POLICIES AND PROCEDURES

College of Arts and Sciences

Erivan K. Haub School of Business

School of Education and Human Development

School of Health Professions

Students are expected to be familiar with the policies and regulations summarized below 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.

Traditional Undergraduate Degrees and Requirements

The University offers three undergraduate degrees: the Bachelor of Arts, the Bachelor of Science and the Bachelor of Science in Business Administration. The degree awarded is determined by the student's major field. The standard requirements for the degree include the following:

• Completion of a minimum of 120 credits
• Completion of additional credits specified by the major
• Completion of the General Education Program
• Completion of approved requirements for the major field
• Cumulative grade point average of 2.0

Residence Requirement

The 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, with the exception of an approved degree program or an approved plan of acceleration.

PLS and HDC Degree and Certificate Requirements

Students must complete the required number of credits listed in the various curricula (see Curricula section) to be eligible for a degree or certificate. Students must complete a minimum of 120 credits for a Bachelor's Degree and minimum 60 credits for an Associate Degree. Students may not graduate with more than one certificate or degree in the same field. Three credits represent a total of 42 instructional hours over the course of a semester.

Students will consult with their faculty advisors to select the courses that best serve their educational needs, and meet the requirements for their degree. A repeated course, even when the student receives a passing grade on both occasions for the course, will be counted once for graduation requirements. The student is responsible for planning a program of courses that satisfies all degree requirements.

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 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 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 is the end of the Add/Drop period for that course.

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. 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.

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.

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.

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 offenders: http://www.pameganslaw.state.pa.us/

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 Right and Privacy Act of 1974 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.

A detailed statement of Saint Joseph’s University policy, including a description of education records retained, the administrative officers responsible for them, a procedure for initiating inspection and review, and a procedure for challenging information in such records, is available from the Registrar’s Office.

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

Definition of a Course

For the purpose of fulfilling curricular requirements, a course is any semester unit to which a value of three credits or more is assigned. A laboratory associated with a course is not considered a separate course, even when it carries a separate course number and grade. Audit (non-credit) courses do not fulfill any requirements. The successful completion of at least 120 credits is required for graduation.

Change of Grade

Requests by instructors for grade changes must be submitted to the Registrar’s Office 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 instructors for grade changes after this time must be submitted in writing to the appropriate Dean, with reasons. Only in exceptional circumstances will such changes be permitted.

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 class or reasonable time frame agreed upon by the instructor and the student following the issuance of the “I” grade.

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.

In Progress Grades

The grade of “In Progress,” noted as “IP” on the official transcript, indicates the course spans more than one semester’s work. The final grade will be submitted to the Registrar’s Office by the instructor upon completion of the course.

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.

Syllabus

The instructor should distribute a written syllabus in the first class meeting of the course explaining the following:

- The nature of the course
- Course goals, including those pertaining to assessment
- Source materials
- Sequence of topics or themes
- Assignments
- Frequency and nature of tests 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
Examinations
Students are required to take a written examination in each subject during the scheduled examination period at the end of each semester. However, with the approval of the department chair, an instructor may exempt from the final examination all students who have earned the grade of "A" in the course. Individual teachers who wish to substitute an alternative mode of evaluation for the final examination must submit a specific request in advance through their department chairperson for the approval of the appropriate Dean. The syllabus must include information on the alternative mode selected.

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 Program Director or Department Chair, depending on the program of study. The written request must describe, in detail, the situation and reason for appealing the course grade. The program director or department chair will consult with the instructor and if a grade change is warranted, make a recommendation to the Associate Dean for approval.

Adding and Dropping Courses
A student may add or drop a course during the add/drop period, usually the first week of classes each semester, with approval of the academic advisor. Changes of section are allowed during the add/drop period and do not require approval of the academic advisor. Students log into The Nest to perform all registration transactions, provided they have received the proper PIN from their advisor. The addition of an approved sixth course will require payment of an additional fee (see Student Expenses). In no case will dropping a course be permitted in contravention of penalties imposed through the University’s Academic Honesty Policy.

Withdrawal from Courses
A student dropping a course during the add/drop period will not have the course listed on their official transcript. A student who wishes to withdraw from a course after the add/drop period must obtain approval from their academic advisor no later than the withdrawal deadline for the course as stated on the academic calendar. All withdrawn courses will be noted with a grade of "W" on the official transcript, and are not included in the grade point average calculation. A request to withdraw past this deadline requires an extraordinary reason and the approval of the respective Associate Dean overseeing the student's major. A withdrawal will not be permitted after the last day of classes for the semester or in contravention of the penalties imposed through the University's Academic Honesty Policy.

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.

Pass/No Penalty Courses
Certain courses, particularly those requiring completion of a specified assignment or attainment of a specified level of skill, may be designated as Pass/No Penalty courses. The grading basis must be established and publicized no later than the beginning of the registration period and must apply to all students in the course. All such courses require the approval of the relevant department chair and the appropriate Dean.

Class Standing
A student’s class standing is separate from the notion of "Satisfactory Academic Progress". Advancement through the freshman, sophomore, junior, and senior levels is predicated on the number of credits completed and hours earned toward completion of the degree program. Traditionally, eight semesters are required to finish a baccalaureate degree program. Therefore, class standing at Saint Joseph’s University is based on the following scale for students in the day division:

<table>
<thead>
<tr>
<th>Class Standing</th>
<th>Credit Hours Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman</td>
<td>fewer than 24</td>
</tr>
<tr>
<td>Sophomore</td>
<td>24 to 53</td>
</tr>
<tr>
<td>Junior</td>
<td>54 to 83</td>
</tr>
<tr>
<td>Senior</td>
<td>84 or more</td>
</tr>
</tbody>
</table>

Sixth Course
The standard course load is five courses. Students with superior records (traditionally 3.3 GPA and above) may petition the Dean of the appropriate college for permission to register for a sixth course. No student may register for more than six courses in a single semester. Additional tuition is charged for a course overload.

Professional and Liberal Studies Courses
Undergraduate Day students wishing to register for Professional and Liberal Studies (PLS) courses must obtain permission from the chair of the department in which the course is offered, and a dean's signature is not required. Juniors and seniors may take a maximum of two PLS courses per year. Sophomores are generally discouraged from taking PLS courses, although exceptions can be made at the discretion of the appropriate department chair. Freshmen may not take PLS courses. Undergraduate Day student enrollment in PLS courses is limited to 20% of the class, and students who wish to take a specific PLS class may be unable to enroll if the 20% capacity has already been reached.

Undergraduate Day students in CAS or SHSE who wish to enroll in evening HSB classes need special permission from department chairs or the Associate Dean of HSB, depending on the department. Students should discuss this with their academic advisor, prior to registering for the course, and how the course(s) fits into their overall academic plan.

Course Deficits and Academic Deficiencies
Although the Deans may occasionally permit students to register for a sixth course to remedy deficits in their programs, course deficits and academic deficiencies are traditionally made up in summer and intersession terms at Saint Joseph’s University. Only students who live beyond reasonable commuting distance or whose programs require courses not offered in any of the summer sessions at Saint Joseph’s University may, on the recommendation of their faculty advisors, be granted their Dean's permission to take courses at other institutions. Students traditionally seek permission to register for summer courses at other institutions during the pre-registration period of the spring semester.

Independent Study/Directed Readings and Research/Tutorials
Students who have completed four required semesters with an overall grade point average (GPA) of 3.0 or higher, or cumulative grade point
average (GPA) of 3.4 or higher for courses in the major field of study, may register each semester for one upper division course in the major field (or a closely related field) to be taken in the Independent Study/Directed Readings or Research/Tutorial format. Students are required to receive prior approval of the chairs and Dean’s offices before the registration for the course. Such courses are offered to enrich the student’s major program and not as a special arrangement to facilitate a student’s fulfillment of course or credit requirements. Additional conditions are described in Guidelines for Directed Readings, Independent Study, and Similar Courses issued by the appropriate Dean’s Office.

Second Major
Qualified students may request permission to pursue a second major for sound academic reason. Such a request requires the approval of the chair of the secondary major department and of the appropriate Dean. Certification of completion of requirements for the second major will be the responsibility of the chair of the secondary major department. The official transcript will record the completion of the second major. The degree granted will be the degree appropriate in the primary major. Two separate degrees will not be granted to students who complete a second major.

