

Academic Policies

Academic Calendar

The academic year consists of two semesters, each approximately 15 weeks in length. In the summer, the university schedules two summer sessions that vary in length. Classes are generally scheduled on a five-day week. The university offers an extensive selection of late afternoon and evening classes and some weekend classes.

Academic Integrity

As an institution guided by Christian principles, the University of Saint Francis places the highest importance upon honesty in all academic work. As such, academic integrity is a fundamental principle of collegial life at the University of Saint Francis and is essential to the credibility of the university's education programs. Moreover, because assessment may be competitive, students who misrepresent their academic work violate the rights of their fellow students. The University of Saint Francis, therefore, views any act of academic dishonesty as a serious offense requiring disciplinary measures, including failing the assignment, failing the course, and even expulsion from the university. In addition, an act of academic dishonesty may have unforeseen effects far beyond any officially imposed penalties. Violations of academic integrity include cheating or assisting others to cheat. Examples of academic dishonesty include plagiarism, misrepresenting data, falsification of academic records or documents, and unauthorized access to computerized academic or administrative systems.

Plagiarism

Plagiarism is the presenting of others' ideas as if they were your own. When you write an essay, create a project, do a project, or create anything original, it is assumed that all the work, except for that which is attributed to another author or creator is your own work. Be aware that word-for-word copying is not the only form of plagiarism.

Plagiarism is considered a serious academic offense and may take the following forms:

- Copying word-for-word from another source and not giving that source credit.
- Cutting and pasting from an Internet or database source without giving that source credit.
- Paraphrasing the work of another and not giving that source credit.
- Adopting a particularly apt phrase as your own.
- Reproducing any published or copyrighted artwork, both fine and commercial.
- Digitally duplicating or downloading any copyrighted software, programs or files.
- Paraphrasing another's line of thinking in the development of a topic as your own.
- Receiving excessive help from a friend or elsewhere, or using another project as your own.

[Adapted from the Modern Language Association's MLA Handbook for Writers of Research Papers. New York: MLA, 1995: 26.]

Academic Consequences and Student Rights

A first offense will be dealt with according to consequences regarding individual acts of academic dishonesty or plagiarism detailed in each individual course syllabus; however, a first offense will be reported to the Academic Affairs office or its designee by the faculty member.

A second reported offense will result in a semester grade of failure (F) and the student will meet with the faculty member and a representative from Student Academic Support Services.

A third offense will be brought forward by the Academic Affairs office or its designee to the Admissions and Academic Progress Committee. They will determine whether a one-year or permanent suspension is warranted by the third offense of academic dishonesty or plagiarism.

If students are dissatisfied with the outcome of their individual case, they may refer to the Academic Grade Appeal Process.

Academic Rights

The following section reflects students' rights in academic policy matters.

Grade Appeal Policy and Procedure

A student may appeal the final grade for a course. A student's appeal of an academic grade shall be resolved solely and exclusively in accordance with the following procedures.

Students may not use the academic grade appeal procedure to challenge academic policies. See the guidelines for Request for Review of Academic Policy.

Steps in the Grade Appeal Process

1. **Appeal to the Faculty Member.** The student shall, in good faith, attempt to settle the grade in dispute by meeting with the faculty member who issued the grade. This meeting shall be accomplished within 10 university business days from the date on which the student received official notification of his or her final grade from the university registrar.
2. **Appeal to the Academic Department Chair.** If the student is not satisfied with the result of his or her meeting with the faculty member, he or she can appeal the decision to the Academic Department Chair. To do so the student shall submit a letter not to exceed two typed pages to the Academic Department Chair within 10 university business days of receiving the faculty member's

decision on the grade appeal. The letter must include an explanation of the disputed elements in the student's final grade, and a clear statement of what outcome the student seeks from his or her grade appeal to the Chair. The student may also attach supporting documents to this letter. In departments such as Nursing, in which Program Directors carry significant administrative responsibility, the Department Chair may include the Program Director in reviewing the student's appeal. The Academic Department Chair or appropriate Program Director will meet with the student within 10 university business days after the receipt of the letter. The Academic Department Chair will respond, in writing, to the student and the faculty member within five university business days after the meeting.

