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 meet the credit limit.

College Advanced Placement Examination may be granted credits in the academic program to students who complete an Advanced Placement course in high school and receive a grade of 3, 4, or 5 on the corresponding College Level Examination Program (CLEP) exam.

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

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

Students may receive university credit for CLEP exams as specified on the approval list in the Testing Center. To receive credit, students 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 applying for 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 courses (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 must 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 for which a passing grade is received. Although vertical credit counts toward total credit requirements for graduation, no grade is given toward GPA computation.

CREDITS AND GRADES

Brigham Young University-Idaho 2007-2008

Academic Policies

Credits Earned

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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.
- **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.
- **F** indicates a failure to master pertinent information or skills.
- **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 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 point.
- **P** 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:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>3.4</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>2.4</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>1.7</td>
</tr>
<tr>
<td>D+</td>
<td>1.4</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>D-</td>
<td>0.7</td>
</tr>
<tr>
<td>P</td>
<td>0.0</td>
</tr>
<tr>
<td>W</td>
<td>0.0</td>
</tr>
<tr>
<td>UW</td>
<td>0.0</td>
</tr>
</tbody>
</table>

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.

### Brigham Young University-Idaho 2007-2008

**Academic Policies**

#### Brigham Young University-Idaho 2007-2008

**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 course as an audit. Registered students who drop all credit classes and only have audit classes 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.

### Brigham Young University-Idaho 2007-2008

**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
Semester 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.

#### Brigham Young University-Idaho 2007-2008

**Academic Policies**

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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 award 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) and allows students to petition for academic renewal. If approved, this eliminates previous poor academic work, (semester work 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. 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 courses that will best help them achieve the following:

- 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 appointee offices in student government, health insurance coverage, international students, Stafford Student Loans, and SLS and PLUS loans.
- 15 semester credits – Student activity privileges and student voting.

Academic Policies

Class Registration
Student registration for classes is by priority according to credit level. Credits cannot be picked until credits are calculated into the priority registration credit count. If one misses their designated registration time, they may still register for classes, but risk loss of 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 Water/Summer, Summer/Fall, and students with graduation application (Bachelor Degree) for that Summer Semester, on a credit priority basis. Additional registration options for Full/Water track students will be announced annually.

Students should be aware of classes with special requirements such as proper major selection, degree 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 deferrals, 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.

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 courses that will best help them achieve the following:

- 24 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 appointee 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.

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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 Schedules 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.

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- 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 appointee offices in student government, health insurance coverage, international students, Stafford Student Loans, and SLS and PLUS loans.
- 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 appointee offices in student government, health insurance coverage, international students, Stafford Student Loans, and SLS and PLUS loans.
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6. Last day to drop full semester classes.
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 for graduation. Students change majors by going to the Career and Academic Advising Center or through the assigned Academic Advising Satellite Center. Students changing 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 consulting 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 demonstrate the student’s ability to efficaciously 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.
4. 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 accurate translations;
   c. Use of a professional credential evaluation company.
5. The student’s institution is recognized by the country’s governing board as an accredited institution.

International Transcript Evaluations

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.
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4. Translations will only be accepted when one of the following conditions are met:
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   c. Use of a professional credential evaluation company.
5. The student’s institution is recognized by the country’s governing board as an accredited institution.

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.

Inappropriate Plagiarism involves the inappropriate, but non-deliberate, use of another’s words, ideas, or data without proper attribution.

Inappropriate Plagiarism is the deliberate act of representing the words, ideas, or data of another as one’s own without providing 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 are responsible 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 Moses. 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.
• Inadequate 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:
  a. Citing a source that does not exist.
  b. Citing information from a source that is not included in the source for which credit is given.
  c. Citing a source for a secondary proposition that it does not support.
  d. Using a citation in a bibliography source when it was neither consulted nor cited in the body of the paper.
  e. Intentionally distorting the meaning or applicability of data.
  f. Inventing data or statistical results to support conclusions.

Cheating

A form of dishonesty where a student attempts to 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 must 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 of 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.

Inappropriate 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 are responsible 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 Moses. 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.
• Inadequate 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:
  a. Citing a source that does not exist.
  b. Citing information from a source that is not included in the source for which credit is given.
  c. Citing a source for a secondary proposition that it does not support.
  d. Using a citation in a bibliography source when it was neither consulted nor cited in the body of the paper.
  e. Intentionally distorting the meaning or applicability of data.
  f. Inventing data or statistical results to support conclusions.

Cheating

A form of dishonesty where a student attempts to 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 must 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 of its forms, including but not limited to plagiarism, fabrication or falsification, cheating, and other academic misconduct.

Academic Dishonesty

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