Second Degree
Students who have earned one bachelor’s degree may request permission to study for a different bachelor’s degree. This is the awarding of two distinct credentials. Applications for a second degree require the approval of the major department and the appropriate Dean. Candidates for a second degree must meet all standard degree requirements. Credits applied toward a first degree may be applied toward a second degree, as if the candidate were a transfer student, but at least 30 additional credits must be successfully completed for a second degree. students who have completed a bachelor’s degree are advised that a second degree is rarely, if ever, required for certification or pre-professional qualification. Specific course requirements for certification or pre-professional qualifications can usually be met by enrolling in the required courses as an adjunct student. Many institutions offer graduate credit for courses which may be applied toward certification requirements.

Special Program
A set of requirements leading to a specific objective secondary to the degree, either vocational or liberal, with the required courses simultaneously satisfying degree requirements, constitutes a Special Program. A minimum of 24 credits and two disciplines are necessary for a Special Program. Completion of a Special Program is noted on the student’s academic record.

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.

Minors
Students may have a minor listed on their academic record in areas where the department has an approved minor, or in an interdisciplinary program. For a minor, at least 18 credits in the specified area must be successfully completed. Students choosing a minor must seek the approval of the chair in the department of the minor no later than the last day of the add/drop period of their seventh semester. Students should also be aware that their choice of a minor may be restricted based on their major or primary area of study.

Advisory Options
Advisory options constitute a list of suggested courses which provide an integrated focus, concentrating electives, GEP courses, or major courses in such a way as to attain a specific educational objective. Courses required in this option simultaneously satisfy degree requirements. Such courses are usually, but not always, offered in a specific department.

Withdrawal from the University
Undergraduate Day students should consult with their academic advisor before beginning the withdrawal process from Saint Joseph’s University. The first step of the withdrawal process is to contact success@sju.edu or call 610-660-2956. Students will submit the withdrawal form and have an exit interview with a staff member from the Office of Student Success to complete the withdrawal process.

Leave of Absence
A Leave of Absence (LOA) is for students who are taking time off from their formal education, with the intent to return to Saint Joseph’s University. Students may not take classes at another institution and transfer those credits back to Saint Joseph’s University while they are on a leave of absence.

When approved, a leave of absence is granted for one semester and may be renewed once for a consecutive semester or a total of two leave of absences during a student’s time at Saint Joseph’s University. To show continuity in the academic record, a comment of “Leave of Absence” will be placed on the official transcript for the term the student is on a leave of absence.

Students on a leave of absence are reported to lenders and loan service agencies as “not enrolled” and the student needs to contact lenders for information on possible repayment requirements.

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.

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.

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)
Summer and Intersession Courses
Degree credit is granted for courses taken in summer sessions and the intersession through the Professional and Liberal Studies and the Haub Degree Completion Programs (PLS/HDC) only when the student has secured written permission in advance from their academic advisor. Summer session courses that are 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.

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 credit deficits, i.e., additional credits needed as result of change of major or transfer
- To enrich the student’s educational program
- To reduce the student’s course load in a subsequent semester

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

Saint Joseph’s University Undergraduate Day Students Transferring to PLS or HDC Adult Learner Programs
Saint Joseph’s University Undergraduate Day students who have been academically dismissed from the University and Undergraduate Day Students who withdrew from the university while on academic probation will not be considered for admission to a PLS or HDC Adult Learner Program for a period of at least one semester or full summer term following the student’s separation from Saint Joseph’s University. During this time, students are encouraged to enroll in courses elsewhere to prove their readiness to pursue a degree through the Adult Learner Program.

Former Saint Joseph’s University Undergraduate Day students who withdrew or are on a leave of absence from the University and are in good academic standing are not subject to a waiting period before applying for transfer to the PLS or HDC Adult Learner Program.

The PLS and HDC Adult Learner Programs reserve the right to deny admission to any applicant who has a documented history of violating University rules and regulations or who has previously been expelled or suspended from the University.

Saint Joseph’s University Undergraduate Day students who transfer to a PLS or HDC Adult Learner Program may transfer the equivalent of up to 90 credits toward the undergraduate adult learner bachelor’s degree.

Second Degree Candidates
Students who have earned a bachelor’s degree in a program that required a minimum of 120 credits from a previous college or university may pursue a second undergraduate degree through the PLS or HDC Adult Learner Program. These students are required to complete a minimum of 30 credits at Saint Joseph’s University, including any general education requirements not yet satisfied and a minimum of 12 upper division credits in their major, unless specifically waived by the appropriate Department Chairperson or Program Director.

Visiting Students
Undergraduate students who attend other colleges or universities and are in good academic standing may enroll in classes at Saint Joseph’s University to transfer 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 including the prerequisite course with the minimum grade required for the Saint Joseph’s University course. Under this classification, a visiting student may enroll in up to 12 credits.

Isolated Credit/Non Matriculated Students
Non-degree applicants may enroll in up to 12 credits prior to formally matriculating into an undergraduate adult learner 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, and a formal application as well as academic transcripts are required prior to being admitted as an isolated credit student.

Second Major
Students may request permission to pursue a second major offered through PLS or HDC for sound academic reasons. Such a request requires the approval of the PLS or HDC Advising Office and Department Chairperson or Program Director for the major. The student must meet all the prerequisites and other requirements for both majors. The final transcript, not the diploma, will record the completion of the second major. The degree granted will be the degree appropriate to the primary major. Two separate degrees will not be awarded to students who complete a second major.

A Student whose major is Business Administration is not permitted to declare a secondary major in another business discipline. Likewise, a student whose primary major is in a business discipline other than Business Administration is not permitted to declare a secondary major in Business Administration.

Minors
Bachelor's degree students may pursue a minor or multiple minors. Approval from the Department Chairperson or Program Director for the minor is required. At least one-half of the courses required for the minor(s) must be completed at Saint Joseph's University. More information about minor options and requirements can be found under the Undergraduate Day Programs section of the catalog.

A Student whose major is Business Administration is not permitted to declare a minor in another business discipline. Likewise, a student whose major is in a business discipline other than Business Administration is not permitted to declare a minor in Business Administration.

Cancellation of Courses
Saint Joseph’s 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.

Course Overload
Students are permitted to take a maximum of 16 credits per semester. Approval for a course overload is considered only in cases when a
student’s previous academic performance at Saint Joseph’s University shows evidence of probable success with the additional course registration.

**Add/Drop**

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.

**Withdrawal from a Course/Courses**

A student who wishes to withdraw from a course must submit a request to withdraw from the course no later than the withdrawal deadline. Withdrawal deadlines are listed on the Saint Joseph’s University academic calendar. Students are encouraged to discuss withdrawing from a course with their instructor prior to submitting the withdrawal form through their Advising Office. Withdrawal from any course without completing the required form will result in a grade of “F” and will be calculated into a student’s grade point average. Students are permitted to withdraw from an individual course or from all courses. All withdrawn courses will be noted with a grade of “W” on the official transcript, and are not included in the grade point average calculation. Grading and refund regulations apply only to the courses a student has officially withdrawn from.

Withdrawal from a course after the last day of the published withdrawal deadline requires documentation of an extraordinary and unusual reason. Students must submit an Extraordinary Withdrawal form and documentation to support the withdrawal request through their Advising Office for final approval by the appropriate Associate Dean. Medical documentation must be submitted directly to the Office of Student Disability Services. The avoidance of undesirable penalties imposed through the Saint Joseph’s University Academic Honesty Policy.

**Incomplete Grades**

A student may not be given an incomplete grade if an incomplete grade from a previous semester is still outstanding. The grade of Incomplete, noted as “I” on the official transcript, is reported by an instructor to the Department Chairperson or Program Director and to the Registrar only under the following circumstances (all must apply):

- The student has requested an Incomplete.
- Course requirements have not been completed for reasons beyond the student’s control (e.g., illness or family emergency).
- 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 class or reasonable period agreed upon by the instructor and the student following issuance of the “I” grade. If the work for the course is not completed by the agreed upon time, the “I” grade will convert to an “F” grade.

**In Progress Grades**

The grade of “In Progress,” noted as “IP” on the official transcript, indicates the course spans more than one semester’s work. The instructor submits the final grade to the Registrar upon completion of the course.

**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.

**Class Standing**

Advancement through the first-year, sophomore, junior, and senior levels is predicated on the number of hours earned toward completion of the degree program. Class standing at Saint Joseph’s University is based on the following scale for candidates in the PLS and HDC undergraduate programs.

