

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 handling and dispersing of all forms that affect student academic records are processed by the Student Records and Registration Office.

Full-Time Student Status

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

Credit Requirements for Benefits and Activities

To be eligible for various benefits and activities, 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
- 9.5 semester credits: student activity privileges and student voting

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 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. Only BYU–Idaho policies can be appealed; federal guidelines and/or requirements cannot be appealed through this committee.

GPA Requirements for Extracurricular Activities

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

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.

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.

Academic Honesty

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

Academic Dishonesty

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

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

Plagiarism may occur with respect to unpublished as well as published material.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

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

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

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

Cheating is a form of dishonesty where a student attempts to give the appearance of a level of knowledge or skill that has not been obtained. Examples include:

- Copying from another person's work during an examination or while completing an assignment.
- Allowing someone to copy from your work during an examination or while completing an assignment.
- Using unauthorized materials during an examination or while completing an assignment.
- Collaborating on an examination or assignment without authorization.
- Taking an examination or completing an assignment for another, or permitting another to take an examination or to complete an assignment for you.

Other academic misconduct includes other academically dishonest, deceitful, or inappropriate acts which are intentionally committed. Examples include but are not limited to:

- Inappropriately providing or receiving information or academic work so as to gain unfair advantage over others.
- Planning with another to commit any act of academic dishonesty.
- Attempting to gain an unfair academic advantage for oneself or another by bribery or by any act of offering, giving, receiving, or soliciting anything of value to another for such purpose.
- Changing or altering grades or other official educational records.
- Obtaining or providing to another a test or answers to a test that has not been administered.
- Breaking and entering into a building or office for the purpose of obtaining unauthorized materials.
- Continuing work on an examination or assignment after the allocated time has elapsed.
- Submitting the same work for more than one class without disclosure and approval.
- Getting equal credit on group assignments when equal work was not done.

Procedures for Handling Academic Dishonesty

Instructors are responsible to establish and communicate to students their expectations of behavior with respect to academic honesty and the student's conduct in the course. The instructor will be responsible to investigate any incident of academic dishonesty or misconduct, determine the circumstances, and take appropriate action. Examples include but are not limited to the following:

- Reprimanding the student orally or in writing.
- Requiring work affected by the academic dishonesty to be

redone.

- Administering a lower or failing grade on the affected assignment, test, or course.
- Working with the Student Honor Office to remove the student from the course.
- Recommending to the Student Honor Office that the student be put on probation or dismissed.

If the incident involves the violation of a public law, e.g., breaking and entering into an office or stealing an examination, the act should be reported to Campus Police.

For the purpose of tracking, suspected or proven violations of the Academic Honesty Policy should be reported to the Student Honor Office, detailing the name, incident, and action taken. If the occurrence is sufficiently egregious, or if a pattern of dishonesty or misconduct is discovered, additional action may be taken on behalf of the University based upon the nature of the infraction. (See Student Handbook in Section VII.)

If an affected student disagrees with the determination or action and is unable to resolve the matter to the mutual satisfaction of the student and the instructor, he or she may have it reviewed through the University's grievance process. (See Student Academic Grievance Policy.)

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 you encounter sexual harassment or gender-based discrimination, or if you need assistance or information related to allegations of sexual harassment, contact the Student Honor Office, Kimball 270, or call (208) 496-1120.

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 forty-five 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 which 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 State 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

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 be responsible for informing all parents (of dependent children) of the option to have grade reports sent to them. The Student Records and Registration Office will record Certificate of Dependence forms and send grade reports as requested.

Married students or students 21 years of age or older are considered as independent by the Student Records and Registration Office. Unmarried students or those under the age of 21, who are not claimed as dependents by their parents or guardians on the most recent Federal Income Tax form, must submit an Affidavit of Independent Status to be considered independent. These forms are available at the Student Records and Registration Office or online at www.byui.edu/srr/forms.

Students may also waive the Certificate of Dependence Form 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.

ACADEMIC STANDARDS

Academic Standing

Students' academic standing at BYU–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 are registered. Students are classified in one of the following four academic standing categories: Satisfactory, Probation, Suspension, or Dismissal.

