Policies and Procedures

College of Arts and Sciences
Erivan K. Haub School of Business

Academic Policies and Regulations

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.

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 ordinary requirements for the degree include the completion of the number of courses specified by the major with a cumulative grade point average of 2.0, along with the satisfaction of the General Education Program and the approved requirements for the major field. The ordinary residence requirement for a degree at Saint Joseph’s University is twenty courses. Except where an approved degree program or an approved plan of acceleration provides otherwise, the last ten courses must be completed at Saint Joseph’s.

From the several hundred courses offered, students, in consultation with their faculty advisors, select those which best serve their educational need and meet the requirements for the degree. A repeated course, even when the student receives a passing grade on both occasions for the course, counts as only one course of those required for graduation. The student is responsible for planning a program of courses that satisfies all degree requirements.

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 requirement. The successful completion of at least 40 such courses is required for graduation.

Change of Grade

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

Grade Reports

Grades are available to all students at the end of each semester. The university has made grades available via the web. Quarterly grades, for freshmen are distributed through academic advisors; upperclassmen will be able to access their Quarterly grades through the web. Quarterly grades are not recorded but are issued solely to advise students of their academic progress. NG (no grade) is not a permanent grade and is assigned in those infrequent instances when a faculty member is late in returning grades or has not recorded a grade for a given student, for any reason.

Course Expectation Form (Syllabus)

In the first class meeting of a course, the teacher should distribute a written course expectation form explaining the nature of the course; the course goals, including those pertaining to assessment; the source materials, the sequence of topics or themes, assignments; the frequency and nature of tests (or other modes of evaluation); attendance policy; the university policy on academic honesty; the policy for accommodations for students with disabilities; and 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 chair for the approval of the appropriate Dean. The published course expectation form must include information on the alternative mode selected.

Dropping or Adding Courses

A student may add or drop a course during the add/drop period, usually the first week of class each semester, with approval of the academic advisor. Addition of an approved sixth course will require payment of an additional fee (see Student Expenses). Changes of section are permitted during the add/drop period and do not require approval of the academic advisor. Students normally log onto The Nest to perform all registration transactions, provided they have received the proper PIN from their advisor. 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 his or her official record. A student who wishes to withdraw after the add/drop period must obtain approval from her/his academic advisor no later than the Last Day to Withdraw for the respective term and program as stated in the Academic Calendar. A request to withdraw past this day requires an extraordinary and unusual reason and the approval of the respective Associate Dean overseeing the student’s major. More explicitly, a regular withdrawal requires only the approval of the student’s advisor while an extraordinary withdrawal past the Last Day to Withdraw requires the approval of the Associate Dean of the student’s major. In no case will withdrawal be permitted after the last class day of the semester or in contravention of the penalties imposed through the University’s Academic Honesty Policy. http://www.sju.edu/int/resources/srfs/about.html provides a website for students to locate forms and information on course withdrawals.

Audit

Audited courses appear on the students’ grade reports 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, however, 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.

**Pass/No Penalty Course Grade Option**

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 for students. This provision allows students the ability to select certain courses in which they are registered to be taken on a Pass/No Penalty basis for grading. In these cases, the final grade will have no effect on the student’s grade point average (GPA). However, credits earned will be awarded if a passing grade is attained. A standard passing grade submitted by an instructor for such students will be converted to the grade of P on the student’s transcript and a failing grade will be converted to NP by the Registrar’s Office upon review of the final grades for the course in question. The description of these grades and their meaning and usage are described in the appropriate section of this catalog.

Students may opt to take a course on this basis as long as the following conditions are met:

- The course selected is a free elective, not counting in any way toward the student’s general education requirements, or prescribed major or minor program requirements. Further, students are only permitted to take 2 (two) such courses under this option during their undergraduate career at Saint Joseph’s, and no more than 1 (one) such course in a given semester.
- The student and the course selected are on the undergraduate level and the student has attained junior or senior status at the university.

In addition to the above stipulations, students are required to submit their request to Hawk Central (BL 121) by the conclusion of the add/drop period for that term. Once accepted by Hawk Central personnel, the student accepts responsibility for the course meeting the stated eligibility requirements. Further upon submission of the request, the Pass/No Penalty option cannot be reversed. Questions regarding this option may be directed to Hawkcentral@sju.edu.

