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# Admission Policies and Procedures

All Graduate School applications and petitions can be completed and downloaded from the Web site: <http://graduate.slu.edu>

## Categories of Graduate School Students

**Classified** students have been admitted and matriculated into The Graduate School to pursue advanced degrees and are advised and directed by academic departments or their equivalents.

**Unclassified** students are not formally pursuing degrees or certificates, and might not receive advising by academic departments or their equivalents in planning their studies. Such students may be completing prerequisites for subsequent degree pursuit or simply taking coursework for enrichment. The former group may be eligible for some categories of financial assistance available through the University, but the latter is not. Ordinarily, a student may not remain in Unclassified status and be eligible for financial aid for more than two academic terms. Graduate-level courses taken during a specific academic term in Unclassified status will not be approved for subsequent inclusion in a degree program unless the student seeks and achieves Classified status during that term and formally begins degree study with the next available academic term.

**Probationary** students are applicants for Classified admission who are temporarily assigned to this status because of deficits in their academic backgrounds. Tenure in Probationary status may not exceed twelve credit-hours or one calendar year. Probationary students are advised in coursework selection by their academic departments. The coursework completed while in Probationary status, exclusive of eliminating any prerequisite deficiencies, may be accepted toward partial fulfillment of degree requirements; however, students must formally petition for such acceptance, and receive endorsement from the proposed major field. If/when the student is approved to advance to Classified status, the Associate Dean of Academic Affairs in The Graduate School concurrently recognizes the applicable coursework.

### **Conditional Students**

Conditional Classified applicants are informally admitted, which permits them to initiate coursework prior to full approval of Classified status. A student is termed Conditional often because a required document which would complete the Classified application is missing, such as an updated transcript showing the conferral of a degree, or other supporting documents. The Conditional student may be taking necessary prerequisite work or be awaiting a decision on admission into a post-baccalaureate degree program elsewhere in the

University. Ordinarily, a student may remain in Conditional status for only one academic term, but the coursework completed during that term may subsequently apply toward a graduate degree.

A conditional, informally admitted, Unclassified student is a non-degree-seeking student who has not provided The Graduate School with a final transcript showing conferral of degree and is informally admitted for only one academic term.

**Certificate** students have been admitted and matriculated into The Graduate School to pursue advanced degrees and are concurrently seeking certificates or have been admitted and matriculated directly into certificate programs without seeking a degree from the The Graduate School. The student and the major field must understand that, although some completed, advanced, academic work will partially fulfill requirements for both certificate and degree, and some elective credits within the degree program may be assigned to the certificate, full completion of both sets of requirements may total credit hours in an amount greater than that required to earn the degree alone. For more information regarding certificate programs, contact the individual department or visit: [http://www.slu.edu/graduate/degrees/index\\_certificate.php](http://www.slu.edu/graduate/degrees/index_certificate.php)

**Auditors** are students admitted into Unclassified status in The Graduate School and who enroll in coursework but not for academic credit. They are formally registered with the Registrar's Office in order to be recognized on their transcripts. They are expected to attend classes regularly, but are not responsible for assignments or examinations. Attendance is entered into the permanent record at the end of the academic term. Tuition to audit a course and to take the course for academic credit is \$50 per credit hour. Email, library, and other privileges associated with classified student status are granted to auditors.

Students are permitted to audit one course per semester, with a two course audit limit within a degree program. It is the decision of the Schools/Colleges whether it is appropriate to permit their classified students to audit classes.

**Visitors** are students temporarily admitted by the Graduate School Dean only for the Summer Sessions. They must secure department or program permission for entry into desired courses. Visitors are not required to formally apply to The Graduate School, but they must be admitted, then registered, and permanent records are created for them. SLU Graduate and Professional School alumni are permitted to audit courses within five years of their graduation date. Transcripts of these records may be requested through the Office of the Registrar. Visitors are assessed tuition at \$50 per credit hour.

For Summer registration information, contact the Summer Sessions Director in 119 DuBourg Hall, at 314.977.7234, or at [summer@slu.edu](mailto:summer@slu.edu).

**Faculty** of Saint Louis University may be admitted and register as Unclassified Graduate School students. Faculty holding the rank of Assistant Professor of higher, except librarians with equivalent rank and SLU assigned Air Force officers, ordinarily will not be granted Classified status toward pursuit of advanced degrees in the Graduate School. Requests for exception to this regulation must be initiated with the Graduate School Dean.

## Admission Policies

A viable applicant must possess, minimally, a baccalaureate degree or the equivalent from an accredited, recognized college or university at the time of matriculation into The Graduate School. The applicant's previous academic record must indicate the ability and preparation necessary to pursue advanced studies.

In a many traditional fields for which majors exist at both the baccalaureate and graduate levels, the prerequisite expected by the major field is the equivalent of an undergraduate area of concentration as understood at Saint Louis University: a sequence of eighteen or more semester-hours of upper-division (advanced undergraduate) courses. (Similarly, for a formal minor in such a field, the applicant is expected to have completed at least twelve credit-hours of upper-division work in the field.) In other graduate major fields, if no corresponding undergraduate major exists and/or if the master's degree credit-hour requirement exceeds thirty, the prerequisite requirement may be expressed in an alternative manner.

### *International Applicants*

Ordinarily, international applicants may not be admitted to Unclassified status. Documents are required of them that present evidence of English-language proficiency (generally through a TOEFL score-report from a recent examination) and, for visa eligibility, certification of financial support for the full period of graduate study. The international applicant must contact International Student Services at [icadmit@slu.edu](mailto:icadmit@slu.edu) or at 314-977-2318 for eligibility of unclassified status.

### *Re-application*

An accepted Classified applicant must register for Graduate School degree work at Saint Louis University within two calendar years (less in some fields) of the original acceptance. If a Classified student has registered at least once for coursework in The Graduate School, and if more than three years have elapsed since the last registration, the student will be required to re-apply for admission. The fee for re-application is one-half of the initial application fee.

### *Immunization Policy*

All Classified students in The Graduate School must comply with the University's immunization policy. All incoming students must complete and submit the SLU Student Immunization Record form, which is included in the acceptance packet. All materials should be sent to the:

Director of Student Health  
SLU Student Health and Counseling Center  
Marchetti Towers East  
3518 Laclede Avenue, First Floor  
St. Louis, MO 63103;

For all questions regarding student immunization, please contact the Director of Student Health at 314.977.2323 or [shc@slu.edu](mailto:shc@slu.edu).

## Required Application Documents

1. Application form with accompanying application fee
2. Official transcripts from all colleges and universities attended
3. Graduate Record Examination (GRE) General Test scores (or score from a substitute, standardized test recommended by the major field and approved by the Dean)
4. Three letters of recommendation (preferably from recent Instructors)
5. Resumé
6. Professional goal statement
7. Possibly other specific documents, as required by the major field (Please refer to APPLICATION FOR ADMISSION guidelines in the application packet.)

