



UtahStateUniversity

2009-2010 General Catalog

Web Home Page: <http://www.usu.edu/>

Message from President Stan L. Albrecht



Whether you are registering or still checking us out, Utah State is a wonderful choice for students. This is a university where academics come first. Here you will receive a complete learning experience—friendly, award-winning teaching and an opportunity to do cutting-edge research at an institution ranked by the Carnegie Foundation in the top four percent of research universities.

Our programs literally stretch from under the soil to soaring in space. We are both a land-grant university, begun more than a century ago as an agricultural college, and a space-grant university, whose students and faculty have sent more payloads through the atmosphere than any other university in the world. In between are courses in seven academic colleges leading to more than 200 undergraduate and graduate options.

Inside this catalog is an array of classes, mostly taught by full-time faculty, not by teaching assistants as at many other large universities. I encourage you to browse through the catalog and find classes that will help prepare you to make a living, as well as courses that will help you enjoy life. Both are important.

Your experience here should not end in the classroom and lab. There are more than 200 student clubs and organizations, for just about every interest. We have a large intramural sports program, and you can cheer on Aggie varsity teams, which play in the top division of the NCAA.

Some 80 percent of our students live on campus or in student houses and apartment complexes in this friendly, picturesque city. Our University family is a community within a community. It does not take long to feel at home here.

Again, welcome, and have a great school year.

A handwritten signature in cursive script that reads "Stan L. Albrecht".

**Stan L. Albrecht
President
Utah State University**

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Utah State University Campus Map

Map Legend.....	Facing Inside Back Cover
Alphabetical Listing of Buildings and Selected Offices	
Buildings by Abbreviation	
Campus Map	Inside Back Cover

Mission and Role Statement

Utah State University

The academic advantages of a large university, together with the friendliness of a small college, are offered at Utah State University. With a student body of more than 23,000, USU recognizes that the needs of the individual are of major importance, and many programs have been established to give the student the optimum of individual attention.

With 42 departments in seven academic colleges, more than 200 undergraduate options, a School of Graduate Studies, University Extension, and several research programs, Utah State University offers an excellent opportunity for students to study a wide range of subjects.

USU was founded in 1888 as part of the public educational system of Utah and operates under the constitution and laws of the state. It belongs to the family of institutions known as land-grant universities, which had their origin in 1862. The institution was originally called the Agricultural College of Utah, later becoming Utah State Agricultural College. The state legislature designated the name change to Utah State University in 1957.

An 18-member State Board of Regents governs the Utah System of Higher Education. This board has the responsibility for state-wide master planning for higher education, assignment of roles to the several institutions in the state system, and control of operating and capital budgets for the institutions. USU has a 10-member Board of Trustees whose responsibilities are derived from Utah statutes, as well as those delegated to the Trustees by the State Board of Regents.

USU is governed by the State Board of Regents and accredited by Northwest Commission on Colleges and Universities, Teacher Education Accreditation Council, American Psychological Association, American Association of Family and Consumer Sciences, American Music Therapy Association, AACSB International—The Association to Advance Collegiate Schools of Business, Utah State Board of Education—Teacher Education Program, Council on Rehabilitation Education, Accrediting Board of Engineering and Technology, American Society of Landscape Architects, Commission on Accreditation—Council on Social Work Education, American Chemical Society, Society of American Foresters, National League of Nursing Accrediting Commission, Council on Academic Accreditation of the American Speech-Language-Hearing Association (ASHA), American Dietetic Association, Foundation for Interior Design Education Research, National Association of Schools of Music, Utah State Board of Vocational Education, and the Society for Range Management. USU is a land-grant and space-grant university, as well as a Carnegie Foundation “Doctoral University—High Research” institution. Credit earned at USU is fully transferable to other universities and colleges in the United States of America.

University Mission Statement

Utah State University is one of the nation's premier student-centered land-grant and space-grant universities. We foster the principle that academics come first; we cultivate diversity of thought and culture; and we serve the public through learning, discovery, and engagement.

University Vision Statement

Utah State University, as a state-wide multi-campus system, will be internationally recognized for its exceptional learning opportunities and world-class research. We strive to achieve the highest level of excellence in learning, discovery, and engagement in an environment of trust and respect. We endeavor to expand educational access to a diverse community. We seek to enhance the quality of life for individuals and communities, by promoting arts and cultural programming, by working toward environmental sustainability, and by developing the technologies of tomorrow to drive economic development in Utah, as well as in the global marketplace.

University Core Values

Utah State University is committed to providing environments of opportunity that value:

Learning and Discovery. Utah State University is a thriving intellectual community achieving excellence in the pursuit of knowledge, both through learning and inquiry. We believe that innovations in teaching and research provide students with opportunities for developing critical thinking skills and promote outstanding scholastic and creative achievement that will help ensure future success.

Individual Development. We accept each learner as unique and full of promise for intellectual and personal growth. We foster individual success and self-determination, and believe that educating the whole person builds character, promotes active involvement in the world, and produces better citizens.

Leadership. At all levels of the University, we value leadership built on trust, integrity, and civility.

Diversity. Appreciation of diversity of thought and expression is the foundation of a vibrant intellectual environment. We respect all persons, their differences, and the community they form.

Outreach and Access. As the State's land-grant University, we are committed to reaching across all communities and offering opportunities to all citizens. We value the connections that benefit and improve the quality of life for individuals, families, and communities, and that invigorate the University.

Institutional Integrity Statement

Utah State University adheres to the highest ethical standards in its representation to its constituencies and the public; in its teaching, scholarship, and service; in its treatment of its students, faculty, and staff; and in its relationships with regulatory and accrediting agencies.

2009-2010 Calendar

USU maintains a semester system—three semesters or periods of classwork: fall, spring, and summer. Fall and spring semester are each of 15 weeks duration. Summer semester spans a total of 12 weeks and includes one four-week early session and one eight-week session, which contains two four-week sessions.

A list of University events can be found at:
<http://www.usu.edu/calendar/>

Summer Session 2009

Main Campus

May 11-June 5 First 4-week Session
May 25..... Holiday (Memorial Day)
June 8-July 31 8-week Session
June 8-July 2 Second 4-week Session
July 3 Holiday (Independence Day)
July 6-31 Third 4-week Session
July 24 Holiday (Pioneer Day)
July 31 Final Examinations

Distance Education

May 11-July 31 General Summer Session
June 8-July 31 8-week Broadcast Session
May 4-June 19..... First 7-week Session
June 22-August 7 Second 7-week Session
July 3 Holiday (Independence Day)
July 24 Holiday (Pioneer Day)

Fall Semester 2009

August 24 Classes Begin
September 7 Holiday (Labor Day)
October 15 Friday Class Schedule
October 16 Fall Break
November 25-27 Holiday (Thanksgiving)
November 30-December 4 No-test Days
December 4 Last Day of Classes
December 7-11 Final Examinations
December 11-12 Graduation

Spring Semester 2010

January 11 Classes Begin
January 18 Holiday (Martin Luther King, Jr. Day)
February 15 Holiday (Presidents' Day)
February 16 Monday Class Schedule
March 15-19 Spring Break
April 26-30 No-test Days
April 30 Last Day of Classes
May 3-7 Final Examinations
May 7-8 Graduation

Registration Calendar

Summer Session 2009 Main Campus

April 6.....	Registration Begins
April 6.....	Tuition and Fee Payment Begins
April 24.....	Tuition and Fee Payment— Postmark Deadline (Mail)
May 1.....	Tuition and Fee Payment Due (Online)
May 2-3.....	No Registration Permitted
May 2-3.....	Registration Purge (Students with unpaid balances may be dropped from all classes.)
May 4.....	Open Registration Continues (payment due daily)

First 4-week Session (Main Campus)

May 11.....	First Day of Classes
May 12.....	Last Day to Add without Instructor's Signature
May 13.....	Last Day to Receive 100% Refund
May 14.....	Last Day to Receive 50% Refund
May 14.....	Last Day to Receive Tuition Refund
May 14.....	Last Day to Add Classes (includes Audits)
May 14.....	Last Day to Drop without Notation on Transcript
May 15-26.....	Drops Show as <i>W</i> on Transcript
May 15-June 4.....	\$100 Late-add Fee Assessed for Each Class Added
May 25.....	Memorial Day Holiday (No Classes)
May 26.....	Last Day to Change to <i>P/D+/D/F</i> Option
May 27-29.....	Drops Require Late Drop Form (<i>WF</i> on Transcript)
May 29.....	Last Day to Submit Petition for Late Drop Form
May 30-June 5.....	No Dropping of Classes Permitted
June 5.....	Final Examinations
June 11.....	Deadline for Instructors to Submit Final Grades
August 6, 2010.....	Last Day to Make Up Incomplete Grades

8-week Session (Main Campus)

June 8.....	First Day of Classes
June 10.....	Last Day to Add without Instructor's Signature
June 12.....	Last Day to Receive 100% Refund
June 17.....	Last Day to Receive 50% Refund
June 17.....	Last Day to Receive Tuition Refund
June 17.....	Last Day to Add Classes (includes Audits)
June 17.....	Last Day to Drop without Notation on Transcript
June 18-July 9.....	Drops Show as <i>W</i> on Transcript
June 18-July 30.....	\$100 Late-add Fee Assessed for Each Class Added
July 3.....	Independence Day Holiday (No Classes)
July 9.....	Last Day to Change to <i>P/D+/D/F</i> Option
July 10-16.....	Drops Require Late Drop Form (<i>WF</i> on Transcript)
July 16.....	Last Day to Submit Petition for Late Drop Form
July 18-31.....	No Dropping of Classes Permitted
July 24.....	Pioneer Day Holiday (No Classes)
July 31.....	Final Examinations
August 6.....	Deadline for Instructors to Submit Final Grades
August 6, 2010.....	Last Day to Make Up Incomplete Grades

Second 4-week Session (Main Campus)

June 8.....	First Day of Classes
June 9.....	Last Day to Add without Instructor's Signature
June 10.....	Last Day to Receive 100% Refund
June 11.....	Last Day to Receive 50% Refund
June 11.....	Last Day to Receive Tuition Refund
June 11.....	Last Day to Add Classes (includes Audits)
June 11.....	Last Day to Drop without Notation on Transcript
June 12-22.....	Drops Show as <i>W</i> on Transcript
June 12-July 1.....	\$100 Late-add Fee Assessed for Each Class Added
June 22.....	Last Day to Change to <i>P/D+/D/F</i> Option
June 23-25.....	Drops Require Late Drop Form (<i>WF</i> on Transcript)
June 25.....	Last Day to Submit Petition for Late Drop Form
June 26-July 2.....	No Dropping of Classes Permitted
July 2.....	Final Examinations
July 9.....	Deadline for Instructors to Submit Final Grades
August 6, 2010.....	Last Day to Make Up Incomplete Grades

Third 4-week Session (Main Campus)

July 6.....	First Day of Classes
July 7.....	Last Day to Add without Instructor's Signature
July 8.....	Last Day to Receive 100% Refund
July 9.....	Last Day to Receive 50% Refund
July 9.....	Last Day to Receive Tuition Refund
July 9.....	Last Day to Add Classes (includes Audits)
July 9.....	Last Day to Drop without Notation on Transcript
July 10-20.....	Drops Show as <i>W</i> on Transcript
July 10-30.....	\$100 Late-add Fee Assessed for Each Class Added
July 20.....	Last Day to Change to <i>P/D+/D/F</i> Option
July 21-23.....	Drops Require Late Drop Form (<i>WF</i> on Transcript)
July 23.....	Last Day to Submit Petition for Late Drop Form
July 24.....	Pioneer Day Holiday (No Classes)
July 24-31.....	No Dropping of Classes Permitted
July 31.....	Final Examinations
August 6.....	Deadline for Instructors to Submit Final Grades
August 6, 2010.....	Last Day to Make Up Incomplete Grades

Registration Calendar

Summer Session 2009 Distance Education

April 6.....	Registration Begins
April 6.....	Tuition and Fee Payment Begins
April 24.....	Tuition and Fee Payment— Postmark Deadline (Mail)
May 1.....	Tuition and Fee Payment Due (Online)
May 2-3.....	No Registration Permitted
May 2-3.....	Registration Purge (Students with unpaid balances may be dropped from all classes.)
May 4.....	Open Registration Continues (payment due daily)

General Summer Session (Distance Education)

May 11.....	First Day of Classes
May 14.....	Last Day to Add without Instructor's Signature
May 20.....	Last Day to Receive 100% Refund
May 25.....	Memorial Day Holiday (No Classes)
May 26.....	Last Day to Receive 50% Refund
May 26.....	Last Day to Receive Tuition Refund
May 26.....	Last Day to Add Classes (includes Audits)
May 26.....	Last Day to Drop without Notation on Transcript
May 27-June 25.....	Drops Show as <i>W</i> on Transcript
May 27-July 30.....	\$100 Late-add Fee Assessed for Each Class Added
June 25.....	Last Day to Change to <i>P/D+/D/F</i> Option
June 26-July 9.....	Drops Require Late Drop Form (<i>WF</i> on Transcript)
July 3.....	Independence Day Holiday (No Classes)
July 9.....	Last Day to Submit Petition for Late Drop Form
July 10-31.....	No Dropping of Classes Permitted
July 24.....	Pioneer Day Holiday (No Classes)
July 31.....	Final Examinations
August 6.....	Deadline for Instructors to Submit Final Grades
August 6, 2010.....	Last Day to Make Up Incomplete Grades

8-week Broadcast Session (Distance Education)

June 8.....	First Day of Classes
June 10.....	Last Day to Add without Instructor's Signature
June 12.....	Last Day to Receive 100% Refund
June 17.....	Last Day to Receive 50% Refund
June 17.....	Last Day to Receive Tuition Refund
June 17.....	Last Day to Add Classes (includes Audits)
June 17.....	Last Day to Drop without Notation on Transcript
June 18-July 9.....	Drops Show as <i>W</i> on Transcript
June 18-July 30.....	\$100 Late-Add Fee Assessed for Each Class Added
July 3.....	Independence Day Holiday (No Classes)
July 9.....	Last Day to Change to <i>P/D+/D/F</i> Option
July 10-16.....	Drops Require Late Drop Form (<i>WF</i> on Transcript)
July 16.....	Last Day to Submit Petition for Late Drop Form
July 17-31.....	No Dropping of Classes Permitted
July 24.....	Pioneer Day Holiday (No Classes)
July 31.....	Final Examinations
August 6.....	Deadline for Instructors to Submit Final Grades
August 6, 2010.....	Last Day to Make Up Incomplete Grades

First 7-week Broadcast Session (Distance Education)

May 4.....	First Day of Classes
May 6.....	Last Day to Add without Instructor's Signature
May 8.....	Last Day to Receive 100% Refund
May 12.....	Last Day to Receive 50% Refund
May 12.....	Last Day to Receive Tuition Refund
May 12.....	Last Day to Add Classes (includes Audits)
May 12.....	Last Day to Drop without Notation on Transcript
May 13-June 1.....	Drops Show as <i>W</i> on Transcript
May 13-June 18.....	\$100 Late-add Fee Assessed for Each Class Added
May 25.....	Memorial Day Holiday (No Classes)
June 1.....	Last Day to Change to <i>P/D+/D/F</i> Option
June 2-8.....	Drops Require Late Drop Form (<i>WF</i> on Transcript)
June 8.....	Last Day to Submit Petition for Late Drop Form
June 9-19.....	No Dropping of Classes Permitted
June 19.....	Final Examinations
June 25.....	Deadline for Instructors to Submit Final Grades
August 6, 2010.....	Last Day to Make Up Incomplete Grades

Second 7-week Broadcast Session (Distance Education)

June 22.....	First Day of Classes
June 24.....	Last Day to Add without Instructor's Signature
June 26.....	Last Day to Receive 100% Refund
June 30.....	Last Day to Receive 50% Refund
June 30.....	Last Day to Receive Tuition Refund
June 30.....	Last Day to Add Classes (includes Audits)
June 30.....	Last Day to Drop without Notation on Transcript
July 1-20.....	Drops Show as <i>W</i> on Transcript
July 1-Aug. 6.....	\$100 Late-add Fee Assessed for Each Class Added
July 3.....	Independence Day Holiday (No Classes)
July 20.....	Last Day to Change to <i>P/D+/D/F</i> Option
July 21-28.....	Drops Require Late Drop Form (<i>WF</i> on Transcript)
July 24.....	Pioneer Day Holiday (No Classes)
July 28.....	Last Day to Submit Petition for Late Drop Form
July 29-August 7.....	No Dropping of Classes Permitted
August 7.....	Final Examinations
August 13.....	Deadline for Instructors to Submit Final Grades
August 6, 2010.....	Last Day to Make Up Incomplete Grades

Registration Calendar

Fall Semester 2009

April 13-17 **Priority Registration**
 April 13—Matriculated Graduate and Second Bachelor's Students
 April 14—Seniors (90+ earned credits)
 April 15—Juniors (60+ earned credits)
 April 16—Sophomores (30+ earned credits)
 April 17—Continuing Freshmen (1+ earned credits)
Note: New freshmen may not register until they have completed SOAR (Student Orientation, Advising, and Registration).

April 13 Tuition and Fee Payment Begins
 April 18 Open Registration Begins
 August 7 Tuition and Fee Payment—Postmark Deadline (Mail)
 August 10 Student Activity Card Activated
 August 14 Tuition and Fee Payment Due (In Person by 5:00 p.m.)
August 14 Tuition and Fee Payment Due (Online by 11:59 p.m.)
 August 15-16 No Registration Permitted
 August 15-16 **Registration Purge**
 (Students with unpaid balances may be dropped from classes.)

August 17-18 **Modified Priority Registration**
 August 17—Graduate Students, Second Bachelor's Students, Seniors, and Juniors
 August 18—Sophomores and Continuing Freshmen

August 19 Tuition and Fee Payment Due (Online by 11:59 p.m.)
 August 20 **Registration Purge**
 (Students with unpaid balances may be dropped from classes.)
 August 20 Open Registration Continues at 8:00 a.m.

August 24 **First Day of Classes**
 August 28 Last Day to Add without Instructor's Signature
August 28 Tuition and Fee Payment Due (Online by 11:59 p.m.)
 August 29 **Registration Purge**
 (Students with unpaid balances may be dropped from classes.)
 August 29 Open Registration Continues at 1:00 p.m.

September 4 Last Day to Receive 100% Refund
Sept. 4 Tuition and Fee Payment Due (Online by 11:59 p.m.)
 September 5 **Registration Purge**
 (Students with unpaid balances may be dropped from classes.)

September 5 Open Registration Continues at 1:00 p.m.
 September 7 **Labor Day Holiday (No Classes)**
 September 14 Last Day to Receive 50% Refund
 September 14 Last Day to Receive Tuition Refund
 September 14 Last Day to Add Classes (includes Audits)
 September 14 Last Day to Drop without Notation on Transcript
Sept. 14 Tuition and Fee Payment Due (Online by 11:59 p.m.)
 (Students with unpaid balances may be charged a \$100 late tuition payment fee.)

Sept. 15-Oct. 23 Drops Show as *W* on Transcript
 Sept. 15-Dec. 4 \$100 Late-add Fee Assessed for Each Class Added
 October 15 Attend Friday Schedule
 October 16 **Fall Break (No Classes)**
 October 23 Last Day to Change to *P/D+D/F* Option
 Oct. 24-Nov. 9 Drops Require Late Drop Form (*WF* on Transcript)
 November 9 Last Day to Submit Petition for Late Drop Form
 Nov. 10-Dec. 11 No Dropping of Classes Permitted
 November 25-27 **Thanksgiving Holiday (No Classes)**
 Nov. 30-Dec. 4 No Test Week
 December 7-11 **Final Examinations**
 December 11-12 Commencement
 December 17 Deadline for Instructors to Submit Final Grades
 December 17, 2010 Last Day to Make Up Incomplete Grades
 January 1, 2010 Student Activity Card Deactivated

Spring Semester 2010

November 2-6, 2009 **Priority Registration**
 Nov. 2—Matriculated Graduate and Second Bachelor's Students
 Nov. 3—Seniors (90+ earned credits)
 Nov. 4—Juniors (60+ earned credits)
 Nov. 5—Sophomores (30+ earned credits)
 Nov. 6—Continuing Freshmen (1+ earned credits)
Note: New freshmen may not register until they have completed SOAR (Student Orientation, Advising, and Registration).

November 2 Tuition and Fee Payment Begins
 November 7 Open Registration Begins
 December 11 Tuition and Fee Payment—Postmark Deadline (Mail)
 Dec. 18 Tuition and Fee Payment Due (In Person by 5:00 p.m.)
Dec. 18 Tuition and Fee Payment Due (Online by 11:59 p.m.)
 December 19-20 No Registration Permitted
 December 19-20 **Registration Purge**
 (Students with unpaid balances may be dropped from classes.)

December 21-22 **Modified Priority Registration**
 Dec. 21—Graduate Students, Second Bachelor's Students, Seniors, and Juniors
 Dec. 22—Sophomores and Continuing Freshmen

December 23 Open Registration Continues
 December 28 Student Activity Card Activated

January 6 Tuition and Fee Payment Due (Online by 11:59 p.m.)
 January 7 **Registration Purge**
 (Students with unpaid balances may be dropped from classes.)

January 7 Open Registration Continues at 8:00 a.m.
 January 11 **First Day of Classes**
 January 15 Last Day to Add without Instructor's Signature
January 15 Tuition and Fee Payment Due (Online by 11:59 p.m.)
 January 16 **Registration Purge**
 (Students with unpaid balances may be dropped from classes.)

January 16 Open Registration Continues at 1:00 p.m.
 January 18 **Martin Luther King, Jr. Holiday (No Classes)**
January 22 Tuition and Fee Payment Due (Online by 11:59 p.m.)
 January 23 **Registration Purge**
 (Students with unpaid balances may be dropped from classes.)

January 23 Open Registration Continues at 1:00 p.m.
 January 25 Last Day to Receive 100% Refund
 February 1 Last Day to Receive 50% Refund
 February 1 Last Day to Receive Tuition Refund
 February 1 Last Day to Add Classes (includes Audits)
 February 1 Last Day to Drop without Notation on Transcript
February 1 Tuition and Fee Payment Due (Online by 11:59 p.m.)
 (Students with unpaid balances may be charged a \$100 late tuition payment fee.)

Feb. 2-Mar. 12 Drops Show as *W* on Transcript
 Feb. 2-Apr. 30 \$100 Late-add Fee Assessed for Each Class Added
 February 15 **Presidents' Day Holiday (No Classes)**
 February 16 Attend Monday Schedule
 March 12 Last Day to Change to *P/D+D/F* Option
 Mar. 13-Apr 5 Drops Require Late Drop Form (*WF* on Transcript)
 March 15-19 **Spring Break (No Classes)**
 April 5 Last Day to Submit Petition for Late Drop Form
 April 6-May 7 No Dropping of Classes Permitted
 April 26-30 No Test Week
 May 3-7 **Final Examinations**
 May 7-8 Commencement
 May 13 Deadline for Instructors to Submit Final Grades
 May 6, 2011 Last Day to Make Up Incomplete Grades
 May 21, 2011 Student Activity Card Deactivated

Final Examination Schedule

Fall Semester 2009

Class Days and Time	Date and Time of Final Exam
Monday, December 7	
Common Finals not otherwise scheduled.....	7:30-9:20 a.m.
9:30 a.m. MWF or M or W or F only	9:30-11:20 a.m.
12:30 p.m. MWF or M or W or F only	11:30 a.m.-1:20 p.m.
2:30 p.m. MWF or M or W or F only	1:30-3:20 p.m.
4:30 p.m. MWF or M or W or F only	3:30- 5:20 p.m.
M courses taught at or after 6:00 p.m.....	Regular Meeting Time
Tuesday, December 8	
7:30 a.m. TR or T or R only	7:30-9:20 a.m.
MATH 1010, 1060 Common Finals	9:30-11:20 a.m.
10:30 a.m. TR or T or R only	11:30 a.m.-1:20 p.m.
1:30 p.m. TR or T or R only	1:30-3:20 p.m.
4:30 p.m. TR or T or R only	3:30-5:20 p.m.
T courses taught at or after 6:00 p.m.	Regular Meeting Time
Wednesday, December 9	
8:30 a.m. MWF or M or W or F only	7:30-9:20 a.m.
10:30 a.m. MWF or M or W or F only	9:30-11:20 a.m.
1:30 p.m. MWF or M or W or F only	11:30 a.m.-1:20 p.m.
3:30 p.m. MWF or M or W or F only	1:30-3:20 p.m.
5:30 p.m. MWF or M or W or F only	3:30-5:20 p.m.
W courses taught at or after 6:00 p.m.	Regular Meeting Time
Thursday, December 10	
9:00 a.m. TR or T or R only	7:30-9:20 a.m.
Common Finals not otherwise scheduled.....	9:30-11:20 a.m.
12:00 noon TR or T or R only	11:30 a.m.-1:20 p.m.
3:00 p.m. TR or T or R only	1:30-3:20 p.m.
5:00 or 5:30 p.m. TR or T or R only	3:30-5:20 p.m.
R courses taught at or after 6:00 p.m.	Regular Meeting Time
Friday, December 11	
7:30 a.m. MWF or M or W or F only	7:30-9:20 a.m.
11:30 a.m. MWF or M or W or F only	9:30-11:20 a.m.
F courses taught at or after 6:00 p.m.	Regular Meeting Time

Laboratory exams are to be given during the hour assigned on the test period schedule.

Finals for 4-credit and 5-credit classes will be given according to the MWF schedule.

Excessive Finals on One Day

Students who have *three or more finals* scheduled *during one day* and who desire to have **one** of those tests moved to another day during the final exam period must: (1) obtain a copy of their official registration that is dated *no more than 7 days* prior to the beginning of the first test day, and (2) seek permission from one of the instructors to change the hour of their final examination. Adverse decisions from all instructors may be appealed through the deans of the colleges involved.

Common Tests Not Otherwise Scheduled

These must be arranged by department heads and staff members who teach multiple sections of the same class. The college deans (who plan to use the open periods for multiple-section class tests) will assign a member or members of the applicable department to clear the time for their tests with the Scheduling Office (TSC 246, 797-1015). Rooms must be cleared by midterm for multiple-section tests.

No-Test Days Policy

A five-day period designated as "no-test" days precedes final examinations. During this time, no major examinations will be given.

Spring Semester 2010

Class Days and Time	Date and Time of Final Exam
Monday, May 3	
Common Finals not otherwise scheduled.....	7:30-9:20 a.m.
11:30 a.m. MWF or M or W or F only	9:30-11:20 a.m.
1:30 p.m. MWF or M or W or F only	11:30 a.m.-1:20 p.m.
3:30 p.m. MWF or M or W or F only	1:30-3:20 p.m.
5:30 p.m. MWF or M or W or F only	3:30-5:20 p.m.
M courses taught at or after 6:00 p.m.....	Regular Meeting Time
Tuesday, May 4	
MATH 1010, 1060 Common Finals	7:30-9:20 a.m.
9:00 a.m. TR or T or R only	9:30-11:20 a.m.
12:00 noon TR or T or R only	11:30 a.m.-1:20 p.m.
3:00 p.m. TR or T or R only	1:30-3:20 p.m.
5:00 or 5:30 p.m. TR or T or R only	3:30-5:20 p.m.
T courses taught at or after 6:00 p.m.	Regular Meeting Time
Wednesday, May 5	
7:30 a.m. MWF or M or W or F only	7:30-9:20 a.m.
9:30 a.m. MWF or M or W or F only	9:30-11:20 a.m.
12:30 p.m. MWF or M or W or F only	11:30 a.m.-1:20 p.m.
2:30 p.m. MWF or M or W or F only	1:30-3:20 p.m.
4:30 p.m. MWF or M or W or F only	3:30-5:20 p.m.
W courses taught at or after 6:00 p.m.	Regular Meeting Time
Thursday, May 6	
7:30 a.m. TR or T or R only	7:30-9:20 a.m.
10:30 a.m. TR or T or R only	9:30-11:20 a.m.
Common Finals not otherwise scheduled.....	11:30 a.m.-1:20 p.m.
1:30 p.m. TR or T or R only	1:30-3:20 p.m.
4:30 p.m. TR or T or R only	3:30-5:20 p.m.
R courses taught at or after 6:00 p.m.	Regular Meeting Time
Friday, May 7	
8:30 a.m. MWF or M or W or F only	7:30-9:20 a.m.
10:30 a.m. MWF or M or W or F only	9:30-11:20 a.m.
F courses taught at or after 6:00 p.m.	Regular Meeting Time

Administration

Utah State Board of Regents

Terms expire in the years listed.

Jed H. Pitcher (Chair)	Salt Lake City	2009
Bonnie Jean Beesley (Vice Chair)	Salt Lake City	2009
Jerry C. Atkin	St. George	2011
Rosanita Cespedes	Salt Lake City	2011
France A. Davis	Salt Lake City	2011
Katharine B. Garff	Bountiful	2009
Greg W. Haws	Hooper	no set term
Meghan Holbrook	Salt Lake City	2009
David J. Jordan	Bountiful	2009
Nolan E. Karras	Roy	2011
Robert S. Marquardt	Salt Lake City	2013
Anthony W. Morgan	Salt Lake City	2013
Basim Motiwala	Salt Lake City	2009
Carol Murphy		no set term
Marlon O. Snow	Orem	2013
Teresa L. Theurer	Logan	2013
Joel D. Wright	Cedar Hills	2011
John H. Zenger	Midway	2011
William A. Sederburg, Commissioner of Higher Education		
	Salt Lake City	

USU Board of Trustees

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University Administrative Officers

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Chief of Staff.....	Sydney M. Peterson
Executive Vice President and Provost.....	Raymond T. Coward
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Vice Provost	Laurens H. "Larry" Smith, Jr.
Vice Provost for Regional Campuses and Distance Education.....	Ronda R. Menlove
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Vice Provost for Faculty Development and Diversity	Ann M. Berghout Austin
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Vice President for Research..... Brent C. Miller
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Associate Vice President..... Joyce A. Kinkead
Associate Vice President for
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Vice President for Strategic Ventures and
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Vice President for Student Services Gary A. Chambers
Interim Associate Vice President..... Mary E. Doty
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Vice President for University Advancement..... F. Ross Peterson
Associate Vice President..... David Driggs
Associate Vice President..... Joan Scheffke

Vice President for Extension and Agriculture Noelle E. Cockett
Associate Vice President for Extension..... Charles W. Gay

Executive Director of Public Relations
and Marketing..... John W. DeVilbiss

Director of Athletics..... S. Scott Barnes

Deans of Academic Units

Agriculture

Dean..... Noelle E. Cockett
Associate Dean, Academic Programs To be appointed

Business, Jon M. Huntsman School of

Dean..... Douglas D. Anderson
Senior Associate Dean, Academic and
International Affairs Christopher Fawson
Senior Associate Dean, Faculty Development
and Administrative Affairs..... Clifford R. Skousen

Education and Human Services, Emma Eccles Jones College of

Dean..... Carol J. Strong
Associate Dean, Education Extension Michael K. Freeman
Associate Dean, Teacher Education, Graduation,
and Educator Licensing Francine Fukui Johnson
Associate Dean, Research..... James T. Dorward
Associate Dean, School of Teacher Education
and Leadership Martha T. Dever

Engineering

Dean..... H. Scott Hinton
Associate Dean Wynn R. Walker
Associate Dean Christine E. Hailey
Associate Dean Jagath J. Kaluarachchi

Graduate Studies

Dean..... Byron R. Burnham
Associate Dean Shelley L. Knudsen Lindauer
Assistant Dean Steven V. Beck

Humanities, Arts, and Social Sciences

Dean	Yolanda Flores Niemann
Associate Dean	R. Edward Glatfelter
Associate Dean	Christine Hult
Interim Associate Dean of the Arts	Jeannie B. Thomas

Libraries

Dean	Richard W. Clement
Associate Dean for Public Services	John A. Elsweller, Jr.
Associate Dean for Technical Services	Betty Rozum
Associate Dean for Special Collections and Archives	Bradford R. Cole

Natural Resources

Dean	Nat B. Frazer
Associate Dean	Nancy O. Mesner

Science

Dean	Mary S. Hubbard
Associate Dean	Richard J. Mueller
Associate Dean	Lisa M. Berreau

Heads of Academic Departments and Programs

Accountancy, School of	Larry M. Walther
Aerospace Studies	Lt. Col. Robert E. Herndon, Jr.
Agricultural Systems Technology and Education	Bruce E. Miller
Animal, Dairy and Veterinary Sciences	Kenneth L. White
Applied Economics	Paul M. Jakus
Art	Carolyn Cárdenas
Biological and Irrigation Engineering	Ronald C. Sims
Biology	Daryll B. DeWald
Chemistry and Biochemistry	Steve Scheiner
Civil and Environmental Engineering	William J. Rahmeyer
Communicative Disorders and Deaf Education	Beth E. Foley
Computer Science	Donald H. Cooley
Economics and Finance	Tyler J. Bowles
Electrical and Computer Engineering	Todd K. Moon
Engineering and Technology Education	Kurt Becker
English	Jeffrey Smitten
Environment and Society	Joseph A. Tainter
Family, Consumer, and Human Development	Thomas R. Lee
Geology	John W. Shervais
Health, Physical Education and Recreation	Dennis Dolny
History	Norman L. Jones
Honors Program	Christie L. Fox
Instructional Technology and Learning Sciences	Mimi Recker
Intensive English Language Institute	Ann E. Roemer
Interior Design Program	JoAnn Wilson
Journalism and Communication	Bradford "J" Hall
Landscape Architecture and Environmental Planning	Sean Michael
Languages, Philosophy, and Speech Communication	Bradford "J" Hall
Management	Alan P. Warnick
Management Information Systems	John D. Johnson
Mathematics and Statistics	D. Richard Cutler
Mechanical and Aerospace Engineering	Byard D. Wood
Military Science	Major Paul J. Faletto
Music	Craig D. Jessop
Nursing Program (with Weber State University)	Jonny Kelly

Nutrition and Food Sciences	Charles E. Carpenter
Physics	Jan J. Sojka
Plants, Soils, and Climate	Teryl R. Roper
Political Science	Roberta Q. Herzberg
Psychology	Gretchen G. Peacock
Sociology, Social Work and Anthropology	Richard S. Krannich
Special Education and Rehabilitation	Benjamin Lignugaris/Kraft
Teacher Education and Leadership, School of	Martha T. Dever
Theatre Arts	Craig D. Jessop
Watershed Sciences	Chris Luecke
Wildland Resources	Johan du Toit

Student Services Units

Academic Resource Center	Carol A. Rosenthal
Admissions	Jennifer A. Putnam
Advising, Office of University	Stephanie W. Hamblin
Campus Recreation	Kevin J. Kobe
Career Services	Donna E. Crow
Children's House	Linda Ebersole-Gilgen
Counseling Center	Mary E. Doty
Disability Resource Center	Diane C. Baum
Financial Aid	Steven J. Sharp
Multicultural Student Services	Moises Diaz
Registrar's Office	John D. Mortensen
Retention and First-year Experience	Noelle A. Call
Scheduling, Taggart Student Center	Suzann R. Miller
Statesman (student newspaper)	Jay C. Wamsley
Student Conduct	Dallin J. Phillips
Student Health and Wellness Center	James W. Davis
Student Involvement and Leadership Center	Tiffany M. Evans
Student Support Services	Nazih T. Al-Rashid
Taggart Student Center	Eric R. Olsen
Testing Services (Career Services)	Eric W. Jensen
Women's Center/Reentry Student Center	Patricia W. Stevens

Other Areas of Service

Affirmative Action/Equal Opportunity Office	David L. Ottley
Alumni Relations	Wallace S. Odd II
Bookstore	David Parkinson
Budget and Planning Office	Whitney J. Pugh
Cashiers Office	Brent D. Sorenson
Computer Labs (Information Technology Student Technology Services)	Gary D. Egbert
Controllers Office	Rick G. Allen
Dining Services	Alan J. Andersen
Faculty Assistance Center for Teaching (FACT)	Kevin L. Reeve
Housing Services	Steven C. Jenson
Human Resources	BrandE Faupell
Information Technology Service Desk (Help Desk)	Stephen Funk
Innovation Campus	Ned M. Weinschenker
International Students and Scholars	Jeannie Pacheco
Parking and Transportation Services	Lisa C. Leishman
Police (University)	Steven J. Mecham
Publication Design and Production	Dale P. Smith
Purchasing Services	J. Bud Covington
Space Dynamics Laboratory	Douglas Lemon
Study Abroad Program	Kay W. Forsyth
Ticket Office	Stephanie Plueard
University Inn	Leila M. Neilson
University Press and Scholarly Publications	Michael Spooner
Writing Center	Star Coulbrooke

Undergraduate Advising

Office of University Advising

Taggart Student Center 304, (435) 797-3373,
stephanie.hamblin@usu.edu

At Utah State University, the **Office of University Advising (UA)** oversees the advising program, under the direction of the Vice President for Student Services. The UA Office provides advising for the **Undeclared Program** (for students having earned less than 60 semester credits, who meet the University admission standards, but who have not declared a major or who do not qualify for enrollment into one of the academic colleges). Advisors in the UA Office also advise students in **Provisional Admission Warning** (who are admitted provisionally, because they do not qualify for enrollment into one of the academic colleges or the Undeclared Program). **Stephanie Hamblin** is the director of the UA Office.

College Academic Advising

Students who qualify for and have been admitted into an undergraduate degree-granting major are assigned an advisor within their department and/or college.

Each of the seven academic colleges has its own unique advising structure. Some colleges rely heavily on faculty advisors, while others use full-time professional advisors. Some colleges use a combination of each. Advising information for each of the colleges is shown below.

College of Agriculture

Agricultural Science 216, (435) 797-2215, lisa.allen@usu.edu

In the **College of Agriculture**, the Department of Agricultural Systems Technology and Education relies on faculty advisors, whereas the other departments in the College of Agriculture utilize professional advisors. **Lisa Allen**, Staff Assistant and Advisor, is the undergraduate advising contact for the College of Agriculture.

Jon M. Huntsman School of Business

Business 309, (435) 797-2272, ruth.harrison@usu.edu

Within the **Jon M. Huntsman School of Business**, some students are admitted directly into the Huntsman School, while admission for other students who do not meet the school admission criteria is competitive based on available space in the school. Completion of a specific core of classes, along with ACT or SAT score and GPA requirements, qualify students for admission to the school. Admitted students will have the same advisor from admission into a major through graduation. **Ruth Harrison** serves as the Director of the Programs and Advising Center (PAC).

Emma Eccles Jones

College of Education and Human Services

Education 103, (435) 797-1443, terri.gass@usu.edu

The **Emma Eccles Jones College of Education and Human Services** relies mostly on professional advisors. Most departments have one or more professional advisors. However, the Department of Communicative Disorders and Deaf Education; and the Secondary Education Program in the School of Teacher Education and Leadership (TEAL) have faculty members who advise. **Terri Gass**, Staff Assistant, is the undergraduate advising contact for the Emma Eccles Jones College of Education and Human Services.

College of Engineering

Engineering 314A, (435) 797-2705, kathy@engineering.usu.edu

In the **College of Engineering**, students are first admitted into pre-majors. The college has three professional advisors who work with all majors. Students are assigned to a faculty mentor after obtaining advanced standing. The College of Engineering has several faculty members in each department who mentor students who have received advanced standing. **Kathy Bayn** serves as the undergraduate advising contact in the College of Engineering Advising and Student Service Center.

College of Humanities, Arts, and Social Sciences

Taggart Student Center 302, (435) 797-3883, mary.leavitt@usu.edu

The **College of Humanities, Arts, and Social Sciences (HASS)** has several professional advisors in the College of HASS Advising Center (CHAC). This center advises College of HASS majors regarding General Education requirements, and has responsibility for the Liberal Arts major. Most departments have faculty advisors assigned to advise students on major requirements. **Mary Leavitt** serves as the Director of CHAC.

College of Natural Resources

Natural Resources 120, (435) 797-2448, maureen.wagner@usu.edu

The **College of Natural Resources** relies heavily on one professional advisor under the direction of the Dean's Office. There are also faculty advisors assigned for each of the various majors. **Maureen Wagner** oversees advisement for the College of Natural Resources.

College of Science

Eccles Science Learning Center 245, (435) 797-2481,
janalee.johnson@usu.edu or rmueller@biology.usu.edu

The **College of Science** utilizes both professional and faculty advisors. The departments of Biology, Chemistry and Biochemistry, and Mathematics and Statistics have both, while the departments of Computer Science and Physics have only professional advisors. The Geology Department has a faculty advisor. **JanaLee Johnson** is the College of Science advisor and works with students on University Studies requirements, graduation, college scholarships, and academic standing issues. **Richard Mueller**, associate dean, or Ms. Johnson serves as the advising contact for the college.

Online Undergraduate Advisor Directory

Contact information for individual professional and faculty advisors is available online at: <http://www.usu.edu/advising/advisors/>

Quick Phone Directory (Area Code 435)

This directory includes *only* main numbers for colleges, departments, programs, and frequently-called offices. Phone numbers and additional information for specific persons and for other USU units can be found in the Online Phonebook at: <http://www.usu.edu/phonebook/>

Academic Colleges

Agriculture	797-2215
Business, Jon M. Huntsman School of	797-2272
Education and Human Services, Emma Eccles Jones College of	797-1437
Engineering	797-2775
Humanities, Arts, and Social Sciences	797-1195
Natural Resources	797-2445
Science	797-2478

Academic Departments and Programs

Accountancy, School of	797-2330
Aerospace Studies	797-8723
Agricultural Systems Technology and Education	797-2230
Animal, Dairy and Veterinary Sciences	797-2145
Applied Economics	797-2310
Art	797-3460
Biological and Irrigation Engineering	797-2785
Biology	797-2485
Chemistry and Biochemistry	797-1619
Civil and Environmental Engineering	797-2932
Communicative Disorders and Deaf Education	797-1375
Computer Science	797-2451
Economics and Finance	797-2310
Electrical and Computer Engineering	797-2840
Elementary Education (see Teacher Education and Leadership)	
Engineering and Technology Education	797-1795
English	797-2733
Environment and Society	797-1790
Family, Consumer, and Human Development	797-1501
Geology	797-1273
Graduate Studies, School of	797-1189
Health, Physical Education and Recreation	797-1497
History	797-1290
Instructional Technology and Learning Sciences	797-2694
Intensive English Language Institute Program	797-2081
Interior Design Program	797-1557
Journalism and Communication	797-3292
Landscape Architecture and Environmental Planning	797-0500
Languages, Philosophy, and Speech Communication	797-1209
Management	797-1789
Management Information Systems	797-2342
Mathematics and Statistics	797-2809
Mechanical and Aerospace Engineering	797-2867
Military Science	797-7058
Music	797-3000
Nursing Cooperative Program	797-1515
Nutrition and Food Sciences	797-2126
Physics	797-2857
Plants, Soils, and Climate	797-2233
Political Science	797-1306
Psychology	797-1460
Secondary Education (see Teacher Education and Leadership)	
Sociology, Social Work and Anthropology	797-1230
Special Education and Rehabilitation	797-3243
Teacher Education and Leadership, School of	797-0385
Theatre Arts	797-3046

Watershed Sciences	797-2459
Wildland Resources	797-3219

Other Offices

Academic Resource Center	797-1128
Admissions	797-1079
Advising, Office of University	797-3373
Affirmative Action/Equal Opportunity	797-1266
Alumni Relations	797-2055
Analysis, Assessment, and Accreditation	797-0001
Anthropology Museum	797-7545
Art Museum	797-0163
Associated Students of USU	797-2912
Athletics	797-1850
Bookstore	797-1666
Campus Recreation	797-1503
Card Office	797-3852
Career Services	797-7777
Cashiers Office	797-1069
Center for Persons with Disabilities	797-1981
Conference Services	797-0423
Controllers Office	797-1063
Counseling Center	797-1012
Development Office	797-1320
Dining Services	797-1707
Disability Resource Center	797-2444
Extension	797-2200
Financial Aid Office	797-0173
Help Desk (Information Technology Service Desk)	797-4357
Honors Program	797-2715
Housing Services	797-3113
Independent and Distance Education	797-2137
Innovation Campus	797-9610
International Education	797-3642
International Students and Scholars	797-1124
Jobline (Human Resources)	797-1819
Library (Patron Services)	797-2633
New Student Orientation	797-0283
Parking and Transportation Services	797-3414
Police (University)	797-1939
President's Office	797-1162
Provost's Office	797-1166
Public Relations and Marketing	797-1351
Publication Design and Production	797-2625
Reentry Student Center	797-1728
Regional Campuses and Distance Education	797-7198
Registrar's Office	797-1116
Research Office	797-1180
Retention and First-Year Experience Office	797-1132
Statesman (Newspaper)	797-6397
Student Employment	797-0184
Student Health and Wellness Center	797-1660
Student Support Services	797-3372
Study Abroad Office	797-0601
Summer Credit Workshops	797-0425
Testing Services	797-1004
Ticket Office	797-0305
University Inn	797-0017
Veterans Affairs	797-1102
Women's Center	797-1728
Writing Center	797-2712

Undergraduate and Graduate Programs

Academic Programs and Degrees Offered	Department	College
Accounting - BS, BA, MAcc	School of Accountancy	Business
Aerospace Studies (Air Force ROTC Commission)	Aerospace Studies	HASS
Agribusiness - BS	Applied Economics	Agriculture
Agricultural Communication and Journalism - BS	ASTE/Journalism and Communication	Agriculture/HASS
Agricultural Economics - BS	Applied Economics	Agriculture
Agricultural Education - BS	Agricultural Systems Technology and Education	Agriculture
Agricultural Machinery Technology - 1-yr. Tech. Cert., AAS	Agricultural Systems Technology and Education	Agriculture
Agricultural Systems Technology - BS, MS	Agricultural Systems Technology and Education	Agriculture
Air Force ROTC (Aerospace Studies) - Commission	Aerospace Studies	HASS
American Studies - BS, BA, MS, MA	Interdisciplinary	HASS
Animal, Dairy and Veterinary Sciences - BS	Animal, Dairy and Veterinary Sciences	Agriculture
Animal Science - MS, PhD	Animal, Dairy and Veterinary Sciences	Agriculture
Anthropology - BS, BA, MS	Sociology, Social Work and Anthropology	HASS
Applied Economics - MS	Applied Economics	Agriculture
Applied Environmental Geoscience - BS, MS	Geology	Science
Applied Ornamental Horticulture - 1-yr. Certificate, AAS	Plants, Soils, and Climate	Agriculture
Army ROTC (Military Science) - Commission	Military Science	HASS
Art - BA, BS, BFA, MA, MFA	Art	HASS
Asian Studies - BA	Interdisciplinary	HASS
Audiology - AuD	Communicative Disorders and Deaf Education	Education & Human Services
Aviation Technology—Maintenance Management - BS	Engineering and Technology Education	Engineering
Aviation Technology—Professional Pilot - BS	Engineering and Technology Education	Engineering
Biochemistry - BS, MS, PhD	Chemistry and Biochemistry	Science
Biological Engineering - BS, MS, PhD	Biological and Irrigation Engineering	Engineering
Biological Science (Composite Teaching) - BS, BA	Biology	Science
Biology - BS, BA, MS, PhD	Biology	Science
Biometeorology - MS, PhD	Plants, Soils, and Climate	Agriculture
Bioregional Planning - MS	Landscape Arch. & Env. Planning/Env. & Society	HASS/Natural Resources
Bioveterinary Science - MS, PhD	Animal, Dairy and Veterinary Sciences	Agriculture
Business - BS, BA (Dual Major and 2nd BS only)	Interdisciplinary	Business
Business Administration - BS, BA	Management	Business
Business Administration - MBA	Interdisciplinary	Business
Chemistry - BS, BA, MS, PhD	Chemistry and Biochemistry	Science
Chemistry Teaching - BS	Chemistry and Biochemistry	Science
Civil and Environmental Engineering - CE, MS, PhD	Civil and Environmental Engineering	Engineering
Civil Engineering - BS	Civil and Environmental Engineering	Engineering
Communication - MS, MA	Journalism and Communication	HASS
Communicative Disorders and Deaf Education - BS, BA, MS, MA, MEd, EdS	Communicative Disorders and Deaf Education	Education & Human Services
Computer Engineering - BS, MS	Electrical and Computer Engineering	Engineering
Computer Science - BS, BA, MS, MCS, PhD	Computer Science	Science
Conservation and Restoration Ecology - BS	Wildland Resources	Natural Resources

Undergraduate and Graduate Programs

Academic Programs and Degrees Offered	Department	College
Crop Science - BS, BA	Plants, Soils, and Climate	Agriculture
Dairy Herdsman, Vocational Technology - 1-yr. Certificate	Animal, Dairy and Veterinary Sciences	Agriculture
Dairy Science - MS	Animal, Dairy and Veterinary Sciences	Agriculture
Deaf Education/Early Childhood Education (Composite) - BS, BA	Communicative Disorders & Deaf Education/ School of Teacher Education & Leadership (TEAL)	Education & Human Services
Deaf Education/Elementary Education (Composite) - BS, BA	Communicative Disorders & Deaf Education/ School of Teacher Education & Leadership (TEAL)	Education & Human Services
Dietetics Administration - MDA	Nutrition and Food Sciences	Agriculture
Disability Disciplines - PhD	Special Education and Rehabilitation	Education & Human Services
Early Childhood Education - BS, BA	School of Teacher Education & Leadership (TEAL)	Education & Human Services
Early Childhood Education - BS, BA	Family, Consumer, and Human Development	Education & Human Services
Early Childhood Education/Deaf Education (Composite) - BS, BA	School of Teacher Education & Leadership (TEAL)/ Communicative Disorders & Deaf Education	Education & Human Services
Early Childhood Education/Elementary Education (Dual Major) - BS, BA	School of Teacher Education & Leadership (TEAL)	Education & Human Services
Early Childhood Education/Special Education (Composite) - BS, BA	School of Teacher Education & Leadership (TEAL)/ Special Education and Rehabilitation	Education & Human Services
Earth Science (Composite Teaching) - BS, BA	Geology	Science
Ecology - MS, PhD	Biology	Science
Ecology - MS, PhD	Plants, Soils, and Climate	Agriculture
Ecology - MS, PhD	Watershed Sciences	Natural Resources
Ecology - MS, PhD	Wildland Resources	Natural Resources
Economics - PhD	Applied Economics	Agriculture
Economics - BS, BA, MS, MA	Economics and Finance	Business
Education - EdD, PhD with specializations in:		
Curriculum and Instruction	School of Teacher Education & Leadership (TEAL)	Education & Human Services
Special Education (EdD only)	Special Education and Rehabilitation	Education & Human Services
Electrical Engineering - BS, ME, MS, PhD	Electrical and Computer Engineering	Engineering
Elementary Education - BS, BA, MS, MA, MEd, EdS	School of Teacher Education & Leadership (TEAL)	Education & Human Services
Elementary Education/Deaf Education (Composite) - BS, BA	School of Teacher Education & Leadership (TEAL)/ Communicative Disorders & Deaf Education	Education & Human Services
Elementary Education/Early Childhood Education/ (Dual Major) - BS, BA	School of Teacher Education & Leadership (TEAL)	Education & Human Services
Elementary Education/Special Education (Composite) - BS, BA	School of Teacher Education & Leadership (TEAL)/ Special Education and Rehabilitation	Education & Human Services
Engineering - ME	Interdisciplinary	Engineering
Engineering and Technology Education - BS, MS	Engineering and Technology Education	Engineering
Engineering Education - PhD	Engineering and Technology Education	Engineering
English - BS, BA, MS, MA	English	HASS
Entrepreneurship - BS, BA	Management	Business
Environmental Engineering - BS	Civil and Environmental Engineering	Engineering
Environmental Soil/Water Science - BS, BA	Plants, Soils, and Climate	Agriculture
Environmental Studies - BS	Environment and Society	Natural Resources

Undergraduate and Graduate Programs

Academic Programs and Degrees Offered	Department	College
Family and Consumer Sciences - BS, BA	Family, Consumer, and Human Development	Education & Human Services
Family and Consumer Sciences Education - BS	Agricultural Systems Technology and Education	Agriculture
Family and Human Development - MFHD	Family, Consumer, and Human Development	Education & Human Services
Family, Consumer, and Human Development - BS, BA, MS, PhD	Family, Consumer, and Human Development	Education & Human Services
Family Life Studies - BS (offered online <i>only</i>)	Family, Consumer, and Human Development	Education & Human Services
Finance - BS, BA	Economics and Finance	Business
Fisheries and Aquatic Sciences - BS	Watershed Sciences	Natural Resources
Fisheries Biology - MS, PhD	Watershed Sciences	Natural Resources
Food Microbiology and Safety - MFMS	Nutrition and Food Sciences	Agriculture
Forestry - BS, MS, PhD	Wildland Resources	Natural Resources
French - BA	Languages, Philosophy, & Speech Communication	HASS
Geography - BS, BA, MS, MA	Environment and Society	Natural Resources
Geology - BS, BA, MS, PhD	Geology	Science
German - BA	Languages, Philosophy, & Speech Communication	HASS
Health Education Specialist - BS	Health, Physical Education and Recreation	Education & Human Services
Health Education Teaching* - BS	Health, Physical Education and Recreation	Education & Human Services
Health, Physical Education and Recreation - MS, MEd	Health, Physical Education and Recreation	Education & Human Services
History - BS, BA, MS, MA	History	HASS
Horticulture - BS, BA	Plants, Soils, and Climate	Agriculture
Horticulture, Professional Studies in - MPSH	Plants, Soils, and Climate	Agriculture
Horticulture (Ornamental) - 1-yr. Certificate, AAS	Plants, Soils, and Climate	Agriculture
Human Dimensions of Ecosystem Science & Management - MS, PhD	Environment and Society	Natural Resources
Human Environments - MS	Interior Design Program	HASS
Human Resource Management - BS, BA	Management	Business
Human Resources - MS	Management	Business
Industrial Mathematics - MS	Mathematics and Statistics	Science
Instructional Technology - MS, MEd, EdS, PhD	Instructional Technology and Learning Sciences	Education & Human Services
Interdisciplinary Studies - BS, BA	Interdisciplinary	Agriculture/Education & Human Services/HASS/ Natural Resources/Science
Interior Design - BID	Interior Design Program	HASS
Interior Design, Sales and Marketing - BS, BA	Interior Design Program	HASS
International Agribusiness - BA	Applied Economics	Agriculture
International Business - BS, BA	Management	Business
International Studies - BA	Political Science	HASS
Irrigation Engineering - MS, PhD	Biological and Irrigation Engineering	Engineering
Journalism - BS, BA	Journalism and Communication	HASS
Kindergarten through Grade 6 (K-6) Licensure Program	School of Teacher Education & Leadership (TEAL)	Education & Human Services

Undergraduate and Graduate Programs

Academic Programs and Degrees Offered	Department	College
Landscape Architecture - BLA, MLA	Landscape Architecture & Environmental Planning	HASS
Law and Constitutional Studies - BS, BA	Political Science	HASS
Liberal Arts - BA	Interdisciplinary	HASS
Management Information Systems - BS, BA, MS	Management Information Systems	Business
Marketing - BS, BA	Management	Business
Mathematical Sciences - PhD	Mathematics and Statistics	Science
Mathematics - BS, BA, MS, MMath	Mathematics and Statistics	Science
Mathematics Education - BS, BA	Mathematics and Statistics	Science
Mathematics/Statistics (Composite) - BS	Mathematics and Statistics	Science
Mathematics-Statistics Education (Composite) - BS	Mathematics and Statistics	Science
Mechanical Engineering - BS, MS, ME, PhD	Mechanical and Aerospace Engineering	Engineering
Military Science (Army ROTC Commission)	Military Science	HASS
Music - BM, MM	Music	HASS
Music Therapy - BS, BA	Music	HASS
National Environmental Policy Act (NEPA) (Graduate Certificate Program)	Environment and Society	Natural Resources
Natural Resources - MNR	Interdisciplinary	Natural Resources
Natural Resources and Environmental Education (Graduate Certificate Program)	Environment and Society	Natural Resources
Nursing - 2-yr. AS, Weber State	Biology	Science
Nutrition and Food Sciences - BS, MS, PhD	Nutrition and Food Sciences	Agriculture
Operations Management - BS, BA	Management	Business
Ornamental Horticulture - 1-yr. Certificate, AAS	Plants, Soils, and Climate	Agriculture
Parks and Recreation - BS	Health, Physical Education and Recreation	Education & Human Services
Philosophy - BA, BS	Languages, Philosophy, & Speech Communication	HASS
Physical Education - BS	Health, Physical Education and Recreation	Education & Human Services
Physical Education Teaching* - BS	Health, Physical Education and Recreation	Education & Human Services
Physical Science (Chem) Composite Teaching - BS	Chemistry and Biochemistry	Science
Physical Science (Physics) Composite Teaching - BS	Physics	Science
Physics - BS, BA, MS, PhD	Physics	Science
Physics Teaching - BS	Physics	Science
Plant Science - MS, PhD	Plants, Soils, and Climate	Agriculture
Political Science - BS, BA, MS, MA	Political Science	HASS
Pre dental Biology - BS or BA in Biology	Biology	Science
Prehealth Biology - BS or BA in Biology	Biology	Science
Premedical Biology - BS or BA in Biology	Biology	Science
Psychology - BS, BA, MS, EdS, PhD	Psychology	Education & Human Services
Psychology Teaching* - BS, BA	Psychology	Education & Human Services
Public Health - BS	Biology	Science

Undergraduate and Graduate Programs

Academic Programs and Degrees Offered	Department	College
Range Science - MS, PhD	Wildland Resources	Natural Resources
Rangeland Resources - BS	Wildland Resources	Natural Resources
Recreation Resource Management - BS, MS, PhD	Environment and Society	Natural Resources
Rehabilitation Counseling - MRC	Special Education and Rehabilitation	Education & Human Services
Religious Studies - BS, BA	Interdisciplinary	HASS
Residential Landscape Design and Construction	Plants, Soils, and Climate	Agriculture
ROTC (see Air Force or Army)		
Second Language Teaching - MSLT	Languages, Philosophy, & Speech Communication	HASS
Secondary Education - 2nd BS, 2nd BA, MS, MA, MEd, EdS	School of Teacher Education & Leadership (TEAL)	Education & Human Services
Social Sciences - MSS with majors in:	Interdisciplinary	HASS
History	History	HASS
Political Science (Public Administration pilot program through Regional Campuses and Distance Education)	Political Science	HASS
Sociology (International Rural and Community Development)	Sociology, Social Work and Anthropology	HASS
Social Studies Composite Teaching - BS, BA	School of Teacher Education & Leadership (TEAL)	Education & Human Services
Social Work - BS, BA, MSW	Sociology, Social Work and Anthropology	HASS
Sociology - BS, BA, MS, MA, PhD	Sociology, Social Work and Anthropology	HASS
Soil Science - MS, PhD	Plants, Soils, and Climate	Agriculture
Spanish - BA	Languages, Philosophy, & Speech Communication	HASS
Special Education - BS, BA, MS, MEd, EdS	Special Education and Rehabilitation	Education & Human Services
Special Education/Early Childhood Education (Composite) - BS, BA	Special Education and Rehabilitation/ School of Teacher Education & Leadership (TEAL)	Education & Human Services
Special Education/Elementary Education (Composite) - BS, BA	Special Education and Rehabilitation/ School of Teacher Education & Leadership (TEAL)	Education & Human Services
Speech - BA, BS	Languages, Philosophy, & Speech Communication	HASS
Statistics - BS, BA, MS	Mathematics and Statistics	Science
Theatre Arts - BA, BFA, MA, MFA	Theatre Arts	HASS
Theory and Practice of Professional Communication - PhD	English	HASS
Toxicology - MS, PhD	Interdisciplinary	Agriculture/Science
Watershed and Earth Systems - BS	Watershed Sciences	Natural Resources
Watershed Science - MS, PhD	Watershed Sciences	Natural Resources
Wildlife Biology - MS, PhD	Wildland Resources	Natural Resources
Wildlife Science - BS	Wildland Resources	Natural Resources
Women and Gender Studies (Certificate and Minor)	Interdisciplinary	HASS

* Teaching Majors approved by the Utah State Board of Education

Semester Calendar

USU maintains a semester system—three semesters or periods of classwork: fall, spring, and summer. Fall and spring semester are each of 15 weeks duration. Summer semester spans a total of 12 weeks and includes one four-week early session and one eight-week session, which contains two four-week sessions. For further details, see the *2009-2010 Calendar* on page 5, the *Registration Calendar* on pages 6-8, and the *Final Examination Schedule* on page 9.

Credit Enrollment

The semester credit hour is the unit upon which credit is computed. Normally, the credit hour standard is based upon 150 minutes of lecture per week, for the duration of one semester, for a three-credit class. To obtain credit, a student must be properly registered and pay fees for the course. For further information, see *Credits Awarded for Courses* on pages 59-60.

Course Numbering

Each course listed in the *Course Descriptions* section of the catalog has a number, given before the name of the course. For example:

ENGL 1120 **Elements of Grammar** **3**

This means the course, Elements of Grammar, is English 1120. The numbers are useful for reference and records.

Course Numbering Code

A standard code employed by all institutions in the State System of Higher Education was adopted by USU in 1970. Upon conversion to semesters, four-digit course numbers *replaced* the three-digit course numbers formerly used under the quarter system. The semester numbering system is as follows:

0010-0990	Remedial courses; will not satisfy baccalaureate requirements; nontransferable; not calculated in GPA.
1000-2790	Lower division (freshman and sophomore courses)
2800-2990	Lower division independent study designation (directed reading, individual projects, etc.)
3000-4790	Upper division (junior and senior courses)
4800-4990	Upper division independent study designations (directed reading, individual projects, festival, institutes, workshops, etc.)
5000-5990	Advanced upper division (may be used for a graduate degree with approval of the student's supervisory committee)
6000-7990	Graduate courses (students without baccalaureate degrees must obtain special permission to enroll)
5900-5990 6900-6990 7900-7990	Independent study designations (directed reading, individual projects, theses, dissertations, etc.)
6800-6890 7800-7890	Graduate seminars (includes methodology and research seminars)

Courses offered through Regional Campuses and Distance Education are designated by a ^{DE} following the course description.

Freshmen or sophomores may take any lower-division course. If there is a prerequisite for a particular course, it will be so stated in the course description.

Juniors or seniors may take any lower- or upper-division course for which they have met the course requirements. Course requirements will be identified in the course description. Seniors may take graduate courses only upon written consent from the instructor. The use of undergraduate coursework for a graduate degree at USU is regulated by the School of Graduate Studies. See *Split Form Policy* (page 113) and *Course-Level Numbering and Acceptability* (page 114).

Graduate students may take any course for which they have met the course requirements, but only graduate courses and individually approved undergraduate courses may be used for a graduate degree, although all courses completed will appear on student transcripts.

