

DEGREE COMPLETION PROGRAM POLICIES

Degree completion students (those pursuing a BBA or BLS degree) must adhere to all policies outlined in Undergraduate Policies (<https://academiccatalog.sju.edu/programs/undergraduateprocedures/>), with some additions outlined below.

Second Degree Candidates

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

Second Major

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

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

Minors

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

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

Student Deactivation

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

Leave of Absence (LOA)

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 degree completion program. Students

are required to submit a completed Leave of Absence form to their Advising Office.

Withdrawal from the University

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

Satisfactory Academic Progress

Satisfactory Academic Progress (SAP)

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

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

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

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

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

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

Probation & Dismissal

Minimum Standards for Retention

Degree Completers and Associate Degree 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 Degree Completers and Associate Degree students are reviewed at the end of the fall, spring, and summer semesters. Students with a Saint Joseph's University cumulative grade point average below 2.0 will be reviewed by the Undergraduate Adult Learner Academic Review Board, which could lead to a recommendation for academic probation, suspension, or dismissal. Saint Joseph's University grade point average is calculated by dividing quality points by GPA hours for courses completed at Saint Joseph's University. Failures are calculated into the GPA, but withdrawals are not. PLS and HDC students who, after attempting their first 12 credits at Saint Joseph's University, and have a cumulative grade point average below 1.0 will be recommended for academic dismissal. They will be informed of the relevant policies, including the right to appeal their dismissal to the Undergraduate Adult Learner Academic Review Board. Please see the section on Academic Dismissal for additional information.

Academic Probation

Degree Completers and Associate Degree students who are not achieving satisfactory academic progress according to the standards listed above (i.e., cumulative GPA <2.0) will be placed on academic probation. Students who have a GPA above a 2.0 but below a 2.25 will be given an academic warning. When on academic probation, a degree seeking student may be given 1-2 semesters, maximum of 15 additional credits, to raise their GPA to the required 2.0 standard. In extraordinary cases, one additional semester of probation may be granted if the improvement during the first probationary period indicates that the student will probably reach the necessary level by the end of an additional probationary semester. If the student does not raise their GPA to the required level within this timeframe, they will be subject to dismissal. Post-Baccalaureate Certificate students who are placed on academic probation will have up to six additional credits or one semester to raise their GPA to 2.0. If the student does not raise their GPA to the required level, they will be subject to dismissal. PLS and HDC students placed on probation are required to meet with their advisor, and in some instances, the Associate Dean at the beginning of each semester to review their academic schedule and discuss a plan for success. Students on academic probation may have a variety of conditions placed on them. These conditions include, but are not limited to the following:

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

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

Academic Suspension

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

Academic Dismissal

A student who fails to make sufficient improvement in their level of performance or rate of progress during the period of probation, or after returning from suspension, may be subject to academic dismissal by the appropriate Dean. While a student is usually granted at least one academic probation or suspension before dismissal, the Undergraduate Adult Learner Academic Review Board may recommend academic dismissal without any probation or suspension when the student's cumulative grade point average is so low that it is determined academic probation and/or suspension would not be in the student's best interest. When dismissal is recommended, the student will be informed of the relevant policies, including the right to appeal their dismissal to the Undergraduate Adult Learner Academic Review Board. Students who appeal the recommendation for academic dismissal must do so in writing within ten business days of the date of their dismissal letter from the Dean. The Undergraduate Adult Learner Academic Review Board will consider extenuating circumstances that may have entered into a student's situation and will decide whether and under what circumstances the student may be readmitted. If readmitted, the Undergraduate Adult Learner Academic Review Board may recommend the student be placed on academic probation for the next semester or serve a suspension period before returning to their studies. A student may also be dismissed or suspended from the University under the provisions of the Academic Honesty Policy. Please see Academic Honesty Policy section.

Readmission Following Withdrawal or Dismissal

Students seeking readmission who have voluntarily withdrawn from the university are required to reapply to the university after a two-year

absence, following all of the requirements for readmission into their desired program. Students who have been dismissed from either the Degree Completion, Associate Degree or Certificate programs due to failure to meet academic standards or because of an academic integrity violation will not be reconsidered for readmission into an undergraduate program at Saint Joseph's University.