

GENERAL POLICY REPORT #18
NOVEMBER 26, 2001

MEMBERS OF THE UNIVERSITY OF IDAHO FACULTY

The item listed below have been approved by Faculty Council and will be considered to have the necessary faculty approval unless a petition requesting further consideration of this item is signed by five faculty members and submitted to the chair of the Faculty Council within 14 calendar days after the date of circulation – December 10, 2001.

If no petition is received within those 14 days, the report will be submitted to the president for approval and transmittal to the regents, if regents' action is required.

If a petition is received, the report will be referred to the Faculty Council. On items referred to it, the council may: (1) affirm the action and report it to a meeting of the university faculty, (2) amend the action and report it to a meeting of the university faculty, or (3) rescind the action.

The Proposed UI Catalog Changes Follow on the Next Page

Proposed Change to Regulation D-2 - (Effective Summer 2002)

Reasons for the Change

- D-2 is not being enforced. The maximum credit load a student can take (including credits from other schools) is only monitored if a student reports their other registrations for Financial Aid purposes. With students now being able to take courses via the internet from other institutions, if they do not self-report their other registrations, we have no way of knowing what their credit load really is.
- D-2-a (1) Sentence added to clarify that the academic deans cannot override summer limits as they can in the Fall and Spring semesters (per request from the Associate Deans Group).
- D-2-a (2) is not being enforced. Currently, students can register on-line for classes with conflicting times without an add/drop form signed by the instructors affected. Students should continue to get approval from the instructors involved, however verbal approval is sufficient. Monitoring the current regulation would require increased work on faculty and staff, as all class meeting times in a student's schedule would need to be checked before add/drop forms could be signed and processed.
- D-2-b is being removed because it is not consistently being enforced. It cannot be checked by Banner and must be checked manually. The newly revised D-2-a addresses Summer Session limits for Undergraduates. If approved, the College of Graduate Studies section (Part 4) will also need to be updated with summer credit limits for Grad students. The change has the approval of the Office of Dual Enrollment, Intersessions, and Summer Programs.
- D-2-e is being added to address dual enrollment students (per request from the Office of Dual Enrollment, Intersessions, and Summer Programs)

Proposed Change to Regulation D-2

D-2. Credit-Load Limitations. (Also see J-5.) ~~The maximum loads specified below include credits for which the student is concurrently registered at other institutions (e.g., Washington State University and Lewis Clark State College).~~

D-2-a. ~~Regular Semester~~ Fall and Spring Semester, and Summer Session.

(1) During the Fall and Spring, an ~~A~~ undergraduate student may register for no more than 20 credits in a semester. This number may be increased to 22 with specific written approval by his or her academic dean. Registration for more than 22 credits (except for students enrolled in the WAMI Medical Education Program) is permitted only on approval of a petition to the Academic Petitions Committee (petition forms are available in deans' offices). During the Summer Session, an undergraduate student may register for no more than 18 credits. See the College of Graduate Studies section of part 4 for the credit limitation for a graduate student who is not a graduate assistant.

(2) Registration for courses with conflicting or overlapping meeting times is ~~prohibited, unless allowed only with the approval of~~ the instructor of each affected course ~~agrees in writing to the conflict. Each instructor must sign an add form with the statement that he or she has approved the conflicting or overlapping meeting times and the student must submit the add form to the Registrar's Office.~~

~~D-2 b. Summer and Other Sessions. Credit limitations for summer and other sessions are as follows:~~

Weeks	Credit Limitations
12	15
11	15
10	15
9	13
8	12
7	10
6	9
5	7
4	6
3	4
2	3
1	1

~~Registration for courses with conflicting or overlapping meeting times is prohibited. This regulation prohibits students from registering for two 1-credit workshops in the same week. Registration for more than the above stated limits is permitted only on approval of a petition to the Academic Petitions Committee (petitions are available in the deans' offices) or by prior approval of the University Curriculum Committee.~~

~~D-2-e D-2-b. Graduate-Student Appointees.~~ A graduate assistant may register for no more than 12 credits in a semester or 6 credits in an eight-week period. On the written recommendation of the employing dean and approval by the vice president for research and graduate studies, an appointee is permitted to register for more than 12 credits in one semester but not more than an aggregate of 24 credits during two successive academic-year semesters.

~~D-2-d D-2-c. Full-Time Employees.~~ A full-time UI employee may register for no more than six credits in a semester or three credits during the Summer Session. Written approval by the employee's departmental administrator and dean or director must accompany the registration form.

~~D-2-e D-2-d. Nondegree Students.~~ A nondegree student may register for no more than 7 credits each semester and may complete a maximum of 32 semester credits. Students on official UI exchange programs are not limited to 7 credits each semester. International exchange students must take 12 or more credits. Upon completion of 32 semester credits, the student must either be admitted as a degree-seeking student at UI or submit a letter of appeal to continue as a nondegree student.