Note: In some cases, *additional* college or departmental requirements (which may not be included in the course description) *must be met* before a student may take a particular course. For more information, students should consult their advisor or the department offering the course.

Following the title of each course, the number of credits given for the course is indicated. The semester(s) it will likely be taught are indicated in abbreviated form in parentheses, following the course description. For example: (F) indicates that the course will likely be taught fall semester. The designation (F,Sp,Su) indicates that the course will likely be taught all three semesters: fall, spring, and summer. It does not mean that the student has to take the class all three semesters, but rather that he or she has a choice of any semester. In some cases, such as (F,Sp), even though more than one semester is indicated, the course will not be offered each semester, but only one of these semesters, the exact one yet to be decided.

Some course listings do not indicate semester(s) offered. In some cases, these courses may be taken any semester (e.g., continuing graduate advisement, thesis, dissertation, or internship courses). In other cases, the semester(s) to be offered has not yet been determined (e.g., special topics courses, which are offered infrequently). For current information about semesters to be offered, consult the department offering the course.

For more definite up-to-date information, please refer to the course schedule, placed online prior to the beginning of each semester at: <http://www.usu.edu/registrar/catalogpdf/>

Occasionally, two or more closely related courses (which usually have the same title) will be listed above one course description, such as **MATH 6110** and **MATH 6120, Differential Geometry**. Following each course title, the number of credits approved for each course will be shown. At the end of the course description will be two or more parenthetical entries, indicating the semester(s) the courses may be taught. The first entry refers to the semester(s) taught for the first course, the second entry refers to the second course, and so forth.

In some classes, the amount of credit for which students register can be individually arranged. One student may take 2 credits, another student 3 credits, etc. Students are responsible to ensure they are registered for the desired number of credits. Online registration will always default to the lowest offered number of credits. Academic credit is identified following the course title: (e.g., 1-3).

Using This Catalog

Following some course titles in this catalog will be a single asterisk (*), a double asterisk (**), or a triple asterisk (***). Such courses are taught during alternate years, as explained in the footnotes. For more information, consult the department offering the course or refer to the course schedules at: <http://www.usu.edu/registrar/catalogpdf/>

Catalog information and University requirements may change at any time. USU is not bound by requirements or regulations listed in this catalog. Information may change before a new catalog is issued, and students must adhere to changes. It is the student's obligation to ascertain current rules, regulations, fees, and requirements. As changes are approved for academic degree programs, policies, and procedures, updates will be made to the *Online General Catalog* at: <http://www.usu.edu/generalcatalog/>

Course Prefixes

Each course listing is preceded by one of the following prefixes:

ACCT	Accounting
ADVS	Animal, Dairy and Veterinary Sciences
AG	Agriculture, College of
ANTH	Anthropology
APEC	Applied Economics
ART	Art
ARTH	Art History
AS	Aerospace Studies
ASTE	Agricultural Systems Technology and Education
AV	Aviation Technology
BIE	Biological and Irrigation Engineering
BIOL	Biology
BUS	Business, Jon M. Huntsman School of
CEE	Civil and Environmental Engineering
CHEM	Chemistry and Biochemistry
CHIN	Chinese
CLAS	Classics
CLIM	Climate
COMD	Communicative Disorders and Deaf Education
CS	Computer Science
DE	Dance Education
ECE	Electrical and Computer Engineering
ECN	Economics
EDUC	Education and Human Services, Emma Eccles Jones College of
ELED	Elementary Education
ENGL	English
ENGR	Engineering, General
ENVS	Environment and Society
ETE	Engineering and Technology Education
FCHD	Family, Consumer, and Human Development
FCSE	Family and Consumer Sciences Education
FIN	Finance
FREN	French
GEO	Geology
GEOG	Geography
GERM	German
GRK	Greek
HASS	Humanities, Arts, and Social Sciences; College of
HEP	Health Education Professional
HIST	History
HONR	Honors
HS	Health Sciences (offered jointly with Weber State University)
ID	Interior Design
IELI	Intensive English Language Institute
INST	Instructional Technology and Learning Sciences
ITAL	Italian

ITDS	Interdisciplinary Studies
JAPN	Japanese
JCOM	Journalism and Communication
KOR	Korean
LAEP	Landscape Architecture and Environmental Planning
LANG	Languages (General)
LATN	Latin
LATS	Latin American Studies
LING	Linguistics
MAE	Mechanical and Aerospace Engineering
MATH	Mathematics
MGT	Management
MIS	Management Information Systems
MSL	Military Science Leadership
MUSC	Music
NAV	Navajo
NEPA	National Environmental Policy Act Certificate Program
NFS	Nutrition and Food Sciences
NR	Natural Resources, College of
NURS	Nursing (offered jointly with Weber State University)
OSS	Office Systems Support
PE	Physical Education
PEP	Physical Education Professional
PFP	Personal Financial Planning
PHIL	Philosophy
PHYS	Physics
PLSC	Plant Science
POLS	Political Science
PORT	Portuguese
PRP	Parks and Recreation Professional
PSC	Plants, Soils, and Climate
PSY	Psychology
PUBH	Public Health
REH	Rehabilitation Counseling
RELS	Religious Studies
RUSS	Russian
SCED	Secondary Education
SCI	Science, College of
SOC	Sociology
SOIL	Soil Science
SPAN	Spanish
SPCH	Speech Communication
SPED	Special Education
STAT	Statistics
SW	Social Work
TEAL	Teacher Education and Leadership, School of
THEA	Theatre Arts
USU	University Studies
WATS	Watershed Sciences
WGS	Women and Gender Studies
WILD	Wildland Resources

General Education Designations

Courses approved for General Education have one of the following designations, listed following the course number:

Competency Courses

Communications Literacy, **CL1** and **CL2**

Quantitative Literacy, **QL**

Breadth Courses

American Institutions, **BAI**

Creative Arts, **BCA**

Humanities, **BHU**

Life Sciences, **BLS**

Physical Sciences, **BPS**

Social Sciences, **BSS**

University Studies Depth Education Designations

Courses approved for University Studies Depth Education have one of the following designations, listed following the course number:

Intensive Courses

Communications Intensive, **CI**

Quantitative Intensive, **QI**

Depth Courses

Humanities and Creative Arts, **DHA**

Life and Physical Sciences, **DSC**

Social Sciences, **DSS**

University Terminology and Definitions

“A” Pin

Presented to undergraduate students who have received all A grades (4.0 GPA) for 15 or more graded credits each semester during two consecutive semesters in residency. Courses for which a P (Pass) grade is received do not qualify for graded credits.

A-Number (Banner ID Number)

A nine-character code that uniquely identifies each student. This number (which is *not* social security number based) always consists of a capital A, followed by eight numbers. To find out their assigned A-Number, students should follow the link found at:

<http://www.usu.edu/myusu/>

Academic Advising

Assistance to students in choosing courses by providing information about University Studies Requirements, majors, various academic programs, and academic policies and procedures. Advisors may also assist students in establishing their educational and career goals.

Academic Dismissal

The status of a student who becomes subject to suspension for a third time. Students who have been dismissed may apply for readmission to the University after a layout of five or more calendar years. See page 63 for more information.

Academic Nepotism (Policy for Graduate Students)

A faculty member is not to participate in graduate admission or graduate-assistant employment decisions, serve as major professor, or serve on the supervisory committee of a relative, including a person with whom he or she has or has had an amorous relationship. Graduate students may enroll in classes taught by a relative *only* under special conditions. For more information, students should contact the department head or the School of Graduate Studies.

Academic Probation

The status assigned to a sophomore, junior, or senior with a cumulative GPA of less than 2.0. See page 62 for more information.

Academic Record Adjustment

Students requesting an adjustment to their academic record for a prior term must submit a *Petition for Academic Record Adjustment* to the Registrar's Office. For more information, see page 61.

Academic Renewal

Undergraduate students who have been admitted to Utah State University after an interruption in their collegiate education of five or more years may petition to have certain credits removed from the calculation of the GPA needed for credit. Further details about this procedure are found on page 61.

Academic Standing

A student's academic standing is determined jointly by the number of credit hours attempted and the number of quality points earned. There are six categories of academic standing: good standing, provisional admission warning, academic warning, academic probation, academic suspension, and academic dismissal. See pages 61-63 for more information.

Academic Suspension

The change in status that occurs when a student on academic probation has a semester GPA of less than 2.0. Students *who have been suspended once* may apply for readmission after a two-semester layout. Students *who have been suspended two times* may apply for readmission to the University following a layout of one full calendar year. See pages 62-63 for more information.

Academic Warning

The status assigned to a freshman student with a cumulative GPA of less than 2.0. See page 62 for more information.

Access (Banner) System

The web-based computer program which USU students can access for grades, transcripts, financial aid, and account information. The Access system (which is available 24 hours a day, 7 days a week, and can be accessed from any web-enabled system) allows students to register for, drop, and add classes. Students can login at:

<http://www.usu.edu/myusu/>

Add/Drop

The process used if students need to change a schedule for which they have already registered. The procedure for adding courses is explained on page 56. Policies which apply to dropping courses are listed on page 58.

Aggiemail

All students are encouraged to have an aggiemail e-mail account, and to update their "preferred e-mail" address in Banner. Students can keep this account after they leave USU. Information about how to create an aggiemail account can be found at:

<http://it.usu.edu/htm/email>

Adjunct Faculty

Part-time certified instructors.

Advanced Placement (AP)

Exams offered at the high school level only. University credits may be acquired through the AP examinations. These credits may be used to fill General Education requirements, and may also be accepted as equivalent to specific courses. See page 40 for more information.

Advisor

A faculty or staff member who provides students with academic information about University, college, and departmental graduation requirements; assists students in the development of a course of study; helps students to understand the expected standards of achievement and likelihood of success in certain areas of study; and refers students to available campus resources to meet individual needs. Further information is shown on page 12. A current listing of advisors, along with their contact information, can be found online at:

<http://www.usu.edu/advising/advisors/>

Alumni

Graduates or former students.

Articulation

A term that is used to indicate that a course taken at another institution is equivalent to a course at USU. General Education articulation information for institutions with which USU has articulation agreements is available online within the *Advisor Handbook* at:

http://www.usu.edu/advising/for_advisors/handbook/

Articulation Agreements

Documents that formally acknowledge how credits or associate degrees from other institutions equate to USU courses and requirements. These articulation agreements, as well as additional information about transferring to Utah State University, can be found at the Transfer website: <http://www.usu.edu/transfer/>

Attempted Hours (AHRs)

The number of credit hours for which a student has enrolled. This includes current enrollments, as well as past enrollments.

University Terminology and Definitions

Audit

Registration for and participation in all functions of a course except tests and other graded exercises. No credit is given for an audit (a grade of AU is assigned), but courses that students have audited will appear on the transcript and may be repeated for credit.

Bachelor of Arts Degree vs. Bachelor of Science Degree

The main difference between these two degrees is a foreign language requirement. Students who complete two years' training or equivalent in an approved foreign language, or one year or equivalent in each of two foreign languages, may qualify for a Bachelor of Arts degree. See pages 76-77 for further information. Most other baccalaureate degrees are awarded as a Bachelor of Science degree.

Bachelor's Degree

A degree in an academic discipline which requires completion of a minimum of 120 semester credit hours, University Studies requirements, and a chosen major. Students must meet the minimum GPA requirements for their intended major.

Banner ID Number (A-Number)

A nine-character code that uniquely identifies each student. This number (which is *not* social security number based) always consists of a capital A, followed by eight numbers. To find out their assigned A-Number, students should follow the link found at: <http://www.usu.edu/myusu/>

Breadth Requirements

Courses that are part of the General Education requirements, and are intended to introduce students to different disciplines. At USU, all students must take a least one course or its equivalent in each of the following six categories: American Institutions, Creative Arts, Humanities, Life Sciences, Physical Sciences, and Social Sciences. A listing of approved Breadth courses is shown on pages 68-69.

Cashier

The financial officer of the University who receives payment of tuition and miscellaneous fees.

Certificate

A document certifying that one has fulfilled the requirements of and may practice in a certain vocation.

Class Rank

Student's ranking of being a freshman (less than 30 credits), sophomore (30-59 credits), junior (60-89 credits), or senior (90 or more credits), based on the number of college-level credit hours earned.

Closed Class

A class that has been filled by the maximum number of students allowed for that class.

College

An academic division in a university. A college is composed of academic departments and is headed by a dean. USU has seven colleges: College of Agriculture; Jon M. Huntsman School of Business; Emma Eccles Jones College of Education and Human Services; College of Engineering; College of Humanities, Arts, and Social Sciences; College of Natural Resources; and College of Science.

College Level Examination Program (CLEP)

A standardized examination in college-level subject matter. Subject examinations cover material offered in specific advanced-level courses. Credits may be acquired through the CLEP examinations. These credits may be used to fill General Education requirements, and may also be accepted as equivalent to specific courses. See page 41 for more information.

College Work-Study

A form of financial aid based on need which provides students with paid employment while in school.

Competency Test

A test which is used to determine if a student has the acquired knowledge of a college-level course.

Complete Withdrawal

The process of withdrawing from all courses before a semester has ended. This must be done by meeting with the advisor in the Office of Retention and First-Year Experience (TSC 314).

Composite Major

When elements of two major programs are combined into one major program. For example, the Elementary Education/Special Education major is an approved composite of two different majors.

Computer and Information Literacy (CIL)

A computer examination that consists of six modules: information law and ethics, information resources, document processing, operating systems, spreadsheets, and electronic presentations. CIL is part of the General Education requirements.

Concurrent Enrollment

When a high school student is enrolled in a university course for which the student simultaneously receives high school and university credit.

Connections (University Connections Course)

An orientation and transition-to-college course. More information about this course is shown on page 55. Also see: <http://www.usu.edu/connections/>

Convocations

A lecture series.

Co-op

Two or more related internship work experiences.

Corequisites

Two or more courses which must be taken during the same semester, because the work in one course supplements or reinforces what is taught in the other.

Course Fee

A fee that is attached to a specific course, in addition to tuition. Course fees may be found in the online course schedules at: <http://www.usu.edu/registrar/catalogpdf/>

Course Load

The number of credit hours carried by a student during a given semester. Students need to average a minimum of 15 credit hours per semester in order to graduate in four years.

Credit Hours

Credits are related to the number of hours of instruction per week during the academic term.

Credit Limit

Students registering for *more than 18 credits* must present their advisor's signed authorization to the Registrar's Office.

Course Reference Number (CRN Number)

A five-digit code that identifies a specific course. CRN numbers may be found in the online course schedules at: <http://www.usu.edu/registrar/catalogpdf/>

University Terminology and Definitions

Cum Laude

A Latin Scholastic Distinction designated for students who graduate with a cumulative GPA between 3.500 and 3.799.

Curriculum

A series of courses which meet a particular academic or vocational goal.

DANTES Standardized Subject Tests (DSST)

DSSTs provide an opportunity for people to obtain college credit for what they have learned in nontraditional ways. Designed originally for the military, DSSTs are available to civilian students and adult learners as well. Credits may be acquired through the DSST examinations. These credits may be used to fill General Education Requirements, and may also be accepted as equivalent to specific courses. For more information, as well as a list of available exams, see page 42.

Dean

College or university administrative official. An academic dean usually heads a college within the university.

Dean's List (Honor Roll)

A recognition given to students who earn a minimum 3.500 GPA in 15 or more graded credits, except for summer semester for which 12 or more graded credits are required.

Declaration of Major

A process whereby students formally notify the Registrar's Office of the major which they choose to include in their degree program.

Deferred Admission

When a student is accepted for a specific term, but chooses to defer his or her admission until a future term. More information about admission deferment is shown on page 31.

Degree Planner (Degree Evaluation)

A Web-based program providing students with a summary of their academic progress, showing courses completed and courses needed for the student's major. This program is a Banner (Access) sub-system which generates **unofficial** degree evaluations. After students have completed their application for graduation, the Registrar's Office performs an official degree evaluation.

Department Head

The administrative head of an academic department.

Depth Education Requirements

Courses that are part of the University Studies requirements and are intended to provide students with more in-depth background in different disciplines. Approved Depth Education courses are shown on pages 70-75.

Discipline

A subject area. English, history, chemistry, and elementary education are examples of disciplines.

Dissertation

A written thesis by a candidate for a doctoral degree. Information about preparation and approval of dissertations is shown on pages 118-119.

Distance Education Programs

Outreach programs for students who do not attend traditional daytime classes on the main campus. Distance Education programs include Independent Study and Time Enhanced Learning, as well as courses offered at remote locations. For more information, see the *Regional Campuses and Distance Education (RCDE)* section of this catalog on pages 103-105.

Drop/Add

The process used if students need to change a schedule for which they have already registered. Policies which apply to dropping courses are listed on page 58. The procedure for adding courses is explained on page 56.

Dual Major

Any two majors that are completed at the same time. Students must complete *all* requirements for *both* majors. For example, a student may get a dual major in History and English.

Earned Hours (EHRS)

The number of credit hours in which a student earns an A, B, C, D, or P grade. Earned hours count toward the 120 credits needed for graduation.

Elective

A college-level course or subject taken by a student which counts as credit earned toward graduation requirements, but is not required for a major, minor, or University Studies.

Emeritus Faculty Member

A faculty member who has honorably retired from his or her position with a university. Information about USU emeritus faculty members is included at the end of the online *Faculty and Professional Staff* listing at: <http://www.usu.edu/generalcatalog/FacStaff.pdf>

Emphasis

An approved area of study, having a specific curriculum, within a particular undergraduate major. All emphases *must* be sanctioned by the Utah State Board of Regents.

Family Educational Rights and Privacy Act (FERPA)

A law that (1) provides that students will have access to inspect or review their educational records and (2) protects the rights of a student to privacy by limiting access to the educational record without express written consent. Details of this law are explained on pages 81-83.

Financial Aid

Scholarships, grants, loans, and work assignments which are awarded to a student to help defray, in part or in whole, college-related expenses. Information about the types and amounts of financial aid available is shown in the *Financial Aid and Scholarship Information* section of this catalog (pages 46-51).

Full-Time Student

A student registered for 12 or more credit hours during a semester. In order to graduate after completing eight semesters of study, a student must register for an average of 15 credit hours per semester.

General Catalog

The official Utah State University document pertaining to academic, business, and extracurricular matters. It functions as a contract for graduation requirements for students upon their entry into the University. For the most current information, see the *Online General Catalog* at: <http://www.usu.edu/generalcatalog/>

General Education Requirements

A set of requirements that all candidates for a bachelor's degree, regardless of major, must satisfy. At USU, General Education is part of the University Studies Requirements. For more information, see pages 67-69.

University Terminology and Definitions

GPA Hours

Credit hours in which a student earns an A, B, C, D, or F grade. GPA hours are credit hours used in the calculation of the grade point average.

Grade Point Average (GPA)

The ratio of the number of quality points earned divided by the number of GPA hours.

Graduate Student

A student who has earned a bachelor's degree and is working toward a master's, doctorate, or other advanced degree. For information about graduate admission, see pages 36-37. Policies and procedures pertaining to graduate students are shown on pages 110-120.

Grant

Student financial aid based on need. Grants do not have to be repaid. Information about available grants is shown on page 46.

Hold

An official action taken by the University to prevent student registration or receipt of grades and transcripts until a student satisfies a requirement. For example, a registration hold is placed on a new student until he or she has met with an academic advisor.

Honor Roll (Dean's List)

A recognition given to students who earn a minimum 3.500 GPA in 15 or more graded credits, except for summer semester for which 12 or more graded credits are required.

Honors Program

A program for high-achieving students. Program members may work toward one of three different Honors degrees: Departmental Honors, Departmental Honors with Honors in University Studies, and University Honors. Requirements for these degrees are explained on page 310.

Incomplete Grade (I)

A temporary grade that may be assigned when a student is unable to complete all of the work in a course due to extenuating circumstances, but not due to poor performance. An incomplete grade request is initiated by the student. The student is then required to complete the work by the time agreed upon, up to a maximum of 12 months. A written plan is required and is filed with the student, instructor, and department. Acceptable extenuating circumstances, as well as the procedure for resolution of an I grade, are explained on page 59.

Independent Study Courses

Courses for which a student does not have regular class meetings. The student works independently and makes arrangements with the instructor to submit assignments and to take examinations. At USU, these courses are offered through Distance Education Time Enhanced Learning, usually by online correspondence and/or CD. More information about independent study courses can be found at: <http://distance.usu.edu/htm/online/istudy>

Intent to Transfer Program

A program designed to assist transfer students in their transition to USU. Students sign up for the program while they are still attending another institution. The program is designed to ensure that students transfer with as many completed credits as possible that will count toward the USU University Studies and major requirements. Information about the Intent to Transfer Agreement is shown at: http://www.usu.edu/transfer/intent_to_transfer/

Internship

An opportunity for students to combine a career-related work experience with academic coursework. At USU, internships may be arranged through the Cooperative Education Internship Program, University Inn 102, (435) 797-7777. Further information may be found online at: <http://www.usu.edu/career/internships/>

Land Grant

A grant of land made by the government. USU belongs to a family of institutions known as land-grant universities.

Late Registration Fee

Following the published add deadline, a fee of \$100 per course will be assessed for all undergraduate and graduate courses added. This fee does *not* apply to courses taught at Regional Campuses and Distance Education centers. See the *Registration Calendar* on page 8 for specific dates on which a late registration fee will be assessed.

Latin Scholastic Distinctions

To qualify for Latin Scholastic Distinctions at graduation (including Summa Cum Laude, Magna Cum Laude, and Cum Laude), a student must have completed a *minimum* of 40 USU semester credits. For details of how to earn these distinctions, see page 78.

Leave of Absence

A program for students who plan to leave USU before, during, or at the end of a semester, intend to return, and have an expected return date. This program is beneficial for students who intend to perform humanitarian service or serve in the military. Regulations concerning a leave of absence can be found on page 58 (undergraduate) and page 115 (graduate). Also see the Change of Enrollment information at: <http://www.usu.edu/rfyeloa/>

Letter of Completion

A letter indicating that a student has completed the General Education requirements of a university. The letter is only used when a student transfers to another institution and needs verification that the General Education requirements have already been satisfied.

Loan

Loaned money which must be repaid over a period of time. Typically, a student must repay the loan amount plus interest. Information about available loans is shown on pages 46-47.

Lower-Division Courses

Courses numbered at the 1000- and 2000-level that are usually taken during a student's freshman and sophomore years.

Magna Cum Laude

A Latin Scholastic Distinction designated for students who graduate with a cumulative GPA between 3.800 and 3.949.

Major

An approved concentrated area of study, having a specific curriculum, in an academic discipline. A major usually requires 30 to 70 semester credit hours of coursework.

Mathematics Prerequisite Acceptability Time Limit (MPATL)

ACT and SAT scores for mathematics competency and passing grades in MATH 0900, 1010, 1050, and 1060 are valid for use in placement and as prerequisites for one calendar year for nonmatriculated students and three successive semesters (including summer semester) for matriculated students. (See page 44 for specific dates by which prerequisites must be completed.) **Note:** This acceptability time limit applies *only* to prerequisites for MATH 1010, 1030, 1050, 1060, 1100, 1210, 2020, and STAT 1040. The time limit *does not apply* to mathematics prerequisites for courses offered by other departments.

University Terminology and Definitions

Matriculated Student

A student who enrolls or registers in a college or university as a degree candidate (necessary for financial aid).

Matriculation

The process of applying and gaining acceptance into a degree program at a college or university. Being matriculated is important for academic advisement and financial aid purposes, and allows students to take advantage of all services within the University.

Minor

An approved secondary or supplementary field of study. A minor does not require as much coursework as a major.

Nonmatriculated Student

An individual who may be enrolled in courses at a college or university, but is not working toward a degree.

Part-Time Student

A student who registers for fewer than 12 semester credit hours.

Pass (P), D+, D, F Option

Students may register for a Pass (P), D+, D, F option. The grade of Pass (P) indicates academic achievement of not less than C-. Credits for which the Pass (P) grade is received are not quality hours, and are therefore not used in the calculation of a student's grade point average. At no future time may the student request a letter grade, once the P, D+, D, F option has been requested. (See pages 56-57 for more information.)

Philanthropy

An active effort to promote human welfare. At USU, this term often refers to philanthropic gifts to the University to be used for purposes such as scholarships, research, or construction of buildings and other facilities. For information about giving to USU, see:

<http://www.usu.edu/advancement/giving/>

PIN Number

When students are first admitted to USU, they are assigned an A-Number (Banner ID Number), as well as a PIN (Personal Identification Number) which corresponds to their date of birth (MMDDYY). Upon logging into Access (Banner) the first time, students will be required to change their PIN. Every 180 days, the system will prompt students to change their PIN. The PIN must be 6 characters long and may *only* contain numbers and letters (*no spaces or other characters* may be included). Students may login to Access (Banner) at: <http://www.usu.edu/myusu/>

Placement Test

A test given to determine the appropriate level at which to "place" a student in certain courses. At USU, the most common placement tests are used for mathematics. Information about the various placement tests is shown on page 44.

Plateau Tuition

A flat rate of tuition assessed to students who register for 13 to 18 credits. In general, the tuition amount increases for each credit a student takes up through 13 credits. There is no tuition increase between 13 and 18 credits. The tuition amount increases again for students who enroll for more than 18 credit hours. Tuition and fee tables may be accessed at: <http://www.usu.edu/registrar/payment/>

Portfolio

An arrangement of documents and/or drawings that are used in some majors and degree programs for admission decisions, assessment, or career placement.

Practicum

A course of study designed especially for the preparation of teachers and clinicians. A practicum involves the supervised practical application of previously studied theory.

Prerequisite

A course students must take prior to (and in preparation for) another course (which is usually more advanced). A different kind of prerequisite may require a student to be enrolled in a certain major or certain academic classification in order to qualify for enrollment in the course. Approved prerequisites are shown within the description of each course. See the *Course Descriptions* section at the end of this catalog. Prerequisites may also be found by clicking on the **Look up Courses via ACCESS** link at: <http://www.usu.edu/registrar/catalogpdf/>

Priority Registration

The order in which students may register for classes. A priority registration schedule indicates the earliest possible day a student may register for classes. Priority is given first to graduate students, followed by seniors, juniors, sophomores, and freshmen, based on earned credit hours. Priority registration dates are shown on page 8.

Professional Ranks

Faculty rank, including lecturer, instructor, assistant professor, associate professor, and professor. Some faculty ranks are preceded by "research" or "adjunct."

Provisional Admission Warning

Under special circumstances, students who do not qualify for enrollment into one of the academic colleges or the Undeclared Program may be considered for provisional admission warning. New students who graduated from high school with an admissions index score below 90 may be considered provisionally. Provisional admission warning offers students a chance to prove themselves academically at the University. Provisionally admitted students must sign an institutional agreement with the Office of University Advising, indicating that they are fully aware of the provisions associated with their admission. For more information, see pages 31-32.

Provost

The chief academic officer of the University.

Purge of Registration

If a student has not paid tuition and fees in full, the Registrar's Office may cancel (or "purge") the student's registration for the upcoming semester, meaning the student will no longer have a seat reserved in the classes he or she has chosen. However, the student is responsible to drop unwanted courses and *should not* rely on the purge. For policies governing the registration purge, see pages 57-58.

Quality Points (QPTS)

The value assigned to each grade. For example, an A earns 4 quality points for each semester credit hour attempted. For a 3 semester credit hour course in which an A was earned, a student would receive 12 quality points.

Recitation

A class period especially in association with and for review of a lecture.

Registrar

The administrative officer who maintains enrollment records and certifies the academic standing, as well as the fulfillment of graduation requirements, for all enrolled students.

University Terminology and Definitions

Registration

The process of enrolling in classes for an upcoming semester. Registration may be accomplished by submitting certain forms to the Registrar's Office, or by using the Access (Banner) System. For login to Banner, go to: <http://www.usu.edu/myusu/>

Remedial Course

A course numbered lower than 1000. Remedial courses will not satisfy baccalaureate requirements, are not transferable, and are not calculated in a student's grade point average or earned credits. USU offers remedial courses in English and mathematics. Students enrolling in a remedial course at USU must usually pay a remedial course fee, in addition to regular tuition.

Residency

A classification for tuition purposes. Utah residents pay lower tuition than nonresidents. Tuition and fee tables showing resident and nonresident tuition amounts can be accessed at:

<http://www.usu.edu/registrar/payment/>. Information about the residency policy and appeal procedures is shown on page 35.

Rhetoric Associates

Students with outstanding communication skills in reading, writing, and speaking who are selected to help other students. Rhetoric Associates are assigned to serve as initial readers for 10-15 students in a class, following up their written comments with individual conferences.

Sabbatical Leave

A periodical leave of absence during which a person interrupts his or her normal work to wholly devote time to further intensive study. This term is usually applied to a sabbatical leave taken by a faculty member.

Schedule of Classes

Effective Summer Semester 2009, the *Schedule of Classes* is no longer produced as a printed publication. However, the information regarding registration and final exam schedules, formerly found in the printed *Schedule of Classes*, can be found in this catalog (see pages 6-9). Information about times, locations, and fees for courses taught each semester can be found can be found through Banner (Access) at: <http://www.usu.edu/registrar/catalogpdf/>

Scholarship

Student financial aid based on academic achievement, need, or a combination of factors. Scholarships do not have to be repaid, but philanthropy is encouraged. In addition, students who receive endowed scholarships are highly encouraged to express gratitude to donors. Information about available University scholarships is shown on pages 47-51. Private endowment scholarships, available through the seven USU colleges, are listed online at:

<http://www.usu.edu/generalcatalog/scholarships/college.cfm>

Semester

An academic term of 15 weeks, followed by one week of final exams. At USU, there are two 15-week semesters, plus summer sessions, during each academic year. Semester calendars are shown on pages 5-8.

Service-Learning

A credit-bearing educational experience where students: (1) gain a broader understanding of course content, (2) earn a deeper appreciation of the discipline, (3) help meet community needs, (4) reflect on service activities, and (5) develop an enhanced sense of civic responsibility. Service-Learning focuses on critical thinking, social development, and civic responsibility as part of a student's formal academic studies.

Service-Learning Scholar

A student admitted to the Service-Learning Scholars program. Successful completion of program requirements results in the awarding of a Service-Learning Certificate upon graduation.

Space Grant

Funds distributed by the National Aeronautics and Space Administration (NASA) to USU as part of the National Space Grant College and Fellowship Program.

Specialization

An approved area of study, having a specific curriculum, within a particular graduate degree. All specializations *must* be sanctioned by the Utah State Board of Regents.

Split Form

An undergraduate student doing well in his or her studies and planning a graduate degree at USU may file a Split Form to request that some coursework be reserved (split out) from the undergraduate degree. The student must have filed an *Application for Graduation* in the Graduation Office, must have a 3.0 or higher GPA, and must have applied for admission to the School of Graduate Studies. For further information about filing a Split Form, see pages 79 and 113. A Split Form may be accessed and completed online at:

<http://www.usu.edu/graduateschool/apply/pdf/SplitForm.pdf>

Summa Cum Laude

A Latin Scholastic Distinction designated for students who graduate with a cumulative GPA between 3.950 and 4.000.

Supplemental Instruction (SI)

A program in which a student who has successfully completed a University Studies class is hired to attend all class sessions and conduct review sessions. This student helps other students develop study strategies geared at enhancing academic achievement in that class.

Syllabus

The document that a professor provides as a course outline. A syllabus will usually include assignments, due dates, test dates, grading procedures, and attendance policies.

Tenure

A status granted to a faculty member after a trial period (usually six years). Tenure gives protection from summary dismissal. During the probationary period, faculty on a tenure track are reviewed on an annual basis. Tenured faculty are subject to post-tenure review as well.

Thesis

A contribution to the field of knowledge based on a student's own research or a treatment and presentation of known subject matter from a new point of view. Information about preparation and approval of theses is shown on pages 118-119.

Transcript

The official record of a student's academic work at a university, listing credit courses, grades, and credit hours earned or attempted by a student. Official transcripts may be obtained by submitting a signed request to the Registrar's Office, *in person* at TSC 246; *by mail* to Utah State University, 1600 Old Main Hill, Logan UT 84322-1600; or via the Internet. To request an official transcript online, students should login to Access at: <http://www.usu.edu/myusu/> (After logging in, click on **Student Records**, then on **Order Transcript**.)

University Terminology and Definitions

Transfer Credit

Credit which was earned at another college or university, and which is accepted by USU. Further information about transfer credit is shown on pages 32-34.

Transfer Student

A student is considered to be a transfer student if he or she has completed at least 24 semester credits of post-high school work at another institution. This does not include concurrent enrollment or AP credits. Information regarding transfer student admission is shown on pages 32-34. Additional information about transferring to USU can be found at: <http://www.usu.edu/transfer/>

Tuition

The amount charged per semester credit hour for instruction at a college or university. Tuition and fee tables showing resident and nonresident tuition amounts for USU students can be accessed at: <http://www.usu.edu/registrar/payment/>

Tuition Installment Plan (TIP)

The Tuition Installment Plan (TIP) allows students to defer a portion of their tuition until later in the semester. For details about participation in the TIP, see page 65.

Tuition Surcharge for Excessive Credits

Students who have attempted 170 credits or more will be charged out-of-state tuition according to Board of Regents Policy. In some circumstances (as detailed on page 64), the surcharge may be waived. The student may obtain a petition to waive the surcharge at: <http://www.usu.edu/registrar/forms/pdf/Surcharge.pdf>

Tutor

An individual who provides private instruction or coaching. Tutoring assistance at USU is provided by the Academic Resource Center. Further information may be found at: <http://www.usu.edu/arc/tutoring/>

Undeclared Major

The category for exploratory students who have not yet decided upon a major program. Undeclared majors are advised through the Office of University Advising, Taggart Student Center 304, (435) 797-3373.

Undergraduate

A college or university student who has not yet earned a bachelor's degree.

Undergraduate Teaching Fellows

A program offering outstanding students an opportunity to work in meaningful academic employment within their major field. Students chosen as Teaching Fellows are assigned to work with a faculty member in the classroom and are supervised by a faculty mentor. Further information can be found at: <http://www.usu.edu/provost/student/teachingfellows.cfm>

University Studies Requirements

Requirements that all students, regardless of major, must satisfy in order to qualify for a bachelor's degree. For more information, see pages 67-75.

Upper-Division Courses

Courses numbered at the 3000-level or higher that are usually taken during a student's junior and senior years.

Common USU Acronyms

AHRS	Attempted Hours
AP	Advanced Placement (examinations offered at high school level)
APS	Associate of Applied Science
ARC	Academic Resource Center
AS	Associate of Science
ASUSU	Associated Students of Utah State University
BA	Bachelor of Arts
BAI	Breadth American Institutions
BCA	Breadth Creative Arts
BFA	Bachelor of Fine Arts
BHU	Breadth Humanities
BLS	Breadth Life Sciences
BPS	Breadth Physical Sciences
BS	Bachelor of Science
BSS	Breadth Social Sciences
CI	Communications Intensive
CIL	Computer and Information Literacy
CL1	Communications Literacy (freshman level)
CL2	Communications Literacy (sophomore level)
CLEP	College-Level Examination Program (examinations in college-level subject matter)
CRN	Course Reference Number
DHA	Depth Humanities and Creative Arts
DRC	Disability Resource Center
DSC	Depth Life and Physical Sciences
DSS	Depth Social Sciences
EdD	Doctor of Education
EdS	Educational Specialist
EHRS	Earned Hours
FERPA	Family Educational Rights and Privacy Act
GAHRS	Hours Used to Calculate GPA
HASS	College of Humanites, Arts, and Social Sciences
HPER	Health, Physical Education and Recreation
IBO	International Baccalaureate Organization
MA	Master of Arts
MBA	Master of Business Administration
ME	Master of Engineering
MEd	Master of Education
MFA	Master of Fine Arts
MNR	Master of Natural Resources
MPATL	Math Prerequisite Acceptability Time Limit
MS	Master of Science
MSS	Master of Social Sciences
PhD	Doctor of Philosophy
PIN	Personal Identification Number
QI	Quantitative Intensive
QL	Quantitative Literacy
QPTS	Quality Points
SI	Supplemental Instruction
SOAR	Student Orientation, Advising, and Registration
STAB	Student Activities Board
TIP	Tuition Installment Plan
TOEFL	Test of English as a Foreign Language
TSC	Taggart Student Center
UA	University Advising, Office of

Getting Started at Utah State University

Student Checklist

To get started at USU, students need to complete a number of steps, beginning with application for admission, obtaining any needed financial aid, making arrangements for housing and meals, and proceeding on to orientation, advising, registration, and payment of tuition and fees. Sequentially completing the procedures outlined below will help ensure a successful beginning at Utah State University.

Apply for Admission to the University

A nonrefundable \$40 application fee, a high school transcript or GED score, and an ACT or SAT score are generally required for new freshmen. Application deadlines for new freshmen are as follows: **Fall Semester**—April 1; **Spring Semester**—November 1; and **Summer Semester**—April 1. With an additional \$15 late fee, applications may be accepted after these deadlines. For further information about undergraduate admission, see pages 30-35. International students should see pages 38-39.

A bachelor's degree from an accredited college or university is required for admission to a graduate program. Application-for-admission forms are obtained online at:

<http://www.usu.edu/graduateschool/apply/>

For more information, see pages 36-37.

Apply for Financial Aid and Scholarships

Application for financial aid begins in January for the following academic year. Scholarships are awarded to qualifying applicants who apply on or before February 1, prior to the academic year. See pages 46-51 for information about available financial aid and scholarships for undergraduate students.

Financial assistance available for graduate students is explained on pages 111-112.

Apply for University Housing and Dining

Students who would like to live in University housing can find further information at: <http://www.housing.usu.edu>. Also see pages 52-53 in this catalog. For more information about dining services, see page 54 or visit: <http://www.usu.edu/dining/>

Attend SOAR (Orientation)

Newly admitted first-year students are required to participate in a Student Orientation, Advising, and Registration (SOAR) session before they may register for classes. For transfer students, orientation is optional. See page 55 for more information.

Obtain Academic Advising

For newly admitted first-year students, academic advising is required, and is obtained during SOAR. New transfer students are required to contact their academic advisor before registering for classes. Additional information is on pages 12 and 55.

Learn about USU Policies and Procedures

All students should understand the policies and procedures in effect at USU. Many of these policies are explained on pages 56-63 and pages 80-83. Additional policies may be viewed online at: <http://www.usu.edu/policies/>

Learn how Previously Earned Credits Apply

New freshmen who have earned college-level credits through AP and CLEP examinations or through concurrent enrollment, as well as transfer students who have earned credits at other colleges and universities, should consult with their academic advisor to learn how these credits may be applied at USU. More information about credit by examination is shown on pages 40-45. Information about transferring credit from other institutions is shown on pages 32-34.

Learn about General Education and Depth Education Requirements

Undergraduate students working toward an associate or bachelor's degree are required to complete General Education requirements. Students earning a bachelor's degree must also earn Depth Education credits. More information about these requirements is shown on pages 67-75.

Register for Classes

Newly admitted first-year students will register during SOAR for their first semester of classes. Transfer students may register after consulting with their academic advisor. See pages 56-58 for further information about registration procedures.

Matriculated graduate students may register on or after the priority registration date shown on the *Registration Calendar* (see page 8).

Pay Tuition and Student Fees

Tuition and fee tables, as well as information about payment options and deadlines, may be accessed at: <http://www.usu.edu/registrar/payment/>

Fees pertaining to students' classes may be found in the online *Schedule of Classes* at: <http://www.usu.edu/registrar/catalogpdf/>

To find out the amount owed to USU, students should login to Access at: <http://www.usu.edu/myusu/> After logging in and clicking on the **student** tab, click on **registration**.

More information about tuition, fees, and refunds is shown on pages 64-66.

Learn about Academic Support Programs and Student Resources

USU offers many academic support programs and student resources designed to help students progress toward completion of their degrees. These include workshops, supplemental instruction, tutoring programs, and financial planning, as well as services for qualified students having disabilities. These programs and resources are explained on pages 84-92.

Undergraduate Admission

Director, Admissions Office: Jennifer A. Putnam

Location: Taggart Student Center 102

Phone: (435) 797-1079, (435) 797-1129, or (800) 488-8108

FAX: (435) 797-3708

E-mail: admit@usu.edu

WWW: <http://www.usu.edu/admissions>

The Utah State University undergraduate admissions policy is designed to admit students who have the best chance to successfully complete a university program of study. USU grants admission, without regard to race, creed, sex, or national origin, to those students who satisfy the admissions requirements.

The *Application for Undergraduate Admission and Scholarships* is available online at <http://www.usu.edu/admissions>. For a paper application, please contact the Admissions Office.

Application materials may be sent to:

Admissions Office
Utah State University
0160 Old Main Hill
Logan UT 84322-0160

New Freshman Admission

New freshman applicants are expected to have graduated from an accredited high school with a minimum 2.5 GPA, a minimum ACT score of 18 (SAT score of at least 860), and a minimum 90 Admissions Index score. (See Admissions Index table on page 31.) In order to be admitted in good standing, all three requirements must be met. More information about the Admissions Index is available at: <http://www.usu.edu/admissions>

Applicants whose scores do not meet the standard will be considered on an individual basis. Applicants who have not graduated from high school may apply with a GED, instead of a high school transcript. A minimum GED score of 550 (equivalent to 55) is required. Applicants with a minimum Admissions Index score of 85 may be admitted into provisional admission warning at one of Utah State's Regional Campuses or Distance Education centers located throughout the state.

New Freshman Application Materials

1. Application for Undergraduate Admission and Scholarships
2. Nonrefundable \$40 application fee (\$55 if late)
3. High school transcript or GED score
4. ACT or SAT score (waived for applicants 25 and older)
5. Official college transcript of concurrent enrollment

New Freshman Application Deadlines

Admissions applications are accepted *after* posted deadlines with an *additional \$15 late fee*. Scholarship consideration is given *only* to fall semester applicants.

Fall Semester—April 1

(Final scholarship deadline is February 1.)

Spring Semester—November 1

Summer Semester—April 1

High School Curriculum

Students who have graduated from high school and who desire to attend Utah State University must have completed a preparatory course of study, including the following:

English

Four years (units), emphasizing composition/literature.

Mathematics

Three years (units), selected from elementary algebra, geometry, intermediate algebra, trigonometry, college or advanced algebra, or calculus. It is strongly recommended that students take mathematics up to at least trigonometry.

Biological/Physical Science

Three years (units), which meet either state or local graduation requirements. At least one unit must provide a laboratory experience.

American History

One year (unit).

Additional Courses

Four years (units), chosen from at least two of the following: history, English, mathematics beyond intermediate algebra, laboratory science, technology and engineering education, foreign language, social science, and fine arts.

Foreign Language

Two years (units) recommended, which must be of the same foreign language.

Students who meet the minimum index requirements, but have less than the required number of units, will be admitted on the condition that the deficiency is satisfied at the University within the first 30 semester credits of study.

When the admission decision is made, an official letter of notification will be sent to the student. Admission status may also be checked online.

Early Admission

A high school student who has completed his or her junior year and maintained a superior scholastic record may be granted special consideration for admission. An applicant must satisfy the following requirements:

1. Submit an official application, ACT/SAT scores, a high school transcript, and a \$40 application fee.
2. Submit letters of approval and recommendation from:
 - (a) Superintendent or principal
 - (b) Parent or guardian
3. Admission is not automatic, and will be determined by the admissions committee.
4. Applications for admission and credentials from the high school must be received by the University according to the deadline dates listed on this page under *New Freshman Application Deadlines*.

Home-schooled Students

Home-schooled students applying for admission to Utah State University who submit a transcript from an accredited home-school organization will be evaluated the same as any traditional high school students. They must satisfy the University's admission requirements of a minimum 2.5 grade point average, a minimum ACT score of 18 (or an equivalent SAT score of at least 860), and a minimum Admissions Index score of 90. (See Admissions Index table on page 31.)

Undergraduate Admission

To be admitted to Utah State University, home-schooled students *without* transcripts must provide a list of classes they have completed, and must submit a minimum ACT score of 21 (SAT score of at least 980); or a minimum ACT score of 18 (SAT score of at least 860) and a minimum score of 550 (equivalent to 55) on the GED.

In consultation with the department of the student's intended major, the Director of Admissions will review all materials and make a final decision.

Utah Basic Skills Competency Test (UBSCT)

Students with the Basic High School Diploma who meet the University's admission standards of a 2.5 minimum GPA, ACT score of at least 18 (SAT score of at least 860), and an Admissions Index score of at least 90 will be admitted in *good standing*. If they satisfy the University's admission standards, students having an Alternative Completion Diploma may be offered admission on a case-by-case basis. Students with a Certificate of Completion will be required to take the GED and pass with a battery score of at least 550 (equivalent to 55), and achieve a minimum ACT score of 18 (SAT score of at least 860). Effective Fall 2006, **all** seniors graduating from Utah high schools are required to pass the UBSCT.

Credit by Examination

New freshmen may receive credits for examination scores received prior to enrollment at USU. Credits may be earned with satisfactory scores on Advanced Placement (AP), College-Level Examination Program (CLEP), DANTES Subject Standardized Tests (DSST), and International Baccalaureate Organization (IBO) examinations. To ensure that credits earned by examination will be posted to their transcripts, students are responsible to submit all of their test scores to the Admissions Office. For further information about these examinations, as well as minimum satisfactory scores for individual tests, see pages 40-45.

Admission Deferment

Newly accepted freshman, transfer, or readmitted students who wish to defer their start date to a later semester may do so (without reapplying)

by submitting an *Admission Deferment Application* to the Admissions Office. International students and graduate students *may not* use this form. The application is due *no later* than the first day of classes for the semester the student has been admitted to. Deferments are generally granted for up to one year. However, they may be granted for up to two years for those participating in official assignments such as military, church, or humanitarian service. If requesting a deferment for more than one year, the student must submit an official letter of assignment. All deferment applications must be approved by the admissions committee. The *Admissions Deferment Application* is available online at: <http://www.usu.edu/studemp/leaveofabsence/>. Questions should be directed to the Admissions Office at (435) 797-1079.

Undeclared Program

Newly admitted students with less than 60 semester credits, who meet the University admission standards, but who have not declared a major or who do not qualify for enrollment into one of the academic colleges, are automatically placed in the Undeclared Program. No degrees are offered through the Undeclared Program. Undeclared students who have not declared a major by the time they complete 45 semester credits will be required to sign an institutional agreement with the Office of University Advising.

Provisional Admission Warning

Under special circumstances, students who do not qualify for enrollment into one of the academic colleges may be considered for provisional admission. New students who graduated from high school with an admissions index score below 90 may be considered provisionally. Provisional admission warning offers students a chance to prove themselves academically at the University.

Students who are admitted provisionally will have an academic standing of *provisional admission warning*, which is equivalent to academic warning (see page 61). After grades are posted at the end of the first semester, a student whose USU cumulative GPA is 2.0 or higher will be considered to be in *good standing*. A student whose USU cumulative GPA is less than 2.0 will be placed on *academic probation*.

Admissions Index

SAT CR+M	ACT Comp	GPA																													
		4.0	3.9	3.8	3.7	3.6	3.5	3.4	3.3	3.2	3.1	3.0	2.9	2.8	2.7	2.6	2.5	2.4	2.3	2.2	2.1	2.0	1.9	1.8	1.7	1.6	1.5	1.4	1.3	1.2	1.1
1600	36	142	140	138	136	135	133	131	129	128	126	124	122	121	119	117	115	113	112	110	108	106	105	103	101	99	97	96	94	92	90
1540	35	140	138	136	135	133	131	129	128	126	124	122	120	119	117	115	113	112	110	108	106	105	103	101	99	97	96	94	92	90	89
1490	34	138	136	135	133	131	129	128	126	124	122	120	119	117	115	113	112	110	108	106	105	103	101	99	97	96	94	92	90	89	87
1440	33	136	135	133	131	129	128	126	124	122	120	119	117	115	113	112	110	108	106	105	103	101	99	97	96	94	92	90	89	87	85
1400	32	135	133	131	129	128	126	124	122	120	119	117	115	113	112	110	108	106	104	103	101	99	97	96	94	92	90	89	87	85	83
1360	31	133	131	129	128	126	124	122	120	119	117	115	113	112	110	108	106	104	103	101	99	97	96	94	92	90	89	87	85	83	81
1330	30	131	129	127	126	124	122	120	119	117	115	113	112	110	108	106	104	103	101	99	97	96	94	92	90	88	87	85	83	81	80
1290	29	129	127	126	124	122	120	119	117	115	113	112	110	108	106	104	103	101	99	97	96	94	92	90	88	87	85	83	81	80	78
1250	28	127	126	124	122	120	119	117	115	113	112	110	108	106	104	103	101	99	97	96	94	92	90	88	87	85	83	81	80	78	76
1210	27	126	124	122	120	119	117	115	113	111	110	108	106	104	103	101	99	97	96	94	92	90	88	87	85	83	81	80	78	76	74
1170	26	124	122	120	119	117	115	113	111	110	108	106	104	103	101	99	97	96	94	92	90	88	87	85	83	81	80	78	76	74	72
1130	25	122	120	119	117	115	113	111	110	108	106	104	103	101	99	97	96	94	92	90	88	87	85	83	81	80	78	76	74	72	71
1090	24	120	119	117	115	113	111	110	108	106	104	103	101	99	97	95	94	92	90	88	87	85	83	81	80	78	76	74	72	71	69
1050	23	119	117	115	113	111	110	108	106	104	103	101	99	97	95	94	92	90	88	87	85	83	81	80	78	76	74	72	71	69	67
1020	22	117	115	113	111	110	108	106	104	103	101	99	97	95	94	92	90	88	87	85	83	81	79	78	76	74	72	71	69	67	65
980	21	115	113	111	110	108	106	104	103	101	99	97	95	94	92	90	88	87	85	83	81	79	78	76	74	72	71	69	67	65	64
940	20	113	111	110	108	106	104	103	101	99	97	95	94	92	90	88	87	85	83	81	79	78	76	74	72	71	69	67	65	64	62
900	19	111	110	108	106	104	102	101	99	97	95	94	92	90	88	87	85	83	81	79	78	76	74	72	71	69	67	65	63	62	60
860	18	110	108	106	104	102	101	99	97	95	94	92	90	88	87	85	83	81	79	78	76	74	72	71	69	67	65	63	62	60	58
820	17	108	106	104	102	101	99	97	95	94	92	90	88	87	85	83	81	79	78	76	74	72	71	69	67	65	63	62	60	58	56
770	16	106	104	102	101	99	97	95	94	92	90	88	86	85	83	81	79	78	76	74	72	71	69	67	65	63	62	60	58	56	55
720	15	104	102	101	99	97	95	94	92	90	88	86	85	83	81	79	78	76	74	72	71	69	67	65	63	62	60	58	56	55	53
670	14	102	101	99	97	95	94	92	90	88	86	85	83	81	79	78	76	74	72	71	69	67	65	63	62	60	58	56	55	53	51
620	13	101	99	97	95	94	92	90	88	86	85	83	81	79	78	76	74	72	70	69	67	65	63	62	60	58	56	55	53	51	49
560	12	99	97	95	94	92	90	88	86	85	83	81	79	78	76	74	72	70	69	67	65	63	62	60	58	56	55	53	51	49	47
510	11	97	95	93	92	90	88	86	85	83	81	79	78	76	74	72	70	69	67	65	63	62	60	58	56	54	53	51	49	47	46
430	10	95	93	92	90	88	86	85	83	81	79	78	76	74	72	70	69	67	65	63	62	60	58	56	54	53	51	49	47	46	44
400	9	93	92	90	88	86	85	83	81	79	78	76	74	72	70	69	67	65	63	62	60	58	56	54	53	51	49	47	46	44	42
380	8	92	90	88	86	85	83	81	79	77	76	74	72	70	69	67	65	63	62	60	58	56	54	53	51	49	47	46	44	42	40
350	7	90	88	86	85	83	81	79	77	76	74	72	70	69	67	65	63	62	60	58	56	54	53	51	49	47	46	44	42	40	38
320	6	88	86	85	83	81	79	77	76	74	72	70	69	67	65	63	62	60	58	56	54	53	51	49	47	46	44	42	40	38	37
290	5	86	85	83	81	79	77	76	74	72	70	69	67	65	63	62	60	58	56	54	53	51	49	47	46	44	42	40	38	37	35

Updated February 2009

Undergraduate Admission

Students admitted provisionally are advised through the Office of University Advising, located in Taggart Student Center Room 304. Provisionally admitted students must sign an institutional agreement with the Office of University Advising, indicating that they are fully aware of the provisions associated with their admission.

Declaring a Major

When a student has demonstrated an ability to maintain a GPA appropriate for the intended major, the student may submit a *Change of Matriculation* form through the Registrar's Office. It is the *student's responsibility*, in consultation with an advisor, to complete all necessary paperwork.

Nontraditional Admission

An applicant who is not a high school graduate may be considered for admission by presenting satisfactory evidence of ability to do university work. This evidence may be demonstrated by scores on the General Education Development Test (GED). Admission will *not* be offered *unless* a student has a high school diploma or a GED Test score of 550 (equivalent to 55) or higher *and* passes *all* subtests. (Students in this category include those whose high school class has graduated and those over the age of 18.) Students must also take the ACT/SAT if not previously taken. If the student has been out of high school for seven years or more, this requirement is waived.

Transfer Student Admission

Transfer students with at least 24 semester credits earned at another regionally accredited institution must meet the minimum GPA requirement for their desired major. Minimum GPA requirements may be found in the major requirement sheets at:

<http://www.usu.edu/majorsheets/>

Applicants whose GPA does not meet the requirements of their desired major may be offered an "undeclared" major, if they have at least a 2.2 GPA and fewer than 60 transfer credits. Applicants with at least a 2.0 GPA may be admitted into provisional admission warning at one of Utah State's Regional Campuses or Distance Education centers located throughout the state. Transfer students with less than 24 semester transfer credits will be evaluated based on their high school GPA and ACT or SAT score.

Transfer Student Application Materials

1. Application for Undergraduate Admission and Scholarships
2. Nonrefundable \$40 Application Fee (\$55 if late)
3. Official college transcript(s) from all institutions previously attended

(Note: If less than 24 transferable college credits have been earned, then high school transcript and ACT or SAT scores are also required.)

Transcripts submitted for admission become the property of the University and are not returned.

Transfer Student Application Deadlines

Admissions applications are accepted *after* posted deadlines with an *additional \$15 late fee*. Scholarship consideration is given *only* to fall semester applicants.

Fall Semester—July 1

(Final scholarship deadline is April 1.)

Spring Semester—November 1

Summer Semester—April 1

Transfer Student Admission Deferment

Transfer students who wish to defer their start date to a later semester may do so (without reapplying) by submitting an *Admission Deferment Application* to the Admissions Office. For further information, see *Admission Deferment* information on page 31.

Credit Transfer Policy

At its discretion, the University may accept transfer credit from accredited and nonaccredited institutions and miscellaneous sources. These may include:

- (1) accredited institutions, (2) foreign universities, (3) U.S. military credit for approved job and educational experiences, (4) credit by examination, and (5) miscellaneous sources, such as internships and nontraditional learning experiences. Further details about these sources are shown below.

The following evaluation criteria for acceptance will be used:

- (1) accreditation status of the institution, (2) recognized national standards published by the American Association of Collegiate Registrars and by the American Council on Education, (3) guidelines given by the State Board of Regents (including guidelines for CLEP and AP credit), and (4) recommendations given by various University units having appropriate academic competence, including the Faculty Senate, as well as college and departmental curriculum committees.

Acceptance of credit should *not* be confused with its application.

Transfer credit may or may not apply to the graduation requirements of Utah State University, regardless of the number of credits transferred.

Credit other than that intended wholly to meet the General Education requirements of the receiving institution will be applied on the basis of the appropriateness of credit to a particular institution's specific degree program requirements as determined by the receiving institution. At Utah State University, coursework acceptability will be determined by the student's major department.

Credit for quarter courses numbered 100 or above, or for semester courses numbered 1000 or above, earned in the Utah System of Higher Education (USHE) is transferable within the System and will be carried on the student's transcript by the receiving institution.

In order to transfer credit to Utah State University, official transcripts of credit must be submitted to the Admissions Office. Submitted transcripts become the property of Utah State University, and will not be returned. Transcripts from *all* institutions previously attended are required.

Students who transfer to USU and have an Associate of Arts or an Associate of Science degree (or have completed the General Education requirements) from one of the approved transfer institutions will be deemed as having satisfied the General Education portion of the University Studies requirements. However, the Depth Education requirements (shown on pages 70-75) must still be completed. A list of approved transfer institutions is shown on page 33.

When a student transfers *without* an Associate of Arts or Associate of Science degree *or* meets the General Education requirements of an institution not offering the Associate of Arts or Associate of Science degree by earning a 60 to 63 semester credit hour diploma, a registrar's certification that the transferring student has completed baccalaureate-level General Education requirements at the sending institution will be accepted by the receiving USHE institution in lieu of the AA/AS degree. The registrar at the sending institution will forward to the receiving institution an up-to-date description of the General Education requirements.

Undergraduate Admission

Students who transfer to Utah State University with *less than an Associate Degree* (and have not completed General Education requirements) **or** with an Associate of Applied Science Degree will have their General Education courses evaluated on a course-by-course basis and may be required to take any additional courses necessary to satisfy the General Education requirements at Utah State University. However, if these students have taken equivalent General Education courses at the sending institution, these courses will be accepted toward satisfying General Education requirements at Utah State University.

Courses approved as fulfilling General Education requirements at a USHE institution will be acceptable to Utah State University as satisfying comparable General Education requirements. Acceptability of General Education coursework from other institutions will be determined by the student's major department at Utah State University.

Approved Transfer Institutions

The General Education portion of the University Studies requirements may be satisfied by an Associate of Arts or Associate of Science degree from one of the following approved transfer institutions. A registrar's certification, stating that the student has completed the General Education requirements of one of these transfer institutions, may also be acceptable. However, Utah State University will require students to satisfy the Breadth American Institutions requirement, if an equivalent course has not been completed. Also, students must satisfy any deficiencies in General Education requirements, including Communications Literacy; Quantitative Literacy; and Breadth courses in the Creative Arts, Humanities, Life Sciences, Physical Sciences, and Social Sciences categories. USU advisors reserve the right to review the student's associate degree to determine which additional courses may be required for meeting these deficiencies.

Utah

Brigham Young University
College of Eastern Utah
Dixie State College of Utah
LDS Business College
Salt Lake Community College
Snow College
Southern Utah University
University of Utah
Utah Valley University
Weber State University
Westminster College

Hawaii

Brigham Young University (Hawaii)

Idaho

Boise State University
Brigham Young University (Idaho)
College of Southern Idaho
Idaho State University

Wyoming

Northwest College
Western Wyoming Community College

Students who transfer from an institution that is not listed above will have their General Education coursework evaluated by the appropriate academic department at Utah State University.

For an institution to be considered for inclusion in the above articulation agreements, the institution's General Education requirements must be reviewed and approved by both the USU General Education Subcommittee and the Educational Policies Committee. Institutional representatives should submit their requests, along with a copy of their institution's catalog, to: John Mortensen, Registrar's Office, Utah State University, 1600 Old Main Hill, Logan UT 84322-1600.

Articulation Agreements

Utah State University maintains annual course-by-course articulation agreements with the following institutions:

Boise State University
Brigham Young University
Brigham Young University (Hawaii)
Brigham Young University (Idaho)
College of Eastern Utah
College of Southern Idaho
Dixie State College of Utah
Idaho State University
LDS Business College
Northwest College
Salt Lake Community College
Snow College
Southern Utah University
University of Utah
Utah Valley University
Weber State University
Western Wyoming Community College
Westminster College

These course-by-course agreements show how courses taken at these institutions will be accepted and applied at Utah State University.

In addition to the course-by-course articulations, Utah State maintains general education articulation agreements with the same institutions as listed above. These agreements show how individual courses taken at these institutions will meet Utah State's University Studies requirements.

These articulation agreements, as well as additional information about transferring to Utah State University, can be found at the Transfer website: <http://www.usu.edu/transfer/>

Guidelines for Transferable Credit

Transfer credit earned at institutions that are accredited by one of the six regional accrediting associations will be accepted if the work is parallel in nature to programs offered at Utah State University.

The six regional accrediting associations are: (1) Middle States Association of Colleges and Schools, Commission on Higher Education (MSA); (2) Northwest Commission on Colleges and Universities (NWCCU); (3) North Central Association of Colleges and Schools, Higher Learning Commission (NCA); (4) New England Association of Schools and Colleges, Inc., Commission on Institutions of Higher Education (NEASC-CIHE); (5) Southern Association of Colleges and Schools, Commission on Colleges (SACS); and (6) Western Association of Schools and Colleges, Accrediting Commission for Senior Colleges and Universities (WASC-ACSCU).

Undergraduate Admission

Utah State University *may* award credit for academic work completed at institutions that are not regionally accredited if the courses:

1. articulate to University Studies or General Education requirements at USU,
2. correspond to recognized standards published by the American Association of Collegiate Registrars and Admissions Officers (AACRAO) and the American Council on Education (ACE), or
3. are approved by the department and college in which the subject matter is taught at Utah State University.

Utah State University does *not* accept transfer credit from nonregional-accredited institutions in those cases where USU lacks an academic unit to evaluate such transfer credit.

Subcollege-level courses which are developmental, remedial, or preparatory are *not transferable*.

Vocational-technical courses are generally *not transferable*. Exceptions may be made by individual departments if the coursework is pertinent to the student's major.

Religion courses are generally *not transferable*. These courses will be evaluated based on the particular orientation of the course. In order to be considered, courses in religion must be listed on an official transcript from a regionally accredited institution.

Credit may be transferred from recognized international universities. Transcripts or documented evidence (translated into English) must be presented, indicating successful completion of coursework. Courses must be consistent in level, duration, and content with courses offered at American universities. For further information about the transferability of international credit, contact the Office of International Students and Scholars, Taggart Student Center 313, (435) 797-1124.

Subject to evaluation by Utah State University, to ensure credit is granted in accordance with USU policies, credit may be earned through the College-Level Examination Program (CLEP), DANTES Subject Standardized Tests (DSST), and International Baccalaureate Organization (IBO) examinations *or* by taking Advanced Placement (AP) examinations while a student is in high school. For further information about these examinations, see the *Credit by Examination and Advanced Coursework* section of this catalog on pages 40-45.

For further information about transfer credit evaluation and articulation, visit the Transfer website at: <http://www.usu.edu/transfer/>

Military Credit

The University may grant elective credit to students currently enrolled at the University who have served in the armed forces. The number of elective credits granted depends upon the length of military service.

Length of Active Duty	Elective Credits
Six months to one year	4
More than one year	10
Qualifying for a commission	12

Other military credit may be accepted for transfer, if such credit meets University requirements. The *Guide to the Evaluation of Educational Experiences in the Armed Services* is used by articulation personnel in the Registrar's Office for determining transfer of credit.