3. Appeal to the Dean of the School. If no resolution is reached at the level of the Academic Department Chair, then the student has the option of appealing to the Dean of the School. To activate this option, the student shall submit a letter to the Dean of the School in which the student earned the grade in dispute. The letter must include an explanation of the disputed elements in the student's final grade, a clear statement of what outcome the student seeks from his or her grade appeal to the Dean, and any relevant new information derived from the student's appeal to the Academic Department Chair. The student may also attach supporting documents to this letter. If the Dean of the School is also the Department Chair whose decision the student is appealing, then the student may proceed to step four below. The Dean of the School will respond in writing to the student, faculty member and Department Chair within 10 university business days from the receipt of the student appeal letter.
4. Appeal to the Provost. If the student is not satisfied with the decision of the Dean of the School, or if the Dean of the School was also the Academic Department Chair who rendered a decision on the grade dispute in step two above, then the student has the option of appealing to the Provost. To activate this option, the student shall submit a written request to the Provost to convene an Academic Appeals Committee. The student shall submit the written request within 10 university business days of receiving the decision of the Dean, or from the Academic Department Chair (if the Dean was also the Academic Chair who decided the case in step two above). The student may attach materials previously submitted to the Academic Department Chair and Dean, but no additional materials are to be submitted.

The Provost shall convene the Academic Appeals Committee to consider the issues involved in the grade dispute. The Academic Appeals Committee shall meet within 10 university business days after the written request has been received by the Provost

The membership of the Academic Appeals Committee shall consist of the following:

- The Provost, Chair.
- Two faculty members appointed by the chair of the Faculty Forum.

- Two undergraduate students or two graduate students, whichever is appropriate, appointed by the president of the Student Government Association.

The student has the right to be accompanied by his/her parents or another student to the Academic Appeals Committee meeting. Either party shall have the right to bring in witnesses necessary for the processing of the appeal. The student may not submit additional materials to the Appeals Committee. Since this is an internal grievance procedure, legal counsel shall not be involved in the process.

The Academic Appeals Committee shall notify the student, faculty member, Department Chair, and Dean of its decision in writing and issue its written recommendation to the President within 10 working days after considering the issue. The President shall either accept or reject the recommendation of the Academic Appeals Committee within 15 working days of the recommendation. The President shall notify the Provost, the student, Department Chair, Dean, and the faculty member of her decision in writing. The decision of the President shall be final.

General Provisions of the Grade Appeal Process

1. It is desirable that a solution to an academic grade appeal be reached at the level closest to the course in which the student received the grade. The appeal shall be considered resolved when the solution offered is accepted by the student and further appeal is not requested or until a decision is made by the President.
2. If the student does not act on the appeal process within the specified time limits, the appeal shall be considered settled based on the last decision rendered. If the student is not notified of a decision within the specified time limit, the appeal is automatically moved to the next step in the appeal process. Time limits may be extended by the mutual, written consent of both parties.
3. Students, faculty members and administrators involved in the academic appeal process shall act in an ethical manner and shall not be subject to discipline or reprisal because of such involvement.
4. To protect all parties concerned, the strictest privacy shall be maintained by all parties involved.

Request for Review of Academic Policy

Academic policies are designed to provide fairness and to maintain academic quality. Academic policies include admission and progression standards. As a general rule, the university does not grant exceptions to academic policy for individual students. A student or group of students may request that an academic policy be reviewed and considered for modification for future application of the policy, provided changes in the policy will benefit many students. The following procedure must be followed for a request to review an academic policy. The Academic Grade Appeal Policy may not be used for this purpose.

