

# 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.

### 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 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.

### PLS Degree and Certificate Requirements

To be eligible for a degree or certificate, a student must complete the required number of courses and credits listed in the various curricula (See Curricula section). Students must complete 40 courses (minimum 120 credits) for a Bachelor's Degree and 20 courses (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.

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.*

### 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 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.

### 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 Policy

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.

### 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, including but not limited to scholarship and loan programs, on the basis of race, color, religion, national origin, age, sex/gender, marital status, ancestry, sexual orientation, medical condition, physical or mental disability, veteran status or any other basis prohibited by applicable law.

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

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

As provided by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998, Saint Joseph's University through its Department of Public Safety, annually provides notice and makes available copies of the Annual Security Report, to the campus community, prospective students, employees and the public. Each Security Report includes statistics for the past three years concerning

crimes and incidents (whether they occurred on campus, in off-campus building 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>
- or by telephone request to the Department at 610-660-1111
- or stopping by the Department's Office on campus.

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

## 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 the student against improper or unauthorized disclosure of such education records or personally identifiable information contained therein.

A detailed statement of Saint Joseph's policy, including a description of education records kept and 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 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.

## Incomplete Grades ("I" on the Transcript)

The grade of Incomplete, noted as "I" on the grade report, is reported by an instructor to the Program Director or Department Chair and to the Registrar 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), and
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 student following issuance of the "I" grade.

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

## In Progress Grades ("IP" on the transcript).

The grade of "In Progress," noted as "IP" on the grade report, indicates that the course spans more than one semester's work. The final grade will be sent to the Registrar by the instructor upon completion of the course.

## 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.

## Incomplete Grades ("I" on the Transcript)

The grade of Incomplete, noted as "I" on the grade report, is reported by an instructor to the Program Director or Department Chair and to the Registrar 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), and
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 student following issuance of the "I" grade.

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

## 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 that 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.

## 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

**For Undergraduate Day:** 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.

## 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:

Class Standing	Credit Hours Earned
Freshman	fewer than 24
Sophomore	24 to 53
Junior	54 to 83
Senior	84 or more

## 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.

## 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.

## 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 permanent records in areas where the department has approved one or in 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](mailto: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>

## 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 depicting the necessary prerequisite on that transcript. Under this classification, a visiting student may enroll in up to four total courses.

## Isolated Credit / Non Matriculated Students

Non-degree applicants may enroll in up to four PLS/HDC classes prior to formally matriculating into a degree program. Under this classification, students are admitted to the 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 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](https://www.studentclearinghouse.org/secure_area/Transcript/to_bridge.asp)



## Saint Joseph's University 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 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 the 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 Day students who withdrew or are on leave 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 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.

A Saint Joseph's University Day student who transfers to a PLS or HDC Adult Learner Program may transfer the equivalent of up to 30 courses (90 credits) toward the undergraduate adult learner bachelor's degree.

## Second Degree Candidates

Students who have earned a Bachelor degree in a program that required a minimum of 120 credits from a previous college or university may pursue a second undergraduate degree through PLS or HDC. These students are required to complete a minimum of 10 courses (30 credits) at Saint Joseph's University, including any general education requirements not yet satisfied and a minimum of four upper division courses in their major, unless specifically waived by the appropriate Department Chair or Program Director (See Residency Requirement in the Academic Policies and Regulations section).

## 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 depicting the prerequisite on that transcript. Under this classification, a visiting student may enroll in up to four total courses.

## Isolated Credit / Non Matriculated Students

Non-degree applicants may enroll in up to four classes prior to formally matriculating into an undergraduate adult learner degree program. Under this classification, students are admitted to the 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.

## 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 chair 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.

Please note: Students may not study toward a degree with a major in Business Administration and choose another business discipline as a second major. Likewise, a student studying toward a major in a business discipline may not select Business Administration as a second major.

## Minors

Bachelor's degree students may pursue a minor or multiple minors. Approval from the program director or chair for the minor is required. At least one-half of the courses required must be completed at Saint Joseph's University. For minor options and requirements, please see the Undergraduate Day Programs section of the Catalog.

Please note: Students may not study toward a degree with a major in Business Administration and choose another business discipline as a minor. Likewise, a student studying toward a major in a business discipline may not select Business Administration as a minor.