Qualified applicants must submit the form DD214, form DD295, or an AARTS/SMART transcript to the Admissions Office. Credits are then

evaluated for acceptance *only* when a Military Credit Evaluation form is submitted to articulation personnel in the Registrar's Office. The form and instructions can be found online at:

<http://www.usu.edu/registrar/forms>

AARTS/SMART Transcripts

Students who are eligible for an AARTS or SMART transcript should provide the Admissions Office with one of these, *instead of* the DD214 or DD295 form. For more information and to order transcripts online, visit the following websites:

Army (AARTS): <http://aarts.army.mil/index.htm>

Navy (SMART): <https://smart.navy.mil/smart/welcome.do>

Readmission

Students who were in attendance the previous spring semester are not required to reapply for fall semester unless the student withdrew from the University or if academic action (warning, probation, or suspension) or graduation occurred at the conclusion of the spring semester. Former students of the University returning after an absence of one year or longer are required to file an application for readmission, unless a *Leave of Absence* form was filed.

Returning USU Student Admission Requirements

Applicants must meet the minimum GPA requirement for their desired major. Minimum GPA requirements may be found in the major requirement sheets at:

<http://www.usu.edu/majorsheets/>

Applicants whose GPA does not meet the requirements of their desired major may be offered an "undeclared" major, if they have at least a 2.2 GPA and fewer than 60 transfer credits. Applicants with at least a 2.0 GPA may be admitted into provisional admission warning at one of Utah State's Regional Campuses or Distance Education centers located throughout the state.

Returning USU Student Application Materials

1. Application for Undergraduate Admission and Scholarships
2. Nonrefundable \$20 Application Fee (\$35 if late)
3. College transcript(s) (from colleges attended since USU)

Returning USU Student Application Deadlines

Fall Semester—July 1

Spring Semester—November 1

Summer Semester—April 1

Academic Action Readmission Deadlines

Students who desire to be readmitted following academic action (probation, suspension, or dismissal), must apply by April 1 in order to be considered for admission to summer semester, by July 1 in order to be considered for admission to fall semester, or by October 1 in order to be considered for admission to spring semester.

Readmitted Student Admission Deferment

Readmitted students who wish to defer their start date to a later semester may do so (without reapplying) by submitting an *Admission Deferment Application* to the Admissions Office. For further information, see *Admission Deferment* information on page 31.

Residency Policy and Appeal

Persons who have been classified as nonresident students and who feel they now satisfy the requirements for Utah Resident Status for Tuition Purposes must file an application with the Residency Office, Taggart Student Center 102. Applications are processed each semester. The deadline is *no later than the end of the third week of the semester*. Applications received after this deadline will be considered for the next semester. The application will not be processed until the student is admitted to the University. There is no application fee.

If an application is denied by the Residency Office, the student may appeal to the Residency Appeals Committee *no later than the 20th calendar day of the semester*. Appeals cannot be considered after this deadline.

To qualify for Utah resident status for tuition purposes, a person is required to:

1. Be a U.S. citizen or have permanent resident status.
2. Document living in Utah for 12 continuous months, as a student or working.
3. Not be claimed as a dependent on tax returns by anyone who is not a resident of Utah.
4. Obtain a Utah vehicle registration, voter registration, and driver's license *at least three months* prior to submitting an application for residency.

Each person who applies for Utah resident status for tuition purposes is considered on the totality of evidence. Based upon review of each application, additional documentation may be required, including Utah voter registration, evidence of employment in Utah, proof of payment of Utah income taxes for the previous year, Utah vehicle registration, etc.

Persons having questions about a specific situation (not covered by the information above) should contact the Admissions Office.

Exceptions

Provisions in the law enable a person to be granted Utah residency for tuition purposes as an *exception* to the regulations listed above. A few exceptions are listed below, but students should contact the Admissions Office for more information regarding requirements and restrictions for each exception.

1. Dependent children and spouses of those who obtain full-time employment and move to Utah.

2. Certain individuals recruited or transferred to Utah with full-time employment.
3. Dependent persons having a parent who has been a legal resident of Utah for at least one year.
4. Persons who marry a Utah resident. (The spouse must have been a Utah resident *before* the marriage.)
5. Active-duty military personnel with current duty station in Utah can pay resident tuition while they are stationed in Utah. Also, there are some exceptions for certain military members who are deployed while attending school.
6. Native Americans who are registered on the tribal rolls of tribes whose lands are contiguous to Utah. (Documentation is required.)

Other requirements may apply. For further residency information, contact the USU Admissions Office, Taggart Student Center 102, (435) 797-1079, or visit:
<http://www.usu.edu/admissions/information/residency.cfm>

The residency application is available for download at:
<http://www.usu.edu/admissions/information/residency.pdf>

Note: Western Undergraduate Exchange (WUE) students *are not eligible* to establish residency for tuition purposes. Time in state and/or credits earned while on WUE *will not* count toward residency.

Other Admissions Information

Veterans Educational Benefits

Veterans or qualified dependents of disabled or deceased veterans who may be eligible for Veterans Educational Benefits should contact the Office of Veterans Services, or telephone (435) 797-1102 for information concerning their educational benefits. Veterans or eligible dependents must make application for admission and be matriculated in a degree program.

Western Undergraduate Exchange

Utah State University participates in the Western Undergraduate Exchange (WUE), a program of the Western Interstate Commission for Higher Education (WICHE). Through WUE, certain students who are not residents of the State of Utah may enroll at Utah State University by paying resident tuition plus 50 percent of that amount (plus other fees that are paid by all students). For further information, see WUE text in the *Financial Aid and Scholarship Information* section, page 49.

International Student Admission

For information about admission procedures for international students, see pages 38-39.

Graduate Admission

Dean of School of Graduate Studies: Byron R. Burnham

Location: Main 164

Phone: (435) 797-1189

FAX: (435) 797-1192

WWW: <http://www.usu.edu/graduateschool/>

E-mail and Informational Links:

<http://www.usu.edu/graduateschool/contact/>

Admission Requirements

The School of Graduate Studies requirements for admission to a graduate degree program are as follows:

1. A bachelor's degree (or, for most doctoral programs, a master's degree) that will be completed *before* the student matriculates in the degree program.
2. A 3.0 or higher grade point average on the student's last 60 semester or 90 quarter credits.
3. A score or scores at or above the 40th percentile on the appropriate admissions test.
4. Satisfactory letters of recommendation.

Requirements *in addition* to those listed above may apply, as determined by the department into which the student desires to matriculate.

Application Procedures

Application-for-admission forms are obtained online at:

<http://www.usu.edu/graduateschool/apply/>

Before the student's application will be considered complete and ready for review by the School of Graduate Studies, the following items must be received by the Graduate School:

1. A completed online **application form** accompanied by the nonrefundable **\$55 application fee**, which is required for both international and domestic students.
2. An **official transcript from each previously attended college and/or university** (except USU), which must be sent directly from each institution to the USU School of Graduate Studies. Transcripts must be submitted for **all** coursework above the high-school level and **all** prior degrees. Transcripts accumulated on one record are not acceptable. Transcripts not in English must be accompanied by a notarized translation. Transcripts submitted as application credentials become the property of the School of Graduate Studies and will not be copied for or returned to the applicant. A bachelor's degree from an accredited college or university with a minimum 3.0 GPA for the last 90 quarter or 60 semester credits earned, is required.
3. **Score(s) on the appropriate admissions test(s)** sent directly to the School of Graduate Studies by the testing agency. Most departments require Graduate Record Examination (GRE) scores; however, the General Management Test (GMAT) or the Miller Analogy Test is acceptable for some master's degree programs. (For further details, see the *Admissions Tests* information shown on this page.)

4. **Three letters of recommendation**, each of which must address the applicant's potential for success in the proposed graduate degree program. If the applicant has been enrolled in school during the last five years, *at least two* of the letters must come from persons who are familiar with, and can make an authoritative assessment of, the applicant's recent academic progress and success. **Recommender names and e-mail addresses are required on the online application.** Once a prospective student has completed the online application with the fee paid, the School of Graduate Studies will notify the applicant's recommenders to send their letters electronically.

Application Target Dates

Completed application forms, transcripts, letters of recommendation, test scores, and the application fee should be submitted on or before the following dates (some departments have earlier deadlines; see departmental descriptions). It may not be possible to process applications for the following semester when they are submitted after the target date.

March 15 for summer semester

June 15 for fall semester

October 15 for spring semester

As soon as an application is complete, a recommendation is made by the appropriate department to the graduate dean, who must approve all admissions. **No notification of acceptance or rejection other than that from the graduate dean is official.**

Summer Semester Admission

The summer semester consists of two one-week presessions for workshops and short special programs, an eight-week semester of regular coursework, and a postsession of one week for workshops and seminars. Nonresident students pay *only* resident tuition for summer semester credits. All summer semester students are eligible to register the following fall semester. For information regarding deadlines, students should contact the department to which they plan to apply.

Admissions Tests

An admission test is required of all applicants. Scores at or above the 40th percentile are required by the School of Graduate Studies. Departments may set higher criteria. Most applicants must take the Graduate Record Examination (GRE) general test (minimum of 40th percentile on the verbal and quantitative tests). At this time, the School of Graduate Studies *does not require* the Analytical Writing Score. However, since some departments may require the Analytical Writing Score, students should abide by the requirements of the department to which they are applying. Some departments will accept the Miller Analogies Test (MAT) for master's degree applications. Applicants to the Master of Business Administration, the MS in Management Information Systems, and Master of Accounting programs are required to take the Graduate Management Admission Test (GMAT). Registration forms for the GRE and the GMAT are available at the School of Graduate Studies. Applicants should request that their test report be sent directly to the School of Graduate Studies. The official test report must be received before an application is considered complete.

Concurrent Degrees

If a student wishes to be considered for two degree programs, an application should be submitted for the first degree program. If admission is granted, the student may then apply for a second degree program after submitting a letter from the head of the department to which the student has been admitted. The letter should indicate that the department has no objection to the student applying for the second degree program. This application process applies to both separate and concurrent degree programs (see *Concurrent Degrees*, pages 119-120).

Bachelor's Degree Requirement

A bachelor's degree from an accredited U.S. college or university or a similarly recognized international university is required for admission to a graduate program. Three-year bachelor's degrees from accredited or similarly recognized institutions are accepted with the endorsement of the academic department in which the student wishes to study.

International Applicants

International applicants from non-English-speaking countries must demonstrate competency in the English language. A minimum score on the Test of English as a Foreign Language (TOEFL) of 550 (paper based), 213 (computer based), or 79 (Internet based), or the equivalent score of 6.0 on the International English Language Testing System (IELTS) satisfies this requirement. Both tests are valid for only two years. If an international applicant has a degree from a university in an English-speaking country, the TOEFL is not required.

An applicant who is admitted with a TOEFL (or IELTS) score below the required minimum, and who has not obtained a degree in an English-speaking country, must take the English Language Placement Test given by the Intensive English Language Institute (IELI) at USU. The test must be taken before a student is allowed to register. The results of the exam are used to place students into one of three categories: (1) full-time study of English in the Intensive English Language Institute; (2) a combination of English-language study and academic study, if approved by the IELI director, the student's advisor, and the graduate dean; or (3) full-time academic studies. Students placed in the Intensive English Program must remain in the program until the required English proficiency is attained. Those in category (1) are not allowed to register for non-IELI classes.

International students must also submit an I-20 application form and a financial guarantee. Because of immigration regulations, international students cannot be admitted to provisional matriculation.

Program Continuity

A fee of \$20 is charged if a student begins a graduate program before or after the semester for which he or she was accepted. If a graduate student's attendance is postponed for more than one semester, the

department or the School of Graduate Studies may require the student to reapply for admission.

Multiple Degree Programs

With the approval of the cooperating departments and the graduate dean, students may pursue more than one degree program.

An applicant should apply for admission to the first degree program. If admission is granted, the student may then apply for a second degree program, after submitting a letter from the head of the department to which the student has been admitted. The letter should indicate that the department has no objection to the student applying for the second degree program.

Transfer and Nonmatriculated Credits

Provided USU residency requirements (see specific credit requirements under each degree) will be met, a student's supervisory committee may recommend transfer of graduate credits earned at another accredited institution, including credits with earned *P* grades. The credits must *not* have been used for another degree. Only 12 semester credits may be transferred into a graduate program at USU. Credits with *P* grades may be transferred *only* with committee approval. Transfer credits *cannot replace* required residency credits. Transfer credits are subject to approval of the supervisory committee and the dean of the School of Graduate Studies. Credits more than eight years old may not be acceptable (see *Time Limit* section, page 112). Transfer credits will be shown on official USU transcripts upon completion of the degree. These stipulations apply to nonmatriculated credits.

No more than 12 credits taken at USU or another institution *prior to matriculation at USU* may be used in a program of study.

Residency Requirement

At least 24 semester credits for a master's degree must be from a supervisory committee- and SGS-approved Program of Study from Utah State University. Furthermore, any allowed transfer credits cannot replace required residency credit.

For the PhD, a minimum of 33 USU credits from an approved Program of Study is required. At least three semesters, two of which must be consecutive, of full-time registration in residency at USU are required.

For the EdD, a minimum of 39 USU semester credits from an approved program of study is required. At least three semesters must be full-time registration in residence at USU; none of the semesters need to be consecutive, but two full-time semesters must be taken on campus prior to dissertation credit. Some departments also have language requirements.

International Student Admission and Programs

Director of the Office of International Students and Scholars:

Jeannie Pacheco

Location: Taggart Student Center 313

Phone: (435) 797-1124

FAX: (435) 797-3522

E-mail: iss@aggiemail.usu.edu (prospective students/
admissions questions)

E-mail: oiss@aggiemail.usu.edu (current students)

WWW: <http://www.usu.edu/oiss/>

The Office of International Students and Scholars (OISS) is committed to providing quality services to international students, scholars, and their families, and helping them to succeed, both academically and personally, in a caring and nurturing environment. OISS provides leadership and support to enhance the academic, social, and personal interactions of students and scholars while at USU, in the Logan community, and beyond. These services include, but are not limited to, international admissions, academic and cultural orientation programs, general advising, transportation, conflict resolution and mediation, immigration matters including SEVIS, peer mentoring, and cultural events planning. OISS also provides referrals to other campus units, including Student Health and Wellness Center, Counseling Center, Academic Resource Center, the Office of University Advising, the Office of Retention and First-Year Experience, Housing Services, Dining Services, Intensive English Language Institute, Registrar's Office, Cashiers Office, Student Employment, and Career Services, to ensure academic success through graduation.

Undergraduate Admission Requirements

International Undergraduate Student Admission

The following fees, documents, and information should be submitted to OISS four months (January 15, summer semester; April 15, fall semester; September 15, spring semester) prior to the beginning of the semester for which an international student wishes to be considered for admission:

1. Utah State University international application for admission and a \$50 nonrefundable application fee. Applications submitted after the recommended filing date will be charged an additional \$15 nonrefundable late fee.
2. Official transcripts and certificates or certified true copies for each secondary school, college, and university attended with official English translation of all documents.
3. Evidence of financial capability must be provided with the application, as specified on the application form.
4. International students must be proficient in the use of English. Proficiency is determined for undergraduates by a minimum TOEFL score of 500 on the manual (paper/pencil) test, 173 on the computerized test, 61 on the iBT (Internet-based TOEFL), a minimum IELTS score of 5.0, a Michigan test score of 80, or by passing level 4 (advanced level) of the Intensive English program at Utah State University.

Qualified students in level 4 (advanced level) of Intensive English may take one or more academic courses if approved by the Intensive English faculty and their academic advisor. Audited courses are not recognized by the U.S. Citizenship and Immigration Services (USCIS) toward the requirement of carrying a full course of study.

Failure to carry a full course of study (at least 12 credits per semester for undergraduates), failure to make satisfactory progress toward the receipt of an undergraduate or advanced degree, or failure to comply with any other immigration requirements for students attending USU will be grounds for suspension or dismissal in accordance with existing University policy.

For further information about undergraduate admission, see pages 30-35. See pages 62-63 for explanations of University policies concerning academic suspension and dismissal.

SEVIS

SEVIS is an Internet-based system that allows schools and the U.S. Citizenship and Immigration Services (USCIS) to exchange data on the visa status of international students. Accurate and current information is transmitted electronically throughout an F-1 or J-1 student's academic career and throughout a J-1 scholar's stay in the United States. U.S. embassies and consulates will also have access to SEVIS.

The University is committed to assisting students in the following ways, to prevent status violations from occurring:

1. OISS will require mandatory orientation programs for all newly enrolled international students. The new rules and regulations will be thoroughly discussed and explained.
2. OISS will offer orientation for all newly arrived international scholars.
3. Informational sessions will be offered throughout the semester for students and scholars who are already on campus.

International Scholarships

Utah State University offers a limited amount of scholarships to international students. For more information, visit the OISS website: <http://www.usu.edu/oiss/>

Transfer Student Admission

Applicants with at least 24 semester credits earned at another recognized institution will be admitted if they have a transfer GPA of 2.50 or higher. Those transfer students having a GPA between 2.20 and 2.49 will be considered on an individual basis. Many USU undergraduate majors require a higher GPA for admission. For specific GPA requirements, refer to this catalog or consult the departments. In cases where the student is admissible to the University but does not meet the minimum GPA requirement for admission to the desired major, admission will be offered as an "undeclared" major. Applicants having fewer than 24 semester transfer credits must submit an official high school transcript (including a translated version). Official transcripts of credit must accompany applications for admission when submitted by students who have attended other collegiate institutions. Transcripts submitted for admission become the property of the University and are not returned. *Transcripts from all institutions previously attended are required (including a translated version)*. At its discretion, the University may accept transfer credit from accredited and nonaccredited institutions and miscellaneous sources. **Acceptance of credit should not be confused with its application. Transfer credit may or may not apply to the graduation requirements of an institution, regardless of the number of credits transferred.** Students who would like their college or university work considered for transfer credit must include a course syllabus or description (translated into English) of this work.

See pages 32-34 for more information about transfer student admission.

International Student Admission and Programs

Readmission

Students who were in attendance the previous spring semester are not required to reapply for fall semester unless the student withdrew from the University or if academic action (probation or suspension) or graduation occurred at the conclusion of the spring semester. Former students of the University returning after an absence of one year or longer are required to file an application for readmission, unless a *Leave of Absence* form was filed.

Additional information about readmission of returning USU students is shown on page 34. The policy regarding leave of absence is explained on page 58 (undergraduate) and page 115 (graduate).

International Baccalaureate

USU recognizes the International Baccalaureate diploma and awards credits for General Education requirements, excluding the Breadth American Institutions, Communications Literacy, and mathematics Quantitative Literacy requirements necessary for graduation.

Students who have *not* completed the International Baccalaureate diploma may receive 3 or more credits for scores of 4 to 7 on standard-level or higher-level exams, up to a maximum of 30 credits.

If, prior to (or after) taking an IBO examination, a student receives credit (including AP credit) **for any coursework equivalent to the subject matter** of an IBO examination, the credits earned for the course will be deducted from the credits awarded for the examination.

Further information about the International Baccalaureate Organization (IBO), as well as information about the number and type of USU credits awarded for standard-level and higher-level scores on individual IBO tests, is shown on pages 43-44.

Graduate Admission

Any student who has graduated from USU or any other university must apply to the School of Graduate Studies for admission and present two copies of official transcripts. Refer to the *Graduate Admission* section of this catalog on pages 36-37 for further information.

Required New International Student Orientation

Newly admitted or readmitted students must participate in New International Student Orientation. This orientation is designed to assist students in making a successful transition to USU. In addition to registering for classes, students have the opportunity to receive individual advice about degree requirements, as well as vital information about immigration, health insurance, housing, student services, campus life, and athletics. This orientation also gives students a chance to make new friends. New and returning international students should be aware that a *registration hold* will be placed on their file until some form of orientation is completed. After admission to USU, students will receive information about New International Student Orientation.

New students who are required to take the IELI Placement Examination will be able to schedule an appointment at the orientation.

For further information, contact OISS by phone at (435) 797-1124 or by e-mail at iss@aggiemail.usu.edu.

Undergraduate Graduation Requirements

For further information, refer to pages 76-79 in this catalog.

Intensive English Language Institute

The Intensive English Language Institute (IELI) is an academic program in the College of Humanities, Arts, and Social Sciences. IELI teaches international students, residents, and refugees the English skills and cultural knowledge they need to be successful university students. IELI also trains international teaching assistants (ITAs) for USU. Information about the ITA training is available through the School of Graduate Studies. The IELI program accepts students seeking a degree at Utah State University, as well as students who want to study English for personal or professional reasons. Students may enroll to study *only* English.

Undergraduate students who apply to USU without a TOEFL score of at least 500 paper/pencil or at least 61 iBT (Internet-based test), or a minimum IELTS score of 5.0; and graduate students applying without a minimum TOEFL score of 550 paper/pencil or 79 iBT (Internet-based test), or a minimum IELTS score of 6.0, must take the IELI Placement Examination, given the first day of each semester, including the first day of the IELI summer session. Based on the examination results, students will be required to study in the IELI or exempted from further study and permitted to take classes in their major fields. For additional information, contact the Intensive English Language Institute (IELI) office by phone at (435) 797-2081 or by e-mail at: ieli@aggiemail.usu.edu. Also, see the *Intensive English Language Institute* section of this catalog (page 313). **Note:** The minimum TOEFL and IELTS scores acceptable for undergraduate students entering USU during the 2010-2011 academic year will be raised to 525 paper/pencil, iBT 71, and IELTS 6.0 (with a minimum of 5.0 on each sub-scale).

Summer Full-time Status

To be considered as full-time students during the summer, international students may *not* take all of their courses during one short-term session. More specifically, international students must spread their credit load throughout the summer by taking a minimum of one course during the first four-week session and a minimum of one course during the eight-week session. Undergraduate students must complete a minimum of 12 credits, and graduate students must complete a minimum of 9 credits. A maximum of 3 credits of distance education (online or independent study classes) may count toward the 9- or 12-credit requirement per semester.

Special Programs

Community and University Friends of International Students and Scholars (CUFISS)

CUFISS is a collaboration between the University and community which helps facilitate with activities, as well as with cultural and educational opportunities. For additional information, contact OISS by phone at (435) 797-1124 or by e-mail at iss@aggiemail.usu.edu.

Study Abroad Programs

The USU Study Abroad Office provides information on a range of programs offering opportunities for study all over the world. USU offers many study abroad exchanges for a semester, academic year, or summer term in conjunction with other universities. Students can complete major or minor requirements while on study abroad. For further information, refer to pages 85-86 in this catalog.

Credit by Examination and Advanced Coursework

Advanced Placement (AP)

Advanced Placement examinations are offered at the high school level only. A number of examination areas are available; not all high schools offer all available AP examinations. Generally, the major areas chosen include English, American history, mathematics, chemistry, and physics.

Examinations are scored on a one-to-five scale. Students may receive 3 to 10 credits for a composite score of 3, 4, or 5 on any Advanced Placement examination. Earned credits may be applied toward the University Studies requirements, and may also be accepted as equivalent to specific courses. This information is summarized below.

AP Score	USU Credits Granted
0, 1, or 2	0
3, 4, or 5	3 to 10

Other institutions have policies differing from those of USU regarding AP scores and credits granted for those scores. For transfer students with less than an associate degree, AP credit posted to another institution's transcript is reevaluated based on USU's standard.

If, prior to (or after) taking an AP examination, a student receives credit for any coursework equivalent to the subject matter of an AP examination, the number of credits earned for the course will be deducted from the credits awarded for the examination.

To ensure that AP credits will be posted to their transcripts, students are responsible to submit their AP scores to the Admissions Office, Taggart Student Center 102. Efficient posting of AP credits helps advisors counsel students about requirements.

For further information regarding credits granted for AP examinations, contact the Registrar's Office, (435) 797-1081.

AP Tests Taken Prior to Fall 2007

For historical data on how credits were accepted prior to Fall 2007, contact the Registrar's Office at (435) 797-1081.

Advanced Placement (AP) Credit Allocation

AP Test	Score	Credits	USU Credit Awarded
Art History	3-4	6	[ARTH 2710 (BHU) (3) or ARTH 2720 (BHU) (3)] + 3 elective credits
	5	6	ARTH 2710 (BHU) (3) + ARTH 2720 (BHU) (3)
Biology	3-5	6	3 (BLS) credits + 3 elective credits
Calculus AB	3	6	3 (QL) credits + 3 elective credits
	4-5	6	MATH 1210 (QL) (4) + 2 elective credits
Calculus BC	3-4	6	MATH 1210 (QL) (4) + 2 elective credits
	5	8	MATH 1210 (QL) (4) + MATH 1220 (QL) (4)
Chemistry	3-4	6	CHEM 1210 (4) + 2 (BPS) credits* (satisfies BPS requirement)
	3-4	6	CHEM 1110 (BPS) (4) + 2 elective credits or Placement*
	5	8	CHEM 1210 (4) + CHEM 1220 (BPS) (4)
Chinese Language & Culture	3-5	10	CHIN 1010 (5) + CHIN 1020 (5)
Computer Science A	3-5	3	3 elective credits

Computer Science AB	3-5	6	CS 3410 (DSC/QI) (3) + 3 elective credits
English Language	3-5	6	3 (CL1) credits + 3 elective credits
English Literature	3-5	6	3 (BHU) credits + 3 (CL1) credits
Environmental Science	3-5	3	3 (BLS) credits
European History	3-5	6	HIST 1110 (BHU) (3) + 3 elective credits
French Language	3-5	8	FREN 1010 (4) + FREN 1020 (4)
French Literature	3-5	6	6 elective credits
German Language	3-5	8	GERM 1010 (4) + GERM 1020 (4)
Government & Politics: Comparative	3-5	3	POLS 2200 (BSS) (3)
Government & Politics: United States	3-5	3	POLS 1100 (BAI) (3)
Human Geography	3-5	3	GEOG 1400 (BSS) (3)
Italian Language & Culture	3-5	8	ITAL 1010 (4) + ITAL 1020 (4)
Japanese Language & Culture	3-5	10	JAPN 1010 (5) + JAPN 1020 (5)
Latin Literature	3-4	6	LATN 1010 (5) + 1 elective credit
	5	10	LATN 1010 (5) + LATN 1020 (5)
Latin: Vergil	3-4	6	LATN 1010 (5) + 1 elective credit
	5	10	LATN 1010 (5) + LATN 1020 (5)
Macroeconomics	3-5	3	ECN 1500 (BAI) (3)
Microeconomics	3-5	3	APEC/ECN 2010 (BSS) (3)
Music Theory	3-5	6	MUSC 1010 (BCA) (3) + 3 elective credits
Physics B	3	6	3 (BPS) credits + 3 elective credits
	4-5	6	PHYS 2110 (4)** or PHYS 2210 (QI) (4)** + 2 (BPS) credits (satisfies BPS requirement)
Physics C: Electricity & Magnetism	3	3	3 (BPS) credits
	4-5	4	PHYS 2220 (BPS/QI) (4)
Physics C: Mechanics	3-5	4	PHYS 2210 (QI) (4)
Psychology	3-5	3	PSY 1010 (BSS) (3)
Spanish Language	3-5	8	SPAN 1010 (4) + SPAN 1020 (4)
Spanish Literature	3-5	6	6 elective credits
Statistics	3-5	3	STAT 2000 (QI) (3)
Studio Art: Drawing	3-5	6	3 (BCA) credits + 3 elective credits
Studio Art: 2-D Design	3-5	6	3 (BCA) credits + 3 elective credits
Studio Art: 3-D Design	3-5	6	3 (BCA) credits + 3 elective credits
United States History	3-5	6	HIST 1700 (BAI) (3) + 3 elective credits
World History	3-5	6	HIST 1510 (BHU) (3) + 3 elective credits

*The student/advisor may choose the CHEM 1110 or CHEM 1210 track according to what best suits the student's major.

**The student/advisor may choose the PHYS 2110 or PHYS 2210 track according to what best suits the student's major.

Credit by Examination and Advanced Coursework

College-Level Examination Program (CLEP)

The CLEP examinations were designed for students who wish to utilize previous knowledge and experience in lieu of required coursework. CLEP is a national program of credit-by-examination, allowing students to obtain recognition for college-level achievement. This privilege is intended to measure information and training gained from practical experience that may be considered the equivalent of the experience and training received by students in an organized course given at the University.

Credits may be acquired through the CLEP examinations. These credits may be used to fill General Education Requirements and may also be accepted as equivalent to specific courses. Students interested in taking a CLEP exam should contact the University Testing Center, University Inn 115.

Individual departments and/or colleges may specify the exact courses required to fill their requirements and may require more than the minimum General Education requirements. Some departments and colleges require specific coursework for General Education, which the CLEP exams may not satisfy.

If, prior to (or after) taking a CLEP examination, a student receives credit (including AP credit) **for any coursework equivalent to the subject matter** of a CLEP examination, the credits earned for the course will be deducted from the credits awarded for the examination.

A student is *not allowed* to take and receive academic credit for a CLEP examination *after* he or she has completed an equivalent or more advanced course within that subject matter. Any exceptions *must* be approved by a student's academic college.

USU will accept a maximum of 30 total credits from CLEP, DANTES Standardized Subject Tests (DSST), and cooperative education/ internship credit combined.

Other institutions have policies differing from those of USU regarding CLEP scores and credits granted for those scores. For transfer students with less than an associate degree, CLEP credit posted to another institution's transcript is reevaluated based on USU's standard.

CLEP Tests Taken Prior to Fall 2001

In Fall 2001, CLEP began using computer-based testing. The results of the computer-based tests are somewhat different for most of the exams. For historical data on how credits were accepted prior to Fall 2001, contact the Office of University Advising at (435) 797-9304.

College-Level Examination Program (CLEP) Credit Allocation

CLEP Test	Min. Score	Credits	USU Credit Awarded
American Government	60	3	3 (BAI) credits
American Literature	50	3	ENGL 2160 (3)
Analyzing and Interpreting Literature	52	3	ENGL 2200 (BHU) (3)
Biology	50	3	BIOL 1010 (BLS) (3)
Calculus	50	3	3 (QL) credits

Chemistry	–	–	No credit awarded
College Algebra	50	3	3 (QL) credits
College Mathematics	–	–	No credit awarded
English Composition	50	3	3 (CL1) credits
English Literature	50	3	ENGL 2140 (3)
Financial Accounting	–	–	No credit awarded
French Language	–	–	No credit awarded
Freshman College Composition	53	3	3 (CL1) credits
German Language	–	–	No credit awarded
History of the U.S. I: Early to 1877	50	3	HIST 2700 (BAI) (3)
History of the U.S. II: 1865 to Present	50	3	HIST 2710 (BAI) (3)
Human Growth and Development	53	3	PSY 1100 (3)
Humanities	50	3	3 elective credits
Information Sys. & Computer Appl.	–	–	No credit awarded
Introduction to Educational Psychology	53	2	PSY 3660 (2)*
Introductory Business Law	62	3	MGT 2050 (3)
Introductory Psychology	55	3	PSY 1010 (BSS) (3)
Introductory Sociology	55	3	SOC 1010 (BSS) (3)
Natural Sciences	50	3	3 elective credits
Precalculus	–	–	No credit awarded
Principles of Accounting	–	–	No credit awarded
Principles of Macroeconomics	53	3	ECN 1500 (BAI) (3)
Principles of Management	–	–	No credit awarded
Principles of Marketing	62	3	MGT 3500 (3)
Principles of Microeconomics	54	3	APEC/ECN 2010 (BSS) (3)
Social Sciences and History	50	3	3 elective credits
Spanish Language	–	–	No credit awarded
Trigonometry	–	–	No credit awarded
West. Civ. I: Ancient Near East to 1648	50	3	HIST 1100 (BHU) (3)
West. Civ. II: 1648 to the Present	50	3	HIST 1110 (BHU) (3)

*Students who plan to use PSY 3660 for teacher licensure should contact the Teacher Education, Graduation, and Educator Licensing Office in Education 103, phone (435) 797-1443, prior to making arrangements for the examination.

Credit by Examination and Advanced Coursework

DANTES Subject Standardized Tests (DSST)

DSSTs provide an opportunity for people to obtain college credit for what they have learned in nontraditional ways.

Designed originally for the military, DSSTs are available to civilian students and adult learners as well. The DSST program is used by colleges and universities to award college credit to those who demonstrate that they have knowledge comparable to someone who completed a classroom course in the subject.

Credits may be acquired through the DSST examinations. These credits may be used to fill General Education Requirements, and may also be accepted as equivalent to specific courses.

Individual departments and/or colleges may specify the exact courses required to fill their requirements and may require more than the minimum General Education requirements. Some departments and colleges require specific coursework for General Education, which the DSST exams may not satisfy.

If, prior to (or after) taking a DSST examination, a student receives credit (including AP credit) **for any coursework equivalent to the subject matter** of a DSST examination, the number of credits earned for the course will be deducted from the credits awarded for the examination.

USU will accept a maximum of 30 total credits from CLEP, DSST, and cooperative education/internship credit combined.

Other institutions have policies differing from those of USU regarding DSST scores and credits granted for those scores. For transfer students with less than an associate degree, DSST credit posted to another institution's transcript is reevaluated based on USU's standard.

DANTES Subject Standardized Tests (DSST) Credit Allocation

DSST Test	Min. Score	Credits	USU Credit Awarded
Art of the Western World	48	–	No credit awarded
Astronomy	48	3	PHYS 1040 (BPS) (3)
Business Law II	–	–	No credit awarded
Business Mathematics	48	3	3 lower-division general elective credits
Civil War and Reconstruction	47	3	HIST 3750 (3)
Criminal Justice	–	–	No credit awarded
Drug and Alcohol Abuse	49	3	HEP 3000 (3)
Environment and Humanity	46	3	NR 1010 (BSS) (3)
Ethics in America	–	–	No credit awarded
Foundations of Education	–	–	No credit awarded
Fundamentals of College Algebra	47	3	3 lower-division general elective credits
Fundamentals of Counseling	45	–	No credit awarded

General Anthropology	47	–	No credit awarded
Here's to Your Health	48	2	HEP 2500 (2)
History of the Vietnam War	44	3	3 lower-division general elective credits
Human Resource Management	–	–	No credit awarded
Human/Cultural Geography	48	3	GEOG 1400 (BSS) (3)
Introduction to Business	54	3	MGT 1350 (3)
Introduction to Computing	50	3	CS 1030 (BPS) (3)
Introduction to Law Enforcement	–	–	No credit awarded
Introduction to the Modern Middle East	47	3	HIST 3410 (3)
Introduction to World Religions	48	3	3 lower-division general elective credits
Lifespan Development Psychology	51	3	PSY 1100 (3)
Management Information Systems	46	3	BUS 3100 (DSS) (3)
Money and Banking	–	–	No credit awarded
Organizational Behavior	–	–	No credit awarded
Personal Finance	59	3	FCHD 3350 (DSS) (3)
Physical Geology	–	–	No credit awarded
Principles of Finance	–	–	No credit awarded
Principles of Financial Accounting	–	–	No credit awarded
Principles of Physical Science I	47 47	3 4	PHYS 1100 (BPS) (3) or PHYS 1200 (BPS) (4)
Principles of Public Speaking	47	3	SPCH 1020 (CI) (3)
Principles of Statistics	48	3	3 lower-division general elective credits
Principles of Supervision	–	–	No credit awarded
Rise and Fall of the Soviet Union	45	3	HIST 3330 (3)
Technical Writing	46	3	3 lower-division general elective credits
Western Europe Since 1945	45	3	3 lower-division general elective credits

Credit by Examination and Advanced Coursework

International Baccalaureate Organization (IBO)

The IBO is a nonprofit educational foundation based in Geneva, Switzerland.

It grew out of international schools' efforts to establish a common curriculum and university entry credential. The schools were also motivated by an idealistic vision. They hoped that critical thinking and exposure to a variety of points of view would encourage intercultural understanding by young people.

They concentrated on the last two years of school before university studies in order to build a curriculum that would lead to what they called a "baccalaureate," administered in any country and recognized by universities everywhere.

USU recognizes the International Baccalaureate program. Students who enter with International Baccalaureate credit are awarded admission to the Honors Program. Students who present an International Baccalaureate diploma will be awarded a maximum of 30 credits. These credits will waive the appropriate Breadth and Communications Literacy requirements, but students will still be required to complete the Quantitative Literacy and Computer and Information Literacy requirements, unless their individual scores on IB exams waive those requirements. Each student's transcript will be evaluated individually, based on the courses he or she has completed.

Students who have not completed the International Baccalaureate diploma may receive 3 or more credits for scores of 4 to 7 on standard- or higher-level exams (as shown below), up to a maximum of 30 credits.

Individual departments and/or colleges may specify the exact courses required to fill their requirements and may require more than the minimum General Education requirements. Some departments and colleges require specific coursework for General Education, which the IBO exams may not satisfy.

If, prior to (or after) taking an IBO examination, a student receives credit (including AP credit) **for any coursework equivalent to the subject matter** of an IBO examination, the credits earned for the course will be deducted from the credits awarded for the examination.

Other institutions have policies differing from those of USU regarding IBO scores and credits granted for those scores. For transfer students with less than an associate degree, IBO credit posted to another institution's transcript is reevaluated based on USU's standard.

International Baccalaureate Organization (IBO) Credit Allocation

IBO Test	Score ¹	Credits	USU Credit Awarded
Biology	4-7 SL	3	3 (BLS) credits
Biology	4-7 HL	6	3 (BLS) credits + 3 elective credits
Business & Management	4-7 SL	3	3 elective credits
Business & Management	4-7 HL	6	6 elective credits

Chemistry	4-5 HL	6	CHEM 1110 (BPS) (4) + 2 elective credits ² or CHEM 1210 (4) + 2 (BPS) credits ²
Computer Science	4-7 SL	3	CS 3410 (DSC/QI) (3)
Computer Science	4-7 HL	3	CS 3410 (DSC/QI) (3)
Economics	4-7 SL	3	ECN 1500 (BAI) (3)
Economics	4-7 HL	6	ECN 1500 (BAI) (3) + APEC/ECN 2010 (BSS) (3)
English A1	4-7 SL	3	3 (CL1) credits
English A1	4-7 HL	6	3 (CL1) credits + 3 (CL2) credits
French B	4-7 SL	8	FREN 1010 (4) + FREN 1020 (4)
French B	5-7 HL	8	FREN 2010 (4) + FREN 2020 (4)
Geography	5-7 HL	6	GEOG 1000 (BPS) (3) + GEOG 1400 (BSS) (3)
German	4-7 SL	8	GERM 1010 (4) + GERM 1020 (4)
German	5-7 HL	8	GERM 2010 (4) + GERM 2020 (4)
History—European	5-7 HL	6	3 (BHU) credits + 3 elective credits
History—Islamic	5-7 HL	6	3 (BHU) credits + 3 elective credits
History of the Americas	5-7 HL	6	3 (BHU) credits + 3 elective credits
Mathematics	4-7 HL	6	MATH 1210 (QL) (4) + 2 elective credits
Music	4-7 SL	3	MUSC 1010 (BCA) (3)
Music	4-7 HL	3	MUSC 1010 (BCA) (3)
Philosophy	4-7 SL	3	PHIL 1000 (BHU) (3)
Philosophy	4-7 HL	3	PHIL 1000 (BHU) (3)
Physics	4-7 SL	3	3 (BPS) credits
Physics	4 HL	4	PHYS 2120 (BPS) (4) or PHYS 2210 (QI) (4)
Physics	5-7 HL	8	PHYS 2120 (BPS) (4) + PHYS 2210 (QI) (4)
Psychology	4-7 SL	3	PSY 1010 (BSS) (3)
Psychology	4-7 HL	6	PSY 1010 (BSS) (3) + 3 elective credits

Credit by Examination and Advanced Coursework

Social & Cultural Anthropology	4-7 SL	3	ANTH 1010 (BSS) (3)
Social & Cultural Anthropology	5-7 HL	6	ANTH 1010 (BSS) (3) + 3 elective credits
Spanish	4-7 SL	8	SPAN 1010 (4) + SPAN 1020 (4)
Spanish	5-7 HL	8	SPAN 2010 (4) + SPAN 2020 (4)
Theatre Arts	5-7 HL	6	THEA 1013 (BCA) (3) + THEA 1713 (3)
Visual Arts	4-7 SL	3	3 (BCA) credits
Visual Arts	4-7 HL	3	3 (BCA) credits

¹Standard-level scores are followed by **SL**. Higher-level scores are followed by **HL**. If no standard-level score is shown for a particular test, then *no* USU credits are granted for a standard-level score in that area.

²The student or advisor may choose the CHEM 1110 or CHEM 1210 track, according to what best suits the student's major.

Placement Tests

Following is a list of areas offering placement tests.

English

ACT test scores may be used as a placement tool for recommending the level of courses to be taken.

An ACT English score of 29 or higher, or an SAT Verbal score of 640 or higher, will waive English 1010 and qualify a student for placement in English 2010 after the student has earned 30 credits. Students with an English ACT score of 16 or lower will be required to take English 0010.

Mathematics and Statistics

ACT or SAT mathematics section scores obtained within the prerequisite acceptability time limit (one calendar year or three successive semesters including summer semester), along with other pertinent information (high school coursework, etc.), are used as a basis for placing incoming freshmen in proper mathematics or statistics courses. Students wanting to obtain approval for registration in the mathematics and statistics courses listed below or with questions about related issues should go to the Drop-in Advisement Office (Lund 201) in the Department of Mathematics and Statistics. Information about hours for advisement is available by phone at (435) 797-0268 or on the Department of Mathematics and Statistics undergraduate Web pages (<http://www.math.usu.edu/>).

Placement in Mathematics and Statistics Courses

Course	Math ACT Score	Math SAT Score
MATH 1030	23 or higher	540 or higher
MATH 1050	23 or higher	540 or higher
MATH 1060	23 or higher	540 or higher
MATH 1100	25 or higher	580 or higher
MATH 2020	25 or higher	580 or higher
MATH 1210	27 or higher	620 or higher

To qualify for **fall semester** enrollment in the above courses, students must have met a prerequisite *after August 15 of the previous year*. To qualify for **spring semester** enrollment in the above courses, students must have met a prerequisite *after January 1 of the previous year*. To qualify for **summer semester** enrollment in the above courses, students must have met a prerequisite *after June 1 of the previous year*.

Regardless of any previous record, students with an ACT mathematics score of less than 23 are required to take the Math Placement Test administered by the Department of Mathematics and Statistics. In addition, students who do not meet the prerequisite acceptability time limit requirement must take the Math Placement Test. The scores for placement in MATH 1010 and STAT 1040 should be used as an indication of where a student should be placed. The fee for taking the Math Placement Test is \$10, and students may take the test as required. The exams will be given at specified times in Geology 405 or in Geology 310. Students with special circumstances will be able to take the Math Placement Test in Lund Hall.

The Math Placement Test is administered online using an Internet browser. Students will be advised based on the results obtained on the Math Placement Test. Students may choose to enroll in a one-week math refresher course offered by the Department of Mathematics and Statistics. The fee for this course is \$100 and includes the fee for taking the Math Placement Test at the beginning of the course and again at the end of the course. Refresher courses will be offered at the beginning of fall and spring semesters, *either* during the week before the semester begins *or* during the first week of classes (based on when the semester begins).

TOEFL

The Test of English as a Foreign Language (TOEFL) is required for international students (from countries in which English is not the official language) for admission to the University. It is not used for granting credit nor for waiver of the communications literacy requirement. International undergraduate students are required to complete the Intensive English program unless they receive a score of at least 500 paper/pencil or at least 61 iBT (Internet-based test) on the TOEFL examination, a Michigan score of 80 or higher, or a 5.0 or higher on the IELTS examination. **Note:** The minimum TOEFL and IELTS scores acceptable for undergraduate students entering USU during the 2010-2011 academic year will be raised to 525 paper/pencil, iBT 71, and IELTS 6.0 (with a minimum of 5.0 on each sub-scale).

Languages

Where basic skills in a language have been acquired by means other than college courses, up to 16 lower-division credits may be earned by special examination.

Students with skills in a language other than those offered by the department may earn up to 16 pass/fail credits by successfully performing on a special Languages, Philosophy, and Speech Communication Department examination. However, these examinations are no longer offered at USU. Interested students must make arrangements to take one of these exams at Brigham Young University.

Students with skills in a language that is offered by the Languages, Philosophy, and Speech Communication Department may earn credit by successfully performing on an examination or by successfully completing an upper-division (3000-level or above) language course with a grade of *B* or better. Students should contact the Languages, Philosophy, and Speech Communication Department in Main 204, (435) 797-1209.

Credit by Examination and Advanced Coursework

Credit by Departmental Examination

Matriculated students may challenge a course for credit by taking a departmental examination. Departments will determine if a course is appropriate for challenge; students should contact the instructor and/or department. If a challenge exam is available, the instructor should advise the student as to whether he or she has a reasonable chance of passing. The examination will survey knowledge of the course content and may include papers, projects, portfolios, etc.

Students challenging a course for which they are registered must do so within the first two weeks of the course. Students not registered will be required to pay a fee (standard recording fee and course-specific examination fee). Students who take a departmental examination will receive the exam grade posted to their transcript for that course. Credits earned through departmental examination can be used to meet the minimum USU course requirement.

Credit by Advanced Coursework (Language Credits)

Students who are proficient in a foreign language offered by Utah State University may earn lower-division credit through successfully passing a more advanced course. Applications for these credits should be made in the Department of Languages, Philosophy, and Speech Communication. Students will be required to pay a posting fee.

Students who receive credit by advanced coursework will receive a grade posted to their transcript, with a designation that it was earned by advanced coursework. Credits earned through this option cannot be used to meet the minimum USU course requirement and are treated as transfer work.

Financial Aid and Scholarship Information

Director, Financial Aid Office: Steven J. Sharp

Location: Taggart Student Center 106

Phone: (435) 797-0173

FAX: (435) 797-0654

E-mail: finaid@cc.usu.edu

WWW: <http://www.usu.edu/finaid/>

Associate Director: Tamara Allen

Assistant Director: Sharon B. Robinette

Assistant Director: Todd Milovich

Business Manager: Karen S. Marshall

Students are assigned to a financial aid counselor based on the first letter of their last names. Following is a list of financial aid counselors, the students assigned to them, and their e-mail addresses.

Counselor: Marcy Skinner (A-B, X-Z), marcy.skinner@usu.edu

Counselor: Cedra H. Jensen (C-D), cedra.jensen@usu.edu

Counselor: Amanda Alles (E-HA), amanda.alles@usu.edu

Counselor: Jacob R. Brazell (HB-K), jacob.brazell@usu.edu

Counselor: Raquel Friddle (L-N), raquel.friddle@usu.edu

Counselor: Jennifer McGaughey (O-SL),

jennifer.mcgaughey@usu.edu

Counselor: Sophara Tieng (SM-W), sophara.tieng@usu.edu

Loan and Collection Officer:

Justin Gereau, Taggart Student Center 248, (435) 797-1057,

justin.gereau@usu.edu

Application for financial aid begins in January for the following academic year. In most instances, early application benefits the applicant. Those who apply early have a greater chance of receiving more aid and of having aid available in time to meet school needs. Pell Grant and Stafford Loans are available throughout the year. Contact the Financial Aid Office for assistance. The free online application can be found at: <http://www.fafsa.ed.gov>

Scholarships are awarded to qualifying applicants who apply on or before February 1, prior to the academic year. Students should contact the Admissions Office or the department of their major for the exact deadline.

Financial aid programs, policies, and procedures described herein reflect the latest information at publication. Changes may occur in response to state and federal requirements. Appropriate notice will be made whenever possible before any change takes effect.

For further information concerning financial assistance available for graduate students, see pages 111-112 of this catalog.

Grants, Work-Study, and Loans

Federal Pell Grant

Available to undergraduates. Grants do not need to be repaid.

Federal Supplemental Educational Opportunity (FSEOG) Grant

Available to undergraduates. Grants do not need to be repaid. The maximum award varies yearly. Awarding is based on need and funding.

Leveraging Educational Assistance Partnership (LEAP) Grant

Awarded to resident undergraduates who demonstrate exceptional need. Awards are based on availability of funds.

Utah Centennial Grant (UCOPE)

Available to undergraduate residents of Utah. Awards are based on availability of funds.

Academic Competitiveness (AC) Grant and National Science and Mathematics Access to Retain Talent (SMART) Grant

These grants were created by the Higher Education Reconciliation Act of 2005 and signed into law February 2006. Up to \$750 will be awarded to eligible first-year AC Grant students, and up to \$1,300 to second-year AC Grant students. Up to \$4,000 will be awarded each year to eligible National SMART Grant students. Students must be U.S. citizens, must be enrolled in a four-year degree program full-time, and must be receiving Pell grants. **Note:** Beginning July 1, 2009, AC and SMART grants will be provided for part-time attendance.

Other Grants and Special Benefits

Contact the Financial Aid Office for details concerning BIA or Tribal Grants.

Federal College Work-Study

Provides part-time on-campus employment to enable students to earn a portion of their educational expenses during the college year. Awarding is based on need and the availability of funds.

Federal Perkins Loan

Undergraduate students generally may borrow up to \$3,000 per year, to a total school amount of not more than \$15,000. Graduate students may borrow \$4,000 per year, up to \$30,000. Monthly payments and interest begin after graduation, withdrawal, or otherwise leaving school, or after dropping below 6 credits. A 5 percent simple interest rate applies. Awarding is based on need and funding.

Federal Stafford Loan

Loans with a 6.0 and 6.8 percent interest rate. Students may qualify for subsidized and unsubsidized loans, depending upon need. Interest accrued prior to the beginning of repayment is paid by the federal government for "subsidized" Federal Stafford Loans. Repayment is generally required within 10 years. Starting in 2008, freshmen may apply for up to \$5,500 per regular school year; sophomores may apply for up to \$6,500 per year; juniors, seniors, and second bachelor's degree students may apply for up to \$7,500 per year; and graduates may apply for up to \$8,500 per year. Aggregate borrowing limits are \$31,500 for undergraduates and second bachelor's degree students, and \$65,500 for graduates. Monthly repayment begins after completing or leaving school, or after dropping below 6 credits. Additional unsubsidized amounts are available to students in some circumstances.

Federal TEACH "Grant"

The TEACH "Grant" program provides up to \$4,000 per year in "grant" aid to undergraduate and graduate students enrolled in a teacher credential program. Students must serve as full-time teachers at specified schools and teach in a specified field for four academic years within eight years after completing the college course. TEACH "Grant" recipients who do not fulfill their teaching obligations must repay the "grant" as if it were an unsubsidized loan.

PLUS Loans

PLUS loans are for parents who want to borrow for their children's education. This loan provides additional funds for educational expenses. Repayment begins within 60 days after the last loan disbursement. This loan has an interest rate of 8.5 percent. This loan is available when other awarded federal aid to the student does not fully meet the school's estimated cost of education.

Financial Aid and Scholarship Information

Emergency Check Loan

Ten-week loans of up to \$400 are available to enrolled students with fees paid for at least 6 credits. These loans are *not* available for tuition. Interest is assessed at 12 percent from date of issue until the date of maturity.

Method of Awarding Financial Aid

A student's **Estimated Family Contribution (EFC)** is calculated from information provided by the student on the federal financial aid application. A student's **Financial Need** is the difference between the estimated cost of education and the EFC. Financial aid is awarded to fill this need, as much as possible, using whatever funds are available.

Estimated Cost of Undergraduate Education for Two Semesters for 2009-2010 Academic Year

	Resident	Nonresident
Tuition and Fees	See page 64	See page 64
Room and Board	\$6,450	\$6,450
Books and Supplies	1,210	1,210
Transportation	1,520	1,520
Personal Expenses	2,210	2,210
Totals	\$11,390	\$11,390
	plus	plus
	Resident Tuition	Nonres. Tuition

Repayment of Federal Funds Policy

Students who are withdrawing from the University and who have Federal Financial Aid must meet with their financial aid counselor prior to withdrawing.

Students who completely withdraw from the University during the course of a semester are required to return a percentage of their Federal Student Financial Aid. All types of Federal Financial Aid are included in the repayment, including: Pell Grants, Supplemental Grants, Perkins Loans, and Stafford Loans. The amount of repayment is based on the percentage of the semester completed. For example, if a student withdraws after completing 40% of the semester (calculated using calendar days), the student must return 60% of his or her Federal Student Aid. Students who withdraw, or cease attending, after completing 60% of the semester are not required to return aid. (However, they will still face suspension from financial aid for failing to complete the required number of credits.) If the student is eligible for a refund of tuition and fees, according to the University refund policy, the refund will be applied to the Federal Financial Aid obligation. A refund may or may not completely repay the obligation. Either way, the student will not be allowed to register for future classes, nor be eligible for future financial aid, until the debt is repaid.

For example, suppose a student has Federal Aid in the following amounts:

Pell Grant	\$1,500
Perkins Loan	1,200
Stafford Loan	2,750
Total	\$5,450

If the semester has 115 calendar days and the student completely withdraws from the University on day 20, the repayment would be calculated as follows: $115/20 = 17\%$ of the semester completed, and 83% not completed. Therefore, 83% of the Federal Aid must be repaid (i.e., $\$5,450 \times 83\% = \$4,523.50$).

Students who receive all Fs for the semester must document participation in an academic activity (including attending class, taking exams, turning in assignments, etc.) past 60 percent of the semester or will have to repay 50% of the federal funds received.

Note: If a tuition refund is given by the Registration Office, the refund will reduce the amount of Federal Aid that must be repaid.

Responsibility of Financial Aid Recipients

Undergraduate financial aid recipients are expected to maintain a USU GPA of at least 2.0. Graduate students must maintain a USU GPA of 3.0. Students must also pass 70 percent of the credits they attempt.

Students not passing the required amount of credits *or* not maintaining the required grade point average will be placed on financial aid probation for a minimum of one semester. Students not meeting the required minimums during the period of probation will be suspended from further aid. In exceptional circumstances, students may appeal to have the suspension lifted.

For additional details, visit:

<http://www.usu.edu/finaid/overview/rap.cfm>

In addition to maintaining academic progress as defined above, recipients may not owe a repayment on grants previously received, or be in default of any student loan fund at USU or any other institution.

Scholarship Policy

Scholarships for new undergraduate students and undergraduate transfer students are awarded by the Admissions Office. Scholarships for continuing students are awarded by the various colleges and academic departments.

Scholarships for New Undergraduate Students

To be considered for scholarships, applicants must be admitted to Utah State University, attend classes at the main Logan campus, and intend to graduate from USU. (Students majoring in programs sponsored by other academic institutions, such as the Cooperative Nursing Program with Weber State University, are *not eligible* for Utah State University sponsored scholarships.) Utah State University offers a variety of scholarships based on academic merit using the cumulative GPA (a four-point scale is used to determine cumulative GPA) and ACT or SAT score. Some other criteria may be used in determining eligibility, such as achievements, leadership, talent, family size and income, ethnicity, and first-generation college student status. The scholarship application deadline (as listed on the dual admissions and scholarship application) *is different than the admissions deadline. To be considered for scholarships, the priority deadline is December 1, and the final deadline is February 1.* For 2009, all scholarships will be awarded on a *first-come, first-served basis*. Therefore, applicants are encouraged to apply early. See pages 48-49 for information about scholarships available to new freshmen. For more information, contact the Admissions Office by phone at 1-800-488-8108 or (435) 797-1079, or by e-mail at: admit@usu.edu.

Financial Aid and Scholarship Information

Scholarships for Home Schooled Students

To be considered for scholarships, home schooled students must have a minimum ACT score of 25.

Scholarships for Transfer Students

To be considered for scholarships, a transfer student must submit the Undergraduate Admission and Scholarship application. Official transcript(s) must accompany the application. To be considered for transfer scholarships, the priority deadline is February 1, and the final deadline is April 1. Transfer students must have earned a minimum of 24 post high school graded semester credits. See pages 49-50 for information about scholarships available to transfer students.

Freshman Resident Scholarships

The scholarships listed below are based on the 2009-2010 applicant pool and are subject to change without notice. For the latest information on freshman scholarships, visit:

<http://www.usu.edu/admissions/scholarships>

Presidential Scholarship

Awarded for four years, this scholarship awards full tuition and student body fees each semester for eight semesters. To be considered, applicants must have an admissions index score of 131 or higher. This award applies *only* to undergraduate coursework. To remain eligible for this scholarship, a student must enroll for and complete at least 12 credits each semester, for a total of 24 credits per year, and maintain a 3.5 USU cumulative GPA.

Dean's Scholarship

Awarded for two years, this scholarship awards full tuition each semester for four semesters. To be considered, applicants must have an admissions index score of 126 or higher. This award applies *only* to undergraduate coursework. To remain eligible for this scholarship, a student must enroll for and complete at least 12 credits each semester, for a total of 24 credits per year, and maintain a 3.5 USU cumulative GPA.

University Ambassador Scholarship

During eight semesters (four years), full tuition and student body fees are awarded. To be considered, applicants must have a minimum 3.4 GPA and a minimum ACT score of 23 or SAT score of 1060. In addition to a separate application, applicants must submit an extensive recruitment portfolio and two letters of recommendation. This award applies *only* to undergraduate coursework. To remain eligible for this scholarship, a student must enroll for and complete at least 12 credits each semester, for a total of 24 credits per year. An application for this scholarship can be downloaded from:

<http://www.usu.edu/admissions/scholarships/Ambassador-app.pdf>

Aggie Scholar Scholarship

During four semesters (two years), \$1,000 per semester is awarded toward tuition. To be considered, applicants must have an admissions index score of 120 or higher. This award applies *only* to undergraduate coursework. To remain eligible for this scholarship, a student must enroll for and complete at least 12 credits each semester, for a total of 24 credits per year, and maintain a 3.5 USU cumulative GPA.

Merit Scholarship

During four semesters (two years), \$600 per semester is awarded toward tuition. To be considered, applicants must have an admissions index score of 116 or higher. This award applies *only* to undergraduate coursework. To remain eligible for this scholarship, a student must

enroll for and complete at least 12 credits each semester, for a total of 24 credits per year, and maintain a 3.5 USU cumulative GPA..

Achievement Scholarship

During two semesters (one year), \$325 per semester is awarded toward tuition. To be considered, applicants must have an admissions index score of 112 or higher. This award applies *only* to undergraduate coursework. To remain eligible for this scholarship, a student must enroll for and complete at least 12 credits each semester, for a total of 24 credits per year.

Alumni Chapter Scholarships

To be considered for a chapter scholarship, a student must be (1) living in an area with a chartered alumni chapter, (2) be an incoming freshman or transfer student (cannot have previously attended USU), and (3) be a child or grandchild of a USU alumnus. The amount of each scholarship is based on the funds raised in each chapter. Therefore, the scholarships may be different each year. For information about these scholarships, contact the Alumni Office at (435) 797-2055, or visit <http://www.usu.edu/alumni/scholarships/>

ROTC Scholarships

For information about these scholarships, contact the Air Force ROTC Office at (435) 797-8723 or the Army ROTC Office at (435) 797-3637. Information is available on the Web at:

<http://www.afrotc.com/scholarships> and
<http://www.garmy.com/rotc/scholarships.jsp>

Freshman Nonresident Scholarships

The scholarships listed below are based on the 2009-2010 applicant pool and are subject to change without notice. For the latest information on freshman scholarships, visit:

<http://www.usu.edu/admissions/scholarships>

Presidential Nonresident Scholarship

Awarded for four years, this scholarship awards full tuition and student body fees each semester for eight semesters. Nonresident students are able to apply for Utah residency after 12 continuous months in the state, after establishing domicile, and upon providing proof of financial independence (not claimed as a dependent for tax purposes by someone living outside of Utah). Students are encouraged to gain residency during their first year at USU, as multiple-year scholarships will only cover out-of-state tuition for the first year. To be considered, applicants must have an admissions index score of at least 131. This award applies *only* to undergraduate coursework. To remain eligible for this scholarship, a student must enroll for and complete at least 12 credits each semester, for a total of 24 credits per year, and maintain a 3.5 USU cumulative GPA.

Dean's Nonresident Scholarship

Awarded for two years, this scholarship awards full tuition each semester for four semesters. Nonresident students are able to apply for Utah residency after 12 continuous months in the state, after establishing domicile, and upon providing proof of financial independence (not claimed as a dependent for tax purposes by someone living outside of Utah). Students are encouraged to gain residency during their first year at USU, as multiple-year scholarships will only cover out-of-state tuition for the first year. To be considered, applicants must have an admissions index score of 126 or higher. This award applies *only* to undergraduate coursework. To remain eligible for this scholarship, a student must enroll for and complete at least 12 credits each semester, for a total of 24 credits per year, and maintain a 3.5 USU cumulative GPA.

Financial Aid and Scholarship Information

USU/ISU Scholarship

This award waives the out-of-state nonresident differential for two semesters (one year). During these two semesters, recipients will only need to pay the in-state portion of tuition. To be considered, an applicant must be a resident of Idaho and must have an admissions index score of at least 113. This award applies *only* to undergraduate coursework. To remain eligible for this scholarship, a student must enroll for and complete at least 12 credits each semester, for a total of 24 credits per year.

100-Mile Radius Scholarship

This award is worth approximately \$8,000. During two semesters (one year), \$4,000 per semester is awarded toward the out-of-state portion of tuition. To be considered, an applicant must live within 100 miles of Utah State's Logan campus and must be admitted in good standing to the main campus in Logan.

University Ambassador Scholarship

During the first four semesters (two years), full tuition and student body fees are awarded. To be considered, applicants must have a minimum 3.4 GPA and a minimum ACT score of 23 or SAT score of 1060. In addition to a separate application, applicants must submit an extensive recruitment portfolio and two letters of recommendation. This award applies *only* to undergraduate coursework. To remain eligible for this scholarship, a student must enroll for and complete at least 12 credits each semester, for a total of 24 credits per year. An application for this scholarship can be downloaded from:

<http://www.usu.edu/admissions/scholarships/Ambassador-app.pdf>

Aggie Scholar Scholarship

Awarded for two years during the first two semesters (one year), \$4,000 per semester is awarded toward tuition. During the second year after the student gains residency, \$1,000 per semester is awarded toward tuition. To be considered, applicants must have an admissions index score of 120 or higher. This award applies *only* to undergraduate coursework. To remain eligible for this scholarship, a student must enroll for and complete at least 12 credits each semester, for a total of 24 credits per year, and maintain a 3.5 USU cumulative GPA.

Western Undergraduate Exchange

Utah State University participates in the Western Undergraduate Exchange (WUE), a program of the Western Interstate Commission for Higher Education (WICHE). Through WUE, certain students who are not residents of the State of Utah may enroll at Utah State University by paying resident tuition plus 50 percent of that amount (plus other fees that are paid by all students).

Because Utah State University participates in the WUE program, residents of Utah may enroll under the same terms in designated institutions and programs in other participating states.