**Attendance Policy**

The course expectation form shall include a clear statement on attendance policy, specifying the maximum number of absences permitted in the course. If there is no notice to the contrary, students may assume that a policy of unlimited cuts prevails. While a teacher in a course with an unlimited cut 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. When students are required to absent themselves from class to participate in a University-sponsored activity, the director of the activity shall give written notice to the instructor in advance.

**Courses outside the Colleges**

Matriculated students may be permitted to take courses for degree credit in other two or four-year colleges and institutions only with written approval from their Dean. Unless an approved degree program provides otherwise, no more than six such courses (of the forty required) may be credited toward the degree. By prior arrangement with their Dean, students engaged in study abroad or in an approved exchange program may be granted degree credit for a maximum of ten courses. For students who have received academic suspension under the Academic Honesty Policy, no credits for courses taken during the time of suspension will be accepted toward graduation requirements. Students on leave of absence from the university may not receive credit for courses taken elsewhere during the leave of absence.

**Satisfactory Academic Progress**

The standard academic program in the day colleges at Saint Joseph’s University calls for students to progress toward their degree in eight regular (fall and spring) semesters in which five courses are taken each semester. Following such a program a student will have completed 40 courses, which should represent a minimum of 120 credits, by the end of the eighth semester. Transfer students must take a minimum of 20 courses 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 school year, beginning in September and ending in August. It is the policy of the 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 would necessarily 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 twenty-four (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 and approval of the appropriate Dean to impose an academic dismissal on a student automatically includes the termination of financial assistance by the 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 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 his/her 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 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.

Class Standing
Separate from the notion of "Satisfactory Academic Progress" is a student's class standing. Advancement through the freshman, sophomore, junior and senior levels is predicated on the number of semesters completed and hours earned toward completion of the degree program. Normally, eight semesters are required to finish a baccalaureate degree program. Hence, class standing at Saint Joseph's is based on the following scale for candidates 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>

Please be advised that completion of a semester means that grades for courses have been issued. Semesters and courses in progress are not semesters earned. Questions about class standing may be directed to Hawkcentral@sju.edu.

Sixth Course
Although the usual load is five courses, students with superior records (normally 3.3 GPA) may petition the Dean of the appropriate college for permission to carry a sixth course. No student may carry more than six courses in any semester. Additional tuition is charged for this overload.

Professional and Liberal Studies Courses
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. 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. Day student enrollment in PLS courses is limited to 20% of the class; someday students who wish to take a specific PLS class may be unable to enroll if the 20% capacity has already been reached.

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

Course Deficits and Academic Deficiencies
Although the Deans may occasionally permit students to carry a sixth course to remedy deficits in their programs, course deficits and academic deficiencies are ordinarily made up in summer and intersession terms at Saint Joseph's. 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 may, on the recommendation of their faculty advisors, be granted their Dean's permission to take courses at other institutions. Students normally seek permission to register for summer courses at other institutions during the pre-registration period of the spring semester.

Early Graduation/Acceleration
While the normal degree program requires eight semesters' attendance, 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 normal semester requirement. Students should request the Dean's evaluation of their pre-college work before the end of the freshman year.

Other superior students may, for sound academic reason, request permission to accelerate their degree programs. Such acceleration is limited to ten courses 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 three courses may be scheduled for any one summer. The normal limitation of five degree courses in other institutions applies to accelerated programs. Transfer students with five courses 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 normal eight semesters. Extensions beyond ten semesters are granted only for extraordinary reason.

Eligibility for walking in the Commencement Ceremony.
Students with no more than 2 classes remaining at the end of the spring semester, and in academic good standing, may walk at graduation.

*Good standing for UNDERGRADUATE students is a cumulative GPA of at least a 2.0.

*Good standing for GRADUATE students is a cumulative GPA of at least a 3.0.

Special approval is required from the appropriate college Dean for students needing more than 2 courses, and/or not in good academic standing.