~~D-2-e. Under Idaho State law, eligible high school students are given the opportunity to enroll in University of Idaho undergraduate courses and receive both college credit and credit towards high school graduation while still enrolled in high school. The number of credits for which a dual enrollment student may register in a given semester is determined by the high school counselor who must sign the enrollment form. However, the credit load limitations that apply to undergraduate students also apply to dual enrollment students.~~

PROPOSED CHANGE IN REGULATION E-6

BACKGROUND INFORMATION

In researching grade change policies at other universities, we found that our policy is more ambiguous and open to misuse. Most institutions allow grade changes only to correct clerical errors in grading. This proposal is a culmination of policies from UC Berkeley and WSU.

PROBLEMS WITH CURRENT REGULATION

1. **Student misuse of grade changes.** Students who did poorly in a class and wish to raise their grade frequently pressure instructors to take additional work after the close of the semester. This increases the work of both the instructor and Registrar's staff.
Solution:
 - o ***Grade corrections only for computational or procedural errors made by the instructor.*** By making this regulation more specific (only for corrections due to computational/procedural errors), students cannot use this as a way to raise their grade. This change will affect many athletes who regularly try to improve their GPA by doing more work (to remain eligible to play).
2. **No time limit for grade changes.** Without a time limit, instructors can submit grade changes for courses that a student took many years ago. Now that students and instructors can access transcripts and grades on the Web, errors are caught much quicker than before, when transcripts were kept at the Registrar's Office and were much less accessible.
Solution:
 - o ***One-year time limit for the correction of a grade.*** By requiring that corrections made within one year of the end of the term for which the original grade was given, instructors and students have adequate time to spot and address any grading errors.
3. **Assigning a final grade after an Incomplete reverts.** Incomplete grades, which have not been completed or extended after 6 week into the following semester, are reverted. Many students complete their deficient work shortly after this deadline and their instructor changes the reversion grade to the final grade. Since these grades must be changed twice, processing time increases.
Solution:
 - o ***Fix Regulation F (Grades of Incomplete).*** In the newly proposed Reg. F, students will have one semester to complete their deficient work rather than 6 weeks. This will hopefully reduce the number of grades that must be reverted.
 - o ***Allow instructors to submit grade corrections for one year.*** Once a final grade is assigned or the 'I' grade is reverted, it is considered final. Instructors may only change this grade if they made a computational or procedural error. Like all other grade corrections, this must be done within one year of the end of the term for which the 'I' grade was given. This will eliminate the possibility for students to prolong the completion of their work.

PROPOSED NEW WORDING

E-6. Reports of Grades and Grade ~~Changes~~ Corrections. Grades are reported to the registrar for all courses at the end of each academic session and at midsemester for undergraduate courses (see deadlines in the academic calendar). The assignment of grades and ~~changes in~~ corrections of grades are the sole prerogative of the instructor and are reported by the instructor directly to the Registrar's Office ~~on forms provided by that office via the UI Faculty Web.~~ With respect to grade changes, an instructor may only change a grade to a new grade that he or she could have assigned initially. After a grade has been reported to the registrar, it may not be altered except by a written request stating the reasons for the alteration, signed by the instructor who submitted the original grade. If it is determined that a grade change is warranted and the instructor cannot be reached, the departmental administrator may assume the prerogatives of the instructor in connection with the grade change. All grades except I and IP (see regulation F and E-2) are considered final when assigned by an instructor at the end of a term. An instructor may request a grade correction when a computational or procedural error occurred in the original assignment of a grade. No final grade may be revised as a result of re-examination or the submission of additional work after the close of the semester. Grade corrections must be processed within one year of the end of the term for which the original grade was assigned. In the event the instructor leaves the university, the departmental administrator may assign the final grade.

PROPOSED CHANGE IN REGULATION F

BACKGROUND INFORMATION

- Over 1000 “I” grades are submitted each semester. Registrar’s staff researched Incomplete grade policies from other institutions and found that our policy was much more permissive than others.
- The proposed regulation attempts to prevent misuse and address problems with this policy. To help administrators monitor possible misuse of “I” grades, the on-line final grade roster can be programmed to require information about the student’s deficient work when an “I” grade is assigned. This information would be collected and made available on the Incomplete Grade Reports (IGR). Department administrators can also refer to the IGR in the event the instructor leaves the university.

PROBLEMS WITH CURRENT REGULATION

- 1) **Student misuse of the ‘I’ grade.** Students who have procrastinated and were unable to meet instructor deadlines often pressure instructors into giving them an ‘I’ and allowing them extra time to complete their work. Likewise, students unhappy with their grade, also request an ‘I’ and do extra work to raise their grade. This increases the work of both the instructor and Registrar’s staff.

Solution:

- o ***Only students with extenuating circumstances can get an ‘I’ grade.*** Students can no longer request an ‘I’ grade from their instructor if they need more time or want to do extra work. This change will affect many athletes who regularly try to improve their GPA (to remain eligible to play) by doing more work.
- 2) **Instructor misuse of the ‘I’ grade.** It is not uncommon for some instructors to give some or all students in their class an ‘I’ because they were unable to finish their grades or have left town. Many do this without student’s knowledge beforehand. Because the ‘I’ remains on the student’s record even after the instructor submits the final grades (grades are changed to I/A, I/B, etc.), many students complain about being penalized for their instructor’s error or tardiness.

