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All students registered in the School of Arts and Sciences undergraduate programs are subject to the policies and regulations of both the School of Arts and Sciences and St. George's University.

# Administrative Policies and Process

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## Admission

### Non-Matriculated Students

Non-matriculated status is granted to students who wish to take classes at the University and are not seeking a degree or those who do not meet the admission requirements for their chosen degree program. Students can continue to take courses for a variety of educational, occupational, and/or recreational reasons for as long as they wish.

Non-matriculated individuals who are not currently admissible to a degree program and wish to earn acceptance as a matriculated student must successfully complete at least 15 credit hours of university level General Education requirements, including the Oral and Written Communication requirement.

It is essential that such non-matriculated students carefully select courses in consultation with a Faculty Advisor to assure that the courses taken will be applicable to the degree program desired. If students pass courses and earn an overall GPA of 2.00 or better, they should submit an application to the Office of Admission for full matriculation.

### Semester Credit Load

Normal credit loads of Full-time students are 12-15 credits per regular semester. Full-time, matriculated students are limited to a maximum of 18 credits per semester; however, with the permission of the Department Chair and the Dean of the School of Arts and Sciences, matriculated students with a grade point average of 3.50 or higher in the preceding semester may be allowed to enroll for more than 18 credits in the following semester.

Working and/or busy students are advised to adjust their credit load according to the time they have available for studying.

Non-matriculated students may take a maximum of 11 credits in any semester.

Students may not complete more than 12 credits during a Summer session.

### Declaration of Major

Students are responsible for being fully aware of their academic program structure and for enrolling in courses that will satisfy graduation requirements. Students should review the degree audit (available from their respective department), the description of the degree program and course descriptions published by the School of Arts and Sciences.

In addition, students should meet with their assigned Faculty Advisor to discuss their academic plans and career goals. The degree audits should be reviewed by students, in consultation with the Faculty Advisor throughout matriculation to ensure that they are progressing in a timely fashion toward their degree. Any additional queries should be directed to the [Office of the University Registrar](#).

## Change of Major

Students may change major with permission of both their original and new Department Chairs to ensure the proper credits can be met within the necessary time frame. Students wanting to switch into the Biology major or into the Nursing Program, must also submit a new Application for Matriculation to the Office of Admission. In order to effect a change of major, students must submit a [Declaration/Change of Major Form](#), signed and approved by their current Faculty Advisor and the Department Chair of the students current and new major, to the [Office of the University Registrar](#).

If students wish to be considered for admission into the Pre-Clinical or Pre-Veterinary medical program, they must submit an application to the School of Medicine or School of Veterinary Medicine respectively, through the Office of Admission. They must receive a recommendation from the Dean of the School of Arts and Sciences in order to process the application. An interview conducted by the SGU Faculty Student Selection may be required.

## Placement Tests

The School of Arts and Sciences requires students to take English and Math Placement Tests. Placement Tests are offered once per semester in the week before teaching begins.

The English Placement Test is designed to assess the level of reading and writing skills of students who have not been assigned potential transfer credits for College English I (ENGL 107), so that they can be placed in appropriate courses.

The Math Placement Test is designed to assess the levels of computation, data analysis, and problem-solving skills of students who have not been assigned potential transfer credits for College Math (MATH 120).

## Registration

### Registration Check-In

All students are required to register prior to the first day of the semester. New students will obtain registration materials from the Office of the University Registrar and determine their academic program under the guidance of the Department Chair and/or an assigned faculty advisor. For returning students, this is generally done during pre-registration with their Faculty Advisor.

The registration process is not final until the Office of the University Registrar has verification of financial clearance.

Students may not register for classes unless their tuition and fees are paid in full.

### Late Registration Check-In

The Late Registration period starts the second day of classes and continues throughout the first teaching week, until the following Monday at 5:00 pm. Returning students who register during that time will be charged a late fee according to the schedule below:

Tuesday	EC \$25.00
Wednesday	EC \$50.00
Thursday	EC \$75.00
Friday	EC \$100.00
Monday (2nd week of classes)	EC \$125.00

Students should note that if they register and begin classes late, they will miss important academic concepts and their grades may suffer. Responsibility for catching up with missed material lies with the student. Late registration will not be considered an excuse for poor academic performance.

## Add/Drop Policy

Students are permitted to add or drop courses until Monday at 5:00 pm of the second week of classes. Dropping courses does not result in any transcript notation. Students should consult with their Department Chair or Faculty Advisor prior to adding or dropping courses.

