

# UNIVERSITY POLICIES AND PROCEDURES

## Academic Policies

Students are expected to be familiar with the policies and regulations summarized in the Academic Catalog and with any supplementary or modified policies and regulations which may be promulgated during the academic year. More detailed information is available from faculty advisors, department chairs, or the offices of the Deans.

## Non-Discrimination Policy

In compliance with applicable law and its own policy, Saint Joseph's University is committed to recruiting and retaining a diverse student and employee population and does not discriminate in its admission of students, hiring of employees, or in the provision of its employment benefits to its employees and its educational programs, activities, benefits and services to its students. This includes but is not limited to scholarship and loan programs, on the basis of race, color, religion, national origin, age, sex/gender, marital status, ancestry, sexual orientation, medical condition, physical or mental disability, veteran status or any other basis prohibited by applicable law.

Questions or concerns regarding the University's equal opportunity policies and programs should be directed to the University's Affirmative Action/Equal Opportunity Officer, (610) 660-3336.

Notification with Regard to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998, and the Campus Sex Crimes Prevention Act.

As provided by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998, Saint Joseph's University through its Department of Public Safety, annually provides notice and makes available copies of the Annual Security Report to the campus community, prospective students, employees, and the public. Each Security Report includes statistics for the past three years concerning crimes and incidents (whether they occurred on campus, in off-campus buildings and property owned or controlled by the University, or on public property adjacent to campus) reported to campus security authorities. Each Security Report also provides campus policies and practices concerning security – how to report sexual assaults and other crimes, crime prevention efforts, policies/laws governing alcohol and drugs, victims' assistance programs, student discipline, university resources, and other matters. The Security Report, which also includes information about the Department of Public Safety and Security, is publicly available electronically or by hard copy in the following ways:

- Electronically: <https://www.sju.edu/int/resources/security/annualreport.html>
- Telephone request to the Department at 610-660-1111
- Department of Public Safety and Security office

In addition, as provided by the Campus Sex Crimes Prevention Act, the Philadelphia and Lower Merion Sheriffs' Offices maintain a Megan's Law database of sex crime offenders: <http://www.pameganslaw.state.pa.us/>

## Definition of a Course

For the purpose of fulfilling curricular requirements, a course is any semester unit to which a value of one credit or more is assigned. A

laboratory associated with a course, field experiences, etc. are not considered a separate course, even when it carries a separate course number and grade. Audit (non-credit) courses do not fulfill any requirements.

## Syllabus

The instructor should provide a copy of the syllabus in advance or during the first class meeting of the course that includes the following:

- A detailed description of the course
- Course objectives, learning outcomes pertaining to assessment, and grading policies
- Required texts and other materials
- Sequence of topics or themes
- Assignments
- Frequency and nature of exams, quizzes, essays, projects, or other modes of evaluation
- Attendance policy
- University policy on academic honesty
- Policy for accommodations for students with disabilities
- Other policies of the discipline, unit, or institution pertinent to the class

## Classification of Students

### Matriculated Students

Students who have met all admission entrance requirements and are accepted with full standing into a degree program are classified as matriculated students.

### Visiting Students

Undergraduate students who attend other colleges or universities and are in good academic standing may enroll in courses at Saint Joseph's University to transfer back to their respective home institution. A visiting student application and letter from the student's home institution indicating good academic standing are required. Visiting students who wish to take courses with prerequisites must submit official transcripts that include the necessary prerequisite. Under this classification, a visiting student may enroll in up to 12 credits.

Students in good standing in a graduate program at another accredited educational institution may take graduate courses on a visiting student basis if they provide a letter from the head of the graduate program of their degree-granting school stating that they are in good standing and that the institution will accept the course for credit. Visiting students must complete a graduate school application and pay the appropriate application fee.

### Isolated Credit/Non Matriculated Students

Non-degree applicants may enroll in up to 12 PLS/HDC credits prior to formally matriculating into a degree program. Under this classification, students are admitted to Saint Joseph's University, but not to a specific degree granting program. No financial aid is available. A formal application and academic transcripts are required prior to being admitted as an isolated credit student.

### Graduate Non-Degree Credit Admission (Isolated Credit and Visiting Students)

Graduate non-degree applicants may enroll in graduate-level coursework for professional development, certification, and personal enrichment.

Under this classification, students are admitted to Saint Joseph's University, but not to a specific degree-granting, graduate program. Non-degree or isolated credit applicants must complete the online graduate application process.

Non-degree students are not eligible to take graduate courses in all programs. Non-degree students should seek the permission of the Graduate Program Director in the department offering the course(s) before applying. A maximum of six credit hours (two courses) of coursework taken as a non-degree student may apply toward the credit requirement of the degree program.

Requests for degree credit for courses completed as a non-degree student are considered for admission to a graduate degree program. All non-degree coursework accepted for degree credit must be approved by the program director of the student's department.

Credit earned while enrolled in a graduate certificate program may be transferred into a degree program with the approval of the unit offering the degree program.

## Adding and Dropping Courses

During the add/drop period, students may make changes to their schedule through the Nest. A student who drops a course from their schedule during the add/drop period will not have the course listed on their official record. After the add/drop period has ended, a student who does not wish to continue in a course must submit a request to withdraw from the course no later than the withdrawal deadline. Add/drop and withdrawal deadlines are listed on the Saint Joseph's University academic calendar. In no case will dropping or withdrawing from a course be permitted in contravention of penalties imposed through the University's Academic Honesty Policy. For more information on withdrawing from courses after the drop/add deadline, please see the Withdrawal from Courses policy for your level.