Transfer Credit and Transfer Students
To qualify for a degree, students transferring from another college or university or the Professional and Liberal Studies of Saint Joseph's or who took college level classes while in high school must fulfill the General Education Program and department requirements, either by transfer credit or by courses completed in the day colleges.

For freshman/transfer students:
In order for credit to be awarded, Saint Joseph's requires the course must meet the following criteria:

- Taken through a regionally 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 regularly matriculated students attending that college
- The course cannot supplement high school graduation requirements
Final determination of transferable college-level credit is awarded by the deans’ offices.

Please note: 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 SJU 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.

Incoming freshmen, students who receive a high school diploma in the same year as they enroll, may transfer a maximum of 18 earned college level credits or 6 courses achieved in the areas of Dual Enrollment/Diocesan Scholars/College Credit/Online/AP/IB.

Residence Requirement
The ordinary residence requirement for a degree at Saint Joseph’s University is twenty courses. Except where an approved degree program or an approved plan of acceleration provides otherwise, the last ten courses must be completed at Saint Joseph’s.

Summer Courses
Degree credit is granted for courses taken in summer sessions through the Professional and Liberal Studies and the Haub Degree Completion Programs only when the student has secured in advance written permission from her/his academic advisor. Summer school courses that are a part of the GEP or major course requirements must be taken at Saint Joseph’s University unless the course is not being offered that summer and is necessary for a student to maintain normal academic progress or the proper sequence of courses in his or her major field of study. Such courses, as well as elective courses, must 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 regular 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; or
• 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 and HSB, the maximum number of courses allowed for any one summer will normally be two. For exceptional reasons, the Dean may grant permission for a third course. Registration and payment for summer courses are governed by the regulations and procedures of the summer sessions.

Academic Advising
Academic Advising in the College of Arts and Science
The academic advising functions in the College of Arts & Sciences are shared between faculty advisors and the staff of the CAS Advising Support Center. In this shared model, faculty advisors and the Advising Support Center have distinct roles in the advising process, but they work collaboratively to help students to be academically successful and to benefit fully from the collegiate experience.

Faculty advisors have the primary role in providing students with information about courses, the requirements of their major, graduate education, and careers. They also serve as mentors and guides in the intellectual development of students. The Advising Support Center (ASC) has the supporting role of providing students with information about the General Education Program (GEP), declaring a major, course registration, and college and university academic policies and procedures. The ASC can assist students in identifying the forms needed to change majors, to add or drop a course, to withdraw from a course, and it can also provide information about important advising and registration deadlines.

Incoming first-year students who have declared a major are assigned an advisor in their major. Incoming first-year students who are undeclared are usually assigned an advisor in their division or unit (Education, Humanities, Natural Sciences/Math/Computer Science, or Social Sciences). Once they have declared a major, these students will be assigned to a faculty advisor in that major. Transfer students are assigned a faculty advisor in their major.

All students are encouraged to develop an ongoing relationship with their advisors and to be in contact with them during the school year, either during the advisor’s posted office hours or at some other mutually convenient time. First-year students are required to meet with their advisors twice each semester— to view and discuss mid-semester grades and to receive approval of course selections for pre-registration for the following semester. Sophomores, juniors, and seniors are required to meet with their advisors once each semester for pre-registration for the following semester; they are also encouraged to meet with their faculty advisors at other times to discuss their academic progress and future plans for graduate school or careers. Any change of major requires consultation with the chair/director of the student’s current major and the chair/director of their prospective major as well as approval of the relevant associate dean.

In the second semester of junior year, students are responsible for making an appointment with their faculty advisor to review course requirements completed and course requirements not yet fulfilled for their bachelor’s degree. Such a review is necessary to ensure that the proper set of courses will be taken in the senior year and that graduation can occur at the expected time. Although faculty advisors and the ASC provide information and counsel, it is ultimately the student’s responsibility to ensure that he/she has completed all of the requirements for his/her major and/or minor.