## 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.

## Course Overload

Students are permitted to take a maximum of 16 credits per semester. Approval for an overload is considered only in cases where a student's previous academic performance at Saint Joseph's University supports that success in more than 16 credits per semester is highly likely.

## 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 want to continue in a course will need to submit a request to withdraw from the course. For add/drop dates, please see the University's Academic Calendar.

## Withdrawal from a Course (or courses)

A student who wishes to withdraw from a course after the add/drop period must do so in writing by completing the appropriate form no later than the withdrawal deadline date as established by the University's Registrar Office. Students are encouraged to discuss withdrawing from a course with their instructor prior to submitting a withdrawal form to their Advising Office. Withdrawal from any course without completing the required paperwork will result in an F for that course and will lower 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 "W" on the official transcript. Grading and refund regulations apply only to the courses from which a student has officially withdrawn.

Withdrawal from a course after the last day of the published withdrawal period requires documentation of an extraordinary and unusual reason. Students must submit an Extraordinary Withdrawal request form and documentation to support the withdrawal request to their advising office for final approval by the appropriate Associate Dean. Please note that medical documentation must be submitted directly to the Office of Student Disability Services. The avoidance of undesirable grades is

not sufficient reason for an extraordinary withdrawal. In no case will withdrawal be permitted after the last class day of the semester

Should the general good of the University be involved, the University reserves the right to request the withdrawal of any student. Withdrawal is not permitted for the purpose of avoiding penalties imposed through the University's Academic Honesty Policy.

### **Incomplete Grades ("I" on the Transcript)**

The grade of Incomplete, noted as "I" on the grade report, is reported by an instructor to the Program Director or Department Chair and to the Registrar 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), and
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 period agreed upon by the instructor and student following issuance of the "I" grade.

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

### **In Progress Grades ("IP" on the transcript).**

The grade of "In Progress," noted as "IP" on the grade report, indicates that the course spans more than one semester's work. The instructor sends 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 that 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.

### **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 is based on the following scale for candidates in the PLS and HDC undergraduate programs.

<b>Class Standing</b>	<b>Credit Hours Earned</b>
First-Year	fewer than 24
Sophomore	24 to 53
Junior	54 to 83
Senior	84 or more

### **Student Deactivation**

After two years of non-attendance, PLS and HDC students are deactivated and are required to apply for readmission if/when they decide

to return to their studies at Saint Joseph's University. Students will be 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 Leave of Absence form to their advising office.

### **Withdraw from the University**

A student may withdraw from their program and University provided any indebtedness to Saint Joseph's is settled and he/she is 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 director to take courses as isolated credit students. Normally, no more than two graduate 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 the 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 6 credit hours 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 course work 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. Please contact the Graduate Studies Office for more information, [gradstudies@sju.edu](mailto:gradstudies@sju.edu)

### **Transfer of Credit: Graduate Level**

Request for the evaluation of graduate transfer credit must be made at the time of application or admission. Only students admitted into a master's program of study may be evaluated for transfer of credits. With the approval of the Graduate Program Director, students may transfer up to six 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 better may be transferred. Courses with grades of B- or lower will not be evaluated for transfer. Course credit may not be transferred into graduate certificate programs or the doctorate of education (Ed.D.) program.**

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.

### **Readmission After Withdrawal or Dismissal**

When seeking readmission, students who have voluntarily withdrawn from the University are required to reapply. 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 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.
- Students enrolled in the doctoral program who maintain a 3.50 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.

This 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**

Any student who has 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 his/ her 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 Chair, or if speaking with the Department Chair 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 to the attention of the Graduate Studies Office via email to [gradappeals@sju.edu](mailto:gradappeals@sju.edu). A decision on a grievance by the College Dean represents a final level of review. At 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, he/she 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 normal 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 Chair. 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 to [gradappeals@sju.edu](mailto:gradappeals@sju.edu)

### **Leave of Absence**

Under special circumstances (illness, family hardship, work or military service, etc.), a student may request a leave of absence from his/her graduate program. Students are not permitted to enroll at another institution while under a leave of absence status. Two years is the maximum time permitted for a leave of absence (LOA). 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 you seek counsel from your Graduate Program Director or Advisor before submitting a withdrawal.