To add or drop a course, students and Faculty Advisors must complete the [Add/Drop Form](#) available from the Office of the University Registrar. It is the responsibility of students to submit this form with all required signatures by the add/drop deadline. Non-attendance does not constitute dropping a course. The only way a student's registration may be adjusted is for them to file a completed [Add/Drop Form](#) with the Office of the University Registrar.

Students are not allowed to add or drop courses after the end of the add/drop period. No refund or credit will be granted for any courses that are not officially dropped by the appropriate deadline.

## Course Withdrawal Policy

After the add/drop period has closed, students may [withdraw from a course](#) and be guaranteed a "W" any time up to the point when two-thirds of the semester has been completed (for example, requests for withdrawal must be in place by Friday at 5:00 pm of the eleventh week of a 16-week semester).

After this point, students may choose to apply for a leave of absence from the Office of the Dean of Students. If granted, an LOA will result in a "W" in all courses for that semester.

**NB: Withdrawals whilst on probation is prohibited and no more than two (2) Withdrawals per course is permitted.**

## Leave of Absence (LOA)

Students in the School of Arts and Sciences may apply for a [Leave of Absence \(LOA\)](#) up to 5.00 pm on Friday of week 15. LOA's are reviewed by the Office of the Dean of Students (DOS). If the LOA involves medical reasons; documentation may be required, and the DOS office may consult with the Director of the University Health Service. If approved, LOA's are in place for one semester.

## Return from Leave of Absence (LOA)

Students wishing to return to their studies after taking an LOA for medical reasons must contact the [Office of the DOS](#) for clearance prior to semester start.

# Academic Policies

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## Enrollment Requirements for Matriculated Students

Students must complete a minimum of 60 credits at St. George's University to earn an undergraduate degree from the University. Of these 60 credits, the number of credits required in the major field of

study is determined by each department. The total number of credits students may accrue via transfer or other types of awarded credit is 60. Once students reach this maximum, no further transfer credit will be accepted.

## Transfer and Award of Academic Credit

The transfer or award of credit for learning achieved outside of St. George's University (SGU) comes in several forms. The evaluation of such credit involves comparability of the nature, content, and level of credit offered at SGU, prior learning, and the appropriateness and applicability of the credit earned.

### Award of Credit

Students may receive specific course credit (for example, ACCT 204: Financial Accounting – 3 credits) or general electives for prior coursework performed at a tertiary educational level, such as Advanced Levels/CAPE, Advanced Placement, and International Baccalaureate, or other coursework performed at a previously-attended post-secondary institution.

A notation of the advanced standing/transfer credit, the course or category, denoted by “T,” and the credit hours received, will appear on the SGU transcript. The credit hours may be utilized to fulfill graduation requirements; however, no grade is earned. Thus, such credit does not impact the SGU Grade Point Average (GPA). Students should direct questions relating to transfer credits to the [Office of the University Registrar](#).

### Advanced Standing/Transfer Credit

Advanced standing/transfer credit will be evaluated on an individual basis in accordance with the advanced standing/transfer credit policy. Only courses with a grade of C or III or better will be considered for transfer credit. Advanced Level or CAPE courses may also be considered for transfer credit as determined by the Office of the University Registrar. . Transfer credit is not awarded for 300 and 400 level courses in the School of Arts and Sciences.

Each applicant is responsible for ensuring that all related documentation, including official transcripts, grading policy, and official course descriptions are sent directly to the Office of the University Registrar. If these documents are not in English, they must be accompanied by a certified English translation. Required documentation should be submitted to the [Office of the University Registrar](#) prior to the start of the semester and no later than two weeks into the semester.

Following receipt of the official documentation and course descriptions from a secondary institution, the credit will be evaluated by the Office of the University Registrar.

Transfer credit from our academic partner, T. A. Marryshow Community College, will follow a similar albeit streamlined process due to the inter-institutional collaboration.

### Exemption

Under rare circumstances, students who have significant prior learning acquired through academic or non-academic experience may wish to be considered for Exemptions/Waivers .

Following consultation and approval of the Faculty Advisor and Department Chair of the degree program, students may be granted Exemptions/Waivers for the semester. A maximum of 18 credit hours may be received via exemption.

### Challenge Examinations

Students with prior knowledge equivalent to an SGU course may apply to sit a challenge examination. Challenge exams are not available for all courses.

The Challenge Exam application, must be submitted by the student and approved by the Course Instructor/ Director, the Department Chair, and the Dean of the School of Arts and Sciences, in the semester prior, to taking the Challenge Exam.

The [challenge examination](#) is prepared by the Course Instructor/Director and is equivalent to a comprehensive examination for that course.

