



Academic Policies

“Education is the power to think clearly, to act well in the world’s work and the power to appreciate life.”

-Brigham Young

ACADEMIC POLICIES

Student 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, 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. 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. All students and employees are responsible to check their BYU-Idaho email accounts frequently.

Full-Time Student Status

Students must be registered for 12 credit hours per semester to be eligible for certain full-time status benefits. However, some benefits may require more than 12 credits. The full-time equivalency for Block registration is 6 credit hours.

Credit Requirements for Benefits

To be eligible for various benefits, students must be enrolled in the hours indicated.

- 14 semester credits (and a 3.7 GPA): BYU-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 PLUS loans

GPA Requirements for Extracurricular Activities

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

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 be making satisfactory academic progress (2.0 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 defined as any unwelcome conduct of a sexual nature. Sexual harassment may include unwelcome sexual advances, requests for sexual favors and other verbal, non-verbal, or physical conduct of a sexual nature. Sexual harassment of a student may deny or limit, on the basis of gender, the student's ability to participate in or receive benefits, services, or opportunities in University programs. BYU-Idaho's policy against sexual harassment extends not only to employees of the University but to students as well. If sexual harassment or gender-based discrimination is encountered, or if assistance or information related to allegations of sexual harassment is needed, contact the Student Honor Office, Kimball 270, or call (208) 496-9300.

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 by submitting a completed "Request to Withhold Directory Information" form to the Student Records and Registration Office.

6. Students have the right to block the release of their public directory information by completing a "Request to Withhold Directory Information" form at the Student Records and Registration Office. For complete confidentiality, this form must be completed within the first ten days of each semester or term. Students may also modify the display of the public directory information.
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.

ACADEMIC STANDARDS

Academic Standing

Students' academic standing at BYU-Idaho is determined at the end of each term by three measures of their work:

- 1.0 or higher semester GPA
- 2.0 or higher cumulative GPA
- 75% semester Satisfactory Academic Progress (SAP)

Students are classified in one of the following academic standing categories: Good, Warning, Probation, Suspension, or Dismissal.

Good Academic Standing

Students are making satisfactory progress when their cumulative GPA is 2.0 or above, each semester GPA is 1.0 or above, and they earn progress grades for 75 percent of their credits in each semester of enrollment. Please note, however, that too many semester GPAs below a 2.0 will result in a student not meeting the 2.0 cumulative GPA standard.

Progress and Non-Progress Grades

Grades are considered to be either "progress" or "non-progress." "Progress" grades range from A to D- and P. "Non-progress" grades are F, W, UW and may include NR, T and I. Some progress grades do not meet graduation requirements.

Academic Warning

Academic Warning is an official notice to students that they are performing below the established BYU-Idaho academic standards. Students on Academic Warning are permitted to continue their enrollment at BYU-Idaho. However, they will need to participate in the Achieving Academic Success Workshop (AASW). (See Academic Standing Chart.)

Students will remain on Academic Warning if they earn a semester GPA of 2.0 or higher but fail to raise their cumulative GPA to 2.0 if they earn less than six credits in their next semester of enrollment, or if they do not complete AASW. Also, students who are lifted from Academic Warning but subsequently fail to meet established academic standards in any future semester will be placed on Academic Probation.

If students are receiving University or federal financial aid, they should contact the Student Financial Aid Office to verify their eligibility while on Academic Warning.

Academic Probation

Academic Probation is an official notice to students that they have performed below the established BYU-Idaho academic standards for a second time (after having been on Academic Warning). Students on Academic Probation are permitted to continue their enrollment at BYU-Idaho. However, they will need to participate in the AASW and will be restricted to 12 credits while on Academic Probation. (See Academic Standing Chart.)

Students will remain on Academic Probation if they earn a semester GPA of 2.0 or higher but fail to raise their cumulative GPA to 2.0, if they earn less than six credits in their next semester of enrollment, or if they do not complete AASW. Students who return to Good Academic Standing but subsequently fail to meet established academic standards in any future semester will be placed on Academic Suspension while on Academic Probation.

If students are receiving University or federal financial aid, they should contact the Student Financial Aid Office to verify their eligibility while on Academic Probation.

Academic Suspension

Academic Suspension is the suspension of a student's opportunity to enroll in any academic course at BYU-Idaho for two consecutive semesters, including those offered through Continuing Education, Online Learning and the Internship Office. Academic Suspension is a result of performing below the established BYU-Idaho academic standards after being placed on Academic Probation.

Students on Academic Suspension will be withdrawn from courses and issued a tuition refund if they have pre-registered and/or paid any tuition for a subsequent term. Additionally, students on Academic Suspension are (1) ineligible to live in BYU-Idaho approved student housing and must contact the Housing and Student Living Office; and (2) are ineligible for student employment and must contact their campus employer.