Requests for application packets, including departmental guidelines, should be made to

Saint Louis University  
The Graduate School  
3634 Lindell Boulevard  
117 Verhaegen Hall  
St. Louis, MO 63108

or obtained from The Graduate School's web site:  
<http://graduate.slu.edu>

## Admission Procedures

The proposed status (Classified, Certificate, or Unclassified) must be designated. If Classified or Certificate status is sought, the desired major field or program must be indicated. An area of concentration or specialization may be requested. A formal minor may be proposed, but is not required of Classified applicants. Available minor fields generally include all fields in which a graduate degree is offered and, in addition, Research Methodology.

1. The application form and all supporting documents are to be sent directly to Graduate School Admissions. If the

applicant forwards transcripts and/or letters of recommendation, these documents must be received by The Graduate School in sealed envelopes with signatures across the seals. The completed Classified or Certificate application form with the application fee must be filed before the deadline set by the department or program. If an earlier date is not specified, the general deadlines are as follows: Summer-April 1; Fall-July 1; Spring-November 1.

- Each application for Classified status is evaluated initially by an admissions committee in the proposed major field (and, if applicable, subsequently in the proposed minor field). The Graduate School receives the recommendation(s) of the committee(s) and is responsible for making the final decision and communicating it to the proposed major field and applicant.

**NOTE:** Academic records of students who have undertaken postsecondary studies outside the United States must include the courses taken and/or lectures attended, hours of practical laboratory work, the maximum and minimum grades attainable, the grades earned or the results of all end-of-term examinations, and any honors or degrees received.

- Applicants whose coursework is exclusively confined to Summer Sessions may seek admission only to specific non-research master's degree programs.
- A post-baccalaureate student may pursue only one advanced degree at a time in The Graduate School except if admitted to one of several, specific, dual-degree programs.

### ***Dual-Degree Applications***

An applicant desiring to undertake a dual-degree program must separately apply, and gain admission, to both advanced degree programs. All dual-degree programs admission's criteria are to be approved by program directors of both schools/departments in collaboration with the Associate Dean for Admissions of The Graduate School. These criteria are intended to preserve the academic integrity of each curriculum and not interfere with established standards for successful completion of each degree within the customary time-frame. All final decisions rest with the Dean of The Graduate School.

## **Matriculation Policies**

- The matriculated Classified graduate student must maintain continuous enrollment during each nine-month academic year until graduation. The academic department (major field) determines whether or not graduate students must also enroll each summer. Alternatively, students in summers-only programs must register every summer until degree requirements are fully completed. The student, violating the mandatory continuous-enrollment policy, to return to active status, must pay a fee/penalty determined by the number of consecutive semesters not enrolled. If a student does not enroll for a period

of three years or longer, a new application for admission will be required along with a \$20 application fee.

- Classified graduate students are expected to meet with their advisors at least once each semester. Students must have their advisor's permission to enroll in new academic work in anticipation of a new academic term.

- Students may register for zero credit-hour courses. Details regarding these enrollments can be found in the Registration section of this catalog. Such a registration gives the student access to University libraries, computer centers, and other resources.

- A Classified graduate student may formalize an interruption in progress towards a degree by petitioning the major-field chairperson and the Graduate School Dean for a leave of absence. The petition must include the reason for the requested leave and the specific calendar period of the leave. An academic leave to avoid enrolling for just one semester will not be approved. For detailed information regarding this policy, see Section X, paragraph X in the Catalog. A typical leave-period is one calendar year or the equivalent.

- Students on approved leave of absence do not violate the mandatory continuous enrollment policy during the leave-period; however, three years or more with no academic progress results in automatic expulsion from the degree program. Students on approved leave generally do not have access to University resources.

- A Classified student in The Graduate School may petition to change the degree sought, concentration, or to add or delete a formal minor. The Petition to Amend the Graduate School Program is the proper document for such a request. Note that a new classified application is generally required to change major fields. A student may also petition to continue doctoral study immediately upon completion of a master's degree in the same major field. The Petition for Admission into a Doctoral Degree Program is required in this instance.

- All application and petition forms are available in the Graduate School Admissions office (117 Verhaegen Hall, Frost Campus) or online at <http://graduate.slu.edu>.

## **Transfer of Credit**

The Classified graduate student is expected to complete most degree requirements in residence, but some advanced work taken elsewhere may be "transferred," subject to specific restrictions and by means of a formal process, into the program in progress at Saint Louis University. The student must initiate a petition and have an official transcript of the work proposed for transfer forwarded to The Graduate School. The major field makes a recommendation on the petition form, and the final decision rest with the Dean. Such a petition will not receive consideration until the student has completed a minimum of six semester-hours toward the degree in residence. Ordinarily, work completed elsewhere more than five years prior to the beginning of the current SLU degree program

will not be approved for transfer into the current program. For a course to qualify, generally, for transfer, the course must be applicable for inclusion in the advanced degree program and in the present major field of the student at the accredited institution where it was taken; the grade received must have been B (3.0 on a 4.0 scale) or higher. (Courses taken on a Credit/No Credit or Pass/Fail basis ordinarily will not be considered for transfer because of the difficulty in determination of levels of student performance.) Courses taken online (i.e., in the distance-learning mode) may be transferable, but coursework taken wholly by mail-correspondence will not be considered for transfer.

A conditional approval of transfer of credit may be obtained (but it must be in writing and from the Dean) prior to the student's enrollment in the course(s) in question, but the petitioning process after completion of the coursework must still be undertaken. Final approvals of transfer of credit are documented in the students' permanent records at the University.

The master's degree student must complete a minimum of 80% of the advanced work in residence; i.e., no more than 20% may be transferred from another institution. For example, within a 30 credit-hour master's program, a maximum of six semester-hours of work may be approved for transfer toward fulfillment of degree requirements. In general, work that was part of a master's degree program completed elsewhere will not be approved for transfer; i.e., the same course may not be "double counted" in two separate master's degree programs. Similarly, a graduate course taken in partial fulfillment of undergraduate degree requirements may not also be included in a graduate degree program.

The Ph.D. degree student must complete a minimum of 80% or, if matriculating as a post-master's student, at least 24 credit-hours of postbaccalaureate work in residence in preparation for and in anticipation of preliminary degree examinations. The Ed.D. degree student must complete at least 38 semester-hours of credit in residence. Students admitted for doctoral study, having previously completed a master's degree in the same or a comparable major field, may expect at least a portion of that prior work to be recognized as contributing to the overall advanced preparation for the doctorate; that portion is equivalent to transferred credit, but it is not written into the Saint Louis University permanent record (because of its appearance on a degree-record elsewhere). For Classified students admitted and in residence at least one semester full-time or the equivalent, who have completed some postbaccalaureate academic work at another university, The Graduate School encourages early, formal establishment of that work through a petition for "advanced standing." Postgraduate work taken at another university and proposed for transfer into the program of a student pursuing the Ph.D. degree directly from the baccalaureate will be evaluated in individual cases and in the full context of the preparation for

preliminary degree examinations.