Students will not be allowed to take more than three challenge examinations in a semester. Challenge exams are to be sat ONLY within the first week of the semester. A non-refundable \$100.00 USD administrative fee will be charged for each challenge examination.

The grade earned for a challenge examination is recorded on the transcript; both credit hours and grades are awarded. Students are only allowed to take a challenge examination once for each course. Students cannot take a challenge exam after failing the course.

In the event that students fail a challenge examination, they will be allowed to register for the course in the current (or subsequent) semester. Taking a challenge examination counts as one attempt at a course.

## Waiver of Course Requirements

Students with prior knowledge equivalent to an SGU course may request that a waiver be granted. Generally, this applies to courses for which no challenge examination is offered. The Course Instructor/ Director, with consultation of the Department Chair, performs this evaluation on a case-by-case basis using evaluative tools, which may include examinations or other diagnostics.

[Waiver of course forms](#) must be approved by the Faculty Advisor, Department Chair and the Dean of the School of Arts and Sciences. Forms must then be submitted to the Office of the University Registrar. A notation will appear on the transcript; however, neither credit hours nor a grade is awarded. A waiver fulfills a prerequisite or a degree requirement.

[Waiver of Course forms](#) must be submitted by the student and approved by the instructor, by the 2<sup>nd</sup> week of classes.

## Course Substitution

In exceptional circumstances, a student may be granted approval for a course to be substituted with another course. Approval for course substitution must be granted by the students Faculty Advisor, the relevant Department Chair, the Dean of the School of Arts and Sciences, and the Associate Registrar using the Waiver & Substitution form.

## Transient Credit

In exceptional circumstances, following matriculation at SGU, students may request approval to take coursework at another university.

Approval must be received prior to registration or attendance at another university. Students must submit a completed [Transient Credit Approval Form](#) accompanied by the course description(s) of the course(s) they wish to take to the [Office of the University Registrar](#).

Evaluation of the request will include not only credibility and equivalency of course content, but also justification for taking the course(s) at another university. Students must have an official transcript sent from the host university to the SGU Office of the University Registrar. Students must receive a grade of "C" (or equivalent score) or better in the course(s).

A transient course, denoted by “T,” and the credit hours received, will appear on the SGU transcript. The credit hours may be utilized to fulfill SGU graduation requirements; however, no grade is earned. Thus, such credit does not impact the SGU GPA. Students may not receive more than 18 credit hours of transient credit.

## Faculty Advisors

Matriculated students will be assigned a Faculty Advisor by the Dean of Students Office. Faculty Advisors provide support and guidance to students. Further information on the role of a Faculty Advisor can be found in the [Dean of Students](#) pages of the SGU Portal.

Students who wish to change their Faculty Advisor should follow the instructions posted at [this link](#) on the Dean of Students SGU Portal page.

Students must submit completed and fully signed forms requesting this change of advisor by 5:00 pm on the Friday of week 10 of the semester.

## SAS Attendance Policy

### Academic Events

Academic Events refer to virtual and face-to-face teaching/learning activities, such as class sessions and exercises, labs, internships, asynchronous online forums, quizzes, exams, field trips and other class projects, and viewing and reviewing of handouts, readings, and recordings. Students are expected to attend all academic events assigned to them by their Course Directors/Course Instructors. If absence from a particular required academic event is anticipated or occurs spontaneously due to illness or other extenuating circumstances, proper notification procedures must be followed by students (outlined below).

- The Office of the Dean of Students must be notified by students applying for a Medical Excuse from exam(s) using the following online [Medical Excuse link](#). (Please see [Examination Attendance](#) for further details).
- Course Directors and/or Course Instructors should be notified by students via email regarding Non-Medical Excuse for absence from exams and absence from all other academic events. The [Office of the Dean of Students](#) should be notified by students via email if multiple absences from academic events occur, or are anticipated.

### Assessing Student Attendance

Students are permitted two (2) unexcused absences. More than two (2) unexcused absences may adversely affect a student's grade, as specified in the particular course syllabus. Instructors may also award a specific percentage of their course grade to attendance, provided that a clear written statement on this aspect of the course and its impact on grading is described in the course syllabus.

### Attendance

Attendance refers to a quantitative (numeric) measure of how long a student has been present at a required, synchronous class session, whether that session is in-person or online. Although attendance includes both frequency and duration, only frequency is captured in this policy. Students are, however, expected to attend every class, for the duration of the class.



# Absence & Non-Medical Excuse

A student is considered absent from a class if the instructor/facilitator (by whatever means he/she selects) is unable to confirm that student's presence when attendance is taken. If absence from a particular session is anticipated or occurs spontaneously due to illness or other extenuating circumstances, proper notification procedures must be followed.