1. The student(s) should submit a letter to the SGA Academic Policy Committee indicating the policy to be reviewed, requested changes, and how the change in policy will benefit multiple students.
2. The chairperson of the Academic Policy Committee will convene with the Appeals Committee to review the request within 15 calendar days of receiving the request. The committee will be composed of all Student Government members, and has the right to request an additional two to three student representatives, who are outside of the Student Government Association, selected by the chairperson.
3. The committee will review the request and make a recommendation to the SGA to proceed with the request or to indicate in writing to the student who submitted the request that the committee does not support the request. The committee shall explain the rationale for its recommendation. The committee may take 15 calendar days to do an assessment of the policy and to determine the potential outcomes for changing the policy as requested.
4. The chairperson of the committee will act on the committee's recommendation within seven calendar days after receiving the committee report. If the SGA determines that it will pursue a review of the academic policy, the chairperson will meet with appropriate university officials to review the policy. Should the committee decide not to pursue the review, the chairperson will correspond with the student. If the policy is a university-wide policy, the chairperson will meet with the Provost. If the policy is departmental, the chairperson will meet with the Chair of the Department.
5. The chairperson will communicate in writing to all involved parties concerning the outcome of the appeal process within 15 days of meeting with the appropriate university administrator.
6. The administrator/department chair will communicate in writing to the student(s) initiating the appeal, giving the reasons for the outcome, within 15 days of the meeting with the SGA chairperson of the Academic Policy Committee.

Since this is an internal procedure, legal counsel shall not be involved in the process.

Academic Responsibilities

Students have the following responsibilities: to plan an academic program that meets current requirements, to meet all financial obligations, to attend classes and complete course requirements, to maintain established academic standards, to fulfill graduation requirements, and to familiarize themselves with information in the Undergraduate Catalog and the Student Handbook. Students are expected to manifest those qualities judged to be appropriate and necessary in the profession for which they are preparing. Failure to do so may result in dismissal from the program.

Audit

Students may audit a course by indicating "Audit" at the time of registration. Students wishing to audit a course must have met all course prerequisites or have the permission of the instructor. Auditors are expected to attend class, but they are not

required to complete written assignments or take examinations. No academic credit is granted; upon completion of the course, a grade of AU is entered on the records. Audited courses do not count toward degree requirements. Students may not change from audit to credit after the second week of class. Students may not change from credit to audit after mid-term. Fees for audit courses are listed in the current semester schedule.

Cancellation of Courses

The university reserves the right to cancel courses from the semester, summer and weekend schedules because of insufficient enrollment.

Change of Grade

Only the faculty member who assigns a grade may make a change in that grade. Students who believe a grade was erroneously given should confer with the appropriate faculty member. If a resolution is not reached, refer to the procedures outlined in the Academic Grade Appeal Policy.

The grade submitted by a faculty member at the end of the semester is considered a final grade and ordinarily a grade change should not be requested unless:

1. The grade is an incomplete (I), and needs to be changed when the required coursework is completed.

or

2. An error was made in assigning the original grade.

Change of Program

Students wishing to declare or change their major may do so at any time. Students are encouraged to confer with their academic advisor or the Director of Student Academic Support Services. If there is agreement that a change is desirable, the decision is formalized by completing a Change of Status form in the Office of Student Academic Support Services or the Registrar's office. The student will be subject to the degree requirements in effect at the time of the change of major.

Change of Schedule after Registration

After registration, a student may make a change in his/her schedule, if necessary, in order to drop or add a course, or change a section, or withdraw from a course. This process carries a fee and must be approved by the student's advisor.

Dropping and Adding Courses

Changes in schedule may be made on the website or by the student in the Registrar's office to safeguard the accuracy of the student's permanent record. Courses added during the second week of classes during the Fall and Spring semesters require both the advisor's and the instructor's signature. Courses may not be added after the

second week of classes in the Fall and Spring semesters. Courses may not be added after the first day of class during Summer sessions.

A student who desires to make any change in his/her schedule must complete a Drop/Add form which is available in the Registrar's office. The student must then have the completed Drop/Add form signed by his or her advisor, by another faculty member in the department, or by Student Academic Support Services staff as evidence that possible alternatives and consequences were discussed. The completed Drop/Add form must be taken to the Registrar's office for processing. Students who complete the desired change on the website are strongly advised to first secure the approval of their advisor. It should be noted that changes in full-time or part-time status may affect financial aid, Veteran's benefits residential status or athletic eligibility.