Solution:

- o ***Both student and instructor must be in agreement.*** Stating that ‘I’ grades can only be given if both the student and the instructor are in agreement may reduce the number of students receiving ‘I’ grades without their knowledge.
 - o ***Incomplete Grade Reports (IGR) to departmental administrators.*** By requiring that instructors provide information on deficient work for all ‘I’ grades submitted, department administrators would be aware of misuse. They could also use this information if the instructor leaves the university and they must submit a final grade for the missing instructor.
- 3) **Students on Probation.** Because ‘I’ grades are currently reverted in the middle of the semester (6-weeks into the following semester), probationary students are often disqualified and ineligible to enroll for the current semester. By the time of this grade reversion, students have been attending classes for 6 weeks and have received their financial aid. This makes it difficult to cancel a student’s registration. Deans are forced to reinstate students that they may not have otherwise (see L-2-d & L-3 for info on reinstatements required for probationary/disqualified students).

Solution:

- o ***Revert ‘I’ grades at the end of a semester.*** By giving a student one semester to complete their deficient work (not counting summer) and reverting ‘I’ grades at the end of that semester, the probation/disqual calculations for the following semester would reflect these reversion grades.
- 4) **Duplicate work in processing ‘I’ grades.** Grades for students who do not meet the 6-week deadline and don’t file an Incomplete Extension Card are often changed 2-3 times. Of the 1000 ‘I’ grades submitted each semester, over 600 of these are reverted by the Registrar’s Office at the 6-week deadline. Most of these will be changed a second time when the student finally completes their work.

Solution:

- o ***Eliminate the 6-week time limit.*** Giving students only one deadline will reduce duplicate work, eliminate the need for students to file Incomplete Extension Cards, and reduce the number of petitions to grant incomplete extensions after the deadline. Students will have one semester (not counting Summer Session) to complete their deficient work. Because students should only be missing 3 weeks of work (or 1 week for Summer ‘I’ grades), we feel one semester is sufficient time to complete the work.
- o ***Do not allow students more time to complete work after the deadline.*** Final grade deadlines for instructors are detailed in the proposed regulation. If students do not turn their deficient work in time for the instructor to meet this deadline, the student will receive the reversion grade. If the instructor erroneously fails to submit the grade by this deadline and the grade gets reverted, the instructor can file a “grade correction” for up to one year (see newly proposed E-6).

PROPOSED WORDING OF REGULATION F--Grades of "Incomplete"

F-1. A grade of "Incomplete" is assigned only when the student has been in attendance and has done ~~satisfactory~~ passing work up to a time within three weeks of the close of the semester, or within one week of the close of the summer session. It may be assigned ~~in the case of withdrawal from UI only if the withdrawal occurs within the last three weeks of the semester.~~ only upon agreement of the student and course instructor when extenuating circumstances make it impossible for the student to complete course requirements on time (Extenuating circumstances include serious illness, car accidents, death of a family member, etc. It does not include lateness due to procrastination, the student's desire to do extra work to raise his/her grade, allowing a student to retake the course, etc.). Graduate students on probation, see College of Graduate Studies section on Probation, Disqualification, and Reinstatement (Part 4). If a ~~final~~ grade of "Incomplete" is ~~recorded, the instructor specifies in writing on the class roster what the student must do to make up the deficiency. The instructor also specifies the grade that is to be entered on the student's record in the event that the incomplete work is not made up by the deadline.~~ submitted, the instructor will assign a reversion grade in the event the missing work is not completed. The instructor must also specify conditions and requirements for completing the deficient work, as well as any time limits less than one semester. At the end of each semester, the Registrar's Office will send an Incomplete Grade Report (IGR) to the departmental administrators detailing every I grade submitted by their faculty that semester and the conditions for student completion.

F-2. Removal Completion of "Incomplete" Grades. ~~Incomplete work should be made up within six weeks after the first day of classes of the following academic semester (not including summer session). A grade of "Incomplete" that is not removed before that date automatically converts to the grade specified by the instructor on the class roster (see F-1) unless the student previously has filed with the registrar a "Permit for Extension of Time" card, signed by his or her academic dean and the instructor concerned. If the "Incomplete" grade is not removed within the six-week period, the period may be extended once for not more than one calendar year from the date such extension is approved. If an extension is granted and the work is not made up before the expiration date, the grade automatically reverts to the grade specified by the instructor on the class roster. It is the student's responsibility to see that the incomplete work is made up before the expiration date. The instructor must submit a "Removal of Incomplete" card to the registrar within 72 hours following the expiration date. In some cases, a student's eligibility to reregister is contingent on removal of "Incomplete" grades. In such cases, an extension of time for removal of the grades may not be granted. Moreover, if a student becomes academically disqualified (see L) when an "Incomplete" grade is removed, his or her registration may be cancelled. [See E-6 for further discussion on conditions for grade changes.]~~ Final grades for Incompletes received in the Fall semester or Intersession, must be assigned by the last day of the following Summer semester. Final grades for Incompletes received in the Spring semester or Summer Session, must be assigned by the last day of the following Fall semester. When a student has completed the deficient work, the instructor will assign a final grade. An incomplete that is not completed within the time limit specified above would automatically be changed to the reversion grade assigned by the instructor at the time the incomplete was submitted. Instructors may assign a final grade anytime within the time period specified above. In the event the instructor leaves the university, the departmental administrator may assign the final grade. An incomplete remains on the student's permanent record and is accompanied by the final grade, for example, I/A, I/B, I/C, etc.