Students on Academic Suspension are expected to return to the University after sitting out the two consecutive semesters immediately following the semester they were suspended. Students who do not enroll in their next on-track semester following their Academic Suspension will be withdrawn from the University and will be required to apply for re-admission. Students choosing to serve an LDS mission immediately following their Academic Suspension will not need to reapply to the University if they have deferred their enrollment in the Admissions Office using the LDS Missionary Admission Deferment Application.

Students who have their Academic Suspension lifted will be placed on Academic Probation until they meet the conditions for Good Academic Standing.

Academic Dismissal

Academic Dismissal permanently restricts a student's opportunity to attend BYU-Idaho. Academic Dismissal is a result of performing below the established BYU-Idaho academic standards after being placed on Academic Suspension. Students who wish to continue a formal education will need to seek opportunities elsewhere.

Petitioning Academic Standing

Students may not petition Academic Warning or Academic Probation (including the 12-credit enrollment limit) because these standings do not prevent their ability to enroll in courses or access University resources.

Students who feel they have extenuating circumstances that justify an exception to the Academic Standards Policy may petition their Academic Suspension or Academic Dismissal to the Academic Standards Committee. The Academic Standards Committee may choose to allow an exception, stipulating certain requirements the student must meet, after which the student may be considered for re-enrollment to BYU-Idaho. For example, the student may be required to earn credits at another university to demonstrate academic ability. Exceptions are entirely at the discretion of the Academic Standards Committee.

Calculating GPA and SAP

GPA: quality points divided by quality credits

SAP: semester earned credits divided by semester attempted credits

NOTE: Student financial aid eligibility may be determined by a different SAP percentage

ACADEMIC STANDING CHART

ACADEMIC STANDING	UNDER THESE CONDITIONS	HOW TO HAVE IT LIFTED
GOOD	Students are making satisfactory progress when their cumulative GPA is 2.0 or above, each semester GPA is 1.0 or above and they earn progress grades for 75 percent of their credits in each semester of enrollment. Please note, however, that too many semester GPAs below a 2.0 will result in a student not meeting the 2.0 cumulative GPA standard.	N/A
WARNING	<p>< 2.0 cumulative GPA OR < 1.0 semester GPA OR < 75% semester Satisfactory Academic Progress</p>	<ul style="list-style-type: none"> • Achieving Academic Success Workshop (AASW) • ≥ 2.0 Cumulative GPA • ≥ 2.0 Semester GPA • $\geq 75\%$ Semester Satisfactory Academic Progress • ≥ 6 semester credits in a single semester
PROBATION	<p>< 2.0 cumulative GPA and have previously been on Academic Warning at any time OR < 1.0 semester GPA and have previously been on Academic Warning at any time OR < 2.0 semester GPA while on Academic Warning OR < 75% semester Satisfactory Academic Progress and have previously been on Academic Warning at any time</p>	<ul style="list-style-type: none"> • Achieving Academic Success Workshop (AASW) • ≥ 2.0 Cumulative GPA • ≥ 2.0 Semester GPA • $\geq 75\%$ Semester Satisfactory Academic Progress • ≥ 6 semester credits in a single semester and no more than 12 credits
SUSPENSION	<p>< 2.0 cumulative GPA and having previously been on Academic Probation at any time OR < 1.0 semester GPA and have previously been on Academic Probation at any time OR < 2.0 semester GPA while on Academic Probation OR < 75% semester Satisfactory Academic Progress in conjunction with less than 2.0 Semester GPA and have previously been on Academic Probation at any time</p>	<p>Sit out for two consecutive semesters following the Academic Suspension.</p> <p>Note: Additional requirements to have Academic Suspension lifted may be established by the Academic Standards Committee. These conditions are determined on an individual basis and will be provided to the student in writing.</p>
DISMISSAL	When a student has previously been academically suspended and subsequently fails to meet the established Academic Standards a second time.	Exceptions to Academic Dismissal are considered by the Academic Standards Committee.

ACADEMIC RECORDS

Grading System

Grades are determined by each instructor based upon an evaluation of all assigned and completed coursework. 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” represents outstanding understanding, application, and integration of subject material and extensive evidence of original thinking, skillful use of concepts, and ability to analyze and solve complex problems. Demonstrates diligent application of Learning Model principles, including initiative in serving other students.
- “B” represents considerable/significant understanding, application, and incorporation of the material that would prepare a student to be successful in next level courses, graduate school, or employment. The student participates in the Learning Model as applied in the course.
- “C” represents sufficient understanding of subject matter. The student demonstrates minimal initiative to be prepared for class. Sequenced courses could be attempted, but mastering new materials might prove challenging. The student participates only marginally in the Learning Model.
- “D” represents poor performance and initiative to learn, understand, and apply course materials. Retaking a course or remediation may be necessary to prepare for additional instruction in this subject matter.
- “F” represents failure in the course.
- “P” represents passing the course and is not calculated into the GPA.
- “W” represents withdrawal from the class and is not calculated into the GPA. 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” represents 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 that began before the last date to withdraw from individual courses without grade earned; and did not complete any work, tests, or class-related assignments after attendance ceased. The “UW” is calculated into the GPA as a failing grade value. (0.0)
- “I” is a conditional grade. (See “Incomplete Grades.”)
- “NR” represents the grade was not reported by the instructor. A student receiving a “NR” grade should contact the instructor to request that a valid grade be submitted to the Student Records and Registration Office.
- “T” represents a temporary grade that is assigned for courses that do not fall within normal academic deadlines of any given semester. (e.g., internships)
- “IP” indicates that the course is in progress.
- “AU” indicates a course taken for audit.