<table>
<thead>
<tr>
<th>Class Standing</th>
<th>Credit Hours Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>First-Year</td>
<td>fewer than 24</td>
</tr>
<tr>
<td>Sophomore</td>
<td>24 to 53</td>
</tr>
<tr>
<td>Junior</td>
<td>54 to 83</td>
</tr>
<tr>
<td>Senior</td>
<td>84 or more</td>
</tr>
</tbody>
</table>

**Student Deactivation**

After two years of non-attendance, PLS and HDC students are deactivated and are required to apply for readmission if and when they decide to return to their studies at Saint Joseph’s University. Students are subject to all curricular requirements at the time of readmission.

**Leave of Absence**

PLS and HDC students may request a leave of absence for up to two years. After two years, a student will be deactivated and will be required to re-apply to be considered for readmission to a PLS or HDC program. Students are required to submit a completed PLS/HDC Leave of Absence form to their Advising Office.

**Withdrawal from the University**

A student may withdraw from Saint Joseph’s University provided any indebtedness to Saint Joseph’s University is settled, and they are not liable for dismissal because of an academic violation or disciplinary action. Students are required to submit a completed Withdrawal from University form to their Advising Office.
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.

Non-degree/Isolated Credit Students
Students who have not been formally accepted into a graduate program may be allowed by the appropriate graduate program director to take courses as isolated credit students. Typically, no more than six credits (two courses) taken under this classification may be applied to a degree program. Students seeking to apply for isolated credit status are subject to the same admission standards as degree-seeking applicants.

Visiting Students
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.

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.

Transfer of Credit
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.

Readmission After Withdrawal or Dismissal
When seeking readmission, students who have voluntarily withdrawn from Saint Joseph’s University or are no longer active due to prolonged absence from the University are required to reapply. Students should contact graduate@sju.edu for more information. Students who have been dismissed from a Graduate Arts and Sciences program due to failure to meet academic progress or because of an academic integrity violation may not reapply to their previous program or any other graduate program offered by the College of Arts and Sciences.

Academic Standing
Good Academic Standing is defined as:

- Students enrolled in master’s, doctoral, or non-degree programs who maintain a 3.00 or above cumulative GPA, as calculated at the end of the fall, spring, and summer terms.

Academic Levels of Progress
The College of Arts and Sciences maintains a variety of degree-granting programs at the graduate level. As a result, some graduate programs define the parameters for retention, probation, and dismissal differently, as indicated below.

The policy described below defines the minimum academic levels of progress used to determine academic standing for graduate students in the College of Arts and Sciences and explains standards and processes to address situations of academic probation, dismissal, and appeal.

Grievance Procedure
Students who have a concern regarding an academic matter may seek assistance. The procedure for resolving academic program concerns (see note of grade appeal process below) begins with the course instructor. A student who has a concern about a final course grade should first consult the grade appeal process in the following section. If the student is not satisfied with the response or resolution achieved at this first level, or if speaking with the faculty member presents a conflict of interest for the student, the student should proceed to speak with their Graduate Program Director. If the student is not satisfied with the response or resolution achieved through the Graduate Program Director, the student should proceed to speak with the Department Chairperson. If the student is still not satisfied with the response or resolution achieved through the Department Chairperson, or if speaking with the Department Chairperson presents a conflict of interest for the student, the next step is to request a review of the concern in writing to the Associate Dean. All requests to present a concern to an Associate Dean must be first summarized in writing in the form of a petition by the student and submitted. A decision on a grievance by the College Dean represents a final level of review. During all stages of the process, the Graduate Program Director or representative designated by the Dean’s Office will serve as the point of contact for the student filing the complaint.

Appealing a Course Grade
The instructor for a course has the responsibility for setting the requirements for a course and making an evaluation of students’ work. Once a grade has been given, the instructor is not free to change the
grade unless the instructor indicates to the Registrar that an error was made in the original grade transmitted. If a student believes that an error has been made, they must take the initiative in bringing about the necessary correction before the conclusion of the semester or immediately following the semester in which the course was taken. The typical procedure for requesting a correction would be through direct discussion between the student and the instructor. If redress cannot be attained through such discussions, the student may next appeal to the Graduate Program Director. If resolution cannot be attained through appeal, the student may next appeal in writing to the Department Chairperson. All requests to present a concern to an Associate Dean must be first summarized in writing in the form of a petition by the student and submitted.

Leave of Absence
Under special circumstances (illness, family hardship, work or military service, etc.), a student may request a leave of absence from their graduate program. An approved leave of absence does not automatically cancel a student’s registration for courses. If the student has active registrations for the term(s) included in the approved leave of absence, a student must drop or withdraw their registration(s). Failure to do so will result in billing and assigned grades for the term(s). Students are not permitted to enroll at another institution while under a leave of absence status. The maximum time permitted for a leave of absence is two years. After a two-year period, the student will be deactivated and will be required to re-apply to be considered for reinstatement to a program. Students are required to submit a completed Graduate Leave of Absence form.

Withdrawal Policies
It is strongly suggested that students seek counsel from their Graduate Program Director or Advisor before submitting a course withdrawal. All withdrawn courses will be noted with a grade of “W” on the official transcript, and are not included in the grade point average calculation. Withdrawing from a course can have financial and academic implications that should be taken into consideration when making this decision. Changes in financial aid rules and veterans education benefits have further complicated the course withdrawal process; only trained representatives have the knowledge to help students make the best decision(s)—financially and academically.

Total Withdrawal from the University
A student may elect to file a total withdrawal from a graduate program of study at Saint Joseph’s University. The student must not have any outstanding tuition debt, and must not meet the conditions for dismissal due to an academic violation or disciplinary action. Students are required to submit a completed Withdraw from University form.

Administrative Withdrawal
Graduate students may be administratively withdrawn from Saint Joseph’s University, after due notice, for an academic or disciplinary action or failure to satisfy overdue financial obligations or to comply with administrative requirements of Saint Joseph’s University.

Course Load
Full-time graduate students are those who enroll for six or more credits each semester. Half-time graduate students are those who enroll for at least three credits, and fewer than six credits each semester. A student who is employed full-time is encouraged to take six credits (two courses) each semester, and must receive permission from the student’s Graduate Program Director before registering for nine or more credits (three or more courses) each semester.

Course Overload
Requests to enroll in 15 credit hours (five courses) in a fall or spring semester from a full-time graduate student with a cumulative grade point average (GPA) below 3.50 will not typically be approved. All graduate course overloads must be approved by the Graduate Program Director and Associate Dean. No overload requests will be considered for the summer term. Certain graduate programs restrict students from registering for more than nine credit hours (three courses) in the summer terms. Students enrolled in a first semester of graduate study are not granted permission to take course overloads.

Course Repeat
A graduate student may voluntarily repeat one course while enrolled in a program, and it can only be a course in which a grade of C or below was received. The course may be repeated only once. Students who are placed on academic probation may be required to repeat one or more courses as part of their plan for reinstatement to good academic standing—see policy on Levels of Academic Progress, Probation, and Dismissal. Courses that students are required to repeat as part of their academic probation or reinstatement do not count as “voluntarily” repeated courses. When a course is repeated, both the original and repeated grade appear on the academic record; both grades will be used in calculating the grade point average. Course credit may be applied toward degree requirements only once, even if a course is repeated.

Undergraduate 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.

- Another college or university,
- The Professional and Liberal Studies of Saint Joseph’s University,
- Or who received college level credits achieved in the areas of Dual Enrollment/Diocesan Scholars/College Credit/Online/AP/IB.

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
- Taught by a member of the college faculty
- The course must have been open to enrollment by and graded in direct competition with matriculated students attending that college
- The course cannot supplement high school graduation requirements

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 through the Professional and Liberal Studies (PLS) and the Haub Degree Completion (HDC) Programs only when the student has secured in advance written permission from their academic advisor. Summer school courses that are a part of the GEP or major course requirements must be taken at Saint Joseph’s University. 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, such courses, as well as elective courses, may be taken at an approved institution.

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 will typically be six. For exceptional reasons, the Dean may grant permission for a third course/an additional three 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. For the purpose of fulfilling curriculum requirements, only courses with an equivalency of at least three credits are considered for transfer. 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.