F-3. "Incomplete" Grades on Record at End of Final Term. A student cannot graduate with a grade of "Incomplete" on his or her record. At the end of the term in which the student ~~applies for a degree will graduate,~~ a grade of "Incomplete" in any UI course on that degree level (undergraduate, graduate, law, etc.) reverts to the grade that the instructor had specified on the ~~class~~ on-line grade roster (see F-1). Reversion grades ~~that replace grades of "Incomplete" at the end of the final term~~ are included in the computation of the student's cumulative grade-point average at graduation. Nonetheless, a student who has graduated may make up the incomplete work within the usual time limit in an effort to raise the grade on the permanent record.

PROPOSED CHANGES TO “FEES AND EXPENSES (PART 2) AND REGULATION “I”

Rationale for these changes

- Currently, fees for other credit opportunities are not consistently charged. Students receiving Experiential Learning credits pay a \$15 filing fee and \$10 per-credit fee. Students receiving credits by a challenge exam pay a \$20 filing fee. Students receiving credit for vertically related courses pay no fee at all. This proposal attempts to be more consistent in charging students for similar credits.
- We are proposing that the \$20 application fee go to the Registrar’s Office to cover the processing of the application and the \$10 per-credit fee go to the College/Department granting the credit.

Proposed Changes to Fees and Expenses Section

Fees & Expenses Section (Part 2)

~~**Advanced Standing Exam Fee (\$20).** Charged for each separate request or petition for extramural credit—except credit for experiential learning (see below)—that is processed subsequent to a student's initial enrollment in the university. This fee applies without regard to the number of credits sought, requested, or granted. Examples of "extramural credit" are: credit by examination (see regulation D-4); credit for technical competence under such catalog entries as PTE 270, 370, 470, 480; and credit for bypassed courses (see regulation I).~~

~~**Experiential Learning Fee (\$15 for filing and \$10 for each credit granted).** The filing fee is charged at the time the student initiates formal action to have his or her work evaluated for the granting of credit for experiential learning (see regulation I-5). The per-credit fee is charged at the time the credit is granted.~~

Extramural Credit Application Fee (\$20). Extramural Credit Fee (\$10 per credit granted). Extramural credits earned under regulation I-2 must pay the application fee to the Student Accounts/ Cashiers Office at the time of application. The per-credit fee is charged to the student’s account at the time the credit is granted.

PROPOSED CHANGES TO REGULATION I

Rationale for these changes:

- **Confusion with term “Advanced Placement.”** The College Board Advanced Placement Exam is nationally referred to as Advanced Placement (AP). Using the term “Advanced Placement” as the regulation heading has caused confusion, since this regulation deals with more than AP exams. We hope to clarify this regulation by re-titling it “Other Credit Opportunities.”
- **Reorganize section.** It is difficult to find information on other credit opportunities in the current Catalog. This proposal attempts to combine all non-classroom type credit opportunities into one section.
- **Add I-1-c.** Although the UI has given credit based on test scores (ACT, SAT, COMPASS), there was no reference to this practice in the Catalog.
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Propose Wording of Regulation I-1

~~I-Advanced Placement for Undergraduates~~ Other Credit Opportunities

(NOTE: See part 2 for special fee for extramural credits.)

I-1. Credit opportunities for exams/high school courses taken prior to becoming a degree seeking UI student.

~~I-3~~ **I-1-a. College Board Advanced-Placement Exams (AP).** Credit is granted for advanced-placement courses completed in high school in which a rating of 5, 4, or 3 is attained in College Board advanced-placement tests. For details, see Registrar’s website, www.uidaho.edu/registrar.

~~I-4~~ **I-1-b. College Level Examination Program (CLEP).** UI grants credit for the successful completion of tests under the College Level Examination Program, as approved for specific courses by UI departments. For minimum scores needed to earn credit, see Registrar’s website, www.uidaho.edu/registrar.

I-1-c. Other Exams. UI grants credit for students who achieve specific scores on the ACT, SAT, and COMPASS exams. See the Registrar’s Website for the minimum scores needed to earn credit.

