

USU AND DEPARTMENT OF SPECIAL EDUCATION AND REHABILITATION POLICIES

USU INCOMPLETE POLICY

Executive Memorandum 79-15

A student who has been unable to complete the work of course assignments, examinations, or reports to extenuating circumstances such as illness, death in the family etc. – but not due to the poor performance of his/her work – and who has completed most of the coursework, may petition the instructor of the course for time beyond the end of the semester to finish the work. If the instructor agrees, the instructor will place two grades on the final grade list for the student, an “I” and a letter grade for the course computed as if the missing work were zero. The student is then required to complete the work in the manner and by the time agreed upon with the instructor, but, in any case, within 12 months of the end of the semester in which the “I” was given. When the grade change is submitted by the instructor within the prescribed time, both the “I” and the grade submitted with the “I” will be removed from the student’s record, the new grade placed on the record, and the GPA adjusted accordingly. If no change of grade is submitted by the instructor within the prescribed period, the “I” will be removed and the grade submitted with the “I” will remain as the permanent grade for the course. Research and thesis courses taken for graduate work are exempted from this policy.

STUDENTS WITH DISABILITIES

Students with physical, sensory, emotional or medical impairments may be eligible for reasonable accommodations in accordance with the American with Disabilities Act and Section 504 of the Rehabilitation Act of 1973. All accommodations are coordinated through the Disability Resource Center (DRC) in Room 101 of the University Inn, 435-797-2444 voice, 435-797-0740 TTY, or toll free at 1-800-259-2966. Please contact the DRC as early in the semester as possible, preferably within the first week of the course. Any requests for special considerations relating to attendance, pedagogy, taking of examinations, etc. must be discussed with and approved by the instructor. In cooperation with the Disability Resource Center, course materials can be provided in alternative formats—large print, audio, diskette or Braille. The instructor must have the appropriate forms from the DRC in order to address any accommodations.

DEPARTMENT POLICIES

GRADING GUIDELINES

Criteria for the awarding of each letter grade should be specified in the course syllabi for all courses.

Grades given in all courses should truly reflect differences in student performance, not just meeting minimum criteria.

GRADE POINT REQUIREMENTS

1. Licensure/Undergraduate Students – Students must maintain a grade point average of 3.0 after being admitted to the Teacher Education Program and while taking courses in the major.

2. Graduate Students – All graduate students must maintain a 3.0 grade point average to remain an active student in the graduate program.

STUDENT BEHAVIOR & ACADEMIC HONESTY

Student behavior in accordance with USU’s Student Code of Conduct/Rights and the Special Education Professional Behavior Guidelines is expected during all interactions with faculty and peers. It is expected that students’ work will conform to the highest standards of academic honesty. Incidences of academic dishonesty (e.g., cheating on tests, plagiarism, lying to supervisors and cooperating teachers) will be referred to program committees and university committees for disciplinary action.

LICENSURE/UNDERGRADUATE COURSE REQUIREMENTS

1. Students are required to earn a “B-“ or higher in all licensure courses. Students who receive a grade below “B-“ must retake the course. Each student will be allowed to repeat a maximum of one course (course is defined as didactic courses, practica and student teaching). Students who receive two grades below “B-“ or withdraw from two practica (or one practica two times) will not be permitted to continue in special education. Student teaching may not be repeated without appeal and approval by the appropriate special education program committee.

2. Students who do not apply for licensure within 12 months of graduating may be subject to additional coursework prior to recommending licensure.

BACKGROUND CHECK

As a result of a legislative mandate, all students planning on obtaining a teaching license in Utah must receive a background check completed prior to their first field experience. The background check must remain current through their student teaching experience. To expedite this process, all students planning on applying to the SPED major must complete their background check before the admissions application deadline. Students can find the application at utah.gov/teachers. It is each student’s responsibility to inform

the Department of Special Education and Rehabilitation Counseling if arrested or convicted of violating any law except minor traffic violations while a student in the program. Failure to disclose this information may affect the student's current status in the Special Education Teacher Program.