Undergraduate Day
A cumulative grade point average of 2.0 is the minimum required for a bachelor’s degree from Saint Joseph’s University. Students with a grade point average below 2.0 (cumulative or semester) at the end of any semester will be cautioned that their level of performance may be insufficient to satisfy the requirements for graduation.

At the end of the fall or spring semester, students who have a cumulative grade point average below the minimum level indicated in the table below will be automatically recommended for academic dismissal. The advisor is notified as well, and the student is informed of their options and is required to meet with their advisor.

Students may appeal academic dismissal in writing or in person (after both semesters) in front of the Board of Student Academic Review (BOSAR) by a date to be set by the Associate Deans in consultation with the Registrar, which can then recommend one of the following:

- Student is placed on academic probation
- Student is suspended from Saint Joseph’s University
- Student is dismissed from Saint Joseph’s University

At the end of the second semester and following, students who have a cumulative grade point average below the minimum level indicated in the table below will be reviewed by the Board on Student Academic Review (BOSAR), which could lead to a recommendation for academic probation, suspension, or dismissal. The advisor is notified as well, and the student is required to meet with their advisor.

If students are on probation for any four semesters they will be summoned by the Board of Student Academic Review (BOSAR).
A student who fails to make sufficient improvement in their level of Academic Dismissal
University only after being away for one semester but not more than four on suspension by the appropriate Dean may return to Saint Joseph’s not be in the student’s best interest. A student who has been placed Academic Review (BOSAR) determines an academic probation would not be in the student’s best interest. A student who has been academically dismissed may not be a student at Saint Joseph’s University in the future without formally re-applying to the University.

Academic Forgiveness
Undergraduate and graduate students who return following an absence of at least one calendar year may request academic forgiveness. If academic forgiveness is granted, each grade of C- or below for undergraduate students, and B- or below for graduate students will be eligible to be replaced with a grade of “AF”. Courses with a grade of AF will no longer count for credit or be included in the GPA calculation. Additionally, the student’s transcript will have a comment added denoting that academic forgiveness was granted in the applicable semesters. To apply for academic forgiveness, the student must submit a letter to the appropriate Dean explaining how they will achieve successful degree completion. This explanation may involve addressing the reasons for their poor original performance and lessons learned during their time away. Application for Academic Forgiveness must be completed at least 4 weeks before registration for courses. Please see application form at sites.sju.edu/casadvising/online_forms/ (https://sites.sju.edu/
casadvising/online_forms/) for additional details.

Guidelines
• Students may only receive academic forgiveness once.
• Courses that a student withdrew from are not eligible for academic forgiveness.
• Once a student has been approved for academic forgiveness, the action is irreversible and final.
• Failing grades that result from violations of the Academic Honesty Policy cannot be changed under the terms of this policy.
• Federal guidelines allow Title IV Federal Financial Aid to be applied for only one retake of a course with a passing grade. Questions related to financial aid eligibility following academic forgiveness can be directed to finaid@sju.edu (https://academiccatalog.sju.edu/
programs/finaid@sju.edu).
• A student’s Satisfactory Academic Progress is not impacted by academic forgiveness as it relates to federal, state, and institutional financial aid requirements. Please review the SAP policies relative to financial aid at sju.edu/sap (http://sju.edu/sap/).

Board of Student Academic Review
The Board of Student Academic Review (BOSAR) shall consist of:
• Three (3) Associate Deans, one from each college and school: College of Arts and Sciences, Haub School of Business, and School of Health Studies and Education. One of the Associate Deans should serve as Chair and another Associate Dean should serve as co-Chair.
• Five (5) faculty members representing each of the five divisions of Saint Joseph’s University
• One (1) student member

In extraordinary circumstances, BOSAR has the authority to recommend to the appropriate Dean that the student receive academic forgiveness, expunging all the student’s grades from the most recent semester from

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<th>Semester completed</th>
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Transfer students are required to maintain the minimum GPA for the semester level to which they are assigned. Courses at other institutions for which they received academic credit at SJU upon transferring and which contribute to their SJU cumulative grade point average are included in these calculations.

Academic Probation
Students who fail to maintain the required grade point average or an acceptable level of progress toward the degree are placed on probation by their Dean, acting on the recommendation of the Board on Student Academic Review (BOSAR). A student on probation is required to report to the Dean, who may prescribe appropriate remedial measures, and is not permitted to register for more than five courses a semester. If circumstances warrant, the Dean may require a student on probation to limit their course load to four with no reduction in tuition.

The standard period of probation will extend one semester, during which time the student must show sufficient improvement to raise their GPA above the minimum level. In extraordinary cases, one additional semester of probation may be allowed by the Board on Student Academic Review (BOSAR) if the improvement during the first probationary semester indicates that the student will probably reach the necessary level by the end of the second probationary semester. A student may be permitted as many as three semesters of probation, provided that no more than two are consecutive.

A student on academic probation is ineligible to participate in major extracurricular activities, including intercollegiate athletics, or to serve as officer or director of any student activity.

Academic Suspension
A student who is showing slow improvement in their level of performance or rate of progress during this period of probation may be subject to academic suspension by the appropriate Dean on the recommendation of the Board on Student Academic Review (BOSAR). While a student is traditionally granted at least one academic probation before suspension, the Board on Student Academic Review (BOSAR) may recommend academic suspension without any probation when the student’s cumulative grade point average is so low that the Board on Student Academic Review (BOSAR) determines an academic probation would not be in the student’s best interest. A student who has been placed on suspension by the appropriate Dean may return to Saint Joseph’s University only after being away for one semester but not more than four semesters.

Academic Dismissal
A student who fails to make sufficient improvement in their level of performance or rate of progress during the period of probation, or after coming back from suspension, may be subject to academic dismissal by the appropriate Dean.
their academic transcript. This policy cannot be used to expunge some or all of the grades from any previous semester, other than the most recent one, or to expunge only some but not all of the grades from the most recent semester.

**Admission Policy for Academically Dismissed SJU Day Students**

A Saint Joseph's University day student who has not met the academic standards of the University, as determined by the Board of Academic Review (BOSAR) and Dean of that school, and has been academically dismissed from the day program will not be considered for admission to the PLS/HDC Program for a period of at least one semester or full summer term following dismissal from the day program.

The PLS/HDC Program reserves the right to deny admission to any applicant who has a documented history of violating University rules and regulations or who has previously been expelled or suspended from the University.

**Adult Undergraduate PLS/HDC Minimum Standards for Retention**

PLS and HDC students are permitted to take courses at a rate that is appropriate and convenient for them, normally without incurring any penalties for delay in completing degree program requirements. Students pursuing Teacher Certification, however, are required to complete their certification within the time stipulated in departmental regulations.

Grades for PLS and HDC students are reviewed at the end of the fall, spring, and summer semesters. Students with a Saint Joseph's University cumulative grade point average below 2.0 will be reviewed by the Undergraduate Adult Learner Academic Review Board, which could lead to a recommendation for academic probation, suspension, or dismissal. Saint Joseph's University grade point average is calculated by dividing quality points by GPA hours for courses completed at Saint Joseph's University. Failures are calculated into the GPA, but withdrawals are not.

PLS and HDC students who, after attempting their first 12 credits at Saint Joseph's University, and have a cumulative grade point average below 1.0 will be recommended for academic dismissal. They will be informed of the relevant policies, including the right to appeal their dismissal to the Undergraduate Adult Learner Academic Review Board. Please see the section on Academic Dismissal for additional information.

**Academic Probation**

PLS and HDC students who are not achieving satisfactory academic progress according to the standards listed above (i.e., cumulative GPA < 2.0) will be placed on academic probation. Students who have a GPA above a 2.0 but below a 2.25 will be given an academic warning.

When on academic probation, a degree seeking student may be given 1-2 semesters, maximum of 15 additional credits, to raise their GPA to the required 2.0 standard. In extraordinary cases, one additional semester of probation may be granted if the improvement during the first probationary period indicates that the student will probably reach the necessary level by the end of an additional probationary semester. If the student does not raise their GPA to the required level within this timeframe, they will be subject to dismissal.

Post-Baccalaureate Certificate students who are placed on academic probation will have up to six additional credits or one semester to raise their GPA to 2.0. If the student does not raise their GPA to the required level, they will be subject to dismissal.