Withdrawing from a Course or All Courses in a Semester. An approved leave of absence does not automatically cancel a student's registration for courses. If enrolled for the term(s) included in the approved Leave, a student must drop/withdraw his/her registration(s). Failure to do so will result in billing and assigned grades for the term(s). Dropping and/or 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 Withdraw from the University:**

A student may elect to file a total withdraw from a graduate program of study at Saint Joseph's after any outstanding tuition debt has been settled, and he/she is not liable for dismissal because of an academic violation or disciplinary action. Students are required to submit a

completed "Graduate Arts and Sciences Withdraw from University" form to the Graduate Arts and Sciences Office at gradstudies@sju.edu Administration Withdrawal Graduate students may be administratively withdrawn from the University, after due notice, for an academic or disciplinary action or failure to satisfy overdue financial obligations or to comply with administrative requirements of the University.

## Course Load

Full-time graduate students are those who enroll for nine or more credits each semester. Part-time graduate students are those who enroll for less than full-time each semester as previously defined. A student who is employed full-time is encouraged to take two courses (6 credits) each semester, and must receive permission from the student's Graduate Program Director before registering for three or more courses.

## Course Overload

Requests to enroll in five courses (15 credit hours) in a fall or spring semester from a full-time graduate student with a cumulative grade point average (GPA) below 3.50 will not normally 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 3 courses or 9 credit hours 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 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.

## 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. Please see the section on International Students for further information.

Only grades of C (not C-) or better from accredited colleges or universities will be considered for transfer. Students may transfer a maximum equivalent of 25 courses 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 25-course limit on transfer courses for undergraduate adult learner bachelor degree programs. The following students may transfer the equivalent of 30 courses toward the undergraduate adult learner bachelor's degree: 1) students who are transferring from the Saint Joseph's University undergraduate day program and 2) 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.

For the Associate's Degree, students may transfer a maximum equivalent of 10 courses. For the certificate programs, a student may transfer a maximum equivalent of two courses.

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 CLEP (College Level Examination Program) or ELAP (Experiential Learning Assessment Program). A student cannot earn CLEP or ELAP credit for a course in which he or she is enrolled or for a course when he or she has 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 10 courses remaining in their degree program.

A student may not use a CLEP exam or ELAP portfolio review for credit if he or she has already transferred the maximum number of courses allowed.

CLEP (College Level Examination Program). Through CLEP, PLS and HDC students have the opportunity to earn college credit by achieving a passing score on exams in specific subject areas. CLEP (administered by the College Board) offers 33 exams in five subject areas, covering material generally taught in 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.

ELAP (Experiential Learning Assessment Program). ELAP provides students the opportunity to validate college level knowledge acquired through study, work and other life experiences. PLS/HDC offers 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 the course content for a particular 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 approximately two to three months to complete. If the student is awarded credit, that credit will be recorded on the student's permanent record as a transfer course with a grade of "TR." ELAP applications may be made 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 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 vocational/technical level recommendations. Listings of ACE approved courses and credit recommendations are contained 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 credit. 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>

## Residence Requirement

The residency requirement for an Associate Degree is fulfilled by the satisfactory completion of at least 12 courses in the HDC program immediately preceding the date of graduation. Students enrolled in an associate degree program must complete at least one upper division course 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 15 courses in the PLS/HDC program immediately preceding the date of graduation. Please note that students who are pursuing a second Bachelor's Degree and those who are transferring to PLS or HDC from the Saint Joseph's University Day School are required to complete a minimum of 10 courses 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 degree, at least four upper division courses (level as defined by each academic department) in the major must be completed through the PLS/HDC program unless specifically waived by the Department Chair 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 (portfolio assessment), or courses completed elsewhere.

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

## Undergraduate Day 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 informed of his or her options and 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.

Semester completed	Minimum GPA
At the end of the 1st semester	1.8
At the end of the 2nd semester	1.8
At the end of the 3rd semester	1.8
At the end of the 4th semester	1.8
At the end of the 5th semester	1.9
At the end of the 6th semester	1.9
At the end of the 7th semester	2.0

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, expunging 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.

## 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 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.

Please note that PLS and HDC students who, after attempting their first 12 credits at Saint Joseph's University, 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 making satisfactory academic progress according to the standards listed above (i.e., cumulative GPA < 2.0) will be placed on academic probation. Students whose GPA falls 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 his or her 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 his or her GPA to the required level within this timeframe, s/he 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 his or her GPA to a 2.0. If the student does not raise his or her GPA to the required level, s/he 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 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. 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 this 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 usually is granted at least one academic probation before suspension, the Undergraduate Adult Academic Review Board may recommend academic suspension without any probation when the student's cumulative grade point average is so low that it is determined that 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 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 usually is 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 where the student's cumulative grade point average is so low that it is determined that an 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 that the student be placed on academic probation for the next semester or serve a suspension period before return to their studies.