Withdrawal from Courses

Official withdrawal after the second week of classes and before mid-semester results in a "W" for the course. Official withdrawal after mid-semester results in a "WP," if passing, or a "WF," if failing, at the time of withdrawal and is indicated on the permanent record. Withdrawals will not be processed during final examinations week. Official withdrawal at any point during Summer sessions results in a "W" which is indicated on the permanent record.

If a complete withdrawal results from medical circumstances, the student must submit official, documented evidence of the condition in a timely manner. Failure to officially withdraw from a class results in a grade of "F," which is indicated on the permanent record. A student who is called to active military duty, after proof of the call up is submitted, will be withdrawn with no punitive grade on his/her record.

Class Attendance

Classes for the academic year commence on the date announced on the university calendar and the course schedule. Students are expected to attend class regularly and punctually. All students must attend class whenever an announced test, quiz, or oral or written examination is scheduled and whenever a report or paper is due, unless an extension is granted by the instructor prior to the scheduled session. If an instructor does not appear within 15 minutes of the scheduled class time, students may presume the class session was cancelled.

Instructors may establish specific attendance requirements in their own classes, with the option of lowering grades because of excessive absence. Specific attendance requirements and penalties will be stated in writing in the course syllabus and distributed to students during the first week of the course.

A student who judges that absence from a class session is necessary must assume responsibility for the decision. It is the student's responsibility to arrange to make up work due to absence and to keep fully informed of class assignments, special activities

and examinations in order to meet the requirements of the course. Student veterans are reminded that the government expects the university to use due diligence in checking the attendance of students receiving veteran's benefits.

Classification of Students

Students who carry 12 or more credit hours in a semester are classified as full-time students. Those carrying fewer than 12 semester hours during a semester are classified as part time.

For the purpose of determining class status, students in a bachelor degree program are classified as follows:

Freshman: 31 credit hours or fewer completed

Sophomore: 32 to 63 credit hours completed

Junior: 64 to 95 credit hours completed

Senior: 96 or more credit hours completed

Credit Load

A semester hour is equivalent to 14 class meetings of 50 minutes each, or the equivalent in laboratory work, and a final exam session. The normal number of semester hours taken by a full-time student is 15 to 17. In order to take 18 hours, the student must have a cumulative GPA of at least 3.0; to take 19 hours, a cumulative GPA of 3.5 is required. The approval of the Provost is required to take more than 19 hours.

Emergency Weather Information

If severe weather conditions necessitate cancellation of classes at the university, the announcement will be placed on the following radio and television stations as early as possible: WOWO (1190 AM), WGL (1250 AM), WBNI (89.1 FM), WBCL (90.3 FM), WFWI (92.3 FM), WAJI (95.1 FM), WBYR (98.9 FM), WLDE (101.7 FM), WSHI (106.3 FM), WANE TV (Channel 15), WPTA TV (Channel 21), WISE TV (Channel 33), and WFFT TV (Channel 55). Closing information will also be posted at www.cancellations.com.

The university policy is to hold classes if at all possible. Students are to use personal discretion to determine whether or not they should come to class if the university does not cancel and they must travel a great distance in bad weather. If students miss a class due to weather-related issues, they are responsible for initiating the appropriate communication with the instructor prior to the class time and for making up any coursework that is missed.

Examinations

Mid-term examinations are given at the discretion of the instructor.

Final examinations are given in most courses and are held on the dates and in the places designated on the Final Examination Schedule issued by the Registrar's office. A two-hour block of time is set aside for all four-hour, three-hour, and two-hour courses. Students are expected to report for all examinations at the scheduled time.

Students may change the time of their final examination only with the consent of the faculty member in advance of the scheduled exam and only for valid reasons such as serious illness, death in the immediate family, or more than three examinations on one day. It is the student's responsibility to request an unscheduled examination and to work out the details of time and place with the faculty member.

Grade Reports

(Mid-term and Final)

Midway through the semester, instructors are asked to submit the names of students doing "D" or "F" work to the Registrar's office. Students are notified in writing and are responsible for setting up a conference with their instructors to discuss specific steps to improve their academic performance.

