ACADEMIC POLICIES & PROCEDURES

Academic Year

The academic years consists of three semesters: Fall, Spring, and Summer. Fall and Spring are 15 weeks long are are followed by a 5-day final exam period. There is a Fall Break around the middle of the semester, and a three-day Thanksgiving Holiday. Spring includes a week-long Spring Break, usually near the middle of the semester. Summer has various terms from 5 - 14 weeks, with schedules adjusted to equal the time required in Fall and Spring scheduled, and does not have a separate final exam period.

Non-Traditional Terms

Traditional semesters are the Fall and Spring 15-week semesters. Summer, block, and other non-traditional semesters will have Wait-list, add, drop, audit, payment, and withdrawal deadlines assessed proportionally. Consult each semester’s course schedule or contact the Registrar’s Office for specific deadlines.

Full-Time Students

A full-time student is enrolled in 12 credits per semester. Most financial aid requires students to be enrolled in 12 credits to receive full benefits, although some academic scholarships require 15 credits per semester.

In order to graduate with a bachelor’s degree in four years, students will need to enroll in at least 15 credits during each Fall and Spring semester or take additional credits in Summer.

Excess Credit

- Maximum registration is 20 credit hours per semester.

To register for excess credit (over 20 credits per semester) requires a minimum cumulative 3.0 GPA and permission from one of the following:
  - Department Chair of student’s declared major.
  - Director of Academic Advisement Center.
  - University Registrar.

Additional tuition is assessed when students register for 21 or more credits. See Tuition and Fee schedule in this catalog.

Classes / Credits

DSU is required by Federal regulations to comply with these minimum standards for a semester credit hour:

1. One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of term length.

Students should plan to spend 2 hours on coursework outside of class for each hour they spend in class for each college credit. For example, a 3 credit course meets for 3 hours and requires an average 6 additional hours of work outside of class.

2. At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution, including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours. Some instructional types require more hours.

3. Courses without direct faculty instruction, including independent study, require a minimum of 45 hours of work during the semester per credit.

Class Level

Registration is open to students by class level, which is calculated by the number of completed credits:

- Freshman 0-29 credits.
- Sophomore 30-59 credits.
- Junior 60-89 credits.
- Senior 90 or more credits

Definitions

- Placement refers to placement scores such as the ACT, SAT, or Accuplacer (which can be taken in the DSU Testing Center).
- Prerequisite courses must be completed before beginning the next course, sometimes with a specific grade requirement. Some courses may also require that a student be enrolled in specific academic program or have a specific academic status (junior or senior, for example).
- Corequisite courses must be taken during the same semester.
- Academic standing refers to a student’s cumulative and semester GPA. Students whose cumulative or semester GPA falls below 2.0, or who do not improve their GPA to 2.0 or higher in subsequent semesters, will be placed on low academic status which will impact the student’s ability to register for classes.

Adding Classes

- Students should register as soon as possible because availability is limited.
- Students may add classes once registration has been opened for their class level (senior, junior, etc.) through the 5th day of that semester.
- To add a class after the 5th day of the semester, students must submit an ADD card with the instructor’s signature to the Registration Office.
- No class may be added after the end of the 4th week of the semester.
- An instructor’s signature on an add card will NOT override placement / prerequisite criteria. To override those requirements, the additional signature of the appropriate department chair or dean is required. Chairs and deans are listed in the academic program section of this catalog.
Attendance at all class sessions is a significant predictor of college success, and attendance is required in many courses. If a student must be absent from a class due to illness or another personal issue, s/he should work with the instructor to stay current.

A student may not attend classes if the official course roll does not include his/her name.

No one other than officially enrolled students may attend class unless the instructor gives express permission.

Administrative Drops

A student may be administratively dropped from a class or all classes for the following reasons:

1. Not attending a class on the first day of class without receiving permission from the instructor.  (See Attendance above)
2. Registering for courses for which the prerequisites are not met.
3. Neglecting to pay all tuition and fees by the end of the third (3rd) week of the semester.
4. A registration hold was overridden incorrectly.
5. As part of sanctions imposed through the Student Code.

IMPORTANT NOTES: There is no guarantee a student will be dropped for non-attendance.