Credit Definitions

- Attempted: The total number of credits in which a student has registered in a term or on a cumulative basis.
- Earned: The total number of credits completed with a progress grade in a term or on a cumulative basis.
- Passed: The total number of credits earned that do not factor into a term or cumulative GPA.
- Quality: The total number of credits earned that factor into a term or cumulative GPA.

- Resident: Credit awarded for a BYU-Idaho course and recorded on the official academic transcript as BYU-Idaho credit, including online and distance courses.
- Points: The total number of grade points earned in a term or on a cumulative basis.

The following table indicates each grade variant at BYU-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
UW	0.0
P	*
I	*
IP	*
W	*
NR	*
T	*
AU	**

* Does not affect the GPA calculation, but may impact Satisfactory Academic progress

** Does not affect the GPA calculation, does not impact Satisfactory Academic Progress, and does not appear on the official transcript.

Incomplete Grades

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

1. Extenuating circumstances (serious illness, personal injury, death in immediate family, etc.) that hindered class work, and occurred after the tenth week of a semester or the fourth week of a block.
2. 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. Therefore, an incomplete grade cannot be granted if a student is failing a class and wants additional time to submit make-up work in order to improve a grade.
3. The student must be able to complete the remaining work on an individual basis with the instructor. Re-enrollment or attendance in all or part of the same course during a subsequent semester cannot be required as part of the contract. The general length of time to fulfill the requirements of an incomplete contract is one additional semester.
4. Instructor approval is mandatory. Incomplete contracts are granted at the instructor’s discretion.

Repeatable Courses

Repeatable courses allow a class to be taken two or more times for additional credit. Most classes at BYU-Idaho are not repeatable for credit. Repeatable courses are generally designated with an “R” at the end of the course code (ex: BIO 398R). Departments establish the maximum number of credits or times a course can be repeated. A repeated course does not replace the former grade or credit of a previously completed course. Approval to enroll in a repeatable course for the purpose of replacing a previous credit and grade must be obtained from the Academic Exceptions Committee prior to registering for the course.

Retake Courses

Retake courses replace the credit and grade of a previously completed equivalent course even if the previous grade was higher. The most recently completed course is calculated into the GPA, earned credits, and degree requirements. Previous courses remain on the transcript and are designated as retake courses and will not fulfill degree requirements.

Students are allowed a maximum of four retakes during their BYU-Idaho experience. Retakes occur when retaking BYU-Idaho courses previously completed at this University. When a University course is discontinued the opportunity to retake that course is no longer available. Information regarding discontinued courses and their replacement courses, where applicable, is available in the respective academic department sections of the University catalog. Students may contact the Student Records and Registration Office for clarification on discontinued courses before attempting a retake.

Exceeding the maximum number of retakes does not prevent students from registering for course they have previously completed. Retakes impact the term and cumulative calculations on the transcript but do not affect a student’s ability to enroll in a course.

BYU-Idaho courses cannot be replaced by equivalent courses from other institutions. Exceptions must be approved by the Academic Exceptions Committee. Students who transfer must recognize that a transfer institution may not accept the retake course per this definition.

Pass/Fail Courses

BYU-Idaho offers a limited number of pass/fail courses. Students in these classes receive no letter grade; instead, they either pass or fail depending on whether or not they have met the course criteria. All pass credits are earned but are not included in GPA calculations. Courses designated as letter grade cannot be changed to pass/fail, and courses designated as pass/fail cannot be changed to letter grade.

Special Examinations

Permission to earn credit by special examination must be obtained from the applicable Department. Special exams may require a fee.

Vertical Credit

Subject to Department Chair approval, students who have earned a grade of “C” or better in a class taken at BYU-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). The Vertical Credit will be applied to the same semester in which the qualifications were met. To apply, students must consult the appropriate Department Chair. If approved, 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 thereafter. Although vertical credit counts toward total credit requirements for graduation, no grade is given toward GPA computation.