## SAS Non-Medical Excuse

In extraordinary circumstances, a student within the School of Arts and Sciences may be granted an excused absence (non-medical excuse) from required course activities, excluding examinations. A non-medical excuse is categorized as a catastrophic event, religious observance, scholarly/ administrative activity, and visa appointment.

The non-medical excuse may be granted for one to five (5) business days.

To apply for a non-medical excuse, students should follow the procedures described below.

- **Catastrophic Events:** Unforeseen and extraordinary events (e.g., funerals, hospitalization of a family member (beyond 2 days), family emergency) may be considered for an excused absence. The student must inform the Dean of Students (DOS) office Students and provide proof of the incident to [dos@sgu.edu](mailto:dos@sgu.edu).
- **Religious Observances:** A student who wishes to observe a religious holiday may receive an excused absence if the appropriate protocol is followed for seeking the excused absence. Specifically, the student must inform the Dean of Students (DOS) office of the dates of the religious holidays within the first month of each academic term in order for these absences to be approved. Any dates of travel associated with the religious observance beyond the actual holiday are NOT covered by excused absences.
- **Scholarly/Administrative Activities:** Activities that enhance a student's scholarly achievement and/ or contribute toward the administrative activities of SGU's School of Arts and Sciences may be eligible for an excused absence. Examples may include presenting at a national conference or attending required meetings with officials of SGU. The student must inform the Dean of Students (DOS) office and provide proof of scholarly/administrative activities (conference and travel itinerary) to [dos@sgu.edu](mailto:dos@sgu.edu) at a minimum of two weeks before travel.
- **Visa Appointments and Jury Service:** In exceptional instances, students may be granted permission to attend visa appointments and jury service during the semester. The student must inform the Dean of Students (DOS) office Students and provide proof of visa appointment and travel itinerary and/or an official letter of jury service to [dos@sgu.edu](mailto:dos@sgu.edu) at minimum one week prior.

## Examination Policies

## Examination Policies

Students of the School of Arts and Sciences should refer to the General Section of the Student Manual for additional information about "[University Examination Policies and Procedures](#)."

# Examination Attendance

All matriculated students are expected to attend all assigned academic activities for each course currently registered. Medical excuses will be based on self-reporting by students to the Dean of Students Office via the [online SAS Medical Excuse link](#).

Students who feel they are too sick to take an examination or other required activity on a specific day must submit the [online SAS medical excuse](#), which is available on the SGU Portal. Students are only allowed a total of two such excuses in two consecutive semesters. If a third excuse is submitted within two consecutive semesters, the Office of the Dean of Students will consult with the Director of University Health Service and a medical leave of absence may be mandated.

Students who miss an examination with a submitted excuse and wish to petition for a completion exam should contact their Course Instructor.

## Mid-term and Final Examination Schedules

1. All mid-term and final examinations are scheduled during the university's official examination period and must be given in the scheduled examination slot. However, this may not extend to labs.
2. Students are not permitted to take any mid-term or final examination before its regularly scheduled time.
3. For proctored face-to-face examinations, students are expected to present themselves at the place assigned a minimum of forty-five (45) minutes prior to the start of the examinations. Students arriving late for the examination (after the scheduled start time) will be denied the chance to write the examination and will be directed to the Dean of Students Office.

## Scheduling Conflict- Related Adjustments for Individual Students

1. No student shall be required to take more than two (2) mid-term or final examinations on any calendar day, during the period of the officially scheduled examinations. Should more than two (2) examinations be scheduled, the student must request the rescheduling of one of the examinations with their instructors and can submit a Rescheduling of Examination Form, which must be signed by the student's advisor.
2. It is the student's responsibility to bring this schedule conflict to the attention of their instructors and advisor, as soon as possible. If the problem cannot be resolved by that means, the student should contact his/her Department Chair.
3. If a student has more than two (2) examinations scheduled within a calendar day, students must be permitted a minimum of one (1) hour break between examinations.

## Completion Examinations: Mid-term and Final Exams

1. If a student is unable to take a midterm or final examination at the scheduled time, it is the responsibility of the student to contact the instructor as soon as possible, advisably in advance of the final exam. The student's absence may be excused by the instructor for situations such as a sudden illness, death in the family or other emergency. In such circumstances, the instructor should report the student's grade in the course as I (Incomplete), if the other requirements for the course have otherwise been met, indicating that the students are in good standing and has only a small amount of work to complete the course.