PLS and HDC students placed on probation are required to meet with their advisor, and in some instances, the Associate Dean at the beginning of each semester to review their academic schedule and discuss a plan for success. Students on academic probation may have a variety of conditions placed on them. These conditions include, but are not limited to the following:

- Registration may be limited to a maximum of two courses per semester, unless full time enrollment is required for financial aid or other reasons.
- Required consultation with an advisor prior to registering for courses for the following semester.
- Enrollment in the INT101 Learning Strategies course.
- Attainment of a minimum term GPA required to return to good academic standing.
- Any other appropriate remedial measures that will help ensure the student's academic success.

Students may lose their financial aid if they do not attain the required GPA after being placed on probation. In rare instances, the loss of financial aid may be stipulated without any previous probation if the student’s academic standing is so poor that academic probation would not be in the student’s best interest. Since these judgments involve issues of academic qualifications and performance, as well as federal and state regulations concerning financial aid, decisions about the loss of financial aid will be made jointly by the Director of Student Financial Services and the appropriate Associate Dean acting on the recommendations of the Undergraduate Adult Learner Academic Review Board. Please see Satisfactory Academic Progress and Financial Aid for additional information. Students on probation making inquiries must address them to the Director of Advising for PLS or HDC. For further information regarding financial aid, please contact the Office of Financial Aid.

**Academic Suspension**

A student who is showing slow improvement in their level of performance or rate of progress during the period of probation may be subject to academic suspension by the appropriate Dean on the recommendation of the Undergraduate Adult Learner Academic Review Board. While a student is usually granted at least one academic probation before suspension, the Undergraduate Adult Academic Review Board may recommend academic suspension without any probation if the student's cumulative grade point average is so low that it is determined academic probation would not be in the student's best interest. A student placed on suspension by the appropriate Dean may return to Saint Joseph's University only after being away for at least one semester but not more than two academic years. If a student wishes to return after two years, the student will be required to reapply for admission.

**Academic Dismissal**

A student who fails to make sufficient improvement in their level of performance or rate of progress during the period of probation, or after returning from suspension, may be subject to academic dismissal by the appropriate Dean. While a student is usually granted at least one academic probation or suspension before dismissal, the Undergraduate Adult Learner Academic Review Board may recommend academic dismissal without any probation or suspension when the student’s
cumulative grade point average is so low that it is determined academic probation and/or suspension would not be in the student's best interest.

When dismissal is recommended, the student will be informed of the relevant policies, including the right to appeal their dismissal to the Undergraduate Adult Learner Academic Review Board. Students who appeal the recommendation for academic dismissal must do so in writing within ten business days of the date of their dismissal letter from the Dean. The Undergraduate Adult Learner Academic Review Board will consider extenuating circumstances that may have entered into a student’s situation and will decide whether and under what circumstances the student may be readmitted. If readmitted, the Undergraduate Adult Learner Academic Review Board may recommend the student be placed on academic probation for the next semester or serve a suspension period before returning to their studies.

A student may also be dismissed or suspended from the University under the provisions of the Academic Honesty Policy. Please see Academic Honesty Policy section.

Readmission Following Withdrawal or Dismissal
Students seeking readmission who have voluntarily withdrawn from the university are required to reapply to the university after a two-year absence, following all of the requirements for readmission into their desired program. Students who have been dismissed from either the PLS or HDC programs due to failure to meet academic standards or because of an academic integrity violation will not be reconsidered for readmission into an undergraduate program at Saint Joseph's University.

Academic Forgiveness
Undergraduate and graduate students who return following an absence of at least one calendar year may request academic forgiveness. If academic forgiveness is granted, each grade of C- or below for undergraduate students, and B- or below for graduate students will be eligible to be replaced with a grade of “AF”. Courses with a grade of AF will no longer count for credit or be included in the GPA calculation. Additionally, the student's transcript will have a comment added denoting that academic forgiveness was granted in the applicable semesters. To apply for academic forgiveness, the student must submit a letter to the appropriate Dean explaining how they will achieve successful degree completion. This explanation may involve addressing the reasons for their poor original performance and lessons learned during their time away. Application for Academic Forgiveness must be completed at least 4 weeks before registration for courses. Please see application form at sites.sju.edu/casadvising/online_forms/ for additional details.

Guidelines
• Students may only receive academic forgiveness once.
• Courses that a student withdrew from are not eligible for academic forgiveness.
• Once a student has been approved for academic forgiveness, the action is irreversible and final.
• Failing grades that result from violations of the Academic Honesty Policy cannot be changed under the terms of this policy.
• Federal guidelines allow Title IV Federal Financial Aid to be applied for only one retake of a course with a passing grade. Questions related to financial aid eligibility following academic forgiveness can be directed to finaid@sju.edu.

• A student’s Satisfactory Academic Progress is not impacted by academic forgiveness as it relates to federal, state, and institutional financial aid requirements. Please review the SAP policies relative to financial aid at sju.edu/sap.

Graduate
Academic Probation and Dismissal
Students in certificate, master's and doctoral programs are placed on academic probation when their cumulative GPA falls below 3.00.

At the end of each semester, the appropriate Graduate Office will notify the students who are either placed on academic probation or are academically dismissed via email. Probation notices will direct students to meet with their designated graduate advisor at the beginning of the probation period to create an academic performance improvement plan.

Graduate students placed on academic probation are given a maximum of two probationary semesters to raise their cumulative GPA to the minimum standard of 3.00.

Haub School of Business Probation:
The grading system in effect at Saint Joseph's University will apply to courses in master's programs. As per University guidelines for graduate study, a student enrolled in a master's program who receives a single grade of C or below for three (3) credit hours will receive a warning letter. Students who receive a grade of C or below for six (6) credit hours will be placed on academic probation and will be so notified in writing. Students who receive a grade of C or below for nine (9) credit hours will be dismissed from the program.

Graduate students must fulfill all credit hour requirements for the master's degree. Each candidate for graduation must have at least a 3.0 cumulative GPA, no more than two grades of C, and no F grades outstanding in order to be certified for graduation. The student, with support from the Program Director and Student Records Offices, is responsible for monitoring their own academic progress throughout the course of the program.

Continued Academic Probation - Second Probation
When placed on academic probation, graduate students are given one probationary semester to raise their cumulative GPA. Graduate students are required to achieve required achieve an overall GPA of 3.00 to be taken off probation, regardless of progress made during the probationary semester. Failure to do so will result in the student being placed on continued or second academic probation.

If the overall GPA remains below 3.00 after a second probationary semester, the student may be academically dismissed.

Students on academic probation may be asked to repeat the course(s) that caused the cumulative GPA to drop below 3.00. The course(s) should be taken within the next two semesters of enrollment after the academic probation status is applied. The Graduate Program Director will make this determination as part of the student's performance improvement plan.

Academic Dismissal
The University reserves the right to refuse the privilege of further attendance to graduate students who fail to meet minimum academic requirements with or without a probationary period.

The University also reserves the right to change the requirements for retention and graduation for graduate or doctoral students, and every
candidate for a degree or certificate program shall be held in compliance with changes, as far as the remaining portion of their course of study is affected.

**Levels of Academic Standing**

Certain graduate programs may have more stringent retention and dismissal standards. Students enrolled in these programs should consult with their program advisors for retention and graduation requirements.

Certificate Programs and Graduate Teacher and Administrative Certifications: Students enrolled in a certification bearing program requiring 16 or fewer credits who receive one final course grade of C+ or below will be dismissed from the program. Students enrolled in a certificate or certification program requiring 18-30 credits who receive two final course grades of C+ or below will be dismissed from the program.

Master's Degree Programs (MA & MS):

30-36 credits: Students enrolled in master's programs requiring between 30-36 credits who receive one final course grade of C+ or below for three graduate courses (9 credits) will be dismissed from the program.

42-48 credits: Students enrolled in master's programs requiring 42-48 total credits who receive four final course grades of C+ or below or (12 credits) will be dismissed from the program.

**College of Arts and Sciences:**

Master of Science in Psychology: Students enrolled in this program who receive two final course grades of C+ or below will be dismissed from the program.

**School of Education and Human Development:**

IDEPEL: Cohort members are expected to demonstrate exemplary scholarship. A cohort member whose scholarship and written work does not meet the standards expected in the IDEPEL program, is required to schedule a conference with the Program Director, the academic advisor, and other faculty as necessary, to discuss the cohort member’s ability to complete the program. This review might result in dismissal from the program. A cohort member must maintain a GPA of 3.0 to remain in the IDEPEL program. If at any time during the three years of course work it is determined that a cohort member will be unable to achieve a 3.0 GPA by the end of their studies, the cohort member will be dismissed from the program.

