Committee.

If they have pre-registered and/or paid any tuition for a subsequent semester/term, they must withdraw from school and arrange for a tuition refund.

### Re-admission

After being placed on academic suspension, two conditions for re-admission must be met:

1. Students on academic suspension are not to be allowed to return to BYU-Idaho for a minimum of twelve months. Students may not apply for re-admission until the entire twelve months have been completed. For example, if a student was suspended in December 2006, the earliest application for re-admission is Winter Semester 2008. Re-application must coincide with assigned tracks.
2. Students will be allowed to return only if they have completed 12 semester (18 quarter) credits with a 2.0 GPA at another college or university; or if they have completed a full-time mission for the Church. (BYU-Idaho Continuing Education credits do not meet the above criteria.)

### Academic Dismissal

Students who have been academically suspended from BYU-Idaho for a second time are usually placed on academic dismissal. A student's academic history will be carefully reviewed by the Academic Standards Committee, and school officials may determine that a student has exhausted any opportunities to study and progress academically at BYU-Idaho. If wishing to continue a formal education, the student will need to seek other options.