Academic Renewal

Under certain circumstances, BYU-Idaho allows students to petition for Academic Renewal. If approved, this eliminates previous poor academic work either at BYU-Idaho or elsewhere, from the student’s 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 coursework to be disregarded was completed.
2. The student must have completed at least one semester at BYU-Idaho as a full-time student (12 credits or more) with a grade point average of at least 2.5.
3. The semester(s) to be considered for Academic Renewal must have a GPA below 2.0.

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 or GPA calculation. However, all work remains on the record to ensure a true and accurate academic history. Academic Renewal may impact a student’s retaken courses.

This policy may not be used for individual courses. Students should also be aware that this is a BYU-Idaho policy and other institutions are not obligated to honor it. Academic Renewal may be applied only once during an academic career at BYU-Idaho. Once approved, Academic Renewal may not be reversed.

Verifications

A verification is proof of enrollment. It shows the student’s personal information with name and current dates of attendance. It is used for insurance purposes, loan deferments, scholarships, employers, government and legal offices, etc. Free electronic verifications of enrollment can be obtained by students at any time through the National Student Clearinghouse (www.byui.edu/verification). Parents and interested third parties can obtain electronic verifications for a nominal fee at www.studentclearinghouse.org.

GPA verification requests must be submitted in writing with the student’s signature due to FERPA privacy laws. Such requests can be submitted to the Student Records and Registration Office by letter, e-mail, fax, and in person. The student’s name, ID number, and an address, email, or fax number where the verification is to be sent are required. Presentation of student identification at the Student Records and Registration Office is required. Social Security numbers are not listed unless requested by the student.

Verification of a student’s directory information, such as dates of attendance or degrees earned, can be verbally obtained by contacting the Student Records and Registration Office.

Transcript Requests

Official academic transcript requests are made online at my.byui.edu. Transcripts may not be ordered by phone, e-mail, paper or fax. Transcripts can be requested by both current and former BYU-Idaho students by logging into their current or former student account. When requesting a transcript, students and former students may choose a certified electronic PDF transcript delivered within minutes of placing an order. Official electronic PDF transcripts will be provided at no cost. Students and former students may also choose a paper copy to be sent by US Postal mail or overnight delivery for a fee. Transcripts may be sent immediately, at a later date, or after grades are posted at the end of each term. Official transcripts will not be released until all BYU-Idaho debts have been paid in full. For more information, visit www.byui.edu/transcripts.

REGISTRATION

Class Registration

Student registration for classes is by priority according to credit level. Credits earned plus currently enrolled BYU-Idaho 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 date of the class (e.g., second block classes). Students starting on the second block of a semester register at the same time as all other students.

Students will be notified of adjustments to the registration schedule and processes through official BYU-Idaho communications methods.

Students should be aware of classes with special requirements such as proper major selection, credit limit, and prerequisite course completion. Tuition is not refunded if a student drops below a full-time credit load, unless the student completely withdraws from all classes by the established deadline.

All individuals participating in BYU-Idaho classes need to be properly admitted and enrolled to do so. No individual should be allowed to sit-in on a few classes or for an entire semester without first registering for the course—whether for credit or audit. Compliance with this process is necessary to ensure each student’s academic experience is accurately recorded and to ensure that only properly admitted and eligible students are participating in University courses and utilizing University resources. All properly registered students, for credit or for audit, will appear on the course’s class roll.

Wait Listing

During course registration, if a section of a desired course has filled, students can add themselves—in order—to an electronic list. A waitlist allows the first student on the list to have priority registration into the course if a seat becomes available. Waitlisting is offered as a convenience to students during the registration process. Adding oneself to a waitlist does not guarantee a seat in the course.

The availability of a waitlist is at the discretion of the instructor, who may choose not to offer a waitlist. Students are limited in the number of credits they may waitlist each term based on their student type:

<u>Student Type (Subprogram)</u>	<u>Waitlist Credit Limit</u>
• DAY (on-track or off-track)	12 credits
• Online (ONLN)	12 credits
• Continuing Education (CTED)	12 credits
• Non-matriculating (NONM)	9 credits
• Part-time (PART)	9 credits
• High School Concurrent Enrollment	6 credits

Students must meet the same conditions to waitlist a course that they would have to meet to register for the course. Students who have not met the course prerequisites, requirements, or other conditions, or who have holds on their account, will not be allowed to waitlist.

The waitlist process will not automatically add students directly into a waitlisted section. Students are responsible to add themselves to waitlisted sections if a seat becomes available. Students will be notified via their BYU-Idaho email account that they have 24 hours to add themselves to the waitlisted section. These notifications may be sent any time, day or night, including weekends and holidays. Students are responsible to closely monitor any waitlisted section to prevent missing their opportunity to add a waitlisted course.