Information about and applications for WUE programs available at USU may be obtained from the USU Admissions Office, 0160 Old Main Hill, Logan UT 84322-0160, tel. (435) 797-1079 or (800) 488-8108. Utah residents may obtain information about WUE programs in other states from the Certifying Officer for Utah WICHE Student Exchange Program, #3 Triad Center, Suite 550, 355 West North Temple, Salt Lake City UT 84180-1205, tel. (801) 321-7124 or from WICHE Student Exchange Program, P.O. Box 9752, Boulder CO 80301-9752, tel. (303) 541-0214 or 0210, FAX (303) 541-0291.

Transfer Resident Scholarships

Transfer Presidential Scholarship

Awarded for two years, this scholarship awards full tuition and student body fees each semester for four semesters. To be considered, applicants must have completed a minimum of 24 graded post-high school transferable credits with a 4.00 cumulative GPA. To remain eligible for this scholarship, a student must enroll for and complete 12 credits per semester, for a total of 24 credits per year, and maintain a 3.5 USU cumulative GPA.

Transfer Dean's Scholarship

Awarded for two years, this scholarship awards full tuition each semester for four semesters. To be considered, applicants must have completed a minimum of 24 graded post-high school transferable credits with a minimum 3.75 cumulative GPA. To remain eligible for this scholarship, a student must enroll for and complete 12 credits per semester, for a total of 24 credits per year, and maintain a 3.5 USU cumulative GPA.

Transfer Ambassador Scholarship

During four semesters (two years), this scholarship awards full tuition and student body fees. This scholarship is awarded to a select group of students who demonstrate leadership and recruiting skills through experience, activities, and involvement in both school and community. In addition to a separate application, applicants must submit an essay and two letters of recommendation. To be considered, applicants must have an associate degree and a minimum 3.2 cumulative GPA. The application deadline is February 1.

Transfer Aggie Scholar Scholarship

During four semesters (two years), \$1,000 per semester is awarded toward tuition. To be considered, applicants must have completed a minimum of 24 graded post-high school transferable credits with a 3.50 to 3.74 cumulative GPA.

Transfer Nonresident Scholarships

Presidential Nonresident Transfer Scholarship

Awarded for two years, this scholarship awards full tuition and student body fees each semester for four semesters. Nonresident students are able to apply for Utah residency after 12 continuous months in the state, after establishing domicile, and upon providing proof of financial independence (not claimed as a dependent for tax purposes by someone living outside of Utah). Students are encouraged to gain residency during their first year at USU, as multiple-year scholarships will only cover out-of-state tuition for the first year. To be considered, applicants must have completed a minimum of 24 graded post-high school transferable credits with a 4.00 cumulative GPA. To remain eligible for this scholarship, a student must enroll for and complete 12 credits per semester, for a total of 24 credits per year, and maintain a 3.5 USU cumulative GPA.

Dean's Nonresident Transfer Scholarship

Awarded for two years, this scholarship awards full tuition each semester for four semesters. Nonresident students are able to apply for Utah residency after 12 continuous months in the state, after establishing domicile, and upon providing proof of financial independence (not claimed as a dependent for tax purposes by someone living outside of Utah). Students are encouraged to gain residency during their first year at USU, as multiple-year scholarships will only cover out-of-state tuition for the first year. To be considered, applicants must have completed a minimum of 24 graded post-high school transferable credits with a minimum 3.75 cumulative GPA.

Financial Aid and Scholarship Information

To remain eligible for this scholarship, a student must enroll for and complete 12 credits per semester, for a total of 24 credits per year, and maintain a 3.5 USU cumulative GPA.

USU/ISU Scholarship

This award waives the out-of-state nonresident differential for two semesters (one year for up to \$9,000 per year). During these four semesters, recipients will only need to pay the in-state portion of tuition. To be considered, an applicant must be a resident of Idaho and must have completed a minimum of 24 graded post-high school transferable credits with a minimum 3.30 cumulative GPA.

100-Mile Radius Scholarship

This award is worth approximately \$8,000. During two semesters (one year), \$4,000 per semester is awarded toward the out-of-state portion of tuition. To be considered, an applicant must live within 100 miles of Utah State's Logan campus, and must have completed a minimum of 24 graded post-high school transferable credits with a minimum 2.75 cumulative GPA.

Aggie Scholar Nonresident Transfer Scholarship

This scholarship awards \$8,000 for one year (\$4,000 per semester for two semesters) and \$2,000 for the second year (\$1,000 per semester for two semesters). To be considered, applicants must have completed a minimum of 24 graded post-high school transferable credits with a 3.50 to 3.74 cumulative GPA. To remain eligible for this scholarship, a student must enroll for and complete 12 credits per semester, for a total of 24 credits per year, and maintain a 3.5 USU cumulative GPA.

Transfer Ambassador Scholarship

During four semesters (two years), full tuition and student body fees are awarded. This scholarship is awarded to a select group of students who demonstrate leadership and recruiting skills through experience, activities, and involvement in both school and community. In addition to a separate application, applicants must submit an essay and two letters of recommendation. To be considered, applicants must have an associate degree and a minimum 3.2 cumulative GPA. The application deadline is February 1.

Western Undergraduate Exchange

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New Century Scholarship

The New Century Scholarship is funded by the Utah legislature to assist with the costs of postsecondary education for students who complete the equivalent of an associate degree by September 1 of the year their class graduates from high school.

The scholarship covers 75 percent of tuition costs at a Utah state-operated institution of higher education.

Terms of the Scholarship

The scholarship may be used for two years of full-time equivalent enrollment (60 credits) or until the requirements for a baccalaureate degree have been met, whichever is shorter.

The scholarship may be used at any higher education institution in the state accredited by the Northwest Association of Schools and Colleges that offers baccalaureate programs.

Recipients have four years after graduation from high school to use the award.

Eligibility

The New Century Scholarship is open to Utah students who have graduated from a regionally accredited high school in the year 1999 or later. The applicant must have completed the equivalent of an associate degree from Utah State University by September 1 of the year that their class graduates from high school.

At Utah State University, the equivalent of an associate degree is defined as:

1. Completion of the General Education portion of the University Studies requirements, **and**
2. Completion of 60 semester credits.

For more information contact:

Heather Thomas
Phone: (435) 797-3780
FAX: (435) 797-0036
E-mail: heathert@ext.usu.edu

For an application, contact:

New Century Scholarship
State Board of Regents
P.O. Box 45202
Salt Lake City UT 84145-0202
Phone: (801) 321-7221
FAX: (801) 366-8470
E-mail: newcentury@utahsbr.edu
WWW: <http://www.utahsbr.edu>

Centennial Scholarship

The Centennial Scholarship for Early Graduation program is a *partial* tuition program which allows for high school graduation to be flexible and appropriate to meet the needs of individual students.

Eligibility

Any public school student who: (1) has a Student Education Occupation Plan (SEOP) on file, (2) has indicated to the secondary school principal the intent to complete early graduation, (3) has completed all required courses or demonstrated mastery of required skills and competencies, and (4) has graduated from a Utah public high school is eligible.

Requirements

To receive scholarship funds, a student must: (1) graduate early from a Utah secondary institution, and (2) enroll within one calendar year in an eligible Utah post-secondary institution. Post-secondary institutions accredited by the Northwest Association of Schools and Colleges are eligible. A student must begin using funds as a full-time student and for *tuition only* within one calendar year of high school graduation.

Scholarship Funds

Funds for the Centennial Scholarship will be disbursed as follows:

Junior year.....	\$1,000
First quarter of senior year	750
Second quarter of senior year	500
Third quarter of senior year	250
First trimester of senior year.....	666
Second trimester of senior year.....	333

Financial Aid and Scholarship Information

Procedures

1. In consultation with the student's parent or guardian and school advisor, the student develops a Student Education Occupation Plan (SEOP) and indicates to the secondary principal the intent to complete early graduation at the beginning of the ninth grade year or as soon thereafter as the intent is known.
2. Upon graduation, the student obtains the Centennial Scholarship for Early Graduation certificate from the high school counselor.
3. The high school principal verifies the student's early graduation and signs the certificate. The original certificate is kept by the student. Additional copies are made for school and district records.
4. The student enrolls full time in an eligible post-secondary institution and presents the certificate to the registrar.
5. The registrar verifies the student's enrollment, and completes, signs, and seals the certificate. The original copy is sent to the Utah State Office of Education (USOE).
6. USOE verifies the information, approves the funding, and issues funds. Funds are sent directly to the post-secondary institution in the student's name within 4-6 weeks.
7. Any funds remaining unused when the student leaves the post-secondary institution are returned to USOE.

Regents' Scholarship

During 2008, the Utah State Legislature created the Regents' Scholarship. This scholarship encourages Utah high school students to prepare for college academically and financially by taking a rigorous course of study and saving for college. There are three elements to this scholarship: (1) a Base Award, (2) an Exemplary Academic Achievement Award, and (3) a Supplemental Award. All three awards can be applied toward tuition and fees at a post-secondary institution within the State of Utah.

Eligibility and Requirements

Three different criteria apply for the three sections of the scholarship. These criteria are shown below.

Base Award. This award may be given to any public school student who (1) has a cumulative high school GPA of 3.0 or higher, with no individual grade lower than a C in required core courses; (2) has a reported ACT score; (3) has passed the Utah Basic Skills Competency Test (UBSCT); (4) is a U.S. citizen or an eligible noncitizen for receiving federal aid; (5) has no criminal record (with the *exception* of misdemeanor traffic citations); and (6) enrolls full time at an eligible Utah institution of higher education within 12 months of high school graduation (*unless* an approved leave of absence is obtained).

Exemplary Academic Achievement Award. This award may be given to any public school student who (1) qualifies for the Base Award Regents' Scholarship; (2) has a cumulative high school GPA of 3.5 or higher, with no individual grade lower than a B in required core courses; and (3) has an ACT score of 26 or higher.

Supplemental Award. This award may be given to any public school student who has contributed between the ages of 14-17 to their Utah Educational Savings Plan account.

Scholarship Funds

Base Award. This award is worth up to \$1,000, and is awarded as a one-time payment.

Exemplary Academic Achievement Award. This award is equal in value to 75 percent of the cost of tuition for up to two years of full-time enrollment or until the associate or bachelor's degree requirements have been met (whichever time is shorter). To maintain the award, the student must average grades of B or better for two consecutive semesters and must make reasonable progress toward completion of an associate or bachelor's degree.

Supplemental Award. This award is worth \$100 per year for students who have contributed between the ages of 14-17 to their Utah Educational Savings Plan account. The maximum amount that may be awarded is \$400.

Additional Information

The Regents' Scholarship may be used for any qualifying college-related expenses, including tuition, fees, housing, and books.

Students may use the Regents' Scholarship along with other scholarships and federal grant aid. However, a student *may not be awarded both* a Regents' Scholarship and a New Century Scholarship.

Further information about the Regents' Scholarship, as well as application information, may be found at:
<http://www.utahsbr.edu/acad01i.html>

University Research Fellowships

Utah State University is known nationally for its emphasis on hands-on learning in research, scholarship, and the creative arts. University Research Fellowships of \$1,000 per year (renewable) are awarded to students who successfully compete in the application and interview process. Fellows are paired with a faculty member and begin inquiry in their fields of study as freshmen, which prepares them to compete for prestigious scholarships and entry into graduate studies. Presidential and Dean's Scholars are eligible to compete for Research Fellowships.

Continuing USU Student Scholarships

Department Scholarships

Each department has its own scholarship application, which is available at the department's office and must be returned there by the given deadline. For most departments, the application deadline is February 1.

Tuition waivers and other forms of academic scholarships are awarded to students who are or who have been students at USU. Such applicants compete with other students within their department. Students should check with their department for application requirements and deadlines.

Private Endowment Scholarships

Each of the seven colleges at USU awards scholarships to undergraduate and graduate students. Although most of these scholarships are awarded to students who have *already attended* USU for one or more semesters, a *few* of them are available to new freshmen who have already decided upon their major area of study. Application forms are available from the dean's office of each college. Information about private endowment scholarships, including the qualifications for receiving each of them, is provided online at:
<http://www.usu.edu/generalcatalog/scholarships/college.cfm>

Housing and Residence Life

Live and Learn

Students living on campus are at the heart of campus life. Research shows that on-campus students tend to be more involved in academic and extracurricular activities, persist and graduate on time, and enjoy their overall collegiate experience. All students living within Housing communities have access to the following services to assist in their academic success: computer labs, high-speed Internet access, educational programming, peer tutors (math and writing), academic advising and career counseling, faculty mentoring, and leadership and service opportunities. A well-trained team of professional and peer staff also provides numerous opportunities for social and educational activities, which build the community and supplement and support formal classroom experiences. Also, live-in staff members are trained to assist students with a variety of issues, such as roommate conflicts, eating disorders and other mental health issues, and personal safety.

Theme Housing

Theme Housing is a collaborative program at Utah State that is dedicated to learning outside of the classroom. The underlying mission of theme housing is to link residence halls with academic or general interest themes, and create communities of residents with shared interests and goals. Each theme community is supported by a peer mentor who provides on-site tutoring and advising, and who plans fun social programs. Theme housing options include the following:

Academic Lifestyles

These floors are sponsored by academic departments and colleges. Academic Lifestyles are very popular and have strong returning communities. Residents must be enrolled in the major related to their floor. The following floors are offered in South Campus: American Sign Language, World of Business, The Vector Floor (Engineering), Computer Science, Prehealth Professionals, and Natural Resources Floor.

Community Lifestyles

Community Lifestyles provide immediate campus involvement and are focused on scholarship, diversity, service, and leadership. These communities are sponsored by student clubs and organizations. Global Village is located in the Student Living Center, and Leadership House and Honors House are located in the Living/Learning Community. **Global Village** is open to all students who want to explore the study abroad program and learn about other cultures. **Honors House** is open to students enrolled in or planning to enroll in the Honors Program. **Leadership House** is open to all students interested in student government and community service and is a great opportunity for campus involvement.

Freshman Interest Groups (FIGs)

For making the transition to university life with all the benefits of a small college atmosphere, this is the ultimate freshman experience. Each theme-oriented FIG includes 16-18 students who live near each other, meet regularly for meals, and attend group activities. Students are assigned a peer mentor who joins them for meals, provides academic assistance, and serves as their guide to campus life. The following FIGs are currently offered: Appreciating the Arts, Elementary Education, Healthy Living, Outdoor Adventures, and Science and Society.

Housing Communities

Central Campus

Bullen Hall, Mountain View Tower, Richards Hall, Valley View Tower

Central Campus is a close-knit community centered on lasting friendships, fun, and student achievement. This is the home of the FIGs (Freshman Interest Groups). A high percentage of first-year students live in this area and receive intentional staff support and community development to meet their needs.

Student Living Center

Davis Hall, Jones Hall, Morgan Hall, Rich Hall, Snow Hall, San Juan Hall, Wasatch Hall

This community is an excellent location for students who want an academic setting surrounded by abundant green space. Shuttle buses take students to the center of campus in a matter of a few minutes. This is the home of Global Village.

South Campus

Greaves Hall, Merrill Hall, Moen Hall, Reeder Hall

The South Campus is located just steps from the Merrill-Cazier Library and key campus buildings. This is the home of the Academic Lifestyles Program, as well as the Returning Resident Community, located in the west wing of Merrill Hall. These programs are designed to meet the needs of nonfreshmen.

Living/Learning Community

Located in the very heart of campus on the north end of Old Main Hill, this community includes a community center complete with meeting and program space, as well as clustered lounge spaces designed to take full advantage of the beautiful scenery of the campus and the valley below. The living space has been intentionally designed to provide privacy, while at the same time promoting important social interactions between roommates, between others living in the individual buildings, and throughout the community as a whole. Leadership House and Honors House are located here.

Graduate and Upper-Division Housing

Single students desiring to live in this area must have completed at least 60 credits or must be 25 years or older, in order to qualify to live in an upper-division apartment. Students enrolled in a master's or doctorate program at Utah State qualify to live in graduate apartments. Located adjacent to the main campus, Aggie Village and Summit Hall are ideal for students seeking privacy and quiet study time. Only two students per apartment are housed in Aggie Village, and only three students per apartment are housed in Summit Hall. (Each student has a private room.) Aggie Shuttle Buses are regularly scheduled to transport students to the main campus in a matter of minutes.

Family Student Housing

Aggie Village, Mobile Home Park, Townhouses, West Stadium Villa

Family Housing communities are an ideal choice for student families seeking a productive learning and living environment. Residents enjoy the extra space, both indoors and outdoors. In the classroom located in the Community Area Office, both Housing and Utah State Extension offer numerous classes and programs for family students. Living options include spacious one-, two-, and three-bedroom apartments, as well as a mobile home park.

Each community offers slightly different opportunities and is designed with the student in mind. Quality facilities with reasonable rates, service, and convenience are provided. All prices generally include: Internet access, local phone, cable TV, and free shuttle bus service. Single Housing prices include all utilities and furniture. Family Housing units have full kitchens and are rented unfurnished. Family Housing residents are responsible for payment of electric and gas utility bills.

For further information about the current price listings, style options, and availability, visit the housing website at:

<http://www.housing.usu.edu/>, or contact the Housing Office at (435) 797-3113, toll free at (800) 863-1085, or via e-mail at: info@housing.usu.edu.

Dining Services

Utah State University Dining Services is committed to creating an excellent college dining experience. All of the operations are places that become a major part of the everyday experience at USU. From executive chefs, right down to almost 300 student employees, Dining Services wants to make sure that students, faculty, staff, and guests all enjoy their dining experiences on campus. For more information about dining options, call (435) 797-1701, or visit Dining Services in Taggart Student Center 232 or at <http://www.usu.edu/dining/>

The Hub

Located on the first floor of the Taggart Student Center (the “hub” of campus), this food court offers many choices for students “on the go.” A great social spot, the Hub provides a place to meet and eat on campus. A variety of menu options from many well-known chains, such as Café Ibis, Hogi Yogi, Teriyaki Stix, and Taco Time, are offered. The Hub also proudly features many “Be Well” options to make healthy eating easy and even less expensive.

Aggie Marketplace

Located on the second floor of the Taggart Student Center, the Aggie Marketplace is the newest residential dining facility. It offers a variety of different menu options, including Mongolian grill, pizza, pasta, salad bar, Mexican, rotisserie chicken, and much more. Daily specials at Mama Blues are prepared daily by the Executive Sous Chef. The Aggie Marketplace features all-you-care-to-eat, fresh food at one low price.

The Skyroom

Located on the fourth floor of the Taggart Student Center, the Skyroom is USU’s only full-service restaurant. It offers a wide variety of entrees prepared daily by professional chefs. Each day features a different “all-you-care-to-eat” lunch buffet. A daily “all-you-care-to-eat” salad and soup bar is considered by many the best in Cache Valley.

The QuickStop

This campus convenience store, located on the first floor of the Taggart Student Center, offers a wide variety of snacks, soda, and candy, as well as a variety of grab-and-go items, all in one convenient location.

The QuadSide Café

The Quadside Café is a coffee shop and more. It features Cache Valley’s famous Café Ibis coffee, specialty drinks, pastries, sandwiches, salads, and soft drinks. The Quadside Café, conveniently located in the lobby of the Merrill-Cazier Library, is a great place to get something to eat before studying.

The Junction

The Junction is a residential on-campus dining hall. It features a full salad and soup bar, grill, and fresh made-to-order sandwiches and entrees prepared daily by professional chefs. In order to meet individual lifestyles and budgets, the Junction provides several different meal plans.

University Catering

University Catering offers an extensive menu and provides food for buffets, served meals, barbeques, receptions, and any other event needing catering. The professional service staff, along with an executive chef, can create the perfect event within any budget.

Meal Plans

Block meal plans can be purchased in quantities of 25, 50, or 75 meals. By purchasing these block plans, customers enjoy a huge discount when compared to the regular cash price. Students, faculty, and staff members having block meal plans can also use their plans to purchase meals for friends and family when dining at either the Aggie Marketplace or the Junction.

Aggie Express is the most convenient way to eat at the dining operations on campus. By using this debit account, customers enjoy a 10 percent discount at all locations (excluding the QuickStop).

New Student Orientation and University Connections

New Student Orientation

New Freshmen

Newly admitted first-year students must participate in a Student Orientation, Advising, and Registration (SOAR) session before being permitted to register for classes. SOAR is designed to assist students in making a successful transition to USU. In addition to registering for classes, students have the opportunity to receive individual advice about degree requirements, as well as vital information about student services, campus life, and athletics. New students should be aware that a *registration hold* is placed on their file until some form of orientation is completed. After admission to USU, students will receive information about SOAR programs.

University Deposit

All new freshmen are required to reserve their spot at USU by paying a \$100 deposit. The \$100 will be applied toward a student's account. It will cover the cost of the SOAR option selected, and any remaining balance will go toward tuition and fees.

Early Registration Request

Students who pay the \$100 deposit and register for SOAR prior to the posted deadline will be able to submit an Early Registration Request. The earlier students submit their deposit and register for SOAR, the more likely they are to get the classes of their choice and the orientation date of their choice. Students will *not* be allowed to modify their schedules until they participate in SOAR.

Students who miss the posted deadline must still pay the University deposit and register for SOAR. However, they will not be able to submit an Early Registration Request.

For further information or to receive more information about SOAR, call New Student Orientation at (435) 797-0283 or (800) 606-4878, or visit the SOAR website at: <http://www.usu.edu/soar>

Mathematics Placement Test

Students who have a valid Math ACT score of less than 23, who *do not* have a valid Math ACT score, or who have *not* taken a Math course (e.g. MATH 1050 College Algebra) are required to take the Math Placement Test. The fee for this test is \$10, and students attending SOAR will be given the opportunity to take this test while attending SOAR on campus at USU. The results of this test will be used to advise new students into appropriate mathematics or statistics courses.

Transfer Students

A student is considered to be a transfer student if he or she has completed at least 24 semester credits of post-high school work at another institution. This does not include concurrent enrollment or AP credits. This does include credits a student is currently taking at another institution.

Newly admitted transfer students are required to contact their academic advisor before registering for classes. Transfer students are not required to participate in orientation. During the summer, the SOAR office does provide a half-day nonmandatory informational session for transfer students.

Academic Advising

Upon admission to USU, all new students are assigned to an academic advisor. During New Student Orientation, students meet with their advisors, plan their class schedules, and register for classes. Advising

is the process encompassing development and delivery of accurate and up-to-date information regarding career options, educational programs, courses of instruction, resources, policies, and procedures to aid students in pursuing their educational goals.

Each student should consult with his or her academic advisor on a regular basis, and as needed, until the student's program of study is completed. The advisor can help the student to select, plan, and complete a program of study which is consistent with the student's interests, abilities, and needs, and can assist the student in selecting appropriate courses in the proper sequence to complete all requirements for graduation.

Each student is responsible for learning and completing graduation requirements for academic programs selected. Major Requirement Sheets showing University, college, and departmental requirements for each academic program are available at:

<http://www.usu.edu/majorsheets/>

For information about the Office of University Advising, as well as details about the advising structure and contact information for each of the seven colleges, see page 12.

An *Advisor List by Major* is available on the web at:

<http://www.usu.edu/advising/advisors/>.

University Connections

University Connections is a course specifically designed to ease the transition to Utah State University and prepare students for an exciting collegiate experience. This unique course focuses on developing critical college study skills, time-management techniques, and test-taking strategies. Through this course, students are connected to the University environment, including academic expectations, policies and procedures, resources, services, and physical layout. Through a common literature experience, students are provided with an introduction to the challenging academic environment of the University. Students are also introduced to extracurricular activities designed to enrich their overall educational experience. Most importantly, Connections allows students to develop a support network of classmates, faculty, and staff to help ensure a successful beginning to their academic experience.

Course Format

Connections classes have 25-30 participants per class. The **traditional model** (for which students earn **2 credits**) includes pre-semester sessions held the week before the semester begins, and three one-hour sessions held after the semester begins. The three semester sessions are designed to provide additional support during the student's transition to the University environment, including crucial information necessary to academic success. In the **extended model** (for which students earn **1 credit**), students meet for one hour, twice per week during the first eight weeks of the semester. This option caters to students who are unable to attend Connections during the week before school starts. This includes (but is not limited to) students participating in band and athletics, as well as international students.

Registration

Students attending SOAR will be provided with an opportunity to register for Connections during their orientation session. Registration may also be accomplished online by logging into Banner at:

<http://www.usu.edu/myusu/>

For more information about University Connections, visit:

<http://www.usu.edu/connections/>

Registration, Student Records, and Academic Standing

Registrar: John D. Mortensen
Location: Taggart Student Center 246
Phone: (435) 797-1116
FAX: (435) 797-1110
E-mail: john.mortensen@usu.edu
WWW: <http://www.usu.edu/registrar/>

Registration

Registration Eligibility

Only eligible students may register for courses at the University. An eligible student is either continuing from the previous year or has been admitted or readmitted to the University.

Classification of Students

At the beginning of each semester, undergraduate students are classified for that semester as follows:

Credit Hours Earned	Classification
0-29	Freshman
30-59	Sophomore
60-89	Junior
more than 89	Senior

Registration Requirement

All students attending classes must be registered. Students are officially registered when all tuition and fees have been paid in full. Failure to pay tuition and fees by the published fee payment deadline may result in courses being voided (see *Registration Purge* on pages 57-58). Students are responsible for dropping courses for which they do not wish to receive a grade.

Registration for Mathematics Courses

ACT and SAT scores for mathematics competency and passing grades in MATH 0900, 1010, 1050, and 1060 are valid for use in placement and as prerequisites for one calendar year for nonmatriculated students and three successive semesters (including summer semester) for matriculated students. (See page 44 for specific dates by which prerequisites must be completed.) **Note:** This acceptability time limit applies *only* to prerequisites for MATH 1010, 1030, 1050, 1060, 1100, 1210, 2020, and STAT 1040. The time limit *does not apply* to mathematics prerequisites for courses offered by other departments.

Proof of Identification

Students who wish to receive University services in-person must present photo identification. Students doing business online must login using the appropriate credentials. Each admitted student who completes the registration process for a regular semester will be issued a student identification card. This photo identification card is valid for the duration of the student's enrollment at Utah State University. Photo IDs are issued throughout the semester by the Card Office, Taggart Student Center 212.

Adding Courses

After the fifth day of classes, any additions to the original registration must: (1) be recorded on an official add form, and (2) include the instructor's signature. In addition to the Registrar's Office, add forms may be taken to an academic advisor, who may electronically authorize a student to register for a course. Deadlines as outlined on pages 6-8 must be observed.

Courses may be added for credit or audit. An instructor's signature is required beginning the second week of the semester (sixth day of classes) during fall and spring semesters, and other dates as noted on pages 6-8. Students may not add into a full class at any time without an instructor's signature. An instructor should not sign a blank Add Form, but should ensure that the proper course information (e.g., CRN, course prefix, course number, etc.) is present before signing and dating the form. The Registrar's Office will not process any Add Form that is not dated, or for which the signature date is older than three business days. Advisors who have access to authorize students into full classes will follow the same guidelines as the Registrar's Office. Specific deadlines for adding courses may be found on pages 6-8. All requests for audit registration must be approved by the instructor and must be submitted to the Office of the Registrar, Taggart Student Center 246.

Late Registration

Following the published add deadline, a transaction fee of \$100 per course will be assessed for all undergraduate and graduate courses added. Dissertation, thesis, directed study, continuing graduate advisement, and independent study courses added for graduate work, as well as Military Science courses, are exempted from this late fee.

Credit Limit

Students registering for **more than 18 credits** must present their advisor's signed authorization to the Registrar's Office.

Pass (P), D+, D, F Option

Students may register for a Pass (*P*), *D+*, *D*, *F* option. The grade of Pass (*P*) indicates academic achievement of not less than *C-*. Credits for which the Pass (*P*) grade is received are not GPA hours, and are therefore not used in the calculation of a student's grade point average. At no future time may the student request a letter grade, once the *P*, *D+*, *D*, *F* option has been requested.

A student desiring a *Pass*, instead of a regular grade in a course, must request a pass/fail form from the Registrar's Office, Taggart Student Center 246. This form, which must be signed by the student's advisor and returned to the Registrar's Office by the 60 percent point of the course, may not be revised under any circumstances. (Check pages 6-8 for the exact dates.)

A grade of *P* indicates academic achievement of not less than *C-*. All students, including freshmen, may take courses on a *P/D+*, *D*, *F* basis. A minimum of 72 of the 120 credits required for the baccalaureate degree must carry the *A*, *A-*, *B+*, *B*, *B-*, *C+*, *C*, *C-*, *D+*, *D* designation, unless the major department or college changes this limitation. All CLEP, AP, and other special examination credits are considered *P* and are included in the total *P* grades permitted. The *P* shall also be used to record on the student's permanent academic record all special credit in which other grades are inappropriate. Many departments do not allow students to take required courses on a *P/D+*, *D*, *F* option, and many professional or graduate schools may not accept *P* grades. Therefore, an advisor's signature is required, *before* students may take courses under this option.

Registration, Student Records, and Academic Standing

Some courses are *only* offered as Pass/Fail. When a course is offered only in this manner, this information must be clearly stated in the syllabus.

Tuition, Fees, and Refunds

See *Tuition, Fees, and Refunds* section of this catalog, pages 64-66.

Records Hold

A "Records Hold" will be placed on a student's record when an outstanding financial obligation or disciplinary action has been reported.

When a "hold" is placed on a record, the following results may occur: (1) An official and/or unofficial transcript may not be issued; (2) registration privileges may be suspended; (3) other student services may be revoked. The "hold" will remain effective until removed by the initiating office. It is the student's responsibility to clear the conditions causing the "hold."

Full-time Status

The minimum registration load for a full-time undergraduate student is 12 credits. **Students who desire to graduate in four years (eight semesters) must average a semester load of at least 15 credits per semester.** To be eligible for student body offices, students are required to be registered for 12 or more credits. To be eligible to receive financial aid, a student is required to register for 6 or more credits. Students on scholarships must be registered for 12 or more credits, unless otherwise indicated. Veterans and students eligible for a veteran's educational allowance are required to be matriculated and registered for 12 or more credits (for undergraduate students) or 9 or more credits (for graduate students) to qualify for full educational benefits. Students registered for less than 12 credits should contact the Veterans Services Office to determine if they are eligible for partial benefits.

Auditing Classes

Admitted students who wish to audit a class must register as auditors. Auditing is dependent on space, resource availability, and instructor approval. No credit or grade points will be granted. The regular tuition and course fees will be assessed. At no future time may students request or receive credit for the audited course by any other means than by officially registering for the course and doing the required work. Audit requests, approved by the instructor, must be submitted to the Registrar's Office and tuition and fees must be paid before class attendance is permitted. Students are not permitted to register as auditors during Early Registration.

House Bill 60 (1977) permits Utah residents 62 years of age or older to audit regular university classes offered during the day or offered through Regional Campuses and Distance Education. However, space in many university classes is limited. Classes which are full at the time of an audit request are unavailable. Credit seeking, full-tuition paying students shall have first priority in the registration process. A flat fee of \$10 per semester, **plus any course fees or special fees that may be attached to classes**, is charged for House Bill 60 (1977) registration.

Tuition and Fee Payment Deadlines and Consequences

Fee payment deadlines for each semester are shown in the *Registration Calendar* section, pages 6-8. After the original fee payment deadline, tuition and fees are due daily. There is one fee payment deadline for summer semester, and fall and spring semesters each have five fee payment deadlines.

Students having an outstanding balance after a fee payment deadline may be dropped or "purged" from their classes. (See information shown below concerning the *Registration Purge*.)

For fall and spring semesters, the first four fee payment deadlines will be immediately followed by a registration purge. Students having an outstanding balance following the fifth fee payment deadline will not be purged, but may be assessed a \$100 late tuition payment fee, as well as ongoing charges for the unpaid balance.

Payment Options

It is *strongly recommended* that students complete all of their tuition and fee payments online. An option is available for students to authorize other individuals, such as parents or grandparents, to create their own login credentials to view and make payments on the student's behalf. Several payment options are available.

Web Check (no fees). The preferred method of payment is through web check (electronic check). Through this option, no additional fees are assessed. However, standard fees may apply if there are insufficient funds in the account, or if the wrong account information is submitted.

Payment Plan (setup fee). When students pay their tuition and fees, they will have a choice to sign up for a payment plan. Different plans may be available. The standard Tuition Installment Plan (TIP) requires the student to make a down payment of 50 percent of the balance, plus pay a \$50 setup fee. The student will then pay 25 percent of the balance after the first month, and the remaining 25 percent of the balance after the second month.

Credit Card (additional fees assessed). Students may pay their tuition and fees with a credit card. USU currently accepts MasterCard and Discover, and may also accept American Express in the future. A 2.75 percent convenience fee will be assessed for payment by credit card. This equates to an additional fee of \$27.50 for every \$1,000 paid through credit card. In addition, credit card interest fees may apply for unpaid balances to the credit card company.

Summary of Additional Fees. Comparisons using each of the options listed above are shown below. An additional scenario is given for a student who still has an outstanding balance after the last fee payment deadline. These examples use the 2008-2009 tuition and fee amount for a full-time resident student, which was \$2,222.41.

Web Check.....	\$0
Payment Plan	\$50 setup fee
Credit Card	\$61.12 convenience fee
No Plan (Late Fee).....	\$100 late tuition payment fee

Registration Purge

If a student has not paid tuition and fees in full, the Registrar's Office may cancel (or "purge") the student's registration for the upcoming semester, meaning the student will no longer have a seat reserved in the classes he or she has chosen. The determining factor as to whether or not a student's registration will be "purged" depends upon the balance owed. Class fees are included in the balance owed. In instances where a student has made full payment for some of his or her classes, every effort will be made to drop *only* those classes for which the tuition and fees have not been paid, in an effort to ensure that *only* the last added class or classes will be dropped.

Registration, Student Records, and Academic Standing

The registration purge is governed by the following policies:

1. There is one purge for summer semester, and fall and spring semesters each have four purges. See pages 6-8 for dates.
2. Any student owing a balance of \$250 or greater will have his or her registration purged. Balance is defined as any amount owed, minus any financial aid authorized, paid, or memoed. Students participating in a payment plan will not have their registration purged, provided they have paid the amount due at the time of the payment deadline.
3. Beginning the first day of classes, any student who owes a balance of \$5 or more will have his or her student ID card deactivated.
4. After the sixth week of classes, a hold will be placed on the account of any student who owes more than \$50, preventing the student from registering for classes, including preregistration for the next semester, and preventing the student from receiving transcripts until he or she pays the balance owed.

Prior to each purge, students owing \$50 or more will be sent e-mails reminding them of the deadline. All students having their registration purged will receive an e-mail informing them of this action.

Faculty members and advisors having questions concerning these policies should contact Bill Jensen, Associate Registrar, (435) 797-1076, bill.jensen@usu.edu.

Dropping Courses

If a student does not attend a class during the first week of the term or by the second class meeting, whichever comes first, the instructor may submit a request to have the student dropped from the course. (*This does not remove responsibility from the student to drop courses which he or she does not plan to attend.*) Students who are dropped from courses will be notified by the Registrar's Office through their USU e-mail account.

Students may drop courses without notation on the permanent record through the first 20 percent of the class. If a student drops a course following the first 20 percent of the class, a *W* will be permanently affixed to the student's record. After 60 percent of the class is completed, the student's academic advisor must sign any drop request, and a *W* with a grade assigned by the instructor will be entered on the student's permanent record. Under normal circumstances, a student may not drop a course after 75 percent of the class is completed. (Check pages 6-8 for exact dates.)

Students with extenuating circumstances should refer to the policy regarding *Complete Withdrawal from the University* on page 58 and the *Incomplete (I) Grade* policy on page 59.

In extenuating circumstances in which a complete withdrawal or an incomplete grade is not deemed the best action to take, a student may petition for a Late Drop up through the last day of classes. The term "extenuating" circumstances includes: (1) incapacitating illness which prevents a student from attending classes for a minimum period of two weeks, (2) a death in the immediate family, (3) financial responsibilities requiring a student to alter course schedule to secure employment, (4) change in work schedule as required by employer, (5) judicial obligations, or (6) other emergencies deemed appropriate by the instructor. Students requesting a late drop must submit a Petition for Late Drop to the Registrar's Office. The student must attach a typed

appeal stating an explanation and justification for the desired drop(s). Supporting documentation confirming the extenuating circumstances must accompany the petition. The cost of the petition is \$20, which is a nonrefundable processing fee and does not guarantee approval.

In the event that a student registers for a course which is later cancelled, it is the responsibility of the department to officially cancel the class with the Scheduling Office, and the student's responsibility to drop the course for a full refund. It is the department's responsibility to notify students of cancelled or rescheduled classes.

A student may not drop all of his or her classes without an official withdrawal (Complete Withdrawal) from the University.

Complete Withdrawal from the University

For most undergraduate students, a complete withdrawal is initiated at the Retention and First-Year Experience Office website for change of enrollment: <http://www.usu.edu/studemp/leaveofabsence/>. At this site, students should choose the *Complete Withdrawal* option. Undergraduate international students must file a complete withdrawal offline, and should go to the International Students and Scholars Office, Taggart Student Center 313. Matriculated graduate students who wish to completely withdraw must present their case to the School of Graduate Studies Office, Main 164. No one will be permitted to withdraw from the University once final examinations have begun. The date of the official withdrawal is the date the withdrawal form or letter is received. A student who withdraws must be accepted for readmission before he or she may enroll again.

Leave of Absence

Undergraduate students who wish to discontinue their studies for one or more semesters (other than summer term) must file a *Leave of Absence* form online. Students may file an admission deferral, a one-semester leave, a traditional leave of absence, or a complete withdrawal online at <http://www.usu.edu/rfye/loa>. Requests may be granted in the following circumstances:

1. Leaves of absence are generally granted and reviewed on a yearly basis for reasons relating to: illness or health, military service, employment, humanitarian or church service, family responsibilities, and financial obligations.
2. **The standard leave period is one year.** Allowances will be made for military activation, church or humanitarian service, and those with extenuating circumstances.

Students must apply for leaves of absence for a current semester by the last day of classes for that semester.

With very few exceptions, students who are attending another institution **may not** take a leave of absence. They must completely withdraw and apply for readmission. Students are encouraged to discuss possible exceptions with the Matriculation Advisor.

A student must apply for a leave of absence for a current semester *no later than* the last day of classes for that semester. USU's dropping courses policy explains how a leave of absence will affect a student's transcript.

A student who takes a leave of absence must officially notify the Matriculation Advisor of his or her intention to return to USU from leave. This **must** occur prior to registration. **In most cases, the student will not need to apply for readmission.**

Registration, Student Records, and Academic Standing

No-test Days

A five-day period designated as No-test Days precedes the five days of final examinations which are normally scheduled at the close of each academic semester. During No-test Days, no major examinations, including final examinations, will be given in order that students may concentrate on classwork, the completion of special assignments, writing projects, and other preparation for duly scheduled final examinations.

Student Records

Grading and Grading Options

For work in graded courses, *A* shall denote exceptional performance, *B* above average performance, *C* satisfactory performance, *D* poor performance, and *F* failing performance. Letter grades may be modified by plus (+) or minus (-) symbols (no *A+* or *D-*).

Ordinarily a standard grade is given upon completion of a course, unless a grading option of "Audit" or "Pass/D+, D, F" is indicated at the time of registration, on the syllabus, or within prescribed deadlines.

Incomplete (I) Grade

Students are required to complete all courses for which they are registered by the end of the semester. In some cases, a student may be unable to complete all of the coursework because of extenuating circumstances. The term "extenuating" circumstances includes: (1) incapacitating illness which prevents a student from attending classes for a minimum period of two weeks, (2) a death in the immediate family, (3) financial responsibilities requiring a student to alter course schedule to secure employment, (4) change in work schedule as required by employer, (5) judicial obligations, or (6) other emergencies deemed appropriate by the instructor. The student may petition the instructor for time beyond the end of the semester to finish the work. If the instructor agrees, two grades will be given, an "I" and a letter grade for the course computed as if the missing work were zero. An *Incomplete Grade Documentation Form* must be filed by the instructor in the department or college office. Students may not be given an incomplete grade due to poor performance or in order to retain financial aid.

The student is required to complete the work by the time agreed upon (which may not be longer than 12 months). If no change of grade is submitted by the instructor within the prescribed period, the "I" will be removed and the letter grade originally submitted with the "I" will remain as the permanent grade for the course. Arrangements to complete the missing coursework are to be made directly with the instructor awarding the "I" grade, and in accordance with departmental and other USU policies. In the absence of the original instructor, special circumstances must be handled by the department head. Documentation of the reasons for granting an "I" grade and required work to be completed in order to remove the "I" grade must be recorded on the *Incomplete Grade Documentation Form*, which must be filed with the departmental office. Resolution of the "I" grade does not involve a complete repeat of the course, only the completion of missing coursework. **A student does not reregister for the course.** All "I" grades must be changed to letter grades prior to graduation, regardless of whether or not the course is required for the degree. Dissertation, thesis, directed study, and independent study courses taken for graduate work are exempted from this policy.

A student who is on academic probation and receives an incomplete grade in one or more classes may register for classes in the subsequent semester, provided the grades received from his or her other classes are high enough to prevent the student from being placed on academic suspension. A student in this situation, prior to making up the incomplete grade, may enroll in *only one* subsequent semester. A Registrar's Office hold will then be placed on the student's record, preventing him or her from registering for a second additional semester. Additional registration holds may be placed on a student's record by an academic advisor. The Registrar's Office hold will not be removed until the incomplete grade is changed to a letter grade. If the resulting grade does not cause the student to be placed on academic suspension, the Registrar's Office hold will be removed. Other registration holds, such as an advisor hold, will need to be removed by the office placing the hold.

Exceptions to the one subsequent semester limitation may be made (1) if receiving the grade that accompanies the incomplete grade (e.g., a student who receives an *IF* grade would receive an *F* if no additional work was completed) would not cause the student to be placed on academic suspension for the semester in which the incomplete grade was originally received, or (2) by memo of justification from the course instructor who submitted the incomplete grade. Any exceptions must be requested through the Registrar's Office.

Final Grade Reports

Final grades are available through Access. Students may login to Access at: <http://www.usu.edu/myusu/> (After logging in, click on **Student Records**, then on **Final Grades**.) Instructors should submit their final grades within four working days after the final examination.

Change of Grades

The instructor of record of a course has the responsibility for any grade reported. Once a grade has been reported to the Office of the Registrar, it may be changed upon the signed authorization of the instructor of record who issued the original grade. In case the instructor is not available, the department head has authority to change the grade, provided the grade was assigned less than one year ago. This applies also to the grade of Incomplete (*I*). A change of grade after more than one year also requires the signature of the academic dean of the college in which the course is offered. (See USU Student Policy Handbook—Student Appeal Procedures.)

Transcripts

Official transcripts may be obtained by submitting a signed request to the Registrar's Office, *in person* at TSC 246; *by mail* to Utah State University, 1600 Old Main Hill, Logan UT 84322-1600; or via the Internet. To request an official transcript online, students should login to Access at: <http://www.usu.edu/myusu/> (After logging in, click on **Student Records**, then on **Order Transcript**.)

Credits Awarded for Courses

Traditional Courses

The standard for academic course credit, as identified by the Northwest Association of Schools and Colleges and followed by USU, is that one credit be awarded for three hours of student work per week during a 15-week semester. For traditional courses, this is interpreted as one 50-minute class period plus two hours of study per week for each credit. Note that one 50-minute period per week throughout a

Registration, Student Records, and Academic Standing

15-week semester equals 12.5 contact hours per credit. This standard should be used in determining credits for courses which do not meet for 50-minute periods.

Nontraditional Courses

In addition to courses taught during regular academic terms, other educational experiences (such as workshops, institutes, short courses, and conferences) are offered at USU. Because of the short time period in which they are offered, these nontraditional courses may not require extensive out-of-class work by students. When little or no out-of-class work is required, the standard for such courses is 20 contact hours per credit.

Remedial Courses

Courses numbered 0010-0990 will not satisfy baccalaureate requirements, are not transferable, are not calculated in a student's grade point average, and do not count toward earned hours.

GPA Hours and Quality Points

A **GPA hour** is defined as a credit which is used in calculating a student's grade point average (GPA). All graded credits, *except* for those in which the Pass (*P*) or Incomplete (*I*) grade is received, qualify as GPA hours, unless otherwise noted. **Quality points** are assigned to each letter grade earned, as follows:

A	4.00	C+	2.33	F	0.00
A-	3.67	C	2.00		
B+	3.33	C-	1.67		
B	3.00	D+	1.33		
B-	2.67	D	1.00		

Scholastic Marks, which do not qualify for GPA hours, are as follows:

I	Incomplete	P	Pass
W	Withdrawal	AU	Audit
SP	Satisfactory Progress	NGR	No Grade Reported

A grade of *I*, plus a companion grade, has no GPA hours or earned hours, but indicates that the student has up to one calendar year to finish the work. A grade of *W*, plus a companion grade, carries no grade point value, but indicates that the student withdrew after 60 percent of the course had been completed.

Grade Point Average

When a student is graded, the quality points for the grade are multiplied by the GPA hours to derive the total quality points. The total quality points are then divided by the total GPA hours to determine the GPA. GPAs are truncated to the nearest hundredth of a grade point.

Repeating Courses

Students may repeat any course at USU for which they have previously registered. They may also retake a course originally taken at an institution where USU has an articulation agreement, if the agreement identifies a specific USU course as being equivalent to the one the student desires to replace. All other decisions dealing with retaking courses, including courses taken under the quarter system, will be determined by the department in which the course is offered.

The number of times a student can take the same class is limited to a total of three times (once, plus two repeats). Beyond three attempts, the student's dean must approve additional registration for the class.

The total number of repeats allowed is limited to ten. Students who exceed this limit will have an academic hold placed on their registration. Beyond ten repeats, the student's academic dean must approve additional registration.

This policy does not apply to courses repeatable for credit. When a course listed in the *General Catalog* is identified with the Repeat Symbol (®), the course may be taken more than once for credit.

When a course not designated as repeatable for credit is repeated, **the most recent grade and GPA hours are used to recalculate the student's grade point average.** The previous grade and GPA hours for the same course will remain on the student's academic record, but will *not* be calculated in the grade point average or total GPA hours completed, and will be designated on the student's transcript with an *E* (exclude). A course designated as repeatable (®) may be repeated to receive a higher grade, and the most recent grade and GPA hours will be used in recalculating the student's grade point average.

Transfer Credit

The grades which may be transferred and recorded for transfer students shall include *A, A-, B+, B, B-, C+, C, C-, D+, D, and F*, as well as *P* (Pass). Only grades earned at USU will be used in calculating USU grade point averages. Decisions concerning academic standing, once the student is admitted to USU, will be based solely on USU grades.

Registrar's Office Forms

Change of Address Form

It is the responsibility of the student to keep the Office of the Registrar informed of address changes by completing a Change of Address form available at the Registrar's Office (TSC 246) or by using the Access (Banner) System on the Web:

<http://www.usu.edu/registrar/access/index.cfm>

Other Forms

The following forms are available at the Registrar's Office (TSC 246) or online at: <http://www.usu.edu/registrar/forms/>

Change of Information

Students who wish to have their name changed (e.g., new last name, add middle name, etc.) will need to fill out a change of information form. A copy of the student's picture ID and of the student's social security card, showing the desired name, must accompany the form submitted to the Registrar's Office.

Change of Matriculation (Major)

When a student desires to change his or her major, emphasis, or minor, he or she must fill out a change of matriculation form. This form must be signed by representatives of the appropriate departments before being submitted to the Registrar's Office.

Privacy Hold

A student wanting to have his or her records marked as "private" can fill out a privacy hold form. After a privacy hold has been placed on a student's record, no information concerning that student can be communicated over the phone. Information can be given out *only* when the student presents his or her picture ID at the Registrar's Office.

Release of Student Information

A release of student information form permits an appointed person to access a student's records. In order to be valid, this form must be notarized.

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Request for Verification

A student desiring to verify attendance and graduation information should complete a request for verification form, which should be submitted to the Registrar's Office.

Petitions and Appeals

Academic Appeals

When a student feels that he/she has been treated unfairly by a specific professor or existing rules or regulations, there is a sequential process which should be followed in handling the situation. (Problems in this area include disagreements regarding a course grade, intervening circumstances which prevented the student from following an assigned procedure, etc.)

When a student experiences such difficulties, he/she should first go to the specific professor or administrator and discuss the situation. It may be possible to resolve the problem at this level. Should no agreement be reached, the student may then take the situation to the department head. If no resolution is reached at that level, the student may take the problem to the dean of the college. If there is still no resolution, the matter will be forwarded to an appeals committee. As a final recourse, the student may take the problem to the Provost's Office, where a final decision will be made.

Academic Record Adjustment

Students requesting an academic record adjustment to a prior term must submit a *Petition for Academic Record Adjustment* to the Registrar's Office. Adjustments will only be considered if extenuating circumstances exist. The term "extenuating circumstances" includes: (1) incapacitating illness which prevented a student from attending classes for a minimum period of two weeks and prevented the student from completing the desired adjustment during the term, (2) a death in the immediate family, or (3) other emergencies deemed appropriate. **A maximum of two semesters may be adjusted per each degree. Petitions must be submitted within two years of the desired adjustment.** The student must attach a typed appeal stating an explanation and justification for the desired adjustment. Supporting documentation confirming the extenuating circumstances must accompany the petition. The cost for the petition is \$20, which is a nonrefundable processing fee and does not guarantee approval. Students who wish to appeal the decision of the Registrar's Office will be directed to the Vice President for Student Services.

Academic Renewal

Undergraduate students who have been admitted to Utah State University after an interruption in their collegiate education of five or more years may petition to have certain credits removed from the calculation of the GPA needed for credit. The renewal procedure allows the student's academic records to be reviewed for the purpose of eliminating from grade point average computation all grades of *D+* or below that were entered on the academic transcript five or more calendar years prior to admission, including transfer credit. However, upon request, selected *D+* or *D* grades may remain on the student's record. Petition forms are available in the Office of the Registrar and online. A \$25 processing fee will be assessed.

Guidelines:

1. Academic renewal *does not* apply to graduate students nor to students pursuing a second undergraduate degree.
2. Academic renewal may be applied *only once* and is *irreversible*.

3. An absence of *five or more years* must have elapsed between admission and the last enrollment at an institution of higher education. (**Note:** Students must be currently enrolled at USU to apply for academic renewal.)
4. After admission, but before application for renewal, the student must have completed at least one of the following at Utah State University: (a) 10 semester credits with at least a 3.00 GPA; (b) 20 semester credits with at least a 2.75 GPA; (c) 30 semester credits with at least a 2.50 GPA.
5. Academic renewal applies *only* to courses having grades of *D+*, *D*, or *F* and taken prior to readmission. All such courses will remain unaltered on the transcript with the appropriate notation added to the transcript to indicate academic renewal. Courses designated in the petition will not count for computation of GPA for earned credits, nor for satisfying any graduation requirements. Courses with a grade of *C-* (or *P*) or better will be carried forward.
6. Students may apply for this renewal after they have met the guidelines listed above. They are strongly encouraged to meet with their academic advisor prior to submitting their request.
7. Academic renewal will be effective as of the date of admission following the minimum five-year absence.

Academic Standing

Honor Roll (Dean's List)

To qualify for the semester honor roll (Dean's List), a student must earn a 3.5 GPA in 15 or more graded credits, except for summer semester for which 12 or more graded credits are required. **Note:** Courses for which a *P* (Pass) grade is received *do not* qualify for graded credits.

"A" Pin

Scholarship "A" pins are presented to undergraduate students who have received all *A* grades (4.0 GPA) for 15 or more graded credits each semester during two consecutive semesters in residency. **Note:** Courses for which a *P* (Pass) grade is received do not qualify for graded credits.

Good Standing

An undergraduate student is considered by the University to be in *good standing* when his or her USU cumulative GPA is 2.0 or higher. An undergraduate student whose USU cumulative GPA is *less than* a 2.0 is placed on *academic warning* or *academic probation*, based on the student's class rank, admission status, and the USU cumulative GPA. A **freshman** with a USU cumulative GPA of *less than 2.0* is placed on *academic warning*. A **sophomore, junior, senior, or any student with a standing of provisional admission warning**, with a USU cumulative GPA of *less than 2.0* is placed on *academic probation*.

Provisional Admission Warning

An undergraduate student who is admitted provisionally will be noted as such on his or her academic record. Provisional admission warning will carry the same weight as academic warning. At the end of the first semester, a student whose USU cumulative GPA is 2.0 or higher will be in good standing. A student admitted provisionally shall be placed on *academic probation* at the end of the semester if his or her semester GPA is below 2.0.

Registration, Student Records, and Academic Standing

Academic Warning

A freshman student placed on academic warning shall be notified in writing of that action by his or her college dean, advisor, or other college or departmental representative. Since this notification will typically be sent by e-mail, it is the student's responsibility to check his or her USU e-mail account (see *E-mail Communication Policy*, page 80). The notation *Academic Warning* is placed on the student's transcript. The student remains on warning status as long as his or her semester GPA is 2.0 or higher and until his or her USU cumulative GPA rises to or exceeds 2.0; the student will then be in good standing. A student on academic warning shall be placed on *academic probation* at the end of any semester in which his or her semester GPA is *less than 2.0*. When a student's class standing changes to sophomore, and his or her USU cumulative GPA is less than 2.0, the student is placed on *academic probation*. Students on academic warning will have a hold placed on their registration and must meet with their academic advisor.

Academic Probation

An undergraduate student placed on academic probation shall be notified in writing of that action by his or her college dean, advisor, or other college or departmental representative. Since this notification will typically be sent by e-mail, it is the student's responsibility to check his or her USU e-mail account (see *E-mail Communication Policy*, page 80). The notation *Academic Probation* is placed on the student's transcript. The student is required to meet with his or her academic advisor before the end of the fifth week and to sign a statement acknowledging the terms of the probation. Signed statements shall be maintained in the academic dean's office. The student remains on probation status as long as his or her semester GPA is 2.0 or higher and until his or her USU cumulative GPA rises to or exceeds 2.0; the student will then be in *good standing*. A student on academic probation is placed on *suspension* at the end of any semester in which his or her semester GPA is *less than 2.0*.

A student who is on academic probation and receives an incomplete grade in one or more classes may register for classes in the subsequent semester, provided the grades received from his or her other classes are high enough to prevent the student from being placed on academic suspension. A student in this situation, prior to making up the incomplete grade, may enroll in *only one* subsequent semester. A Registrar's Office hold will then be placed on the student's record, preventing him or her from registering for a second additional semester. Additional registration holds may be placed on a student's record by an academic advisor. The Registrar's Office hold will not be removed until the incomplete grade is changed to a letter grade. If the resulting grade does not cause the student to be placed on academic suspension, the Registrar's Office hold will be removed. Other registration holds, such as an advisor hold, will need to be removed by the office placing the hold.

Exceptions to the one subsequent semester limitation may be made (1) if receiving the grade that accompanies the incomplete grade (e.g., a student who receives an *IF* grade would receive an *F* if no additional work was completed) would not cause the student to be placed on academic suspension for the semester in which the incomplete grade was originally received, or (2) by memo of justification from the course instructor who submitted the incomplete grade. Any exceptions must be requested through the Registrar's Office.

Academic Standing for Student Athletics Eligibility

Student athletes are considered, for purposes of athletics eligibility and NCAA intercollegiate competition, to be in good standing if they meet the applicable NCAA grade point average rule and are able to register for classes and attend during the next subsequent regular academic semester.

Academic Suspension

An undergraduate student placed on academic suspension shall be notified in writing of that action by the Office of Retention and First-year Experience. Since this notification will typically be sent by e-mail, it is the student's responsibility to check his or her USU e-mail account (see *E-mail Communication Policy*, page 80). The notation *academic suspension* is placed on the student's transcript. A student who is registered for classes in the semester immediately following the suspension will be dropped from those classes. Questions about the suspension should be directed to the student's advisor.

Suspension Appeal Process

Any suspended student wishing to appeal his or her academic suspension must meet with the matriculation advisor and express a desire to make an appeal. ***Students should understand that, while they are entitled to appeal their suspension, very few appeals will be approved.***

The student must write an appeal letter and complete an appeal form. The appeal letter must include: (1) a clear explanation as to why the student believes the suspension penalties should be lifted, (2) an account of reasons why the student feels he or she didn't perform well, and (3) a description of the student's plan for improvement.

The matriculation advisor, who serves as the chair of the Suspension Appeals Committee, will submit the appeal letter (attached to the student's transcript) to the committee. The matriculation advisor will contact the student's academic advisor to solicit additional information that might be relevant to the committee's decision. Additionally, the matriculation advisor will find out if the student's department supports a suspension reversal or not.

If the committee *upholds the suspension*, the decision will be final (if endorsed by the Vice President for Student Services). The committee chair will notify the student that the appeal was *denied*. After the suspension has been satisfied, the student may apply for readmission.

If the committee *waives the suspension penalties*, the matriculation advisor will meet with the student and have him or her sign a retention contract. The student's department will provide specific contractual obligations.

If the student was not properly notified of his or her probation (as outlined in the *Academic Probation* policy on page 62), the student's appeal is likely to be granted. Students should be aware that, even if their appeal is granted, a notation of suspension will remain on their transcripts.

Registration, Student Records, and Academic Standing

Readmission Following Academic Suspension

Students *who have been suspended once* may apply for readmission after a two-semester layout. Students *who have been suspended two times* may apply for readmission to the University following a layout of one full calendar year.

Academic Dismissal

Students who become subject to suspension for a *third time* will receive notice of academic dismissal from the University and have the notation *academic dismissal* placed on their transcript. Students who have been dismissed may apply for readmission to the University following a layout of five or more calendar years.

Low-Scholarship Notification for Graduate Students

The dean of the School of Graduate Studies will notify students whose GPA is below 3.0 any semester. If the GPA falls below 3.0 for two consecutive semesters, the student may be placed on probationary status and his or her graduate program may be terminated. For further information, see *Low-Scholarship Notification* (page 115).

Concurrent Enrollment Credit

For purposes of academic standing, students who have taken classes through concurrent enrollment, and who otherwise qualify for good standing at USU, shall not be denied such standing based on their concurrent enrollment credit.

Tuition, Fees, and Refunds

Tuition and fees provide an essential revenue source to Utah State University, although these comprise only 12 percent of the total budget. State appropriations provide 34 percent of the University's revenue sources. USU strives to keep the institution as cost-effective as possible, and is noted for having low-cost resident and nonresident tuition amounts.

Tuition and fee amounts can be found by clicking on one of the **Tuition & Fee tables** links at: <http://www.usu.edu/registrar/payment/>

Registration for a semester is *not complete* until all fees have been paid in full. The University reserves the right to alter any tuition or fee charges without notice.

Visitor fee (audit)same as classes with credit (except for persons 62 years of age or older who are permitted to audit free of charge after a recording fee of \$10 per semester has been paid)

Late registration fee\$100 per course added (Following the published add deadline, a fee of \$100 per course will be assessed for all undergraduate and graduate courses added. For more information, see page 56.)

Continuing Graduate Advisement Courses (6990 and 7990)

There is no limit on the number of times a graduate student may register for 6990 or 7990 credit. Tuition will be charged according to the residency status of the student. Nonresident students may come to the Financial Aid Office to receive a waiver of the out-of-state portion of the Continuing Graduate Advisement tuition.

Continuous Graduate Registration Fee.....\$100 per semester

Tuition Surcharge for Excessive Credits

Students who have attempted 170 credits or more will be charged out-of-state tuition according to Board of Regents Policy. In the following circumstances the surcharge may be waived: (1) the excessive credits are necessary for the student to complete the student's program of study; **and** (2) the excess credits are a result of circumstances where a substantial number of credits from a transferring institution could not be applied to the program of study; **or** (3) the excess credits are the result of a reasonable enhancement of the student's major by the addition of a minor or emphasis to the program of study; **or** (4) the excess credits are the result of a reentry into the educational system by a student who may have accumulated a large number of credits, or even completed degrees, but where employment requirements obligate his or her return to college. Credits earned through concurrent enrollment and credits received through Advanced Placement (AP) and other examinations *do not* count toward the 170 credit total.

The student may obtain a petition to waive the surcharge at: <http://www.usu.edu/registrar/forms/pdf/Surcharge.pdf>

Seven-Year Tuition Policy

Students who initially enrolled at USU during Summer Semester 2004 or later are charged tuition using the most recent tuition scale. Students who initially enrolled at USU prior to Summer Semester 2004, who can complete their degree requirements within seven years of enrollment, and who have not had a break in their enrollment of greater than one year, are eligible to be coded under an alternate tuition scale.

Beginning Summer Semester 2009, the 2000-2002 alternate tuition table will be eliminated, and all students who enrolled prior to 2002 will be assessed tuition according to the most recent tuition table. Beginning Summer Semester 2011, the 2002-2004 alternate tuition table will be eliminated, and all students, regardless of the time of their initial enrollment, will be charged tuition according to the most current tuition scale.

Any student who is readmitted after an absence of a year or greater will be coded according to the most current tuition table.

Tuition Refund Policy

When a student withdraws from classes before the fifteenth day of the semester, he or she is entitled to a refund of registration tuition and fees according to the following schedule:

Tuition Refund Period	Percentage of Credits for which Tuition and Fees will be Refunded
Before classes begin	100%
First ten days of semester	100%
Eleventh through fifteenth day of classes.....	50%
After fifteenth day of classes	0%

Refunds will be automatically processed when courses are dropped by the published refund deadlines (see page 8). **Note:** The refund policy above applies to full-semester classes *only*. For information about refund dates for classes offered during *less than a full semester*, contact the Registrar's Office, TSC 246, (435) 797-1101.

Refunds are computed as a percentage of the credits being dropped, and are *not* based solely upon the *dollar amount* paid. Published refunds will be automatically calculated.

Below are three examples of refund calculations for dropping credits during the 50 percent refund period. These examples use the 2009-2010 tuition tables for a resident undergraduate student.

Example 1:	Tuition and Fees
Registered for 9 credits	\$ 1,812.83
Dropping 3 credits at 50% (equals 1.5 tuition credits dropped)	
Tuition and Fees for 7.5 credits (9 minus 1.5 credits)	1,587.52
Total Refund.....	\$ 225.31

Example 2:	Tuition and Fees
Registered for 15 credits	\$ 2,413.67
Dropping 3 credits at 50% (equals 1.5 tuition credits dropped)	
Tuition and Fees for 13.5 credits (15 minus 1.5 credits)	2,413.67
Total Refund.....	\$ 0

Note: Utah State University's plateau tuition means that the tuition and fee amount for total credits between 13 and 18 credits is the same amount.

Example 3:	Tuition and Fees
Registered for 12 credits	\$2,263.42
Dropping 6 credits at 50% (equals 3 tuition credits dropped)	
Tuition and Fees for 9 credits (12 minus 3 credits)	1,812.83
Total Refund.....	\$ 450.59

For exact dollar amounts, click on one of the **Tuition & Fee tables** links at: <http://www.usu.edu/registrar/payment/>

Fee Refunds

(1) A proportionate share of all fees paid may be refunded to any student who withdraws from school before the 15th day of classes. (2) All refunds will be mailed to the student. (3) The application and evaluation fee for an undergraduate or graduate applicant is not refundable. (4) Activity fees will be pro-rated. (5) Students with financial aid need approval from the Financial Aid Office in order to receive a refund. (6) Complete withdrawal must be approved by the Financial Aid Office (TSC 106) or by the Office of Retention and First-Year Experience (TSC 314).