## Cancellation of Courses

The University reserves the right to cancel a course for which there is insufficient enrollment. When such a cancellation becomes necessary, students will be notified in advance and given the choice of receiving a full refund or enrolling in another available course without penalty.

## Attendance Policy

The course syllabus includes a clear statement on the attendance policy, specifying the maximum number of absences permitted in the course. If the course syllabus does not include an attendance policy, students may assume a policy of unlimited non-attendance. Absence from class does not release students from in-class work, quizzes, exams, presentations, group work, etc. Instructors with an unlimited non-attendance policy may not use unannounced examinations as a means of enforcing attendance. Students are responsible for the timely performance of all class assignments, including examinations. If students are required to be absent from class to participate in a University-sponsored activity, the director of the activity will provide written notice to the instructor in advance.

## Pass/No Penalty Course Grade Option Policy

In order to encourage students to challenge their interests and limitations in areas outside their chosen field of study, the University has a Pass/No Penalty grade option. A standard passing grade submitted by an

instructor will be converted to a grade of **P** on the student's transcript, and a failing grade will be converted to a grade of **NP** on the student's transcript. Neither of these final grades are calculated into the student's grade point average (GPA), and credits will be awarded only if a passing grade is attained. A comprehensive description of grades is outlined in the Grades section (p. 8) of the catalog.

Students may select the P/NP grading option for a course if the following conditions are met:

- The course selected is a free elective, not counting toward the student's general education requirements, or prescribed major or minor program requirements.
- Students are permitted to take 2 (two) such courses under this grading option during their undergraduate career at Saint Joseph's University, and no more than 1 (one) such course in a given semester.
- The student must be an undergraduate student, and the course must be on the undergraduate level.
- The student must be in sophomore, junior or senior class standing at Saint Joseph's University.

The deadline to declare a course to be graded using the P/NP Grade Option via the electronic form is the withdrawal deadline defined on the academic calendar.

## Change of Grade

Requests by teachers for changes in grade must be submitted to the Registrar in writing within thirty days after the last examination date of the semester. Regular semesters are considered to be the fall and spring semesters. Requests by teachers for changes in grade after this time must be submitted in writing to the appropriate Dean, with well-defined reasons for the change of grade. Only in exceptional circumstances will such changes be permitted.

## Interim Repeat and Grade Replacement Policy

**Advisor approval:**

- A student may only repeat a course for which they received a grade of **B- or below**.
- Advisor approval is required prior to submitting a request for grade replacement.
- Evidence of this approval (for instance, an advisor's email) must be submitted with your request form.
- Note: The email you upload must include a clear statement from your advisor that the grade replacement for your repeated class is approved. For example, "I support your request for Grade Replacement for XXX course." When a student repeats a course, both the new and old grade will appear on the student's transcript.

**Repeating courses + Grade replacement:**

- Students who repeat a course may then apply for grade replacement using the appropriate form. Applications for grade replacement are due no later than the withdrawal deadline for the term in which the course is being repeated. Approval is granted by the relevant Dean's office based on the student's major program of study.
- If grade replacement is approved, both the new and old grade will appear on a student's transcript, but only the new grade will be factored into the student's GPA and count for course credit.

- A student may not repeat the same course more than once for the purposes of grade replacement. A student may not replace a grade for more than four distinct courses total. A student may not repeat a first year seminar course. In no case will grade replacement be allowed in contravention of penalties imposed through the University's Academic Honesty Policy.

#### Additional Information:

- The second course typically must have the same course name and number as the course being replaced; dean's approval is required for a course to be replaced with a different course that fulfills the same GEP or program requirement (or, for a student who is changing major, a comparable requirement of the new major).
- Repeating a course by transfer of a comparable course from another institution requires dean's approval and is only allowed if there is no other way for the student to stay on track towards degree completion.  
*Transfer credit is not calculated into a student's cumulative GPA (See Transfer Credit policy (p. 5)).*
- Programs and departments may impose additional restrictions on repeat courses and grade replacement due to accreditation and/or state licensure, state certification, or state registration requirements.

## Grade Reports

Grades are available to all students at the end of each semester via the web. Quarterly grades for freshmen are distributed through academic advisors; upperclass students will be able to access their quarterly grades through the web. Quarterly grades are not recorded and are issued solely to advise students of their academic progress. "NG" (no grade) is not a permanent grade and is assigned in the infrequent instances when an instructor is late in returning grades or has not recorded a grade for a given student.

## Transcripts

Students may obtain their official transcripts provided their financial obligations to Saint Joseph's University have been fulfilled. Official transcripts bear the signature of the Registrar and the seal of the University. Official transcripts are sent upon request of the student directly to other institutions or organizations. A fee is charged for official transcript orders, and they can be ordered online:

National Student Clearinghouse (<http://www.getmytranscript.com/>) (getmytranscript.com)

## Courses Taken Elsewhere Policy

Matriculated students may be permitted to take courses for degree credit in other two or four-year colleges and institutions with written approval from their Dean. No more than 18 credits of the 120 credits required may be taken at another school and credited toward the degree unless an approved degree program provides otherwise. Additionally, students may not take courses that exceed the residence requirement of 60 credits, with the final 30 credits completed at Saint Joseph's University. Students engaged in study abroad or in an approved exchange program may be granted degree credit for a maximum of 30 credits with pre-approval from their Dean. Students on academic suspension from the University under the Academic Honesty Policy and students on temporary separation from the University may not receive credit for courses taken elsewhere during their time of academic suspension or temporary separation.