A student may also be dismissed or suspended from the University under the provisions of the Academic Honesty Policy (See Academic Honesty Policy section).

### **Readmission Following Withdrawal or Dismissal**

When seeking readmission, students 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 admission for an undergraduate program at Saint Joseph's University.

## **Graduate Arts & Sciences Academic Probation and Dismissal**

### **Academic Probation**

Graduate College of Arts and Sciences master's degree and certificate program students are placed on academic probation when their cumulative GPA falls below 3.00.

At the end of each semester or term, the University Registrar 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. At the end of the semester or term in which probation was issued, the University Registrar will notify students when they are placed on continued academic probation or are academically dismissed.

### **Continued Academic Probation- Second Probation**

When placed on academic probation, graduate students are given one probationary semester to raise their cumulative GPA. The graduate student has to 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 terms 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 her or his course of study is affected.

### **Levels of Academic Standing**

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

**Interdisciplinary Doctor of Education Program for Educational Leaders (IDEPEL)** - All courses and requirements for the doctoral program must be completed within seven years from the first semester of enrollment in the program. Good Academic Standing is defined as a cumulative GPA of 3.50 or higher.

**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.

**Certificate Programs and Graduate Teacher & 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.

### **College of Arts & Sciences Master's Degree Programs (M.A. & M.S.)**

**30-36 credits** - Students enrolled in master's programs requiring between 30-36 credits who receive a 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 grades of C+ or below or (12 credits) will be dismissed from the program.

### **Exceptions: IDEPEL Ed.D. and the M.S. in Psychology**

#### **Graduate Appeal of Academic Dismissal**

A formal written appeal may be submitted to the Graduate Program Director by a student based upon 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.



These include the following circumstances that could prevent the student from completing the course satisfactorily:

- A severe illness or other debilitating condition
- A student who is primary care provider for a sick, injured, or needy person in family or friend circle
- The death of a family, friend or someone in his/her 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 schedules beyond the control of the student.
- Other good cause as determined by the Dean of the College or his or her designee.

*Note: 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 are 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 or situations and their subsequent impact on his or her 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, a copy of police report, etc.
- Court documents, bail documents, letter from a lawyer, police, reports, etc.
- Clinic notes, prescription receipts, doctor 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

At all phases of the appeal review policy, the student's the 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 or term.

Students approved to resume their current program of study may be required to repeat the course(s) with earned grades that caused their cumulative GPA to drop below 3.00. See course repeats policy. Please reference the Course Repeat Policy under the policy section, *Course Load, Course Overload & Course Repeat*,

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 attain a cumulative GPA of 3.00 or higher, or who obtain a term GPA of below 3.00 during the probation term will be academically dismissed without possibility of a second appeal or reinstatement.

## Undergraduate Day

### 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.

## **Adult Undergraduate (PLS/HDC) Satisfactory Academic Progress**

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.

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 not meeting criteria for satisfactory 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 coming academic year.

Below are the minimum GPA standards that undergraduate PLS students must maintain to be considered making satisfactory progress. Please note that these standards are in accordance with the PLS Academic Probation Policy.

Students must maintain the following cumulative GPA:

- 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 making satisfactory progress. For example, if a student registers for four courses, the student must earn a passing grade in at least three of these courses to meet this requirement. Please note that withdrawals are considered when calculating the ratio of credits earned to credits attempted. Although withdrawals do not impact GPA, they do negatively impact this measure of satisfactory academic progress.

If a student is not making satisfactory progress based on the criteria above, the student 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 make satisfactory progress. 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, 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.

## **General Policies**

### **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.

## **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.

## Filing an Intent/Apply to Graduate Form

Students who will complete all of the requirements for a degree in a given semester must submit a completed Apply-to-Graduate Form within the time specified under Academic Calendar. Failure to complete the application will result in student records being incomplete, and the awarding of the degree will not be recorded as part of the official record.

