

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.

Academic Policies

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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.