## Credit Hour Definition

Saint Joseph's University follows the guideline set by the Pennsylvania Department of Education for determining the amount and level of credit awarded for courses, regardless of format or mode of delivery. These guidelines are in compliance with policies set forth by both the federal government and the Middle States Commission on Higher Education.

Saint Joseph's University follows a semester system with the fall and spring semesters consisting of approximately 15 weeks, which includes one week for exams. Summer terms are variable in length and adhere to this policy.

#### Implementation of Credit Hour Policy

Regardless of the format in which it is delivered, all courses taught at Saint Joseph's University require equivalent student-instructor and student-student interaction. The online modality achieves equivalent interaction and learning through asynchronous discussions and group work, and a number of online courses also incorporate some face-to-face meetings. In addition, the expectation exists for online courses to include the same content and learning outcomes as traditionally taught courses. To ensure equivalency, faculty develop the online structure and content following the policy of the Middle States Commission on Higher Education, Standard 11: Educational Offerings, "*The institution's educational offerings display academic content, rigor, and coherence appropriate to its higher education mission. The institution identifies student learning goals and objectives, including knowledge and skills, for its educational offerings.*" (Characteristics of Excellence [2006], p 10.)"

#### Nationally Accepted Standards for Credit Hours and Semester Length

Every Saint Joseph's course requires the equivalent of 50 minutes of instruction per week and a minimum of two hours of out-of-class student work, per credit hour, based on the Integrated Postsecondary Education Data System (IPEDS™) definition for credit hour, which states that a credit hour is a unit of measure representing the equivalent of an hour (50 minutes) of instruction per week over the entire term. The University also follows the semester system as defined by IPEDS: a calendar system that consists of two sessions called semesters during the academic year with about 15 weeks for each semester of instruction. There may be an additional summer session.

#### Practices to Determine Amount and Level of Credit

The faculty is responsible for the curriculum. Credit values for courses are determined at the department level based on faculty expertise and course objectives. Upon departmental approval the course is entered into the online curriculum action system and undergoes additional evaluation as it moves through the course approval system. All curriculum and review/approval committees and bodies of Saint Joseph's University are charged with following the policy on credit hours in their review and approval of all courses and for certifying that the expected student learning for the course meets the credit hour standard. Initial review is done within the colleges, and final review and approval is the function of the University Council. Approved courses are sent to the Registrar's Office for inclusion in the University Catalog. The Registrar's Office reviews the class schedules prior to the start of each semester to ensure that all classes are scheduled for the minimum number of minutes. Any discrepancies are brought to the attention of the appropriate department for correction.

#### Credit Hour Standard by Instructional Method

**Lecture and Seminar** : courses with multiple students that meet to engage in various forms of group instruction under the direct supervision

of a University faculty member. A typical 3 hour course will meet 2100 minutes over 14 weeks.

**Laboratory and Studio:** courses with a focus on experimental learning under the direct supervision of a University faculty member wherein the student performs substantive work in a laboratory or studio setting. The minimum contact time per credit is twice that of a lecture (2:1 ratio)

**Independent Study:** courses of study in which a University faculty member regularly interacts and directs student outcomes with periodic contact. Minimum credit hours are determined based on lecture contact minutes with the face-to-face meetings and student work being equivalent to the values found in the lecture contact table.

**Internship/Practica/Field Experience:** courses of study in which a University faculty member regularly interacts and directs student outcomes with periodic contact. The learning experience may also contain a site supervisor and directed activity/learning outside of a lecture setting. Contact time requirements follow those of the laboratory/studio guideline.

**Accelerated Courses:** courses offered outside of a standard 15 week semester in which the credit hours offered are the same as standard semester courses. The content and substantive learning outcomes are the same as those in the standard semester. These courses must meet the definition of standard lecture contact time within the time frame the accelerated version is offered.

**Online Courses:** courses offered entirely online without regard to face-to-face meetings. These courses have the same learning outcomes and substantive components of a standard lecture course with alternate delivery method. Contact time is satisfied by several means which can include, but is not limited to, the following: a.) regular instruction or interaction with a University faculty member once a week for each week the course runs. b.) Academic engagement through interactive tutorials, group discussions moderated by faculty, virtual study/project groups, engaging with class peers and computer tutorials graded and reviewed by faculty.

**Hybrid Courses:** courses offered in blended format with 1 or more face-to-face class sessions and at least one or more online sessions, both containing direct interaction with a University faculty member. University faculty members demonstrate through the syllabi that the content and activities equate to a standard assignment of lecture credit.

## FERPA Confidentiality of Student Records

The University's policy with respect to the confidentiality of and access to student records is in conformity with the relevant state and federal regulations.

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) grants eligible students the right to inspect and review certain education records, and safeguards students against improper or unauthorized disclosure of such education records or personally identifiable information contained therein.

Complaints with respect to this policy or its administration may be registered with:

Family Policy Compliance Office

United States Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

## What is FERPA?

FERPA is the Family Educational Rights and Privacy Act (<https://www2.ed.gov/policy/gen/guid/fpco/ferpa/>).