Students receive their final grade reports approximately two weeks after the end of a regular semester. During the summer, grades are posted after each of the two six-week summer sessions. The grade reports of students who have not met their financial or other obligations will be withheld.

Grades and Quality Points

The University of Saint Francis operates on a 4.0 grading system and determines the scholastic standing of students according to the following scale:

Grade	Description	Quality points
A	Distinguished performance	4.0
A-		3.7
B+		3.3
B	Superior	3.0
B-		2.7
C+		2.3
C	Average	2.0
D	Passing, but below average	1.0
F	Failure in course or unofficial withdrawal	0.0
P	Pass	
F	Fail (If Pass/Fail course)	
I	Incomplete work	
W	Withdrawal before mid-semester	
WP	Passing at time of official withdrawal after mid-semester (does not affect the grade point average)	

WF	Failure at time of official withdrawal o.o after mid-semester (lowers the grade point average)
AU	Audit
CR	Credit only
NC	No Credit (Labs and Clinicals)
TR	Transfer Credit
WIP	Work in Progress

Hold Policy

Various University of Saint Francis offices may place a hold on a student's record in the Registrar's office when money is owed, when items have not been returned to a university office or when required information or documents have not been provided to a department by the student. Reasons for a hold on a student's record include, but are not limited to, an unpaid past-due balance on a student's account for which payment arrangements have not been made, unpaid library or parking fines, university equipment or keys not returned, official transcripts not received by the university, and required documents or information not supplied by the student.

The consequences of a hold on a student's record could include any or all of the following:

- The student's registration for classes will be deferred.
- The student will not receive a copy of his/her university transcript.
- The student will not receive a copy of his/her semester grades.
- A graduating student will not receive a diploma.

A student who has had a hold placed on his/her records is responsible for contacting the university office that assigned the hold. When satisfactory arrangements have been made to resolve the issue, the university office will inform the Registrar's office that the hold has been removed or waived.

Honors

The Dean's List

Students are placed on the Dean's List in a given semester if they meet these standards:

1. Earn at least 12 semester hours of class credit (only GPA credit hour courses are included in this credit hour requirement);
2. Attain a scholastic semester GPA of at least 3.5.

Semester Honor Roll

Students are placed on the Semester Honor Roll if they meet these standards:

1. Earn at least six semester hours of class credit (only GPA credit hour courses are included in this credit hour requirement);
2. Attain a scholastic semester GPA of at least 3.5.

Honors Convocation

At the end of the academic year, each academic school holds an Honors Convocation at which time students receive awards for high academic achievement and for other distinctions.

Honors at Graduation

Honors are conferred at graduation upon students who have maintained scholastic excellence. Those with a 3.5 GPA graduate “with honor”; those with a 3.7 “with high honor”; and those with 3.9 “with highest honor.”

To graduate with honors, a student must have earned at least 32 hours for an associate degree and 64 hours for a bachelor’s degree from the University of Saint Francis. In order for honors to be announced at graduation, the student must have completed all classes by the end of the second summer session. The GPA used to determine honors at graduation includes quality points earned only from the University of Saint Francis.

Valedictorian

The graduating student with the highest cumulative grade point average, including transfer work, is valedictorian of the senior class. To be eligible for this honor, the student must have earned at least 96 semester hours from the University of Saint Francis.

Who’s Who

The university recognizes graduating seniors who have demonstrated outstanding scholarship and leadership by submitting their names for publication in Who’s Who Among American Colleges and Universities. A student who has earned at least 45 semester hours from the University of Saint Francis and whose GPA, including quality points accumulated from all previous college course work, is at least 3.2 is eligible to be nominated to Who’s Who.

Incomplete Grades

An “I” (Incomplete Work) is a conditional grade granted when the student has not completed the basic course requirements. The student must request an “I”; the instructor does not automatically assign it. An “I” will be given only under extraordinary circumstances when the final week’s work or exam cannot be completed on time. An “I” is not appropriate when a student has missed most classes or has failed to complete assignments other than the final ones. To request an incomplete the student must fill out an Incomplete Request form before the instructor turns in grades. This form is signed by the student and instructor and indicates the date no later than eight weeks after the last final exam day when the work must be

completed. A grade of “F” will be recorded on the permanent record if the work is not completed. The final grade will replace the “I.”