**Time to Completion**

Each student is expected to make academic progress toward the degree or certificate to remain in good standing. 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.

Students who exceed the time limit to complete their program will be dismissed from the program.

**College of Arts & Sciences:**

Students enrolled in PhD programs in the Departments of Biology or Chemistry have eight years to complete their doctoral program. The time limit begins when the student enrolls in the doctoral program and begins their first course.

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**Haub School of Business:**

Students enrolled in the MBA or MS programs have six years to complete their MS degree from Saint Joseph's University. This six-year limit begins with the student’s first core course. Extensions beyond this limit may be made only with the approval of the Program Director, and only for unusual and serious circumstances.

Students who exceed the time limit to complete the MS Program will be dismissed from the program. Such students must reapply for admission into the program as new students and start the program with no credit from previous courses taken.

**School of Education & Human Development:**

Interdisciplinary Doctor of Education Program for Educational Leaders (IDEPEL): Doctoral students are expected to defend their dissertation proposal within five years from the start of classes. Students must also defend their dissertation within 10 years from the start of classes. If either time frame is exceeded the student will be dismissed from the program.

**School of Health Professions:**

Students enrolled in PhD programs in the Departments of Pharmaceutical Sciences have eight years to complete their doctoral program. The time limit begins when the student enrolls in the doctoral program and begins their first course.

**Graduate Appeal of Academic Dismissal**

A formal written appeal may be submitted to the Graduate Program Director by a student based on one or more of the following grounds:

- Violation of official policy or procedural error by academic or administrative personnel.
- Special mitigating circumstances beyond the student’s control affecting the student’s academic progress.

The following circumstances could prevent a student from satisfactorily completing a course:

- A severe illness or other debilitating condition.
- A student who is the primary care provider for a sick, injured, or needy person in family or friend circle.
- The death of a family member, friend, or someone in their relationship circle.
- The active duty service as a member of the National Guard or the armed forces of the United States.
- The change of the student’s work schedule beyond the control of the student.
- Other good cause as determined by the Dean of the College or their designee.

Poor performance in coursework, poor work/study habits, missed deadlines, or change of major or concentration are not appropriate grounds for appeal. A student submitting an appeal based on mitigating circumstances is also required to provide specific evidence in support of the issue or event that impaired the student’s academic performance.
The student must also provide objective documentation about the events and/or situations with respect to the subsequent impact on their learning.

Document Examples:

- Newspaper notice, copy of death certificate or obituary.
- Physician’s letter explaining a medical condition and its effects or medical records.
- Photos, witness statements, copy of police report, etc.
- Court documents, bail documents, letter from a lawyer, police, reports, etc.
- Clinic notes, prescription receipts, and physician’s notes are not considered sufficient documentation.

Students are not required to appear in-person for a formal appeal hearing.

Graduate Dismissal Appeals Process

First Level Review
Submitted academic dismissal appeal forms will be reviewed by the Graduate Program Director and Department Chair. The reviewers will make a decision to either recommend or reject the appeal. Recommended appeals will be forwarded to the second level of review. Appeals with a rejection status will be considered final, and the dismissal action will stand. The Graduate Program Director will notify the student in writing of the decision.

Second Level Review
If recommended for a second level of review by the academic department, an active appeal will be reviewed by the divisional Associate Dean. The Associate Dean will make a decision to recommend or reject the appeal for further consideration for the third level of review.

Third Level Review
The College of Arts and Sciences Graduate Appeals Reviews Committee headed by the Dean of the College constitutes the final level of review of an academic dismissal appeal. If an appeal is approved, the student may be considered for reinstatement to a graduate program with probationary standing.

If an appeal is denied, the dismissal action will stand. Students who have been dismissed from a Graduate Arts and Sciences graduate program due to failure to meet academic standards or because of an academic integrity violation may not reapply to any graduate program within the College of Arts and Sciences.

Student Point of Contact During the Appeals Process
During all phases of the appeal review process, the student’s Graduate Program Director will serve as the point of contact for the student. Students will be notified by letter about the outcome of their appeal.

Reinstatement
Students who are approved for reinstatement will be placed on academic probation and must return to good academic standing within one semester.

Additional conditions may be placed on students who have been approved for reinstatement including, but not limited to, referrals to learning resources support or tutoring, enrollment in the appropriate course(s), etc.

Reinstated students who fail to meet the specified criteria of the academic performance improvement plan, and/or do not achieve a cumulative GPA of 3.00 or higher, or who achieve a term GPA of below 3.00 during the probation term will be academically dismissed without possibility of a second appeal or reinstatement.

Academic Forgiveness
Undergraduate and graduate students who return following an absence of at least one calendar year may request academic forgiveness. If academic forgiveness is granted, each grade of C- or below for undergraduate students, and B- or below for graduate students will be eligible to be replaced with a grade of “AF”. Courses with a grade of AF will no longer count for credit or be included in the GPA calculation. Additionally, the student’s transcript will have a comment added denoting that academic forgiveness was granted in the applicable semesters. To apply for academic forgiveness, the student must submit a letter to the appropriate Dean explaining how they will achieve successful degree completion. This explanation may involve addressing the reasons for their poor original performance and lessons learned during their time away. Application for Academic Forgiveness must be completed at least 4 weeks before registration for courses. Please see application form at sites.sju.edu/casadvising/online_forms/ (https://sites.sju.edu/casadvising/online_forms/) for additional details.

Guidelines
- Students may only receive academic forgiveness once.
- Courses that a student withdrew from are not eligible for academic forgiveness.
- Once a student has been approved for academic forgiveness, the action is irreversible and final.
- Failing grades that result from violations of the Academic Honesty Policy cannot be changed under the terms of this policy.
- Federal guidelines allow Title IV Federal Financial Aid to be applied for only one retake of a course with a passing grade. Questions related to financial aid eligibility following academic forgiveness can be directed to finaid@sju.edu (https://academiccatalog.sju.edu/programs/finaid@sju.edu).
- A student’s Satisfactory Academic Progress is not impacted by academic forgiveness as it relates to federal, state, and institutional financial aid requirements. Please review the SAP policies relative to financial aid at sju.edu/sap (http://sju.edu/sap/).

Undergraduate Day
Satisfactory Academic Progress (SAP)
The standard academic program in the undergraduate day colleges at Saint Joseph’s University requires students to progress toward their degree in eight standard (fall and spring) semesters in which 15 credits are taken each semester. Following such a program a student will have completed 120 credits by the end of the eighth semester. Transfer students must complete a minimum of 60 credits at Saint Joseph’s University.
Satisfactory academic progress at Saint Joseph's University requires students to earn a minimum of 24 credits in at least eight courses in each academic year, beginning in September and ending in August.

It is the policy of Saint Joseph's University to allow for a ninth and sometimes a tenth semester if significant reasons or a change in major justify such an extension. Permission for a ninth or tenth semester will ordinarily be obtained from the associate academic Dean of the appropriate college. The Deans of the Colleges reserve the right to consider special cases differing from the above statement.

Students who receive federal, state, or University aid need to maintain satisfactory academic progress in order to keep their eligibility. Evaluation of a student's academic progress to determine financial assistance eligibility will be made at the end of the spring semester. Students not meeting criteria for satisfactory progress will be informed in early summer that their current academic record disqualifies them for financial assistance.

Students should not assume that Saint Joseph's University will recommend and/or award financial assistance for more than eight semesters. Students intending to complete their degree program in more than eight semesters should first consult with the appropriate academic Dean and the Student Financial Services Office.

In addition to the quantitative parameter of 24 earned credits within each academic year as a requirement for retaining financial assistance, Saint Joseph's University also adheres to the qualitative parameter defined as follows:

Utilizing the academic probation structure as described in this catalog, the recommendation of the Board on Student Academic Review (BOSAR) and approval of the appropriate Dean to impose an academic dismissal on a student automatically includes the termination of financial assistance by Saint Joseph's University. Under no circumstances will a student be eligible for financial assistance beyond the second consecutive academic probation.