2. For final examinations, should a student be unable to write the Completion examination, for legitimate reasons, during the last three (3) weeks within the Spring semester and the last two (2) weeks within the Fall Semester, the student may request and submit, with the instructor's recommendation, an *Extension of Time Form*. If an extension is granted, this examination must be written during the first week of the next semester.

3. Should a student not contact their instructor, does not have a satisfactory excuse for being absent or fails to take the completion examination on the stipulated date, (unexcused absence), then the Incomplete will automatically change to 'F' thirty (30) days after the start of the next semester.

## Rules of Conduct for Examinations

1. It is the responsibility of each student to know and comply with the University's Student Code of Conduct and to know the University's Examination Guidelines and Procedures, as outlined in the *Student Manual*.

2. Examination conditions are in effect from the time the first examinee enters the venue until the last examinee has left.

3. A valid SGU Student ID needs to be presented and checked upon entry to the examination room. The ID must be placed out in the open on the student's desk.

4. Only the candidates concerned and those supervising the examination will be allowed into the examination room during an examination.

5. Students are expected to be at the examination room at least thirty (30) minutes before the start of the examination.

6. No study material, including notes and books, must be in the student's possession once they have entered the examination venue.

7. The exam supervisor, (including Proctors), has the authority to assign seats to students.

8. No hats, bags, mobile phones, tablets/laptops, or other smart technology devices, including smart watches or smart devices are permitted inside the examination venue. If the supervisor is unable to tell whether a non-smart watch or time piece is wireless or Bluetooth capable, students will be asked to place these in their bags.

9. Students shall not communicate in any manner whatever during the examination.

10. Students who use or view any unauthorized material or device or assist or obtain assistance from other students or any unauthorized source, during the examination, are liable to academic penalties under the University's Student Code of Conduct and Examination Guidelines and Procedures.

11. Students may not leave the examination room unescorted for any reason and those wishing to use the bathroom, may be asked to empty their pockets.

12. In general, students will not be allowed to exit the venue during the first thirty (30) minutes of the examination.

13. After the first student has completed the examination, late arrivals will not be allowed to start the examination and will be considered to have failed to appear for the exam. An exception can be made by the presiding supervisor, who will set the conditions for such an exception.

14. At the conclusion of an examination, all writing must cease. Students who fail to observe this requirement may have their papers seized and be subject to a penalty.

15. At the end of an examination, students shall remain seated at their desks, until all examination materials have been collected.

16. Examination papers or other material issued for the examination, shall not be removed from the examination room.

## Computer-based Examinations

1. Students must complete the download of all examination blocks within twenty-four (24) hours, before the scheduled start time of the examination.

2. It is the student's responsibility to complete the mock exam offered by the Office of Institutional Advancement (OIA), at least three (3) days before the scheduled examination, to ensure that all the requirements for online proctoring are met.

3. Students are not allowed to enter the examination venue after the password has been announced. Any student who arrives after the exam password has been issued will be redirected to the Dean of Student Office (DOS).

4. There will be no admittance for late arrivals. Any student arriving late will not be granted access and must petition the Dean of Students Office, who, in consultation with the department chair, will decide whether the student will be allowed to do a completion exam.

5. Students with computer issues that cannot be resolved will be escorted to the Examinations Services office for troubleshooting assistance. Once resolved, students will then be escorted to the alternative venue by a Proctor, to complete the exam.

6. Students must show the successful upload screen to the Proctors before exiting the venue. If they cannot, a Proctor will escort them to Examination Services to assist with uploading the exam files.

7. **If there are any technical issues with accessing the examinations** (including internet failure and difficulties with software) students must immediately contact a Proctor for assistance. If the problem cannot be resolved in a timely manner, then the Proctor will escort the student to Examination Services for further assistance.

## Plagiarism Policy

### Definition

The Oxford Concise Dictionary, 9 ed., (1995: 1043) defines plagiarism as 'the act or instance of plagiarizing, something plagiarized.' The dictionary then defines plagiarize as 'take and use (the thoughts, writings, inventions, and so forth of another person) as one's own; pass off the thoughts, and so forth of (another person) as one's own.'

Plagiarism is regarded as a cardinal offense in academia because it constitutes theft of the work of someone else, which is then purported as the original work of the plagiarist. Plagiarism draws into disrepute the credibility of the Institution, its faculty, and students; therefore, it is not tolerated.

### Procedures

To aid in adhering to the University's Plagiarism Policy (which can be found in the [General Section of the Student Manual](#)), the School of Arts and Sciences has adopted "The Three Pillars":

1. Honor Code

2. Avoidance
3. Detection

Students are instructed in protocols for the conduct of research and styles of referencing to ensure that every statement that is NOT the product of students' original thought is appropriately and accurately cited. The University offers means by which faculty members might seek confirmation of suspicion that students' work is plagiarized.