The Family Educational Rights and Privacy Act of 1974 helps protect the privacy of student education records. The Act provides eligible students the right to inspect and review educational records, the right to seek to amend those records, and to limit disclosure of information from the records. The intent of the legislation is to protect the rights of students and to ensure the privacy and accuracy of education records. The Act applies to all institutions that are the recipients of federal aid administered by the Secretary of Education.

## Who is Protected under FERPA?

FERPA protects the education records of students who are currently enrolled or formerly enrolled regardless of their age or status with regard to parental dependency. The educational records of students who have applied to, but have not attended an institution, are not subject to FERPA guidelines, nor are deceased students.

Parents of a deceased student termed as "dependent" for income tax purposes may have access to the student's education records. A copy of the parent's most recent Federal Income Tax return (where the parents declared the student as a dependent) must be submitted to the Office of the Registrar to document "dependency".

## In Reference to FERPA, who is Considered a Parent?

The term "parent" refers to either parent, including custodial and non-custodial.

## What are and are not Education Records?

With certain exceptions (noted below), an education record is any record (1) which contains information that is personally identifiable to a student, and (2) is maintained by the University. With the exception of information about other students, financial records of parents and confidential letters of reference to which the student has waived access, a student has the right of access to his/her education records.

Education records include any records in whatever medium (handwritten, print, email, etc.) that are in the possession of any school official. This includes transcripts or other records obtained from a school in which a student was previously enrolled.

### What information is not considered part of an education record?

- Sole possession records or private notes held by school officials that are not accessible to released to other personnel.
- Law enforcement or campus security records that are solely for law enforcement purposes and maintained solely by the law enforcement unit.
- Records relating to individuals who are employed by the institution (unless contingent upon attendance).
- Records relating to treatment provided by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional and disclosed to individuals providing treatment.



- Records of an institution that contain only information about an individual obtained after that person is no longer a student at that institution, i.e. alumni records.

## What Rights does FERPA Afford Students with Respect to their Education Records?

The right to inspect and review your education record within a reasonable time after the University receives a request for access. If you want to review your record, contact the University office that maintains the record to make appropriate arrangements.

The right to request an amendment of your education record if you believe it is inaccurate or misleading. If you feel there is an error in your record, you should submit a statement to the University Registrar who is responsible for the record, clearly identifying the part of the record you want changed and why you believe it is inaccurate or misleading. The Office of the Registrar will notify you of their decision and advise you regarding appropriate steps if you wish to appeal.

The right to consent disclosure of personally identifiable information contained in your education records, except to the extent that FERPA authorizes disclosure without consent. Once exception which permits disclosure without consent is disclosure to school officials with "legitimate educational interests". A school official has a legitimate educational interest if the official has a "need to know" information from your education record in order to fulfill his/her official responsibilities. Examples of people who may have access depending on their official duties (and only within the context of those duties):

- University faculty and staff
- Agents of the institution
- Students employed by the institution or who serve on official institutional committees
- Representatives of agencies under contract with the University

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. This can be done by contacting:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Ave, SW

Washington, DC 20202-5901

## When is the Student's Consent not Required to Disclose Information?

When the disclosure is (one or more of the following):

- To school officials (defined in policy) who have a legitimate educational interest
- To federal, state, and local authorities involving an audit or evaluation of compliance with educational programs
- In connection with financial aid, including veteran's benefits
- To organizations conducting studies for or on behalf of educational institutions
- To accrediting organizations

- To comply with judicial order or subpoena if specified that the disclosure is not to be made due to the interest of justice
- In a health or safety emergency
- Releasing directory information
- Releasing the results of a disciplinary hearing to an alleged victim of a crime of violence

## What is Considered Directory Information at Saint Joseph's University?

Certain information, known as directory information, may be disclosed by anyone without the prior written consent of the student. While FERPA defines a list of what can be considered directory information, it is at the discretion of the institution to define what is considered directory information. At SJU, directory information is defined as:

- Student name
- Major/Minor/Certificate field of study
- Degree(s) sought or earned
- Dates of attendance
- Current enrollment status (full/part time)
- Class standing
- Academic awards received (Dean's List, Latin Honors)
- Photographs
- Activities/clubs
- Height and weight of athletic team members
- Most recent educational institution attended

Please note, if an item is not on this list, it may not be disclosed without prior written consent of the student. Addresses, phone numbers, and email addresses of students are *not* directory information at SJU.

## Transfer Credit Policies Undergraduate Day Transfer Credit Policies

To qualify for a degree, students transferring from on the following categories must fulfill the General Education Program and departmental requirements, either by transfer credit or by courses completed in the day colleges. Approved transfer credit may come from:

- Another college or university,
- The Professional and Liberal Studies program of Saint Joseph's University,
- Or college level credits achieved in the areas of Dual Enrollment/Diocesan Scholars/AP/IB exams.

### Freshman/Transfer Students

In order for credit to be awarded, Saint Joseph's University requires the course(s) meet the following criteria

- Taken through an accredited college or university
- Earned 3.00 credit hours or higher and the grade of "C" or better

The acceptance or denial of transfer credit is not determined exclusively on the basis of the accreditation of the sending institution or the mode of delivery, but, rather, will consider course equivalencies, including expected learning outcomes, with those of the receiving institution's curricula

and standards. Final determination of transferable college-level credit is awarded by the Deans' offices.

Students must submit all materials by the end of the academic year of initial enrollment in order for the course to be applied to the Saint Joseph's University Degree. All incoming freshmen students must complete a Transfer Credit Request Form requiring the above criteria be verified by the college or university Registrar's Office. All students must also submit an official college transcript and course description or syllabus for evaluation.