• It is a student’s responsibility to drop classes s/he doesn’t attend and to verify the accuracy of his/her class schedule.

• Not all instructors drop a student who never attend a class, although they are encouraged to do so.

• Administrative drops may affect minimum load requirements, financial aid status, graduation requirements, or other areas.

• Once a student registers for a class, tuition and fees are assessed, even if the student does not attend any class meetings.

• Registering for a class but never attending will impact a student’s financial aid eligibility.

Administrative Drops for Non-Payment

At the beginning of the fourth (4th) week of a semester, a student’s classes may be dropped for non-payment because s/he has an outstanding balance due to the University.

If a dropped student wishes to continue his/her classes during that semester, the overdue balance must be cleared, either by payment in full or enrollment in a payment plan.

After clearing the balance, the dropped student should go to the registration Office in the Holland Centennial Commons, bringing the Cashier’s Office receipt showing payment in order to begin the reinstatement process.
**Auditing Classes**

Auditing enables a student to attend a class without receiving a grade or credit. A student who chooses to audit a class must pay all applicable tuition and fees, but no grade or credit will be issued. Once a student has requested a class be changed to audit status, a grade of AU will be issued.

- A student may enroll in a class as an audit according to the ADD deadlines and procedures.
- A student already enrolled in a class may change that class to an audit through the end of the first (1st) week of the semester.
- A fee will be charged for changing a course to audit status beginning the second (2nd) week of the semester.
- The request for audit status cannot be reversed.
- Students should determine the impact changing a course to “Audit” will have on his/her financial aid.

**Complete Withdrawal from the University**

A student who experiences serious personal issues (medical, psychological, financial, family, etc.) can request a complete withdrawal from all classes through the end of the 12th week of the semester.

- Complete withdrawal must be from ALL classes, not an individual course or courses.
- Complete withdrawals may be requested online in the Add/Drop section of the student registration system.
- Complete withdrawal may affect a student’s financial aid. Any possible refund for a complete withdrawal would be issued according to the deadlines published in each semester’s course schedule.

**Leave of Absence (LOA)**

- Undergraduate students are eligible to register for up to one calendar year from the last term of enrollment.
- A Leave of Absence (LOA) allows current students who have attended at least one semester and are in academic and financial good standing to extend enrollment eligibility for a maximum of seven consecutive semesters (including summers) after the last term of enrollment. Students granted LOA will not need to reapply or pay a readmission fee and may, in some circumstances, retain an awarded scholarship.
  -- First-time freshmen, transfer students, and readmitted students may not request a LOA, but may apply for Deferred Admission. See Deferred Admission in the Admissions section of this catalog.
- Application for LOA must be submitted before the first day of classes for the semester in which the Leave of Absence will begin.

- A LOA may be granted for the following reasons:
  -- Serving a humanitarian or religious mission
  -- Medical problems
  -- Financial or employment-related issues
  -- Military service
  -- Family responsibilities
- If a student is granted a LOA, the student will not be required to apply for readmission during the period of the leave or for the first semester immediately following that leave.
- Students requesting a LOA who also have been awarded a scholarship may request a deferment of that scholarship for the same length of time.
  -- Out-of-state tuition waivers may not be deferred, but students granted such a waiver who are granted LOA will receive first priority for such a waiver upon their return, pending eligibility and program restrictions.
- It is a student’s responsibility to register for the semester following a LOA. If desired, the student may designate someone to register for classes for him/her prior to his/her return.
- If a student does not register for courses in the term indicated on the request for LOA, the student will forfeit any scholarship or waiver rights and need to apply for readmission.
- A student may not request a LOA to attend any other post-secondary institution, including a university, college, or technical/vocational school.

**Leave of Absence Checklist**

1. If you plan on taking a Leave of Absence (LOA), plan coursework that you take before the leave appropriately. Mathematics courses and exams taken as a prerequisite to another Math class are only valid for two years. You may have to retake a Math class or re-test when you return.
2. Complete and submit LOA form and Scholarship deferment form if applicable. Forms are available at http://www.dixie.edu/registration/?page=Forms.
3. If you want someone else to be able to register you for classes before you actually return to campus, you must designate that individual using the LOA form.
4. Meet with an academic advisor to determine a plan for your return, including the courses you will take when you re-enroll.
5. Complete any courses graded “I”, which will automatically become “F” grades one year after that grade was issued.