## The University Calendar

The University operates within a fiscal calendar that begins on July 1 and ends on June 30. Most colleges/schools of the University follow an academic calendar that includes two semesters and a set of summer sessions; the "year" begins with the Summer Sessions and ends with University Commencement at the close of the Second/Spring Semester. The Graduate School generally functions within a calendar that consists of the Summer Sessions, which run from late May to mid-August, a First/Fall Semester beginning in late August and concluding in mid-December, and a Second/Spring Semester that starts in January and closes in mid-May. The School of Medicine follows a three- trimesters-per-year calendar, and some medical-science courses are delivered within this calendar. The University Calendar is prepared in some detail in advance of the fiscal year; The Graduate School supplements that calendar with items and associated dates of particular interest to its students. The Graduate School Calendar for 2004-06 is located on the inside front cover, and a generic academic calendar may be found on the inside back cover, of this Catalog.

## Certification of Status

For the graduate student who previously received financial assistance in the form of one or more student loans or who desires to seek a new loan, certification of student status is necessary. Such certifications are completed in the Office of the Registrar or in the Office of Scholarship and Financial Aid under guidelines prepared by The Graduate School. Graduate students are not categorized as full-time or part-time except for an individual academic term; as a result, for many students, a new certification is necessary every semester and, in some instances, also for the Summer Sessions. Generally speaking, a student in The Graduate School must be carrying nine (9) credit-hours or more of coursework to be certified as full-time for the semester; three (3) credit-hours merits one-half-time status. Exceptions to this schedule exist; e.g., three (3) credit-hours of Thesis or Dissertation Research are sufficient for full-time status for the semester. The offices of The Graduate School, the Registrar, and Scholarship and Financial Aid have the complete set of guidelines. Formal status certification cannot be completed in the Graduate School offices; such materials received from loan-holding agencies must be taken by the student to the Office of the Registrar.

# TUITION/FEE/DEPOSITS

Tuition and fees are subject to change. The rates for the Fall and Spring semesters of the 2006-07 academic year are as follows:

## Tuition

|   |                        |
|---|------------------------|
| For most of the programs in the Graduate School | \$905 per credit-hour  |
| For the Nursing (NR-N) courses                  | \$925 per credit-hour  |
| For the Aerospace Engineering program           | \$905 per credit-hour  |
| For the graduate dental programs (CADE)         | \$14,945 per half year |
| For Summer Sessions institutes                  | \$470 per credit-hour  |
| Religious Education through Archdiocese         | \$360 per credit hour  |

## Academic Fees

|   |                      |
|---|----------------------|
| With Classified application   | \$40 (nonrefundable) |
| With Unclassified application   | \$10 (nonrefundable) |
| For late registration   | \$50                 |
| Mandatory-continuous-enrollment violation                                   | \$100 per semester   |
| Master's graduation   | \$75                 |
| Doctoral graduation   | \$150                |
| For microfilming Doctoral dissertation, project-report-standard open access | \$65<br>\$160        |
| For copyrighting Doctoral dissertation, project-report                      | \$65 (optional)      |
| For binding of two thesis/dissertation/project-report copies                | \$30                 |

## Admission Deposit

All incoming residents/graduate students in the Center for Advanced Dental Education programs are required to make a deposit of \$1,000, applicable toward tuition for the first one-half year, to hold places in the classes.

## Payment of Tuition and Fees

Payment of tuition, fees, and deposits (not covered by financial aid awards) must be made after pre-registration for classes. Initial billing statements are mailed to the student's permanent address by the Office of Student Accounts. Subsequent

billing statements will be mailed to the student's local address, or, if specified via Banner, the billing address, throughout the term as warranted.

Students have the option of paying the balance in full or participating in a payment plan. Payments must be received before the due date. (Post-marked dates are not applicable.). Payments should be directed to the Office of the Bursar (DuBourg Hall, Room 2) and must be accompanied by the top portion of the bill. Check payments may be made by mail or in person to the Cashier's Office. Make all checks payable to Saint Louis University. The student's nine digit Banner number must appear on the face of the check. Credit card payments may be made to TMS with a convenience fee if the student is paying for the fall or spring term in full or if enrolled in one of the TMS payment plans. Failure to make financial arrangements by the specified payment deadline will result in the registration being canceled. If the registration is canceled, no scholarships or financial aid can be paid to the student's account. In addition, a \$50 fee will be charged to the student's account if reregistering during the late registration period.

Information about scholarships, government subsidized loans, and grants is contained in the following section on "Financial Aid." A variety of payment plan options are offered by Saint Louis University to help you afford a Saint Louis University education.

### SLU Budget Plan (Fall and Spring)

The Budget Plan allows semester charges to be paid in four (4) monthly installments each fall and spring semester with a 1% per month finance charge. A minimum of 25% of the total tuition, fees and room/board charges is due prior to the start of classes. The balance including the finance charge is payable in three equal installments due October 1, November 1, and December 1 in the fall term, or March 1, April 1, and May 1 in the spring term. The account must be paid in full before the next academic term.

### TMS 12 Payment Annual Plan

Annual interest-free monthly payment plans are provided by Tuition Management Systems (TMS) with a full range of payment methods (check, online credit or debit card, online deduction from checking or savings account, and Western Union Phone Pay), and they include education life insurance at no additional charge. Advance enrollment is necessary, and the non-refundable enrollment fee (\$90 or \$120 for the 12 or 10 month plans, respectively) must be paid to TMS. The first interest-free payment is due May 1 or July 1, with subsequent payments due the first of every month. Contact TMS at [www.afford.com](http://www.afford.com) or toll free at 1(800)343.0911.

### SLU Budget Plan (Summer)

Financial arrangements for summer sessions are due on the published deadline in May for any enrollment combination except for exclusive Six-Week II courses. The required payment is 50% of total charges. Payment of the balance plus a \$10 service charge is due July 1. Students enrolled exclusively in the second six week summer session have a different published deadline in June. Payment of the balance plus a \$10 service charge is due August 1.

### Student Financial Responsibility

No student is officially registered until payment or satisfactory arrangements for payment has been made.

All indebtedness to the University must be cleared promptly. Student account balances that are past due result in electronic “holds” that block future registrations and deny the issuance of official transcripts.

No refund or reduction is allowed for absences.

### Transportation

Students are responsible for transportation expenses incurred while traveling to and from clinical, practicum and/or field-work assignments.

Nursing students should have cars for transportation during senior Community Health Nursing field experiences.

### REFUNDS

#### Fall and Spring Semesters

| Time of Withdrawal as Approved by Dean | Percentage of Tuition Refunded |
|--|--------------------------------|
| First Week of Classes                  | 100%                           |
| Second Week of Classes                 | 100%                           |
| Third Week of Classes                  | 90%                            |
| Fourth Week of Classes                 | 80%                            |
| Fifth Week of Classes                  | 70%                            |
| After Fifth Week of Classes            | 0%                             |

If a student and/or the student’s parent is receiving the Federal financial aid for the term of enrollment, a pro-rata refund schedule applies. Consult the Office of Scholarship and Financial Aid for information.