Delinquent Financial Accounts

Students with outstanding financial obligations may be refused all University services until such obligations are paid. Services which may be denied include the following: registration, transcripts, grades, transfer of credit, graduation, and activity card.

Tuition, Fees, and Refunds

ID Cards

An ID card is available for each registered USU student. Upon full payment of tuition and fees, students will automatically have their cards activated. A student who holds an activated card may purchase a spouse card for \$15 and pay the spouse fee of \$40 per semester at the Registrar's Office. The student activity card provides access to USU athletic events, USU computer labs, the Merrill-Cazier Library, Student Health Services, campus recreation facilities, music and theatre events, and various student activities. Once all fees are paid, student activity cards will be activated two weeks prior to the first day of the semester. Provided there is no outstanding balance in the student's account, the student's activity card will continue to be valid for two weeks following the last day of final exams for spring and summer semesters, and for three weeks following the last day of final exams for fall semester.

Tuition Installment Plan (TIP)

The Tuition Installment Plan (TIP) allows students to defer a portion of their tuition until later in the semester. Students who are approved for participation in TIP must pay 50 percent of their tuition, plus a \$50 nonrefundable service charge, by the tuition and fee payment deadline. A second installment, for 25 percent of tuition (plus interest), is due on the 30th day of the semester; and the remaining 25 percent (plus interest) is due on the 60th day of the semester. Since deferred payments are loans, students will be considered to be in default if their deferred payments are not received by the due dates. Students who drop classes after the 100 percent refund period has passed will *still* be obligated to pay the TIP in full. Withdrawal or dropping classes *does not* cancel these loans. If the loan amount is *not paid in full by the due date*, students must pay interest in the amount of 12 percent per annum from the date issued on any portion that is unpaid.

To apply for the TIP, print the application accessed from the TIP link at: <http://www.usu.edu/registrar/payment/>, and complete the information as directed on the form. Because this is a promissory note, all signatures must be signed in front of a Registrar's Office representative in the Registrar's Office, Taggart Student Center 246.

Miscellaneous Payments

If any payment made to the University is unauthorized, incomplete, or received after the due date, registration fees will be considered as **unpaid**, and the student will not be officially registered.

Personal Checks

Personal checks returned by the bank to the University *for any reason* are automatically sent to a collection agency and will be subject to a service charge. At the discretion of the Controller's Office, this may result in the withholding of registration credit or immediate cancellation of the student's classes. USU reserves the right to refuse personal checks for any transaction. Check cashing privileges and use of other University services using personal checks may be suspended for any individual who has a check returned to the University.

Delinquent Financial Accounts

All tuition and fees should be paid in full by the posted due dates. Any unpaid tuition and fees may be assessed a late fee of \$20 per month or 1 percent per month (12 percent per annum), whichever is greater. Students with an outstanding balance may be subject to removal from classes for nonpayment.

In the event collection efforts become necessary, USU may refer a past due account to an outside collection agency. All referred accounts are subject to a collection fee, not to exceed 50 percent of the amount owed, plus all court costs and reasonable attorney fees. The collection agency and/or USU may report delinquent accounts to a credit reporting agency.

Students with outstanding financial obligations may be refused all University services until such obligations are paid. Services which may be denied include the following: registration, transcripts, grades, transfer of credit, graduation, and activity card benefits.

Sponsored Payments

Students whose tuition and fees are paid by a sponsor may contact the Cashiers Office (Taggart Student Center 246) for authorization to complete registration. International students with a sponsor should also contact the Cashiers Office.

Computer and Information Literacy Examination

All students working toward a bachelor's degree must pass this examination as part of the University Studies requirements. A \$30 fee is associated with this exam. For additional information, see page 67. Further details are shown at: <http://www.cil.usu.edu/>

Special Fees

Special fees, charged in addition to tuition and registration fees, are assessed on the Registration/Billing Statement. These fees may be found in the online course schedules at: <http://www.usu.edu/registrar/catalogpdf/>

Parking Permits

Parking permits are *required* Monday through Friday during the hours posted in each parking area. Each motor vehicle parked in a designated parking area on University property must be registered or pay a daily fee. Possessing a permit for a designated area does not necessarily ensure the availability of a parking space. The permit extends the right to park in a specified area when space is available until the permit and/or time expires.

Student Permits

Students living off campus who wish to park a vehicle on campus have three permit options:

1. Purchase a **Student Blue permit**, which allows parking in the central campus area.
2. Purchase a **Yellow permit**, which allows parking at the Stadium and below Old Main Hill.
3. Purchase an **Aggie Terrace permit**, which allows parking in the Aggie Terrace.

Student Housing

Students living in campus residence halls are required to purchase a permit to park in the area adjacent to their respective residences. These permits are valid for the residence area specified, as well as all Economy parking areas.

Permit price information is available at <http://www.usu.edu/parking>. The parking staff is available to provide assistance at the Parking Office, Monday through Friday from 7:30 a.m. to 5:00 p.m. For general information, call (435) 797-3414 or visit the Parking Office at 840 East 1250 North (north of the softball diamond).

Student Orientation, Advising, and Registration (SOAR) Fee

This fee, assessed to all incoming first-year students, covers the cost of student enrollment materials, including the *General Catalog*, voucher for the first Student ID Card (\$15 value), and the *Source* student handbook, and either the amenities and staff support received at an on-campus orientation session or the postage to mail the orientation materials to the student.

Tuition, Fees, and Refunds

Two-day and four-day orientation sessions are also available. Fees for these orientation sessions cover all of the aforementioned orientation materials, plus lodging, food, and activities provided at the sessions.

A parent orientation fee is assessed for parents who choose to attend an on-campus orientation session. The fee covers the costs of the parent orientation, including lunch, refreshments, and a packet complete with materials specific to parents of Utah State University students.

Current orientation fees are posted at <http://www.usu.edu/soar>

Math Placement Test Fee

Each time a student takes the Math Placement Test a fee of \$10 will be assessed.

Math Refresher Course Fee

Students who enroll in a math skills refresher course will be assessed a \$100 fee for the course. This fee includes the fee for taking the Math Placement Test at the beginning of the course and again at the end of the course.

Music

Fees are charged for piano practice and private instruction. For information on amounts, contact the Music Department.

Health and Accident Insurance

Health and Accident Insurance is available to all students for nominal costs at the time of registration. Additional insurance may be purchased for spouse and children. Students are encouraged to provide themselves with adequate protection in case of illness or serious injury. Further information can be found at:

<http://www.usu.edu/health/insurance.htm>

Insurance Information/International Students

Insurance coverage is *mandatory* for international students. All international students attending Utah State University are *required* to purchase one of the student health insurance plans offered at the University for themselves and accompanying dependents. Insurance coverage is *required* each semester.

International students are cautioned to purchase only temporary travel insurance to cover travel to the U.S.

Admission Application and Evaluation Fee (nonrefundable):

U.S. Residents (undergraduate).....\$40
International Students (undergraduate).....\$50

Special Examination Fee

\$10 per course plus \$5 per credit hour up to a maximum of \$50 including the \$10 examination fee. Fees for some of the special examinations offered by the Languages, Philosophy, and Speech Communication Department are higher; call (435) 797-1209 for specific fees.

Graduation Fees

One-year Certificate\$10*
Two-year Diploma.....\$10*
Associate of Applied Science Degree.....\$10*
Bachelor's Degree.....\$10*
Graduate, PhD Degree.....\$15

*The \$10 application fee applies *only* if the application is submitted *prior* to the deadline. After the deadline, a \$50 fee will be assessed. (See page 78 for more information.)

Cap and Gown Sales

Graduation regalia can be purchased at the Graduation Fair prior to commencement. Those unable to attend the Graduation Fair may have a friend or colleague pick up their regalia, or can place their order by calling (800) 662-3950. All phone orders will be mailed and assessed a shipping and handling charge. Please contact the USU Bookstore for current pricing or with any questions or concerns.

Teacher Placement Registration\$10

Transcript of Credits

For transcript requests processed by the USU Registrar's Office, the following information is needed: (1) student's full name (including any previous names), (2) student ID number, (3) date of birth, (4) last date of attendance, (5) where the transcript is to be sent, and (6) student's signature. The transcript fee is \$2 per transcript. The fee is to be paid in the Office of the Registrar, Taggart Student Center 246.

For a fee of \$5 per location, transcripts may be faxed. (**Note:** Faxed transcripts may be considered *unofficial copies* by some receiving parties.)

Official transcripts may be obtained by submitting a signed request to the Registrar's Office, *in person* at TSC 246; *by mail* to Utah State University, 1600 Old Main Hill, Logan UT 84322-1600; or via the Internet. To request an official transcript online, students should login to Access at: <http://www.usu.edu/myusu/> (After logging in, click on **Student Records**, then on **Order Transcript**.)

Scholarships, Fellowships, and Assistantships

Information can be found in the *Financial Aid and Scholarship Information* section of this catalog (pages 46-51).

Housing Fees

Write for a Housing Bulletin; send request to the Office of Housing and Dining Services, Utah State University, 8600 Old Main Hill, Logan UT 84322-8600.

Estimated Cost of Undergraduate Education for Two Semesters for 2009-2010 Academic Year

	Resident	Nonresident
Tuition and Fees	See page 64	See page 64
Room and Board	\$6,450	\$6,450
Books and Supplies	1,210	1,210
Personal Expenses	2,210	2,210
Totals	\$9,870	\$9,870
	plus	plus
	Resident Tuition	Nonres. Tuition

Note: Costs for room and board may vary, depending upon the housing and meal plan selected. Also, costs for books, supplies, and personal expenses may vary, depending upon a student's chosen program of study and lifestyle. Students who choose to have a car will need to plan for transportation expenses. However, owning a car is *not necessarily essential*, since USU, Logan, and Cache Valley have free bus systems.

Tuition and Cost Disclosure

Full-time undergraduate resident students at Utah State University paying a semester tuition and fee amount of \$1,836.01 contribute an estimated 35 percent to the full cost of instruction per full-time student of \$5,308.16. The remaining support for the full cost of instruction is provided by \$3,472.15 of state tax funds and no other institutional revenue sources.

General Education Requirements

The General Education program, along with study in the major, is designed to assist students in achieving the Citizen Scholar Objectives (see page 70).

Transfer Students

Students who have received an AA or AS degree at any institution within the Utah System of Higher Education, or at another institution with which USU has an articulation agreement, will be considered to have fulfilled the General Education Requirements, but must still complete the University Studies Depth Education Requirements.

Students who transfer to Utah State University with less than an Associate Degree (and have not completed General Education requirements) or with an Associate of Applied Science Degree will have their General Education courses evaluated on a course-by-course basis and may be required to take any additional courses necessary to satisfy the General Education requirements at Utah State University. However, if these students have taken equivalent General Education courses at the sending institution, these courses will be accepted toward satisfying General Education requirements at Utah State University.

Courses approved as fulfilling General Education requirements at a Utah System of Higher Education (USHE) institution will be acceptable to Utah State University as satisfying comparable General Education requirements. Coursework acceptability at other institutions will be determined by the student's major department at Utah State University.

General Education Requirements (30-34 credits)

USU's General Education program consists of two sets of requirements: Competency and Breadth.

Competency Requirements (9-10 credits)

The Citizen Scholar Objectives (see page 70) propose that students should be able to communicate effectively, utilize quantitative methods, make appropriate use of technology, and function effectively in groups. The competency requirements are structured to develop these skills.

Communications Literacy (CL1 and CL2) (6 credits)

ENGL 1010 (CL1) Introduction to Writing: Academic Prose 3

Or one of the following exams:

ACT English Test: Score of 29 or higher
SAT Verbal Test: Score of 640 or higher
AP English Language Test: Score of 3 or higher
CLEP English Composition Test: Score of 50 or higher
CLEP Freshman College Composition Test: Score of 53 or higher
IBO English A1 Test: Standard-level Score of 4-7

And

ENGL 2010 (CL2) Intermediate Writing: Research Writing in a Persuasive Mode..... 3

Or the following exam:

IBO English A1 Test: Higher-level Score of 4-7 (satisfies both CL1 and CL2)

Quantitative Literacy (QL) (3-4 credits)

One of the following courses:

MATH 1030 (QL) Quantitative Reasoning..... 3
MATH 1050 (QL) College Algebra..... 4
STAT 1040 (QL) Introduction to Statistics 3

Or

One Mathematics or Statistics course requiring MATH 1050 as a prerequisite, such as MATH 1100, 1210, 1220; or STAT 2300

Or one of the following exams:

ACT Math Test: Score of 25 or higher
SAT Math Test: Score of 580 or higher
AP Calculus AB Test: Score of 3 or higher
AP Calculus BC Test: Score of 3 or higher
CLEP Calculus Test: Score of 50 or higher
CLEP College Algebra Test: Score of 50 or higher
IBO Mathematics Test: Higher-level Score of 4-7

Computer and Information Literacy (CIL) (0 credits)

Students must pass competency exams in computer and information literacy. Communications Literacy, Quantitative Literacy, and Breadth courses associated with General Education are intended to further develop these skills.

The Computer and Information Literacy requirement includes six exams:

1. Information Law and Ethics
2. Information Resources
3. Document Processing
4. Computer Systems
5. Spreadsheets
6. Electronic Presentations

Students must score 70 percent or higher on each exam to pass. A student has met the requirement only after he or she has passed all six examinations. There is no college credit associated with this requirement. While some college credit classes teach the required skills for the CIL exams, simply passing any class does not meet the requirement. Only by passing all of the six CIL tests is the CIL requirement met. Students should complete the CIL requirement during their freshman year, as many upper-division classes build on the skills covered in CIL. It is also a prerequisite for several majors.

There is a \$30 fee associated with this requirement. There is no limit to the number of times a student can take each test. Once a test is passed, a student may not retake that test. After all tests are passed and the fee is paid, the CIL requirement will be posted to the student's transcript.

To learn more about the CIL requirement, visit the following website: <http://cil.usu.edu>

Breadth Requirements (18-20 credits)

General Education breadth requirements are intended to introduce students to the nature, history, and methods of different disciplines; and to help students understand the cultural, historical, and natural contexts shaping the human experience. Breadth courses also focus on the important cultural, socio-economic, scientific, and technological issues of today's global community.

General Education Requirements

Students must take a minimum of 18 total credits, including at least one course from each of the six categories shown below.

At least two of the six breadth courses must be University Studies courses (USU 1300, 1320, 1330, 1340, 1350, and 1360). Students enrolled in the Honors Program may substitute HONR 1300, 1320, 1330, 1340, 1350, and 1360 for USU 1300, 1320, 1330, 1340, 1350, and 1360.

Prerequisites are required for breadth courses having titles followed by (prereq.). For details, see course listings in the Course Descriptions section of this catalog.

Breadth American Institutions (BAI) (3 credits)

One of the following courses:

USU 1300 (BAI) U.S. Institutions	3
ECN 1500 (BAI) Introduction to Economic Institutions, History, and Principles	3
HIST 1700 (BAI) American Civilization	3
HIST 2700 (BAI) United States to 1877	3
HIST 2710 (BAI) United States 1877-Present	3
HONR 1300H (BAI) U.S. Institutions	3
POLS 1100 (BAI) United States Government and Politics	3

Or one of the following exams:

AP Macroeconomics Test: Score of 3 or higher
AP U.S. Government and Politics Test: Score of 3 or higher
AP U.S. History Test: Score of 3 or higher
CLEP American Government Test: Score of 60 or higher
CLEP History of the U.S. I: Early to 1877 Test: Score of 50 or higher
CLEP History of the U.S. II: 1865 to Present Test: Score of 50 or higher
CLEP Principles of Macroeconomics Test: Score of 53 or higher
IBO Economics Test: Standard- or Higher-level Score of 4-7

Breadth Creative Arts (BCA) (3 credits)

One of the following courses:

USU 1330 (BCA) Civilization: Creative Arts	3
ART 1010 (BCA) Exploring Art	3
HONR 1330H (BCA) Civilization: Creative Arts	3
ID 1750 (BCA) Design in Everyday Living	3
ID 1790 (BCA) Interior Design Theory	3
LAEP 1030 (BCA) Introduction to Landscape Architecture	3
MUSC 1010 (BCA) Introduction to Music	3
MUSC 1100 (BCA) Fundamentals of Music	3
THEA 1013 (BCA) Understanding Theatre	3
THEA 1023 (BCA) Introduction to Film	3

Or one of the following exams:

AP Music Theory Test: Score of 3 or higher
AP Studio Art: Drawing: Score of 3 or higher
AP Studio Art: 2-D Design: Score of 3 or higher
AP Studio Art: 3-D Design: Score of 3 or higher
IBO Music Test: Standard- or Higher-level Score of 4-7
IBO Theatre Arts Test: Higher-level Score of 5-7
IBO Visual Arts Test: Standard- or Higher-level Score of 4-7

Breadth Humanities (BHU) (3 credits)

One of the following courses:

USU 1320 (BHU) Civilization: Humanities	3
ANTH 2210 (BHU) Introduction to Folklore	3
ARTH 2710 (BHU) Survey of Western Art: Prehistoric to Medieval	3
ARTH 2720 (BHU) Survey of Western Art: Renaissance to Post-Modern	3
ENGL 2200 (BHU) Understanding Literature	3
ENGL 2210 (BHU) Introduction to Folklore	3
ENGL 2300 (BHU) Introduction to Shakespeare	3
ENGL 2630 (BHU) Survey of American Culture	3
HIST 1060 (BHU) Introduction to Islamic Civilization	3
HIST 1100 (BHU) Foundations of Western Civilization: Ancient and Medieval	3
HIST 1110 (BHU) Foundations of Western Civilization: Modern	3
HIST 1500 (BHU) Cultural and Economic Exchange in the Pre-Nineteenth Century World	3
HIST 1510 (BHU) The Modern World	3
HIST 2210 (BHU) Introduction to Folklore	3
HONR 1320H (BHU) Civilization: Humanities	3
PHIL 1000 (BHU) Introduction to Philosophy	3
PHIL 1120 (BHU) Social Ethics	3
PHIL 1200 (BHU) Practical Logic	3
PHIL 2400 (BHU) Ethics	3
THEA 1030 (BHU) Exploring Performance Through Aesthetic Texts	3

Or one of the following exams:

AP Art History Test: Score of 3 or higher
AP English Literature Test: Score of 3 or higher
AP European History Test: Score of 3 or higher
AP World History Test: Score of 3 or higher
CLEP Analyzing and Interpreting Literature Test: Score of 52 or higher
CLEP Western Civilization I: Ancient to 1648 Test: Score of 50 or higher
CLEP Western Civilization II: 1648 to Present Test: Score of 50 or higher
IBO History—European Test: Higher-level Score of 5-7
IBO History of the Americas Test: Higher-level Score of 5-7
IBO History—Islamic Test: Higher-level Score of 5-7
IBO Philosophy Test: Standard- or Higher-level Score of 4-7

Breadth Life Sciences (BLS) (3-4 credits)

One of the following courses:

USU 1350 (BLS) Integrated Life Science	3
ANTH 1020 (BLS) Biological Anthropology	3
BIOL 1010 (BLS) Biology and the Citizen	3
BIOL 1300 (BLS) Of Maggots, Mites, and Men	3
BIOL 1610 (BLS) Biology I (4 cr) and BIOL 3300 (BLS) General Microbiology (prereq.) (4 cr)	8
<i>(Both BIOL 1610 and 3300 must be taken. This option is available only to students majoring in Biological Engineering or Environmental Engineering.)</i>	
BIOL 1610 (BLS) Biology I (4 cr) and BIOL 3060 (BLS/QI) Principles of Genetics (prereq.) (4 cr)	8
<i>(Both BIOL 1610 and 3060 must be taken. This option is available only to students in the Bioinformatics Emphasis of the Computer Science Major.)</i>	
BIOL 1620 (BLS) Biology II (prereq.)	4
HONR 1350 (BLS) Integrated Life Science	3
NFS 1020 (BLS) Science and Application of Human Nutrition	3
PLSC 2100 (BLS) Introduction to Horticulture	3

General Education Requirements

WATS 1200 (BLS) Biodiversity and Sustainability	3
WILD 2200 (BLS) Ecology of Our Changing World	3

Or one of the following exams:

- AP Biology Test: Score of 3 or higher
- AP Environmental Science Test: Score of 3 or higher
- CLEP Biology Test: Score of 50 or higher
- IBO Biology Test: Standard- or Higher-level Score of 4-7

**Breadth Physical Sciences (BPS)
(3-4 credits)**

One of the following courses:

USU 1360 (BPS) Integrated Physical Science	3
CHEM 1010 (BPS) Introduction to Chemistry	3
CHEM 1110 (BPS) General Chemistry I.....	4
CHEM 1120 (BPS) General Chemistry II (prereq.).....	4
CHEM 1220 (BPS) Principles of Chemistry II (prereq.).....	4
CLIM 2000 (BPS) The Atmosphere and Weather	3
CS 1030 (BPS) Foundations of Computer Science	3
CS 1060 (BPS) Cyber Security: Threats, Analysis, and Defense	3
GEO 1010 (BPS) Introduction to Geology:	
Geology of National Parks.....	3
GEO 1060 (BPS) Introduction to Environmental Geoscience	3
GEO 1110 (BPS) The Dynamic Earth: Physical Geology.....	4
GEOG 1000 (BPS) Physical Geography.....	3
HONR 1360H (BPS) Integrated Physical Science	3
PHYS 1020 (BPS) Energy.....	3
PHYS 1040 (BPS) Introductory Astronomy	3
PHYS 1080 (BPS) Intelligent Life in the Universe.....	3
PHYS 1100 (BPS) Great Ideas in Physics	3
PHYS 1200 (BPS) Introduction to Physics by Hands-on Exploration ...	4
PHYS 1800 (BPS) Physics of Technology (prereq.).....	4
PHYS 2120 (BPS) The Physics of Living Systems II (prereq.)	4
PHYS 2220 (BPS/QI) General Physics—Science and Engineering II ...	4
SOIL 2000 (BPS) Soils, Waters, and the Environment	3

Or one of the following exams:

- AP Chemistry Test: Score of 3 or higher
- AP Physics B Test: Score of 3 or higher
- AP Physics C: Electricity and Magnetism Test: Score of 3 or higher
- DSST Astronomy Test: Score of 48 or higher
- DSST Introduction to Computing Test: Score of 50 or higher
- DSST Principles of Physical Science I Test: Score of 47 or higher
- IBO Chemistry Test: Higher-level Score of 4-7
- IBO Geography Test: Higher-level Score of 5-7
- IBO Physics Test: Standard- or Higher-level Score of 4-7

**Breadth Social Sciences (BSS)
(3 credits)**

One of the following courses:

USU 1340 (BSS) Social Systems and Issues	3
ANTH 1010 (BSS) Cultural Anthropology	3
ANTH 1030 (BSS) World Archaeology	3
ANTH 2010 (BSS) Peoples of the Contemporary World.....	3
APEC 2010 (BSS) Introduction to Microeconomics (prereq.)	3
ASTE 2900 (BSS) Humanity in the Food Web.....	3
ECN 2010 (BSS) Introduction to Microeconomics (prereq.).....	3
ENVS 2340 (BSS) Natural Resources and Society	3
FCHD 1010 (BSS) Balancing Work and Family	3

FCHD 1500 (BSS) Human Development Across the Lifespan.....	3
FCHD 2400 (BSS) Marriage and Family Relationships	3
FCHD 2450 (BSS) The Consumer and the Market	3
GEOG 1300 (BSS) World Regional Geography.....	3
GEOG 1400 (BSS) Human Geography.....	3
HONR 1340H (BSS) Social Systems and Issues.....	3
JCOM 1500 (BSS) Introduction to Mass Communication	3
JCOM 2010 (BSS) Media Smarts: Making Sense of the Information Age	3
MSL 2110 (BSS) Foundations of Leadership.....	3
NR 1010 (BSS) Humans and the Changing Global Environment	3
POLS 2200 (BSS) Comparative Politics	3
PSY 1010 (BSS) General Psychology	3
REH 1010 (BSS) Society and Disability.....	3
SOC 1010 (BSS) Introductory Sociology	3
SPED 1010 (BSS) Society and Disability.....	3
WGS 1010 (BSS) Introduction to Women and Gender Studies.....	3

Or one of the following exams:

- AP Government and Politics: Comparative Test: Score of 3 or higher
- AP Human Geography Test: Score of 3 or higher
- AP Microeconomics Test: Score of 3 or higher
- AP Psychology Test: Score of 3 or higher
- CLEP Introductory Psychology Test: Score of 55 or higher
- CLEP Introductory Sociology Test: Score of 55 or higher
- DSST Environment and Humanity Test: Score of 46 or higher
- DSST Human/Cultural Geography Test: Score of 48 or higher
- IBO Economics Test: Higher-level Score of 4-7
- IBO Geography Test: Higher-level Score of 5-7
- IBO Psychology Test: Standard- or Higher-level Score of 4-7
- IBO Social and Cultural Anthropology Test:
Standard- or Higher-level Score of 4-7

**Exploration Requirement
(3-4 credits)**

Choose an additional class from one of the following General Education categories: QL, BAI, BCA, BHU, BLS, BPS, or BSS. (Note: This additional class is required *only* for students whose first semester enrolled at USU is Summer Semester 2008 or thereafter.)

**Designation of Courses that Satisfy
General Education Requirements**

All courses approved for the General Education Requirements are clearly designated in this catalog. The designations used for General Education courses are as follows:

Competency Courses

- Communications Literacy, **CL1** and **CL2**
- Quantitative Literacy, **QL**

Breadth Courses

- American Institutions, **BAI**
- Creative Arts, **BCA**
- Humanities, **BHU**
- Life Sciences, **BLS**
- Physical Sciences, **BPS**
- Social Sciences, **BSS**

University Studies Depth Education Requirements

University Studies Objectives: The Citizen Scholar

The mission of undergraduate education at Utah State University is to help students develop intellectually, personally, and culturally, so that they may serve the people of Utah, the nation, and the world. USU prepares citizen-scholars who participate and lead in local, regional, national, and global communities. University Studies is an integral part of every student's experience—in both lower-division and upper-division courses. A solid University Studies foundation, combined with concentrated study in a major discipline and interdisciplinary studies, provides the breadth and depth of knowledge qualifying USU graduates as educated citizens.

The University Studies program is intended to help students learn how to learn—not just for the present, but also for the future. No individual can master all, or even a small portion, of society's knowledge, but students can learn the basic patterns used to obtain and organize information, enabling them to discover or recover knowledge. University Studies involves a series of interrelated educational experiences which stimulate and assist students in becoming self-reliant scholars and individuals. The ultimate objective is for general and discipline-specific education to complement each other in helping students to:

1. understand processes of acquiring knowledge and information;
2. reason logically, critically, creatively, and independently, and be able to address problems in a broad context;
3. recognize different ways of thinking, creating, expressing, and communicating through a variety of media;
4. understand diversity in value systems and cultures in an interdependent world; and
5. develop a capacity for self-assessment and lifelong learning.

By introducing ideas and issues in human thought and experience, University Studies courses help students achieve the intellectual integration and awareness needed to meet the challenges they will face in their personal, social, and professional lives. University Studies courses emphasize how knowledge is achieved and applied in different domains. Collectively, they provide a foundation and perspective for:

1. understanding the nature, history, and methods of the arts and humanities, as well as the natural and physical sciences;
2. understanding the cultural, historical, and natural contexts shaping the human experience; and
3. interpreting the important cultural, socio-economic, scientific, and technological issues of the diverse global community in which we live.

A university education prepares students to work and live meaningfully in today's rapidly changing global society. Together, general and discipline-specific education help students master the essential competencies making this goal possible. These competencies include:

1. reading, listening, and viewing for comprehension;
2. communicating effectively for various purposes and audiences;
3. understanding and applying mathematics and other quantitative reasoning techniques;

4. using various technologies competently; and
5. working effectively, both collaboratively and individually.

University Studies Components

The University Studies program, along with study in the major, is designed to assist students in achieving the Citizen Scholar Objectives. The program consists of two sets of requirements: General Education Requirements and Depth Education Requirements.

University Studies Depth Education Requirements

Beyond the General Education requirements, all students who receive a bachelor's degree must complete two Communications Intensive, one Quantitative Intensive, and 2 credits minimum in *each* of two of the three depth categories.

Communications Intensive (CI) (2 courses)

For most students, courses taken for the major will meet this requirement.

ADVS 4200 (CI) Physiology of Reproduction and Lactation	4
ADVS 4920 (CI) Undergraduate Seminar	2
ADVS 5700 (CI) General Animal Pathobiology	3
ANTH 3130 (CI) Peoples of Latin America	3
ANTH 3200 (CI/DSS) Perspectives on Race	3
ANTH 3310 (CI) Introduction to Museum Studies	3
ANTH 4120 (CI/DSS) Anthropology of Childhood	3
ARTH 3110 (CI/DHA) Ancient Near East	3
ARTH 4610 (CI) Greek and Roman Art	3
ARTH 4720 (CI) Renaissance Art	3
ASTE 3050 (CI) Technical and Professional Communication Principles in Agriculture	3
ASTE 3240 (CI) Teaching in Laboratory Settings	3
ASTE 4150 (CI) Methods of Teaching Agriculture	3
ASTE 5260 (CI) Environmental Impacts of Agricultural Systems	3
AV 4610 (CI) AeroTechnology Design II	3
AV 4620 (CI) AeroTechnology Design III	3
AV 4660 (CI) Flight Senior Project	3
BIE 4880 (CI) Biological Engineering Design II	3
BIE 4890 (CI) Biological Engineering Design III	3
BIOL 3010 (CI/DSC) Evolution	3
BIOL 3100 (CI) Bioethics	3
BIOL 4060 (CI) Exploring Animal Behavior	3
BIOL 5250 (CI) Evolutionary Biology	3
BIOL 5420 (CI) Forest and Shade Tree Pathology	3
BUS 4880 (CI) Business Strategy	3
CEE 3870 (CI) Professional/Technical Writing in Civil and Environmental Engineering	2
CEE 4790 (CI) Environmental Engineering Design II	2
CEE 4870 (CI) Civil Engineering Design II	2
CEE 4880 (CI) Civil Engineering Design III	2
CEE 4890 (CI) Environmental Engineering Design III	2
CHEM 3080 (CI) Physical Chemistry Laboratory I	1
CHEM 3090 (CI) Physical Chemistry Laboratory II	1
CHEM 4800 (CI) Research Problems	1-3
CHEM 4890 (CI) Undergraduate Biochemistry Seminar I	1
CHEM 4891 (CI) Undergraduate Biochemistry Seminar II	1
CHEM 4990 (CI) Undergraduate Seminar	2

University Studies Depth Education Requirements

COMD 2910 (CI) Sign Language I	4	HIST 3850 (CI/DHA) History of Utah	3
COMD 3650 (CI) Clinical Processes and Behavior	2	HIST 3950 (CI/DHA) Environmental History	3
COMD 4100 (CI) Clinical Practicum in Speech-Language Pathology	1-2	HIST 4230 (CI/DHA) The History of Christianity in the West	3
COMD 4910 (CI) Sign Language III	4	HIST 4550 (CI/DHA) Women and Gender in America	3
CS 2450 (CI) Introduction to Software Engineering I	3	HIST 4600 (CI/DHA) The History of the American West	3
CS 3010 (CI/QI/DSC) Information Acquisition, Analysis, and Presentation	3	HIST 4620 (CI) Advanced Seminar in American Studies	3
ECE 4840 (CI) Design II	3	HIST 4640 (CI) Studies in the American West	3
ECE 4850 (CI) Design III	2	HIST 4720 (CI/DHA) The Civil Rights Movement	3
ECN 5950 (CI) Senior Project	3	HIST 4730 (CI) History of Black America	3
ELED 3000 (CI) Historical, Social, and Cultural Foundations of Education and School Practicum	4-6	HIST 4830 (CI/DHA) Structure of Engineering Revolutions	3
ELED 4030 (CI) Teaching Language Arts and Practicum Level III	3	HIST 4990 (CI) Special Topics in History	3
ELED 4040 (CI) Teaching Reading II and Practicum Level III	3	HIST 5690 (CI) American Studies Capstone Seminar	3
ENGL 3080 (CI) Introduction to Technical Communication	3	ID 4740 (CI) Business and Professional Practices in Interior Design	3
ENGL 3400 (CI) Professional Writing (for English majors <i>only</i>)	3	JCOM 2160 (CI) Introduction to Online Journalism	3
ENGL 3700 (CI) Regional Folklore	3	JCOM 2170 (CI) Reporting Public Affairs	3
ENGL 3710 (CI) Folklore Colloquium	3	JCOM 2310 (CI) Writing for Public Relations	3
ENGL 4400 (CI) Professional Editing (for English majors <i>only</i>)	3	JCOM 3110 (CI) Beyond the Inverted Pyramid	3
ENGL 4420 (CI) Advanced Fiction Writing	3	JCOM 3120 (CI) Copy Editing and Publication Design	3
ENGL 4430 (CI) Advanced Poetry Writing	3	JCOM 4110 (CI) Computer-Assisted Reporting	3
ENGL 4440 (CI) Advanced Nonfiction Writing	3	JCOM 4120 (CI) Sports Writing	3
ENGL 4500 (CI) Teaching Writing	3	JCOM 4210 (CI) Newscast I	4
ENGL 4510 (CI) Teaching Literature	3	JCOM 4220 (CI) Newscast II	4
ENGL 4620 (CI) Advanced Seminar in American Studies	3	JCOM 5110 (CI) Literary Journalism	3
ENGL 4640 (CI) Studies in the American West	3	JCOM 5300 (CI) Case Studies in Public Relations	3
ENGL 5300 (CI) Literature and Gender	3	LAEP 2700 (CI) Site Analysis: Social, Behavioral, and Biophysical Dimensions	5
ENGL 5320 (CI) Literature and Cultural Difference	3	LAEP 4920 (CI) Professional Practice II	1
ENGL 5340 (CI) Studies in Literary and Cultural Theory	3	MAE 4400 (CI) Fluids/Thermal Laboratory	2
ENGL 5430 (CI) Professional Writing Capstone (for English majors <i>only</i>)	3	MAE 4800 (CI) Design II	3
ENGL 5690 (CI) American Studies Capstone Seminar	3	MATH 4200 (CI) Foundations of Analysis	3
ENGL 5910 (CI) Senior Honors Thesis	1-6	MATH 4310 (CI) Introduction to Algebraic Structures	3
ENVS 4500 (CI) Wildland Recreation Behavior	3	MATH 5580 (CI) Actuarial Math II	3
ETE 4710 (CI) Electronics/Computer Design II	3	MGT 4070 (CI) Retail Management	3
ETE 5220 (CI) Program and Course Development	3	MGT 4880 (CI) Business Strategy in an Entrepreneurial Context	3
FCHD 3210 (CI) Families and Cultural Diversity (for FCHD majors <i>only</i>)	3	MGT 4890 (CI) Business Strategy in a Global Context	3
FCHD 4900 (CI) Pre-Practicum Skills	3	MIS 2200 (CI) Business Communication	3
FCSE 3060 (CI/DSS) Human Behavior Related to Dress	3	MIS 4550 (CI) Principles of International Business Communications	3
FREN 3060 (CI) French Conversation	3	MUSC 1460 (CI) Organ Literature I	3
FREN 3090 (CI) French Intermediate Written Communication	3	MUSC 1470 (CI) Organ Literature II	3
FREN 3510 (CI) Business French	3	MUSC 3190 (CI) Music History III: Music of the Twentieth Century	3
FREN 4060 (CI) Advanced French Conversation	3	MUSC 3620 (CI) Vocal Repertory II	2
FREN 4090 (CI) Advanced Written Communication	3	MUSC 4320 (CI) Psychology of Music II	2
GEO 3550 (CI) Sedimentation and Stratigraphy	4	MUSC 4730 (CI) Directed Project in Instrumental Pedagogy	2
GEO 4700 (CI) Geologic Field Methods	3	NFS 4050 (CI) Education and Counseling Methods in Dietetics I	2
GEO 5440 (CI) Paleocology	2	NFS 4060 (CI) Education and Counseling Methods in Dietetics II	2
GEO 5520 (CI) Techniques of Groundwater Investigations	3	NFS 4560 (CI) Clinical Nutrition II	4
GEOG 4200 (CI) Regional Geography	3	NFS 4660 (CI) Medical Dietetics	12
GERM 3040 (CI) Advanced German Grammar and Composition	3	NFS 4780 (CI) Maternal and Child Nutrition	3-4
GERM 3050 (CI) Advanced German Grammar and Composition	3	NFS 5110 (CI) Food Microbiology	4
GERM 3510 (CI) Business German	3	NFS 5920 (CI) Food Product Development	3
GERM 3540 (CI) Techniques in Translating German Texts	3	OSS 1550 (CI) Business Correspondence	3
HEP 3600 (CI) Introduction to Community Health	3	PEP 3200 (CI) Motor Learning and Technology in Skill Analysis	3
HEP 5000 (CI) Race, Culture, Class, and Gender Issues in Health	3	PEP 4100 (CI) Exercise Physiology	4
HEP 5100 (CI) Cultural and Complementary Medicine	3	PEP 4900 (CI) Methods of Physical Education	3
HIST 3110 (CI/DHA) Ancient Near East	3	PEP 5430 (CI) The History and Philosophy of Physical Education	3
HIST 3130 (CI/DHA) Greek History	3	PHIL 3100 (CI) Ancient Philosophy	3
HIST 3150 (CI) Roman History	3	PHIL 3120 (CI) Early Modern Philosophy	3
HIST 3220 (CI/DHA) Medieval European Civilization, 500-1500	3	PHIL 3150 (CI) Kant and His Successors	3
HIST 3250 (CI/DHA) Renaissance Europe 1300 to 1520	3	PHIL 3160 (CI) Contemporary Philosophy	3
HIST 3700 (CI) Regional Folklore	3	PHIL 3180 (CI) Contemporary European Philosophy	3
HIST 3710 (CI) Folklore Colloquium	3	PHIL 3730 (CI) Philosophy of the New Testament	3
HIST 3760 (CI/DHA) The United States, 1900-1945	3	PHYS 3870 (CI) Intermediate Laboratory I	2
		PHYS 3880 (CI) Intermediate Laboratory II	2
		PHYS 4250 (CI) Cooperative Work Experience	1-6
		PHYS 4900 (CI) Research in Physics	1-3
		PHYS 5870 (CI) Advanced Laboratory	3

University Studies Depth Education Requirements

PLSC 5420 (CI) Forest and Shade Tree Pathology	3
POLS 4220 (CI) Ethnic Conflict and Cooperation	3
POLS 4310 (CI) History of Political Thought I	3
POLS 4450 (CI) United States and Latin America	3
POLS 4990 (CI) Senior Research Seminar	3
PORT 3040 (CI) Advanced Portuguese Grammar and Composition	3
PRP 4100 (CI) History of Leisure	3
PRP 4725 (CI) Senior Seminar	3
PSC 3890 (CI) Preparation for Careers in Plants, Soils, and/or Climate	1
PSC 4890 (CI) Senior Seminar	1
PSY 3500 (CI/DSS) Scientific Thinking and Methods in Psychology	3
PSY 4510 (CI) Effective Social Skills Interventions	3
PSY 4950 (CI) Undergraduate Apprenticeship	3
PSY 4960 (CI) Advanced Undergraduate Apprenticeship	3
PSY 5200 (CI) Introduction to Interviewing and Counseling	3
PUBH 3870 (CI) Professional/Technical Writing in Civil and Environmental Engineering	2
PUBH 5500 (CI) Public Health Management	2
RELS 3710 (CI) Folklore Colloquium	3
RUSS 3510 (CI) Business Russian	3
SCED 3210 (CI/DSS) Educational and Multicultural Foundations	3
SCED 4200 (CI) Reading, Writing, and Technology	3
SOC 3110 (CI) Methods of Social Research	3
SOC 4420 (CI) Criminal Law and Justice	3
SPAN 3060 (CI) Advanced Spanish Conversation and Composition	3
SPCH 1020 (CI) Public Speaking	3
SPCH 2110 (CI) Interpersonal Communication	3
SPCH 3250 (CI) Organizational Communication	3
SPCH 3400 (CI) Persuasion	3
SPCH 5100 (CI) Theories of Speech Communication	3
SPED 5200 (CI) Student Teaching in Special Education	3-15
SPED 5210 (CI) Student Teaching in Special Education: Dual Majors	3-15
STAT 5100 (CI/QI) Linear Regression and Time Series	3
STAT 5600 (CI) Applied Multivariate Statistics	3
STAT 5890 (CI) Problem Solving in Statistics	3
SW 5350 (CI) Social Welfare Policy	3
THEA 3230 (CI/DHA) Survey of Western Theatre	3
THEA 5240 (CI/DHA) Contemporary Theatre	3
WATS 3100 (CI/DSC) Fish Diversity and Conservation	3
WATS 3700 (CI) Fundamentals of Watershed Science	3
WGS 4550 (CI/DHA) Women and Gender in America	3
WILD 3300 (CI) Management Aspects of Wildlife Behavior	3
WILD 4750 (CI) Monitoring and Assessment in Natural Resource and Environmental Management	3
WILD 5420 (CI) Forest and Shade Tree Pathology	3

Or the following exam:

DSST Principles of Public Speaking Test: Score of 47 or higher

Quantitative Intensive (QI) (1 course)

For most students, a course taken for the major will meet this requirement.

ADVS 1250 (QI) Applied Agricultural Computations	2
ADVS 3510 (QI) Applied Animal Nutrition	3
ADVS 4560 (QI) Principles of Animal Breeding	3
ANTH 5250 (QI) Problems in Bioarchaeology	3
APEC 5010 (QI) Firm Marketing and Price Analysis	3
APEC 5330 (QI) Applied Econometrics	3
ASTE 3040 (QI) Fabrication Practices in Agricultural Buildings	2
ASTE 3600 (QI) Management of Agricultural Machinery Systems	3
BIOL 3060 (QI) Principles of Genetics	4
BIOL 3220 (QI) Field Ecology	2

BIOL 4230 (QI) Applied Mathematics in Biology	3
BIOL 4400 (QI) Plant Physiology	4
BIOL 5020 (QI) Modeling Biological Systems	3
BIOL 5300 (QI) Microbial Physiology	4
BIOL 5610 (QI) Animal Physiology Laboratory	2
BUS 3400 (QI) Finance Fundamentals	3
CHEM 3000 (QI) Quantitative Analysis	3
CHEM 3060 (QI) Physical Chemistry	3
CHEM 3070 (QI) Physical Chemistry	3
CLIM 3820 (QI/DSC) Climate Change	3
CS 1410 (QI) Introduction to Computer Science—CS 2	3
CS 2420 (QI) Algorithms and Data Structures—CS 3	3
CS 3010 (QI/CI/DSC) Information Acquisition, Analysis, and Presentation	3
CS 3410 (QI/DSC) Computational Science: JAVA/Internet	3
CS 3420 (QI/DSC) Computational Science: C# and .NET	3
CS 3430 (QI/DSC) Computational Science: Python and Perl Programming	3
ECN 4310 (QI) Mathematical Methods in Economics and Finance I	3
ECN 5310 (QI) Mathematical Methods in Economics and Finance II	3
ECN 5330 (QI) Applied Econometrics	3
ENVS 3500 (QI) Quantitative Assessment of Environmental and Natural Resource Problems	3
ETE 2300 (QI) Electronic Fundamentals	4
FCHD 3130 (QI) Research Methods	3
FCSE 3030 (QI/DSC) Textile Science	4
FIN 3400 (QI) Corporate Finance	3
GEO 5510 (QI) Groundwater Geology	3
GEO 5530 (QI) Petroleum Systems: Principles of Exploration and Development	3
GEO 5540 (QI) Quantitative Methods in Geology	3
GEO 5620 (QI) Global Geophysics	3
HEP 4200 (QI) Planning and Evaluation for Health Education	3
ID 3730 (QI) Interior Materials and Construction	3
LAEP 2600 (QI) Landscape Construction I	4
MAE 3440 (QI) Heat and Mass Transfer	3
MATH 2020 (QI) Introduction to Logic and Geometry	3
MATH 2210 (QI) Multivariable Calculus	3
MATH 2250 (QI) Linear Algebra and Differential Equations	4
MATH 2270 (QI) Linear Algebra	3
MATH 2280 (QI) Ordinary Differential Equations	3
MATH 4230 (QI) Applied Mathematics in Biology	3
MGT 3080 (QI) Operations Research	3
NFS 3100 (QI) Sensory Evaluation of Food	3
NFS 4420 (QI) Nutrition Research Methodology	2
NFS 4440 (QI) Fundamentals of Food Engineering	4
NFS 4720 (QI) Food Service Organization and Management	2
NFS 5500 (QI) Food Analysis	4
PEP 4200 (QI) Biomechanics	4
PEP 4400 (QI) Evaluation in Physical Education	3
PHIL 2200 (QI) Deductive Logic	3
PHYS 2210 (QI) General Physics—Science and Engineering I	4
PHYS 2220 (QI/BPS) General Physics—Science and Engineering II	4
PHYS 3010 (QI/DSC) Space Exploration from Earth to the Solar System	3
PHYS 3030 (QI/DSC) The Universe	3
PHYS 3040 (QI) Space Weather—Dangers to the High-Tech World	3
PHYS 4010 (QI/DSC) Chaos Under Control	3
PHYS 4020 (QI/DSC) Science, Art, and Music	3
PLSC 4600 (QI/DSC) Cereal Science	3
POLS 3000 (QI) Introduction to Political Research	3
PSY 2800 (QI) Psychological Statistics	3
PUBH 5330 (QI) Industrial Hygiene Chemical Hazard Control	3
SOC 3120 (QI) Social Statistics I	3

University Studies Depth Education Requirements

SOIL 5550 (QI) Soils and Plant Nutrient Bioavailability.....	3
SPED 5010 (QI) Applied Behavioral Analysis 1: Principles, Assessment, and Analysis	3
STAT 2000 (QI) Statistical Methods	3
STAT 3000 (QI) Statistics for Scientists	3
STAT 5100 (QI/CI) Linear Regression and Time Series.....	3
STAT 5300 (QI) Statistical Process Control	3
WATS 3820 (QI/DSC) Climate Change.....	3

Or one of the following exams:

AP Physics C: Electricity and Magnetism: Score of 4 or higher
 AP Physics C: Mechanics: Score of 3 or higher
 AP Statistics: Score of 3 or higher
 IBO Computer Science Test: Standard- or Higher-level Score of 4-7
 IBO Physics Test: Higher-level Score of 4-7

Depth Course Requirements (4 credits minimum completed in two or more courses)

Students are required to take *at least two* upper-division courses outside of their major.

Approved 3000-level or above courses must be taken from two of the following three categories: **Depth Humanities and Creative Arts (DHA)**, **Depth Life and Physical Sciences (DSC)**, and **Depth Social Sciences (DSS)**. Each student must select *at least one* course from each of the two categories which *do not* include his or her major (e.g., Sociology majors would select one or more 3000-level or above course(s) from the Depth Humanities and Creative Arts and one or more 3000-level or above course(s) from the Depth Life and Physical Sciences). **Prerequisites are required for depth courses having titles followed by (prereq.). For details, see course listings in the Course Descriptions section of this catalog.**

Depth Humanities and Creative Arts (DHA)

A minimum of 2 credits is required for all students whose major is **not** categorized as Humanities (HU) or Creative Arts (CA).

USU 3330 (DHA) Arts Symposium (prereq.).....	1-2
(Two credits of USU 3330 are needed to fulfill DHA requirement.)	
ANTH 3550 (DHA) Culture of East Asia.....	3
ARTH 3110 (DHA/CI) Ancient Near East (prereq.)	3
ARTH 4510 (DHA) Islamic Visual Cultures	3
ARTH 4620 (DHA) Byzantine Art	3
ARTH 4630 (DHA) Medieval Art.....	3
CHIN 3100 (DHA) Readings in Contemporary Chinese Culture (prereq.)	3
ENGL 3020 (DHA) Perspectives in Linguistics	3
ENGL 3030 (DHA) Perspectives in Literature.....	3
ENGL 3040 (DHA) Perspectives in Writing and Rhetoric	3
ENGL 3050 (DHA) Masterpieces of World Literature	3
ENGL 3060 (DHA) British and Commonwealth Cultures	3
ENGL 3070 (DHA) Perspectives in Folklore	3
FCSE 3080 (DHA) Dress and Humanity (prereq.)	3
FREN 3500 (DHA) Topics in French Literature in Translation.....	3
FREN 3550 (DHA) French Civilization	3
FREN 4610 (DHA) Period Studies in French Literature (prereq.)	3
FREN 4620 (DHA) Genre Studies in French Literature (prereq.).....	3
GERM 3000 (DHA) Introduction to German Studies (prereq.).....	3
GERM 3300 (DHA) Contemporary German Speaking Cultures (prereq.)	3
GERM 3550 (DHA) Cultural History of German Speaking Peoples (prereq.).....	3
GERM 3600 (DHA) Survey of German Literature I (prereq.)	3

GERM 3610 (DHA) Survey of German Literature II (prereq.)	3
GERM 4650 (DHA) Trends in Modern German Literature	3
HIST 3070 (DHA) Perspectives in Folklore	3
HIST 3110 (DHA/CI) Ancient Near East (prereq.)	3
HIST 3130 (DHA/CI) Greek History (prereq.).....	3
HIST 3220 (DHA/CI) Medieval European Civilization, 500-1500 (prereq.)	3
HIST 3250 (DHA/CI) Renaissance Europe 1300 to 1520	3
HIST 3550 (DHA) Culture of East Asia.....	3
HIST 3760 (DHA/CI) The United States, 1900-1945 (prereq.).....	3
HIST 3850 (DHA/CI) History of Utah (prereq.).....	3
HIST 3950 (DHA/CI) Environmental History	3
HIST 4230 (DHA/CI) The History of Christianity in the West	3
HIST 4320 (DHA) History of Scientific Thought	3
HIST 4400 (DHA) History of Aviation and Aeronautics.....	3
HIST 4550 (DHA/CI) Women and Gender in America	3
HIST 4600 (DHA/CI) The History of the American West	3
HIST 4720 (DHA/CI) The Civil Rights Movement (prereq.).....	3
HIST 4780 (DHA) American Financial History.....	3
HIST 4821 (DHA) World War II in Asia.....	3
HIST 4830 (DHA/CI) Structure of Engineering Revolutions	3
HIST 4890 (DHA) Cold War in Asia.....	3
HIST 4891 (DHA) Cold War: Vietnam and Afghanistan	3
HONR 3020H (DHA) Special Topics: Humanities/Creative Arts.....	3
LANG 3550 (DHA) Culture of East Asia.....	3
MSL 4610 (DHA) Military History Seminar	1-3
MUSC 3010 (DHA) Masterpieces of Music	3
MUSC 3020 (DHA) History of Jazz	3
MUSC 3500 (DHA) Symphony Orchestra	1
MUSC 3790 (DHA) Symphonic Band.....	1
MUSC 4600 (DHA) University Chorale	1
MUSC 4650 (DHA) Chamber Singers.....	1
MUSC 4700 (DHA) Wind Orchestra.....	1
PHIL 3510 (DHA) Environmental Ethics	3
PHIL 3520 (DHA) Business Ethics.....	3
PHIL 3700 (DHA) Philosophy of Religion.....	3
PHIL 3800 (DHA) Philosophy in Literature.....	3
PHIL 3810 (DHA) Aesthetics.....	3
PHIL 4310 (DHA) Philosophy of Science.....	3
PHIL 4320 (DHA) History of Scientific Thought	3
PHIL 4540 (DHA) Human Values and Information Technology.....	3
PHIL 4610 (DHA) Social and Political Philosophy	3
PORT 3570 (DHA) Brazilian Culture and Civilization (prereq.).....	3
PORT 3630 (DHA) Survey of Brazilian Literature (prereq.)	3
RUSS 3300 (DHA) Contemporary Russian Language and Culture (prereq.)	3
SPAN 3550 (DHA) Spanish Culture and Civilization (prereq.).....	3
SPAN 3570 (DHA) Latin American Culture and Civilization (prereq.) ...	3
SPAN 3600 (DHA) Survey of Spanish Literature I (prereq.)	3
SPAN 3610 (DHA) Survey of Spanish Literature II (prereq.)	3
SPAN 3620 (DHA) Survey of Latin American Literature I (prereq.).....	3
SPAN 3630 (DHA) Survey of Latin American Literature II (prereq.).....	3
THEA 3050 (DHA) Period Styles/Historic Interiors	3
THEA 3230 (DHA/CI) Survey of Western Theatre	3
THEA 3450 (DHA) Dialects (prereq.)	3
THEA 3570 (DHA) Historic Clothing	3
THEA 4030 (DHA) Storytelling.....	3
THEA 5240 (DHA/CI) Contemporary Theatre (prereq.)	3
THEA 5270 (DHA) Performance Theory and Criticism	3
WGS 4550 (DHA/CI) Women and Gender in America	3

University Studies Depth Education Requirements

Depth Life and Physical Sciences (DSC)

A minimum of 2 credits is required for all students whose major is not categorized as Life Sciences (LS) or Physical Sciences (PS).

ADVS 3200 (DSC) Ethical Issues in Genetic Engineering and Biotechnology.....	3
ASTE 3440 (DSC) Science, Technology, and Modern Society.....	3
BIOL 3000 (DSC) Discovering Utah's Biodiversity (prereq.).....	3
BIOL 3010 (DSC/CI) Evolution.....	3
BIOL 3030 (DSC) Genetics and Society (prereq.).....	3
BIOL 3040 (DSC) Plants and Civilization (prereq.).....	3
BIOL 3500 (DSC) Plagues, Pests, and People (prereq.).....	3
CHEM 3650 (DSC) Environmental Chemistry (prereq.).....	3
CLIM 3820 (DSC/QI) Climate Change (prereq.).....	3
CS 3010 (DSC/CI/QI) Information Acquisition, Analysis, and Presentation (prereq.).....	3
CS 3410 (DSC/QI) Computational Science: JAVA/Internet (prereq.).....	3
CS 3420 (DSC/QI) Computational Science: C# and .NET (prereq.).....	3
CS 3430 (DSC/QI) Computational Science: Python and Perl Programming (prereq.).....	3
ENVS 3600 (DSC) Living with Wildlife.....	3
ETE 3440 (DSC) Science, Technology, and Modern Society.....	3
FCSE 3030 (DSC/QI) Textile Science.....	4
GEO 3100 (DSC) Natural Disasters (prereq.).....	3
GEO 3200 (DSC) The Earth Through Time (prereq.).....	4
GEO 3300 (DSC) Geology of the World's Oceans (prereq.).....	3
HIST 3900 (DSC) Science and Technology in World History (prereq.).....	3
HONR 3010H (DSC) Special Topics: Life and Physical Sciences.....	3
NFS 3110 (DSC) Food, Technology, and Health (prereq.).....	3
PHIL 4530 (DSC) Ethics and Biotechnology.....	3
PHYS 3010 (DSC/QI) Space Exploration from Earth to the Solar System (prereq.).....	3
PHYS 3020 (DSC) Great Scientists (prereq.).....	3
PHYS 3030 (DSC/QI) The Universe (prereq.).....	3
PHYS 4010 (DSC/QI) Chaos Under Control (prereq.).....	3
PHYS 4020 (DSC/QI) Science, Art, and Music (prereq.).....	3
PLSC 4600 (DSC/QI) Cereal Science (prereq.).....	3
SOIL 3100 (DSC) Soils and Civilization.....	3
SOIL 3200 (DSC) Microbes in Environmental Action (prereq.).....	3
WATS 3000 (DSC) Oceanography.....	3
WATS 3100 (DSC/CI) Fish Diversity and Conservation (prereq.).....	3
WATS 3820 (DSC/QI) Climate Change (prereq.).....	3

Or the following exam:

IBO Computer Science Test: Standard- or Higher-level Score of 4-7

Depth Social Sciences (DSS)

A minimum of 2 credits is required for all students whose major is not categorized as Social Sciences (SS).

ANTH 3160 (DSS) Anthropology of Religion.....	3
ANTH 3200 (DSS/CI) Perspectives on Race.....	3
ANTH 3300 (DSS) Archaeology in North America.....	3
ANTH 3350 (DSS) Archaeology of Ancient Civilizations.....	3
ANTH 4110 (DSS) Southwest Indian Cultures, Past and Present.....	3
ANTH 4120 (DSS/CI) Anthropology of Childhood.....	3
ANTH 4230 (DSS) Medical Anthropology: Matter, Culture, Spirit, and Health.....	3
ANTH 5100 (DSS) Anthropology of Sex and Gender.....	3
ANTH 5650 (DSS) Developing Societies.....	3
BUS 3100 (DSS) Survey of Management Information Systems.....	3
BUS 3110 (DSS) Management Fundamentals (prereq.).....	3
ECN 3010 (DSS) Managerial Economics.....	3
ECN 3400 (DSS) International Economics for Business (prereq.).....	3

ECN 5110 (DSS) Economic History of the United States (prereq.).....	3
ECN 5150 (DSS) Comparative Economic Systems (prereq.).....	3
ENVS 4000 (DSS) Human Dimensions of Natural Resource Management.....	3
FCHD 3350 (DSS) Family Finance.....	3
FCSE 3060 (DSS/CI) Human Behavior Related to Dress (prereq.).....	3
GEOG 5650 (DSS) Developing Societies.....	3
HONR 3030H (DSS) Special Topics: Social Sciences.....	3
JCOM 3140 (DSS) Opinion Writing.....	3
JCOM 3300 (DSS) Strategic Research Methods in Public Relations (prereq.).....	3
JCOM 3410 (DSS) Film as Cultural Communication.....	3
JCOM 4010 (DSS) Mass Communication Ethics.....	3
JCOM 4020 (DSS) Mass Media and Society.....	3
JCOM 4030 (DSS) Mass Media Law.....	3
MGT 3110 (DSS) Managing Organizations and People.....	3
MGT 3720 (DSS) Leading Organization Change (prereq.).....	3
MGT 3810 (DSS) Employment Law and Policy Development (prereq.).....	3
MGT 3820 (DSS) International Management.....	3
MIS 5700 (DSS) Internet Management and Electronic Commerce (prereq.).....	3
POLS 3110 (DSS) Parties and Elections.....	3
POLS 3120 (DSS) Law and Politics.....	3
POLS 3130 (DSS) United States Legislative Politics.....	3
POLS 3140 (DSS) The Presidency.....	3
POLS 3190 (DSS) Gender, Power, and Politics.....	3
POLS 3210 (DSS) Western European Government and Politics.....	3
POLS 3220 (DSS) Russian and East European Government and Politics.....	3
POLS 3250 (DSS) Chinese Government and Politics.....	3
POLS 3270 (DSS) Latin American Government and Politics.....	3
POLS 3310 (DSS) American Political Thought.....	3
POLS 3400 (DSS) United States Foreign Policy.....	3
POLS 3810 (DSS) Introduction to Public Policy.....	3
POLS 4320 (DSS) History of Political Thought II.....	3
POLS 4820 (DSS) Natural Resources and Environmental Policy.....	3
POLS 5350 (DSS) Evolution, Conflict, and Cooperation.....	3
POLS 5440 (DSS) Gender and World Politics.....	3
PSY 3120 (DSS) Abuse, Neglect, and the Psychological Dimensions of Intimate Violence (prereq.).....	3
PSY 3210 (DSS) Abnormal Psychology (prereq.).....	3
PSY 3400 (DSS) Analysis of Behavior: Advanced (prereq.).....	4
PSY 3500 (DSS/CI) Scientific Thinking and Methods in Psychology (prereq.).....	3
PSY 3510 (DSS) Social Psychology (prereq.).....	3
PSY 4210 (DSS) Personality Theory (prereq.).....	3
PSY 4230 (DSS) Psychology of Gender.....	3
PSY 4240 (DSS) Multicultural Psychology (prereq.).....	3
PSY 4420 (DSS) Cognitive Psychology (prereq.).....	3
SCED 3210 (DSS/CI) Educational and Multicultural Foundations.....	3
SOC 3200 (DSS) Population and Society.....	3
SOC 3610 (DSS) Rural Sociology.....	3
SOC 4620 (DSS) Sociology of the Environment and Natural Resources.....	3
SOC 5650 (DSS) Developing Societies.....	3
SPCH 3050 (DSS) Technical and Professional Communication.....	3
SPCH 3330 (DSS) Intercultural Communication.....	3

Or one of the following exams:

DSST Management Information Systems Test: Score of 46 or higher
DSST Personal Finance Test: Score of 59 or higher

University Studies Depth Education Requirements

Categorization of Majors

The courses that must be taken to satisfy University Studies Depth requirements depend on the classification of the student's major. For example, Music is classified in the Creative Arts. Thus, a music major would not need to take a depth course in the Humanities and Creative Arts.

Following is the categorization of majors used for University Studies. These abbreviations are used: **CA—Creative Arts, HU—Humanities, LS—Life Sciences, PS—Physical Sciences, and SS—Social Sciences.**

College of Agriculture

Agricultural Economics, **SS**
Family and Consumer Sciences Education, **SS**
Environmental Soil/Water Science, **PS**
All other majors, **LS**

Jon M. Huntsman School of Business

All majors, **SS**

Emma Eccles Jones

College of Education and Human Services

Communicative Disorders and Deaf Education, **SS**
Early Childhood Education, (category same as area of emphasis)
Elementary Education, (category same as area of emphasis)
Family and Consumer Sciences, **SS**
Family, Consumer, and Human Development, **SS**
Health Education Specialist, **LS**
Instructional Technology and Learning Sciences,
(no undergraduate degree)
Parks and Recreation, **SS**
Physical Education, **LS**
Psychology, **SS**
Secondary Education, (category same as teaching major category)
Social Studies Composite Teaching, **SS**
Special Education, (may use any category)

College of Engineering

All majors, **PS**

College of Humanities, Arts, and Social Sciences

Agricultural Communication and Journalism, **LS**
American Studies, **HU**
Anthropology, **SS**
Art, **CA**
Asian Studies, **HU**
English, **HU**
French, **HU**
German, **HU**

History, **HU**
Interior Design, **CA**
International Studies, (category same as area of emphasis)
Journalism, **SS**
Landscape Architecture, **CA**
Law and Constitutional Studies, **SS**
Liberal Arts, **HU**
Music, **CA**
Music Therapy, **CA**
Philosophy, **HU**
Political Science, **SS**
Religious Studies, **HU**
Social Work, **SS**
Sociology, **SS**
Spanish, **HU**
Speech, **HU**
Theatre Arts, **CA**

College of Natural Resources

Environmental Studies, **SS**
Geography, **SS**
Recreation Resource Management, **SS**
Watershed and Earth Systems, **PS**
All other majors, **LS**

College of Science

Biology, **LS**
All other majors, **PS**

Designation of Courses that Satisfy University Studies Depth Education Requirements

All courses approved for the University Studies Depth Education Requirements are clearly designated in this catalog. The designations used for University Studies Depth Education courses are as follows:

Intensive Courses

Communications Intensive, **CI**
Quantitative Intensive, **QI**

Depth Courses

Humanities and Creative Arts, **DHA**
Life and Physical Sciences, **DSC**
Social Sciences, **DSS**

Course Descriptions

University Studies (USU), pages 674-675

Undergraduate Graduation Requirements

At the undergraduate level, the University offers Associate of Science and Associate of Applied Science degrees, the degrees of Bachelor of Arts, Bachelor of Fine Arts, Bachelor of Interior Design, Bachelor of Landscape Architecture, Bachelor of Music, and Bachelor of Science, and provides coursework which will satisfy requirements for all professional certificates issued by the State Board of Public Instruction. Certificates are offered for one-year programs in certain departments.