If a student does not add the course by the 24-hour registration deadline, the student will be dropped from the waitlist, and the seat will be made available to the next student on the waitlist. Students who do not register for a waitlisted section by the registration deadline or who accidentally drop themselves from a waitlisted section will need to re-add themselves to the bottom of the waitlist. Student Records and Registration cannot re-add students to their original waitlist position.

Students may waitlist multiple sections of the same course. However, if a student waitlists a section and then registers for a different section of the same course, the student will be systematically dropped from all other waitlisted sections of that course.

Amount of Credits per Term

Sixteen credit hours per semester are recommended for full-time students. Twenty-one credit hours is the recommended maximum. Students must obtain permission from the Student Records and Registration Office to take more than 21 credits per semester or 10 credits per block. Students must demonstrate a successful academic history to qualify.

Class Periods

Regular semester class periods last 60 or 90 minutes. Regular semester lab periods run either two or three hours. For every semester credit hour, two hours of preparation outside of class are required per class hour per week. For classes with labs, two or three hours of lab work per week are also required.

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 made to the Cashier’s Office by the deadline date:

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

Adding and Dropping Sections

Changes in registration can be made using the BYU-Idaho online registration system. If a student wishes to add a class that is full, he or she may contact the course instructor, and the instructor may, at the instructor’s discretion, authorize the student to add. Students are responsible for adding and dropping courses and maintaining their own class schedules. See Academic Calendar for specific registration and academic deadlines.

Audit Classes

Departments have the right to refuse to allow students to audit individual courses. The Department Chair must report all courses that students may not audit to the Student Records and Registration Office. Audit restrictions will remain in effect until they are removed by the Department Chair.

Students must first register for the class for credit and then contact the Student Records and Registration Office to change the course to audit. Generally, students may not audit a Foundations or online section.

Tuition for audit classes is assessed on the same basis as for credit classes. Students may not change from credit to audit after the deadline to drop a course without earning a "W." Students wishing to change from audit to credit after the deadline to drop a course without earning a "W" must receive instructor approval.

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 section(s) and only have audit section(s) remaining are considered withdrawn from the University effective the last drop date of the non-audit section(s). Students will need to re-apply through the Admissions Office for the next semester. Compliance with deadlines is required, unless a deferral is obtained.

Instructor-Initiated Drops

For students 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 last day to add or drop classes. (See Academic Deadlines.)

Students who do not attend the first two classes (or first evening class) or who do not participate in an online course before the end of lesson one may be dropped from the course and replaced with another student. Requests for drops should be submitted no later than the deadline to drop without receiving a W. In some instances, such action may jeopardize financial aid or health insurance eligibility. In such cases, BYU-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 risk receiving an "F" or "UW" by assuming the instructor will process an administrative drop.

Students who have not satisfied the minimum grade requirement for a pre-requisite of a course may be dropped from the section by the instructor or department chair.

These administrative drops must be filed by the instructor with the Student Records and Registration Office no later than the drop deadline (last day to drop sections without receiving a "W" grade on the transcript). (See Academic Deadlines.)

Students are academically and financially responsible for all courses for which they are registered. Ultimately, it is the student's responsibility to drop his or her own class using the online registration system. Students may contact the Student Records and Registration Office for assistance.

Degree Progress

Degree Progress is meant to encourage all degree-seeking students to make reasonable progress in planning for and completing an undergraduate degree at BYU-Idaho. New freshmen and transfer students are encouraged to develop a Graduation Plan with the Academic Discovery Center or assigned Academic Discovery Satellite Center upon admission to BYU-Idaho. This plan will serve as a tool in completing degree requirements and working towards graduation.

Students who fail to maintain satisfactory Degree Progress may be restricted from registration and be required to meet with their satellite advising center. Students who consistently do not make satisfactory Degree Progress may forfeit their opportunity to continue their academic career at BYU-Idaho.

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 Academic Discovery Center or through the assigned Academic Discovery Satellite Center. Students should carefully assess the impact of the major change by utilizing the Degree Audit report and conferring with their faculty mentor. Previously approved waivers and substitutions may possibly not transfer to a newly selected major because of the individuality of the major requirements.

Students with 60 or more earned credits will not be allowed to change a major without submitting a petition to the Academic Standards Committee. The petition must illustrate the ability to efficiently complete the newly selected major. An attached graduation plan indicating the remaining courses and planned schedule is required. To petition a change of major with over 60 credits earned, students should contact the Academic Discovery Satellite Center.

Earning Multiple Majors

BYU-Idaho does not allow students to declare or earn multiple majors, even if all coursework is complete.

Earning an Additional Minor

Requests to declare or earn minors that are not required by a bachelor degree program are typically considered only if the minor can be completed within the 120 credit limit.

Withdrawal from School and Deferments

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.

Students who drop all classes via the online registration system are warned of the withdrawal status implications and informed of their responsibilities. Students may contact the Student Records and Registration Office for assistance.