**Returning from a Leave of Absence**

1. Contact the Admissions and/or Scholarship office to determine if additional or updated information needs to be submitted.
2. Register for classes to take during the first full semester after your return. If you decide to re-enroll at DSU prior to your anticipated return date, contact the Admissions Office.

3. Retake the Accuplacer placement exam if needed for Math prerequisites.

4. Meet with an academic advisor to create an academic plan to review updated or new program or graduation requirements.

5. If you learned a foreign language while on your leave of absence, you may be eligible to earn up to 16 credits by taking an exam and/or course. See the Foreign Language Program section of this catalog for more information.

Incomplete (“I”) Grades

According to DSU Policy, a grade of “Incomplete” (“I”) may be issued ONLY in the following circumstances:

- The student has completed a substantial portion of a course and is unable to complete the coursework for a legitimate reason (e.g. serious illness or accident).
- The student is passing the course and needs to complete less than 20% of the coursework.
- Copies of the incomplete contract, signed by the instructor and the student, must be submitted to the appropriate department chair and the Registrar’s Office no later than the third week of the following semester.

An “I” grade must not be used in a way that will permit a student to retake the course without paying tuition.

- A student who receives an incomplete does not re-register for the class. If the situation requires that the student sign up for the class again, the instructor should give the grade that was earned. Ordinarily, completing the coursework will not require that a student attend class or complete the work by attending class.

Once the student has completed the coursework, the instructor must submit a Grade Change form to the Registrar’s Office.

- If the student does not finish the work or if the instructor does not submit a Grade Change form within one calendar year, an “I” grade will be changed to an “F” grade by the Registrar’s Office.
- Instructors may institute deadlines of less than one calendar year for the completion of coursework.
- An “I” grade will affect a student’s financial aid in future semesters.
- An “I” grade received in the semester a student is scheduled to graduate will delay graduation and may require a new graduation application and fee.

Grade Changes

According to DSU Policy, grade changes may be made ONLY in the following circumstances:

- An incorrect grade was entered. If a student claims a grading error, s/he must notify the instructor no later than the last day of the following semester, excluding summer semester. Faculty are responsible for submitting a Grade Change form to the Registrar’s Office.
- Instructors may institute deadlines of less than one calendar year for the completion of coursework.
- An “I” grade will affect a student’s financial aid in future semesters.
- An “I” grade received in the semester a student is scheduled to graduate will delay graduation and may require a new graduation application and fee.

Grades

Instructors must enter course grades by 5:00 p.m. on the second working day after the last final exam of the semester.

- Grades are available by logging in to Student Services under MyDixie on the DSU home page.
- A student must complete the On-Line Course Survey (often referred to as “student evaluations”) for each course to view grades at the end of a semester. A student who chooses not to complete the On-Line Course Surveys for all classes will be delayed in accessing his/her grades.
- A student must be in good standing (have no unpaid obligations to the University or other hold on their records) to view grades.

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* does not impact GPA
A student’s Exception to Policy Petition has been granted or Academic Appeal has been approved. Exception to Policy petitions must be received within four (4) calendar years of the grade being issued. Academic Appeals for a semester grade must be filed within 20 days of the final grading deadline for that semester.

Repeating a Course for a Higher Grade

If a student wants or needs to repeat a course for a higher grade, s/he must register and pay tuition and fees for the repeated class. The most recent grade earned in any course will be used in GPA calculations.

Previous grades and credit hours for the a repeated course remain on the student’s transcript, but are not calculated in the GPA or total hours completed. Credit hours for repeated courses will be counted only once toward graduation and other requirements. Some programs may have limitations on courses which can be repeated for a higher grade. In addition, a student’s financial aid may be impacted by repeating courses.

A student may repeat a course for a higher grade in the following circumstances:

1. The course was originally taken at Dixie State University and was repeated at DSU. If the course prefix and number are the same, the most recent grade earned in a course will automatically replace a previous grade.
2. The course, originally taken at another institution, articulates to a DSU course as determined by an existing articulation agreement or the appropriate DSU department chair.
3. The course, originally taken at DSU, was later repeated at another institution. If a course repeat is taken at another institution, the course must articulate to the previously taken Dixie State University course as determined by an existing articulation agreement or the appropriate DSU department chair. The student must submit an official transcript from the other institution.