For information about graduate degrees and majors offered by USU, see pages 110-111 of this catalog.

Certificates and Associate of Applied Science Degrees

Certificates and Associate of Applied Science degrees are awarded for completion of less-than-baccalaureate programs at Utah State University. An Associate of Science degree is offered through USU Regional Campuses and Distance Education. As defined by the Utah State Board of Regents, a certificate is awarded upon the successful completion of a program directly oriented toward job entry when the program is of a duration of 18 months or less (1-48 semester credit hours). The Regents define an Associate of Applied Science or Associate of Science program as one directly oriented toward job entry when the program is of a duration of 19-36 months (49-96 semester credit hours).

The College of Agriculture offers one- and two-year programs leading to certificates and Associate of Applied Science degrees. One-year certificate programs are available in agricultural machinery technology, dairy herdsman (vocational technology), and ornamental horticulture. Associate of Applied Science degrees include agricultural machinery technology and ornamental horticulture. An Associate of Applied Science degree in Office Systems Support is offered *only* through Regional Campuses and Distance Education.

In most cases, the courses in the Associate of Applied Science programs are arranged so that, at a later date, the four-year baccalaureate program can be completed with a minimum loss of time.

Associate of Applied Science Degree

A minimum of 60 credit hours is required for an Associate of Applied Science (AAS) degree. Requirements include coursework in the following areas: primary area of study, related area, general education, and electives. Candidates for an AAS degree must complete at least 20 USU credits at USU's Logan campus or designated centers, or through classes offered by Regional Campuses and Distance Education through USU.

See department offerings for specific requirements. AAS degrees are offered in the following areas: agricultural machinery technology, ornamental horticulture, and office systems support. (**Note:** The office systems support AAS degree is offered *only* through Regional Campuses and Distance Education.)

Associate of Science Degree

The Associate of Science (AS) degree in general studies is offered through Regional Campuses and Distance Education. A minimum of 60 credits is required for an AS degree. This degree is available at Distance Education campuses and centers, as well as online, and is also delivered to several international locations. Requirements include

coursework in general education, a primary or related area of study, and electives. Candidates for an AS degree must complete at least 20 USU credits at Utah State University.

Bachelor's Degrees

The University confers the baccalaureate degree upon students who meet the specified requirements of any of the seven resident colleges.

Graduates of the Colleges of Engineering and Natural Resources are eligible to receive the Bachelor of Science degree. The Bachelor of Arts degree is not offered in these colleges, with the exception of the Department of Environment and Society where Bachelor of Science and Bachelor of Arts degrees are offered in Geography.

Graduates of the College of Agriculture, the Jon M. Huntsman School of Business, the Emma Eccles Jones College of Education and Human Services, and the College of Science may be awarded the Bachelor of Science degree or the Bachelor of Arts degree as recommended by the student's individual department and approved by the dean of the college.

Graduates of the College of Humanities, Arts, and Social Sciences may be awarded the Bachelor of Science Degree, the Bachelor of Arts degree, the Bachelor of Fine Arts degree, the Bachelor of Interior Design degree, the Bachelor of Landscape Architecture degree, or the Bachelor of Music degree as recommended by the student's individual department and approved by the dean of the college.

All graduates, regardless of the type of degree, must satisfy University Studies general education and depth education requirements.

Students who simultaneously complete all of the requirements for more than one bachelor's degree program shall be awarded a separate diploma for each degree.

Bachelor of Arts Degree

A Bachelor of Arts (BA) degree signifies proficiency in one or more foreign languages. Specifically, the BA requirement may be completed in one of the following ways:

1. Demonstration of proficiency in *one* foreign language by successful completion of one course at the 2020-level or higher (or its equivalent).
Or
2. Demonstration of proficiency in American Sign Language by successful completion of American Sign Language IV (COMD 4920) and Socio-Cultural Aspects of Deafness (COMD 4780), and by passing an exit interview.
Or
3. Demonstration of proficiency in *two* foreign languages by successful completion of the 1020 course level in one language **and** the 2010 course level in the second language (or its equivalent).
Or
4. Completion of an upper-division (3000-level or higher) foreign language grammar or literature course requiring the 2020 course level (or its equivalent) as a prerequisite. Conversation courses *cannot* be considered for satisfying this requirement.

Undergraduate Graduation Requirements

For nonnative English-speaking students *only*, the following options are available:

1. Successful completion of the Intensive English Language Institute (IELI) program for international students.
- Or**
2. TOEFL, Michigan, or IELI placement scores high enough to meet the University admission criteria.

Bachelor's Degree Requirements

Academic Program Requirement

All graduates are required to complete an approved academic program in one of the seven resident colleges.

American Institutions

All graduates are required to have an understanding of the fundamentals of the history, principles, form of government, and economic system of the United States. Students may meet this requirement in any one of the following ways: (a) receiving a passing grade on a special examination; (b) receiving a grade of three or better on the Advanced Placement Examination in American History; (c) satisfactory completion of: USU 1300 or HONR 1300; ECN 1500; HIST 1700, 2700, or 2710; or POLS 1100; or (d) satisfactory completion of a transfer course equivalent to one of the courses in (c).

University Studies

Completion of the University Studies general education and depth education requirements. (See pages 67-75.)

Upper-Division Credits

Completion of a minimum of 40 credits numbered 3000 or above.

Total Credits

A minimum of 120 credits of acceptable collegiate work and a minimum of 100 credits with a grade of C- or better.

GPA

In order to graduate, students must meet all GPA requirements for their major. These requirements can be found in the *Instructional Units and Programs* section of this catalog. USU credits *only* are used in computing the GPA. The University requires a minimum GPA of 2.0 to be considered for good standing and for graduation, although the majority of degree programs require a higher GPA.

Major

Each student must complete all requirements for an approved program of study. This program is comprised of up to 80 credits, which include the major, licensure requirements, and all other required major coursework. The program of study for each major is described in the appropriate departmental section of this catalog and on the major requirement sheets, which can be obtained online at: <http://www.usu.edu/majorsheets/>

Students should select a major subject upon entering the University or early the first year, but not later than entrance into the upper division. As soon as the major subject has been selected, the student should contact the department in which he or she has decided to major. A *Change of Program* form must be filed with the University Registrar. The head of the department will assign an advisor. Registration in succeeding semesters should be carefully checked and approved

by the advisor to assure proper selection of courses for satisfying institutional and departmental requirements. If more than one major is being pursued concurrently, departmental and college authorization must be obtained.

Students who have completed at least 60 credits (not including AP, CLEP, and concurrent enrollment) and one USU semester must be accepted into a department or be admitted to Provisional Admission Warning before they are allowed to register for additional work. To enforce this policy, a hold will be placed on the student's registration.

The selection of a major(s), the fulfillment of requirements, and a choice of a career or vocation are the responsibility of the student. The University does not assume responsibility for these choices nor for successful employment upon completion of University programs. However, to aid in these choices, the University provides advising, counseling, and testing services for self-evaluation and information about careers and employment opportunities. Career Services assists students in all aspects of their career search.

Students are encouraged to meet regularly with their advisor to establish a plan of study and confirm a graduation date as early as possible.

Changing a Program

When a change of degree, catalog year, major, minor, and/or emphasis is desired, a student must go to the department office in which he or she is presently enrolled to initiate the proper paperwork. If he or she is changing to a program within the same department, the department office may complete the required form, have it signed, and have it received by the Registrar's Office. When a student is changing departments, signatures of both department heads are required on the form. After the form is received by the Registrar's Office, the program is changed and the information becomes part of the student's file.

Minor

USU does not require that all students complete a minor. However, some departments and/or programs do require completion of a minor, which is described in the catalog statement of the department or program.

USU Courses

Candidates for a bachelor's degree must complete at least 30 credits at USU's Logan campus or designated centers, or through classes offered by Regional Campuses and Distance Education through USU. A minimum of 20 of these credits must be completed in upper-division courses, of which at least 10 credits must be completed in courses required by the student's major.

Candidates for an associate degree must complete at least 20 credits at USU's Logan campus or designated centers, or through classes offered by Regional Campuses and Distance Education through USU.

Credit by Examination

Some noncollegiate experiences may permit credit through challenge and foreign language examinations. For further information, see pages 40-45.

Remedial Courses

Remedial courses (numbered below 1000), cannot be used to satisfy baccalaureate requirements. These credits do not count toward GPA or Earned Hours.

Undergraduate Graduation Requirements

Latin Scholastic Distinctions

To qualify for Latin Scholastic Distinctions at graduation, a student must have completed a minimum of 40 USU semester credits. USU designated Latin Scholastic Distinctions at graduation are:

Summa Cum Laude	3.950 to 4.000 GPA
Magna Cum Laude	3.800 to 3.949 GPA
Cum Laude	3.500 to 3.799 GPA

These grade point averages are USU cumulative GPAs. Transfer credits are not considered in determining eligibility for these distinctions.

Honors Degrees

In addition to Latin Scholastic Distinctions at graduation, USU offers honors degrees designed to fill a variety of student needs. Honors Program members may work toward one of three degree options: (1) Departmental Honors, (2) Departmental Honors with Honors in University Studies, or (3) University Honors. For further information, see page 310.

General Information

Regional Campuses and Distance Education

Applicants for degrees who have taken courses for credit through Regional Campuses and Distance Education (including Independent Study courses) are subject to regular University admission requirements and must file transcripts of all university credit with the Admissions Office.

Financial Obligations

Students are reminded that nonpayment of fees owed to the University may result in withholding of diplomas or certificates.

Independent Study

Grades for Independent Study courses must be completed and on file in the Registrar's Office by the last day of classes (excluding finals) of the semester of intended graduation.

Incomplete Grades

Incomplete grades must be made up and on file in the Registrar's Office no later than the last day of classes during the semester for which the candidate has applied for graduation.

Changes in Graduation Requirements

Students are expected to familiarize themselves with the rules and regulations of both the University and their specific major. Detailed information concerning graduation requirements is available in this catalog as part of the departmental descriptions. Responsibility for satisfying all graduation requirements rests upon the student. Utah State University reserves the right to change graduation requirements at any time.

Seven-Year Graduation Requirements Policy

Students who can complete a baccalaureate degree within seven years of enrollment at USU can qualify for graduation by meeting (1) the General Education or University Studies requirements in effect when they initially enrolled and (2) the major requirements in effect when they officially declared their major, even though there may have been changes in General Education, University Studies, and major requirements since that time. Students who have not completed

the baccalaureate requirements within seven years of their initial enrollment at USU must have their General Education (or University Studies) and major requirements evaluated and approved by their department head and dean. Exceptions to this seven-year graduation requirements policy may be necessary for mandated changes in degree requirements.

Intent to Transfer Graduation Requirements

Students who did not initially enroll at USU, but have completed the Intent to Transfer process, will be obligated by the Seven-Year Policy for both the General Education (or University Studies) and major requirements in effect when their Intent to Transfer Education Plan was signed by representatives at both USU and the sending institution. Signatures from both institutions must be obtained during the same semester.

Applying for Graduation

Undergraduate candidates for graduation must have completed the application process by having an application on file and fees paid to the Registrar's Office, Taggart Student Center 246. The application deadlines are: December 5 for spring semester graduates, April 25 for summer semester graduates, and August 5 for fall semester graduates. Students who complete the application process prior to the deadlines will be assessed a \$10 application fee. However, a \$50 fee will be required for students who complete the process after the appropriate deadlines.

The application process is as follows: (1) Request an application from the Registrar's Office; (2) Return with picture ID to the Registrar's Office on the specified date and pick up the application for candidacy for graduation packet; (3) Carefully review the graduation application instructions; (4) Submit the application to departmental advisor and college dean for review and signatures (dual majors must have the appropriate signatures for each major); (5) Complete the graduating student survey; and (6) Submit the graduation packet to the Registrar's Office (Taggart Student Center 246) and pay the application fee. *Approximately six weeks is needed to complete the application process.*

Students should contact the Registrar's Office at the e-mail address listed below for the college in which they plan to graduate.

College of Agriculture, grad.ag@usu.edu
Jon M. Huntsman School of Business, grad.bu@usu.edu
Emma Eccles Jones College of Education and Human Services,
grad.ed@usu.edu
College of Engineering, grad.en@usu.edu
College of Humanities, Arts, and Social Sciences, grad.hu@usu.edu
College of Natural Resources, grad.nr@usu.edu
College of Science, grad.sc@usu.edu
Regional Campuses and Distance Education, grad.de@usu.edu

Names of the candidates will appear on the graduation lists and diplomas as they appear on the student's transcript.

To change the name appearing on the transcript, the student must fill out the appropriate form in the Registrar's Office and provide a social security card with the new name, plus a photo ID card.

Undergraduate Graduation Requirements

Commencement

Candidates will attend commencement exercises at the end of the semester during which they complete their requirements (fall or spring). Those candidates completing requirements at the end of summer semester may choose to attend *either* the preceding spring or the following fall commencement exercises. Students must notify the Registrar's Office of the address to which the diploma is to be sent. All graduates will receive their diplomas through the mail. Participation in commencement exercises does not ensure that the candidate has satisfied graduation requirements.

Second Bachelor's Degree

Applicants for a second bachelor's degree must file an application with the Admissions Office and obtain the recommendation of their academic dean prior to being admitted. A second bachelor's degree is available only to those on whom a first bachelor's degree has been conferred by a regionally-accredited institution. Students must complete a minimum of 30 USU credits beyond those applied toward the first bachelor's degree, 18 of which must be earned in department-approved upper-division courses related to the major. USU credits may be earned in courses completed at USU's Logan campus or at designated centers, or through classes offered by Regional Campuses and Distance Education through USU.

Candidates for a second bachelor's degree must have met the American Institutions requirement in the first bachelor's degree, or complete the requirement before receiving the second bachelor's degree.

Note: The first bachelor's degree must have been awarded by a regionally-accredited college or university.

Split Form

Courses numbered 0010 through 4990 will be posted to an undergraduate transcript. Courses numbered 6000 through 7990 will be posted to a graduate transcript. Courses numbered 5000 through 5990 will be posted to *either* an undergraduate *or* graduate transcript, based on the primary program level of the student. In cases where an undergraduate has taken one or more graduate-level courses required for program completion, a form will need to be submitted to the Registrar's Office, requesting that the course(s) be posted to the undergraduate transcript. Students should contact their undergraduate advisor for help with filing the appropriate form. In cases where a

graduate student has taken one or more undergraduate-level courses as part of the approved program of study, a form will need to be submitted to the Registrar's Office, requesting that the course(s) be posted to the graduate transcript. Students should contact their graduate advisor for help with filing the appropriate form.

Letter of Completion

Students who have completed the General Education portion of the University Studies Requirements at Utah State University, and who transfer to another institution, may receive a Letter of Completion from USU. If a student does not intend to return to USU for a bachelor's degree, the requirement of two USU breadth courses may be waived, since the USU course requirement is unique to USU. Students are still required to complete *at least one* breadth course in each of the six breadth areas, as well as the Communications Literacy (CL1 and CL2), Quantitative Literacy (QL), and Computer and Information Literacy (CIL) requirements.

It is the student's responsibility to initiate a request for this letter. The student's advisor will determine whether or not the student has indeed satisfied all of the requirements. If so, the advisor may go to <http://www.usu.edu/advising/forms/> and select the Letter of Completion Form. The advisor should complete the form, indicating how the student has met the requirements. The advisor should also indicate where the letter should be sent. Letters are typically sent to the Admissions Office at the transfer institution. After the advisor has completed the form, he or she should send the form to the Registrar's Office. The Registrar's Office will then generate an official letter and send the letter to the transfer institution.

On occasion, there may be circumstances in which a student has completed *most* of the General Education requirements at Utah State University, transferred to another institution where he or she has completed the last of the courses needed to complete the USU General Education requirements, and then requested a Letter of Completion from USU. Since the coursework was not completed at USU, USU *may not* submit a Letter of Completion, *unless* the coursework is posted to a USU transcript. To have this coursework posted to a USU transcript, a student should submit his or her transcript and a \$15 posting fee to the Registrar's Office, 1600 Old Main Hill, Logan UT 84322-1600. The Registrar's Office will then post and evaluate the credit. If all requirements have been satisfied, the Letter of Completion will be generated.

USU Academic Policies

Academic Honesty

The University expects that students and faculty alike maintain the highest standards of academic honesty. For the benefit of students who may not be aware of specific standards of the University concerning academic honesty, the following information is quoted from *The Code of Policies and Procedures for Students at Utah State University* (revised April 2002), Article V, Section 3:

Section 3. University Standards

A. Academic Integrity—"The Honor System"

Each student has the right and duty to pursue his or her academic experience free of dishonesty. The Honor System is designed to establish the higher level of conduct expected and required of all Utah State University students.

The Honor Pledge—To enhance the learning environment at Utah State University and to develop student academic integrity, each student agrees to the following Honor Pledge:

"I pledge, on my honor, to conduct myself with the foremost level of academic integrity."

Acts of academic dishonesty include but are not limited to:

1. **Cheating:** (1) using or attempting to use or providing others with any unauthorized assistance in taking quizzes, tests, examinations, or in any other academic exercise or activity, including working in a group when the instructor has designated that the quiz, test, examination, or any other academic exercise or activity be done "individually"; (2) depending on the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; (3) substituting for another student, or permitting another student to substitute for oneself, in taking an examination or preparing academic work; (4) acquiring tests or other academic material belonging to a faculty member, staff member, or another student without express permission; (5) continuing to write after time has been called on a quiz, test, examination, or any other academic exercise or activity; (6) submitting substantially the same work for credit in more than one class, except with prior approval of the instructor; or (7) engaging in any form of research fraud.
2. **Falsification:** altering or fabricating any information or citation in an academic exercise or activity.
3. **Plagiarism:** representing, by paraphrase or direct quotation, the published or unpublished work of another person as one's own in any academic exercise or activity without full and clear acknowledgment. It also includes using materials prepared by another person or by an agency engaged in the sale of term papers or other academic materials.

Violations of the above policy will subject the offender to the University discipline procedures as outlined in Article VI, Section 1 (paragraphs A, E, F, G, and H) of the *Code*.

A. Academic Dishonesty—"The Honor System"

An instructor has full autonomy to evaluate a student's academic performance in a course. If a student violates the Honor System, the instructor may sanction the student as part of the course evaluation. Such sanctions may include: (1) verbally warning the student; (2) giving the student a written reprimand; (3) requiring the student to rewrite a paper/assignment or to retake a test/examination; (4) adjusting the student's grade—for either an assignment/test or the course; or (5) giving the student a failing grade for the course. A sanction by the instructor is not a disciplinary penalty. If the instructor believes that, in addition to any sanction, the student should be disciplined and a penalty imposed, the instructor shall refer the student for disciplinary proceedings.

The penalties which the University may impose on a student for an Honor System violation are:

1. **Probation:** continued participation in an academic program predicated upon the student satisfying certain requirements as specified in a written notice of probation. Probation is for a designated period of time and includes the probability of more severe disciplinary penalties if the student does not comply with the specified requirements or is found to be violating the Honor System during the probationary period. The student must request termination of the probation in writing.
2. **Suspension:** temporary dismissal from an academic program or from the University for a specified time, after which the student is eligible to continue the program or return to the University. Conditions for continuance or readmission may be specified.
3. **Expulsion:** permanent dismissal either from an academic program or from the University.
4. Assigning a designation with a course grade indicating an Honor System violation involving academic dishonesty. Conditions for removal may be specified, but the designation remains on the student's transcript for a minimum of one year; provided however, that once the student's degree is posted to the transcript, the designation may not be removed thereafter.
5. Denial or revocation of degrees.
6. Performance of community service.

- E. More than one of the penalties may be imposed for any single violation. Reference to "penalty" includes multiple penalties.
- F. Imposition of the penalty of suspension or expulsion from the University must be approved by the president of the University. The president's approval shall be given either at the conclusion of the 10-day appeal period if no appeal is filed, or as part of the president's final decision if an appeal is filed.
- G. When a student is suspended or expelled from the University, tuition and fees that have been paid for the semester during which the suspension or expulsion occurs are refundable in accordance with the standard refund policy as stated in the semester *Schedule of Classes*.
- H. A hold on a student's admission, registration, or financial aid is not an independent penalty, but may be utilized by the University for various purposes, including either to (1) direct a student's attention to, and subsequent participation in, a pending disciplinary grievance proceeding or (2) to obtain the student's compliance with a penalty which has been imposed or other action which has been taken under the *Student Code*.

The complete *Code of Policies and Procedures for Students at Utah State University* can be viewed at:

<http://www.usu.edu/student-services/studentcode/>

Assumption of Risk

All classes, programs, and extracurricular activities within the University involve some risk, and certain ones involve travel. The University provides opportunities to participate in these programs on a voluntary basis. Therefore, students should not participate in them if they do not care to assume the risks. Students can ask the respective program leaders/sponsors about the possible risks a program may generate, and if students are not willing to assume the risks, they should not select that program. By voluntarily participating in classes, programs, and extracurricular activities, a student does so at his or her own risk. General information about University Risk Management policies, insurance coverage, vehicle use policies, and risk management forms can be found at: <http://www.usu.edu/riskmg/>

E-mail Communication Policy

All students enrolled at USU are provided with a University e-mail account. University officials, including advisors, professors, administrators, and various office personnel, use a student's e-mail account as an *official* means of communication.

It is the responsibility of *all* students to check their e-mail accounts on a *regular basis*. Students will be held accountable as being *officially notified* when any correspondence is sent by University representatives to their e-mail accounts. For verification and security reasons, once a student is enrolled at USU, *only* the USU e-mail account will be used for official communications.

Prior to students' enrollment at USU, University officials may correspond with them electronically via other e-mail providers.

Equal Opportunity/Affirmative Action

Utah State University is an affirmative action employer and is committed to providing equal educational and employment opportunity regardless of race, color, religion, sex (including sexual harassment and pregnancy), national origin, age, disability, or veteran status. In addition, discrimination based on sexual orientation is prohibited in the hiring of employees or in evaluating employee or student performance. Equal opportunity applies to all aspects of employment, such as recruitment, hiring, promotion, training, benefits, and salary. Equal educational opportunities include, but are not limited to, admissions, access to course offerings, financial assistance, housing, and extracurricular activities. The AA/EO Director serves as the Title IX and Section 504 Coordinator for the University. For additional AA/EO-related information and specific contact information, see: <http://www.usu.edu/aaeo>

Notification of Rights Under Family Educational Rights and Privacy Act (FERPA)

Student records at Utah State University are governed by the Family Educational Rights and Privacy Act (FERPA). The following is a description of the rights of students under these regulations.

Definitions

A **student** is defined as any individual who is attending or has attended Utah State University.

An **educational record** is any record maintained by Utah State University which is directly related to the student. An educational record does *not* include: (1) a personal record kept by a staff member, if it is kept in the sole possession of the maker of the record and is not accessible to or revealed to any other person, except a temporary substitute for the maker of the record; (2) records created and maintained by the Utah State University Police Department for law enforcement purposes; (3) an employment record of an individual whose employment is not contingent on the fact that he or she is a student, provided the record is used only in relation to the individual's employment; (4) records made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional, if the records are used *only* for treatment of a student and made available *only* to those persons providing the treatment; or (5) alumni records which contain information about a student after he or she is no longer in attendance at the University and which do not relate to the person as a student.

Student Rights under FERPA

FERPA affords students certain rights with respect to their educational records. These rights include: (1) the right to inspect and review information contained in their educational records; (2) the right to request to amend their educational records; (3) the right to consent to disclosure, with certain exceptions specified in the Act, of personally identifiable information from educational records; and (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.

1. The right to inspect and review information contained in their educational records.

This right should be granted within 45 days of the day the University receives a request for access.

Students requesting access to their records must present proper identification and a signed, formal written request to the registrar, dean, head of the academic department, or other appropriate official. The request should identify the record(s) the student wishes 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.

Students may request a copy of their educational records. The cost of each copy is \$2.00 for an official transcript and \$.50 per page for other records.

There may be occasions when a record may not be copied, especially if doing so may compromise another student's or faculty member's privacy. The University may deny access to the following records:

(a) parents' financial statements; (b) letters of recommendation, if the student has waived his or her right of access; (c) records filed before January 1, 1975; (d) records connected with denied applications to attend Utah State University; or (e) records not included in the FERPA definition of educational records.

Utah State University reserves the right to deny copies of records, including transcripts, in any of the following situations:

(a) the student has an unpaid financial obligation to the University; (b) there is an unresolved disciplinary action against the student; or (c) the educational record requested is an exam or set of standardized test questions.

2. The right to request the amendment of their educational records.

Students may exercise this right when they believe their records are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student desiring to ask the University to amend a record should write to the University official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the University decides not to amend the record as requested, the University will notify the student in writing of the decision and of the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when he or she is notified of the right to a hearing.

3. The right to consent to disclosure, with certain exceptions specified in the Act, of personally identifiable information from educational records.

Permission to Release Student Information

With the exception of directory information, Utah State University must receive written consent from students before disclosing any personally identifiable information from their educational records. Students may give the University their consent by completing a *Release of Student Information* form. This form can be found at:

<http://www.usu.edu/registrar/forms/pdf/info-release.pdf>

The written consent must: (a) specify the records to be released, (b) state the purpose of the disclosure, (c) identify the party or class of parties to whom disclosure may be made, and (d) be signed and dated by the student.

Exceptions

Utah State University may release personally identifiable information from a student's educational record without first obtaining the student's written permission when the disclosure is to:

1. University officials who have a legitimate educational interest in the records. A University official is:
 - a. a person employed by the University in an administrative, academic, research, or support staff position, whether full- or part-time.
 - b. a person appointed by the Utah State Board of Regents or the USU Board of Trustees.
 - c. a person employed by, under contract to, or assigned to the University to perform a special task for the benefit of the University, such as an attorney or auditor.

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- d. a person who is employed by the Utah State University Police Department.
- e. a person serving on an official disciplinary, grievance, or appeals committee.

A University Official has a legitimate educational interest if the official is:

- a. performing a task that is specified in his or her position description or performing a task that is related to his or her contract agreement or appointment.
 - b. performing a task related to a student's education.
 - c. performing a task related to the discipline of or grievance by a student.
 - d. providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement, or financial aid.
 - e. maintaining the safety and security of the campus and/or investigating violations of the law that affect the University.
2. certain officials of the U.S. Department of Education, the Comptroller General, the Attorney General, and state and local educational authorities, in connection with audit or evaluation of certain state or federally supported educational programs.
 3. state and local officials to whom disclosure is specifically required by state statute adopted prior to November 19, 1974.
 4. Veterans Administration Officials.
 5. officials of other institutions in which a student seeks or intends to enroll.
 6. persons (other than parents) or organizations providing financial aid to students, or determining financial aid decisions on the condition that the information is necessary to: (a) determine eligibility for the aid, (b) determine the amount of the aid, (c) determine the conditions for the aid, or (d) enforce the terms and conditions of the aid.
 7. organizations conducting studies for, or on behalf of, educational agencies or institutions to develop, validate, and administer predictive tests, to administer student aid programs, or to improve instruction.
 8. accrediting organizations carrying out their accrediting functions.
 9. parents of a student who is claimed as a dependent on a parent's most recent tax statement, as evidenced by a notarized *Parent Declaration of Student Dependency* form, stating that the student is dependent for income tax purposes. This form is available at: <http://www.usu.edu/registrar/forms/pdf/parent.pdf>
 10. persons in compliance with a judicial order or a lawfully issued subpoena, provided that the University makes a reasonable attempt to notify the student in advance of the compliance.
Note: The University is not required to, and should not, notify the student if a federal grand jury subpoena, or any other subpoena issued for a law enforcement purpose, orders the University not to disclose the existence or contents of the subpoena.

11. defend USU in a legal action. Utah State University is not required to obtain a subpoena to produce educational records of a student if the University is sued by the student or takes legal action against a student. The records produced must be needed by the University to proceed with legal action as plaintiff or to defend itself.

12. the Attorney General of the United States or his designee in response to an ex parte order in connection with the investigation or prosecution of terrorism crimes.

13. persons in an emergency, if the knowledge of the information is, in fact, necessary to protect the health or safety of students or other persons.

14. a victim of an alleged perpetrator of a crime of violence or a nonforcible sex offense, subject to the *Definition of Terms*. The disclosure may *only* include the final results of the disciplinary proceeding conducted by the University with respect to that alleged crime or offense. The University may disclose the final results of the disciplinary proceeding, regardless of whether or not the University concluded a violation was committed.

15. interested individuals (the public), subject to the requirements in Section 99.39, in connection with the final results of a University disciplinary proceeding.

The University must not disclose the final results of the disciplinary proceeding *unless* it has determined that: (a) the student is an alleged perpetrator of a crime of violence or nonforcible sex offense, and (b) with respect to the allegation made against him or her, the student has committed a violation of the University's rules or policies.

The final results must include *only*: (a) the name of the student, (b) the violation committed, and (c) any sanction imposed by the University against the student.

The University may not disclose the name of any other student, including a victim or witness, without prior written consent of the other student.

16. parents regarding the student's violation of any federal, state, or local law, or of any institutional policy or rule, governing the use of alcohol or a controlled substance if: (a) the University has determined that the student has committed a disciplinary violation with respect to that use or possession, and (b) the student is under the age of 21 at the time of the disclosure to the parent. This item does not supercede any state law prohibiting the University from disclosing this information.

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.

The name and address of the office that administers FERPA is:

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington DC 20202-5901**

Release of Directory (Public) Information

At its discretion, Utah State University may provide *Directory Information* in accordance with the provisions of FERPA. Types of information considered as *Directory Information* are listed below.

Directory (Public) Information at Utah State University

Name
User ID (A-Number)
Local and permanent address
Electronic mail address
Telephone number
Date of birth
Residency status
Degrees and awards received
Most recent institution attended by the student
Academic level
Major field of study
Department or college
Enrollment status (undergraduate or graduate, full-time or part-time)
Participation in officially recognized activities/sports
Dates of attendance and graduation
Weight/height of members of athletic teams
Photographs

Directory information is considered public information. However, the University *does not* release lists of students or name-and-address labels to businesses or agencies outside the University. Likewise, the University *does not* release information regarding applicants to outside agencies.

Privacy of Directory (Public) Information

Blocking the Release of Directory (Public) Information

By default, Utah State University may release a student's directory information. Students may prohibit (or block) the public disclosure of directory information by completing a *Privacy of Directory (Public) Information* form. This form is available at:

<http://www.usu.edu/registrar/forms/pdf/privacy.pdf>

Students should consider *very carefully* the consequences of a decision to withhold directory information. A privacy block will call for Utah State University to not release this *directory information*. Therefore, any future requests for such information from noninstitutional persons or organizations will be refused.

Although Utah State University will honor a student's request to withhold directory information, USU *cannot assume responsibility* to contact the student for subsequent permission to release this information. Regardless of the effect upon the student, Utah State University assumes no liability as a result of honoring a student's instructions to withhold such information.

Allowing the Release of Directory Information After it Has Been Previously Blocked

Although the initial request may be filed at any time, requests for a privacy block will be honored by the University until removed through another submission of the *Privacy of Directory (Public) Information* form by the student. The form provides two options for students: (1) block the release of information, and (2) allow the release after it has already been blocked.

Exceptions: One-time Release of Directory (Public) Information

A student who has his or her directory information blocked may want to make a one-time exception, while still keeping his or her directory information blocked. For example, a college may want to list all of the students who made the Honor Roll (Dean's List). The names of students who have their directory information blocked will be omitted from this listing. A student who wishes to keep his or her directory information blocked may complete a *One-time Release of Directory (Public) Information* form. This form is available at:

<http://www.usu.edu/registrar/forms/pdf/privacyexception.pdf>

Utah State University cannot assume responsibility to contact students for subsequent permission to release this information. It is the sole responsibility of the student to initiate the release of blocked information.

Student Right-to-Know and Campus Security Act

This act (Public Law 101-542), signed into law in November 1990 by the U.S. Department of Education, applies to institutions of higher education receiving federal financial assistance. Under this policy, current and prospective students must be informed of completion or graduation rates of students seeking certificates or degrees. The act also requires reporting of security policies and crime statistics to students, employees, and the U.S. Department of Education.

Current information, reports, and statistics are available at:

<http://www.usu.edu/righttoknow>

Additional Policies

Policies relating to registration, student records, and academic standing may be found in the *Registration, Student Records, and Academic Standing* section of this catalog on pages 56-63.

The complete *USU Academic Policies and Procedures Manual*, which includes additional policies, as well as policies shown in this catalog, is available online at: <http://www.usu.edu/policies/>

Academic Support Programs and Services

Academic Resource Center

The Academic Resource Center (ARC) provides services and programs that enhance students' learning skills, study strategies, and academic behaviors. Classes such as PSY 1730 help students develop critical thinking and college-level study strategies. "Drop-in" mathematics and statistics tutoring, as well as the Supplemental Instruction (SI) program, provide additional academic support. Individual consultations assist students with gaining course-specific learning strategies.

Courses

PSY 1730, Strategies for Academic Success (1-3 credits), involves practice and application of important learning strategies and study skills. Topics include test preparation, note-taking, textbook reading, test-taking, etc.

MGT 2160, Student Applied Leadership Training (2 credits), is designed to develop the skills of students working as tutors. This class meets the standards of the CRLA National Tutoring Certification Program.

Individual Assistance

Staff members provide individual consultation for students needing help with specific learning strategies in one or more of their courses.

Workshops

Workshops are offered on a variety of learning topics for classes or student, faculty, and staff groups. To arrange for a workshop, call (435) 797-1128.

Supplemental Instruction

A program of Supplemental Instruction (SI) for selected University Studies Breadth classes is sponsored by the center. A qualified student who has completed the specific course is hired by the center to attend all class sessions, conduct review sessions, and demonstrate effective study strategies. SI classes are identified in the Class Schedule on Banner and on the Web:

http://www.usu.edu/arc/supplemental_instruction/

Tutoring Programs

Drop-In Math and Statistics Tutoring

Free tutoring is provided by trained, certified tutors in the Tutoring Center, Taggart Student Center 225. Schedules can be picked up in Taggart Student Center 305 each semester or can be found on the Web-based Tutor Directory.

Tutor Advertiser

Students can hire a qualified tutor or list themselves as private tutors through the Web-based *Tutor Advertiser*. These tutors must be paid by the student receiving the tutoring.

Tutor Directory

The center publishes a directory of all on-campus free tutoring. The directory is available through the center's Web page:

<http://www.usu.edu/arc/>

Idea Sheets

Free Idea Sheets on a variety of study strategies are available in the center and through the center's Web page: <http://www.usu.edu/arc/>

Video Viewing Library

The center has a collection of study strategy videos, which students may view in the Merrill-Cazier Library.

Referral Resources

The center provides students with referral information for a variety of on-campus and off-campus services and agencies.

For more information, contact the Academic Resource Center, Taggart Student Center 305, (435) 797-1128.

Cooperative Education Internship Program

The Cooperative Education Internship Program offers both undergraduate and graduate students a unique opportunity to integrate career, social, and personal development into the educational process. The program is designed to allow students to alternate classroom study with a series of paid preprofessional work experiences related to their field of study. These experiences increase in complexity as the student's background in a given field increases.

The program offers several specific benefits to students. It provides those students who have decided on an academic major an opportunity to obtain pregraduation work experience in their chosen career. The program provides those students who are unsure of their academic major an opportunity to explore several career possibilities. It provides them a chance to earn money for their education and credit toward their degree. Finally, it substantially improves the students' opportunities for employment after graduation.

The Cooperative Education Internship Program option is available in all departments on the Utah State University campus. Generally speaking, students begin their work experiences in their sophomore or junior year, although seniors can take advantage of program benefits. Students can undertake either part- or full-time work experiences. Work experiences are available both during the academic year and during the summer. These work experiences may be with a single employer or with different employers; increasing complexity is the critical principle. Salaries vary with the field of work and the complexity of the job.

The amount of academic credit awarded for a given work experience varies, and depends upon the amount of work completed and upon the career-related nature of the experience. The decision regarding credit and the amount to be granted rests with the academic department, and specifically the faculty co-op coordinators. Students must make the credit arrangement with their faculty co-op coordinators prior to their work experience.

Students interested in entering or learning more about the program should contact their academic department; or visit Career Services, located in University Inn 102, ground level, tel. (435) 797-7777.

Additional information can also be found online at: <http://www.usu.edu/career/internships/>

Academic Support Programs and Services

Cultural Exchange Program

Approximately 1,000 students and scholars from 79 countries are currently enrolled at Utah State University. Many of these students are in great demand by the community to visit various school, church, and civic functions. Students often bring from their countries videos, slides, photographs, artifacts, maps, music, and costumes which they share with the community. Other students are requested by various organizations to display their talents in song, dance, cooking, fashion shows, martial arts, and many other crafts and skills.

These outreach programs benefit the community, enhance the University, and also provide excellent opportunities for USU international students to learn how the community operates. It also gives internationals the occasion to develop friendships with Americans. The sometimes long-lasting and far-reaching friendships are valuable to developing peace and friendship across the globe. Also, these students further develop their talents and skills in communication and become familiar and comfortable with the American culture.

Those needing help in arranging programs with international students may call the Office of International Students and Scholars at (435) 797-1124.

Disability Resource Center

The mission of the Disability Resource Center is to provide supportive services to qualified individuals with disabilities, so they may participate equally in academic, employment, social, and cultural opportunities available at Utah State University.

Services offered by the Disability Resource Center include:

1. Campus orientation, architectural access, and modification.
2. Registration assistance, including interpreters, advisors, and escorts.
3. Equipment loan and Assistive Technology Laboratory, including FM amplification systems, tape recorders, aids for students with vision impairments, and adapted computer hardware and software.
4. Referral information regarding campus and community services, including a referral registry for nonacademic interpreters, readers, personal care attendants, and escorts.
5. Alternate-format textbooks and class materials for qualifying students.
6. Counseling for academic and personal needs.
7. Support service coordination with the Division of Vocational Rehabilitation.

The Disability Resource Center is located in University Inn 101 and can be reached by telephone by calling (435) 797-2444 or (800) 259-2966 (voice) or (435) 797-0740 (TTY).

Mathematics and Statistics Drop-in Advisement

The Department of Mathematics and Statistics maintains a Drop-in Advisement Office in Lund 201. Students in need of information about and advisement related to placement in courses are welcome to stop by the Drop-in Advisement Office during office hours. Hours for this office can be found on the Department of Mathematics and Statistics website (<http://www.math.usu.edu/>) or may be obtained by phone at (435) 797-0268.

Study Abroad Program

Overview

The USU Study Abroad Office provides information on a wide range of affordable programs providing USU students with opportunities for study throughout the world. Through exchange partner institutions or consortiums, students can study at more than 100 universities in more than 40 countries worldwide during a semester, academic year, or summer program. Exchange program costs are based on tuition and fees at USU. Students can earn credit toward their degree at USU while studying abroad. In many countries, even when the native language is not English, students can study in English, or have the opportunity to build language skills. Full immersion options are also available at selected sites, based on student language ability.

Exchange Programs

Students can study in Spanish or the Spanish language at all levels at Monterrey Tec University in Mexico. Students may choose one of nine different campuses. Students may also study many subjects taught in Spanish at the University of Costa Rica, San Jose, Costa Rica; the University of Guadalajara Mexico; the University de La Rioja in beautiful Logroño in Northern Spain; and at the Pontificia Universidad Católica de Valparaíso, in Valparaíso, Chile, a UNESCO world heritage city. Pontificia Universidade Católica in Rio de Janeiro, Brazil offers students the opportunity to study regular coursework in Portuguese or study the language. London Metropolitan University offers a wide variety of subjects, with students housed near historic Hyde Park. In addition, students can study at Leicester University in Leicester, England, as well as at University of Northampton in Northampton, England, both located just over an hour north of London. Other study abroad programs in English include: study in landscape architecture at University of Ljubljana, Slovenia; American Studies at Innsbruck University in Austria; music at Corinthian State Conservatory of Music, Austria; and study in fine arts at Southern Cross University, Australia. New partners, University of Copenhagen, Denmark; University of Groningen, Netherlands; and University Viadrina, Germany; offer a variety of courses in English. Jonkoping University, Sweden; Western Sydney, Australia; West England; and Hanze University, Netherlands offer courses in English specifically for study in business. At Kansai Gaidai, Kobe, Gifu, and Yokohama National universities in Japan, all levels of Japanese are taught. Students may also earn credits in subjects taught in English at Kansai Gaidai or Yokohama. Keimyung University in Daegu, Korea, as well as USU's partners, Korea and Sungkyunkwan universities in Seoul, provide classes taught in English and the Korean language. Hongik University in Korea is a great choice for art and sculpture study. Students may study economics, business, and Thai studies courses taught in English, at Thammasat University in Bangkok, Thailand, including Thai language and culture. Jon M. Huntsman School of Business students may participate in business exchange programs in Australia, the Netherlands, Sweden, and the United Kingdom. For graduate-level study in economics, exchanges

Academic Support Programs and Services

are available in the United Kingdom, Spain, Portugal, Greece, France, or Germany. Students can also study Russian language and culture at St. Petersburg State University and Kazan State University in Russia, at all levels. Students can study Chinese language with Feng Chia University, Taiwan.

The International Student Exchange Program (ISEP) is one of the most varied study abroad exchange consortium opportunities at USU. Most program fees are based on USU tuition, housing, and food costs. Through ISEP, students may study in Africa, Asia, Australia, Canada, Europe, and Latin America. ISEP offers traditional European study abroad opportunities at some of the leading institutions in Austria, France, Germany, Hungary, Italy, Finland, the Netherlands, Sweden, and the United Kingdom. Other opportunities for study include such countries as Argentina, Bulgaria, the Czech Republic, Latvia, Poland, Iceland, Ghana, and South Africa. There are more than 100 universities to choose from in all. As ISEP participants, students matriculate directly into a host institution abroad. Direct matriculation means students register as regular students at their host institution, take the same courses, have the same assignments, and participate in the same activities as all other students at that institution. At many locations, coursework taught in English is available for semester, academic year, and summer study.

Affiliated Programs

Further expansion of short-term, summer, or semester-long study opportunities is possible with the addition of the following USU-affiliated program providers: AsiaLearn, AustraLearn, EuroLearn, Council on International Educational Exchange (CIEE), International Studies Abroad (ISA), Middlesex University (England), School for International Training (SIT), and Study Abroad Italy (SAI).

Short-Term Programs

Students can participate in a variety of short-term programs. These programs vary in length from two to six weeks. With USU's partner, Pontificia Universidad Católica de Valparaíso, students with little or no Spanish language experience have the opportunity to study beginning Spanish in Chile during January, May, or June, live with a local family, and participate in an excellent program offering language instruction and local excursions of interest. The Jon M. Huntsman School of Business has summer programs in Latin America and Asia, as well as internship or short-term study abroad programs during the fall or spring semesters. Summer options are available with ISEP in such locations as France, Korea, the Netherlands, and Thailand, or with other partner institutions, such as University of Northampton, England; and Korea University, Seoul, Korea.

USU Faculty-Led Study Abroad Summer/Short-Term Programs

Faculty at USU take students to varied destinations every year for coursework taught in English, while students earn USU credit for the experience. A sampling of current programs taught abroad by USU faculty include acting in England; anthropology in Peru; family, consumer, and human development in Germany; graphic design in Switzerland; humanities in England and Italy; interior design in England, France, and Italy; international business in Latin America (Brazil, Chile, and Peru) and Asia (China, Korea, and Vietnam—including a service learning option); photography in Scotland; and student teaching in New Zealand or the Philippines.

Summer faculty-led language programs include: intermediate and advanced study in Spanish in Logroño, Spain; French language at all levels with home-stay in Annecy, France; and intensive German at all levels at the Goethe Institute in Freiburg, Germany.

Volunteer English Teaching Opportunities

USU offers students a volunteer option to teach English in Chile for a ten-week period of time during the summer. Room and board is provided with a family, and teacher volunteers assist in English classrooms. This option may soon be available for credit. For further details, contact the Study Abroad Office. Other English teaching opportunities include Japan, China, and Thailand.

For additional information about these and other programs, contact the Study Abroad Office, Taggart Student Center 311, by phone at (435) 797-0601 or (435) 797-1253; or by e-mail at: studyabroad@usu.edu. Detailed information is available on the following website: <http://www.usu.edu/studyabroad/>

Student Support Services

Student Support Services is a special program financed through a federal grant and Utah State University with the purpose of providing additional support to students who meet particular qualifications. The Student Support Services Program seeks to prepare and support students for the challenges of higher education by offering assistance in:

1. academic advising and guidance,
2. tutoring on an individual basis,
3. course selection,
4. faculty/peer mentoring,
5. reading and study skills enrichment (PSY 1750, 1730),
6. mathematics and statistics instruction (MATH 0900, 1010, 1050; and STAT 1040),
7. financial aid planning, and
8. early registration.

To qualify for these services, a student must be an American citizen or permanent resident of the United States, must be registered at Utah State University, must demonstrate academic need for services as defined by the institution, and must meet one of the following U.S. Department of Education criteria:

1. low income, as established by the U.S. Commission of Higher Education;
2. disabled, including physical disabilities and learning disabilities; or
3. first-generation college student, meaning that neither of the student's parents have graduated from a four-year institution of higher education.

For more information, contact Student Support Services, University Inn 103, (435) 797-3372.

Academic Resource Center

Taggart Student Center 305, (435) 797-1128
<http://www.usu.edu/arc>

For information about the programs available through the Academic Resource Center, see page 84.

Advising, Office of University

Taggart Student Center 304, (435) 797-3373
<http://www.usu.edu/advising/>

The Office of University Advising (UA) provides advising referrals and information regarding University requirements, academic policies and procedures, academic program planning, University Studies requirements, services, and resources of the University. UA also facilitates the Peer Advising program. Students who are designated as Undeclared, Undeclared Business, Undeclared Science, or Provisional Admission Warning are advised by UA advisors.

Undeclared Program

The chief function of the Undeclared program is the advisement of students who have not yet decided upon a major or area of specialization. Students in the Undeclared program typically work on their University Studies requirements while exploring major options. This allows them to make progress toward overall degree requirements and provides them with extra time to make wise, informed decisions. Undeclared students are advised by UA until they choose a major.

Students who are enrolled in another department, but feel they have chosen their major unwisely, may transfer to the Undeclared program upon receiving permission from an advisor in UA.

No degree is offered through the Undeclared program. Most Undeclared students are freshmen or sophomores. Prior to the junior year, students should select a major and be taking major courses. Students should not remain in the Undeclared program beyond 60 credits or past the end of the sophomore year.

Provisional Admission Warning Program

Provisional Admission Warning is the designation used to identify students who do not meet the admissions requirements of the seven academic colleges. By state policy, admission of students to this category is limited.

The primary function of the program is to assist and encourage students in the improvement of their academic status, so they may transfer to the major of their choice. To accomplish this purpose, participants are urged to limit their course loads each semester, satisfy remedial requirements when indicated, and meet frequently with an advisor. Students admitted provisionally are encouraged to take General Education and exploratory classes. Resources in the Academic Resource Center, the University Counseling Center, the Testing Center, and Career Services are available to assist such students with career, aptitude, life skills, and study skills counseling.

When a student has demonstrated an ability to maintain a GPA appropriate for the intended major, the student may submit a Change of Matriculation form through the Registrar's Office. **It is the student's responsibility, in consultation with an advisor, to complete all necessary paperwork.**

Bookstore

Taggart Student Center 123, (435) 797-1666
<http://www.bookstore.usu.edu>

The USU Bookstore has been serving USU students, faculty, staff, alumni, and the community since 1904.

As the official location for all USU coursework needs, the Bookstore stocks textbooks; school supplies; art materials; computer systems, software, and accessories; general reading books; and a huge selection of Aggie clothing.

A myriad of services are also provided by the Bookstore, including textbook buyback, educational discounts, book-it textbook reservations, scholarships, Aggie Reader's Club, special orders, gift wrapping, engraving, parking validations, gift cards, and more.

Campus Recreation

Health, Physical Education and Recreation 126, (435) 797-7529
<http://www.usu.edu/camprec>

Campus Recreation houses and advises six major recreation and conservation programs: Intramurals, Outdoor Recreation Center, Utah Conservation Corps, Informal Recreation, Club Sports, and Recreation Instruction Program. These programs are run by professionals, students and volunteers. Campus Recreation sponsors numerous events, activities, and volunteer service projects throughout the year, including the following:

Intramurals

Intramural sports include basketball, racquetball, table tennis, badminton, soccer, volleyball, softball, and many more. The rejuvenation resulting from participating in intramurals is a crucial part of the college experience.

Outdoor Recreation Center (ORC)

The ORC is one of the nation's premier university outdoor education and leadership programs serving students and the public through diverse educational programs and comprehensive rental services. The ORC provides rigorous experiential learning experiences fostering independent problem solving, leadership, and communication skills. It also promotes academic excellence, physical and personal development, and responsible involvement and service in the outdoors.

Utah Conservation Corps (UCC)

The UCC is dedicated to improving the quality of public natural resources and the community through partnership projects, community service-learning volunteer efforts, disaster relief, and environmental and outreach education.

Informal Recreation

The HPER and Fieldhouse facilities, including pools, weight rooms, track, and fitness center, are areas where participants can engage in self-directed exercise.

Club Sports

Club sports are for students who wish to play in a competitive team environment at a high level. Some clubs are well-established and require tryouts. There are 16 club sports to choose from, including (but not limited to) ballroom dance, soccer, ultimate frisbee, rodeo, and lacrosse.

Other Student Resources

Recreation Instruction Program (RIP)

The RIP program offers various instructional programs fostering awareness of different cultures and their lifestyles. A few examples of Campus Recreation's classes are yoga, aikido, and karate.

Card Office/Customer Service Center

USU ID Cards, Debit and Dining Accounts, Information, and Ticket Sales
Taggart Student Center 212, (435) 797-3852
<http://usucard.usu.edu/>

The Card Office/Customer Service Center is the location where students receive their USU ID Card. The USU ID Card allows students access to many campus resources and events. In addition, it provides access to an Aggie Express debit account, print account, and meal plans. For further information, see *ID Cards* text on page 65, within the *Tuition, Fees, and Refunds* section of this catalog.

The Card Office/Customer Service Center staff can answer general questions about the University and provide student information. The center offers assistance, information, maps, and problem-solving assistance for students, staff, and visitors. The center also handles Lost and Found items for the Taggart Student Center.

There is an outlet for the USU Ticket Office at the center. Tickets are available for performing arts, theatre productions, STAB events, and athletic events.

Career Services

University Inn 102, ground level, (435) 797-7777
<http://www.usu.edu/career>

Career Services is the link between students and successful career employment. A dedicated group of career coaches is ready to help by offering expertise in four broad areas related to career paths. These four areas are briefly outlined below.

Career Exploration

A variety of exploratory activities and assessments are available to help students develop self-awareness in selecting a major and focusing on career choices suiting their needs, interests, and abilities. In addition, PSY 1220 (3 credits), a Career and Life Planning course, is taught to help students more fully explore career options.

Co-op/Internships

Students who participate in this program can graduate with the experience employers are looking for. Students can receive pay and academic credit for one or more relevant work experiences in their field of study.

Graduate School Preparation and Testing

Students planning to attend graduate school can receive help in the preparation of their graduate school applications and personal essays. Tests are also available for undergraduate and graduate schools, credit by examination (CLEP), and admissions tests. Tests available include: ACT, TOEFL, GRE, LSAT (Law), MCAT (medical), and the Miller Analogies Test. Test times can be scheduled directly by calling (435) 797-1004.

Career Employment

From on-campus recruiting to fairs, expos, and forums, a wide variety of services are offered to assist students in obtaining employment upon graduation. Students can meet their career coach one-on-one

to discuss resume/cover letter preparation, networking contacts (both employer and alumni), and personal career search strategies.

Whether students are sure of what they want to do after leaving Utah State University or are just beginning to think about their career options, their career coach can help. By visiting Career Services *early* and often, students can take control of their future.

Children's House

862 East 900 North, (435) 797-3657
<http://www.childrenshouse.usu.edu>

Student parents attending the University may enroll their children at the Children's House, an accredited quality early care and education program. Preschool and kindergarten age children (3-6 years) may be enrolled during fall and spring semesters, and children preschool through second grade (3-8 years) may be enrolled during summer semester. Professional staff provide a healthy, safe, and nurturing learning environment for children by promoting their physical, social, emotional, and intellectual development. There are several flexible full-day and part-day enrollment options from which parents can choose, as space is available.

Computer and Information Literacy (CIL)

Eccles Science Learning Center 131, (435) 797-2405
<http://cil.usu.edu>

As part of the University Studies Requirements, all students receiving a bachelor's degree from USU must score 70 percent or higher on each of the following six computer and information literacy examinations: (1) Information Law and Ethics, (2) Information Resources, (3) Document Processing, (4) Operating Systems, (5) Spreadsheets, and (6) Electronic Presentations.

There is a \$30 fee associated with this exam. There is no limit to the number of times a student can take each test. Once a test is passed, a student may not retake that test. After all tests are passed and the fee is paid, the CIL requirement will be posted to the student's transcript.

Students should complete the CIL requirement *as early as possible* during their academic experience at USU. Some courses require as a prerequisite the completion of the CIL requirement.

Counseling Center

Taggart Student Center 306, (435) 797-1012
<http://www.usu.edu/counseling/>

The Counseling Center assists students with personal growth and adjustment, mental health concerns, relationship issues, problem-solving, and career/academic adjustment. Services include individual, couples/relationship, and group therapy; outreach programs; problem-solving consultations; and psycho-educational assessments.

Common problems for which students may seek help include: symptoms of depression and anxiety, adjustment challenges, stress, eating and body image concerns, problems managing emotional reactions, social/interpersonal conflicts, trauma/grief, behavioral addictions, identity issues, and loneliness. Services are confidential and free for students enrolled in 6 or more credits on campus. (There is a nominal fee for psycho-educational assessment.)

For an appointment, call (435) 797-1012 or come to Taggart Student Center 306.

Disability Resource Center

University Inn 101, (435) 797-2444 or (800) 259-2966 Voice or (435) 797-0740 TTY
<http://www.usu.edu/drc>

Information about the services offered by the Disability Resource Center is shown on page 85.

Financial Aid

Taggart Student Center 106, (435) 797-0173
<http://www.usu.edu/finaid>

For information about assistance available through the Financial Aid Office, see the *Financial Aid and Scholarship Information* section of this catalog on pages 46-51.

GLBTA Services

Taggart Student Center 316A, (435) 797-4297
maure.smith@usu.edu
<http://www.usu.edu/glbta/>

The GLBTA Services Office provides support to Gay, Lesbian, Bisexual, Transgender, and Allied (GLBTA) students, faculty, and staff; promotes the understanding and acceptance of diversity through education and campus outreach; and operates a resource and lending library that is open to anyone interested in learning more about GLBTA related issues.

Honors Program

Main 15, (435) 797-2715
<http://honors.usu.edu/>

Information about application to and participation in the Honors Program, as well as details about honors degrees offered by USU, is shown in the *Honors Program* section of this catalog, page 310.

Housing and Residence Life

1295 East 1000 North, (435) 797-3113 or (800) 863-1085
<http://www.housing.usu.edu>

Housing options available at USU are explained on pages 52-53 of this catalog.

Independent and Distance Education

Eccles Conference Center 102D, (435) 797-2137 or (800) 233-2137 (toll free)
<http://distance.usu.edu/>

Information about independent and distance learning opportunities at USU is included in the *Regional Campuses and Distance Education (RCDE)* section of this catalog, pages 103-105.

Information Technology

Janet Quinney Lawson Building (North End), (435) 797-HELP (4357)
<http://it.usu.edu>

Information Technology (IT) provides computing and networking facilities and services for instructional, research, and administrative functions. A current description of these facilities, as well as the access procedures for students and staff, may be found on the IT website. Further information about the administration and services of the Information Technology Office is shown on pages 97-98 of this catalog.

International Students and Scholars

Taggart Student Center 313, (435) 797-1124
<http://www.usu.edu/oiss/>

The Office of International Students and Scholars (OISS) is committed to providing the necessary tools for students to succeed, both academically and personally. It provides the support to enhance the academic, social, and personal interactions of international students and scholars while at USU and in the Logan community. It serves as the primary link between the students and local and government agencies. The OISS staff is eager to assist with advising on immigration and other matters, such as personal and social adjustments. A main goal is to create a warm and inclusive environment in which all students can learn and interact in a cross-cultural environment. Throughout the year, OISS and the International Student Council (ISC) offer cultural and educational programs to enhance intercultural competencies and communication skills.

Information about international student admission and programs is shown on pages 38-39.

Multicultural Student Services

Taggart Student Center 309, (435) 797-1733
<http://www.usu.edu/multiculture/>

The Multicultural Student Services (MSS) Office provides support for student success, as well as direction for campus multicultural relations. MSS achieves its mission through collaborative work in the Division of Student Services and with academic departments. The MSS Office strives to offer quality services for all students, while providing targeted support to first-generation and historically underserved African-American, Asian-American, Native American, Pacific Island, and Latino students. Programs are designed to promote student recruitment, retention, leadership development, cultural understanding, inclusion, and a positive relational climate on campus.

Services offered through the MSS Office include:

1. Personal leadership development through clubs and organizations
2. Educational events and cultural celebrations involving the campus and community at-large
3. Peer mentoring, personal and social support
4. Active recruitment efforts and outreach programs serving core constituents
5. Community and campus service opportunities
6. Involvement within and support of ASUSU programs
7. Academic support
8. Life skills/multicultural leadership courses
9. Networking and referral to University departments

Other Student Resources

Parking and Transportation Services

840 East 1250 North, (435) 797-3414
<http://parking.usu.edu/>

Students who are unfamiliar with the campus should contact this office for directions and parking instructions. Also available are faculty, staff, student, and visitor parking permits. This office also provides shuttle services from key perimeter parking areas to key central campus locations.

Reentry/Nontraditional Student Center

Taggart Student Center 315, (435) 797-1728
<http://www.usu.edu/reentrystudent/>

The Reentry/Nontraditional Student Center provides information, financial assistance, and referrals to the resources available on campus and in the community to women and men who are returning to school with a gap in their education after being in the workforce or in the home. Anyone who considers herself or himself to be a nontraditional student is welcome to utilize the resources of the center. The center serves as an informal gathering place for reentry students and facilitates their transition to university life through orientations, workshops, leadership opportunities, scholarships, and programs.

Residency Office

(Admissions Office)
Taggart Student Center 102, (435) 797-8144
<http://www.usu.edu/admissions/information/residency.cfm>

Nonresident students who feel they have met the requirements for instate resident student status must file an official residency application with the Residency Office **no later than 10 calendar days from the first class day**. Those missing the application deadline will have residency considered for the next semester, provided that the next appropriate deadline is met with adequate updated documentation.

If an application is denied by the Residency Officer, the student may appeal to the Residency Appeals Committee no later than the 14th calendar day of the semester. Appeals cannot be considered after this deadline.

Information on residency requirements can be obtained from this office. Further information about USU's residency policy is shown on page 35.

Retention and First-Year Experience Office

Taggart Student Center 314, (435) 797-1132
<http://www.usu.edu/fyi/>

The Office of Retention and First-Year Experience is a dynamic office with a core mission of student success and retention. Through a variety of programs and services, the office is poised to have an impact on students at the time of entrance to the University, throughout the first year, and beyond. Services include information on research, development, design, and implementation of programs and initiatives that directly target the enhancement of retention efforts. Programs include:

Connections. Connections is an academic course designed to ease students transition to Utah State University and to prepare them for their college experience. A description of the Connections course is shown on page 55.

First-Year Experience. The First-Year Experience Program will improve student retention by assisting first-year students with the transition to the academic and social environment of the University. (First-year students are defined as any students attending classes on the Utah State University campus for the first time, which includes freshmen and transfer students.)

Parent and Family Programs. These programs are designed to keep parents and family members informed about happenings at USU; provide valuable information, events, and support for parents; and provide an opportunity for parents to communicate with USU. For further information, see: <http://www.usu.edu/parents/>

SOAR. Retention and First-Year Experience provides orientation services to new first-year and transfer students, information concerning USU programs, and information about available services at the University. More information is available on page 55.

Matriculation Advising. USU's Matriculation Advisor facilitates the retention effort through managing the Leave of Absence Process. As part of this process, students who need to leave USU are "recruited" back through targeted e-mails, letters, and personal phone calls. Additionally, the Matriculation Advisor oversees the readmission process for students who are not in academic good standing at USU, by guiding students to good standing through readmission contracts and work with each student's academic advisor. For further information about *Leave of Absence* and *Complete Withdrawal*, see page 58.

Sexual Assault and Anti-Violence Information (SAAVI)

Student Health and Wellness Center 119D
(435) 797-1510 (General Information)
(435) 797-RAPE (7273) (Crisis Hotline)
<http://www.usu.edu/saavi/>

The USU Sexual Assault and Anti-Violence Information (SAAVI) Office was created to promote an atmosphere of sexual and physical safety for all female and male students, faculty, and staff at Utah State University. SAAVI works to accomplish this task through an environment of education, as well as sensitive, competent response to those who have experienced violence or hurtful relationships.

SAAVI provides **crisis help** (i.e., support; assistance obtaining medical, counseling, academic, and legal aid in the aftermath of sexual assault or dating/domestic violence; etc); **education** (e.g., presentations to groups, clubs, classes, etc); and **awareness events** (e.g., Red Zone Day, Domestic Violence Awareness Month activities, Walk-a-Mile-in-Her-Shoes, etc). SAAVI services are available to USU **students, faculty, and staff**; both **women and men**; both **primary survivors** (those who experience violence) and **secondary survivors** (friends/loved ones of those who experience violence).