Progress and Non-Progress Grades

Grades are considered to be either “progress” grades or “non-progress” grades. “Progress” grades range from A to D-. “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 progress when their cumulative GPA is 2.0 or above and they earn progress grades for 75 percent of their credits in their most recent semester.

Academic Probation

Academic Probation is the official notice to students that they are performing below established BYU–Idaho academic standards. Students on Academic Probation are permitted to continue their enrollment at BYU–Idaho. However, continued performance below established academic standards will typically result in Academic Suspension or Academic Dismissal. Students may not petition to have Academic Probation lifted because it does not affect their ability to enroll in BYU–Idaho courses.

Students will be placed on Academic Probation when their cumulative GPA (including transfer courses) is between 1.000 and 1.999 or when they fail to earn progress grades for at least 75 percent of their credits in their most recent semester.

To have Academic Probation lifted students must meet all of the following conditions in a single semester:

1. Enroll in a minimum of 12 semester credits.
2. Earn a minimum 2.0 semester GPA.
3. Raise their cumulative GPA to at least 2.0.
4. Earn only progress grades (i.e., no F, W, or UW).

Students will remain on Academic Probation under either of the following circumstances:

1. They enroll in fewer than 12 semester credits.
2. They earn a 2.0 semester GPA but fail to raise their cumulative GPA above 2.0.

Note: Students who earn non-progress grades (i.e., F, W, or UW) while on Academic Probation will be academically suspended.

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, Tutoring Center, Career and Academic Advising Center, and Satellite Advising Center.

If students are receiving University or federal financial aid, they should check with the Financial Aid Office to verify their eligibility.

Academic Suspension

Academic Suspension is the suspension of a student's opportunity to enroll in any academic course at BYU–Idaho (including those offered through Continuing Education) because they have performed below established BYU–Idaho academic standards. Students who feel they have extenuating circumstances may petition the suspension to the Academic Standards Committee.

Students will be placed on Academic Suspension under any of the following conditions:

1. They earn a GPA below 1.0 during any one semester.
2. They fail to achieve satisfactory progress in 75 percent of their attempted credits in two consecutive semesters.
3. If, while on Academic Probation, they fail to earn a 2.0 GPA during the next semester of enrollment.
4. If, while on Academic Probation, they earn any non-progress grades during the next semester of enrollment (i.e., F, W, or UW).
5. If, while on Academic Probation, they fail to achieve satisfactory progress in 75 percent of their credits during the next semester of enrollment.

Students on Academic Suspension must withdraw from school and arrange for a tuition refund if they have pre-registered and/or paid any tuition for a subsequent semester.

To have Academic Suspension lifted, students must meet at least one of the following conditions after being placed on Academic Suspension:

1. Earn 12 semester (18 quarter) credits in a single semester with a 2.0 GPA from another regionally-accredited college or university.
AND
Petition the Academic Standards Committee to have their suspension lifted, no sooner than 12 months from the date of suspension.
2. Complete an honorable, full-time mission for the LDS Church.
3. Meet other conditions established by the Academic Standards Committee. These conditions are determined on an individual basis and will be provided to the student in writing.

Students who have their Academic Suspension lifted within two years of being suspended will not be required to apply for readmission to BYU–Idaho. Rather, the Academic Standards Committee will clear them for their next available on-track semester. All other students must apply for readmission through the Admissions Office and are subject to admission application deadlines.

Students who have their Academic Suspension lifted will be placed on Academic Probation until they have met the conditions for Satisfactory standing.

Academic Dismissal

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

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 which 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 and 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.
- “W” represents a withdrawal from the class. However, if the class is dropped during the first 22 calendar days (including weekends and holidays) 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; did not complete any work, tests, or class-related assignments after attendance ceased; or the record of non-attendance did not begin after the last date to drop class without grade earned. The “UW” is calculated into the GPA as a failing grade 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)

NOTE: 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
P	0.0
W	0.0
UW	0.0

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, 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.

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 repeated class 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 even if the previous grade was higher. The most recent completed course is calculated into the GPA and earned credits. Previous courses remain on the transcript and are designated as retake courses.

Students are allowed a maximum of four retakes during their BYU-Idaho experience, regardless of whether it is a retake of a class with an awarded grade or a “withdrawal.” 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.

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The retake of BYU–Idaho classes at another institution is not recognized as a retake unless approved by the Academic Exceptions Committee.