The withdrawal date is the date the student drops to a zero credit level, unless otherwise approved by the Student Records and Registration Office. Students may not withdraw from BYU-Idaho after the last day to withdraw from school without receiving grades earned and will have those grades recorded on their academic records. (See Academic Calendar.)

On-track students who withdraw will be considered as discontinuing their attendance at BYU-Idaho and will lose their continuing student status unless they apply for and are granted deferral status by the Admissions Office. Students who withdraw and do not receive a deferment must apply for re-admission to BYU-Idaho. Students may not withdraw from a semester in which they have already earned a grade for a course, including first block classes.

The available deferment types are as follows: Continuing Student, Missionary, and Medical. Following are the conditions to qualify for each of the deferment types.

1. Continuing Student Deferment. This deferment is for one semester only. Students must enroll in their next on-track semester following the deferred semester to maintain their admission status.
 - a. Be admitted and remain admissible as a regular day school student.
 - b. Attend the most recent on-track semester prior to requesting the deferment.
 - c. Submit the "Continuing Student Enrollment Deferment Application" before the last day to withdraw completely from school and receive "W" grades and not the grades earned. For the specific semester's date, please see the Academic Calendar.
2. Missionary Deferment.
 - a. Be admitted and remain admissible as a regular day school student.
 - b. Enter the MTC during the semester immediately following the last semester of enrollment or prior to the first semester of enrollment after being admitted.
 - c. Submit the "LDS Missionary Enrollment Deferment Application" with a copy of the mission call after receiving the mission call and before entering the MTC.
 - d. Complete a full, honorable mission.
3. Medical Deferment.
 - a. Be admitted and remain admissible as a regular day school student.
 - b. Attend the on-track semesters immediately prior to and following the deferred semester.
 - c. Have a verifiable medical condition that prevents enrollment.
 - d. Submit the "Medical Enrollment Deferment Application" with a doctor's statement to the Admissions Office.

Student Military Service

Enrolled BYU-Idaho students called into active service in the armed forces of the United States during the course of an academic term receive assistance and exceptions with regard to withdrawing from courses and receiving tuition refunds. This allowance does not apply to students ordered to active duty in another country's armed forces. Students seeking this allowance should provide a copy of their official military orders to the Student Records and Registration Office for assistance.

Online Courses Offered to Indiana Residents

BYU-Idaho is authorized by: The Indiana Board for Proprietary Education; 101 W. Ohio St., Suite 670, Indianapolis, IN 46204-1984

TRANSFER EVALUATION

Transfer from BYU-Idaho

While BYU-Idaho does make an effort to establish articulation agreements with other colleges and universities, students who are considering transferring to another college or university should review that institution's transfer guidelines.

Transfer to BYU-Idaho

BYU-Idaho generally accepts college level transfer credits from regionally-accredited colleges and universities. Courses from institutions that are not regionally-accredited are generally not transferable to BYU-Idaho. Generally, courses completed 10 or more years ago will be accepted as elective credit.

Only transfer courses with a grade of C- or higher are eligible for transfer consideration. Additionally, transfer credit may be used to satisfy degree requirements but will not be calculated into the BYU-Idaho GPA. Transfer courses considered to be out of harmony with established principles of The Church of Jesus Christ of Latter-day Saints will not be accepted by BYU-Idaho for credit consideration.

Full Disclosure of Transfer Schools

Failure to submit official transcripts to BYU-Idaho from all institutions you have attended or are currently attending, both U.S. and international, may result in disciplinary action including dismissal from BYU-Idaho.

Official Transcripts

BYU-Idaho considers evaluation of courses only with an official college or university transcript. Official transcripts are transcripts mailed in a sealed envelope from the institution or through a secured electronic transmission. BYU-Idaho will not evaluate transcripts submitted via any method deemed insecure by the University.

Transfer Students with Degrees

Transfer students who have been awarded an Associate Degree (not including Applied Associate Degrees) from a regionally-accredited college or university will be viewed as having met most of the Foundations requirements for a Bachelor's Degree. However, transfer students are still responsible to meet all other graduation and university requirements, including courses that are deemed essential to the BYU-Idaho experience. Courses for students who have not completed a transfer Associate Degree will be evaluated on a course-by-course basis. Transfer Associate Degrees that do not include a broad liberal arts curriculum may be evaluated on a course-by-course basis.

Concurrent/Dual Enrollment Programs

Students may receive credit for courses previously taken through an early college program if those courses were administered from a regionally-accredited college or university and are recorded on an official college or university transcript. Official transcripts must be sent to BYU-Idaho to be considered for transferability. Concurrent or dual enrollment courses sent on a high school transcript will not be considered for transferability.

Advanced Placement (AP)

AP scores must be on an official Advanced Placement transcript. Scores on high school transcripts will not be accepted. Students who complete an AP exam with a score of 3 or above may receive University credit in that subject area according to the following list:

*See AP Chart immediately following this section.