The SAAVI Office is located in the Student Health and Wellness Center (north of Romney Football Stadium). For help, general information, questions, or to request a presentation, call (435) 797-1510. The SAAVI Office also maintains a crisis hotline: (435) 797-RAPE (7273) (available 24 hours per day, 7 days per week, 365 days per year). During nights, weekends, and holidays, the crisis line is answered by CAPSA (Community Abuse Prevention Services Agency), which is a SAAVI community partner.

Student Employment

(Financial Aid Office)

Taggart Student Center 106, (435) 797-0184

<http://www.usu.edu/studemp>

The Student Employment Office develops and posts on-campus part-time and off-campus full-time and part-time openings daily on the Job Board in the hallway outside the Financial Aid Office in the Taggart Student Center, as well as online at the address listed above. Summer openings representing camps, resorts, ranches, government, and private industry across the United States are featured from January through May on display boards at the entrance to the Financial Aid Office. Additional information and assistance may be obtained at the Student Employment counter in the Financial Aid Office.

Student Health and Wellness Center

850 East 1200 North, (435) 797-1660

<http://www.usu.edu/health/>

The Student Health and Wellness Center provides students with healthcare for illness and minor injuries, as well as with health and wellness information on a variety of concerns. Just like any comprehensive medical clinic, the services of physicians, nurses, and pharmacists, as well as laboratory, physical therapy, prevention, and dietitian services, are available onsite. The center specializes in the medical needs of students, including sports injury evaluation and rehabilitation, minor emergencies, skin conditions, gynecology concerns, and mental health conditions. Special services include physical exams for pilots, teachers, or missionaries. Pharmacy, X-ray, and laboratory services are available inside the Health and Wellness Center.

Help and information on topics such as depression, nutrition, time and stress management, healthy relationships, and prevention of sexual assault and date rape, as well as assessment, education, and referral for substance abuse, are available from a variety of specialists serving on the staff. Peer educators, as well as office staff, are available to answer questions and provide support or information on health-related topics. Students gain leadership skills while involved in peer educator teams offering prevention activities and promoting healthy lifestyles. Prevention programs, research surveys, and educational classes are also available through this office. Educational presentations on health-related topics, which are excellent supplements to academic course material, can be scheduled by faculty members for inclusion in their classes.

Most of the costs for services of the Student Health and Wellness Center are covered by the Student Health Fee, paid at the time students register, but some supplies, procedures, or classes may require a nominal fee. Although the Student Health and Wellness Center provides administrative oversight of the Student Health Insurance Plan, health insurance is not required to use the Student Health and Wellness Center.

Student Involvement and Leadership Center

Taggart Student Center 326, (435) 797-2912

<http://www.usu.edu/asusu/involvement/>

The Student Involvement and Leadership Center strives to provide opportunities for students to receive life, leadership, and interpersonal skills by sponsoring events and activities. These events and activities complement students' academic curriculum and enhance their overall educational experience through the development of a wide range of leadership development opportunities, programs, and activities. These events strive to promote diversity, cultural appreciation, social interaction, community service, and effective student government representation.

The Student Involvement and Leadership Center includes the following: student government (ASUSU), fraternities and sororities, Leadership House, Aggie B.L.U.E. Fall Leadership, Mortar Board, Spirit Squad, and the Val R. Christensen Service Center.

Students who are interested in getting involved should go to Taggart Student Center 326 or visit: <http://www.usu.edu/asusu/>.

Student Support Services

University Inn 103, (435) 797-3372

<http://www.usu.edu/sss/>

Students meeting the low-income criteria established by the U.S. Commission of Higher Education and/or first-generation college students or disabled students may receive special assistance through the Student Support Services Office. Further information concerning qualification for this assistance, as well as details about the services offered, is shown on page 86.

Testing Services

(Career Services)

University Inn 115, ground level, (435) 797-1004

<http://www.usu.edu/career/testing/>

Information and test times are available for academic admission tests, including the GED (a high school equivalency exam), the ACT for undergraduate admission, the GRE and MAT for graduate admission, the LSAT for law school, the MCAT for medical school, the TOEFL (Test of English as a Foreign Language, for international students entering at both graduate and undergraduate levels), and PRAXIS tests for teacher education certification and licensure. CLEP exams, which give students the chance to earn semester credits toward their University Studies requirements by exam, are offered. Test information and booklets are also available.

The Utah Statesman

Taggart Student Center 105, (435) 797-6397

<http://www.utahstatesman.com/>

The *Utah Statesman* is a USU student-produced news source. The *Statesman* is published three times weekly and distributed across campus and at several downtown locations. Additionally, the *Statesman* is produced online, updated regularly with news and important links available at <http://www.utahstatesman.com/>. Advertising of campus events is welcomed and encouraged in the *Statesman*.

Other Student Resources

A large number of students in all majors are involved in the production of the *Utah Statesman*. The *Statesman* and its staff have won many awards, including Best Nondaily Student Newspaper in a seven-state region, as determined by the Society of Professional Journalists in 2005.

The University provides a Student Media Board, comprised of staff and students, to advise and define policies toward established student media which receive student funding from University fees. This board provides for a defined relationship between student media and the University at large.

Val R. Christensen Service Center

Taggart Student Center 332B, (435) 797-SERV (7378)
<http://www.usu.edu/asusu/servicecenter/>

The Val R. Christensen Service Center is a place where students can find opportunities to serve and can develop leadership skills. With more than 20 volunteer programs, students are bound to find service opportunities matching their desires and abilities. Mentoring, tutoring, environmental, and leadership programs are available. Time commitments range from one hour per month to three hours per week. The mission of the Service Center is to prepare students to make lifelong contributions through service; provide students with opportunities to serve; and promote positive attitudes, personal growth, and change through service to the community and the environment.

The Service-Learning Scholars Certificate Program provides an opportunity for students to combine service with their academic experiences. To learn more about how to receive academic credit through service experiences and how to receive this certificate upon graduation, students should visit the Service Center.

Veterans Services

(Office of the Registrar)
Taggart Student Center 246, (435) 797-1102

The Office of Veterans Services assists eligible veterans, qualified dependents of disabled veterans, and National Guard and Reservists in pursuing their educational, professional, or vocational objectives and receiving their appropriate educational benefits.

Women's Resource Center

Taggart Student Center 315, (435) 797-1728
<http://www.usu.edu/womencenter/>

The purpose of the Women's Resource Center (WRC) is to support, educate, and empower women of all cultures, races, sexual orientations, and ages; providing a safe environment while respecting all facets of women's abilities, spirituality, and differences. The USU WRC celebrates women's achievements and advocates for a climate promoting social justice, free from all barriers and discrimination. The WRC provides scholarships, information, assistance, and referral for resources available on campus and in the community.

Writing Center

Ray B. West 104, (435) 797-2712
<http://writing.usu.edu/>

The Writing Center provides help at any stage of the writing process and is open to all students. Hours are by appointment, Monday through Friday 8:30 a.m. to 3:30 p.m., and Monday through Thursday 7:00 to 9:00 p.m. Students should sign up online at: <http://writing.usu.edu>. Consultants are available for one-on-one counseling in the center or online. Summer hours are Tuesday through Thursday, 9:30 a.m. to 2:30 p.m. during the eight-week session.

National Honor Societies with Chapters at USU

Beta Gamma Sigma

Beta Gamma Sigma international honor society was founded in 1913 to recognize superior scholarship in business. It is the highest international recognition a business student anywhere in the world can receive. The USU chapter was established in 1975.

Membership is by invitation only and is limited to the top 20 percent of business graduate students, the top 10 percent of seniors with business majors, and the top 7 percent of juniors with business majors. Candidates must have completed one year of study at Utah State University.

Chapter Advisor: Lindsey Thurgood, Academic Advisor, Business 309, (435) 797-3736

Golden Key

Golden Key International Honour Society is an academic honor society which recognizes and encourages scholastic achievement and excellence among all sophomores, juniors, seniors, and graduate students from all academic disciplines with a 3.5 or higher cumulative GPA. With more than 25 years of rich tradition, Golden Key remains committed to scholarship, career development, leadership and altruistic service.

Members are connected to exclusive career opportunities through Golden Key's partnerships with major corporations and graduate programs. The society provides campus and community service opportunities enabling personal growth and leadership development, as well as collaborating with university faculty and administrators to develop and maintain high standards of education. A minimum of two scholarships are awarded annually to outstanding junior and senior members at Utah State University.

Chapter Advisor: Lisa Vaughn, Community Service Coordinator, Student Involvement and Leadership Center, Taggart Student Center 326, (435) 797-1740, lisa.vaughn@usu.edu

Mortar Board

The Order of the Acorn chapter of Mortar Board has existed at USU since 1970. It was founded in 1918 as the first national organization honoring senior college women. Mortar Board opened its membership to men in 1975.

Mortar Board recognizes college seniors for distinguished abilities in scholarship, leadership, and service. Members continue to magnify these traits throughout membership by developing and carrying out activities, events, and service projects. New members are chosen during spring semester and must be in the top 35 percent of their class.

Chapter Advisor: Lisa Vaughn, Community Service Coordinator, Student Involvement and Leadership Center, Taggart Student Center 326, (435) 797-1740, lisa.vaughn@usu.edu

National Society of Collegiate Scholars

The National Society of Collegiate Scholars is an honors organization founded on the principles of scholarship, leadership, and service. Each plays an important role in one's personal development. Society members are encouraged to pursue each of these ideals with a sense of passion and dedication. The society's mission is to:

1. Recognize and celebrate high achievement among first- and second-year college and university students across all academic disciplines.
2. Encourage and promote high standards throughout the collegiate experience.
3. Provide opportunities for personal growth and leadership development.
4. Organize and encourage community service.
5. Foster an overall appreciation for the value of higher education.

Chapter Advisor: William J. Popendorf, professor of Biology, Biology-Natural Resources 323, (435) 797-2566, popendorf@biology.usu.edu

Phi Alpha Theta

Phi Alpha Theta is a professional society whose purpose is to promote the study of history through the encouragement of research, good teaching, publication, and the exchange of learning and ideas among historians. It seeks to bring students, teachers, and writers of history together, both intellectually and socially; and it encourages and assists historical research and publication by its members in a variety of ways. The History Honor Society, Inc., Phi Alpha Theta, was organized at the University of Arkansas on March 17, 1921. Since that time, it has grown to more than 820 chapters and has initiated more than 275,000 members. The USU chapter was established in 1952.

Membership is open to those students who have completed 12 credits of history courses, with a 3.1 GPA in history coursework. A 3.0 overall GPA is required. Students need not be history majors to become Phi Alpha Theta members.

Chapter Advisor: Timothy S. Wolters, Assistant Professor of History, Main 323F, (435) 797-1295, twolters@hass.usu.edu

Phi Kappa Phi

Phi Kappa Phi is a national honor society, founded in 1897 to recognize and encourage superior scholarship in all academic disciplines. Membership is based upon academic achievement and is proffered to undergraduate and graduate students who obtain a grade point average in the highest 10 percent of those graduating from each college at USU. The national organization awards 50 graduate school fellowships each year to students from throughout the country and sponsors undergraduates for internships and study abroad programs. Each year, the USU chapter also awards two to three scholarships to outstanding juniors and recognizes faculty members for their achievements.

Chapter Advisor: Mary E. Leavitt, secretary/treasurer, (director, College of HASS Advising Center), Taggart Student Center 302, (435) 797-3883

Phi Sigma Iota

Phi Sigma Iota is an international foreign language honor society for juniors, seniors, and graduate students who excel in a foreign language, have a cumulative GPA of 3.0 or higher, and have earned a grade of B or better in a 3000- or 4000-level language course. Copies of transcript must be verified by the chapter advisor.

National Honor Societies with Chapters at USU

Phi Sigma Iota recognizes outstanding ability and high standards in the fields of foreign language, English as a second language, literature, and culture.

As the highest academic honor in the field of foreign languages, Phi Sigma Iota promotes international communication and understanding, as well as a sentiment of unity among nations. The society also helps students learn about themselves and their cultural heritage as they increase their understanding of other people.

Phi Sigma Iota stands for freedom of mind and democracy of learning. The society stimulates and supports scholarly programs nationwide, and also offers scholarships and graduation honors nationwide. To help members to further their training in foreign languages, the society promotes trips abroad. The USU chapter provides a job and internship list.

Chapter Advisor: Sarah Gordon, Assistant Professor of French, Main 002L, (435) 797-8213, sarah.gordon@usu.edu

Pi Sigma Alpha

Founded in 1920, Pi Sigma Alpha is the national honor society for undergraduate and graduate students of political science. There are now more than 600 chapters established in colleges and universities in the United States, and Pi Sigma Alpha is one of the largest academic honorary societies in the U.S. The USU Alpha Iota Chapter was inaugurated in 1947. The purpose of Pi Sigma Alpha is to stimulate scholarship and interest in the subject of government by providing recognition and benefits to students who have excelled in the field.

Benefits of Membership. Membership in an honor society is a worthy distinction in itself, and as a measure of academic achievement can provide a tangible advantage in a competitive world. All members, regular and honorary, receive a certificate of membership and permanent enrollment on the society's membership rolls, maintained by the national office. Members may apply for scholarships for both graduate study in political science and Washington semester programs, as well as for Best Paper awards. Pi Sigma Alpha gives students opportunities for valuable administrative experience as chapter officers or organizers of chapter activities.

Membership Eligibility. Minimum standards for admission for juniors and seniors are completion of at least 12 semester credits of work in government, political science, international relations, or public administration, including at least one upper-division course, with a 3.2 GPA.

Programs. Pi Sigma Alpha activities are carried on mainly at the chapter level and include presentations by visiting scholars, talks by USU professors, socials, internship and graduate school preparation, service activities, career guidance, best paper competition, and much more.

The Alpha Iota Chapter has been recognized for excellence by the national office. The chapter has received several best chapter awards, as well as the best chapter advisor awards.

Chapter Advisor: William L. Furlong, Main 328B, (435) 797-1311, bill.furlong@usu.edu

Pinnacle

Pinnacle was founded at Murray State University in Kentucky in 1989 for the purpose of recognizing the achievements of adult and nontraditional students. The USU chapter was established that same year, and the first members were inducted in 1990. Initiates must be 26 years of age or older, must have earned an overall USU GPA of 3.0

or higher, and must have been involved in campus and/or community activities. (Membership is open to no more than 15 percent of the junior and senior student population.) Applications are available in the Reentry Student Center.

Chapter Advisor: Patricia W. Stevens, director, Reentry Student Center, Taggart Student Center 315, (435) 797-1728

Psi Chi

Psi Chi is a national honor society whose purpose is to encourage, stimulate, and maintain excellence in scholarship for the individual members in all fields, particularly in psychology, and to advance the science of psychology.

The intrinsic value of membership is rewarding to the achiever, in that recognition of excellence leads to self-fulfillment and thus to self-realization. By recognizing that what they do does make a difference, students are motivated to achieve higher productivity. When shared with others, accomplishments are enjoyed more. Furthermore, the contacts made through Psi Chi will be valuable throughout the student's educational and professional career.

Membership is open to undergraduate students who have completed a minimum of 3 semesters and have registered for major or minor standing in psychology or for a program which is psychological in nature. Undergraduates must rank in the upper 35 percent of their class (sophomore, junior, or senior) in general scholarship. For graduate students, an average grade of *B* or better is required in all graduate courses, including psychology.

Faculty Advisors: Melanie Domenech Rodríguez, Associate Professor of Psychology, Education 425, (435) 797-3059, melanie.domenech@usu.edu; Renée Galliher, Associate Professor of Psychology, Education 495, (435) 797-3391, renee.galliher@usu.edu

Sigma Tau Delta

The central purpose of Sigma Tau Delta, National English Honor Society, is to confer distinction upon students of the English language and literature in undergraduate, graduate, and professional studies. Sigma Tau Delta also recognizes the accomplishments of professional writers who have contributed to the fields of language and literature.

Sigma Tau Delta has more than 600 active chapters, has more than 900 faculty sponsors, and inducts approximately 7,000 members annually. Members of the society have the opportunity to be recognized for their outstanding achievements, enrich their education, and advance their careers through scholarships and publication. Members are also assisted in making career choices.

The Rho Tau chapter was organized at Utah State University in 1996. Membership requires completion of at least three semesters of college coursework, completion of at least two English courses beyond the General Education requirements, and an average grade of *B* or better in English classes.

Further information about Sigma Tau Delta can be found at: <http://www.english.org/sigmatd/>

Chapter Advisor: Susan Nyikos, Lecturer, English Department, Ray B. West 103A, (435) 797-0599, susan.nyikos@usu.edu

Affirmative Action/Equal Opportunity Office

Director: David L. Ottley
Location: Military Science 118
(Enter through the south door)
Phone: (435) 797-1266
FAX: (435) 797-0291
E-mail: carolyn.whelan@usu.edu
WWW: <http://www.usu.edu/aaeo>

The vision statement of the Affirmative Action/Equal Opportunity (AA/EO) Office reads as follows:

"USU sees an environment in which every individual has an opportunity to learn, work, and contribute, and where full inclusion and respect for all people encourages creativity and productivity. The result will be students, faculty, and staff working together, serving and strengthening our local, national, and global communities."

In support of this vision, it is the policy of Utah State University to ensure equal educational and employment opportunity regardless of race, color, religion, sex (including sexual harassment and pregnancy), national origin, age, disability, or veteran status. In addition, discrimination based on sexual orientation is prohibited in the hiring of employees or in evaluating employee or student performance.

The AA/EO Office implements federal, state, and University anti-discrimination laws, statutes, and policies, and strives to provide an atmosphere in which students, staff, faculty, and participants in USU-sponsored activities and programs can work, study, and live without fear of illegal discrimination or harassment. It also works to increase access to education and employment for groups that have traditionally faced barriers to opportunities in these areas.

The AA/EO Office focuses on a variety of areas, which include (but are not limited to):

1. Acting as the Title IX and Section 504 Coordinator for the University. This is the responsibility of the AA/EO Director.
2. Receiving, investigating, evaluating, processing, and assisting in the resolution of illegal discrimination and harassment (including sexual harassment) issues and complaints.
3. Providing training on affirmative action, illegal discrimination, harassment (including sexual harassment), valuing diversity and "differences," and other AA/EO-related topics to a variety of audiences, including students, staff, faculty, and community.
4. Developing affirmative action policies, plans, and programs at USU aimed at increasing employment opportunities for underrepresented groups of women, minorities, persons with disabilities, and veterans.
5. Monitoring the representation and status of women and minorities who are prospective or current faculty or staff.

Utah State University is dedicated to providing equal opportunity in education and employment to all students, faculty, staff, applicants, and participants in University programs. Members of the University community, who feel their rights have been violated, want information, or just need some guidance relating to their course of action relating to AA/EO issues, should contact the Affirmative Action/Equal Opportunity Office, located in Military Science 118 (use south entrance), or call (435) 797-1266. Copies of the complete Affirmative Action Program are available in the AA/EO Office. Copies of AA/EO-related policies, including the sexual harassment policy and discrimination complaint policy, are available in the office. Information pertaining to other AA/EO-related laws, policies, and issues at the local (USU), state, and federal levels are also available at the office. These items, along with other information, are also available on the AA/EO Office website at: <http://www.usu.edu/aaeo>

Assessment

Director, Office of Analysis, Assessment, and Accreditation:

H. Craig Petersen
Location: Main 302, UMC 1437
Phone: (435) 797-0001
FAX: (435) 797-1680
E-mail: craig.petersen@usu.edu
WWW: <http://aaa.usu.edu>

Educational assessment involves gathering and analyzing information about learning activities with the goal of improving academic programs. In essence, assessment is what we do to assure that what we do is what we say we do.

Educational assessment is important for a number of reasons. First, Utah State University is accredited by the Northwest Commission on Colleges and Universities, as well as a number of discipline-specific accreditation bodies. USU must have a credible assessment program to satisfy the requirements of those organizations. Second, by documenting the effectiveness of its educational programs, USU demonstrates accountability of resource use to the USU Board of Trustees, the Utah State Board of Regents, and the Utah State Legislature. Finally and most important, faculty and administrators at USU have an innate curiosity about how well students are educationally prepared to meet the challenges of life. Faculty and administrators also have a strong desire to help USU students by making the institution better. To meet these objectives, the following policy on assessment has been formally approved by the USU Board of Trustees:

The University is committed to timely internal and external assessment of its programs to assist in productive academic planning and the fulfillment of its mission and goals. To meet this commitment, the University and all of its units shall gather, analyze, and publish data annually that relate to the planning for and evaluation of the accomplishment of the missions, goals, and objectives of the University and its units. Such assessments are intended to determine the extent to which University programs meet their goals and objectives and further the mission of the University; to establish a culture of evidence for assessment; and to meet the standards of the Regents, the Trustees, the Northwest Commission of Colleges and Universities, and USU. The assessment process shall be a continuous process which shall involve faculty and other concerned stakeholders in central roles. Furthermore, assessment results will directly inform planning and other decision-making activities. (USU Policy Manual, 103.7.4)

There are several aspects of good assessment. The first is that the focus should be on outcomes. The goal is to demonstrate that students actually develop needed competencies and significantly add to their knowledge as a result of attending USU. The second is that evidence derived from multiple sources is preferable to a single measure. The third is that academic units should have flexibility in formulating their assessment plans—"one size does not fit all." Finally, an effective

assessment plan should be structured as a process, rather than as an event. Assessment must be an ongoing activity that contributes to institutional improvement.

Consistent with these guidelines, USU has implemented a comprehensive plan for educational assessment. This plan focuses on the following areas:

- 1. Student Attitudes and Perceptions.** The Office of Analysis, Assessment, and Accreditation (AAA) conducts annual surveys of freshmen/sophomores, graduating seniors, and graduate students. Comparative surveys, such as the National Survey of Student Engagement, are also administered.
- 2. Early to Mid-Program Assessments.** AAA is involved in ongoing analyses to evaluate USU's freshman orientation program, measure improvements in writing and mathematics skills, and determine mastery of content in general education courses.
- 3. End of Program Assessment.** This is the key component of USU's assessment effort. Academic departments have been given the primary responsibility for evaluating the preparation of their graduates. Each department is expected to have an easily accessible and user-friendly assessment website that shows program learning objectives, the relationship between learning objectives and curriculum, outcomes data from several sources that demonstrate the extent to which students are mastering program objectives, a description of the process by which assessment data are used for decision-making, and examples of program changes made as a result of assessment efforts. AAA assists the departments in this endeavor by reviewing departmental progress, recommending changes, and providing "best practices."
- 4. Alumni Satisfaction.** AAA conducts periodic surveys of alumni. Departments also obtain information from alumni through advisory groups and departmental surveys.
- 5. Employment and/or Employer Satisfaction.** AAA conducts surveys of employment and participation in graduate education of recent graduates. At the academic department level, employers are contacted through surveys and/or employer advisory groups to determine the strengths and weaknesses of USU students they have hired.
- 6. Facts and Figures Website.** The USU Facts and Figures website is a virtual "Factbook" that provides a broad range of information about the University. Of particular importance is the USU Performance Dashboard, which shows trends in key areas of institutional performance and serves as a key management information tool for University administrators.

Administration

Vice President for Information Technology/

Chief Information Officer: M. Kay Jeppesen

Location: Main 161C

Phone: (435) 797-1134

FAX: (435) 797-2646

E-mail: m.k.jeppesen@usu.edu

WWW: <http://it.usu.edu/>

Associate Vice President for Information Services:

Stacie Gomm, Main 161D, (435) 797-8585, stacie.gomm@usu.edu

Associate Vice President for Technology Services:

Eric Hawley, Main 161B, (435) 797-8146, eric.hawley@usu.edu

The Office of Vice President for Information Technology has the following responsibilities: (1) enhance interaction and feedback by working with students, faculty, and staff to meet their information technology needs, (2) develop information technology systems that support the University, (3) design and maintain a University-wide network backbone, and (4) contribute to the strategic plan and mission of USU.

All questions and requests are welcome and can be met 24 hours per day, seven days per week by calling the IT Service Desk at (435) 797-HELP (4357).

Core Services

Information Technology (IT) core services include:

1. Database Design and Administration
2. Network Management (router and switch configuration, IP and DNS management, wireless networks)
3. Physical Infrastructure (data center, cable, wiring and telephone services)
4. Security (monitor systems, vulnerability tests, system backups, disaster recovery)
5. Server and System Administration
6. IT Customer Support
7. Project/Business Management (SLAs and MOUs)

Faculty, Staff, and Student Services

Aggiemail

Aggiemail is USU's e-mail system for students, alumni, and emeriti. Aggiemail is hosted by Google and provided with the USU brand. Users are allowed only one Aggiemail account at a time. Aggiemail account names are based on preferred name settings in Banner, and Aggiemail passwords are the same passwords that students use to login to Banner. Login to Aggiemail at: <https://aggiemail.usu.edu/>

Aggies Exchange

Aggies Exchange is USU's enterprise e-mail system for faculty and staff. Aggies Exchange provides calendaring and scheduling capabilities, as well as Web and client access. Accounts can be activated at <http://it.usu.edu/email/>. Login to Aggies Exchange at: <https://owa.usu.edu/>

Banner

Banner is USU's enterprise data management system and consists of the following components: (1) student information, (2) financial management, (3) human resources, and (4) grant management. The Banner administrative suite provides enterprise resource planning (ERP) and coordinated delivery of data, which allows USU to more efficiently manage institutional business processes and improve performance. In addition, Banner's standards-based authentication helps USU manage the growing number of users who need access. Login to Banner at: <http://banner.usu.edu/>

Computer Purchasing

USU students, faculty, and staff can obtain quantity discounts on Apple and Dell computers. Apple computer purchases are placed through the USU Bookstore, and Dell computer purchases are placed through the USU Purchasing Office. For more information, visit: <http://it.usu.edu/qd/>

Computer Labs

The 11 open-access computer labs on campus provide a wide array of software for USU's academic community. To learn more about the labs, lab software, and hours of operation visit: <http://www.usu.edu/computerlabs/>

Course Development (Blackboard)

Blackboard Vista is a powerful e-learning platform designed to facilitate face-to-face classes and deliver online courses. Instructional designers are available to help faculty identify objectives, use appropriate technology, and develop effective online courses. For more information or help with Blackboard course development, call (435) 797-9506 or visit: <http://it.usu.edu/fact/>

Desktop/Software Support

IT Service Desk full-time support analysts provide faculty and staff with quick and efficient methods for trouble-shooting and diagnosing technology-related issues. Service-level agreements allow the Service Desk to proactively and consistently manage and maintain departmental desktop computers and printers. The Service Desk also provides one-on-one consultation. For desktop support, call the Service Desk at (435) 797-HELP (4357).

Hardware Repair/Data Recovery

To help students, faculty, and staff with their computing needs, IT provides a full-service hardware repair facility and data recovery services. The Service Desk is a Dell-certified repair and warranty service center and works with other computer vendors to provide the highest-level service. To learn more about hardware repair and data recovery services, call (435) 797-HELP (4357) or visit: <http://it.usu.edu/hardware/>

Login and Password Assistance

Service Desk technicians are available to help customers login to e-mail (Aggiemail and Aggies Exchange), Adobe Connect, Banner, Blackboard, and the BlueZone network. For login assistance, call the Service Desk at (435) 797-HELP (4357).

Multimedia (Video and DVD) Production

Information Technology's Multimedia Production Team provides video/audio editing, DVD authoring, video production, animation, Web conferencing, interactive CD and DVD production, studio production, and format-conversion services. For more information about multimedia production, call (435) 797-0525 or visit: <http://it.usu.edu/mediaproduction/>

Information Technology

Networking (BlueZone Wired, Wireless, and Wireless Secure)

BlueZone is the name of the USU Network. Both the wired and wireless networks are referred to as "the BlueZone." To register any computer or device on the BlueZone network, go to:
<https://bluezone.usu.edu/>

Programming and Design

Information Technology's Programming and Design Team provides custom website and print design services. IT also provides a content management system (ezPlug) and custom Web applications for everything from inventory systems and large-file transfers to custom forms, online photo tours, and FAQ systems. For more information about programming and design services, call (435) 797-9505 or visit:
<http://it.usu.edu/pad/>

Security Cameras

As the need for security increases, Information Technology is on hand to install CCTV security cameras. CCTV security cameras are equipped with the latest digital video surveillance technology and record video to the central server around-the-clock. Departments can observe the videos and monitor traffic from anywhere there is a network connection. For more information about CCTV security cameras, call (435) 797-4321.

Server Hosting (Physical and Virtual)

IT offers physical and virtual hosting services. Physical hosting services include IT provided rack space, UPS, cooling, network port, and cable and remote KVM (keyboard, video, and mouse) control for departmental servers. With virtual hosting, departments can have servers up-and-running within 24 hours. Virtual hosting services include on-demand capacity and automated recovery. Both services (physical and virtual hosting) result in cost savings for departments. Call (435) 797-2414 for more information about physical hosting services, and (435) 797-3333 for more information about virtual hosting services.

Service Desk/Help Desk

The IT Service Desk is available to assist with technology-related issues and is equipped to handle any IT support request. The Service Desk is an Apple, Dell, and Sony certified warranty repair and support center. Technicians are certified to work on almost any Apple, Dell, or Sony component and will provide service for most computer systems. The Service Desk is centrally located on campus in the Janet Quinney Lawson (JQL) Building, directly across from the Emma Eccles Jones Education Building. For more information or assistance, call (435) 797-HELP (4357) or visit: <http://it.usu.edu/servicedesk/>

Smart Classrooms

Information Technology designs, installs, and maintains smart classrooms for instructional use. To schedule faculty training, call (435) 797-6666. For more information about smart classrooms, visit:
<http://it.usu.edu/classrooms/status/>

Software Store

Information Technology negotiates with vendors to offer software to University departments at costs below regular educational pricing. A variety of software products are available for purchase. View software titles and pricing, and order online at: <http://software.usu.edu/>

Technology Training (Workshops) and Tutorials

Information Technology offers a variety of online tutorials and workshops tailored to the needs of USU faculty and staff. Hands-on workshops are offered every semester. For more information about technology training and tutorials, call (435) 797-9506 or visit:
<http://it.usu.edu/fact/>

Telephone Services

From the initial set-up to voice mail, long-distance authorization, calling cards, and equipment repair, Information Technology provides telephone services to USU departments and on-campus student housing. For more information or to report problems, call (435) 797-3335 or the IT Service Desk at (435) 797-HELP (4357).

Test Scanning and Grading

Information Technology provides test scanning and grading services for multiple-choice tests given with ScanTron forms. Scanning is done at the IT Service Desk, which is located in the Janet Quinney Lawson (JQL) Building (north entrance). For more information about test scanning and grading services, call (435) 797-3080 or visit:
<http://it.usu.edu/facstaff/scantron/>

Virtual Private Network

By creating an encrypted stream between off-campus computers and campus, USU's VPN (Virtual Private Network) server provides a secure, remote connection to the University network. Authorized users can access the University network from anywhere (home, hotel, conference, etc.) with a secure Internet connection. For more information about USU's virtual private network, call (435) 797-HELP (4357) or visit: <http://it.usu.edu/htm/networking/vpn/>

Virus Protection/Antivirus Software

IT has a McAfee site license for all computers (private or University-owned) that connect to the University's network. Find more information and download McAfee virus protection at: <http://it.usu.edu/mcafee/>

Intercollegiate Athletics

Athletics Director: S. Scott Barnes
Location: Dee Glen Smith Spectrum
Phone: (435) 797-1850
FAX: (435) 797-2615
E-mail: scott.barnes@usu.edu
WWW: <http://utahstateaggies.cstv.com/>

Senior Associate Athletics Director for External Operations/

Senior Women's Administrator: Jana Doggett

Senior Associate Athletics Director, Head Athletics Trainer:

Dale Mildenerger

Senior Associate Athletics Director, Development: Kent Stanley

Associate Athletics Director, Development: Kevin Dustin

Associate Athletics Director, Academic Services: Dr. Brian Evans

Assistant Athletics Director, Business Manager: Jeff Crosbie

Assistant Athletics Director, Annual Giving: Tom Hale

Assistant Athletics Director, Marketing and Promotions:

Jason Herbers

Assistant Athletics Director, Media Relations: Doug Hoffman

Assistant Athletics Director, Ticket Operations: Stephanie Plueard

Assistant Athletics Director, Internal Operations: Scott Randall

Special Assistant to the Athletics Director: Dave Kragthorpe

Strength and Conditioning: Jacob Scharnhorst

Equipment Supervisor: Mike Bair

Compliance Director: Jake Garlock

Faculty Representative: Dr. Kenneth L. White

Head Coaches:

Basketball (Men's): Stew Morrill

Basketball (Women's): Raegan Pebley

Football: Gary Andersen

Golf: Dean Johansen

Gymnastics: Jeff Richards

Soccer: Heather Cairns

Softball: Candi Letts

Tennis: Chris Wright

Track/Cross Country: Gregg Gensel

Volleyball: Grayson DuBose

The Intercollegiate Athletics program at Utah State University encourages excellence in academic and athletic performance. The program is designed to develop qualities of leadership, sportsmanship, and individuality, helping each student-athlete realize his or her ultimate capabilities. Utah State's Intercollegiate Athletics operates under the direction of the National Collegiate Athletic Association (NCAA), the Western Athletic Conference (WAC), and Utah State University. The Aggies compete at the NCAA Division I Level in 16 sports, including football, women's soccer, women's volleyball, men's and women's cross country, men's and women's basketball, men's and women's indoor track and field, women's gymnastics, women's softball, men's golf, men's and women's tennis, and men's and women's outdoor track and field.

On July 1, 2005, a new era in Utah State Athletics began with the entrance into the WAC. With this move into one of the top 10 conferences in the country, Aggie fans are extremely excited about the future. During its first three-plus years in the WAC, Utah State has won 10 conference championships, while its student-athletes have earned 382 various all-conference honors. Additionally, USU has led the WAC in academic all-conference honorees in each of the last three years, including 130 during the 2007-08 academic year. USU's student-athletes also traditionally rank among the best in the WAC with an 82 percent graduation success rate and a cumulative 3.04 grade point average.

The basketball team has become a fixture in the NCAA Tournament and has won either a conference regular season title, conference tournament title, or both every year but two during the 2000s. The Aggies have also won 20-plus games and advanced to postseason play in each of the last nine years. USU also claimed its first-ever WAC regular season championship in 2008.

The football team has finished first or second in league play 12 times during its last 30 years of conference play. Three of the top five home attendance seasons have come in the last six years. With the entrance into the WAC, there are increased opportunities for post-season bowl games and added television exposure.

USU's cross country and track teams have been among the conference's best for a number of years, as the men's cross country team has won eight league titles and finished second seven times during the last 17 years. The track teams have claimed 10 league team championships during the last 16 years. Also, since USU joined the WAC, the men's cross country team has won four straight WAC Championships, while the track teams have won two WAC titles.

On the women's side, USU has had success in a number of its sports. The gymnastics program has competed in the NCAA regionals during 26 of the last 31 years and has won five conference championships during the last 17 years.

The Aggie soccer team has made great strides every year since it started the program in 1996 and produced its best season in 2008, as it won its first-ever regular season championship and set school records for overall wins and conference wins.

The track teams continue to have success, as the women's cross country team was the WAC Champion in 2006 and 2008, while the track team won seven consecutive league titles beginning in 1993 in the Big West.

Ten different student-athletes have earned All-American honors in volleyball 16 times, and Elaine Roque and Karolyn Kirby have gone on to successful careers on the pro beach volleyball tour. USU's volleyball team advanced to consecutive NCAA tournaments in 2000 and 2001, and participated again in 2005.

USU reinstated its women's basketball program ahead of the 2003-04 season. The program is quickly maturing into a competitive foe in the WAC.

Academically, Utah State is the leader of the WAC. USU's graduation success rate is above those of the other WAC schools, and "academics first" is stressed in all USU programs.

USU has a strong history of athletic success. Among these successful athletes is Merlin Olsen, who won the Outland Trophy awarded to the nation's top lineman in 1961. Olsen, who was selected into the NFL Hall of Fame, was also an academic All-American. Merlin's brother, Phil, was also an athletic All-American at Utah State and had great success in the NFL.

USU has produced five Olympians and 27 All-Americans in track and field, including former world record holders L. Jay Silvester and Mark Enyeart. Jay Don Blake became USU's first NCAA national champion in golf, winning the national title in 1980 and finishing second the following year.

Intercollegiate Athletics

Aggie basketball boasts the legacy of Wayne Estes, an All-American in the early 1960s before his untimely death prior to the conclusion of his senior season, and Jaycee Carroll who was a two-time Associated Press honorable mention All-American and is the school's all-time scoring leader with 2,522 career points.

Three Aggie gymnasts have earned All-American honors and two others have represented their countries in the Olympics and World Championships.

The softball team has produced four All-Americans, including three-time All-American Kelly Smith.

Facilities

Excellent training and competition facilities are provided in all sports.

E. L. "Dick" Romney Stadium, home of the Aggie football team for more than 30 years, seats 25,513. A state-of-the-art lighting system was installed prior to the 1993 season, and chair-back seating was added ahead of the 1997 season. The 1999 season saw expanded seating, two new scoreboards, and an improved sound system. A new synthetic turf was installed prior to the 2004 season.

The Jim and Carol Laub Athletics-Academics Complex was completed prior to the 2008-09 academic year to meet the academic and athletic needs of all 16 Utah State University intercollegiate sports. The state-of-the-art facility is home to the 11,000 square-foot Dale Mildenerger Sports Medicine Complex and the Dr. John Worley Sports Medicine Research Center, along with a 7,000 square-foot equipment room. The first floor is also home to the Steve Mothersell Hall of Fame, along with locker rooms for football, women's track and field, softball, and women's soccer. Coaches' offices and conference rooms are located on the second floor, and the academic center is on the third floor with classrooms, computer labs, and tutoring rooms for all 325 Utah State student-athletes.

Basketball, gymnastics, and volleyball are played in the beautiful 10,270-seat Dee Glen Smith Spectrum. A \$1.2 million scoreboard was installed prior to the 2002-03 academic year, and a new playing floor was installed during 2005. Basketball and volleyball practices are held in the Spectrum, while the HPER Building is the practice home for the gymnastics team.

The recently renovated gymnastics practice gym has been labeled as one of the nation's finest, complete with vaulting pits and foam-spring exercise floor.

The \$4.4 million Stan Laub Indoor Training Facility is one of the finest facilities in the nation. The building features a 95-yard football field that is regulation width, as well as a vaulted ceiling that reaches 78 feet high. The building is perfect for off-season conditioning for all of Utah State's sports.

The Nelson Fieldhouse is the home of the Aggie indoor track and field teams. The teams practice on a 200-meter tartan track. For the outdoor season, a recently resurfaced and renovated Ralph Maughan Stadium is the home for the men's and women's track teams.

The women's softball team plays its home games at LaRee and LeGrand Johnson Field, an on-campus facility, for which a large scoreboard, new grass, and a new fence were added ahead of the 2004 season.

The women's soccer team also has a new facility, the Chuck and Gloria Bell Soccer Field, which was built in 2003 and features a two-story press box.

The tennis teams play at the Sports Academy and Racquet Club, one of the finest indoor facilities in the West. The men's golf team practices and plays at the Birch Creek Golf Course and at the Logan Golf and Country Club.

Scholarships

Utah State offers partial and full scholarships in each of its 16 sponsored sports. A student or prospective student desiring consideration for one of these awards may contact one of the coaches for further information about scholarship applications.

Registration and Eligibility

Registration for athletic participation in Aggie athletics may be accomplished by contacting any of the coaches or the athletics office. Eligibility for participation is governed by the rules and regulations established by the NCAA, by the Big West Conference, and by Utah State University.

Scheduling Policy

Utah State's Athletics program works very closely with coaches and schedulers to avoid scheduling of intercollegiate practices and competitions for both men and women at times that conflict with the instructional calendar, particularly during end-of-term examinations.

Supervision

Supervision and direction for men and women is vested in the Director of Athletics and the Athletic Council, consisting of the President of the University, and members of the faculty, the alumni, and student organizations.

Utah State University is engaged in a broad array of activities designed to facilitate international education and research. Many activities are embedded in departments and colleges. Key University-level offices and points of contact are highlighted below.

International Education

Key offices associated with international education include the Office of the Interim Vice Provost for International Education, the Office of International Students and Scholars, the Study Abroad Office, the Office of International Cooperative Education and Initiatives, the Office of International Scholarship Programs, the Office of International Program Development, and the USU Intensive English Language Institute. The roles and responsibilities of each of these units are described below.

Office of the Interim Vice Provost for International Education

The Office of the Interim Vice Provost for International Education, under the Office of the Provost, supports and encourages a wide range of international activities throughout the institution. It directly oversees the Office of International Students and Scholars (OISS), the Study Abroad Office, and the Office of International Scholarship Programs. It assists in University diplomacy with foreign universities and government entities. It coordinates international contracts and educational programs abroad. It is also responsible for assisting students and scholars in obtaining Fulbright grants.

Interim Vice Provost for International Education: Edward M. Reeve,
Industrial Science 108, (435) 797-3642, FAX (435) 797-2567
WWW: <http://www.usu.edu/ia/>

Office of International Students and Scholars

The Office of International Students and Scholars serves as the primary link between students and local and government agencies around the world. It provides leadership and advisement support for immigration issues and enhances the academic, social, and personal interactions of international students and scholars. A more detailed description of the Office of International Students and Scholars can be found on pages 38-39.

Director of the Office of International Students and Scholars:
Jeannie Pacheco, Taggart Student Center 313, (435) 797-1124,
FAX (435) 797-3522
WWW: <http://www.oiss.usu.edu/>

Study Abroad Office

The Study Abroad Office provides USU students with opportunities for study throughout the world, through exchange partner institutions or consortiums, during a semester, academic year, or summer program. This office also provides USU faculty-led programs in international locations worldwide. A more detailed description of the Study Abroad Office can be found on pages 85-86.

Director of Study Abroad: Kay Forsyth, Taggart Student Center 311,
(435) 797-1253, FAX (435) 797-3522
WWW: <http://www.usu.edu/studyabroad/>

Office of International Scholarship Programs

The International Scholarship Programs office is under the direction of the Interim Vice Provost for International Education. It is designed to provide unique services to international scholarship recipients and the sponsors who provide funds for their studies at Utah State University. The office provides individual support at all levels to scholarship recipients, ensuring that students will have a successful experience at Utah State University, while maintaining the objectives of the scholarship programs.

International Scholarship Coordinator: Shelly Hernandez,
Junction 104, (435) 797-1647, FAX (435) 797-1376

International Research

International Program Development Office

The International Program Development Office connects the resources of Utah State University with the international community to address global challenges and opportunities. International program development is under the Office of the Vice President for Research, and provides technical support and assists faculty members interested in implementing collaborative international development projects around the globe. As a land-grant university, USU has long been involved in providing technical assistance and training to various countries around the world. USU has implemented more than 125 major international technical assistance programs and training projects since 1960 having a combined value of more than US \$400 million. Much of USU's experience and development has made the University an international leader in the areas associated with irrigation and water resources; dryland and arid agriculture; livestock production on rangelands; dairy production and processing; management of natural resources; persons with disabilities; institutional building in research, extension, and education; and planning and implementation of skills development programs.

Associate Vice President for Research—International Program Development: DeeVon Bailey, Gunshed 105, (435) 797-2300,
FAX (435) 797-0136, deevon.bailey@usu.edu
WWW: <http://internationalresearch.usu.edu/>

Programs and Resources

Office of International Cooperative Education and Initiatives

The Office of International Cooperative Education and Initiatives assists University colleges and departments in delivery of USU degree programs abroad, as well as in other collaborative initiatives.

Director of International Cooperative Education and Initiatives:
Li Li, Eccles Conference Center 108, (435) 797-3019,
FAX (435) 797-8112

Intensive English Language Institute

As a program in the College of Humanities, Arts, and Social Sciences, the Intensive English Language Institute (IELI) provides international students, residents, and refugees with the English skills and cultural knowledge they need to be successful university students. IELI teaches students seeking degrees at USU, as well as students who want to study English for personal or professional reasons. A more detailed description of the Intensive English Language Institute can be found on page 313.

Director of the Intensive English Language Institute:
Ann E. Roemer, Main 071, (435) 797-2051, FAX (435) 797-4050
WWW: <http://www.usu.edu/ielii/>

Library

Merrill-Cazier Library

Dean of Libraries: Richard W. Clement

Location: Merrill-Cazier Library 250

Phone: (435) 797-2631

FAX: (435) 797-2880

WWW: <http://library.usu.edu>

Associate Dean for Public Services:

John A. Elswailer, Jr., (435) 797-2636

Associate Dean for Technical Services:

Betty Rozum, (435) 797-2632

Associate Dean for Special Collections and Archives:

Bradford R. Cole, (435) 797-8268

Reference and Instruction Services: Flora G. Shrode,
(435) 797-8033

Collection Development: Betty Rozum, (435) 797-2632

Patron Services: Vicki Read, (435) 797-2914

Government Documents: John S. Walters, (435) 797-2683

Cataloging: Cheryl H. Adams, (435) 797-2667

Materials Acquisitions: Kevin K. Brewer, (435) 797-3961

Library Systems: R. Todd Hugie, (435) 797-2638

Digital Initiatives: Cheryl D. Walters, (435) 797-2623

Staff Assistants:

Trina Shelton, (435) 797-2631

Becky Olson, (435) 797-2639

The Merrill-Cazier Library is a full-service academic library with a mission to connect people with information. A new building, opened Fall Semester 2005, brings all library resources and services under one roof in a single, comprehensive facility. The state-of-the-art library features an inviting, spacious, and comfortable setting for learning. There is a wide variety of study spaces, including more than 35 group study rooms, two digital media suites, an Information Commons with 150 workstations, a café, and ample seating in study lounges and at study tables and carrels. Expansive windows afford patrons an abundance of natural light and great views of Logan Canyon and the surrounding mountains.

The Library is rich in technology and resources. There is wireless connectivity throughout, and laptops are available for check out. The Merrill-Cazier Library features an automated storage and retrieval system (known to users as The BARN), which uses robotics to house and access 600,000 volumes with a capacity for 900,000 more.

The Merrill-Cazier Library maintains an extensive collection of research materials, including more than 650,000 print books and 197,000 electronic books. The Library has more than 35,000 print and electronic journals, as well as 150 electronic databases. As a designated regional depository of government documents, the Library has one of the largest collections of federal/state documents and maps in the intermountain region.

The Library's Special Collections and Archives division provides a significant body of primary source materials, including manuscripts, photographic images, maps, and rare books focusing on art, literature, and the history of the Intermountain West. Collections of particular note include one of the foremost collections of materials pertaining to Jack London, a nationally recognized collection of literary and artistic works relating to the Beat movement in American art and literature, the Prestini Design Collection, and the acclaimed Fife Folklore Archives. Through an on-going project, the Library is making many of its unique and rare materials available as digital collections (see <http://digital.lib.usu.edu/>).

The Library's faculty and staff members are invaluable resources for students, faculty, and researchers. They provide expertise in locating, evaluating, and using information. Librarians routinely work with faculty, selecting the best materials, teaching classes, and consulting about information needed in research.

Among the services provided to connect users with information, the Library offers the following:

1. **Course Reserves/Electronic Reserves.** Faculty members often assign course materials that they have placed "on reserve." The Library makes many of these available online, while others are available on-site for a limited borrowing period.
2. **Information/Research Assistance.** The staff at the Information Commons Desk is ready to serve the information needs of patrons on demand. Patrons can also chat with a librarian online and submit questions by e-mail.
3. **Instruction Services.** Librarians team up with faculty in a wide range of disciplines to teach students about research processes and information sources. Many tutorials and research guides are available online.
4. **Interlibrary Services and Document Delivery.** If the Library does not have a book or journal that a patron needs, the staff can borrow the item from another library. Patrons make their request online; most copies of journal articles are delivered to them electronically.
5. **Library Media Collections.** An extensive collection of video tapes, CDs, DVDs, and other media are available for loan and for viewing on-site.
6. **Peer Mentor Program.** The Peer Mentor Program trains students to assist their fellow students in locating and using information.
7. **Research Consultation.** For personal help or for in-depth assistance with a research question, students and faculty can work individually with a librarian who has expertise in the discipline and in finding and using information.

The Merrill-Cazier Library, in both its physical facility and its services, enhances the experiences of students and faculty alike. As the intellectual center of the University, the Library provides an engaging environment for learning.

Regional Campuses and Distance Education (RCDE)

Vice Provost for Regional Campuses and Distance Education:

Ronda R. Menlove

Location: Main 114

Phone: (435) 797-7198

FAX: (435) 797-3880

E-mail: ronda.menlove@usu.edu

WWW: <http://distance.usu.edu/html/campuses/>

During the past two decades, University faculty and administration have strengthened service to residents through development and delivery of Distance Education academic programs in partnership with University departments. Distance Education provides opportunities for students to complete degrees and receive training via online courses, interactive broadcast, independent study, and face-to-face classes at Regional Campuses. Distance Education provides opportunities for professional and vocational learning in addition to providing lifelong enrichment through social and cultural programs. Persons in all situations and of all ages can access learning opportunities which will increase their knowledge and skills without disrupting their employment or lifestyles.

Degree and Credit Programs

A large number of people live in communities or areas remote from the University campus and desire to benefit from higher education but cannot come to Logan to attend courses on campus. Courses and degree programs are made available to approximately 50 different communities around the state through on-site faculty, visiting faculty, and via an interactive broadcast system using a variety of technologies. In addition, many courses are available on the Internet.

Off-campus credit courses, which are equivalent in content hours of class instruction and preparation, meet the same requirements as comparable classes offered on the University campus. Programs and classes may meet the requirements for an undergraduate degree, as determined by the individual departments and colleges. They also may meet the requirements for a graduate degree with approval of the School of Graduate Studies. All instructors in credit courses are either members of the regular University teaching faculty officially assigned to the teaching project concerned or nonresident members approved by the head of the department and by the college administration.

The registration fees charged for classes conform to regulations of the Board of Regents. Fees may not be less than the on-campus tuition and may be more if warranted by the additional expense of conducting the class off campus.

Degrees and Programs Offered

Complete degree and certificate programs can be earned entirely through Regional Campuses and Distance Education (RCDE). Courses offered online are asynchronous, allowing students to coordinate assignments around their schedules, and do not require meeting at a specific place or time. Interactive Broadcast courses are synchronous, meaning that although the instructor and students may be in different locations, they all meet together on a regular schedule, each at a USU Regional Campus, center, or site. Face-to-face courses are taught at regional campuses and selected centers by either faculty members or adjunct faculty members. **Note:** The degrees and programs listed below are *not offered at all sites and locations*. For more information, visit <http://distance.usu.edu/html/campuses/> or call the nearest center.

Associate Degrees

General Studies—AS

Office Systems Support—AAS

Ornamental Horticulture—AAS

Bachelor's Degrees

Accounting—BS

Agribusiness—BS

Biology—BS

Business—BS (Dual major and 2nd BS only)

Communicative Disorders and Deaf Education—
(second bachelor's, online)—BS

Computer Science—BS

Elementary Education—BS

English—BS

Entrepreneurship—BS

Family, Consumer, and Human Development—BS

Family Life Studies—BS (offered online *only*)

History—BS

Interdisciplinary Studies—BS

Psychology—BS

Psychology—BS (online)

Special Education (Mild/Moderate)—BS

Master's Degrees

Agricultural Systems Technology—MS

Business Administration—MBA

Computer Science—MS, MCS

Electrical Engineering—MS, ME

Elementary Education—MS, MA, MEd

English (Technical Writing)—MS, MA (online)

Family and Human Development—MFHD

Health, Physical Education and Recreation—MS, MEd

Instructional Technology—MS, MEd

Psychology (licensure in school counseling)—MS

Rehabilitation Counseling—MRC

Secondary Education—MS, MA, MEd

Social Work—MSW

Special Education—MS, MEd

Doctorate Degrees

Education (specialization in Curriculum and Instruction)—EdD

Educational Specialist—EdS

Minors

Anthropology

English

Family and Human Development

History

Multimedia Development

Psychology

Sociology

Endorsements and Certificates

Administrative/Supervisory Endorsement

Dietetic Internship Certificate

Distance Learning Endorsement

Education Technology Endorsement

English as a Second Language Endorsement

Gifted and Talented Endorsement

Linguistics Certificate (online)

NEPA Certificate

Ornamental Horticulture Certificate

Reading Endorsement

School Library Media Endorsement

Special Education (Early Childhood) Endorsement

Special Education (Mild/Moderate) Endorsement

Special Education (Severe) Endorsement

Utah Mathematics Endorsement Project

Regional Campuses and Distance Education (RCDE)

Degree Requirements

All students majoring in RCDE-administered degrees and programs must satisfy the requirements, provided below. Academic advising regarding these requirements is available in the Office of University Advising, Taggart Student Center 304, and at local RCDE campuses.

Admission Requirements

When students apply, they need to indicate which campus they would like to attend. When students indicate they would like to attend an RCDE campus or center, they will be identified as RCDE applicants and evaluated for admission. Students who are not seeking degrees, as well as those students who have not been admitted, may enroll in selected courses if they have met the prerequisites for those courses. Students who are admitted through the RCDE matriculation will be evaluated using the following criteria:

1. Students who apply directly through an RCDE site and meet the current USU/college-specific admission criteria will be admitted and matriculated into their specified college according to current policy and procedure.
2. First-time/freshman students who apply directly through an RCDE site/center and **do not** meet the University's criteria will be admitted into the RCDE matriculation if they (a) have an index score of 85 or above or an ACT score of 16 or above, **or** (b) have been out of school for 5 or more years.
3. Students applying to a USU RCDE campus who have previous college experience (readmits/transfer students) and **do not** meet the University's criteria for admission into their requested major will be evaluated through the RCDE matriculation criteria. The criteria for re-admits and transfer students are as follows: (a) have been out of school for at least three years, **or** (b) have a minimum college cumulative GPA of at least 2.0, **or** (c) have previous college experience, including concurrent enrollment credit GPA of 2.0 or above.

Students who have been admitted through RCDE and later determine they want to attend courses on the main campus will be required to **either** complete at least 24 credits with a minimum GPA of 2.5 **or** meet college-specific requirements. When a student meets the major/college-specific criteria, a change of major form must be submitted.

Associate of Science in General Studies

Objectives

Students may pursue an Associate of Science degree for any of the following reasons: (1) it may serve as a vehicle to complete the Utah State University General Education requirements, (2) it may enable a student to transfer to another institution, or (3) it may serve as a vehicle to transfer into a four-year degree program. While completing their associate degree, students are encouraged to complete the sophomore-level requirements for their major, so as to facilitate a smooth transition to upper-division courses within their major.

Graduation Requirements

1. 60 total credits
2. GPA of 2.0 or higher
3. Completion of 30-34 credits in University Studies courses, including:
 - a. 6 credits of Communications Literacy (CL1) and (CL2)
 - b. 3-4 credits of Quantitative Literacy (QL)

- c. fulfillment of Computer and Information Literacy (CIL) requirement, by scoring 70 percent or higher on each of six exams.
 - d. 18-20 credits of Breadth Requirements, including 3 credits in Breadth American Institutions (BAI), 3 credits in Breadth Creative Arts (BCA), 3 credits in Breadth Humanities (BHU), 3-4 credits in Breadth Life Sciences (BLS), 3-4 credits in Breadth Physical Sciences (BPS), and 3 credits in Breadth Social Sciences (BSS). Students are required to take at least two approved courses with a USU prefix.
 - e. 3-4 credits in the Exploration Requirement, fulfilled by completing an additional class chosen from one of the following General Education categories: QL, BAI, BCA, BHU, BLS, BPS, or BSS. This additional class is required *only* for students whose first semester enrolled at USU is Summer Semester 2008 or thereafter.
4. 27-30 credits in an area that will lead to junior-level status
 5. Completion of at least 20 credits earned at USU

Associate of Applied Science (AAS) in Office Systems Support

The AAS degree in Office Systems Support is available *only* through RCDE. For information about admission requirements, degree requirements, and career opportunities, see the *Office Systems Support AAS Degree* section of this catalog on pages 406-407.

Independent and Distance Education

Location: Eccles Conference Center 102
Phone: (435) 797-9700 *or* (800) 233-2137 (toll free)
WWW: <http://distance.usu.edu/>

Independent and distance learning advances the University's land-grant mission by taking academics and discovery to a diverse and under-served student population through electronic program and course delivery.

Independent Study courses allow students to reduce scheduling problems and earn college credit without attending campus classes. Independent Study courses are offered on an open-enrollment and semester schedule. Students may register anytime for open-enrollment courses and may take up to one year to complete the courses. Semester schedule courses follow the published dates and deadlines for registration. To request a catalog, call (435) 797-9700 *or* (800) 233-2137. For more information and to request registration for independent and distance education courses, visit: <http://distance.usu.edu/>

Online Education

Online education allows students to accelerate their academic progress through high-quality interactive courses that fit their busy schedules. Students earn the same college credits working from their home computers as they would if they attended classes on campus. Most online courses are offered on a semester schedule and must be completed during regular USU semesters. For more information and to register for online courses, visit: <http://distance.usu.edu/>

Interactive Broadcast Classes

Interactive Broadcast classes are available at all campuses and sites across Utah and allow students the opportunity to have a classroom experience with faculty from various USU campuses. Students are able to interact with their instructors and classmates in real time. To accommodate the schedules of students who work full time, many of the courses are available during the evenings.

Regional Campuses and Distance Education (RCDE)

Concurrent Enrollment

Location: Eccles Conference Center 101

Phone: (435) 797-8223

WWW: <http://concurrent.usu.edu/>

Concurrent Enrollment is a cooperative program between public and higher education in the State of Utah. It is designed to help high school students who are planning to attend a postsecondary educational institution. Students in this program are eligible to earn high school credits, as well as credits which can be applied toward a college degree. Students completing courses offered as part of this program can receive credit at Utah State University or at another institution in the state, as well as at many out-of-state institutions.

These courses are the same courses as offered on the campus of Utah State University. Although courses are usually limited to 1000-level courses, 2000-level courses may occasionally be offered. Textbooks, testing, attendance, grading, and assignments are equivalent to that used in courses taught at USU, and are approved by each department. Some USU faculty members, as well as departmental-approved part-time faculty, teach in this program. At USU, concurrent enrollment is administered by RCDE.

USU delivers concurrent education in a variety of ways. Although USU often uses its own faculty members to teach concurrent enrollment classes, departmental-approved high school faculty members may be used to teach courses at local high schools. Classes are also offered to a wider audience through the Utah Education Network system, through interactive video conferencing, and through online or internet courses.

In order to become eligible for enrollment in concurrent education courses offered through USU, students should first meet with their high school counselors. Generally, students should be juniors or seniors in high school, and should be in good academic standing. Students should be aware that concurrent education generates a college transcript which will accompany them throughout their college career. Because these courses are academically rigorous, students should ensure they are ready to commit to meeting University standards.

USU Regional Campuses and Education Centers

USU Brigham City Regional Campus

Executive Director: Andrew Shinkle

265 West 1100 South

Brigham City UT 84302

Phone: (435) 734-2277

Ogden Education Center (Weber State University campus)

Phone: (801) 626-8141

Tremonton Education Center

Phone: (435) 797-3943

USU Tooele Regional Campus

Dean and Executive Director: Gary S. Straquadine

Associate Dean: Martha Archuleta

1021 West Vine Street

Tooele UT 84074

Phone: (435) 882-6611

Beaver Education Center

Phone: (435) 438-2301

Delta Education Center

Phone: (435) 864-5708

Ephraim Education Center

Phone: (435) 283-7590

Heber Education Center

Phone: (435) 863-6630

Milford Education Center

Phone: (435) 387-2751

Nephi Education Center

Phone: (435) 623-5119

Orem (Utah Valley University campus)

Phone: (801) 863-8333

Piute Education Center

Phone: (435) 577-2901

Richfield Education Center

Phone: (435) 896-9777

Salt Lake City Education Center

Phone: (801) 646-5570

Wayne Education Center

Phone: (435) 836-2662

Wendover Education Center

Phone: (435) 665-2343

USU Uintah Basin Regional Campus

Dean and Executive Director: Wes Holley

Associate Dean: Steve Hawks

Roosevelt Campus

987 East Lagoon 124-9

Roosevelt UT 84066

Phone: (435) 722-1744

Vernal Campus

1680 West Highway 40, #101A

Vernal UT 84078

Phone: (435) 789-6100

Blanding Education Center (College of Eastern Utah Campus)

Phone: (435) 678-8500

Castle Dale Education Center

Phone: (435) 381-2233

Moab Education Center

Phone: (435) 259-7432

Price Education Center (College of Eastern Utah campus)

Phone: (435) 613-5610

USU Distance Education—Logan and Out-of-State

Executive Director: Robert Wagner

Eccles Conference Center 102

5055 Old Main Hill

Logan UT 84322

Phone: (435) 797-9700

Toll-free: (800) 233-2137

For a complete listing of locations, visit <http://distance.usu.edu/>

University Advancement

Vice President for University Advancement: F. Ross Peterson
Logan Office: Main 101B, (435) 797-1158, FAX (435) 797-1364
Salt Lake City Office: Wells Fargo Center, 299 South Main Street, Suite 220, Salt Lake City UT 84111, (801) 961-1343, FAX (801) 961-1350, ross.peterson@usu.edu

Associate Vice President for University Advancement:
David Driggs
Salt Lake City Office: Wells Fargo Center, 299 South Main Street, Suite 220, Salt Lake City UT 84111, (801) 961-1344, FAX (801) 961-1350, david.driggs@usu.edu
Logan Office: Main 110B, FAX (435) 797-1364

Associate Vice President for University Advancement:
Joan Scheffke, Main 101A, (435) 797-1158, FAX (435) 797-1364, joan.scheffke@usu.edu

Director of Stewardship Programs: Joyce Albrecht, Main 101G, (435) 797-1324, FAX (435) 797-1364, joyce.albrecht@usu.edu

Campaign Manager: Jeannie Simmonds, Main 101F, (435) 797-3166, FAX (435) 797-1364, jeannie.simmonds@usu.edu

Director of Research: Julie Shumway, Main 102, (435) 797-3782, FAX (435) 797-1364, julie.shumway@usu.edu

Executive Director of the USU Foundation: Patty Halaufia, Main 102, (435) 797-2053, FAX (435) 797-1364, patty.halaufia@usu.edu

Director of Annual Giving: Lee Roderick, Main 101E, (435) 797-2194, FAX (435) 797-1364, lee.roderick@usu.edu

Associate Director of Annual Giving: Tonya R. Davis, Main 101D, (435) 797-0967, FAX (435) 797-1364, tonya.davis@usu.edu

Director of Operations: April Jensen, Main 106, (435) 797-3583, FAX (435) 797-1364, april.jensen@usu.edu

Director of Development Publications: Jared H. Thayne, Main 112C, (435) 797-1153, FAX (435) 797-1364, jared.thayne@usu.edu

Assistant to the President and Director of Corporate and Foundation Relations:
R. Kent Clark, Main 101C, (435) 797-2645, FAX (435) 797-1364, kent.clark@usu.edu

Executive Director of Public Relations and Marketing:
John DeVilbiss, Public Relations and Marketing 207, (435) 797-1358, FAX (435) 797-1250, john.devilbiss@usu.edu

Assistant Director of Public Relations and Marketing: Tim Vitale, Public Relations and Marketing 204, (435) 797-1356, FAX (435) 797-1250, tim.vitale@usu.edu

Executive Director of Alumni Relations:
Wallace S. Odd II, David B. Haight Alumni Center, (435) 797-2018, FAX (435) 797-2591, wally.odd@usu.edu

Associate Director of Alumni Relations: Cecile Gilmer, David B. Haight Alumni Center, (435) 797-2018, FAX (435) 797-8275, cecile.gilmer@usu.edu

Director of Alumni Chapters: Scott Olson, David B. Haight Alumni Center, (435) 797-0931, FAX (435) 797-2591, scott.olson@usu.edu

Director of Marketing/Development: Kimberly A. Larson, David B. Haight Alumni Center, (435) 797-8537, FAX (435) 797-2591, kim.larson@usu.edu

University Advancement is the public face of Utah State University, managing the University's relationships with its alumni, friends, and the public. The Advancement Office has three components: the Alumni Association, Public Relations and Marketing, and Development. Alumni Relations' charge is to build and maintain strong connections with its alumni around the globe. Public Relations and Marketing holds responsibility for the public image of the University, telling the University's stories. The Office of Development provides resources for the University by securing private sources of funding.

