

NOTES FROM THE REGISTRAR

Kevin Miyasaki—Registrar

All of us at the Registrar's Office feel that it is a joy to serve you, the faculty of BYU-Idaho. Here I take the opportunity to comment on some frequently visited policies. Please feel free to offer your suggestions as we are here for you and our students.

THROUGHPUT

With the Rethinking Education mode in high gear, the concept of "throughput" (moving students along at an expeditious rate toward their diplomas) becomes essential for providing a BYU-Idaho experience to more students and encouraging students to be accountable to the institution and to themselves. Here are some highlights of the initial throughput plan:

- *Pre-Arrival Orientation and Parent Involvement:* The Orientation Office and Career and Academic Advising Center are combining efforts to provide an on-line orientation site for students to complete prior to their registration. The formation of a graduation plan will be a critical part of this. We will make efforts to enlist parents into our throughput efforts by providing Parent Orientation during the New Student Orientation festivities.
- *Revised Graduation Report:* The revised graduation report will be more helpful and friendly to students, advisors, and departments. A graduation summary will be added showing a student's total credits toward graduation (eliminating noncounting electives) and a synopsis of graduation requirements not yet completed. The graduation report will be a working document not only to show requirements for graduation but also to help develop a graduation plan. The graduation plan will be an eight-semester or four-semester plan outlining the student's selection of required classes for the major subject and, if needed, major emphasis, minor, and clusters. The graduation plan will not only help students but also will be a boon to departments as they look ahead to class schedule planning and seeing the number of students planning to register in any given semester for the next several years. Eventually the graduation plan will be a prerequisite for registration. Graduation requirement adjustments in major and general education courses will require administrative approval. We hope this will be implemented prior to the Fall 2004 semester.

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- *Major Change Restriction:* Planned for implementation in Fall of 2004, this restriction will require students to petition major changes after completing 75 credits. Its purpose is to help students plan early their career choices. Petitions will include a graduation plan for the newly selected major.
- *120-Hour Graduation Check:* Once students complete 120 credits and do not have a graduation application, they will receive a friendly letter from the Registrar's Office reminding them of graduation application deadlines and the upcoming 140 credit restriction.
- *140-Credit Hour Restriction:* Contrary to the latest gossip, we do not expel students when they reach 140 credits; but they are required to petition for further registration privileges. The petition is reviewed by the Registrar's Office. Denials are generated from the Academic Standards Committee. Generally, students who have a solid graduation plan will be approved. Credit hours not counted toward graduation and coming from the categories of transfer credit (of elective nature), language test credit (unless used for minor or GE requirements), and advanced placement credit (except those used for graduation requirements) are not factored into this restriction. Students are strongly discouraged from double majors and minors, which require College Dean approval for exceptions (approval usually entails completion within the 140 credit limit).
- *Eight-Semester Graduate Recognition:* Inaugurated for graduates of the August 2003 class, students who complete their education in eight or fewer semesters receive a congratulatory letter from the President of the University with a check for \$500. Each student's history of transfer classes and summer terms is calculated into the eight-semester total. Semesters spent solely in internship are not calculated, nor are pre-college credits (e.g., advanced placement credit, concurrent enrollment credit, etc.).

GRADING—WHY THE DEADLINE?

As each semester comes to a close, faculty continue working as students leave for vacation. Questions sometimes posed are "Why the rush for final grades?" and "What does it hurt if I just enter the grades at a later date?"

The impact of grades being submitted late can be significant. In previous years the Registrar's Office gave the student an "F" when the teacher failed to enter a grade. This practice was changed about three years ago, and now students are given a temporary or "T" grade. This

is a considerably less frightening grade but can also be as devastating as the “F grade for the following reasons:

1. The student does not receive any credit for the class until an official grade is entered.
2. Students depending on transcripts for transfer to graduate programs or other universities are detained.
3. Students cannot graduate until grades are posted.
4. Students may be restricted from scholarships because of the lack of report of credit and grades.
5. Students’ financial aid may be impacted negatively.
6. Students will not receive the President’s recognition of Honor based on end-of-semester calculations.

I have heard of institutions that penalize faculty or their departments when grades are not submitted in a timely manner. Although this may bring some token justice to a student, it does not eradicate the impact of the grade being submitted late. At BYU-Idaho rather than propose penalties (which address the problem only indirectly), we trust that your understanding why the prompt submission of grades is critical is sufficient motivation to submit grades on time.

To the vast majority of teachers who faithfully submit grades in a timely manner, your efforts are appreciated in unseen measure. To those who are traditionally late, please just understand the necessity of timely grades and act accordingly. Scheduling your work during busy seasons is a challenge, but doing the grades early takes no more time than doing them late. In principle it is no different from being ready for the first day of the semester before the first day arrives.

SUMMER SEMESTER

Beginning in Summer 2004, summer will take on a slightly different look. It will be titled Summer Semester, and the eight-week terms will be titled Summer First Block and Summer Second Block. This is an effort to move toward a more consistent feel in each of our tracks. Although most classes will remain in the traditional eight-week format, each department has the option to create classes that span the entire semester. There will still be two grading periods to allow students to graduate in June and enter the job market or post-graduate programs.

Registration for summer classes will be configured differently than in the past. Students on Summer tracks and students with graduation applications for June or August will be given priority registration using

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the traditional credit priority order as with other terms. Fall/Winter track students will register for classes in an open enrollment format the day after the last registration date for the Summer track students, the same as new freshmen with zero credits.

Some have asked if Fall/Winter track students will be restricted from summer enrollment. That may become a possibility as the Summer track students occupy the capacity of the summer semester in coming years. At present Fall/Winter track students, with the exception of those completing graduation requirements during the summer, will see a natural limitation of classes available to them. There is no expectation of developing additional classes for Fall/Winter track students desiring to attend in summer; rather, they may choose from available classes. ☺