## Block Transfer

Students who transfer to Saint Joseph's University with a completed AA or AS degree from an accredited Community College will not be required to complete the Saint Joseph's University GEP Curriculum. Rather, the AA, AS degree holder will receive credit for having completed their general education requirements with the addition of a maximum of twelve hours of Saint Joseph's University mission and identity related coursework as described below. Additionally, if a student has completed a course that would, in a course by course transfer evaluation, count for one of the courses identified below, that course will be considered completed.

- PHL 154 Moral Philosophy (3 credit hours)
- THE 154 Faith, Justice, and the Catholic Tradition (3 credit hours)
- Any certified Faith and Reason course, any discipline (3 credit hours)
- Any upper-division (300 level and above) ethics intensive course, (3 or more credit hours). This requirement will be waived for PLS and HDC students until such time as all three overlays are required by the curriculum for this population.

This proposal does not equate the AA or AS degree with the Saint Joseph's University GEP Curriculum. Rather, it suggests an alternative way in which AA or AS degree holders may continue their education at Saint Joseph's University in their chosen discipline while still receiving exposure to some of the fundamentals of the Jesuit Liberal Arts tradition and a Saint Joseph's University education.

## Residence Requirement

The standard residence requirement for a degree at Saint Joseph's University is 60 credits. The final 30 credits must be completed at Saint Joseph's University, except where an approved degree program or an approved plan of acceleration provides otherwise.

## Summer Courses

Degree credit is granted for courses taken in summer sessions and the intersession. Summer session courses that are a part of the GEP or major course requirements must be taken at Saint Joseph's University. However, if the course is not being offered that summer and is necessary for a student to maintain standard academic progress or the proper sequence of courses in their major field of study, an exception may be granted. For information on the maximum number of credits allowed to be taken elsewhere, please see the Courses Taken Elsewhere (p. 3).

The approved uses of summer session courses for matriculated students are as follows:

- To make up academic deficiencies, i.e., courses failed or not completed during a required semester
- To make up course deficits, i.e., additional courses needed as result of change of major, or, in some instances, transfer

- To enrich the student's educational program
- To reduce the student's course load in an ensuing semester

Permission to register for summer courses does not constitute permission to accelerate a degree program. For all students registered in CAS, HSB, and SHSE, the maximum number of credits allowed for any one summer part of term will typically be six. For exceptional reasons, the Dean may grant permission for a third course/an additional 3-4 credits. Registration and payment for summer courses are governed by the regulations and procedures of the summer sessions.

## Adult Undergraduate (PLS) Transfer Credit Policies

### Advanced Standing for Transfer Students

A candidate for admission to a degree or certificate program with credits from another college must request official transcripts be sent to Saint Joseph's University from each college or university previously attended.

International students must provide official transcripts from each high school and university previously attended, translated into English, and a course-by-course evaluation from an approved international credential evaluation service. For more information please see the section on International Students in the catalog.

Only grades of C (not C-) or higher from accredited colleges or universities will be considered for transfer. Students may transfer a maximum equivalent of 75 credits towards the undergraduate adult learner bachelor's degree at the time of admission. Some courses may require a review by specific academic departments for evaluation of transfer credit.

There are two exceptions to the 75 credit limit on transfer credits for undergraduate adult learner bachelor degree programs. The following students may transfer the equivalent of 90 credits toward the undergraduate adult learner bachelor's degree:

- Students who are transferring from the Saint Joseph's University Undergraduate Day program, or
- Students who have earned a 120-credit bachelor's degree from a previous college or university and are pursuing a second degree at Saint Joseph's University

Students may transfer a maximum equivalent of 30 credits for the associate's degree. Student may transfer a maximum equivalent of six credits for the certificate programs.

Adult Undergraduate Admissions maintains articulation agreements with local and regional community colleges designed to facilitate the transfer process.

## Credits for Prior Learning

A student in good academic standing may be eligible to earn college credit for prior learning through College Level Examination Program (CLEP) or Experiential Learning Assessment Program (ELAP). A student cannot earn CLEP or ELAP credit for a course in which they are currently enrolled or for a course when they have completed a more advanced course in the same subject.

To be considered for CLEP or ELAP, a student must:

- Be in good academic standing, and
- Have more than 30 credits remaining in their degree program

A student may not use a CLEP exam or ELAP portfolio review for credit if they have already transferred the maximum number of credits allowed.

### College Level Examination Program (CLEP)

PLS/HDC students have the opportunity to earn college credit by achieving a passing score on exams in specific subject areas through CLEP. Administered by the College Board, CLEP offers 33 exams in five subject areas, covering material generally taught in the first or second year of college. Students must obtain approval from their respective advising office before taking a CLEP exam in order to ensure the applicability of CLEP credits to their degree program. After a CLEP request is approved, the exam must be taken and a CLEP transcript submitted before the end of the next consecutive semester. A listing of exams and minimum required scores is available on the PLS and HDC advising office websites.

### Experiential Learning Assessment Program (ELAP)

ELAP provides students the opportunity to validate college level knowledge acquired through study, work, and other life experiences. PLS and HDC programs offer a portfolio assessment process by which prior learning can be documented and assessed for credit. ELAP applicants may apply for portfolio assessment credit for experiences that are similar to a specific course.