The Office of Development's responsibility for raising private funds includes every aspect of relationship building, from publishing magazines and newsletters that keep donors connected and informed to ensuring that gifts are stewarded properly and holding celebrations to thank donors for their contributions.

Private gifts to the University augment declining state support and enable the University to build up-to-date facilities, conduct cutting-edge research, create innovative academic programs, and showcase exciting performers and guest speakers. Moreover, private support provides scholarships for deserving students who otherwise would not be able to afford the cost of higher education.

University Advancement provides professional assistance to the Utah State University community in the area of charitable giving. For further information on how to transmit gifts of cash, securities, or in-kind property to the University through a number of tax-friendly strategies, contact University Advancement, Main 101, 1440 Old Main Hill, Logan UT 84322-1440, (435) 797-1158 or toll-free (888) OLD-MAIN (653-6246).

Development Officers

College of Agriculture:
Mary Lynne Clark, Agricultural Science 214, (435) 797-2208, FAX (435) 797-7470, marylynne.clark@usu.edu

Jon M. Huntsman School of Business:
David Driggs, Main 110B, (801) 961-1344, FAX (801) 961-1350, david.driggs@usu.edu

McKenzie Rees, (435) 890-0475, FAX (435) 797-3929, mckenzie.rees@usu.edu

Emma Eccles Jones College of Education and Human Services:
Frank Stewart, Education 116, (435) 797-1611, FAX (435) 797-3939, frank.stewart@usu.edu

College of Engineering:
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Joseph Jenkins, Engineering 413, (435) 797-7611, FAX (435) 797-2769, joseph.jenkins@usu.edu

College of Humanities, Arts, and Social Sciences:
Ryan Lee Marsh, Main 338, (435) 797-0178, FAX (435) 797-1092, ryan.marsh@usu.edu

Dave Patel, Main 338, (435) 797-7878, FAX (435) 797-1092, dave.patel@usu.edu

College of Natural Resources:

Jon Paulding, Salt Lake Office: Wells Fargo Center,
299 South Main Street, Suite 220, Salt Lake City UT 84111,
(801) 961-1347, Cell (801) 541-2630, FAX (801) 961-1350,
jon.paulding@usu.edu

College of Science:

Chris Tallackson, Eccles Science Learning Center 245,
(435) 797-3510, FAX (435) 797-3378, chris.tallackson@usu.edu

Athletics:

Kevin Dustin, Spectrum 301, (435) 797-1325, FAX (435) 797-2615,
kevin.dustin@usu.edu

Kent Stanley, Spectrum 301, (435) 797-2870, FAX (435) 797-2615,
kent.stanley@usu.edu

Library:

Richard W. Clement, Dean, Libraries and Instructional Support,
Merrill-Cazier Library 250, (435) 797-2687, FAX (435) 797-2880,
richard.clement@usu.edu

Utah Public Radio-KUSU:

Bryan K. Earl, Multimedia and Distance Learning Services 108C,
(435) 797-3107, FAX (435) 797-3150, bryan.earl@usu.edu

Nora Zambreno, Multimedia and Distance Learning Services 118E,
(435) 797-9507, FAX (435) 797-3150, nora.zambreno@usu.edu

Utah Botanical Center:

David Anderson, Agricultural Science 148, (435) 797-1984,
FAX (435) 797-8015, david.anderson@usu.edu

Uintah Basin Campus:

Rob Behunin, 1680 West Highway 40, #101A, Vernal UT 84078,
(435) 722-1770, FAX (435) 789-3188, rob.behunin@usu.edu

University Alumni Association

President: Paul D. Parkinson

Executive Director of Alumni Relations:

Wallace S. Odd II, David B. Haight Alumni Center, (435) 797-2055 or
(800) 291-2586, wally.odd@usu.edu

The Utah State University Alumni Association numbers more than 180,000 members. This membership includes all who have attended USU for one semester (or one quarter) or more, or who have served on the staff or faculty of the University.

The mission of the Alumni Association is to promote the interests and welfare of Utah State University, as well as that of USU alumni, students, faculty, staff, and friends.

The governance of the association is vested in the Executive Board. The board is comprised of the president and vice president of the association, the vice president of University Advancement, the president of the Associated Students of USU, the president of the Emeriti, the president of the Young Alumni, the president of the Student Alumni Association, a College Alumni/Development representative, a University faculty representative, the University Athletic Director, the director of Alumni Relations, the immediate past president of the association, and representatives of regional alumni chapters selected by the Council of Chapter Presidents with the approval of the Executive Board.

The Alumni Association is the medium through which former students maintain contact with the University and are served after leaving the campus. Efforts are made to maintain a complete record of every former student throughout life, and his or her accomplishments and progress are recorded. The association maintains alumni volunteers and chapter organizations throughout Utah and in major areas where former students are located. Through the association, former students are kept in contact with each other, and they meet and participate in business and social activities. They likewise assist the University with special projects in their areas.

The Alumni Association takes the leadership in sponsoring such campus events as Homecoming, Founders Day, Distinguished Service Awards, Aggie Family Day, and reunions. The association also provides opportunities for travel through the alumni travel program, and aids in athletic and other school activities.

University Research

Vice President for Research: Brent C. Miller

Location: Main 159

Phone: (435) 797-1180

FAX: (435) 797-1367

E-mail: vp.research@usu.edu

WWW: <http://research.usu.edu/>

Associate Vice Presidents for Research:

Jeffery R. Broadbent, Main 159, (435) 797-1199,
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Joyce A. Kinkead, Main 162, (435) 797-1706,
joyce.kinkead@usu.edu

DeeVon Bailey, GUNSHD 105, (435) 797-2300,
deevon.bailey@usu.edu

It is the mission of the Research Office to provide an environment that facilitates and stimulates University-related research, scholarship, and creative activities by: (1) providing leadership to identify and pursue promising research opportunities; (2) providing resources to help recruit and retain outstanding faculty and student scholars; (3) improving research support services that are highly responsive and efficient; (4) fostering a culture of academic research integrity that discloses and manages conflicts-of-interest and conflicts-of-commitment, and that is consistent with federal regulations; and (5) identifying, protecting, and, where appropriate, commercializing intellectual properties for the benefit of authors/inventors, the University, and society.

Research Support Units

Environmental Health and Safety: Steven C. Bilbao, (435) 797-2892

Institutional Review Board: True M. Rubal-Fox, (435) 797-0567

Laboratory Animal Research Center: Aaron L. Olsen,
(435) 797-8141

Research Integrity and Compliance: Russell Price, (435) 797-8305

Sponsored Programs: R. David Paul, (435) 797-1226

Major Research Committees

Biohazards Committee: Donald F. Smee, (435) 797-2897

Chemical Hygiene Committee: Joan E. McLean, (435) 797-3199

Human Subjects: Gretchen A. Gimpel, (435) 797-0721

Institutional Animal Care and Use Committee: Mary E. Leavitt,
(435) 797-3883

Institutional Biosafety (RDNA) Committee: John D. Morrey
(435) 797-2622

Radiological Safety Committee: Peter T. Kolesar
(435) 797-3282

Research Council: Brent C. Miller, (435) 797-1180

University Safety Committee: Howard M. Deer, (435) 797-1602

Research Centers, Institutes, and Laboratories

Center for Advanced Nutrition: David York

High Performance Computing: Thomas Hauser

Innovation Campus: Ned M. Weinschenker

International Program Development: DeeVon Bailey

Technology Commercialization Office: Raymond DeVito

Utah Science, Technology, and Research Initiative (USTAR)

Center for Active Imaging and Sensing (CASI): Robert T. Pack

Center for Advanced Nutrition (CAN): David A. York

Biofuels, Sustainable Energy Research Center (SERC):

Jeff Muhs

College of Agriculture

Agricultural Experiment Station: H. Paul Rasmussen

Center for Epidemiologic Studies: Ronald G. Munger

Center for Integrated BioSystems: Kenneth L. White

Center for Profitable Use of Agriculture Byproducts:

Conly L. Hansen

Center for Water Efficient Landscaping: Roger K. Kjelgren

Institute for Antiviral Research: John D. Morrey

Rocky Mountain Dairy Herd Improvement Affiliate: Jim Nix

Utah Botanical Center: William A. Varga

Utah Climate Center: Esmail Malek

Western Dairy Center: Marie K. Walsh

Western Region Sustainable Agriculture Research and Education

(SARE) Center: V. Philip Rasmussen

Jon M. Huntsman School of Business

Management Institute: Glenn M. McEvoy

Partners in Business Program: Ken Snyder

Shingo Prize for Manufacturing Excellence: Robert Miller

Emma Eccles Jones College of Education and Human Services

Center for Open and Sustainable Learning (COSL): Brett E. Shelton

Center for Persons with Disabilities (CPD): M. Bryce Fifield

Center for the School of the Future (CSF): Richard P. West

Early Intervention Research Institute: Richard N. Roberts

Emma Eccles Jones Center for Early Childhood Education:

D. Ray Reutzel

Mountain Plains Regional Resource Center: John D. Copenhagen

National Center for Hearing Assessment and Management

(NCHAM): Karl R. White

SKI*HI Institute: Susan Watkins and Elizabeth C. Dennison

Speech-Language Hearing Center: Beth E. Foley

Young Education Technology Center (YETC): Nathan M. Smith, Jr.

College of Engineering

Anderson Center for Wireless Teaching and Research:

Jacob H. Gunther

Buried Structures Laboratory: Marvin W. Halling

Center for Advanced Thermal Management Technologies:

Contact Engineering Dean's Office, (435) 797-2021

Center for Control of Flows in Manufacturing: Barton L. Smith

Center for Profitable Uses of Agricultural Byproducts:

Conly L. Hansen

Center for Self-Organizing and Intelligent Systems:

Yangquan Chen

Center for Space Engineering: Charles M. Swenson

Huntsman Environmental Research Center:

Contact Engineering Dean's Office, (435) 797-2021

Institute for Natural Systems Engineering: Thomas B. Hardy

International Irrigation Center: Ronald C. Sims

National Center for Engineering and Technology Education:

Christine E. Hailey

Rocky Mountain NASA Space Grant Consortium: Doran J. Baker
Toxic and Hazardous Waste Management: Ronald C. Sims
Utah Local Technical Assistance Program: Doyt Y. Bolling
Utah On-Site Wastewater Training Center: Judith L. Sims
Utah Transportation Center: Kevin C. Womack
Utah Water Research Laboratory: Mac McKee

College of Humanities, Arts, and Social Sciences

Center for International Studies: R. Edward Glatfelter
Institute for Political Economy: Randy T. Simmons
Institute for Social Sciences Research on Natural Resources:
Richard S. Krannich
Mountain West Center for Regional Studies: Elaine Thatcher
Western Rural Development Center: John C. Allen

College of Natural Resources

Berryman Institute for Wildlife Damage Management:
Michael R. Conover
Ecology Center: James A. MacMahon
Institute for Outdoor Recreation and Tourism: Steven W. Burr
Geographical Information Systems Remote Sensing Lab:
R. Douglas Ramsey
Western Center for Monitoring and Assessment of Freshwater Ecosystems: Charles P. Hawkins

College of Science

Center for Atmospheric and Space Sciences: Robert W. Schunk
Intermountain Herbarium: Mary E. Barkworth

Utah State University Research Foundation

Space Dynamics Laboratory: Douglas Lemon

State Centers of Excellence

Advanced Imagery LADAR: Robert T. Pack
Advanced Thermal Management Technologies: J. Clair Batty
Control of Flow in Manufacturing: Barton L. Smith
Pre-Center Business Teams:
eMath Education: E. Robert Heal
Solar Biofuels Technology: Byard D. Wood
Universal Application System: Adrienne L. Akers, Richard Roberts

USDA/BLM/ARS

Bee Biology and Systematics Laboratory: Rosalind R. James
Center for Research on Disturbance Ecology: Jesse A. Logan
Forage and Range Research Lab: John Watterson
National Aquatic Monitoring Center: Mark R. Vinson
Poisonous Plant Lab: Lynn F. James
Predation Ecology Project: John A. Shivik
Western Center for Monitoring and Assessment of Freshwater Ecosystems: Charles P. Hawkins

State Labs

Utah Veterinary Diagnostic Lab: Thomas J. Baldwin
USU Analytical Laboratory (Soil Testing): Janice Kotuby-Amache
USU Plant Pest Diagnostic Lab: Diane G. Alston

International Program Development Office

The International Program Development Office connects the resources of Utah State University with the international community to address global challenges and opportunities. International program development is a branch of the Vice President for Research Office. USU's mission states that it aspires to be a "socially and intellectually vibrant campus community, enhanced by the diversity of its faculty, staff, and students." The International Program Development Office is dedicated to fostering USU's goals by encouraging the efforts of faculty and students to be involved in international research program opportunities.

Undergraduate Research Program

Undergraduate research, scholarship, and creative activity offer Utah State University students unparalleled educational opportunities for hands-on learning, a hallmark of the institution. Students may begin a research track as early as their freshman year, preparing them to compete for prestigious scholarships, such as the Goldwater, Udall, and Rhodes, and for graduate studies. Undergraduate Research and Creative Opportunity (URCO) Grant competitions are held twice annually, in February and October. The Research Office also supports the annual "Research on the Hill" event at the State Capitol, as well as "Student Showcase," the spring celebration of undergraduate research. In addition, students selected to present at the National Conference on Undergraduate Research (NCUR) or the Council on Undergraduate Research (CUR) "Posters on the Hill" competition are also supported. For support of other travel to professional conferences and meetings, the Associated Students of Utah State University (ASUSU) allocates money to eligible undergraduates through the Academic Opportunity Fund.

School of Graduate Studies

Graduate General Information

Dean of School of Graduate Studies: Byron R. Burnham

Location: Main 164

Phone: (435) 797-1189

FAX: (435) 797-1192

WWW: <http://www.usu.edu/graduateschool/>

E-mail and Informational Links:

<http://www.usu.edu/graduateschool/contact/>

Graduate programs at USU are supervised by the dean of the School of Graduate Studies, assisted by the Graduate Council. The council consists of the dean, a faculty representative from each of the seven colleges of the University, a representative from the Faculty Senate, the Vice President for Information Technology, and two graduate students. Policies and regulations for graduate work are established by the Graduate Council with the approval of the Faculty Senate.

USU has awarded Master of Science degrees since 1914 and doctoral degrees since 1950. The School of Graduate Studies was formally organized in 1945. Forty of the University's 42 departments participate in graduate degree programs, including several interdepartmental programs. Included are 95 master's programs, 38 doctoral programs, 6 educational specialist programs, 1 engineer degree, and 2 interdisciplinary certificates. Nationally and internationally known scholars and research units participate in and support graduate studies at USU.

The School of Graduate Studies holds memberships in the Council of Graduate Schools in the United States and the Western Association of Graduate Schools.

Degrees, Majors, and Certificates

Utah State University offers the following graduate degrees:

Master of Accounting (MAcc)
 Master of Arts (MA)
 Master of Business Administration (MBA)
 Master of Computer Science (MCS)
 Master of Dietetics Administration (MDA)
 Master of Education (MEd)
 Master of Engineering (ME)
 Master of Family and Human Development (MFHD)
 Master of Fine Arts (MFA)
 Master of Food Microbiology and Safety (MFMS)
 Master of Landscape Architecture (MLA)
 Master of Mathematics (MMath)
 Master of Music (MM)
 Master of Natural Resources (MNR)
 Master of Professional Studies in Horticulture (MPSH)
 Master of Rehabilitation Counseling (MRC)
 Master of Science (MS)
 Master of Second Language Teaching (MSLT)
 Master of Social Sciences (MSS)
 Master of Social Work (MSW)
 Civil Engineer (CE)
 Educational Specialist (EdS)
 Doctor of Education (EdD)
 Doctor of Philosophy (PhD)
 Doctorate of Audiology (AuD)

Following is a list of the academic areas, or majors, within which degrees are offered and the degree(s) for each:

Accounting.....	MAcc
Agricultural Systems Technology.....	MS
American Studies.....	MA, MS
Animal Science.....	MS, PhD
Anthropology.....	MS
Applied Economics.....	MS
Applied Environmental Geoscience.....	MS
Art.....	MA, MFA
Audiology.....	AuD
Biochemistry.....	MS, PhD
Biological Engineering.....	MS, PhD
Biology.....	MS, PhD
Biometeorology.....	MS, PhD
Bioregional Planning.....	MS
Bioveterinary Science.....	MS, PhD
Business Administration.....	MBA ¹
Chemistry.....	MS, PhD
Civil and Environmental Engineering.....	ME, MS, CE, PhD
Communication.....	MA, MS
Communicative Disorders and Deaf Education.....	MEd, MA, MS, EdS
Computer Engineering.....	MS
Computer Science.....	MS, MCS, PhD
Dairy Science.....	MS
Dietetics Administration.....	MDA
Disability Disciplines.....	PhD
Ecology.....	MS ³ , PhD ³
Economics.....	MA, MS, PhD
Education.....	EdD ¹ , PhD ¹
Electrical Engineering.....	ME, MS, PhD
Elementary Education.....	MEd, MA, MS, EdS
Engineering Education.....	PhD
Engineering and Technology Education.....	MS
English.....	MA, MS
Family and Human Development.....	MFHD
Family, Consumer, and Human Development.....	MS, PhD
Fisheries Biology.....	MS, PhD
Food Microbiology and Safety.....	MFMS
Forestry.....	MS, PhD
Geography.....	MA, MS
Geology.....	MS, PhD
Health, Physical Education and Recreation.....	MEd, MS
History.....	MA, MS
Horticulture, Professional Studies in.....	MPSH
Human Dimensions of Ecosystem Science and Management.....	MS, PhD
Human Environments.....	MS
Human Resources.....	MS
Industrial Mathematics.....	MS
Instructional Technology.....	MEd, MS, EdS, PhD
Irrigation Engineering.....	MS, PhD
Landscape Architecture.....	MLA
Management Information Systems.....	MS
Mathematical Sciences.....	PhD
Mathematics.....	MS, MMath
Mechanical Engineering.....	ME, MS, PhD
Music.....	MM
Natural Resources.....	MNR ¹
Nutrition and Food Sciences.....	MS, PhD
Physics.....	MS, PhD
Plant Science.....	MS, PhD
Political Science.....	MA, MS
Psychology.....	MS, EdS, PhD
Range Science.....	MS, PhD
Recreation Resource Management.....	MS, PhD
Rehabilitation Counseling.....	MRC
Second Language Teaching.....	MSLT
Secondary Education.....	MEd, MA, MS, EdS
Social Sciences.....	MSS ¹
Social Work.....	MSW
Sociology.....	MA, MS, PhD
Soil Science.....	MS, PhD
Special Education.....	MEd, MS, EdS
Statistics.....	MS

Theatre Arts.....	MA, MFA
Theory and Practice of Professional Communication.....	PhD
Toxicology.....	MS ¹ , PhD ¹
Watershed Science.....	MS, PhD
Wildlife Biology.....	MS, PhD

Certificates

National Environmental Policy Act (NEPA)²

Natural Resources and Environmental Education (NREE)²

¹Interdisciplinary degree program.

²Interdisciplinary certificate program.

³The MS and PhD in Ecology are offered within each of the following departments: Biology; Environment and Society; Plants, Soils, and Climate; Watershed Sciences; and Wildland Resources.

Graduate Financial Assistance

Applications for assistantships, fellowships, and other financial aid should be made through departmental offices.

Along with most graduate schools in the United States, USU is a party to a resolution of the Council of Graduate Schools that establishes April 15 as the deadline for acceptance of offers of financial assistance. If a student accepts an offer before April 15 and then wishes to withdraw, a resignation of the appointment may be submitted in writing at any time through April 15. However, after April 15 a student is not to accept another offer without first obtaining a written release from the institution to which a commitment has been made.

Graduate Assistantships

Teaching, research, and other graduate assistantships are available in most of the departments of the University. A full-time assistantship is 20 hours per week. In the interest of timely degree completion, graduate students are generally employed by the University for *no more than* 20 hours per week. Employment for more than 20 hours per week must be approved by the student's advisor, degree-program department head, and the graduate dean. Graduate assistants must be full-time, matriculated students. For students employed as graduate assistants, full-time status is based on the full-time equivalent or FTE. A 0.25 to 0.374 FTE requires a student to enroll for 9 graduate-level credits; a 0.375 to 0.50 FTE requires a student to enroll for 6 graduate-level credits (see also *Student Classifications* section, page 113). Graduate assistants must maintain a cumulative grade point average (GPA) of 3.0 or higher for those courses included on their Program of Study. However, if a Program of Study has not been submitted to the School of Graduate Studies, a cumulative GPA is computed using all of the student's coursework at USU since the prior degree. The GPA is checked by the School of Graduate Studies at the end of each semester. If the student has not yet started the graduate program, the cumulative GPA on the last 60 semester credits will be used to determine eligibility as a graduate assistant. Graduate assistants may register for a maximum of 12 credits per semester. However, a research assistant whose assistantship involves his or her thesis or dissertation research may register for additional credits, as explained below.

Teaching Assistantships/Graduate Instructors

Graduate students may be teaching assistants or graduate instructors in departments. Teaching loads vary up to a maximum of 20 hours per week, and salaries vary depending on the department and the teaching load.

International students may be considered for teaching assistantships if they demonstrate adequate proficiency in English communication, as determined by Utah State University's Intensive English Language Institute, and have participated in the required workshop.

All teaching assistants and graduate instructors are required to participate in a training workshop sponsored by the School of Graduate Studies prior to beginning their assistantships. The workshops help students gain the techniques and skills to be effective instructors in the university environment. The workshop for international students also aids students in understanding the American university culture and in improving communication. When a teaching assistant workshop has been successfully completed, 1 credit will be added to the student's transcript. However, this credit cannot be applied toward a graduate degree program.

Research Assistantships

Salaries and workloads for research assistants vary, with a maximum workload of 20 hours per week. Students conducting research that will be used for their thesis or dissertation may register for 4 research or thesis credits above the 12-credit limit.

Federal College Work-Study Assistantships

Graduate students may apply for work-study support by completing an online application at <http://www.fafsa.ed.gov>

Tuition Award for the Nonresident Portion of the Tuition Fee

A nonresident student who holds *at least* a 0.25 FTE (10 hours per week) graduate assistantship and is receiving at least \$350 per month may be awarded a waiver of the nonresident portion of tuition for courses in the student's degree program. The nonresident tuition award for out-of-state, noninternational students will expire after 12 months. At this point, it is the student's responsibility to obtain Utah residency or other funding, in order to evade the cost of nonresident tuition. For additional information regarding Utah residency requirements, see page 35 in this catalog, or visit:

<http://www.usu.edu/admissions/information/residency.cfm>

Tuition awards *cannot* be used to audit classes. Tuition awards *cannot* be used for coursework below the 5000 level, *unless* the course is on the student's Program of Study or required by the student's supervisory committee, as indicated by a letter from the committee chair.

Resident Tuition Award for Doctoral Students

A student who is matriculated in a doctoral degree program and is a graduate assistant working *at least* 0.5 FTE (20 hours per week) or a graduate fellow receiving at least \$600 per month may be awarded a resident (instate) tuition award. Full-time registration is required (see page 113). If credits other than those required for the doctoral degree are needed to meet the full-time registration requirement, registration must be for Dept. 7990 (Continuing Graduate Advisement). A doctoral in-state tuition award *cannot* be used to audit classes or for coursework below the 5000 level. Tuition awards *cannot* be used for coursework below the 5000 level, *unless* the course is on the student's Program of Study or required by the student's supervisory committee, as indicated by a letter from the committee chair.

Tuition Award Application Process

The designated departmental staff must submit an award request to the graduate dean for approval according to the deadlines outlined in the Tuition Awards Policy. The award must be used before the last day for registering or adding classes in the semester for which it was awarded (15th day of classes). The awards are available for a

School of Graduate Studies

maximum of 12 credits per semester, with the number of eligible credits indicated on the Program of Study, which must be submitted by the end of the second semester for a master's student and the end of the third semester for a doctoral student. Audited courses do not qualify for the award. Students may receive the employee/spouse/dependent waiver as an employment benefit in conjunction with a tuition award. However, tuition awards will *not* combine with the employment benefit to surpass 100 percent of tuition charges for a given semester. For more information, refer to the Graduate Student Tuition Awards Policy on the School of Graduate Studies website:

<http://www.usu.edu/graduateschool/financial/tuitionwaiverpolicy.cfm>

Western Regional Graduate Programs (WRGP)

Residents of participating states may enroll in graduate programs approved as Western Regional Graduate Programs (WRGP) by the Western Interstate Commission for Higher Education (WICHE) without paying nonresident tuition. USU's WRGP degrees are the MS and PhD in Biometeorology, Toxicology, and Watershed Science; and the MS in Physics, with a specialization in Upper Atmospheric Physics. Information is available in the School of Graduate Studies or at: <http://wrgp.wiche.edu>

Fellowships and Scholarships

Fellowship and scholarship awardees must be full-time, matriculated students enrolled in approved graduate-level coursework. Application for these, as well as for departmental fellowships and awards, is made through the departments, except for the Martin Luther King Fellowship and the Dinesh and Kalpana Patel Fellowship (see below).

Presidential Fellowships include a \$12,000 stipend for the academic year, a waiver of the nonresident portion of tuition, subsidized health insurance, and for doctoral students, the resident tuition award. Criteria include a 3.50 GPA and quantitative and verbal GRE scores at the 70th percentile or above.

Vice President for Research Fellowships include a \$15,000 stipend for the academic year, a waiver of the nonresident portion of tuition, subsidized health insurance, and for doctoral students, the resident tuition award. Criteria are the same as for the Presidential Fellowships. In addition, the student must be in a research degree program that includes a master's thesis or doctoral dissertation.

Martin Luther King Fellowships are available to African-American students. The fellowship includes a waiver of the nonresident portion of tuition. The department usually awards an assistantship or other support, the amount of which varies. Application for this fellowship is made through the School of Graduate Studies.

Dinesh and Kalpana Patel Fellowships are available to doctoral students who are international students or students from an underrepresented group. The fellowship is typically for \$5,000 and includes a waiver of the nonresident portion of tuition and a doctoral tuition award. Recipients are required to maintain a cumulative GPA of 3.0. Students may not receive this award more than once. Preference will be given to students in the latter stages of their program. Application for this fellowship is made through the School of Graduate Studies.

Resident Tuition Awards covering the resident portion of tuition are available each semester on a competitive basis through the departments. Awardees must be full-time matriculated students and must maintain a 3.0 or higher GPA.

Seely-Hinckley Scholarships are awarded each year to qualified graduate students with superior academic records. College deans nominate, for the following school year, outstanding scholars who would not be able to attend or would be delayed in attending USU without financial assistance.

Other Financial Assistance

Many students who do not receive assistantships or fellowships receive financial assistance by working for departments or other campus units. Graduate students are generally not employed by the University for more than 20 hours per week. Employment beyond 20 hours per week must be approved by the student's advisor, degree-program department head, and the graduate dean.

Graduate students may apply for Federal Stafford Loans, Federal Perkins Loans, Federal Supplemental Loans for Students (SLS), Emergency Loans, and Federal College Work-Study through the Financial Aid Office. More information can be found in the *Financial Aid and Scholarship Information* section of this catalog, page 46, or by contacting: Financial Aid Office, Taggart Student Center 106, Utah State University, 1800 Old Main Hill, Logan UT 84322-1800, tel. (435) 797-0173. Also visit the following website: <http://www.usu.edu/finaid/>

For information about **GI Bill Benefits**, contact: Office of Veterans Services, Taggart Student Center 246, Utah State University, 1600 Old Main Hill, Logan UT 84322-1600, tel. (435) 797-1102.

Graduate Admission

For information concerning admission requirements and application procedures for students desiring to pursue a graduate degree at Utah State University, see the *Graduate Admission* section of this catalog on pages 36-37.

Graduate General Regulations

Each graduate student is responsible to know the policies, regulations, and procedures of the School of Graduate Studies and of his or her department or program, and to see that they are followed and that the timelines are met. The policies and regulations stated in this catalog and in departmental handbooks may be changed between publication dates, and students are responsible to obtain up-to-date information.

Time Limit

A master's degree must be completed within six years of matriculation. A doctorate must be completed within eight years of matriculation.

Coursework that is more than eight years old may not be used for a graduate degree. If permitted by the departmental or interdepartmental degree program policy, a supervisory committee may allow revalidation through testing, following a plan developed by the supervisory committee and approved by the dean of the School of Graduate Studies. The results must be verified in writing to the graduate dean by the student's major professor or other person(s) responsible for the testing. Work experience cannot be substituted for out-of-date coursework or used for revalidation.

Graduate credits from another institution that exceed the eight-year limit at the time of degree completion may be transferred to a USU graduate degree only if the student's supervisory committee provides a justification acceptable to the graduate dean. Then, the revalidation procedures described above apply.

Student Classifications

A **matriculated graduate student** has been accepted by a department, with the concurrence of the dean of the School of Graduate Studies, to an approved graduate degree program and has enrolled at the University. A student may be accepted on a **provisional** matriculation basis when (1) information, such as GRE scores, is yet to be received by the School of Graduate Studies, or (2) when a missing prerequisite or academic deficiency must be remedied. The conditions and time limit for remedying these deficiencies must be specified to the student in writing at the time of admission. If the conditions are not met as specified, the student's participation in the degree program will be terminated. International students cannot be admitted on provisional status.

A **full-time matriculated graduate student** must be one of the following:

1. Registered for 9 or more graduate credits; or
2. Registered for 6 or more graduate credits if employed as a graduate assistant for 15 hours per week or more; or
3. Registered for 3 graduate credits with all required coursework completed and only the research component of the degree remaining (the student's Program of Study must have been submitted to the School of Graduate Studies); or
4. Registered for at least 3 graduate credits during the semester of the final thesis/dissertation defense or, in a nonthesis degree program, the last semester of coursework required on the student's Program of Study.

Note: To defer a loan or to receive student loans, graduate students must be registered for *at least 6 credits*.

A **matriculated-probationary graduate student** has been placed on warned status because of inadequate progress in his or her degree program. The conditions to be met and the time limit for meeting them must be specified to the student in writing at the time he or she is placed on probation. If the conditions are not met as specified, the student's participation in the degree program will be terminated.

Graduate assistants and fellowship recipients must be full-time matriculated students with a GPA of 3.0 or above, and must be registered each semester of the assistantship or fellowship, including summer.

A **nonmatriculated postbaccalaureate student** holds a bachelor's degree, is enrolled for USU coursework, but has not been accepted to a graduate degree program. If an application for graduate studies has been submitted to the School of Graduate Studies, a student may apply through the School of Graduate Studies to enroll as a nonmatriculated student. A letter must be submitted from the graduate department head or graduate program coordinator giving permission for the student to be entered on the computer as a nonmatriculated student. If the student does not intend to pursue a graduate degree, the student should apply to the undergraduate Admissions Office to enroll as a nonmatriculated student. A **maximum of 12 semester credits** earned as a nonmatriculated, postbaccalaureate student may be used in a graduate degree program, but only if approved by the student's supervisory committee.

An international student must be admitted to a degree program and hold a valid F-1 or J-1 visa before enrolling in classes at Utah State University. A student on an F-1 or J-1 visa must maintain full-time student status throughout the degree program. For other information about the University, he or she can contact the International Students and Scholars Office, Utah State University, 0140 Old Main Hill, Logan UT 84322-0140, tel. (435) 797-1124.

Split Form Policy

An undergraduate student doing well in his or her studies and planning a graduate degree at USU may file a Split Form to request that some coursework be reserved (split out) from the undergraduate degree. The instructor's permission is required for an undergraduate student to register for graduate courses. For a Split Form to be approved, the student must be within 30 semester credits of completing bachelor's degree requirements, have filed an Application for Graduation in the Graduation Office (a copy of which must be attached to the split request), **be currently taking at least one required undergraduate class**, have a cumulative undergraduate GPA of 3.0 or higher at the beginning of the semester listed on the Split Form, and have applied for admission to the School of Graduate Studies. In accordance with School of Graduate Studies admission policy (see pages 36-37), a transitional student will not be matriculated in the School of Graduate Studies until his or her bachelor's degree has been completed. A maximum of 9 semester credits may be split out during a bachelor's program.

A Split Form, which must include one or more required undergraduate courses from the student's Application for Graduation, should be filed in the School of Graduate Studies, along with a copy of the Application for Graduation, before grades are posted for the semester requested to be split. **A Split Form cannot be processed after the bachelor's degree has been closed out and posted on the transcript.** The form must be signed by the undergraduate advisor and the graduate department head or departmental graduate program chair/coordinator before it is submitted to the School of Graduate Studies. If approved by the dean of the School of Graduate Studies, the form will be processed and forwarded to the Graduation Office. Approval of a Split Form does not guarantee acceptance to the School of Graduate Studies.

By default, courses numbered 0010 through 4990 will be posted to an undergraduate transcript; and courses numbered 6000 through 7990 will be posted to a graduate transcript. Courses numbered 5000 through 5990 are generally posted to *either* an undergraduate *or* graduate transcript, based on the primary program level of the student. Therefore, undergraduate students who qualify (under the regulations shown above) to have some of their undergraduate coursework "split out" for a graduate degree will need to submit a form to the Registrar's Office stating which undergraduate courses they desire to have "split out." Students should contact their undergraduate advisor for help with filing the appropriate form. In cases where a graduate student has taken one or more undergraduate-level courses as part of the approved program of study, a form will need to be submitted to the Registrar's Office, requesting that the course(s) be posted to the graduate transcript. Students should contact their graduate advisor for help with filing the appropriate form.

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Course-Level Numbering and Acceptability

7000-7990 are doctorate-level courses. With supervisory committee and instructor approval, they may be used in a master's program.

6000-6990 are master's-level courses. With supervisory committee approval, they may be used in a doctoral program.

5000-5990 are advanced, upper-division courses and may be used in a graduate program if approved by the supervisory committee (see below).

3000-4990 are junior/senior, upper-division undergraduate courses. Up to 3 semester credits of coursework at this level **may be used** (see below).

No more than 15 semester credits of 3000-5990 level coursework may be used for a graduate degree, except for a doctorate without a master's degree, for which a total of 21 semester credits of 3000-5990 level coursework may be used. Up to 3 semester credits of coursework at the 3000-4990 level may be included within the 15 or 21 semester credit limit, upon recommendation by the student's supervisory committee and approval by the graduate dean. To be approved, such courses must be outside the student's graduate-degree field. Courses that students entering the graduate program are expected to have taken as undergraduates and prerequisites for graduate courses are not acceptable.

2990 and below are lower-division courses and are not acceptable for graduate degree programs of study.

6990 and 7990 (continuing graduate advisement) credits, **INST 7920**, and **IELI 7920** cannot be used in a degree program.

Audited courses may not be used for a degree program or toward status as a full-time student. Credits in the following areas are not acceptable in a degree program: foreign languages, continuing graduate advisement, individual home study, military science, and courses numbered below 3000. No more than 12 workshop credits may be applied to a master's degree.

Minimum Grades and Credit Acceptability

Graduate students are required to maintain at least a 3.0 GPA for degree-program courses. Grades of C- or lower will not be accepted for a graduate degree. Some departments do not accept C grades.

P-Grade Policy

P (Pass) will be accepted only for seminars, special problems, interdisciplinary workshops, thesis or dissertation research, and continuing graduate advisement.

Correspondence Course Credits

Distance Education correspondence (independent home study) courses are not accepted for graduate degrees.

Credit by Special Examination

Credit earned by special examination cannot be used to satisfy the course requirements for a graduate degree or to meet the residency requirement.

Transfer and Nonmatriculated Credits

Provided USU residency requirements (see specific credit requirements under each degree) will be met, a student's supervisory committee may recommend transfer of graduate credits earned at another accredited institution, including credits with earned P grades. The credits must *not* have been used for another degree. Only 12 semester credits may be transferred into a graduate program at USU. Credits with P grades may be transferred *only* with committee approval. Transfer credits *cannot replace* required residency credits. Transfer credits are subject to approval of the supervisory committee and the dean of the School of Graduate Studies. Credits more than eight years old may not be acceptable (see *Time Limit* section, page 112). Transfer credits will be shown on official USU transcripts upon completion of the degree. These stipulations apply to nonmatriculated credits.

No more than 12 credits taken at USU or another institution *prior to matriculation at USU* may be used in a program of study.

Rights in Inventions

It is the student's responsibility to be aware of University policy in regard to rights in inventions. (Information is available in the Office of the Vice President for Research.)

Research Approval

All University research involving human subjects, animal subjects, radiation materials, recombinant DNA, or biohazardous materials must be reviewed and approved by the appropriate University committee(s) **before the research is started**. Graduate students are, with the assistance of their advisors, responsible for obtaining the necessary approval for their research. Verification of approval must be submitted to the School of Graduate Studies before the student's master's Program of Study or doctoral Application for Candidacy can be approved. For further information, contact the School of Graduate Studies or the Office of the Vice President for Research.

Continuous Graduate Registration

Graduate students using University facilities or faculty time must be registered for a minimum of 3 graduate credits every semester until completion of all degree requirements, except, in some cases, the semester of final thesis or dissertation approval (see below). Students employed as graduate assistants or graduate instructors during all semesters, *except for summer semester*, must be registered as full-time matriculated students (see page 113). More than 3 credits of continuous registration may be required by a department. An off-campus student in a planned Regional Campuses and Distance Education program who is enrolled in a 1- or 2-credit course that is the only course offered locally that semester may be approved by the graduate dean for continuous registration upon written recommendation of the department head. Continuous registration may be met with courses, seminars, independent study, research credit, or 6990 or 7990 (Continuing Graduate Advisement). The continuous registration requirement goes into effect the semester a student matriculates in the School of Graduate Studies.

A graduate student who is not using University facilities or faculty time may meet the continuous registration requirement by paying the **Continuous Registration Fee** of \$100 per semester (not necessary for summer semester). This alternative requires a written request from the department head, including verification that the student is not using University facilities and/or faculty time. International students usually do not qualify to pay the Continuous Registration Fee because of immigration regulations.

The semester a student defends (or redefends) a thesis, Plan B paper, or dissertation or takes final oral examinations, he or she must be registered for at least 3 credits. Doctoral and master's Plan A, Plan B, and Plan C students will be given until the last day of the next semester (known as a "grace" semester) following the defense to finish degree requirements, and Plan C students will be given until the last day of the next semester after coursework completion to finish degree requirements. If a student has not completed all degree requirements by the end of the grace semester, the student must pay a \$100 Late Completion Fee for each semester following the grace semester. If working with faculty involves more than routine submission of the thesis or dissertation to the assistant dean, registration for 3 or more credits is required. After one year, redefense may be required.

Because of SEVIS regulations, a student holding an F-1 or J-1 visa is not eligible to pay the \$100 fee to complete the degree, but must be registered as a full-time student through the semester of completion.

Leave of Absence

A leave of absence, during which neither continuous registration nor a \$100 payment is required, may be granted under the following conditions:

1. Illness, required military service, and other extenuating circumstances acceptable to the department head and the graduate dean.
2. Lack of availability of courses in a planned Regional Campuses and Distance Education program.
3. Participation in a planned program based primarily on summer semester courses.

For either 2 or 3, the student must have an approved Program of Study on file in the School of Graduate Studies before a leave will be granted.

A leave of absence must be approved by the graduate dean, upon written recommendation of the department head. A leave of absence may be the basis for extending the time limit to complete a degree, but not to extend the time limit for course validity.

Low-Scholarship Notification

Students whose semester grade point average (GPA) is below 3.0 for any semester will be notified by letter that their academic performance is unsatisfactory. Students whose cumulative GPA falls below 3.0 will be placed on probationary status. If a student remains on probationary status for two consecutive semesters, the School of Graduate Studies will ask the student's department to explain why the student's graduate program should not be terminated. If the department cannot provide compelling reasons explaining why the student should continue graduate study, the student's graduate program will be terminated. In the case of termination, reapplication is required to regain matriculation.

If a student holding a University appointment as a teaching or research assistant or fellow is changed to probationary status, the student will have a grace semester to move from probation. If the student does not move from probation, the assistantship or fellowship will be terminated. If additional time is required to move from probation, the department may formally request an extension.

GPA will be computed using all coursework completed at USU since the prior degree. Upon formal request from the student and department, and once a Program of Study is approved by the student's supervisory committee, department head, and approved by and filed in the School of Graduate Studies, the courses listed on the Program of Study will be used to compute the student's GPA.

Monitoring of Progress

The student's department and the School of Graduate Studies monitor the progress of graduate students. For continued participation in a graduate program, a student must complete requirements in a timely manner. In reviewing a student's progress, several factors will be considered, including demonstrated ability to develop a thesis proposal, independence in the conduct of research, performance on comprehensive examinations, GPA, and special program requirements. Satisfactory progress also involves maintaining the standards of professional ethics and integrity expected in the student's discipline.

Academic Nepotism

A faculty member is not to participate in admission or graduate-assistant employment decisions, serve as major professor, or serve on the supervisory committee of a relative, including a person with whom he or she has or has had an amorous relationship. Graduate students may enroll in classes taught by a relative only under special conditions. For information, contact the department head or the School of Graduate Studies.

Matriculation of Faculty

It is the policy of USU not to grant advanced degrees to its own faculty, except under unusual circumstances (see Faculty Policy 404.1.4).

Academic Honesty and Research Misconduct

Maintaining the highest standards of academic honesty and research ethics is especially important at the graduate level, where students are expected to do original, scholarly work in preparation for future professional and academic roles. Academic dishonesty is defined in *The Code of Policies and Procedures for Students at Utah State University* (April 2002) Article V, Section 3 (see page 80 of this catalog) to include cheating, falsification of information, and plagiarism.

Violations of the above policy will subject the offender to the University disciplinary procedures as outlined in Article VI, Section 1 of the student *Code*, with the penalties or disciplinary measures to include one or more of the following:

1. **Probation.** Continued participation in an academic program is predicated upon the student satisfying certain requirements as specified by the University. Probation is for a designated period of time and includes the probability of more severe disciplinary penalties if the student does not comply with the specified requirements or is found to be violating the Honor System during the probationary period.

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2. **Suspension.** Temporary dismissal from the University for a specified time, after which the student is eligible to return. Conditions for readmission may be specified.
3. **Expulsion.** Permanent dismissal from the University.
4. **Honor System violation.** Assigning a designation with a course grade indicating an Honor System violation involving academic dishonesty.
5. **Denial or revocation of a degree.**
6. **Performance of community service.**

Research is a vital part of the education of most graduate students, and appropriate scientific and research conduct is expected. An allegation of scientific misconduct involving funded research is handled through the Office of the Vice President for Research. If the research is nonfunded, the allegation is handled following *The Code of Policies and Procedures for Students at Utah State University*.

Research misconduct may be determined during a student's program or after the program is completed. If a student is found guilty of research fraud, the penalty may include, in addition to any listed above, correction and reanalysis of data and/or rewriting of the thesis or dissertation, with resubmission and redefinition of the thesis or dissertation, and/or loss of financial assistance.

Appeals Procedure

Graduate students with grievances relating to academic matters may appeal to the dean of the School of Graduate Studies following the steps and procedures in *The Code of Policies and Procedures for Students at Utah State University*.

Graduate Degree Requirements

Each graduate student must be aware of degree requirements and must work with his or her major professor, supervisory committee, and department head to meet the requirements and specific deadlines.

Master's Degrees

When a student is accepted to a master's degree program, the department head appoints a temporary advisor. In most master's degree programs, a supervisory committee will be established for each student. During the first semester following matriculation, the student should meet with the department head to discuss the appointment of a supervisory committee. A completed **Supervisory Committee** form should be submitted by the department head to the dean of the School of Graduate Studies for final approval **by the end of the student's first semester**. Committee changes are not to be made during the six weeks prior to the final defense.

A master's degree supervisory committee must include at least three faculty members who are approved by the department head and the dean of the School of Graduate Studies. At least one member must represent the student's area of specialization, and at least one must be from outside the specialization area. Adjunct faculty can be members with the approval of the dean of the School of Graduate Studies. Upon recommendation of the department head, emeritus faculty may serve on supervisory committees, but may not chair new committees.

Within School of Graduate Studies and departmental requirements, the supervisory committee determines the courses for the student's Program of Study; conducts departmental qualifying examinations (if required); supervises the student's thesis research, Plan B paper, or project; and conducts the defense or final examination. The defense or final examination must be scheduled through the School of Graduate Studies. The major professor, who serves as the chairperson of the committee, usually directs the thesis, paper, or other degree project.

The original **Program of Study** form with signature in ink should be submitted to the School of Graduate Studies by the student **before the end of the second semester following matriculation**. Amendments to the Program of Study form can be made with an e-mail from the major professor to Laura Holley (laura.holley@usu.edu) with copies (in the cc: field) to all committee members. Submission of a new Program of Study is **not** necessary.

Plan A

The Plan A option for a master's degree requires preparation of a thesis. From 6-15 semester credits of thesis research are required. The semesters during which a student registers for thesis credit should correspond as closely as possible to the semesters in which the thesis work is done and faculty supervision is provided.

The thesis for a Plan A master's degree is to be a contribution to the field of knowledge, based on the student's own research or a treatment and presentation of known subject matter from a new point of view. The student and major professor should decide upon a problem or subject for the thesis study by the end of the student's first semester of graduate study.

A **Thesis Proposal cover page**, signed by the entire committee, should be submitted by the student to the School of Graduate Studies **prior to the final defense**.

The student and all committee members are required to sign a **Data and Copyright** form and a **Plans for Publication** form. The forms are given to the student at his or her final defense and must be submitted to the School of Graduate Studies **prior to degree completion**.

Plan B

The Plan B option requires the production of a paper or a creative work of art. At least 2 credits of thesis research are required, but no more than 3 credits of thesis credit can be included on the Program of Study.

The Plan B paper is usually a review of literature, with conclusions drawn after conceptualizing an area of inquiry, planning a systematic search, and analyzing and critiquing the acquired information. The summary and conclusions developed should enhance knowledge in the discipline.

Plan B papers and reports should follow the same format specifications as theses and dissertations and are expected to reflect equivalent scholarship standards, even though they may be less intensive and not demand the originality of a Plan A thesis. Plan B papers are defended, but are not reviewed by the School of Graduate Studies assistant dean or signed by the graduate dean. Plan B papers must be submitted to the Merrill-Cazier Library, and the binding receipt must be returned to the School of Graduate Studies.

Plan C

A master's degree option with no thesis or Plan B paper is available in some programs. A departmentally approved program that includes a culminating creative or integrative experience must be filed in the School of Graduate Studies. Generally, a course or seminar on research methods is required, but thesis credits are not accepted. Plan C students should contact their department early in their final semester to be certain that all degree requirements, including completion of graduation forms, will be met, and that all appropriate paperwork has been sent to the School of Graduate Studies.

Master of Arts

Requirements for the Master of Arts (MA) degree (except in the Art Department) include two years (equivalent to 16-20 semester credits) of an acceptable second language, which may include American Sign Language, with grades of C or above (unless a higher minimum grade is required by the department), or the equivalent level of learning as determined by testing approved by the supervisory committee and the graduate dean. One year each of two languages, or the equivalent as determined by approved testing, is acceptable if approved by the student's supervisory committee. Coursework to meet this requirement cannot have been used for another degree and cannot be more than eight years old.

Computer languages are not acceptable for the MA degree.

Approved testing procedures include the following:

1. Take and pass (C or above, unless the department requires a higher minimum grade) a language course at the appropriate level (i.e., the final course in a two-year sequence).
2. Take a test given by USU's Languages, Philosophy, and Speech Communication Department or at the BYU Testing Center and be certified for language equivalency for 16 or more semester credits. To obtain information on languages for which tests are available at USU and BYU, as well as to make arrangements for testing, contact the USU Department of Languages, Philosophy, and Speech Communication.
3. Arrange testing at another university center or testing agency approved by the department and the graduate dean.
4. For an international student who is using English as his or her second language, certification of English competency may be demonstrated through any of the following three conditions:
 - (a) either a TOEFL score of 79 (Internet-based) or the equivalent score of 6.0 on the International English Language Testing System (IELTS);
 - (b) successful completion of Intensive English courses; or
 - (c) a degree from a university in an English-speaking country.

The department of the MA degree candidate may also require proficiency in the candidate's primary language.

Credit Requirement

The minimum requirement for a master's degree is 30 semester credits, except for a Plan C degree for which the minimum is 33 semester credits. For the MEd degree, the minimum number of semester credits is 36. The Master of Fine Arts is regarded as a terminal degree and requires a minimum of 60 semester credits.

Residency Requirement

At least 24 semester credits for a master's degree must be from a committee-approved and an SGS-approved Program of Study from Utah State University. Furthermore, any allowed transfer credits cannot replace required residency credit.

Post-Master's Professional Degrees

Three degrees—the Civil Engineer (CE), the Master of Computer Science (MCS), and the Educational Specialist (EdS)—are designed for students who seek to improve their professional skills and knowledge beyond the master's degree. The minimum requirement for each of these degrees is 30 semester credits beyond the master's degree (60 credits beyond a bachelor's degree). Each degree requires a project report that is prepared to the same format specifications as a thesis, but is not reviewed by the School of Graduate Studies assistant dean or signed by the graduate dean.

Doctoral Degrees

When a doctoral student is admitted, the department head appoints a temporary advisor to work with the student until a supervisory committee is established. A **Supervisory Committee** form must be submitted to the dean of the School of Graduate Studies for approval **by the end of the student's second semester following matriculation**. Committee changes are not to be made during the six weeks prior to the final defense.

A doctoral supervisory committee must include at least five faculty members with doctoral degrees who are approved by the department head and the dean of the School of Graduate Studies. Three members must be from within and at least one must be from outside the department or interdepartmental degree-granting program in which the student is matriculated. Adjunct faculty can serve on doctoral committees with the approval of the dean of the School of Graduate Studies. Upon recommendation of the department head, emeritus faculty may serve on supervisory committees, but may not chair new committees.

The supervisory committee specifies the student's Program of Study; supervises the student's qualifying examination (if there is one) and comprehensive examination, unless some other departmental or program procedure is in place; approves the dissertation proposal and supervises the student's research and preparation of the dissertation; and conducts the final oral examination. The major professor is the chairperson of the committee and usually directs the student's research. Continuation in a doctoral program is contingent upon the availability of a major professor.

By the **end of the third semester**, the student should have submitted a **Program of Study** to the School of Graduate Studies. Amendments to the Program of Study form can be made with an e-mail from the major professor to Laura Holley (laura.holley@usu.edu) with copies (in the cc: field) to all committee members. Submission of a new Program of Study is **not** necessary.

The student and all committee members are required to sign a **Data and Copyright** form and a **Plans for Publication** form. The forms are given to the student at his or her final defense and must be submitted by the student to the School of Graduate Studies **prior to degree completion**.

Some departments or interdepartmental programs administer qualifying examinations. Each department or program has the responsibility of administering comprehensive examinations.

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Following completion of all or most courses, successful completion of comprehensive examinations, and approval of a proposal for dissertation research, and **at least three months** before the final defense, the student must submit an **Application for Candidacy** form to the School of Graduate Studies, along with a copy of the dissertation proposal cover page, signed by all members of the supervisory committee. Submission of the candidacy form is a major step in the student's program, because the committee and department head thereby attest that the student is ready to conduct independent dissertation research, although successful completion of that requirement is not guaranteed.

Credit Requirement

The minimum requirement for a doctoral degree is 60 approved semester credits in addition to a master's degree, or 90 approved graduate semester credits with no master's degree. Coursework cannot be used for more than one degree.

A minimum of 12 dissertation credits is required for a post-master's doctorate and a minimum of 18 for a no-master's doctorate. The semesters during which a student registers for dissertation credit should correspond as closely as possible to the semesters in which the dissertation work is done and faculty supervision is provided.

Residency Requirement

For the PhD, a minimum of 33 USU semester credits from an approved Program of Study is required. At least three semesters, two of which must be consecutive, of full-time registration in residency at USU are required.

At least 24 semester credits for a master's degree must be from a supervisory committee- and SGS-approved Program of Study from Utah State University. Furthermore, any allowed transfer credits cannot replace required residency credit.

For the EdD, a minimum of 39 USU semester credits from an approved Program of Study is required. At least three semesters must be full-time registration in residence at USU; none of the semesters need to be consecutive, but two full-time semesters must be taken on campus prior to dissertation credit. Some departments also have language requirements.

Preparation and Approval of Theses, Plan B Papers, and Dissertations

Before beginning work on a thesis, Plan B paper, or dissertation, a student should obtain the *Publication Guide for Graduate Students*, available online or from the USU Bookstore, and the style manual or journal approved by the supervisory committee and/or department. These documents will guide the student in the proper preparation of his or her manuscript. Theses and dissertations may be prepared in either traditional or multiple-paper format. One article or article-manuscript may **not** be submitted as a thesis or dissertation.

Preparation of a thesis, Plan B paper, or dissertation is the culminating learning experience for a graduate student. The quality of the product, which should represent the student's own best work, is the responsibility of the student. Monitoring the quality of the thesis, Plan B paper, or dissertation and mentoring the student in writing are responsibilities of the major professor, with the assistance of the supervisory committee. Editing by anyone other than the major professor and the supervisory committee should be limited to mechanics, such as spelling and grammar.

Drafts of sections should be submitted periodically to the major professor for critique. Committee members should be consulted, especially on sections that involve their special expertise. Upon request, the School of Graduate Studies assistant dean (in Main 164) will review an early draft for format and style. Students may also attend a thesis workshop. For more information about these workshops, see: http://www.usu.edu/graduateschool/student_resources/workshops.cfm

Oral Examination and Defense

The final defense should be scheduled by the student after all courses and the thesis, Plan B paper, or dissertation are completed. Changes in the membership of a supervisory committee cannot be made during the six weeks prior to the defense without a written request from the department head and approval of the graduate dean.

At least four weeks prior to the defense, the student shall give a copy of the thesis, Plan B paper, or dissertation to each member of the supervisory committee for approval or corrections. An **Appointment for Examination** form must be completed by the student and committee, indicating approval of the proposed time and place for the examination and defense, and submitted by the student to the School of Graduate Studies a **minimum of ten working days** prior to the exam.

The deadline for completing degree requirements is the last day of the semester. When the defense is scheduled during a semester break, the student must enroll for at least 3 credits the following semester.

No committee member should agree to proceed with a defense until he or she has carefully read and approved the thesis, Plan B paper, or dissertation. If any member of a committee believes that the document is not ready to be defended, he or she should notify the student and major professor and not sign the Appointment for Examination form. The defense should then be rescheduled.

The oral examination of the thesis, Plan B paper, or dissertation is a defense of a final document. Only minor changes, usually editorial, should be required following the defense. If major changes are required, a defense of the revised document should be held.

The chairperson of the examination is appointed by the graduate dean. At the examination, the student defends his or her thesis, Plan B paper, or dissertation and answers questions about the area of specialization. The results of the defense and any additional requirements are recorded on the **Record of Examination Completion** form, which is submitted to the School of Graduate Studies.

All members of the supervisory committee must approve and sign the thesis, Plan B paper, or dissertation. In the event of lack of unanimity, the matter is taken to the dean of the School of Graduate Studies.

Any final examination held without following the proper procedures is invalid. Graduate students failing to complete all degree requirements within one year of a successful defense will be required to redefend. Students must register for at least 3 credits the semester of redefense.

The student is responsible for proofreading the thesis/dissertation and having it read and approved by the department before submitting a final committee-approved and signed copy to the assistant dean in the School of Graduate Studies. The assistant dean will review the paper for proper format and conformity to departmental and School of Graduate Studies standards. The assistant dean will attach a checklist of format, stylistic, and mechanical problems and will mark examples of needed changes on the paper.

Format corrections and required rewriting must be completed before the assistant dean will submit the thesis or dissertation to the graduate dean for approval. The graduate dean examines each thesis and dissertation before approving and signing it. Any thesis or dissertation may be selected for further review by members of the faculty not on the student's supervisory committee or by expert reviewers at other institutions before being accepted by the dean.

The student may reserve a processing date for the thesis/dissertation by completing the appropriate form after the thesis/dissertation defense. The final committee-approved and signed thesis/dissertation should be submitted to the assistant dean by at least the day before the reserved processing date. If a processing date has not been reserved but the student would like to finish by the end of a semester, he or she must submit the final committee-approved and signed thesis/dissertation to the assistant dean at least seven weeks before the last day of the semester. At other times, the signed thesis/dissertation must be submitted at least four weeks prior to anticipated program completion.

Final Steps

The following forms must be completed and submitted to the School of Graduate Studies before degree requirements are considered completed.

1. **Graduation Fee Payment Form** requires \$15 diploma payment at the Registrar's Office.
2. **Commencement Data Card**
3. **Alumni Card**
4. **Survey of Earned Doctorates**, if a doctoral student

In addition, two copies of the thesis or dissertation must be submitted to Current Periodicals in the Merrill-Cazier Library. The following fees must be paid at this time:

Binding fee for required copy.....	\$15
Binding and processing fee for personal copies*	\$15 per copy
Processing and handling fee	\$15

*The student is responsible for verifying that the personal copies are complete and have been copied and/or printed without errors.

An electronic filing fee (paid online to ProQuest) is paid by the student.

The Current Periodicals personnel will provide a paper receipt, which must be submitted to the School of Graduate Studies before the degree is considered completed.

The final committee-approved Plan B paper must be taken to Special Collections in the Merrill-Cazier Library to be microfiched. Special Collections personnel will provide a paper receipt that must be submitted to the School of Graduate Studies before the degree is considered completed. (A processing and handling fee of \$7.50 is required.)

Also, incomplete grades must be removed from the student's record by the major professor using forms provided by the Registrar's Office. For Plan B and C programs, the School of Graduate Studies must receive a letter of completion from the department head or interdepartmental program director. **It is the student's responsibility to ensure that these final steps are taken.**

Delay of Publication Policy

A thesis or dissertation must not contain material that cannot be disclosed publicly. However, occasionally it is in the University's best interest to delay disclosure of the contents of a thesis or dissertation while patenting and/or commercial development possibilities are investigated or for a period of report review by a funding agency. In such cases, publication of a thesis or dissertation through submission to the Merrill-Cazier Library and to ProQuest (UMI) may be delayed without delaying award of the student's degree. A copy of the publication delay policy, including the procedures for requesting a delay in library submission, may be obtained from the School of Graduate Studies.

Diplomas and Commencement

Diplomas are prepared by the Registrar's Office at the end of each semester. Degrees are posted to transcripts throughout the year as students complete degree requirements. The actual date of completion is usually the date the thesis/dissertation is taken to the library for binding. The Plan C completion date is the last day of the semester.

During fall and spring semesters, only students completing degrees by the published Commencement deadline dates for a given semester will be included in the official Commencement program, although other students who complete requirements by a later date during the semester, established by the graduate dean, may participate in the graduate Commencement/Hooding ceremony. Their names will be printed in the next Commencement program.

Graduate Interdepartmental Curricula

Concurrent Degrees

Students may pursue concurrent master's degrees or concurrent master's and doctoral degrees with the approval of the cooperating departments and the graduate dean.

An application should be submitted for the first degree program. If admission is granted, the student may then apply for a second degree program after submitting a letter from the head of the department to which the student has been admitted. The letter should indicate that the department has no objection to the student applying for the second degree program. To be considered as concurrent degrees, admission to the second degree program must be finalized before the end of the first semester in the first degree.

Guidelines for Concurrent Master's Degree Programs

In special cases, a student may complete concurrently the requirements for two master's degrees in different departments but with fewer than the total credits required by both programs, provided that the following conditions are met:

1. The student must formally apply and be accepted into both programs by the end of the first semester of the student's graduate program.
2. The chairperson of the student's supervisory committee in each department must also be a member of the other committee.

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3. The supervisory committee, the two department heads, and the graduate dean must approve the Program of Study for each degree.
4. There can be a maximum of 9 credits of overlap in courses between the two degree programs, and **the overlap must be in the elective or broadening courses**. With the allowance of overlapping, a student could thus complete the requirements for both degrees with up to 9 fewer semester credits than the usual minimum total for two degrees.

Guidelines for Concurrent Doctoral-Master's Degree Programs

In special cases, a student may complete concurrently all requirements for a doctorate and a master's degree in different departments with fewer than the total credits required by both programs, provided that the following conditions are met:

1. The student must formally apply and be accepted into both programs by the end of the first semester of the student's graduate program.
2. The student's doctoral supervisory committee must consist of four members from the doctoral department and two members from the master's department if the student is on a thesis plan. The master's committee must consist of two master's departmental members and the chair of the doctoral committee.

3. The student's supervisory committee, the two department heads, and the graduate dean must approve each Program of Study.
4. There can be a maximum of 15 semester credits of overlap in courses between the two degree programs, and **the overlap must be in the elective or broadening courses**. With the allowance of overlapping, a student could thus complete the requirements for both degrees with a minimum of 75 semester credits, rather than the usual 90-credit minimum.

Interdepartmental Degrees and Certificates

Several interdepartmental graduate degrees are offered at Utah State University. These include: the Interdepartmental Program in Ecology (MS, PhD), the Master of Business Administration (MBA), the Master of Science in Bioregional Planning, the Interdepartmental Program in Social Sciences (MSS), the Interdepartmental Program in Toxicology (MS, PhD), and the Master of Natural Resources (MNR). Also offered are the following two interdisciplinary certificates: (1) National Environmental Policy Act (NEPA) and (2) Natural Resources and Environmental Education (NREE).

Descriptions of the interdepartmental graduate programs are included alphabetically within the *Instructional Units and Programs* section of this catalog.