### Summer Sessions

The refund schedule for the Summer Sessions is published in the Summer Sessions Schedule of Classes.

Students are responsible for formal withdrawals from individual courses or other registrations. See “Withdrawing from

a Course, Term Work, or the University” for regulations governing withdrawal.

Fees are not refunded in the case of withdrawal for any reason. Residence Hall charges will be refunded in accordance with the residence contract.

## Employer Billing

Students whose employers pay tuition may use the Company Billing process. Contact the Office of Student Accounts for information about procedures.

If an employer reimburses students based on successful completion of coursework, the student is responsible for tuition payment at the time of registration.

## FINANCIAL AID

The major investments made while pursuing a graduate degree are the time spent and absence of income while in school and the actual cost of a graduate education. An investment is an outlay of money usually for long term gain or profit. The successful completion of a graduate degree from Saint Louis University can increase earning power and enhance job satisfaction. Perhaps even more importantly, a graduate degree provides greater control of life by enabling choices in career matters.

How to finance a graduate education is a major question. Individuals usually finance graduate degree study in one or more of the following ways: assistantships; fellowships; traineeships; loans; grants; and part-time employment.

## Fellowships, Assistantships, and Scholarships

Saint Louis University’s fellowship, assistantship, and scholarship programs are made possible through University resources, grants, individual donors, corporations, foundations, and alumni. These awards are generally made on the basis of academic excellence.

### Graduate Assistantships

Saint Louis University offers three categories of graduate assistantships. The assistantships offered through The Graduate School include a range of stipends depending upon the degree level, the field of study, and the length of the appointment. These awards typically include tuition scholarships of nine credit-hours per semester during the nine-month academic year. Recipients also receive health insurance and other benefits such as extended library privileges. Assistants spend at least 15, but no more than 20 hours per week performing assigned duties.

A Graduate Teaching Assistant may work with students in small groups, lead class discussions, monitor examinations and grade papers, help prepare lectures, conduct laboratory sessions, or even be responsible for a course as the primary instructor. Under the close supervision of the Faculty, teaching assistants concurrently develop teaching skills and a deeper understanding of the discipline.

A Graduate Research Assistant may be funded by the University or by an externally funded research project. In either case, the student is assigned a range of duties such as library searches, field work, laboratory experiments, and preparation of grant applications and proposals so as to gain professional skills in research which complement graduate education.

A Graduate Assistant performs other duties that are not primarily teaching or research. These duties may include clinical, advising, or administrative responsibilities that are inherently related to the student's educational and career objectives.

### **Presidential Fellowships**

These fellowships include a generous stipend for an eleven-month appointment as well as 21 credit-hours of tuition remission and health insurance. The successful applicant must be admitted as a Classified student in The Graduate School and be a U.S. citizen.

### **Dissertation Fellowships**

Dissertation Fellowships are awarded in annual competitions to selected Candidates for the Ph.D. degree. Each nine-month, academic-year fellowship award includes a stipend, twelve semester-hours of tuition remission, and health insurance.

### **Tuition Scholarships**

Many graduate programs have a limited number of tuition scholarships available for students. These scholarships are frequently reserved for students with serious financial need.

### **External Fellowships and Traineeships**

Individual departments or programs may receive funding from sources external to the University that include support of graduate students without service obligations. From such grants, graduate students may be appointed to fellowships or traineeships consisting of stipends and full tuition scholarships with the academic approval of the Graduate Dean. Trainees will be required to participate in training experiences as demanded by the grantor. Such awards are made for one year, but may be renewable.

### **Health Sciences Center Graduate Fellowships**

Awards made in the medical sciences include stipends and tuition scholarships. These appointments are usually made for one year, but satisfactory progress toward the degree may

lead to reappointment. Fellows must abide by regulations established by The Graduate School and associated with these awards.

### **Diversity Fellowships**

The Diversity Fellowship is designed to assist in achieving a more diverse population of graduate students commensurate with the needs of individual disciplines toward enhancing diversity in their work-forces. This initiative is consistent with SLU's Mission Statement and with its commitment to making graduate education more accessible to an inclusive variety of applicants. The Diversity Fellowship is awarded to a newly accepted master's or doctoral student who has demonstrated outstanding scholastic achievement and potential for success in graduate school. Applicants are nominated by their departments/major fields, and the diversity fellowship committee of The Graduate School makes the final selections.

### **Private Sources**

Other graduate fellowships are available from various agencies, professional organizations, foundations and corporations. Most of these awards may be taken by the student to the institution where admission is granted. Listings of such awards may be found in a variety of reference materials published by, for example, the Superintendent of Documents, the National Science Foundation, the Department of Education, and the Council of Graduate Schools in Washington, DC, the National Institutes of Health in Bethesda, MD, and Peterson's Guides in Princeton, NJ. Such reference materials are on file in SLU's Office of Research Services and the Office of Financial Aid and typically should be available in university and public libraries. Moreover, information on fellowship opportunities is available via a number of on-line information-retrieval services, e.g., FEDIX (Federal Information Exchange)/MOLIS (Minority On-Line Information System) via the Internet or the World Wide Web.

### **Graduate Student Loans**

The Office of Scholarship/Financial Aid administers a wealth of Federal and alternative bank funded loan programs. Federal and alternative bank funded loan programs are for many graduate students, a cost-effective way to finance their educational and living expenses. Most of these loans have low interest rates, and all defer repayment until after the completion of the student's graduate program of study. In order to be considered for any type of financial aid program, the student must submit for each new academic year, each program's appropriate application.

The Office of Scholarship/Financial Aid can supply all needed applications for all programs and lending sources for bank-funded loan programs. If applications are needed or questions arise regarding these programs, please contact the Office at 314.977.2350. The Office of Scholarship/Financial Aid encourages early application to better ensure funds availability for the academic terms for which the financial assistance

is sought.

## Federal Stafford Loan Program

In order to apply for the Federal Stafford Loan program, the student must be enrolled as a degree seeking graduate student for a minimum of three credit hours per semester and meet all other Federal student aid eligibility criteria and file each academic year's Free Application for Federal Student Aid (FAFSA). SLU's FAFSA Federal School Code number is 002506.