Academic dismissal is mandatory if the student has not achieved the required cumulative grade point average at the end of the second academic probation. The Board on Student Academic Review (BOSAR) may recommend the continuation of a second academic probation only for a student who has completed six semesters of study or for a student who has changed their major during the second probation. Academic dismissal may also occur after the first probation if sufficient improvement in studies has not been shown. In rare instances academic dismissal may be given without any previous probation if the student's academic standing is so poor that academic probation would not be in the student's best interest.

The qualitative parameter for financial assistance is linked to the academic dismissal procedures of the Saint Joseph's University. Since these judgments involve issues of academic qualifications and performance as well as federal and state regulations concerning financial assistance, decisions about the loss of financial assistance will be made jointly by the Student Financial Services Director and the appropriate academic Dean, acting on the recommendation of the Board on Student Academic Review (BOSAR).

Adult Undergraduate (PLS/HDC) Satisfactory Academic Progress (SAP)

PLS/HDC students who are receiving federal, state, or University aid are required to maintain satisfactory academic progress (SAP) and also meet the Minimum Requirements for Retention in order to keep their financial aid eligibility.

Satisfactory academic progress (SAP) is reviewed after the spring semester each academic year. Both cumulative GPA and the ratio of credits earned to credits attempted are used to determine academic progress. Students who do not meet the criteria for satisfactory academic progress will be informed at the end of each spring semester that their current academic record disqualifies them for financial assistance. These students will be given the opportunity to file an academic plan with the Dean's Office to be considered for financial aid for the upcoming academic year.

Students must maintain the following minimum cumulative GPA for satisfactory academic progress (SAP). These standards are in accordance with the PLS/HDC Academic Probation Policy.

- 1.8 cumulative GPA up to 60 credits earned
- 1.9 cumulative GPA for 61-90 credits earned
- 2.0 cumulative GPA above 90 credits earned

In addition to maintaining the required GPA, PLS/HDC students must earn a passing grade in a minimum of 67% of overall credits attempted in order to be considered as making satisfactory academic progress. For example, if a student registers for 12 credits/four courses, the student must earn a passing grade in at least three of these courses to meet this requirement. Withdrawals are considered when calculating the ratio of credits earned to credits attempted. Although withdrawals do not impact grade point average (GPA), they do negatively impact the measure of satisfactory academic progress.

Students not achieving satisfactory academic progress (SAP) based on the above criteria must submit an academic plan explaining the circumstances that led to the failure to meet the standards and the changes that will allow the student to be successful. The student should identify and provide documentation of any extenuating circumstances (e.g., loss of job, a major financial life event, personal illness, illness or death of family member, or other special circumstances) that may have hindered their ability to achieve satisfactory academic progress (SAP). The appropriate Associate Dean will review plan to determine if the student will be allowed to continue to receive federal financial assistance. For a student's academic plan to be considered, it must be submitted by the first day of classes of the traditional full-term semester for which the student is requesting federal aid.

Graduate Satisfactory Academic Progress (SAP)

In addition to the academic levels of progress outlined in the Policy, graduate financial aid recipients are also required to meet the standards outlined in the Satisfactory Academic Progress (SAP) policy.

Satisfactory academic progress for financial aid recipients enrolled in degree programs is assessed annually at the conclusion of the spring semester. For eligible programs of one academic year or less, satisfactory academic progress (SAP) is evaluated at the conclusion of the fall and spring semesters. Failure to maintain satisfactory academic progress will result in cancellation of financial aid awards and the subsequent repayment of the funds already received.

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.

Eligibility for Walking in the Commencement Ceremony

Students with no more than six credits/two classes remaining at the end of the spring semester and will finish the remaining courses in the summer, and who are in good academic standing, are able 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 is a cumulative GPA of at least a 3.0

Commencement, Awarding of Degrees and Diplomas

The commencement ceremony is held annually in the spring. 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 their degree of their primary major. Double majors show on the transcript however you will only receive one diploma and awarded one degree. Diplomas are ordered two weeks after the conferral date and take 4-6 weeks to process and ship. 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.

Early Graduation/Acceleration

While the traditional 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. The Doctor of Education has a separate policy for time limit based on coursework and dissertation requirements. There is a 10 year time limit for completion within the Ed.D. program. Each student is expected to make academic progress toward the degree or certificate to remain in good standing. A student who elects to take a leave of absence must complete a Graduate Leave of Absence University Form and work with their advising office, program, or department to submit this information to the Registrar’s Office.

Graduation Process for Doctoral 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.

Undergraduate Day

Graduation Honors

Honors at graduation will be awarded for grade point averages in all subjects as follows:

summa cum laude 3.85
magna cum laude 3.70
cum laude 3.50

Averages for honors will be computed on the basis of work completed at Saint Joseph’s University. Students must complete a minimum of 60 credits.

Dean’s List

Students who achieve a grade point average of 3.5 for a semester in which they complete at least 15 credits at Saint Joseph’s University, and have no grades below “B” will be included on the Dean’s List.

Phi Beta Kappa Society

Phi Beta Kappa was established in 1776 as a philosophical society. Eventually, it evolved into the paramount honor society for the liberal arts in America. Its major goal is to support, foster, and recognize the excellence of liberal arts scholarship in the institutions of higher education in America. There are presently 262 chapters in the United States; the Saint Joseph’s University chapter was established in 2001. The chapter is sheltered by the University and comprises faculty and staff members who are members of the Society. These members carry on the business of the chapter and elect the student members each year.

Student members are elected in the second semester of the junior or senior year primarily on the basis of broad cultural interests, scholarly achievement, and commitment to the intrinsic value of learning. Eligible students must present a program including not less than 90 credit hours of liberal studies among the 120 or more credit hours required for the bachelor’s degree. In addition, they must have completed at least three full semesters of work (45 credits) in residence at Saint Joseph’s University. In addition, they must have completed at least three full semesters of work (45 credits) in residence at Saint Joseph’s University and be fully registered, as a full time student, for the fourth semester. They must also have obtained the minimum grade point average at Saint Joseph’s University specified by the chapter. While the minimum grade point average requirements may vary slightly from year to year, usually it is 3.75 for juniors and 3.5 for seniors.

Student members are elected in the second semester of the junior or senior year primarily on the basis of broad cultural interests, scholarly achievement, and commitment to the intrinsic value of learning. Eligible students must present a program including not less than 90 credit hours of liberal studies among the 120 or more credit hours required for the bachelor’s degree. In addition, they must have completed at least three full semesters of work (45 credits) in residence at Saint Joseph’s University and be fully registered, as a full time student, for the fourth semester. They must also have obtained the minimum grade point average at Saint Joseph’s University specified by the chapter. While the minimum grade point average requirements may vary slightly from year to year, usually it is 3.75 for juniors and 3.5 for seniors.

Liberal studies shall be considered to be those designed principally for knowledge or understanding or appreciation of the natural and social world in which we live. Grades earned in applied or professional work may not be counted in computing the liberal arts hours or the grade point
average for eligibility. Applied and professional work shall be understood to include all training intended to develop skills or vocational techniques; this work often leads to licensure or certification. Such courses generally are taken by students who are preparing for a specific type of job.

Examples of courses not recognized by the national office of Phi Beta Kappa under the heading of "liberal studies" would be those in business administration, accounting, education, journalism, library science, military science, applied physical education, speech, applied art, applied music, social work, applied communication, and computer science.

Weight will be given to the breadth of the program of each candidate as shown by the number and variety of courses taken outside of the major. Weight will also be given to the balance and proportion of the liberal arts in the student's degree program as a whole. Students who have violated the academic honesty policy of Saint Joseph's University will not be eligible for membership.

Students who complete their college studies at the end of the summer of fall terms, shall be considered for membership during the following spring.

Election to membership in Phi Beta Kappa is wholly within the discretion of the local chapter, subject only to the limitations imposed by the Constitution and By-Laws of the Chapter. No right to election shall adhere to any student solely by reason of fulfillment of the minimum grade point average for election to "membership in course," and no reason need be given for non-election.

**Beta Gamma Sigma**

In the spring of 1907, a group of commerce students at the University of Wisconsin received permission from the faculty to organize a commerce honor society, which they called Beta Gamma Sigma. The purpose of the Society was to encourage and reward scholarship and accomplishment in the field of business studies among commerce students at the University. At about the same time, students at the University of Illinois and the University of California felt the need for such an organization on their campuses and respectively organized Delta Kappa Chi (1910) and The Economics Club (1906). In 1913, having become aware of their coexistence and common purpose, representatives of the three societies met at Madison, Wisconsin, to consummate a merger which made Beta Gamma Sigma into a national organization.