Final Exams

The Final Exam period for each semester is posted online and in each semester’s schedule. Instructors are required to have a graded class activity during the final exam period for each class. Students are strongly discouraged from requesting early final exams, and such requests will only be granted in extreme circumstances. Permission to take an early final examination requires completion of the Early Final Exam request form, including documentation of severe circumstance requiring the accommodation, and must be approved by the course instructor and the appropriate Dean or his/her designee.

Transfer Credit

Students transferring to Dixie State University must supply an official transcript either in an envelope sealed by an official of the sending institution or by authorized electronic means. A student’s official transcript will be evaluated by the Registrar’s Office after the student has been matriculated into a degree program to determine the applicability and transferability of credits. Transfer credits are calculated in a student’s cumulative GPA.

To be accepted as transfer credit at DSU, transfer credits must be college level (not remedial, developmental or pre-college) and must be completed with a grade of D- or above. Where no articulation agreement exists, Dixie State University academic departments determine course equivalencies in their subject areas. Transfer credit may be limited based on institutional accreditation or existing articulation agreement (or lack thereof), and in amount or by age by a Dixie State University academic department. Students may be asked to supply information from a college or university catalog, bulletin, syllabus, and/or course outline to aid in the evaluation of a transcript or a specific course.

Transfer credit may be accepted from other institutions for the purpose of posting a grade repeat for a course already taken at Dixie State University, providing the transfer course is equivalent as established by either an articulation agreement between the two institutions or approval by the appropriate department chair.

Transfer credit earned at a 1000 or 2000 level usually does not substitute for a 3000 or 4000 level class at Dixie State University. Exceptions may be permitted when the course is equivalent to the Dixie State University class and require the approval of the director/dean who administer the program that controls that course prefix.

The University reserves the right to deny credit for courses that are not compatible with those offered in its academic programs. For example, courses that provide religious instruction in a particular doctrine and courses offered for non-credit continuing education units will not be awarded Dixie State University credit.

Students who have fulfilled the General Education requirements at a regionally accredited institution will be considered to have fulfilled the General Education requirements at Dixie State University. Students from non-USHE institutions must meet Dixie State University and Utah Board of Regents requirements in three core areas: American Institutions, English Composition, and Mathematics.

General Education fulfillment is exemplified by either receipt of an Associate of Arts or Associate of Science degree or a Utah System of Higher Education (USHE) Registrar’s “Letter of Completion” verifying completion of that institution’s General Education requirements.

Students who have completed DSU’s General Education requirements and want to transfer to another institution, can receive a Utah System of Higher Education Registrar’s “Letter of Completion” verifying completion of DSU’s institutional General Education requirements. It is not necessary to complete an associate or art or associate of science degree to receive a “Letter of Completion”.

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Exception to Policy Petition / Academic Appeals
A student may request an exception to a policy, as follows:
- The Exception to Policy Committee accepts petitions of deadlines and fees.
- The Academic Appeals Committee accepts appeals of Academic actions, General Education requirements, and graduation requirements

Required forms are located on the Registration web site: http://www.dixie.edu/registration/?page=Forms.

Credit by Examination
Dixie State University awards credit for knowledge and competencies as measured by standard examinations such as the Advanced Placement program (AP) and the College Level Examination Program (CLEP). Specific exams, subject areas accepted, and the minimum score requirements and the amount of credit granted are posted below.

Conditions for receiving credit by examination:
- Students must be admitted and currently enrolled at Dixie State University to receive any credit by examination.
- A fee is assessed for posting credit by examination to a transcript.
- Credit may not be received more than once for the same course.
- If a student has ever received a grade, including a “W”, in a course for which credit by exam is awarded, the credit by exam option is no longer available. A credit by exam cannot replace a course grade.
- All credit received for examinations is graded “P” (Pass).
- Credit earned by exam can be used to fulfill General Education requirements as appropriate other than the Global & Cultural Perspectives requirement which can never be fulfilled by an exam.
- DSU will award no more than a combined maximum of 32 total credits for the following:
  - Advance Placement credit (AP)
  - College Level Examination Program credit (CLEP)
  - Foreign Language Achievement Testing Services credit (BYU FLATS)
  - International Baccalaureate credit

Specific exam scores and course credits awarded are listed in the Registration section of this catalog.