### FEDERAL STAFFORD STUDENT LOAN PROGRAM

The Subsidized Stafford Loan Program provides an interest free, deferred principal repayment loan to eligible graduate students who are enrolled at least half-time (minimum of three credit hours). The Unsubsidized Stafford Loan Program charges interest while the student is in school. However, as with this loan's principal, interest charges can be deferred for payment until after the student is no longer enrolled at least half-time (three credit hours).

| Program Name  | Annual Maximum Loan Award                              | Terms of the Stafford Loan Program  |
|---|--|---|
| Subsidized Stafford Loan (need-based loan<br>Funded by banks,<br>credit unions, etc.)                           | \$8,500  | Variable interest rate ( $\leq 8.25\%$ ) and principal payments commence six months after enrollment of less than half-times with up to 30 years to repay. Varied repayment options are available.  |
| Unsubsidized Stafford Loan (non-need based<br>Stafford Loan program<br>funded by banks,<br>credit unions, etc.) | \$18,500<br>(minus any<br>subsidized<br>Stafford loan) | Variable interest rate ( $\leq 8.25\%$ ) is charged while in school, but eligible for capitalization. Principal payments commence after enrollment of less than half-time with up to 30 years to repay. Varied repayment options are available. |

NOTE: The total maximum cumulative Stafford Loan debt allowed for a graduate student is \$138,500 (\$65,500 in Subsidized Stafford and \$73,000 in Unsubsidized Stafford Loans). This \$138,500 Stafford Loan debt limit includes any undergraduate borrowing on the Stafford Loan Program.

## Satisfactory Academic Progress Policy for Federal Financial Aid Recipients

The Educational Amendments of 1976 require that Saint Louis University implement criteria for determining that a student is in "good academic standing" and is maintaining "satisfactory academic progress" in his or her course of study in order to be academically eligible for federal student financial aid. A student who fails to comply with the following policy will be ineligible to receive federal student financial aid.

1. A student in The Graduate School must be a Classified

(degree-seeking) student to receive federal student aid.

2. A student must earn/complete at least 75% of the attempted credit hours per academic year. Credits transferred into a student's degree program are included. "Earned" credit hours are credits for which the student receives at least 2.0 quality points (a "C" grade) or an "S" grade. Audited (AU) credits are not considered earned. "Attempted" credit hours include all hours for which the student has registered.
3. A student must maintain a cumulative grade point average of at least 2.0 "C."
4. The maximum attempted credit hours a student may enroll for to complete their degree may not exceed 150% of the required hours. Attempted hours include all hours for which the student has registered and includes any accepted transfer credit hours for the student's degree program.
5. Advancement in "class year" is determined both by calendar time and academic progress. A Graduate School student must complete at least 12 credit-hours to advance one class year.

All policies and procedures pertaining to "Satisfactory Academic Progress" are available in the Office of Scholarship/Financial Aid and on its website at [http://www.slu.edu/services/fin\\_aid/policies.php](http://www.slu.edu/services/fin_aid/policies.php).

## Alternative Bank Loans

The Office of Scholarship/Financial Aid can advise graduate students on the availability of non-federal loans funded by banks called Alternative Loans. The Office can provide all needed applications and lending sources.

To be eligible to receive an Alternative Loan, the borrower must have a good credit history. Alternative loans charge interest while the student borrower is in school. However, these interest charges can be capitalized and deferred for repayment along with the loan's principal, until the student is no longer enrolled on a half-time basis. Alternative Loans should only be used as a last resort in financing graduate school costs, and after all eligibility has been exhausted for the Subsidized and Unsubsidized Federal Stafford Loan program.

## Emergency Loan Fund

The USX Foundation has provided a loan fund to The Graduate School to particularly help its students meet expenses at the beginning of an academic term, for travel to scholarly meetings, or to provide assistance in emergencies. The maximum amount to be borrowed is \$1,200, and, if repaid in 90 days, the loan is interest-free. These funds are available on a first-come, first-served basis to Classified, enrolled, U.S.-citizen students; they may apply to the Master's Candidacy Advisor, 107 Verhaegen Hall.

# REGISTRATION

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## Pre/Continuing/Late Registration

Pre-registration periods for the Summer Sessions and the Fall Semester and for the Spring Semester are scheduled by the Office of the Registrar, generally for the months of April and November, respectively. Pre-registration for the Fall Semester also continues from late May until early July. Students make reservations for courses and other academic work during the pre-registration periods. At the ends of those periods the Office of Student Accounts mails billing statements to pre-registered students, and they must respond to the statements to confirm their reservations. A period of Continuing Registration follows the Pre-registration period and precedes a Late Registration period. Students enrolling during the Continuing Registration period and thereafter are expected to complete the entire process, including the making of financial arrangements with the Office of Student Accounts, and generally do so in person. A “late-registration fee” may be charged to the student enrolling during the Late Registration period. Course reservations made during the pre-registration period will be canceled if there is a balance due and no response to the billing statement. Similarly, registrations initiated during the Continuing or Late Registration periods will be canceled if financial arrangements are not made by the close of those periods.

## Changes in Registrations

Reservations made for courses and other academic work during the Pre-registration period may be amended at the end of that period. Changes in enrollments completed during the Continuing Registration period may be made during the Late Registration period. No fee is assessed for a change in registration. Generally, academic work may not be added to or substituted within the Graduate School student’s program for the term or session subsequent to the second full week of classes for the semester; more stringent time-lines exist during the summer sessions. Ordinarily, withdrawals from academic work may not occur after mid-term.

## Registration “Holds”

The Office of The Graduate School may block the registration of a matriculated student, by placing an academic “hold” in the SLU permanent record, for one of several reasons. An applicant to The Graduate School will be permitted to enroll for one and only one academic term (Informal admission) before a decision on that application is made. An applicant admitted as a Conditional student because of a deficiency in the application file (e.g., an absent, updated transcript to show the conferral of a Bachelor’s or other degree) is likewise permitted to register for only one academic term in Conditional status. The

Probationary student, for whom the period of probationary tenure has been completed, will not be permitted to register again until a decision on Classified status has been made. A registration “hold” may be placed temporarily to mark a student having violated the mandatory-continuous-enrollment requirement. All “holds” imposed by The Graduate School may be removed only by Graduate School Admissions. The Student Health Service will also place registration “holds” in cases of violations of the immunization/health-history policy.

## Zero-Credit Registrations

A Classified or Probationary student in The Graduate School may include in the program for the academic term one or more zero credit-hour registrations. Often a journal club or colloquia registration, and in some instances practica or internship enrollments, may be for zero credit. In fact, a student may enroll for an academic term for zero credit-hours for one (or more) of several reasons. The student may be preparing for language or degree-examination(s), or may have taken the required total number of credits of Thesis or Dissertation Research (within the ordinary time period to complete all degree requirements). The student may be completing the requirements for coursework that was initiated during a previous academic term. Zero-credit registrations, coded by “5CR” and “6CR” within course-identifiers, are indicators of no new academic work underway during the academic term, and by definition such an entry is the only registration for the term. A “5CR” or 6CR” registration is permitted no more than twice during a degree program. Likewise, a registration signifying preparation for and/or taking a language or degree-examination, the course-identifier including the number “595” or “695,” is allowed a maximum of twice during a degree program. Notably, any registration, even if for zero credit-hours, enables the student to obtain an ID update, thereby to gain access to the academic resources of the University (advising, libraries, computer-centers, etc.). In no instance, however, should a student’s record show a “5CR” or “6CR” registration during the degree-examination or research phase of the academic program.