Technical or Vocational Courses

Generally, technical, vocational, or occupational courses are not transferable to BYU-Idaho.

International Baccalaureate (IB)

IB courses must be on an official International Baccalaureate transcript. Students who complete IB courses with a grade of 5 or above may receive University credit in that subject area according to the following approved list:

*See IB Chart immediately following this section.

College Level Examination Program (CLEP)

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 BYU-Idaho course. Students may receive University credit for CLEP exams as specified by the following list:

*See CLEP chart immediately following this section.

International Credits

Transcripts from international schools 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 qualified, independent third-party (not family) translator.
 - c. A private credential evaluation company is used.
4. The student's institution is recognized by its country's governing board as an accredited institution, and it is similar in nature to a college or university in the United States. Credits from institutions primarily focused on vocational and technical training are generally not transferable.

Once conditions are met, the Student Records and Registration Office will evaluate courses for equivalency at BYU-Idaho. Courses without an equivalent BYU-Idaho course are generally not transferable. 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.

Military Credit

BYU-Idaho awards military credit based on the American Council of Education (ACE) recommendations found in the Guide to the Evaluation of Education Experiences in the Armed Services. Military courses without an equivalent BYU-Idaho course will not be transferred to the University for credit consideration.

Transfer of Credit from other Universities and Institutes of Religion

Religion credit earned at Church Education System Institutes of Religion or other LDS Church schools will transfer to BYU-Idaho as an equivalent religion course or elective credit so long as the course is taken for credit and such credit is noted on an official transcript. While these religion credits from other LDS Church schools or Institutes of Religion may transfer to fulfill required religion content, they do not satisfy the BYU-Idaho resident religion requirement (religion courses taken from BYU-Idaho). Coursework in religious studies from any place other than an LDS Church school or Institute of Religion will not be accepted toward filling the BYU-Idaho religion requirements.

Religion courses taken at the BYU Jerusalem Center (during a student's BYU-Idaho experience) will transfer to fulfill both religion course content and the resident religion requirement. However, such credit does not apply to the completion of the overall BYU-Idaho residency requirement. BYU Jerusalem Center credits earned prior to a student's enrollment at BYU-Idaho can be used to fulfill religion course content only, but may not be applied to any BYU-Idaho residency requirement.

Academic Policies
Brigham Young University–Idaho 2014-2015

Advanced Placement (AP)

AP Test	Min Score	Credit	BYU-Idaho Equivalent Course	Satisfied Foundations Requirement
Art: History of	3	3	ART 201	FDCA101
		3	ART 202	
Art: Studio Drawing	3	2	ART 102	
Biology	3	3	FDSCI 101	FDSCI*
Chemistry	3	4	CHEM 101	FDSCI*
Chemistry	4	4	CHEM 105	FDSCI*
Chemistry	5	4***	CHEM 105***	FDSCI*
Economics: Macro	3	3	ECON 151	FDAMF101
Economics: Micro	3	3	ECON 150	
English: Lang/Comp	3	3	FDENG 101	FDENG101
English: Lit/Comp	3	3	FDENG 101	FDENG101
		3	FDCA101	FDCA101
Environmental Science	3	3	BIO 250	FDSCI*
French Language	3	4	FR 101	
		4	FR 102	
French Literature	3	4	FR 201	
		3	FR 202	
German Language	3	4	GER 101	
		4	GER 102	
Gov. & Politics: US	3	3	POLSC 110	FDAMF101
Gov. & Politics: Comparative	3	3	POLSC 150	
History: US	3	3	HIST 260	FDAMF101
		3	HIST 262	
History: European	3	3	HIST 222	FDWLD201
History: World History	3	3	HIST 220	FDWLD101
		3	HIST 222	FDWLD201
Human Geography	3	3	GEOG 120	
Latin: Vergil	3	3	LATIN 101	
		3	LATIN 102	
Mathematics: Calculus AB	3	3	FDMAT110	FDMAT110**
		4	FDMAT112	FDMAT112**
Mathematics: Calculus BC	3	2	MATH 111	
		4	FDMAT112	FDMAT112**
Physics B	3	3	PH 105	FDSCI*
		3	PH 106	FDSCI*
Physics C: Mechanics	3	3	PH 105	FDSCI*
		3	PH 121	FDSCI*
Physics C: Elec & Mag	3	3	PH 106	FDSCI*
		3	PH 220	FDSCI*
Psychology	3	3	PSYCH 111	
Spanish Language	3	4	SPAN 101	
		4	SPAN 102	
Spanish Literature	3	4	SPAN 201	
		3	SPAN 202	FDCA101
Statistics	3	3	FDMAT221	FDMAT221**

*Any combination of seven credits in Physical or Biological Science will meet the Foundations Science requirement