Testing Out of a Class
If a student is registered in a class, with instructor approval s/he may test out of the class, stay on the roll, and receive a letter grade submitted by the instructor at the end of the term on the regular grade report. Test-out credit will not count toward the credit by examination limit.
Vertical Credit for Foreign Language Classes

Vertical Credit is only awarded to advanced foreign language students and is not available for other types of classes. After passing an advanced foreign language class with a C grade or higher, up to sixteen (16) credits of vertical credit may be received for the courses that are preparatory to the advanced class using the following procedures and guidelines:

- The Registrar’s Office receives a Vertical Credit Request form signed by the department chair and the instructor who taught the advanced class.
- A posting fee is paid at the Cashier’s Office, and the receipt is presented to the Registrar’s Office.
- After the above steps are completed, ungraded elective or General Education foreign language credit is awarded for the preparatory foreign language course(s).

See the Foreign Language section of this catalog for more information.

General Education Letter of Completion

A student who completes DSU’s General Education requirements and has a minimum cumulative 2.0 GPA may request a General Education “Letter of Completion,” which will be accepted by other Utah System of Higher Education (USHE) institutions in fulfillment of General Education requirements in the same manner as an associate of science or associate of art degree. Under the authority of the Registrar’s Office, the Academic Advisement Center may issue a General Education Letter of Completion to eligible students.

According to Utah Board of Regents policy R470, a student who transfers to DSU and completes DSU’s General Education requirements must meet the institutional residency requirement of 20 lower-division credits and have a minimum cumulative 2.0 GPA in order to receive a General Education Letter of Completion.

Repeatable for Credit Courses

Courses marked with an “R” (example: PEHR 1088R) are repeatable for credit up to a maximum number of credits specified in the catalog course description. There are also limits on the total number of credits of specific types of courses, including “repeatable for credit” courses, that a student may use to meet graduation requirements.

The total maximum for all repeatable for credit, internship, co-op, independent study, and activity courses that can be counted toward graduation requirements is as follows:

Associate’s degrees:
- 12 credits co-op.
- 15 credits total of co-op, internships, and independent study combined.
- 12 credits repeatable for credit.
- 20 credits total of co-op, internships, independent study, repeatable for credit, and activity courses combined.

Bachelor’s degrees:
- 12 credits co-op.
- 15 credits total of co-op, internships, and independent study combined.
- 24 credits repeatable for credit.*
- 32 credits total of co-op, internships, independent study, repeatable for credit, and activity courses combined.

*Credits earned in repeatable for credit ("R") private music lessons for Music majors (MUSC 1810R-1821R, MUSC 2810R-2821R, MUSC 3810R-3821R, and MUSC 4810R-4821R) will not be included in graduation restrictions for students applying for a baccalaureate degree with a Music major.

NOTE: Some courses are “repeatable as topic varies”, which means the course number does not include an “R” because although the course number is repeated, the course content is different. Courses that are repeatable as topic varies will have a different course title each time they are taught, and a student cannot repeat the same course title. Repeatable as topic varies courses are not included in the limitations on repeatable for credit courses.

A list of all co-op, internships, independent study, and activity courses can be found in the Registrar’s section of this catalog.

Confidentiality of Records (FERPA)

Dixie State University complies with the Family Education and Privacy Act of 1974 (FERPA) which mandates that information contained in a student’s education record must be kept confidential and only released on a need-to-know basis, and that such access be limited to job-related, legitimate educational interests. The information contained in a student’s record may not be released to a third party without that student’s written consent. A student has the right to place restrictions on his/her directory information. To place a restriction or hold on student records, a student must fill out the appropriate paperwork at the Registrar’s Office. The paperwork must be filled out annually for the restriction to continue. Dixie State University may provide Directory Information in accordance with the provision of FERPA. Directory information at Dixie State University:

- Full name
- Local and permanent address(es)
- Email address
- Telephone number
- Date of birth
- Residency status
- Enrollment status (full/part-time)
- Major field of study
- Dates of attendance
- Degrees and awards received
- Previous school(s) attended
- Academic level
- Photograph(s)
- Participation in officially recognized activities and sports
- Height and weight (if a member of an athletic team)
Absences Related to College Functions

Students periodically may miss classes for various college-related functions; including athletics, club events, or to fulfill the requirements of a course or a program. These absences often conflict with the instruction, assignments, and tests in courses. The college seeks to maintain reasonable guidelines that will enable students to participate in college functions without harming the integrity of the curriculum in the courses they miss or undermining the responsibilities and authority of the instructors of these courses. These guidelines are intended to foster an environment that is supportive and sensitive to the roles and needs of both students and faculty.

Students who must miss class because of a college-sanctioned activity, such as an athletic event, club activity, class assignment, or other approved event, are responsible to assuring that their instructors have been notified and for completing any missed assignments.

Prior to the absence, students traveling with a club, team, or other group on a college-sanctioned activity must request leave from their instructors. Students involved in a club event or an activity related to another course or program requirement must provide written notification from the faculty or staff member supervising the activity that explains the nature of the activity. This should include a list of eligible students and be provided in advance of the expected absence.

By the second day of class, students with recurring absences must provide each instructor written notification from the appropriate department that includes a schedule of competition, the names of those students on specific teams likely to travel, and the dates and approximate times of departure and return to campus. So that student participation in travel can be verified, the appropriate department will be responsible for informing individual faculty of changes to team rosters and travel schedules throughout the semester. Students must arrange with the instructor to complete missed instruction and/or coursework.

One week prior to an absence, the student will meet with the instructor to arrange a reasonable accommodation, if feasible, to allow the students to complete any missed coursework and/or exams. The instructor may require the student to submit work prior to the due date if the student will be absent. It is the student’s responsibility to complete the Student Absence Schedule with the instructor and abide by it.

Students with recurring or frequent absences from a course are required to check their schedules against the course syllabus and provide a list of expected absences for the semester by the second day of class. Upon reviewing the list, the instructor may determine that the absences will interfere with the student’s ability to succeed in the course. If so, the instructor will recommend that the student seek an alternative. If a student chooses to remain in the course, it is the student’s responsibility to complete the Student Absence Schedule with the instructor and abide by it.

Catalog Rights

A student has catalog rights for associate degree requirements, including General Education requirements, for four (4) years beginning with the date of matriculation into any degree program as long as s/he maintains continuous enrollment by completing at least one DSU credit bearing course each academic year. The date of matriculation is not always the same as the date of first admission.

A student who has not fulfilled General Education requirements through any of the methods listed in #3 above and who has catalog rights must select any of the following sets of program and General Education requirements:

a. Previously earned Associate of Arts or Associate of Science degree from a regionally accredited institution.*

b. Previously earned baccalaureate degree from a regionally accredited institution.*


d. Credit awarded for scores on specific examinations as outlined in the DSU catalog current at the time of posting.

e. Completion of the International Baccalaureate exams and diploma.

*Students with previously earned degrees from non-Utah System of Higher Education (USHE) institutions who matriculate after July 1, 2010, must meet DSU and the Utah Board of Regents minimum standards in American Institutions, English Composition, and Quantitative Literacy (Mathematics).

A student who matriculates into a degree program that was not in the DSU catalog when the student matriculated into any DSU degree program must select from the following sets of program and General Education requirements, with the exception that General Education requirements may be fulfilled through any of the methods listed in #3 above.

a. Requirements in effect at the time of matriculation into any DSU degree program.

b. Requirements in effect at the time of matriculation into the specific degree program in which the student will graduate.

c. Requirements in effect at the time the student applies for graduation.

A student may apply for an Associate of Arts or Associate of Science degree and a baccalaureate degree at the same time using different catalogs requirements for each degree. In other words, a student who enrolled in Fall 2010 can apply to receive an Associate of Arts or Associate of Science degree under the General Education requirements in place on the date of his/her matriculation into any degree program up to four (4) years from the date of enrollment into any degree program, even if the student is simultaneously applying to graduate with a baccalaureate degree under another catalog.