Approval of all ELAP requests is at the discretion of each academic department. This process, including portfolio preparation and academic department/faculty review, may take up to two to three months to complete. If the student is awarded credit, the credit will be recorded on the student's permanent record as a transfer course with a grade of "TR." ELAP applications may be submitted after a student has been fully accepted and enrolled in the PLS/HDC program.

### Credits awarded by Assessment through American Council on Education (ACE)

A student may be granted transfer credit for courses evaluated and approved for college credit by the American Council on Education (ACE), if the course meets the content equivalent of a three-credit course offered at Saint Joseph's University. ACE recommendations for 1-credit or 2-credit courses may not be transferred to fulfill a three-credit course requirement. Credit is not awarded for vocational/technical level recommendations. Listings of ACE approved courses and credit recommendations can be referenced in two publications: A Guide to the Evaluation of Educational Experiences in the Armed Forces and The National Guide to Educational Credit for Training Programs. Credits awarded are subject to the same policies as those of any other transfer credits. To initiate an evaluation of ACE credits, a student must request an official ACE transcript.

### Military Credits

Transfer credit may be granted for college-level coursework earned while in military service if the credit is recommended by the American Council on Education (ACE) and if the course meets the content equivalence of a three-credit course offered at Saint Joseph's University. ACE recommendations for 1-credit or 2-credit courses may not be transferred to fulfill a three-credit course requirement. Credit is not awarded for Basic Training or for vocational/technical level recommendations. To initiate an evaluation of military credits, a student must request an official

military transcript from their respective service branch. Students may access additional information regarding military transcripts and ACE evaluations at <http://www.acenet.edu/militaryprograms/transferguide/> (<http://www.acenet.edu/militaryprograms/transferguide/>)

### Residence Requirement

The residency requirement for an associate degree is fulfilled by the satisfactory completion of at least 36 credits in the HDC program immediately preceding the date of graduation. Students enrolled in an associate degree program must complete at least three upper division credits in their major and at least half of their Business core courses at Saint Joseph's University.

The residency requirement for a bachelor's degree is fulfilled by the satisfactory completion of at least 45 credits in the PLS/HDC program immediately preceding the date of graduation. Students who are pursuing a second bachelor's degree and those who are transferring to PLS or HDC from the Saint Joseph's University Undergraduate Day School are required to complete a minimum of 30 credits in the PLS/HDC program immediately preceding the date of graduation. Students must satisfy the General Education Program and the approved requirements for the major field. For a bachelor's degree, at least 12 upper division credits (level as defined by each academic department) in the major must be completed through the PLS/HDC program unless specifically waived by the Department Chairperson or Program Director. Business majors must complete at least half of their Business core/concentration courses at Saint Joseph's University.

The residency requirement may not be satisfied by credits earned through CLEP, ELAP, or courses completed elsewhere.

Once matriculated into the PLS/HDC Program, students are required to complete all remaining courses at Saint Joseph's University. Exceptions for up to six credits may be considered in extenuating academic circumstances by written request to the appropriate Associate Dean.

### Graduate Transfer Credit Policies

Request for the evaluation of graduate transfer credit must be made at the time of application or admission. With the approval of the Program Director, students may transfer up to six credit hours of graduate-level work into graduate programs that are 30 credits or more in length.

Course credit may be transferred only from graduate programs at regionally accredited institutions and only courses with a grade of B or higher may be transferred. Courses with grades of B- or lower will not be evaluated for transfer.

Applicants must submit an official transcript, course description, and syllabus. Courses taken more than five years prior may not be accepted for transfer credit unless approved by the academic department. Continuing education credits will not be considered for transfer credit.

Once a student is enrolled in a graduate program at Saint Joseph's University, courses may not be taken at another institution for the purpose of transfer credit.

### Haub School of Business Graduate Transfer Credit Policy

Students may transfer up to six graduate credit hours (2 courses) towards the graduate degree from an AACSB accredited college or university, provided a grade of B or better was earned in the course

and content equivalency is approved. Approval by the Department Chairperson of the department is required.

## Grades

### Incomplete Grades

The grade of Incomplete, noted as "I" on the official transcript, is reported by an instructor to the Program Director or Department Chair and to the Registrar's Office only under the following circumstances (all must apply):

1. The student has requested an Incomplete
2. Course requirements have not been completed for reasons beyond the student's control (e.g., illness or family emergency)
3. The student has completed the majority of the work for the class, and the student can accomplish the remaining requirements within 30 days of the end of the final exam period.

Please note that if the work for the course is not completed by the agreed time, the "I" grade will convert to an "F" grade. A student may not be given an "I" grade if an incomplete grade from a previous semester is still outstanding.

## Audit

Audited courses appear on the student's official transcript and on the official record with the grade "X". Students must petition the appropriate Dean to be permitted to take a class on an audit basis. The appropriate Dean may allow a student to change from credit to audit status no later than the withdrawal deadline for the semester, but not to avoid penalties imposed through the University's Academic Honesty Policy. The reverse change, from audit to credit status, is not permitted.

## Grade Appeal

A student who wishes to appeal the final grade in a course should first contact the instructor of the course in an attempt to remedy the situation. If after talking with the instructor the student still thinks they have been inappropriately evaluated in the course, the student may make a written request for review to the Department Chairperson or Program Director, depending on the program of study. The written request must describe, in detail, the situation and reason for appealing the course grade. The Department Chairperson or Program Director will consult with the instructor and if a grade change is warranted, make a recommendation to the Associate Dean for approval.