## Undergraduate Graduation Procedures 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.

## Adult Undergraduate (HDC/PLS) Graduation Procedures Graduation and Commencement

Commencement is held annually in the spring. Diplomas are awarded three times a year on September 15, January 15, and on the date of the Commencement ceremony in May. Students who are awarded in September or January are invited to participate formally in the Commencement ceremony the following May.

Students are required to submit a graduation application a semester in advance of their expected graduation date. Under no circumstances will the University "backdate" the awarding of a degree (i.e., prior to submitting the graduation application through the Nest.)

If a student wishes to walk in the May ceremony preceding his/her actual graduation date, the student should request approval from the Associate Dean in writing. Requests will be considered only for students who will have no more than two courses remaining in their degree and are registered for those two courses in the summer semester immediately following the Commencement ceremony.

## Graduate Graduation Procedures 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 ten (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 to the University Registrar's Office

## Undergraduate Day Honors at Graduation

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

Note: 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).

## Adult Undergraduate (HDC/PLS)

### Honors at Graduation

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

Note: Averages for honors will be computed based on work completed at Saint Joseph's University in the PLS/HDC program only. To be eligible for honors at graduation, students must complete at least 20 courses (60 credits) at Saint Joseph's University in the PLS/HDC Program.

### 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 consists of undergraduate adult students and alumni. To be considered for induction into ASL at SJU, 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 credit hours 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 makes one ineligible for the 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:

A	4.0	Excellent performance in all or most aspects of the course
A-	3.7	Excellent performance in many aspects of the course
B+	3.3	Very good performance in all or most aspects of the course
B	3.0	Good performance in all or most aspects of the course
B-	2.7	Good performance in many aspects of the course
C+	2.3	Acceptable performance; more than adequate performance in in some aspects of the course

C	2.0	Acceptable performance in all or most aspects of the course
C-	1.7	While acceptable overall, course performance is inadequate in one or more areas
D+	1.3	While acceptable, course performance is inadequate in several areas
D	1.0	g Meets minimal performance standards required for passing
F	0.0	Failure; overall performance has not meet the basic standards of the course
FA		Failure; due to excessive absence
P		No grade points. Credit. The grade P carries credit but is not included in the calculation of the grade point average
NP		No grade points. No credit. The non-passing grade NP carries no credit and does not affect the calculation of the grade point average.
NA		Equivalent of F; given by the instructor when the student never attended or did not attend after the add/drop period. This grade may be changed by an administrative withdrawal only within one calendar year from when it is issued.
VF		Equivalent of F; given by the instructor when the student stopped attending after the add/drop period. This grade may be changed by an administrative withdrawal only within one calendar year from when it is issued.

NG

A grade that is only used by the University Registrar to indicate that no grade has been submitted by the instructor. Just as with an I or incomplete grade, this grade will automatically turn 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.

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.

WA

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.

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.
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X	No grade points. No credit.
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### Graduate Level Grades

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

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

B	3.0	Good; sound performance in all aspects of a course; completely fulfilling and satisfying the requirements of the course	NG	A grade that is only used by the University Registrar to indicate that no grade has been submitted by the instructor. Just as with an I or incomplete grade, this grade will automatically turn 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.
B-	2.7	Good performance in many aspects of the course		
C+	2.3	Acceptable performance; more than adequate performance in in some aspects of the course		
C	2.0	Acceptable performance in all or most aspects of the course		
F	0.0	Failure; overall performance has not meet the basic standards of the course		
FA		Failure; due to excessive absence		
P		No grade points. Credit. The grade P carries credit but is not included in the calculation of the grade point average		
NP		No grade points. No credit. The non-passing grade NP carries no credit and does not affect the calculation of the grade point average.	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.
NA		Equivalent of F; given by the instructor when the student never attended or did not attend after the add/drop period. This grade may be changed by an administrative withdrawal only within one calendar year from when it is issued.		
VF		Equivalent of F; given by the instructor when the student stopped attending after the add/drop period. This grade may be changed by an administrative withdrawal only within one calendar year from when it is issued.		



<p>WA</p>	<p>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</p>	<p>the petition. Petitions for withdrawal from a second successive semester based on the same circumstances will not be approved.</p>
		<p>I</p> <p>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.</p>
		<p>X</p> <p>No grade points. No credit.</p>

### 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, NG, X, and W and WA). Only courses taken at Saint Joseph's after matriculation are included in this calculation, even if transfer credit has been given