## Research-Phase Registrations

Toward completion of requirements for a research degree, a master’s level student must enroll in a minimum of six (6) credit-hours of Thesis Research. Accumulation of these credits may begin after the student has completed the equivalent of one, full-time semester of coursework in residence. The student pursuing the Ph.D. degree must accumulate a minimum of twelve (12) credit-hours of Dissertation Research. Eligible research-degree students are encouraged to distribute Research registrations over several academic terms, taking numbers of hours per term commensurate with the anticipated intensity

of research involvement. A registration of three (3) Research credit-hours, by itself, is considered a full-time enrollment for a semester. Ordinarily, the minimum Research registration for an academic term is one semester-hour. Zero credit-hour registrations in Thesis or Dissertation Research are possible after the required credits have been accumulated (within the ordinary or extended time-to-degree period); by themselves, such enrollments make the registrants at least one-half-time students. The “5CR” or “6CR” registration is contraindicated for a student in the research phase of the degree program. If a student’s degree program becomes protracted such that extensions of the ordinary time-to-degree period are necessary, approvals of such extensions of research-degree programs are ordinary accompanied by the requirements of enrollment in additional research credits (or additional Project Guidance credits for students pursuing Ed.D. degrees).

## Inter-University Registrations

Through mutual agreements with specific local academic institutions, including Washington University, University of Missouri-St. Louis, and several other institutions offering graduate work, Graduate School students may be permitted to enroll in courses offered at these locations for “in-residence” credit. In general, for the individual registration, the two academic units (the student’s SLU major field and the offering unit at the institution to be “visited”) must agree to such enrollments of students at both institutions for the specific academic term and exchange lists of offerings. The course must be 500- or 600-level or the equivalent at the “visited” institution and generally be in the student’s major field. The student must be Classified and full-time for the academic term. Ordinarily, a maximum of the equivalent of one, three-credit-hour course may be taken at the “visited” institution per academic term. Not more than six semester-hours per degree program may be taken via inter-University registrations. A special, inter-university registration form, available from the University Registrar or Graduate School Admissions, must be completed for each such enrollment.

Through special arrangements with the University, Aquinas Institute (AI), uses the SLU electronic student database and software; accordingly, the Institute’s (graduate) courses are directly assessable to students in The Graduate School. Enrollments by Graduate School students in AI coursework should be limited, the transfer-of-credit guidelines apply, and such registrations are to be monitored by the major fields.

## Audits, Auditors, and “Visitors”

To audit a course is to attend the class meetings and do the work for the course excepting that which would contribute toward the determination of a final grade; e.g., course examinations would not be written, and a term project would not be undertaken. The offering academic unit must approve (or deny) an audit in the same manner as it approves (or denies)

a student to take the course for credit. The tuition charge for auditing is the same as if the course was taken for credit. At the end of the academic term, the course instructor determines if the student has satisfactorily completed the audit; if so, the designation “AU” is placed by the Registrar in the grade field for the course on the student’s permanent record and, if not, a “W” is written into the grade field. No credit toward a degree is earned in an audited course. A change in status of a course from “credit” to “audit” may not be made after the middle class day of the academic term. A change in course-status from “audit” to “credit” will not be approved after the second week of the semester.

An “Auditor” is an individual who enrolls for the academic term only to audit coursework.

The “Visitor” is a student taking coursework only for enrichment or for potential transfer of SLU credits into a degree program at another academic institution. The “Visitor” is admitted to the University only for the academic term, and is evaluated for eligibility for registrations in individual courses only by the academic units offering those courses. Categorically, “Visitor” status exists only for the Summer Sessions. The “Visitor” desiring to take graduate-level academic work should be admitted by Graduate School Admissions rather than by the Summer Sessions Office (119 DuBourg Hall, Frost Campus); no fee is charged for such an admission.

## Registrations of Undergraduates in Graduate Coursework

SLU undergraduate, degree-seeking students may be permitted to enroll in 500- or 600-level coursework provided that specific conditions are met. First, the student must hold senior standing and have the majority of major-field/area-of-concentration requirements already fulfilled. Second, prerequisites for each course in question must have been completed. Third, the student’s cumulative grade-point average must be minimally 2.7/4. Fourth, the total enrollment for the semester (summer sessions) may not exceed 15 (six) credit-hours with not more than six (three) credits in 500- or 600-level work. To be granted permission to take graduate coursework, the undergraduate must complete a formal petitioning process during which approvals of the course instructor, the student’s major-field advisor, the undergraduate Dean, and The Graduate School are obtained. As part of the petitioning process, the student must indicate that the graduate coursework is to be taken either to partially fulfill requirements for the baccalaureate degree or it is to be taken for “advanced graduate credit.” In the latter case all area-of-concentration requirements must have been fulfilled, and approval to take and successful completion of the graduate coursework do not, of themselves, guarantee the student admission into the applicable advanced degree program or, in any way, amend the ordinary process of making application for Classified status in The Graduate School.

## Withdrawing from a Course, Term Work, the University

Withdrawal from an individual course or from the entire program of studies for an academic term must be undertaken formally by the student and through the completion of a change-of-registration form available from the University Registrar, the collegiate dean, or from Graduate School Admissions (117 Verhaegen Hall, Frost Campus). Formalization of a withdrawal may entitle the student to a partial refund of tuition paid; the refund schedule appears in the Schedule of Classes and is set by the Office of Student Accounts. Separate policies exist for students developing substantial physical or mental health problems or who are called to active U.S. military duty during the academic term; those policy statements are available from the Associate Dean for Academic Affairs or the University Registrar. Depending upon the reason for or the date of withdrawal, the registration(s) in question may be erased from the student's permanent record or a withdrawal indicator ("W") may be placed in the grade field(s) in the SLU record. Ordinarily, withdrawals are not permitted after the middle class-day of the academic term. An unauthorized withdrawal may result in the entry of "AF" grade(s) in the permanent record signifying failure because of excessive absences.

In addition to filing the Registrar's form, a graduate student on an academic appointment, withdrawing for the academic term, must submit a letter of resignation from that appointment through the academic unit to which service is rendered if an assistantship and to the Dean of The Graduate School. A Classified student withdrawing entirely (or taking a formal leave of absence) from the graduate program is required to submit a letter of resignation (or a petition for a leave), routing the letter or petition through the major field and to the Associate Dean of The Graduate School.

## ACADEMIC STANDARDS

### Academic Work at the 400, 500, 600, and 700 Levels

Academic work designated by 500- or 600-level numbering is, by definition, offered for "graduate credit." In general, 500-level offerings are appropriate for beginning and master's degree students and 600-level is advanced graduate work and

for doctoral students. To the extent applicable, graduate students may obtain credit toward degrees for limited numbers of credit-hours in 400-level (upper-division) courses and/or 700- or 800-level (professional) work; limitations are given in the subsequent section on "Graduation Requirements."