The CAS Advising Support Center is an especially important resource for assisting students in navigating the transition to Saint Joseph’s University and in understanding the registration process. First-year students, in particular, are expected to participate in advising workshops that might be offered by the Center prior to registration for spring classes. In addition to covering important topics like academic planning for the GEP and registration procedures, such workshops can also provide an introduction to special programs, academic support services (such as the Learning Resource Center, the Writing Center, etc.), other resources (such as the Career Development Center), and other academic opportunities available at Saint Joseph’s University. Students may direct questions to Dr. Celina Gray, Director of the CAS Advising Support Center, at cgray@sju.edu.

Academic Advising in the Haub School of Business
In the Haub School of Business (HSB), academic advising functions are shared between faculty advisors and the staff in the William F. Leahy Advising Center (LAC). In this shared model, faculty advisors and the LAC have distinct roles in the advising process but work collaboratively to
help students successfully transition to college and benefit fully from the collegiate experience.

The LAC is a primary resource for general advising questions, especially during the first two years of college when students are mastering the course selection and registration process, navigating the transition to Saint Joseph’s University, and making decisions about their major. As a way to orient students to the Haub School of Business, all first-year students are required to participate in an advising session (i.e., HSB Advising 101) prior to registering for spring classes. These sessions cover essential topics including academic planning for the General Education Requirement (GER) and the new General Education Program and Business Foundation courses, course selection and registration procedures, and an introduction to special programs, resources, and academic opportunities available at Saint Joseph’s University.

Every student in the HSB also has a faculty advisor whose role focuses primarily on mentoring and academic/career planning. Each student who has declared a major is assigned a faculty advisor from the department in which they are majoring and will work with his/her advisor to plan a curriculum and explore potential career opportunities. Each undeclared student will be assigned to an HSB faculty advisor and will work with his/her advisor to explore possible majors and to develop educational and career goals. Students may direct questions to Timothy Higgins, Director of the William F. Leahy Advising Center, at thiggins@sju.edu.

The Office of Student Success

By supporting students as they face obstacles associated with college life, the Office of Student Success & First Year Experience assists students in making connections with campus resources and provides coaching on strategies for having a positive transition to college and an enjoyable experience at SJU.

Every SJU student is fully capable of earning a degree from Saint Joseph’s University. At times, students experience difficulties: academic, emotional, social, health-related, family emergencies, and disciplinary actions. There are many resources on campus available to support our students, and the Office of Student Success is here to help.

The Office of Student Success is located in:

G10 Bellarmine Hall
610-660-2956
success@sju.edu
or visit the website sju.edu/studentsuccess

Academic Probation, Suspension and Dismissal

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 required to meet with his or her advisor.

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

- placed on academic probation
- suspended from Saint Joseph’s University, or
- 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 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.

<table>
<thead>
<tr>
<th>Semester completed</th>
<th>Minimum GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>At the end of the 1st semester</td>
<td>1.8</td>
</tr>
<tr>
<td>At the end of the 2nd semester</td>
<td>1.8</td>
</tr>
<tr>
<td>At the end of the 3rd semester</td>
<td>1.8</td>
</tr>
<tr>
<td>At the end of the 4th semester</td>
<td>1.8</td>
</tr>
<tr>
<td>At the end of the 5th semester</td>
<td>1.9</td>
</tr>
<tr>
<td>At the end of the 6th semester</td>
<td>1.9</td>
</tr>
<tr>
<td>At the end of the 7th semester</td>
<td>2.0</td>
</tr>
</tbody>
</table>

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. 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 his/her course load to four with no reduction in tuition.)

Ordinarily, the period of probation will extend one semester, during which time the student must show sufficient improvement to raise his/her GPA above the minimum level. In extraordinary cases, one additional semester of probation may be allowed by the Board on Student Academic Review 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 probations, 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 his/her 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 BOSAR. While a student is normally granted at least one academic probation before suspension, the Board on Student Academic Review may recommend academic suspension without any probation when the student’s cumulative grade point average is so low.
that 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 his/her 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.

While a student is normally granted at least one academic probation
(or suspension) before dismissal, the Board on Student Academic
Review may recommend academic dismissal without any probation or
suspension where the student’s cumulative grade point average is so
low that BOSAR determines an academic probation and/or suspension
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
In extraordinary circumstances, BOSAR has the authority to recommend
to the appropriate Dean that the student receive academic forgiveness,
expiung all the student’s grades from the most recent semester from
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.