Independent Study Options

Independent study, tutorial courses and directed study carry special fees and are available only to degree-seeking students at the University of Saint Francis, and only in cases of demonstrated and exceptional need as determined by the student’s advisor, the department chair and the Dean of the School. These options are not to be viewed as rights of students, but rather as options that may meet with approval in certain circumstances. These options are not available to special or transient students. Students should take a regularly scheduled class if at all possible.

Independent Study - This option involves a student’s request to take one of the courses listed in the Undergraduate Catalog on an independent study basis.

Tutorial Course - This option involves a student’s request to take one of the courses which is specially designed to require minimal contact with a faculty member.

Directed Study - A student may choose this option in which he/she engages in an individual project to investigate an area that is not included in regular course offerings. The project may be of the nature of research or advanced study in a selected area of interest. The course number 490 in the major is reserved for this study.

Regulations

- An independent study, tutorial or directed study must be approved in writing on the Independent Study form available from the academic department and the Registrar’s office.
- It is the student’s responsibility to provide the information requested on the form, obtain the required signatures, and submit the approval form (with the course listed on the registration form) to the Registrar in order to register for the course.
- A student may take up to a total of nine hours (preferably six hours) of independent studies throughout his/her program. He/she must have already successfully completed all, or nearly all, of the coursework in that discipline and/or must demonstrate a high degree of expertise in the area.
- Regular tuition will be charged, plus an additional fee per semester hour if the course is offered at the student’s request and is not a required course. It is strongly recommended that independent study courses not be taken during the summer session.
- Students who do not have a good record of attendance or academic achievement may be denied the opportunity of doing independent study coursework.

Interdisciplinary Studies

At the request of faculty from two or more departments, the university will periodically offer courses which explore a common theme, issue or problem. These

special topic courses will be listed under the respective departmental listings in the Schedule of Classes for a given semester, as well as under IDS 371, Contemporary Themes, Issues and Problems.

International Studies

The University of Saint Francis recognizes the value of carefully planned study abroad for students who are qualified and interested in such opportunities. The university will formalize arrangements with colleges offering study abroad programs and investigate consortium arrangements for international study as student interest dictates.

The interested student is encouraged to investigate the many excellent programs for international study offered by American colleges and universities, as well as the opportunities for direct enrollment in a foreign institution. All programs should be planned in cooperation with the Provost to assure full credit and the most rewarding educational experience possible.

Study experiences will be approved for a student who has a proven record of academic achievement (minimum GPA 3.0) and who will be classified as a junior or senior (minimum of 64 earned credit hours) at the time of the intended international study experience. Students planning to spend a semester or year away from campus should be thoroughly familiar with both major and graduation requirements. Coursework should be approved by the student advisor, department chair, and the Provost. The student is responsible for providing an official transcript to verify all coursework.

Academic departments arrange study programs for which students may receive credit. These programs vary in duration and cost. Currently, the School of Creative Arts and the Department of Biology offer enriching programs of study both in the United States and in other countries.

Internships

A number of departments have established internship opportunities, some of which are optional whereas others are required. They provide an opportunity for a student to integrate work and formal education under the guidance of professionals in his/her major field of study, and to test career choice decisions. Internships will be content based, skill related, academically substantive, value related, and integral to the student's academic and career choice. Internships can be on or off campus, and paid or unpaid, as stipulated by the department. A faculty supervisor, collaborating with an off-campus supervisor, will monitor and supervise student progress, and evaluate final achievement.

Internship information and application forms can be obtained from academic departments. Students must register before participating in the internship.

Probation, Suspension and Dismissal

Failure to maintain academic standards required for specific programs will result in probation, suspension or dismissal. A student whose cumulative GPA is below 2.0 is placed on probation. Academic probation is a serious warning to a student that his/her scholastic record may result in a suspension of one year or permanent dismissal from the university. When placed on academic probation, a student is limited to 12 semester hours of coursework or less in order to bring his/her grades back up to the minimum standard. In order to continue at the University of Saint Francis, satisfactory improvement must be shown each semester. A Bachelor degree student will be placed on academic suspension for one year if the GPA is below:

1.66 after attempting 32 hours; 1.80 after attempting 64 hours; 2.00 after attempting 96 hours.