** Students must also complete FDMAT108T to meet the Quantitative Reasoning Foundations requirement

***Additional credit may be awarded upon review and approval by the appropriate academic department.

International Baccalaureate (IB)

IB Exam	Min Score	Awarded College Credit	BYU-Idaho Equivalency	Satisfied Foundations Requirement
Arts				
Theatre (SL, HL)	5	3	TA 115	FDCA 101
		3	TA 123 M/W	
Visual Arts (SLA, HL)	5	1	TA 260R	
		2	ART 102	
Experimental Sciences				
Biology (SL, HL)	5	3	FDSCI 200	FDSCI*
Environmental Systems (SL)	5	2	FDSCI 203	FDSCI*
Physics (SL)	5	4	PH 105	FDSCI*
		4	PH 106	FDSCI*
Physics (HL)	5	3	PH 121	FDSCI*
		3	PH 220	FDSCI*
Individuals & Societies				
Business and Management (SL, HL)				
Economics (SL)	5	3	B 101	
		3	ECON 151	FDAMF 101
Economics (HL)	5	3	ECON 358	
Geography (SL, HL)	5	3	GEOG 101	FDSCI*
History (SL, HL)	5	3	HIST 222	FDWLD 201
History-Americas (SL, HL)	5	3	FDAMF 101	FDAMF 101
History-Europe (SL, HL)	5	3	HIST 222	FDWLD 201
Psychology (HL)	5	3	PSYCH 111	
Soc/Cultural Anthropology (SL, HL)	5	3	ANTH 101	
Languages				
Chinese (SL, HL)	5	4	CHIN 101	
		4	CHIN 102	
Chinese (HL)	5	4	CHIN 201	
		4	FR 101	
French (SL, HL)	5	4	FR 102	
		4	FR 201	
French (HL)	5	4	FR 202	
		4	GER 101	
German (SL, HL)	5	4	GER 102	
		4	GER 201	
German (HL)	5	4	GER 202	
		4	RUSS 101	
Russian (SL, HL)	5	4	RUSS 102	
		4	RUSS 201	
Russian (HL)	5	4	RUSS 201	
		4	SPAN 101	
Spanish (SL, HL)	5	4	SPAN 102	
		4	SPAN 201	
Spanish (HL)	5	4	SPAN 202	
		4		
Math & Computer Science				
Computer Science (SL, HL)				
Mathematics (SL, HL)	5	3	CS 124	
		3	FDMAT 110	FDMAT 110**
Mathematics (HL)	5	2	MATH 111	
		4	FDMAT 112	FDMAT 112**

*Any combination of seven credits in Physical or Biological Science will meet the Foundations Science requirement

**Students must also complete FDMAT 108T to meet the Quantitative Reasoning Foundations requirement

College Level Examination Program (CLEP)

Subject	Minimum Score	Awarded College Credit	BYU-Idaho Equivalency	Satisfied Foundations Requirement
History and Social Sciences				
American Government	50	3	POLSC 110	FDAMF 101
Human Growth & Development	50	3	CHILD 210	
Introduction to Psychology	50	3	PSCYCH 111	
Introduction to Sociology	50	3	SOC 111	
Principles of Macroeconomics	50	3	ECON 151	FDAMF 101
Principles of Microeconomics	50	3	ECON 150	
History of the U.S. I	50	3	HIST 260	FDAMF 101
History of the U.S. II	50	3	HIST 262	FDAMF 101
Science and Mathematics				
Biology	50	3	FDSCI 200	FDSCI*
Calculus	50	4	FDMAT 112	FDMAT 112**
Chemistry	50	4	105/106	FDSCI*
College Algebra	50	3	FDMAT 110	FDMAT 110**
Natural Sciences	50	3	FDSCI 200/ FDSCI 201	FDSCI*
Precalculus	50	3	FDMAT 110	FDMAT 110**
Precalculus	50	2	MATH 111	
Business				
Financial Accounting	65	3	ACCTG 201	
Introductory Business Law	50	3	B 275	
Composition & Literature				
American Literature	50	3	FDCA 101	FDCA 101
College Composition (with essay)	61	3	FDENG 101	FDENG 101
English Literature	50	3	FDCA 101	FDCA 101
Humanities	50	3	HUM 201	FDCA 101
		3	HUM 202	
Foreign Language				
French Language (Level 1)	50	8	FR 101/102	
French Language (Level 2)	62	12	FR 101/102 & 201	
German Language (Level 1)	50	8	GER 101/102	
German Language (Level 2)	63	12	GER 101/102 & 201	
Spanish Language (Level 1)	50	8	SPAN 101/102	
Spanish Language (Level 2)	63	12	SPAN 101/102 & 201	

*Any combination of seven credits in Physical or Biological Science will meet the Foundations Science requirement

** Students must also complete FDMAT108T to meet the Quantitative Reasoning Foundations requirement