### The Semester-Hour of Credit

One "credit" or "credit-hour" or "semester-hour of credit" is defined at Saint Louis University as one lecture, recitation/discussion, or other class exercise, fifty (50) minutes per week for one semester; ordinarily the semester is minimally fourteen (14) calendar-weeks in length exclusive of the final-examinations period. Two (2) to four (4) weekly clock hours of demonstration, laboratory, practicum, etc., varying somewhat with degree program, are equivalent to one clock hour of lecture. In the Curricula and Courses section of this catalog, the number of credits for an individual course is given in parentheses after the Registrar's course-identifier and the course-title.

### Grading System

The following are the final (letter) grades designated by The Graduate School for 500- and 600-level offerings carrying two (2) or more credits, exclusive of Thesis or Dissertation Research, their quality-point values (per credit-hour), and their descriptions:

|      |     |   |
|------|-----|---|
| "A"  | 4.0 | High intellectual initiative and achievement                        |
| "B+" | 3.5 | Above average, approaching high achievement                         |
| "B"  | 3.0 | Clearly acceptable performance                                      |
| "B-" | 2.5 | Somewhat below average. Grade does not fulfill course requirements. |
| "C"  | 2.0 | Minimum passing grade; achievement of questionable acceptability    |
| "F"  | 0.0 | Failure   |
| "AF" | 0.0 | Failure due to excessive absences or unauthorized withdrawal        |

For most 500- and 600-level offerings carrying zero or one semester-hour of credit, one of these two, final grades is assigned:

|     |                |
|-----|----------------|
| "S" | Satisfactory   |
| "U" | Unsatisfactory |

Neither of these two grades influences the student's term or cumulative grade-point average. (The Graduate School does not permit "Pass/No Pass" grading.)

For Thesis and Dissertation Research registrations, independent of the number of credit-hours of enrollment for the academic term, and for Project Guidance (for Ed.D.-degree students only), and for Special Study for Examinations, Master's

Degree Study, Specialist Degree Study, Doctor of Education Degree Study, and Doctor of Philosophy Degree Study (all zero-credit), one of these three grades is assigned at the end of the academic term:

|      |                |
|------|----------------|
| “IP” | In Progress    |
| “S”  | Satisfactory   |
| “U”  | Unsatisfactory |

Toward fulfillment of the credit-hours requirement for Thesis or Dissertation Research or Project Guidance, the grade of “S” may be assigned only once: at the close of the final academic term in residence during which the student has completed both the hours requirement and the Thesis/Dissertation/Project itself; at the close of a prior term, if progress has been made, the “IP” grade is appropriate. If/When a “U” grade is assigned, no credit toward fulfillment of the hours-requirement is earned. Adjacent to a Special-Study-for-Examinations entry in the student record, “IP,” “S,” and “U” indicate that the exam was not taken, was passed, and was failed, respectively. For Degree Study registrations, the Registrar will automatically record an “S” grade at the close of the academic term. None of these three grades affects the student’s term or cumulative grade-point average.

For a course at any level that a student elects and is approved to audit, at the end of the term, the instructor assigns one of these two “grades”:

|      |   |
|------|---|
| “AU” | Audit (satisfactorily)                          |
| “W”  | Authorized withdrawal (or unsatisfactory audit) |

Neither of these entries into the permanent record influences the student’s term or cumulative grade-point average.

If a student completes an authorized withdrawal between the end of the Late Registration period and the middle day of the academic term, a designation of “W” is entered into the grade field for that entry in the permanent record. Withdrawals beyond the mid-term date are ordinarily disallowed.

The Graduate School offers academic work only at the 500 and 600 levels, per se. For work taken at the 400, 700 or 800 level by graduate students, their final grades are assigned within the schemes of the Schools or Colleges of the University offering that work. Possible final grades in such work include, besides or in substitution for those defined above, the “C+” (2.5 quality points per credit; instead of the “B-”) and the “D” (1.0 quality point; not a satisfactory grade for a The Graduate School student).

The following temporary course grades may be given:

|     |  |
|-----|--|
| “I” | All requirements for the course were expected to have been completed, but have not been completed by the student at the time, ordinarily at the close of an academic term, when the Instructor would assign the final grade; the “Incomplete” may remain in the permanent record for a maximum of 12 months, and, if not purposefully amended by then, the grade |
|-----|--|

is transformed into an “F” (Failure).

|      |   |
|------|---|
| “X”  | Student absent from final examination; must be rectified within six (6) weeks of the end of the academic term, or it is replaced by the “F” grade.  |
| “NR” | Student is enrolled in academic work for a term and may not be expected to complete requirements by the close of that term; code for grade “Not Recorded”; the notation remains in place until the Instructor of record communicates a final letter grade to the Registrar. |

Excluding Thesis or Dissertation Research and Project Guidance, no courses or other academic work offered at the 500 and 600 levels and carrying more than one semester-hour of credit may be graded on a “Satisfactory/Unsatisfactory” basis with two possible exceptions: courses in foreign-language translation (as a research-tool) and, on individual bases, Summer Sessions institutes or workshops may be approved for “S/U” grading. (Journal-club and colloquia participation for zero or one credit-hour are ordinarily graded “S/U.”)

## Grade Reports/ The SLU Permanent Record

An electronic grade report is prepared for the student in The Graduate School at the end of the academic term for which the student has completed a registration. The report is communicated to the student via Banner. The report shows a permanent (or, perhaps, a temporary or a “NR”) grade for each enrolled course for that term as well as cumulative quality data for the term and for all work taken in The Graduate School to date. Graduate School students do not receive mid-term grades. When an initially assigned temporary grade or an “NR” indicator is rectified to a permanent grade, the change appears in Banner.

The permanent record at the University is begun with the matriculation of the student. In essence, this record shows the courses taken and the grades received by the student; the record is ordered chronologically by academic term. Also indicated in the permanent record are the previous degrees earned by the student and any academic work taken elsewhere that has been approved for transfer into a SLU degree program and for posting to this document by The Graduate School. A transcript is a copy of the permanent record, certified as authentic and true by the Registrar. If and when the student earns a degree and/or a certificate through The Graduate School, that item is posted to the student’s SLU record. A grade-point average is computed for the academic work taken as a student in The Graduate School. Notably, if a student in The Graduate School takes a specific course twice, both entries will appear in the record, but only one will be included in the work presented toward a degree, but the quality points from both entries will be included in the computation by The Graduate School of the graduate career grade-point average.

## Good Academic Standing and Academic Probation

A student is in good academic standing if not on academic probation or under suspension, or has not been dismissed from The Graduate School and, if Classified, is making progress toward a degree within the time-period established for that degree. A student may be formally dismissed from The Graduate School, or placed under temporary suspension, by action of the Dean for academic deficiencies or academic misconduct.

If the cumulative grade point average of a Classified student in The Graduate School falls below 3.0 (on the four-point scale, “B” = 3.0), that student is automatically placed on academic probation (not to be confused with Probationary student-status). To continue degree pursuit, the student must progress toward a 3.0 cumulative average and is expected to emerge from academic probation within nine (9) credit-hours or two successive academic terms during which coursework registrations are recorded. A student in The Graduate School will not be advanced to Candidate status while on academic probation. In general, doctoral students are expected to achieve at the “B+” level in postbaccalaureate academic work.