For an Associate degree student, the above GPAs apply at the end of 16 attempted hours, 32 attempted hours, and 48 attempted hours, respectively.

The final decision concerning all matters of scholastic probation, suspension and dismissal rests with the Admissions and Academic Progress Committee. The committee reserves the right to suspend or dismiss at any time if a student is not making satisfactory progress toward a degree. Refer to the Student Handbook for non-academic sanction policies.

A student who is serving a one-year academic suspension due to lack of satisfactory academic progress may begin the reapplication process by contacting the Director of Student Academic Support Services to receive guidance and instructions.

Registration

Students may register in person or on the website each semester on the dates specified in the Schedule of Courses, according to the following procedure outlined by the Registrar's office. The student should:

- Obtain a pre-printed registration form and a PIN for website registration from the advisor. Check the accuracy of the information on the form. Make corrections where necessary.
- Secure approval of a schedule of classes from the advisor or the chair of the department. The registration form must be signed by the advisor and the student.
- Register on the website or report to the Registrar's office with the signed registration form to complete the process at the designated times.

With the aid of their program director or advisor, students are responsible for selecting courses which will satisfy the degree and certification requirements of the University of Saint Francis. Students are responsible for making up required courses which they have dropped or failed. Transfer students must complete degree requirements according to university policies.

If a course section is full at the time of registration, a student may “Waitlist” for that section. “Waitlisted” students are not enrolled in a “Waitlisted” course section. Students are not permitted to attend course sections for which they are “Waitlisted.” Only students whose registration status is listed as current in a course section are eligible to earn credit for that course.

Repeated Courses

Any currently enrolled student may retake any course in the current catalog for which he/she received a “D” or “F,” subject to the following conditions:

- The final grade for each enrollment in the course will be recorded on the student’s transcript. Only the last grade will count toward the cumulative and major index.
- The original grade will remain on the transcript.
- The student will receive credit for the class only once.
- The maximum number of times that a student may repeat a course is two.

Scholastic

Grade Point Average (GPA)

Students in bachelor degree programs are required to earn a minimum of 128 semester hours of coursework and a GPA of at least 2.0 to qualify for graduation. An associate degree requires a minimum of 64 semester hours and a GPA of 2.0 for graduation. Credit hours for the marks P, F (in Pass/Fail courses), I, W, WP, and AU are not computed in the GPA. Some majors require cumulative grade point averages above the minimum of 2.0. Students must check program requirements.

The cumulative GPA used to determine graduation is based only on coursework taken at the University of Saint Francis; it does not include quality points for coursework transferred in from other colleges or universities.

Transcript of Credits

Official transcripts are normally mailed from institution to institution. A written request for a transcript should be submitted to the Registrar’s office with a \$5 fee per transcript. For proper identification, the request should include the student’s name or previous name, social security number, current address, and signature. Transcript requests are not processed until all financial and other obligations have been satisfied. The University of Saint Francis will not release a copy of a transcript of grades earned at another institution.

In accordance with the Family Education Rights and Privacy Act of 1974, student records will not be released without the written consent of the student, except in emergency situations, or in the following situations:

- To school officials, including faculty, who have legitimate cause to view the records;
- In connection with application for and receipt of financial aid;

- Where the information is classified as Directory Information. Directory Information includes name, address, telephone number, dates of attendance, date of graduation, and birth date. At the student's request, any of these items will be withheld.

Transfer of Credit

Current Students

Ordinarily, courses which are offered regularly at the University of Saint Francis may not be taken elsewhere after the student becomes enrolled at the university. In cases of necessity, exceptions to this rule can be made, but a completed application from the student for a permit to transfer credit must be on file in the Registrar's office. The Registrar must approve the courses by issuing a permit before students register for the courses. Upon completion of such courses, the student is expected to request that an official transcript of his/her grades be sent to the Registrar's office. Transferred courses will be recorded on the student's University of Saint Francis transcript provided a grade of "C" or better is earned. Accepted credit hours are not included in the computation of the student's University of Saint Francis GPA. Students should refer to the Degree Requirements section of this catalog regarding limits on the amount of transfer credit and the relationship of transfer credit to eligibility for earning a degree from the University of Saint Francis.