## The Three Pillars

**i. Honor Code:** All New students are asked to sign an Honor Code upon admission to the University (this includes part-time students as well). Integral to the Honor Code is a promise by the students that they will not engage in any act of plagiarism.

**ii. Avoidance:** Students will be taught correct citation in all ENGL Prefix courses, as well as in the course, 'Introduction to University Life'. These classes will emphasize the following procedures:

- Quotations must be placed properly within quotation marks and must be cited fully
- All paraphrased material must be acknowledged completely
- In instances where ideas or facts are derived from students' reading and research, or from students' own writings, the sources must be clearly indicated. The responsibility for learning the proper forms of citation lies with the student. Styles of writing are department-specific and will be covered by faculty in respective departments.

**iii. Detection:** School of Arts and Sciences faculty members utilize a number of methods of ensuring that materials submitted are not plagiarized. These include the use of search engines, websites and software dedicated to identifying plagiarized work. Faculty members also act as blind markers and second markers for colleagues.

## Penalties

Transparent procedures will be followed where plagiarism is confirmed by the faculty member and verified by colleagues. Penalties are intended to protect the integrity of the work of students and faculty, and the good name of the University. Faculty members reserve the right to award a grade of "F" for confirmed plagiarism, in addition to referring the matter to the Office of Judicial Affairs for disciplinary action.

In addition, the growing use of artificial intelligence (AI) in academic settings is acknowledged and SAS strives to ensure that students submit work that they have produced themselves. As such, the submission of work generated or significantly assisted by AI tools will also be considered a form of plagiarism.

In the event that a student has plagiarized, the following actions will be taken:

**First offense:** The student will receive a grade of zero on the assignment, and will be required to meet with the instructor to discuss the incident and review proper citation methods. The instructor reserves the right to refer such instances immediately to the Office of the Dean of Students.

**Second offense:** The student will be reported to the Office of the Dean of Students, who will then decide whether the case will be taken on by the Office of Judicial Affairs, which is responsible for determining the outcome of such cases, including possible suspension or expulsion.

It is the responsibility of each student to ensure that their work is their own and that proper citation practices are followed. SAS will continue to uphold these values of academic integrity and expects all students to do the same.

**Plagiarism is a serious offense and will not be tolerated by St. George's University.**

## Undergraduate Grading Policy

### Letter Grades

The School of Arts and Sciences uses the following letter grades to indicate the record of achievement in courses completed:

**Letter Grade Grade Point Score (Percent)**

A+	4.00	100
A	4.00	90-99
B+	3.50	85-89
B	3.00	80-84
C+	2.50	75-79
C	2.00	70-74
D	1.00	65-69
F	0.00	<65

### Other Transcript Notations

#### **I – Incomplete**

Students who are unable to complete the semester's work due to serious mitigating circumstances, such as illness or family emergency may receive an "I" as an interim grade. The Office of the Dean of Students must approve the reason supporting the receipt of the "I" grade.

**NOTE:** The Course Instructor/Director must file a Change of Grade form upon students' completion of course requirements within 30 days of the start of the regular subsequent semester or the "I" will be changed to an "F."

#### **W – Withdrawal**

After the add/drop period has closed, students may withdraw from courses any time up to the point when two-thirds of the semester (week 11) has been completed and receive a "W" on their audit and academic transcript. After this point, students will be allocated the grade they earn or they may choose to take a leave of absence, in which case they will receive a "W" in all courses.

#### **AU – Audit**

Students wishing to audit courses must register at the onset as an audit student. For those courses and grades, "AU" will automatically be recorded on the grade rosters.

#### **S/U – Satisfactory/Unsatisfactory**

These grades are to be used only for special courses as stipulated in course syllabi.

#### **CC – Continuing Course**

The CC grade is issued only for courses that extend beyond one semester. The earned grade will appear on the transcript in the final semester of course participation/completion.

#### **NG – No Grade**

No grade reported by the Course Instructor/Director for registered courses.

# Satisfactory Academic Progress Standards and Process

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## Full Time Student Status

A full-time undergraduate student is one who is registered for a minimum of 12 credits in the current semester.

**Students who were registered for the previous two semesters as full-time students, but have not successfully completed 24 credits in the previous 12 months are not eligible to:**

1. Participate in recognized student activities, including University-sponsored athletics.
2. Hold office in recognized student organizations.
3. Work in student employment.