## Grade Point Average (GPA)

The grade point average is the ratio of the total grade points (sum of products of course credits and grade points for each course) earned at Saint Joseph's University to the total credits attempted at Saint Joseph's University (including grades of F and FA, but excluding grades of P, NP, I, IP, W, WA, X, AF, and NG.) Only courses taken at Saint Joseph's University after matriculation are included in this calculation, even if transfer credit has been awarded.

## Undergraduate Level Grades

The following system of grades, with their grade point equivalent in parenthesis, is used in all courses offered by the University:

Letter	GPA	Description
A	4.0	Excellent performance in all or most aspects of the course
A-	3.7	Excellent performance in many aspects of the course

B+	3.3	Very good performance in all or most aspects of the course
B	3.0	Good performance in all or most aspects of the course
B-	2.7	Good performance in many aspects of the course
C+	2.3	Acceptable performance; more than adequate performance in some aspects of the course
C	2.0	Acceptable performance in all or most aspects of the course
C-	1.7	While acceptable overall, course performance is inadequate in one or more areas
D+	1.3	While acceptable, course performance is inadequate in several areas
D	1.0	Meets minimal performance standards required for passing
F	0.0	Failure; overall performance has not meet the basic standards of the course
FA		Failure; due to excessive absence
P		Pass. No grade points. Credit. The grade P carries credit but is not included in the calculation of the grade point average.
NP		No Penalty. No grade points. No credit. The non-passing grade NP carries no credit and does not affect the calculation of the grade point average.
I		Incomplete. A temporary grade which may be assigned when a student has permission of the instructor to complete requirements within a short time after the end of the course. This grade is not used when a student's work is qualitatively deficient. The I grade must be resolved within 30 days of the last day of the final exam period. "I" grades will not appear on a final record. At the end of the stated period unresolved incomplete grades become failure grades. Extensions may be granted only by the Dean of the appropriate college.
IP		In Progress. A temporary grade assigned to all students of a given course that extends meeting requirements beyond the grading period for a traditional semester. A final grade will be assigned by the appropriate faculty member at the conclusion of the given course or within 180 days from the initial issuance of the IP grade. At that point, the University Registrar is instructed to change all outstanding IP grades to F grades. Extensions may be granted only by the Dean of the appropriate college.
W		Withdrawal.



WA	Administrative Withdrawal. Equivalent to W; given by the Dean of the college to which the student belongs in consultation with the University Registrar or with the Vice-President/Associate Provost of Student Life in selected involuntary cases, or both, following consideration of exceptional situations where a standard withdrawal from all courses is or was not possible. Students who must withdraw from the university after the end of the last day to withdraw should consult with their academic advisors for appropriate procedures, justification, and documentation to request an administrative withdrawal. Further, Administrative withdrawals are approved only in circumstances with sufficient documentation of impacted academic performance because of medical illness, death or critical illness of an immediate family member, or military service, or when it is deemed that the University can no longer provide education services to a given student (involuntary withdrawal). Administrative withdrawal petitions based upon extraordinary circumstances are only considered for all courses in a semester (not selected courses) and are only considered for courses in the calendar year immediately preceding the date of the petition. Petitions for withdrawal from a second successive semester based on the same circumstances will not be approved.	B	3.0	Good; sound performance in all aspects of a course; completely fulfilling and satisfying the requirements of the course
		B-	2.7	Good performance in many aspects of the course
		C+	2.3	Acceptable performance; more than adequate performance in in some aspects of the course
		C	2.0	Acceptable performance in all or most aspects of the course
		F	0.0	Failure; overall performance has not meet the basic standards of the course
		FA		Failure; due to excessive absence
		P		Pass. No grade points. Credit. The grade P carries credit but is not included in the calculation of the grade point average.
		NP		No Penalty. No grade points. No credit. The non-passing grade NP carries no credit and does not affect the calculation of the grade point average.
		I		Incomplete. A temporary grade which may be assigned when a student has permission of the instructor to complete requirements within a short time after the end of the course. This grade is not used when a student's work is qualitatively deficient. The I grade must be resolved within 30 days of the last day of the final exam period. "I" grades will not appear on a final record. At the end of the stated period unresolved incomplete grades become failure grades. Extensions may be granted only by the Dean of the appropriate college.
		IP		A temporary grade assigned to all students of a given course that extends meeting requirements beyond the grading period for a traditional semester. Other grades on the scale will be assigned by the appropriate faculty member at the conclusion of the given course or within 180 days from the initial issuance of the IP grade. At that point, the University Registrar is instructed to change all outstanding IP grades to F. Extensions may only be granted by the Dean of the college through which the course is offered.
		W		Withdrawal.
X	Audit. No grade points. No credit. Does not affect the calculation of the grade point average.			
AF	Academic Forgiveness. No grade points. No credit. Does not affect the calculation of the grade point average.			
NG	No Grade. A grade that is only used by the University Registrar to indicate that no grade has been submitted by the instructor. This grade will automatically convert to an F grade if it is not resolved within four weeks from of the last day of the final examination period for the semester in question.			
NA	Never Attended. Equivalent of F; given by the instructor when the student never attended or did not attend after the add/drop period. This grade may be changed by an administrative withdrawal only within one calendar year from when it is issued.			
VF	Equivalent of F; given by the instructor when the student stopped attending after the add/drop period. This grade may be changed by an administrative withdrawal only within one calendar year from when it is issued.			