PROPOSED WORDING OF REGULATION I-2, I-3, AND I-4

Rationale for these changes

- **I-2-a** – Most of these changes attempt to clarify the current procedure. However, in item (5), by deleting the last part, students who previously earned a D or F in a course would be allowed to challenge the course at a later date. This option would not improve the student's GPA, but would allow them to earn credit and possibly satisfy a graduation requirement.
- **I-2-c** – New section on Technical Competency Credits added because it is not addressed in this section of the Catalog. Currently, ACTE charges \$20 for technical competency credits. Students typically receive 29-32 tech comp credits. With the proposed extramural credit fees, students will pay \$310-340 for these credits, which is still less than two semesters of student expenses (tuition, books, etc).
- **I-2-d** – “When subject mastery of the bypassed course...” is being removed because it is confusing. Some students think that a ‘C’ is not enough, and that they must also demonstrate “essential understanding.”
- **I-3 & I-4** – Removing the references to “advanced-placement”. Nationally, “advanced placement” refers to the College Board Advanced Placement Exams, nothing else.
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Proposed Changes

I-2. Credit opportunities while a degree-seeking student at UI.

~~D-4~~ **I-2-a. Challenged Courses (Credit by Examination).** Degree-seeking students may challenge UI lecture and associated laboratory courses--earn credit by examination--as follows:

~~D-4 d. Students must submit evidence to the instructor that they have sufficient knowledge to challenge a course. They must receive permission from the instructor of the course, from the department administrator of the department in which the course is offered and by his or her academic dean to challenge a course.~~

(1) Students must receive permission from the course instructor, from the administrator of the department in which the course is offered, and from his/her academic dean to challenge a course. Applications to challenge a course are available on the Registrar's Website. The application must be signed and the application fee paid to the Student Accounts/Cashiers Office (see part 2 for special fees for extramural credits). The form is then returned to the Registrar's Office. The registrar checks the student's record to confirm if the student is eligible to challenge the course and notifies the instructor or student accordingly.

~~D-4 e~~ (2) Undergraduates must score C or higher to pass and obtain credit. Graduates ~~students~~ must score A or B to pass and obtain credit. A passing grade is entered as P and is not included in grade-point computations. The student's account will be charged the appropriate per-credit fee at the time the credits are recorded on the student's transcript (see part 2 for special fees for extramural credits). If a student does not meet these standards, no entry is made on the student's record and no per-credit fee is charged to the student's account.

~~D-4 f~~ (3) Results of the challenged courses must be forwarded to the registrar no later than the beginning of the last week of the semester. ~~In the case of graduate students, the results are sent to the registrar via the chair of the student's major department and the vice provost for research and graduate studies.~~

~~D-4 a~~ (4) No examinations under this regulation may be conducted during the last two weeks of any academic session.

~~D-4 b~~ (5) Students are not permitted to challenge a prerequisite course after having completed the advanced course ~~or to challenge a course after already having received a grade in it. (See I-)~~

~~D-4 e~~ (6) Credit in courses offered by the College of Law may not be obtained by this procedure.

~~I-5~~ **I-2-b. Experiential Learning Credit.** With the approval of an ad hoc committee consisting of representatives from the colleges and departments involved (convened by the registrar) and payment of the applicable fees ([see part 2 for special fees for extramural credits](#)), an undergraduate may be awarded lower-division and/or upper-division (100-499 series) credit in recognition of university-level knowledge or competence gained in work and life situations outside of UI's jurisdiction, mass media, and independent reading and study. Examples of work and life situations outside UI's jurisdiction include knowledge or competence gained in business, industry, government, or community agencies; or through travel or private study; or while studying at a proprietary or non-accredited institution. Petitions for such credit must be approved by the student's departmental administrator and academic dean, and must be supported by such evidence as is needed to provide a sound basis for evaluating the student's achievements. Credits granted under this regulation are recorded as experiential learning and a grade of P is assigned. *The department through which the degree is to be granted will determine the applicability of credits earned through experiential learning toward the satisfaction of specific degree requirements.* (See J-5.) Petition forms for experiential learning credit are available on the Registrar's website, <http://www.uidaho.edu/registrar>.

I-2-c. Technical Competency Credit. [Technical competency credits may be gained from experience in areas of concentration related to bachelors degrees in professional-technical education or industrial technology. Grades of P for the successful completion of ITED/PTE 270, 370, 470, PTE 480, and ITED 490-492, are normally recorded on a student's transcript during their last semester or upon completion of all degree requirements. A maximum of 32 credits may be earned in a combination of ITED 270, 370, 470, 490, 491, 492 or PTE 270, 370, 470, 480. Applications and instructions for technical competency credits are available at the Division of Adult, Counselor, and Technology Education. See Part 2 for special fees for extramural credits.](#)

~~I-4~~ **I-2-d. Credit for Vertically Related Courses.** With prior approval by the administrator of the department concerned, undergraduate degree-seeking students may bypass an elementary course and enroll in a higher vertically related course. ~~When subject mastery of the bypassed course is regarded by the department to be essential to the understanding of the advanced course, the student~~ **Students** with a C or better in the advanced course **is are** eligible to receive credit and a grade of P for ~~any bypassed courses in the same subject matter area.~~ **the lower vertically related courses in the same subject matter. Vertically related courses are listed in Part 6. Applications to receive credit for vertically related courses are available on the Registrar's website, <http://www.uidaho.edu/registrar>. See part 2 for special fee for extramural credits. Advisors should make sure that students are aware of this opportunity for obtaining ~~advanced-placement~~ credit.**

~~I-2~~ **I-3.** Students who have completed courses at other institutions after bypassing lower vertically related courses, but have not been awarded ~~advanced-placement~~ credit **for those bypassed courses**, will be granted such credit on completion of a yet higher vertically related course at UI.