The Dean of the School of Arts and Sciences may waive any or all of these conditions if a student's failure to complete the 24 credits in the previous 12 months was due to extenuating circumstances, such as medical conditions, family emergencies, or other circumstances beyond the student's control. The Dean's waiver is to be accompanied by a written agreement between the student and the Dean outlining the course of action to be taken by the student to remedy the deficiency.

The Dean shall review the student's progress with his/her Department Chair and may also consult with other appropriate persons. The Dean shall communicate the resulting decision to the student in writing.

## Academic Progress Standards

All students accepted to baccalaureate programs are expected to maintain the qualitative and quantitative standards of the School of Arts and Sciences. Students who do not meet the minimum standards may be placed on academic probation. While on academic probation, students' academic performance must improve, or they risk dismissal.

## Quantitative Standard

The quantitative standard refers to students' progression toward their degree to be within an appropriate time frame and the percentage of satisfactorily completed coursework. These standards do not excuse students from meeting more restrictive course requirements of a department when they are published with the degree audit.

- Full-time undergraduate students are expected to complete their degree program requirements in four years; however, degree requirements may be completed within a maximum of six years.
- Part-time undergraduate students are expected to complete their degree requirements within 8 years.

A particular program or major may require that specific coursework be completed during the final years of matriculation to ensure current knowledge of the subject.

### **The expected schedule for full-time students is:**

- **First Year (Freshman):** Students who have completed fewer than 30 credits.
- **Second Year (Sophomore):** Students who have completed at least 30 but fewer than 60 credits.
- **Third Year (Junior):** Students who have completed at least 60 but fewer than 90 credits.
- **Fourth Year (Senior):** Students who have completed 90 or more credits.

Students are eligible for graduation if they have satisfactorily completed the General Education course requirements, the core course requirements for their major, double major, and minor, when applicable, and adequate electives to equal a total of 121 credits or more of satisfactorily passed coursework.

## Qualitative Standard

The qualitative standard refers to the percentage of satisfactorily completed coursework, the satisfactory completion of specific course requirements for students' major, General Education, and elective coursework, as well as students' overall Grade Point Average (GPA).

1. Students are in good academic standing if their cumulative GPA is 2.00 or greater at the end of each semester.
2. Students must pass with a grade of "C" or better in ALL courses, including Department Cores, General Education and Electives. Students who receive a "D" or "F" in any course will be required to repeat the course at its next offering.
3. School of Arts and Sciences students are prohibited from repeating a course that they have completed with a "C" grade or better.
4. Students are prohibited from repeating a course more than two times (students may take a course a total of three times). To be eligible to repeat a course a second time, in addition to demonstrating appropriate use of DES resources (review groups, learning strategies groups, etc.), a student must petition their Department Chair in writing for permission.

## Academic Progress Review and Prescribed Policies

### Committee for Satisfactory Academic Progress and Professional Standards (CAPPS)

The academic progress of all students will be reviewed at the end of each semester by the Committee for Satisfactory Academic Progress and Professional Standards (CAPPS) in consultation with the Department Chair of the department and program in which students are enrolled.

- Students with a semester GPA of 4.00 are placed on the Provost's List.
- Students with a semester GPA of 3.50-3.99 are placed on the Dean's List.

Only students who take a full credit load per semester (15 university credits or more per term) qualify for the Provost's and Dean's Lists. Credits from foundation courses such as Math's and English are not used in calculating this 15 or more credit load.

## Academic Probation

Academic probation is an internal marker placed in students' progress files by the Committee for Satisfactory Academic Progress and Professional Standards (CAPPS) in consultation with the Department Chair of the department and program in which students are enrolled. It allows students who do not meet the satisfactory progress guidelines to continue in the academic program according to the policies set below. The CAPPS will notify students of the outcome of the end of semester CAPPS meeting and where relevant, will provide specific conditions to remedy their academic probation.

Students on academic probation (AP) may not:

- Register for more than 12 credits in a semester.
- Participate in recognized extracurricular activities, including athletics.
- Hold office in recognized student organizations.
- Work in student employment.



## Quantitative Deficiency

Full- and part-time students who are not progressing satisfactorily toward their degree, according to the quantitative standard will receive a warning when it is apparent that they cannot graduate within the allocated time frame at their current pace. Students may petition the Office of the Dean of Students for an extension if medical problems, family obligations, change in program, or other significant factors make it impossible to complete their degree within the applicable time frame.