## Graduate/Doctoral Level Grades

The following system of grades, with their grade point equivalent in parenthesis, is used in all courses offered by the University:

Letter	GPA	Description
A	4.0	Distinguished; exceptional performance in all aspects of the course
A-	3.7	Exceptional performance, but somewhat less than that rated as A
B+	3.3	Very good; meritorious work; exceptional performance in several aspects of the course; notably above average expected of students

WA	Administrative Withdrawal. Equivalent to W; given by the Dean of the college to which the student belongs in consultation with the University Registrar or with the Vice-President/Associate Provost of Student Life in selected involuntary cases, or both, following consideration of exceptional situations where a standard withdrawal from all courses is or was not possible. Students who must withdraw from the university after the end of the last day to withdraw should consult with their academic advisors for appropriate procedures, justification, and documentation to request an administrative withdrawal. Further, Administrative withdrawals are approved only in circumstances with sufficient documentation of impacted academic performance because of medical illness, death or critical illness of an immediate family member, or military service, or when it is deemed that the University can no longer provide education services to a given student (involuntary withdrawal). Administrative withdrawal petitions based upon extraordinary circumstances are only considered for all courses in a semester (not selected courses) and are only considered for courses in the calendar year immediately preceding the date of the petition. Petitions for withdrawal from a second successive semester based on the same circumstances will not be approved.
X	Audit. No grade points. No credit. Does not affect the calculation of the grade point average.
AF	Academic Forgiveness. No grade points. No credit. Does not affect the calculation of the grade point average.
NG	No Grade. A grade that is only used by the University Registrar to indicate that no grade has been submitted by the instructor. This grade will automatically convert to an F grade if it is not resolved within four weeks from of the last day of the final examination period for the semester in question.
NA	Never Attended. Equivalent of F; given by the instructor when the student never attended or did not attend after the add/drop period. This grade may be changed by an administrative withdrawal only within one calendar year from when it is issued.
VF	Equivalent of F; given by the instructor when the student stopped attending after the add/drop period. This grade may be changed by an administrative withdrawal only within one calendar year from when it is issued.

## Graduation & Commencement Graduation Application

Students who will complete all of the requirements for a degree in a given semester must submit a graduation application in the Nest by the deadline specified on the academic calendar. Failure to submit the graduation application by the specified deadline will result in delayed degree conferral, and will be reviewed in the term for which they apply. The Deadlines are as follows: Spring: April 1, Summer: August 1, Fall: December 1.

## Awarding of Degrees and Diplomas

Degrees are conferred three times per year. On the date of the commencement ceremony for Spring, August 31 for Summer, and January 15 for Fall. Students are awarded the degree of their primary

major. Double majors are recorded on the transcript; however, students are awarded one degree and receive one diploma listing that degree. Diplomas are ordered two weeks after the conferral date and take 4-6 weeks to process and ship.

## Commencement Ceremony

The commencement ceremony is held annually in the spring. Diplomas are not distributed at Commencement. Students receiving degrees in September or January are invited to participate formally in the commencement ceremony of the following May.

## Eligibility for Walking in the Commencement Ceremony

Students with no more than eight credits/two courses remaining at the end of the spring semester and who will finish the remaining courses in the summer, and who are in good academic standing, are eligible to walk in the commencement ceremony.

- Good academic standing for undergraduate students is a cumulative GPA of at least a 2.0
- Good academic standing for graduate students and doctoral students (in a PhD or Ed.D.) students is a cumulative GPA of at least a 3.0

Doctoral students (PhD or EdD) are required to have successfully defended their dissertation and will finish all remaining requirements (post defense and/or progression milestones) in the summer to be able to walk in the commencement ceremony.

## Early Graduation/Acceleration

While the traditional undergraduate degree program requires the attendance of eight semesters, students may seek the Dean's approval for an accelerated program.

Extraordinary academic achievement on the pre-college level, through Advanced Placement and similar programs, may, at the discretion of the appropriate Dean, significantly reduce the traditional semester requirement. Students should request the Dean's evaluation of their pre-college work before the end of their freshman year.

Students may, for sound academic reason, request permission to accelerate their degree programs. Such acceleration is limited to 30 credits or one academic year. After consultation with their faculty advisors and department chairs, interested students petition their Dean, ordinarily in the spring semester of the sophomore year but not later than the fall semester of the junior year, to approve a plan of acceleration. If the plan of acceleration includes summer session courses, not more than nine credits may be scheduled for any one summer. The traditional limitation of 18 degree credits in other institutions applies to accelerated programs. Transfer students with 18 credits or more in other institutions are not eligible for program acceleration.

## Delayed Graduation

Students may request their Dean's permission to extend their degree program beyond the traditional eight semesters. Extensions beyond ten semesters are granted only for extraordinary reason.

## Degree Time Limitation

After the establishing of degree candidacy, a maximum of five years will be allowed for the completion of the degree requirements. Under extenuating circumstances, a student may request an extension of this time frame. Graduate and Doctoral programs may have other limits on

time to completion. Please see those specific time limits in the Graduate and Doctoral Policies sections.

## **Graduation Process for Ed.D. Programs**

After a successful defense of the final dissertation and before there is a grade change on the student's transcript, all graduation requirements must be met. This includes completion of the following: Registrar Requirements, Signature Pages, Approved and Completed Manuscript, IRB Protocol, the Library Dissertation Requirements for Graduation (i.e., Bindery and ProQuest processes), Bound Dissertation Copies, and Final Approval to Graduate.