~~I-6~~ **I-4.** ~~Advanced-placement credit~~ **With the exception of experiential learning credit, other credit opportunities (such as those listed in I-1 and I-2)** granted by other accredited institutions will be honored on transfer to UI. Students ~~who have had advanced-placement credit granted by~~ **with similar credits from** non-accredited educational sources may submit a petition to have their ~~advanced-placement~~ credit reviewed for transfer to UI.

PROPOSED CHANGES TO REGULATION J-6

Rationale for these changes

- At the request of the Associate Dean’s Group, the sentence allowing students to use past catalog issues (as long as they were degree-seeking at another university), is being removed. They felt that students should enter the UI under the curriculum effective at that time, rather than an “older” curriculum that was effective prior to the student entering the UI.
- If a student is not enrolled at the UI for 2+ years, they must be re-admitted in order to register at the UI again. The admissions office re-admits these students under the Catalog current at the time of re-admission. A sentence is being added to inform students of this practice.
- Another sentence is being added to clarify of how long a student can use the degree requirements of a Catalog issue. Students often think they can use a catalog for 7 years from the semester they start, which means that a Catalog would have different end dates, depending upon which semester a student begins.
 - o The proposed regulation tries to clarify that the Catalog itself is active for 7 years. Once the 7 years are up, the Catalog expires and the student must choose an active catalog.
 - o A Catalog becomes effective at the start of the summer session. The wording, “The first Monday following spring graduation” is used to avoid confusion as to which summer session it starts (i.e. regular session, early session, or late session).

Proposed Changes

J-6. Assignment of Curricular Requirements (Catalog Issue). In addition to fulfilling the general university requirements for degrees, candidates for baccalaureate degrees must satisfy the particular requirements specified for their curricula. The pertinent requirements are those contained in the UI catalog issue that was in effect at the time of, or subsequent to, the candidate's ~~enrollment admission and re-admission~~ as a degree-seeking student at UI ~~or another institution accredited by one of the regional agencies, such as the Northwest Association of Schools and Colleges. In any case, the catalog issue designated must have been in effect within seven years of the date on which the candidate is to receive the degree.~~ The earliest catalog issue available to students re-admitted as a degree-seeking student at the UI is the most recent catalog at the time of re-admittance. A catalog issue is valid for a maximum of seven years from its effective date. The effective date of a catalog issue is the first Monday following spring graduation.

Example – not for the catalog:

For example, the 2001-2002 Catalog has the lifespan detailed below and will expire when the Spring 2008 semester ends.

Summer 2001 – Spring 2002	Year 1
Summer 2002 – Spring 2003	Year 2
Summer 2003 – Spring 2004	Year 3
Summer 2004 – Spring 2005	Year 4
Summer 2005 – Spring 2006	Year 5
Summer 2006 – Spring 2007	Year 6
Summer 2007 – Spring 2008	Year 7

PROPOSED CHANGES TO REGULATION J-2 and J-7

Rationale for Changes in Regulation J-2

- The current regulation is indiscriminate, not specific to major requirements or course levels, and difficult to interpret and calculate. Chronological order of courses and campus location are determining factors. The proposed regulation is simpler, as the chronological order of courses and student campus are no longer considered (except for the Idaho Falls B.S.Ag.Ec. degree).
- Under the current regulation, students can satisfy the 32 UI credit requirement without earning any upper-division credits at the UI. (Recently, a student applied for a UI degree *with two majors*. This student satisfied J-2-a prior to transferring to another institution and completed the majority of the required upper division courses *for both majors* at the other school, this student transferred these credits back and graduated from the UI.)
- Under the current regulation, students who do not satisfy J-2-a, but who have completed their major requirements at UI, must petition before their final credits can be completed at another institution. (Often, students will complete 3+ years at the UI and want to transfer to another school in their final semester, if they have not satisfied J-2-a prior to transferring, they must petition to graduate with less than 32 credits in residence).
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Proposed Change in Regulation J-2

J-2. UI Course Requirements.

J-2-a. ~~After a student has completed 88 credits, he or she must complete a minimum of 32 credits in UI courses. A student must earn a minimum of 32 upper division credits in UI courses.~~ No credits awarded for independent study, bypassed courses, credit by examination, College Level Examination Program (CLEP), or experiential learning can be counted among these 32 UI credits. Exceptions to this requirement are ~~stated below; exceptions are also~~ made for study abroad and student exchange programs with prior approval by the student's academic department and dean.