Action was initiated in 1919 to establish Beta Gamma Sigma as the only scholastic honor society recognized by the American Assembly of Collegiate Schools of Business (AACSB). This organization, which was renamed AACSB International - The Association to Advance Collegiate Schools of Business, includes in its membership collegiate schools of business that meet high standards of eligibility required of accredited member institutions with respect to curricula, teaching staff, teaching loads, library and laboratory facilities. Beta Gamma Sigma amended its constitution in 1921 to restrict the installation of new chapters to collegiate schools of business which are accredited members of AACSB International.

The Mission of the International Honor Society Beta Gamma Sigma is to encourage and honor academic achievement in the study of business, to foster personal and professional excellence, to advance the values of the Society, and to serve its lifelong members.

**Honor Societies**

Distinguished achievement is also recognized by admission to Alpha Sigma Nu, national Jesuit honor society, and the following more specialized national honor societies:

- Upsilon Pi Epsilon (Computer Science),
- Omicron Delta Epsilon (Economics),
- Alpha Upsilon Alpha (Education),
- Kappa Delta Pi (Education),
- Delta Phi Alpha (German),
- Phi Alpha Theta (History),
- Pi Mu Epsilon (Mathematics),
- Phi Sigma Iota (Modern Languages/Classics),
- Sigma Xi (Student Research),
- Phi Sigma Tau (Philosophy),
- Sigma Pi Sigma (Physics),
- Pi Sigma Alpha (Political Science),
- Alpha Epsilon Delta (Premedical),
- Psi Chi (Psychology),
- Alpha Kappa Delta (Sociology),
- Sigma Delta Pi (Spanish), and
- Theta Alpha Kappa (Theology).

**Adult Undergraduate (PLS/HDC) Graduation Honors**

Honors at graduation will be awarded for grade point averages in all subjects as follows:

- **Summa cum laude**: 3.85
- **Magna cum laude**: 3.70
- **Cum laude**: 3.50

Averages for honors will be computed on the basis of work completed at Saint Joseph's University in the PLS/HDC program only. Students must complete a minimum of 60 credits in the PLS/HDC Program to be eligible for honors at graduation.

**Academic Honor Societies**

Beta Gamma Sigma Business Honor Society.

Beta Gamma Sigma is the international honor society serving business programs accredited by AACSB International - The Association to Advance Collegiate Schools of Business. Membership in Beta Gamma Sigma is the highest recognition a business student anywhere in the world can receive in a business program accredited by AACSB International.

HDC Students are eligible for invitation to membership in the Beta Gamma Sigma International Business Honor Society. In order to receive an invitation to Beta Gamma Sigma, students must be a bachelor's or associate's degree-seeking student and fulfill either of the following criteria:

**Tier 1**: Be in the top 10% of eligible HDC students who have earned at least 105 overall credits (including transfer credits) as well as at least 30 credits in the HDC Program.
Tier 2: Be in the top 7% of eligible HDC students who have earned more than 75 overall credits and fewer than 105 overall credits (including transfer credits) as well as at least 30 credits in the HDC Program.

Invitations are based on cumulative Saint Joseph’s University GPAs on the HDC Program level only, and are calculated as of the end of the Intersession semester immediately preceding the invitation. Invitations are generally sent late in the spring semester. Certificate students are not eligible for membership.

Alpha Sigma Lambda Honor Society – Alpha Zeta Chapter

Alpha Sigma Lambda is the oldest and largest national honor society for non-traditional students who achieve outstanding scholastic standards and demonstrate leadership while managing the responsibilities of work and family.

The membership comprises undergraduate adult students and alumni. To be considered for induction into Alpha Sigma Lambda at Saint Joseph’s University, a student must:

- Be a matriculated student in a baccalaureate degree program offered through PLS or HDC
- Complete a minimum of 30 credits through the Saint Joseph’s University Adult Undergraduate Program
- Have earned 12 or more credits in the liberal arts/sciences (this may include transfer credits)
- Have a minimum GPA of 3.20
- Be in the top 15% of the students in a bachelors program with a minimum of 30 credits earned through PLS/HDC and 12 or more credits in the liberal arts/sciences

Dean’s List

The Dean’s List is published at the completion of each semester. PLS and HDC students working toward a bachelor’s degree are eligible for this honor.

A student must complete at least 30 credits through the Saint Joseph’s University PLS/HDC program before becoming eligible. A cumulative grade point average of 3.50 is required to achieve and to remain on the Dean’s List. A minimum of six credits must be completed during the semester to be eligible for Dean’s List. A failing semester grade in the current semester disqualifies a student from achieving Dean’s List.

Undergraduate Level Grades

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

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Point</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
<td>Excellent performance in all or most aspects of the course</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
<td>Excellent performance in many aspects of the course</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
<td>Very good performance in all or most aspects of the course</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td>Good performance in all or most aspects of the course</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
<td>Good performance in many aspects of the course</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
<td>Acceptable performance; more than adequate performance in some aspects of the course</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
<td>Acceptable performance in all or most aspects of the course</td>
</tr>
<tr>
<td>C-</td>
<td>1.7</td>
<td>While acceptable overall, course performance is inadequate in one or more areas</td>
</tr>
<tr>
<td>D+</td>
<td>1.3</td>
<td>While acceptable, course performance is inadequate in several areas</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
<td>Meets minimal performance standards required for passing</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
<td>Failure; overall performance has not meet the basic standards of the course</td>
</tr>
<tr>
<td>FA</td>
<td></td>
<td>Failure; due to excessive absence</td>
</tr>
<tr>
<td>P</td>
<td></td>
<td>Pass. No grade points. Credit. The grade P carries credit but is not included in the calculation of the grade point average.</td>
</tr>
<tr>
<td>NP</td>
<td></td>
<td>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.</td>
</tr>
<tr>
<td>Grade</td>
<td>Description</td>
<td></td>
</tr>
<tr>
<td>-------</td>
<td>-------------</td>
<td></td>
</tr>
<tr>
<td>I</td>
<td>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 four weeks of the last day of the final examination period for the semester in question. 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.</td>
<td></td>
</tr>
<tr>
<td>IP</td>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal.</td>
<td></td>
</tr>
</tbody>
</table>
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.

Audit. No grade points. No credit. Does not affect the calculation of the grade point average.

Academic Forgiveness. No grade points. No credit. Does not affect the calculation of the grade point average.

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.

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.

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 Level Grades

The following system of grades, with their grade point equivalent in parenthesis, is used in all courses offered by the University.
<table>
<thead>
<tr>
<th>Grade</th>
<th>GPA</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
<td>Distinguished; exceptional performance in all aspects of the course</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
<td>Exceptional performance, but somewhat less than that rated as A</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
<td>Very good; meritorious work; exceptional performance in several aspects of the course; notably above average expected of students</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td>Good; sound performance in all aspects of a course; completely fulfilling and satisfying the requirements of the course</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
<td>Good performance in many aspects of the course</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
<td>Acceptable performance; more than adequate performance in some aspects of the course</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
<td>Acceptable performance in all or most aspects of the course</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
<td>Failure; overall performance has not meet the basic standards of the course</td>
</tr>
<tr>
<td>FA</td>
<td></td>
<td>Failure; due to excessive absence</td>
</tr>
<tr>
<td>P</td>
<td></td>
<td>Pass. No grade points. Credit. The grade P carries credit but is not included in the calculation of the grade point average.</td>
</tr>
<tr>
<td>NP</td>
<td></td>
<td>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.</td>
</tr>
</tbody>
</table>

**I**

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 normally be resolved within four weeks of the last day of the final examination period for the semester in question. I grades may not appear on a final record. At the end of the stated period unresolved incomplete grades become Failures. 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.
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.

Audit. No grade points. No credit. Does not affect the calculation of the grade point average.

Academic Forgiveness. No grade points. No credit. Does not affect the calculation of the grade point average.

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.

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.

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.

Pass/No Penalty
Certain courses, particularly those requiring completion of a specified assignment or attainment of a specified level of skill, may be designated as Pass/No Penalty courses. The grading basis must be established and publicized no later than the beginning of the registration period and must
apply to all students in the course. All such courses require the approval of the relevant department chair and the appropriate Dean.

**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.