Composition of Board of Student Academic Review
The Board of Student Academic Review (BOSAR) shall consist of:

• two (2) Associate Deans, one from each college (College of Arts and
  Sciences and Haub School of Business). One of the Associate Deans
  should serve as Chair and the other Associate Dean as co-Chair
• four (4) faculty members representing each of the four divisions of
  the University,
• one (1) student member.

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

<table>
<thead>
<tr>
<th>Type of Honors</th>
<th>Grade Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>summa cum laude</td>
<td>3.85</td>
</tr>
<tr>
<td>magna cum laude</td>
<td>3.70</td>
</tr>
<tr>
<td>cum laude</td>
<td>3.50</td>
</tr>
</tbody>
</table>

Averages for honors will be computed on the basis of work completed
at Saint Joseph’s in CAS and HSB only. To be eligible for honors at
graduation, students must complete twenty courses in CAS and HSB.

Dean’s List
Students who achieve a grade point average of 3.5 for a semester in
which they complete at least 15 credits, all at Saint Joseph’s University,
and have no grade 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 consists of the 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 credit hours) in residence at Saint Joseph’s
University and be fully registered, as a full time student, for the fourth
semester. They must have obtained the minimum grade point average (at
Saint Joseph’s University) specified by the chapter. While this 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 the University will not be eligible for
membership.

Students who complete their college studies at the end of the summer
session or at the end of December, 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).

Independent Study/Directed Readings, Research Tutorials
Students who have completed four regular semesters with an overall grade point average of 3.0 (or cumulative average of 3.4 or higher for courses in the major field) may, with the prior approval of the chairs and Dean’s office concerned, 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. 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 final 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. Applications for a second degree require the approval of the major department and the appropriate Dean. Candidates for a second degree must meet all ordinary degree requirements, but courses applied toward a first degree may be applied toward a second degree, as if the candidate were a transfer student, but at least ten additional courses must be taken for a second degree. Holders of bachelor’s degrees 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 eight courses and two disciplines are necessary for a Special Program. Completion of a Special Program is noted on the student’s permanent record.

Minors
Students may have a minor listed on their permanent records in areas where the department has approved one or an interdisciplinary program. For a minor, at least 18 credits in the specified area must be obtained. 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. The Minor form can be accessed at http://www.sju.edu/int/resources/hawkcentral.

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 some specific education objective. Courses required for the option simultaneously satisfy degree requirements. Such courses are usually, but not always, offered in a specific department.

Withdrawal from the University
Before an undergraduate day student withdraws from Saint Joseph's University, they should consult with their academic advisor. To complete the withdrawal process, students will submit the withdrawal form and have an exit interview with a staff member from the Office of Student Success. To begin the withdrawal process, contact success@sju.edu or call 610-660-2956.
Leave of Absence
A Leave of Absence is for students who are taking time off from their formal education, with the intent to return to SJU. Students may not take classes at another institution and transfer those credits back to SJU while they are on a LOA. When approved by the appropriate Advising Center, a LOA is granted for one semester and may be renewed once for a consecutive semester or a total of 2 LOAs during a student’s time at SJU.

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

To access the form:
http://www.sju.edu/int/academics/centers/casadvising/forms/leavewithdraw.html

Transcripts
Students may obtain transcripts of their grades provided their financial obligations to Saint Joseph's have been fulfilled. Official transcripts bear the signature of the Registrar and the seal of the University; they are sent, on request of the student, directly to other institutions or organizations. A fee is charged for transcripts. To order an official copy of your transcript:

https://www.studentclearinghouse.org/secure_area/Transcript/to_bridge.asp

Commencement and Diplomas
Students who will complete requirements for a degree in a given semester must apply for graduation at the time specified by the Registrar. Commencement exercises are held annually in the spring. Diplomas are issued three times a year, on September 15, January 15, and on the date of the Commencement exercises. Students receiving diplomas in September or January are invited to participate formally in the Commencement exercises of the following May. Diplomas will be mailed to the student’s home address approximately six weeks following the graduation dates above. The form is located under student records and payments: http://www.sju.edu/int/resources/hawkcentral.