A limited number of credit-hours in 500- or 600-level work in which the grade of “C” is earned may or may not be accepted toward a degree in The Graduate School at the discretion of the individual department or program. The Classified student’s cumulative grade-point average in academic work presented to fulfill degree requirements must be at least 3.0. A minimum grade of “B” is ordinarily required for graduate-degree credit in any 400-, 700-, or 800-level course.

The case of a student not in good academic standing may be reviewed at any time within the department or program to determine a course of action to be taken. A student in The Graduate School will not be advanced to candidacy while not in good academic standing.

## Acceptable Academic Progress/ Ordinary Time-Periods to Degree

Acceptable academic progress is defined in The Graduate School for Classified students as the completion of at least twelve (12) credit-hours in an academic year or a twelve-month period. When requested by the Office of Scholarship and Financial Aid and when applicable, for students progressing acceptably, The Graduate School will certify the completion of twelve or more credit-hours in a twelve-month academic year as passing from one “class year” to the next.

The ordinary time-period to degree for a Classified student in The Graduate School begins at the start of the academic term when the first SLU course is taken to be included in the degree-program. Accordingly, revision of the start of the time period is possible after matriculation (e.g., if a course taken in Unclassified status is, subsequent to advancement to Classified

status, made part of the degree program through a successful, formal petition to do so). For the student pursuing a master’s degree, the ordinary time-period to the degree is five (5) years. For the student pursuing the doctorate directly from the baccalaureate, the ordinary time-period is seven (7) years. For the student pursuing the doctorate, having previously (and rather recently) been awarded a master’s degree in the same or a comparable major field (i.e., the academic work of the master’s degree partially fulfills requirements for the doctorate), the ordinary time-period to degree is five (5) years.

## Academic Integrity/Ethics

The University is a community of learning, and its effectiveness requires an environment of mutual trust and integrity. As members of this community, students share with faculty and administrators the responsibility to maintain this environment. Academic integrity is violated by any dishonesty in submitting, to the instructor for evaluation, an assignment, test, research report, or any other documentation required to validate the student’s learning. In a case of clear indication of such dishonesty, the faculty member or administrator has the responsibility to apply sanctions to protect the environment of integrity necessary for learning.

Although not all forms of academic dishonesty are given here, the instances listed below should be seen as actions that not only violate the mutual trust necessary between faculty and students, but they also undermine the validity of the University’s evaluation of students and take unfair advantage of fellow students. Soliciting, receiving, or providing any unauthorized assistance in the completion of any work submitted toward academic credit is dishonest.

Examples of academic dishonesty would be copying from another student, using electronic devices to share information during an exam, copying from a book or class notes during a closed-book exam, submitting materials authored by or editorially revised by another person but represented as the student’s own work, copying a passage or text directly from a published source without appropriately citing/recognizing that source, taking a test or doing an assignment or other academic work for another student, or securing or supplying in advance a copy of an examination without the knowledge or consent of the Instructor.

Any clear violation of academic integrity will be met with sanctions. In a case of dishonesty within a course, the Instructor may assign an appropriate grade and/or recommend further sanctions to the Dean. The Dean is responsible for the final decision and notification of all associated parties. The final decision of the Dean may be appealed as described in “Procedures for Academic Appeals.”

Ethical behavior must also extend beyond the academic setting and into professional life. Most major fields require their graduate students to complete an ethics requirement within the curriculum. Coursework or other training in ethics in research is required of academic personnel involved in traineeship and

investigative programs funded by a number of Federal and other agencies.

## Suspension/Dismissal

The student who is judged guilty of an act of serious academic dishonesty, e.g., involving a final course or degree examination or plagiarism in the preparation of a major paper or a research-report, may be suspended for a specified time period or dismissed altogether from The Graduate School and the University. Suspension or dismissal may also be warranted for other academic reasons or on societal grounds, e.g., unauthorized solicitation or distribution of controlled substances, endangering one's self or another person, sexual harassment, or abusing alcohol or illicit drugs. Reports of such actions may come from nonacademic staff, faculty, administrators, or other students. Such reports are to be directed to the Dean who is responsible for decisions to suspend or dismiss.

## Procedures for Academic Appeals

As a general policy, if a student desires to appeal any academic decision, that appeal should first be made to the faculty member or faculty committee involved and, if necessary thereafter, to the department or program chairperson, and the Dean of The Graduate School, as warranted, in that order.

If a student questions or disagrees with a grade received, the initial contact should be with the faculty member who assigned the grade. Appeal beyond the Instructor is to the University personnel in the order indicated above.

The student who wishes to appeal an academic suspension or dismissal shall first contact the Dean of The Graduate School for a hearing; then, if warranted, s/he must lodge a formal appeal with the University Board of Graduate Studies within sixty (60) days of notification of the suspension or dismissal. The appeal must be in writing, and is to be addressed to the Secretary of the Board, a position held *ex-officio* by an Associate Dean. The Board Secretary will notify all parties involved of the appeal and will request any supporting documentation that these parties believe that the Board should review. The appeal may be heard as an agenda-item at one of the regularly scheduled Board meetings, or a special meeting of the Board may be called. At least eight (8) members of the Board, excluding *ex-officio* members, must be in attendance. Minutes will be prepared by the Board Secretary. The Dean will relinquish the Chair, and one of the Associate Deans will conduct the meeting. The Board will hear the case presented by the student and others supporting the student's appeal. Following the student's presentation, the Board will hear the presentations of the other parties involved. Following the presentations, the Board will conduct a discussion, and a decision will be reached regarding the outcome of the appeal. If the Board finds that insufficient information has been presented, it may request a period of not longer than thirty (30) days to obtain the information, meet again, and reach a decision. The Dean and the Board Secretary shall be present throughout the

entire process, but neither shall be allowed to propose or second any motion or to cast a vote on any motion related to the appeal. If a member of the Board is a member of the department or program involved in the appeal, that Board member will abstain from active participation in the appeals process.

## Diversity, Affirmative Action, and Disabilities

All programs and activities at Saint Louis University are open to all without regard to race, color, sex, sexual orientation, age, religion, national origin, disability, or Veteran status. All University policies and procedures are administered in a manner consistent with the University's Catholic, Jesuit identity. This policy applies to all students, faculty, and staff at the Frost and Health Sciences campuses and covers both their work and educational environments. The office ensures that the University lives up to its commitment to equal opportunity and non-discrimination.

Contact may be made to the Disability Services Office for information on Saint Louis University's non-discrimination policies, including sexual harassment (Suite 331, BSC, Frost Campus; telephone 977.8885). The office reviews complaints that allege violation of Saint Louis University's policies of equal opportunity and sexual harassment.

The Director of Diversity and Affirmative Action is also Saint Louis University's Section 504 coordinator and is responsible for monitoring compliance with the American Disabilities Act. Students may contact the office for assistance with physical, academic, and program accessibility to the University.