## Qualitative Deficiency

- Students with a cumulative Grade Point Average (GPA) of less than 2.00 at the end of a given semester will be placed on academic probation.
- Students may be dismissed if their Cumulative GPA:
  - falls below 1.00 after their second semester in the School of Arts and Sciences
  - falls below 2.00 for three subsequent semesters (not including their first semester in the School of Arts and Sciences).
- Students must remedy all “F” and “D” grades earned. The CAPPS will mandate students to repeat the course when it is next offered. Students failing to remedy deficient grades may be dismissed.
- Students must repeat or replace all “D” and “F” grades in core courses, required General Education and elective coursework. Should the option be to replace a course, the failing grade earned in the first course remains on the transcript but is not incorporated into the overall GPA. No credit from “D” or “F” grades can be considered to meet graduation requirements.

In making their decision regarding how to remedy deficient grades, students should be aware that should they repeat a course, they will receive whatever grade is earned, and only the higher grade will be used to compute the cumulative GPA; however, all grades for a course will appear on the transcript.

- Students who have been on academic probation for two consecutive semesters, or on academic probation for four non- consecutive semesters, are at risk of being recommended for dismissal.

## Appeal Process

There is no appeal from placement on academic probation.

Students who are recommended for dismissal may request an appeal of this decision. Students who wish to exercise this option must submit by email a request for an appeal to the Dean of the School of Arts and Sciences within the time and date specified in the dismissal letter. This request should describe the grounds for consideration of this appeal. If the Dean grants this appeal, an Appeals Panel hearing will be scheduled.

Students are required to be present at the Appeals Panel hearing.

The decision of the Appeals Panel will be submitted to the Dean of the School of Arts and Sciences for final adjudication. The Dean will inform students in writing of the final decision within 24 hours of the hearing.

## Requirements for Graduation

### Graduation Eligibility

Students are eligible for graduation if they have satisfactorily completed the General Education course requirements, the core course requirements for their major, double major, and minor, when applicable, and adequate electives to equal a total of 121 credits or more of satisfactorily passed coursework.

To be eligible for graduation, all candidates for the degree of Bachelor of Arts or Bachelor of Science must successfully complete the:

- General Education course requirements.
- Core course requirements for their major, double major, and minor, when applicable.
- adequate electives to equal a total of 121 credits or more of satisfactorily passed coursework.
- present a cumulative GPA of 2.00 for the total of all credits attempted.
- present a cumulative GPA of 2.00 for all credits counting toward the major and/or minor.
- of the 121 credits required for graduation, at least 60 must be taken at, or above the 200 level.
- comply with any additional restrictions or requirements of the particular degree being sought as defined on the degree audit for that major.

## Application for Graduation

During registration for their final year, students are required to report to the Office of the University Registrar to file an [Application for Graduation form](#). Students will receive a current official copy of the degree audit and should discuss any questions they may have concerning the completion of the degree and graduation with their Faculty Advisor and/or Department Chair. Students should use their degree audit as a guide, in conjunction with the advice from the Department Chair and/or Faculty Advisor, for course selection, to ensure that all degree requirements are met by the anticipated graduation date.

## Graduation Ceremony

Participation in the commencement ceremony is restricted to those students whom the Office of the University Registrar determines to be eligible for a degree, in accordance with the requirements defined by the department.

The University may also allow students who are within six (6) credits of degree eligibility and who have the required grade point average to participate in the ceremony, as space permits.

Participation in the ceremony does not constitute confirmation of eligibility for a degree.

## Honors Designations

- **Valedictorian:** The student with the highest-grade point average in the graduating class, with the Graduation Committee's approval, shall be granted Valedictorian status.\*\*
- **Salutatorian:** The student graduating with the second highest grade point average relative to the Valedictorian, with the Graduation Committee's approval, shall be granted Salutatorian status. The Salutatorian shall assume the responsibilities of the Valedictorian under extraordinary circumstances. \*\*
- **Provost's List:** Students will be placed on the Provost's List once they have achieved a cumulative grade point average of 4.00.\*
- **Dean's List:** Students will be placed on the Dean's List having achieved a minimum cumulative grade point average of 3.50 to 3.99.\*
- **Summa Cum Laude** (with highest honors): Students graduating with a grade point average ranging from 3.90 to 4.00.
- **Magna Cum Laude** (with high honors): Students graduating with a grade point average ranging from 3.70 to 3.89.
- **Cum Laude** (with honors): Students graduating with a grade point average ranging from 3.50 to 3.69.

***\*NOTE: Only students who take a full credit load per semester (15 university credits or more per term) qualify for the Provost's and Dean's Lists. Credits from foundation courses such as Math's and English are not used in calculating this credit load.***

***\*\*These awards assume students have completed 11 credits or more each semester.***