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

Pass/Fail Classes

BYU–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.

Special Examinations

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

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). 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 (semester work below 2.0), 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.

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.

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, date of birth, address, current dates of attendance, and history of attendance. It also shows for which track the student was accepted, and if the student has applied for graduation or has graduated. It is used for insurance purposes, loan deferments, scholarships, employers, government and legal offices, etc.

The Student Records and Registration Office receives verification requests through letters, phone calls, e-mails, faxes, and in person. The student’s name, Student ID Number, and an address or fax number where the verification is to be sent 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 Student Records and Registration Office is required. Social Security numbers are not listed unless requested by the student. All verifications other than verbal are signed by the Registrar and stamped with the University’s seal.

Transcript Requests

Academic transcript requests may be made online at www.byui.edu/srr, in person at the Student Records and Registration Office by presenting a photo ID, by mail, or by fax. Transcripts cannot be requested over the telephone or by e-mail. Each request must include the following information: full name and all names used while attending BYU–Idaho/Ricks College, BYU–Idaho ID number (I-Number) or U.S. Social Security Number, date of birth, dates of attendance, current mailing address, phone number, the address where the transcript is to be sent, and the student’s signature. Requests may be faxed to (208) 496-1035 or mailed to Student Records and Registration Office, KIM 190, Rexburg, ID 83460-1640.

Please note, official transcripts will not be released until all BYU–Idaho debts have been paid.

REGISTRATION

Class Registration

Student registration for classes is by priority according to credit level. Credits earned plus currently enrolled credits are calculated into the priority registration credit count. If one misses their designated registration time, they may still register for classes, but risk less availability of class selection. Students register for all classes offered during the semester regardless of the starting date of 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.

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

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

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. 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.

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

Adding and Dropping Classes

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 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 after specified deadlines each semester. (See Academic Calendar in this catalog.)

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 tenth class day of the semester.

Students 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, 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 are academically and financially responsible for all courses for which they are registered. Ultimately, it is the student's respon-

sibility to drop his or her own class using the online registration system. Students may contact the Student Records and Registration Office for assistance.

Audit Classes

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

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

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

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

Credit Hour Limit for Degrees

The maximum number of credits students may earn at BYU–Idaho is 80 credit hours for an Associate Degree and 140 credit hours for a Bachelor Degree. Students wishing to continue at BYU–Idaho must justify exceeding the 80-credit or 140-credit limit through a petition submitted to the Academic Standards Committee. Students exceeding the credit limit are restricted from registration until approval is granted. Students must submit an approved graduation plan with the petition. Credits for language tests, transfer credits, AP and CLEP credits will normally not be calculated into the credit evaluation unless the credit is utilized for graduation requirements. However, submission of a credit limit petition is required. Exceptions are only preapproved for students majoring in the Nursing or Paramedicine programs (Associate levels).

Change of Major

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

Students with 75 or more earned credits will not be allowed to change a major without petition to the Academic Standards Committee. The petition must illustrate the ability to efficiently complete the newly selected major. An attached graduation plan indicating the remaining courses and planned schedule is required. To petition a change of major with over 75 credits earned, students should contact the Career and Academic Advising Center.

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.)

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 deferral must apply for readmission to BYU–Idaho.

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 drop Full Semester classes without receiving a “W” grade. 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.

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 accepts college level transfer credits from colleges and universities that are regionally-accredited by one of the following associations:

- Middle States Association of Colleges and Schools
- New England Association of Colleges and Schools
- North Central Association of Colleges and Schools
- Northwest Association of Colleges and Schools
- Southern Association of Colleges and Schools
- Western Association of Colleges and Schools

Courses from institutions that are not regionally-accredited are generally not transferable to BYU–Idaho. Additionally, courses from certain disciplines completed 10 or more years ago may only be accepted as elective credit.

Transfer courses considered to be out of harmony with established principles of The Church of Jesus Christ of Latter-day Saints will not be transferred to the University 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 fax or any other method deemed unsecure 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 the Foundations requirements for a Bachelor’s Degree at BYU–Idaho. However, transfer students are still responsible to meet all other graduation requirements including University requirements.

Students who have not completed a transfer Associate Degree will have their courses evaluated on a course-by-course basis.