~~J-2 b. Candidates for baccalaureate degrees at UI centers away from the Moscow campus and candidates whose curricula specifically include a distance learning component or require the completion of courses offered by institutions other than UI are exempt from the requirement stated in J-2 a. Instead, they must complete a minimum of 32 of the last 64 credits in UI courses other than those offered by correspondence study.~~

~~J-2 c. Candidates for the B.S.Ed. degree in vocational education are exempt from the requirement stated in J-2 a; instead, they must complete a minimum of 64 credits in UI courses other than those offered by correspondence study.~~

~~J-2 d~~ J-2-b. Candidates for the B.S.Ag.Ec. degree with a major in agribusiness at the University of Idaho Center, Idaho Falls, are exempt from the requirement stated in J-2-a. Instead, they must complete a minimum of 32 of the last 64 credits in courses taught at the University of Idaho Center, Idaho Falls, and they must complete a minimum of 18 of the last 64 credits in courses taught by the University of Idaho.

Rationale for Changes to Regulation J-7

- Changes to J-7-b and c are being proposed to require students to take credits specifically at the undergraduate level in order to receive a second bachelor's degree. (In the past, students have satisfied this requirement and received a second bachelor's degree using credits taken as a UI graduate or law student.)
- **To be consistent with the proposed changes to regulation J-2, J-7-c should also require that the 32 UI credits be upper-division.**

Propose Change to Regulation J-7

J-7. Second Baccalaureate Degree.

J-7-a. Students may concurrently pursue two different majors leading to two different baccalaureate degrees (e.g., B.A. and B.S.Ed.) from UI by working to fulfill the general university requirements for one degree and the departmental and college subject-matter requirements for each. For exceptions to this regulation, see notes with the curricula in general studies and agricultural science and technology in parts 4 and 5, respectively. Students who plan to pursue two degrees concurrently should develop a schedule of studies that combines the degree requirements and present it to the dean(s) of the college(s) concerned as early as possible, preferably before the end of the junior year.

J-7-b. Students who have earned a baccalaureate degree at UI and who wish to complete the requirements for a different major and receive a second baccalaureate degree must earn at least 16 credits [as an undergraduate student](#) in UI courses other than those offered by independent study after the receipt of the first degree and fulfill the departmental and college subject-matter requirements for the second degree. (See B-9.) Students may return to UI and earn a second degree carrying the same name as one previously granted by UI so long as the requirements for a different major are satisfied and the students earn at least 16 credits [as an undergraduate student](#) in UI courses other than those offered by independent study after the receipt of the first degree. For exceptions to this regulation, see notes with the curricula in general studies and agricultural science and technology in parts 4 and 5, respectively. This regulation does not apply to students who were concurrently pursuing two different degrees under regulation J-7-a or to students who were concurrently pursuing two different majors under regulation J-8.

J-7-c. Students who have a baccalaureate degree from another recognized institution and who wish to earn another baccalaureate degree at UI must earn a minimum of 32 credits [as an undergraduate student](#) in [upper division](#) UI courses other than those offered by independent study after the receipt of the first degree and fulfill the departmental and college subject-matter requirements for the degree. (See B-9.)

PROPOSED CHANGE TO REGULATION K-1

Rationale for Changes to Regulation K-1

The changes to Regulation K-1 (Graduation with Honors) are being proposed because under the current regulation, students enrolled at the branch campuses have difficulty meeting the 56 UI credit requirements for academic honors at graduation. Many of these are transfer students whose UI and overall GPA's meet the GPA criteria for honors, however because they do not have 56 UI credits, they cannot graduate with honors.

The goal of this revised regulation is to maintain the standard for academic honors while providing the opportunity to recognize off-campus students who have consistently been honors students throughout their academic career.

Under the revised regulation, by requiring that a student's UI GPA must meet the GPA honors criteria in both conditions 1 and 2, this insures that the student must first be an honors student at UI. Then, by also requiring the overall GPA (for students with 32-55 UI credits) to meet the GPA honors criteria, this would insure that transfer students were honors students at their other institutions as well.

Also the following changes are being proposed to clarify the regulation:

- Reference to student exchange programs is being deleted because grades for a student's exchange program are recorded as transfer work, which are not included in the UI GPA.
- Reference to 88 credits in law is being deleted to simplify the regulation. All law students must have at least 88 credits in Law to graduate. According to the Law School, there is no minimum number of UI credits, they just need to meet the GPA breakdown for honors.

Proposed Change to Regulation K-1

K-1. Graduation with Honors. Candidates for baccalaureate degrees are graduated with honors if [they satisfy ONE of the following conditions:](#)

- 1) Their cumulative [UI](#) grade-point averages are as specified in K-1-a, K-1-b, or K-1-c and they have earned at least 56 credits in University of Idaho courses [OR](#)
- 2) [Both their cumulative UI grade-point averages AND their grade-point average from all sources \(the overall GPA on Banner\) are as specified in K-1-a, K-1-b, or K-1-c, and they have earned at least 32 credits in University of Idaho courses.](#)

No credits earned through independent study, bypassed courses, credit by examination, College Level Examination Program, or technical competence may be counted among the 56 [or 32](#) credits. ~~*With prior approval by the student's academic dean, credits earned in special programs, such as study abroad and student exchange programs may be counted.*~~ Candidates for the degree of Juris Doctor are graduated with honors under the same conditions, except ~~*that at least 88 credits in law courses are required and*~~ the grade-point average considered is based exclusively on the student's record in the College of Law. Honors are not awarded with degrees earned through the College of Graduate Studies.