Transfer Students

Transfer students may have coursework earned at other institutions evaluated and posted to their University of Saint Francis transcript. Transferred courses will be recorded on the student's University of Saint Francis transcript provided a grade of "C" or better is earned. Accepted credit hours are not included in the computation of the student's University of Saint Francis GPA. Students should refer to the Degree Requirements section of this catalog regarding limits on the amount of transfer credit and the relationship of transfer credit to eligibility for earning a degree from the University of Saint Francis.

Tutorials

University of Saint Francis tutorials provide the flexibility of a nonclassroom-based course which may be completed at the student's pace during a semester period. A University of Saint Francis faculty member has prepared each three-hour course. (See Independent Study Options for more information.)

The current tutorials for undergraduate students are:

ART 486	The Airbrush: Its Uses and Techniques
ENGL 365	Studies in the Short Story
HUMN 263	Death and Dying

Prior Learning Assessment

Prior Learning Assessment (PLA) is a process entered into to earn college credit for learning that has been acquired outside of the traditional classroom. A maximum of 32

credit hours can be earned toward a Bachelor degree and 16 credit hours can be earned toward an Associate degree. While credit is awarded for prior learning, no grades are assigned. Certain programs cannot award credit for prior learning because of rules created by Indiana licensing and regulatory agencies. No duplication of credit is allowed. Types of PLA include:

Proficiency Examinations

The primary agencies that offer proficiency examinations are CLEP and DANTES. A description and listing of the tests offered by outside agencies is available from the Registrar's Office. In addition, some academic departments at the University of Saint Francis offer challenge examinations that allow a student to demonstrate college-level competency by means of internally constructed examinations. These are not available in all departments; please contact the specific department if you would like more information.

Military Training

The American Council on Education (ACE) has worked cooperatively with the Department of Defense (DOD) and the Armed Services to establish standards for recognizing learning acquired in military service. This learning may be worth college credit. The student must submit a military transcript (e.g., AARTS, College of the Air Force, etc.), DD214, and/or DD295 to the Registrar's office for evaluation.

National Program on Non-Collegiate Sponsored Instruction (NPONSI)

National PONS I evaluates courses and examination programs offered nationwide by non-collegiate organizations and makes recommendations on their comparability to college-level instruction. These recommendations are published annually in a directory used by academic institutions as a guide in awarding credit to individuals who have successfully completed the courses and examination programs listed. Examples of this would be Microsoft training programs or the LOMA courses available to employees in the insurance industry.

Portfolio

The student-prepared prior learning portfolio is the most commonly accepted method used to evaluate prior learning. It is a collection of narratives and written documentation that articulates a student's academically relevant, non-college classroom learning on a per course basis.

Advanced Placement Credit

High school students who take advanced placement (AP) courses are encouraged to take the CEEB (College Entrance Examination Board) advanced placement examinations and have their scores sent to the University of Saint Francis. The university grants college credit for CEEB examination scores of 3, 4 or 5 in accordance with the American Council on Education recommendation. Students seeking AP credits are responsible for requesting the Educational Testing Service (ETS) to send their AP exam scores to the Registrar's office. No grade is assigned for courses in which the student is awarded advanced placement credit, and these courses are not

included in the student's grade point average. The student has the option of declining all or part of the advanced placement credit awards. In some cases, credit is awarded for a particular course offered at the university. In others, credit is awarded for general education credits in a specific area of study. Please note that some courses may be counted toward a student's major and some courses may not.

Veterans' Credits

Veterans who qualify under the G.I. Bill of Rights may enroll at the University of Saint Francis. Two semester hours of credit in physical education will be granted to veterans honorably discharged after six months of service. Veterans can also submit official copies of military transcripts (e.g. AARTS or College of the Air Force) for evaluation.