Technical or Vocational Courses

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

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.

Academic Policies

Brigham Young University–Idaho 2009-2010

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:

AP Test	Credit	BYU–Idaho Equivalent
Art: History of	3	ART 201
	3	ART 202
Art: Studio Drawing	2	ART 102
Biology	3	FDSCI 200
Chemistry	4	CHEM 105
	4	CHEM 106
Economics: Macro	3	ECON 111
Economics: Micro	3	ECON 112
English Lang/Comp	3	FDENG 101*
English Lit/Comp	3	FDENG 101*
	3	ENG 250
Environmental Science	3	BIO 250
French Language	4	FR 101
	4	FR 102
French Literature	4	FR 201
	3	FR 202
German Language	4	GER 101
	4	GER 102
Gov. & Politics: United States	3	FDAMF 101
Gov. & Politics: Comparative	3	POLSC 150
History: U.S.	3	HIST 120
	3	HIST 121
History: European	3	HIST 202
History: World History	3/2	HIST 201 or FDWLD 101
	3	HIST 202 or FDWLD 200
Latin: Vergil	3	LATIN 101
	3	LATIN 102
Mathematics: Calculus AB	3	FDMAT 110
	4	FDMAT 112*
	2	MATH 111
Mathematics: Calculus BC	4	FDMAT 112*
	4	MATH 113
Music Theory	3	MUSIC 195
Physics B	3	PH 105*
	3	PH 106*
Physics C: Mechanics	3	PH 105*
	3	PH 121
Physics C: Elec & Mag	3	PH 106*
	3	PH 220
Psychology	3	PSYCH 111
Spanish Language	4	SPAN 101
	4	SPAN 102
Spanish Literature	4	SPAN 201
	3	SPAN 202
Statistics	3	FDMAT 221

* will show as a retake if both sections were passed.

Advanced Placement (AP) and Foundation Courses

The following AP credit will also qualify as meeting the requirements for Foundation courses at BYU–Idaho:

AP Test	Credit	BYU–Idaho Equivalent
Biology	3	FDSCI 200
English Lang/Comp	3	FDENG 101*
English Lit/Comp	3	FDENG 101*
Gov. & Politics: United States	3	FDAMF 101
History: World History	2	FDWLD 101
	3	FDWLD 200
Mathematics: Calculus AB	3	FDMAT 110
	4	FDMAT 112*
Mathematics: Calculus BC	4	FDMAT 112*
Statistics	3	FDMAT 221

* will show as a retake if both sections were passed.

International Baccalaureate (IB)

Students who complete an IB course with a grade of 5 or above may receive University credit in that subject area.

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:

	Min Score	BYU–Idaho Equivalency
History and Social Sciences		
American Government	50	POLSC 110
Human Growth & Development	50	CHILD 210
Introduction to Psychology	50	PSYCH 111
Introduction to Sociology	50	SOC 111
Principles of Macroeconomics	50	ECON 111
Principles of Microeconomics	50	ECON 112
History of the U.S. I	50	HIST 120
History of the U.S. II	50	HIST 121
Science and Mathematics		
Biology	50	FDSCI 200
Calculus	50	MATH 119
Chemistry	50	CHEM 105 CHEM 106
College Algebra	50	FDMAT 110
Natural Sciences	50	FDSCI 200/ PH. S 100
Precalculus	50	FDMAT 110/ MATH 111 or FDMAT 109
Business		
Financial Accounting	60	ACCTG 201
Introductory Business Law	50	B 275
Principles of Marketing	50	B 247

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Composition & Literature

American Literature	50	ENG 250
English Composition (with essay)	61	FDENG 101
English Literature	50	ENG 250
Humanities	50	HUM 201/202

Foreign Language

French Language (Level 1)	50	FR 101/102
French Language (Level 2)	62	FR 101/102 & 201
German Language (Level 1)	50	GER 101/102
German Language (Level 2)	63	GER 101/102 & 201
Spanish Language (Level 1)	50	SPAN 101/102
Spanish Language (Level 2)	63	SPAN 101/102 & 201

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. Institutions primarily focused on vocational and technical training are generally not transferable.

Once conditions are met, transcript evaluators in the Student Records and Registration Office will evaluate courses for equivalency at BYU–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.

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.