K-1-a. Candidates whose grade-point averages would place them within the top 3 percent of graduates from their respective college over the preceding five years are graduated summa cum laude (with highest distinction).

K-1-b. Candidates whose grade-point averages would place them within the top 6 percent (but below the top 3 percent) of graduates from their respective colleges over the preceding five years are graduated magna cum laude (with great distinction).

K-1-c. Candidates whose grade-point averages would place them within the top 10 percent (but below the top 6 percent) of graduates from their respective colleges over the preceding five years are graduated cum laude (with distinction).

PROPOSED CHANGE TO REGULATION L-4

Rationale for Changes to Regulation L-4

- Changes to L-4-d attempt to clarify the current interpretation of this regulation. The academic dean's do not wish to complete paperwork to reinstate students who are improving each semester.
- L-4-e is not currently enforced. Students on first disqualification only need to sit out for one semester and do not need to be re-admitted in order to register. Because of this, students are not required to report their attendance at another institution while sitting out from the UI, nor their GPA at that school.

Proposed Change to Regulation L-4

L-4. Reinstatement for Undergraduates.

L-4-a. After a first disqualification, students may be reinstated (i.e., have their eligibility to continue restored) by petition to and favorable action by the college in which they are enrolled OR by remaining out of UI for at least one semester. Summer does not qualify for a semester lay-out period.

L-4-b. After a second disqualification, students may be reinstated at any time only by petition to and favorable action by the college in which they are enrolled.

L-4-c. Students disqualified for a third time may be reinstated only after successful petition to the college in which they are enrolled and the Academic Petitions Committee.

L-4-d. Students who have been reinstated may continue to ~~be reinstated with the approval of the dean of the college in which they are enrolled~~ register on probation so long as they attain a 2.00 or better grade-point average for each semester following ~~the first a~~ disqualification, even if their cumulative UI grade-point average is below the minimum required.

~~L-4-e. Students who attend another institution while under a first disqualification at UI will have an automatic reinstatement at UI if they maintain a grade point average of 2.00 or higher at the other institution (see L-4-a). If a grade point average of 2.00 or higher is not maintained, the student must meet the requirements applying to the admission of transfer students in order to reenter UI.~~

L-4-f ~~e~~. Students who are disqualified and reinstated are reinstated on academic probation.

PROPOSED CHANGE TO REGULATIONS O-3 and O-4

Rationale for Change to Regulations O-3 and O-4

The changes to Regulations O-3 and O-4 (Application for Degrees and Commencement) are being proposed for the following reasons:

- Undergraduate students must meet with advisors prior to registering for classes. The process of determining the final semester classes fits logically with the process of completing and filing the application for degree.
- Currently students only have the first two weeks of the final semester to pick up and pay for the application for degree, meet with their advisor or major professor, identify remaining requirements, and secure all signatures. This is done as both students and advisors are busy adjusting to the first two weeks of classes. With this new proposal, students would have the entire advising period (nearly 2 full months) to complete the graduation application process.
- Graduating students would be identified earlier and commencement related information could be directed to them earlier.
- Deficiencies would be caught in time for students to make adjustments to their class schedules.
- Reference to binding and microfilming fees for thesis/dissertations is being added (per request from the College of Graduate Studies).

Proposed Changes - Application for Degrees (O-3) and Commencement (O-4)

O-3. Application for Degrees. In the semester preceding the completion of degree requirements, Candidates for degrees must, ~~at the beginning of the last semester or summer session in residence,~~ pay the diploma fee (graduate students may also need to pay a binding and microfilming fee) and file an application with the dean of the ~~division~~ college through which the degree is offered. If two degrees are to be received concurrently, separate applications must be filed with the dean(s) of the ~~division~~ college(s) concerned. The application must be filed with the dean after the diploma, binding, and microfilming fees ~~has~~ have been paid at the Student Accounts/Cashiers Office. (See “Fees and Expenses” in part 2.) ~~The last day for filing applications for degrees is the beginning of the third week of the semester or the beginning of the second week of summer session.~~ The deadline for filing applications for degree without a late service charge, is the final day of the Fall semester for degrees to be awarded in May, and the final day of the Spring semester for degrees to be awarded in August or December.

O-4. Commencement. Formal commencement exercises are held at the close of the fall and spring semesters; however, diplomas are also issued at the close of the summer session to such candidates as have completed their graduation requirements at that time. All students who graduate in the summer, fall, or spring are entitled to participate in the commencement exercises. ~~At the beginning of the semester in which graduation requirements are completed,~~ students must indicate on their application for degree whether they intend to participate in the formal commencement exercises so that appropriate arrangements can be made. Reservations for caps, towns, and hoods must be made by the date specified by the registrar. Diplomas are ready about twelve weeks after the end of the academic session in which graduation requirements are completed.