**Table of Contents**

Academic Amnesty .............................................................................................................. 2  
Academic Integrity ............................................................................................................. 2  
Academic Standing .......................................................................................................... 2  
Audit of Course ................................................................................................................. 3  
Bereavement .................................................................................................................. 3  
Classification ................................................................................................................ 3  
Course Withdrawals .................................................................................................... 3  
Credit by Assessment through American Council on Education (ACE) ......................... 3  
Credit By Exam ............................................................................................................. 4  
Dean’s List .................................................................................................................... 4  
Degree Conferral Dates ............................................................................................... 4  
Final Examinations ....................................................................................................... 4  
Grade Appeal ................................................................................................................. 4  
Grade Point Average (GPA) .......................................................................................... 5  
Grade Reports .............................................................................................................. 5  
Grading System ............................................................................................................. 5  
Graduation (Latin) Honors ............................................................................................ 5  
Graduation Requirements ............................................................................................. 5  
Incomplete Course ....................................................................................................... 6  
Inter-University Program Registration ........................................................................... 6  
Intra-University Transfer ............................................................................................. 6  
Leave of Absence ........................................................................................................... 7  
Midterm Examinations .................................................................................................. 7  
Off-Campus Enrollment ............................................................................................... 7  
Overload of Credits ...................................................................................................... 7  
Pass/No Pass Option ...................................................................................................... 7  
Post-Baccalaureate Course Work ................................................................................ 8  
Proof of Proficiency By Examination ........................................................................... 8  
Registration Procedures ............................................................................................... 8  
Registration Sequence .................................................................................................. 9  
Repeating Courses ....................................................................................................... 9  
Student Academic Standing ....................................................................................... 10  
Study Abroad/Exchange ............................................................................................... 9  
Transfer Credit ............................................................................................................. 10  
Transcript of Record ................................................................................................... 10  
Veteran Certification of Attendance ........................................................................... 10  
Withdrawing for Active Military Duty ......................................................................... 11  
Withdrawing from Saint Louis University .................................................................... 11
**Academic Amnesty**

Academic amnesty permits former Saint Louis University undergraduate students an opportunity to reenroll without the burden of past academic difficulties by removing prior grades, from up to two semesters, from their grade point average (GPA).

To request academic amnesty students must submit a completed Petition for Academic Amnesty to their academic dean’s office.

To be eligible for academic amnesty students:
- may not have attended Saint Louis University for a period of the last three years,
- must be readmitted to degree-seeking program at Saint Louis University,
- must not have received a bachelor degree from Saint Louis University,
- must meet catalog requirements for the term they are readmitted, and
- may not have previously been granted academic amnesty.

If students are granted academic amnesty:
- it is irrevocable,
- it applies to all courses and credits taken during the chosen one or two semester(s),
- it does not erase courses or credits from students’ records, and
- it removes grades from the grade point average (GPA) with transcript notation. Additionally, the courses and credits may not be applied toward graduation.

Notes:
Students receiving financial aid need to verify with the Office of Student Financial Services whether academic amnesty will affect their eligibility status.

**Academic Integrity**

Academic integrity is honest, truthful and responsible conduct in all endeavors. Saint Louis University is a community of learning in which integrity and mutual trust are vital. Since the mission of the University is "the pursuit of truth for the greater glory of God and for the service of humanity," acts of falsehood violate its very reason for existence. They also demean and compromise the activities of teaching, research, health care and community service that are its primary mission. Since the University seeks to prepare students and faculty for lives of integrity and occupations of trust, it regards all acts of academic dishonesty as matters of serious concern. This policy was adopted Spring 2015; to access the full policy including definitions of violations, processes for reporting violations, sanctions, and appeals, please access the full policy at the Academic Affairs website http://www.slu.edu/the-office-of-the-provost/academic-affairs-policies.

**Academic Standing**

**Good Standing**

Students are considered to be in good academic standing if they are not on probation (either university probation or program probation) and have not been dismissed or suspended from Saint Louis University.

**University Probation**

Students will be automatically placed on university probation if any of the following occurs:
1. Students’ Saint Louis University cumulative grade point average falls below 2.00,
2. Students’ Saint Louis University semester grade point average is below a 1.00.

Students on university probation may not register for more than 15 semester credits. Students may remain on University probation for no more than three consecutive semesters (including Summer).

**Program Probation**

Although the University’s minimum grade point average is 2.00, some individual major, programs, schools, or colleges may require higher minimum grade or additional academic, clinical or professional criteria. These programs have specific policy statements regarding eligibility for continuation, progression, probation, and dismissal from the individual programs. Students have the obligation to familiarize themselves with these policies which can be found in the Academic Catalog or Program Handbooks.

**Academic Suspension**

Students may be suspended from a course, from a school or college, or from the University for academic or disciplinary misconduct. Please see the Student Handbook for additional details.

**Academic Dismissal**

Student may be dismissed from the University under the following conditions:
1. Inability to eliminate probationary status within the two semesters subsequent to the assignment of probation, or
2. A grade point average deficit points* of less than -15 points.

*Grade Point Average Deficit Points are defined as students’ Total GPA Points - (2.00 * GPA Credits). Deficit points are a numerical representation of the severity of being below a 2.00. Students on academic probation will have deficit points since their GPA is below 2.00. Small deficit points mean that students are very close to a 2.00, while larger number mean that students are further from 2.00.

**Changing Majors**

Students in Good Standing, on University Probation, or on Program Probation are eligible to request a Change of Major.
Students on University Probation changing majors within their home college/school or to a different college/school will remain on University probation under the conditions outlined in the original probation notification.

Students on Program Probation changing majors within their home college/school or to a different college/school will return to Good Standing unless conditions are outlined in their Change of Major approval.

Audit of Course

To enroll in a course on audit basis students must:

1. Submit completed Petition for Course Audit and
2. Receive approval by their college or school.

Students will be charged at the standard per-credit rate for courses taken on an audit basis.

Students will not receive academic credit for a course taken on an audit basis and therefore the course will not count toward attempted credits, earned credits or graduation requirements.

Enrollment in audit courses will be indicated on academic transcripts as an ‘AU’.

If the conditions authorized in the Petition for Course Audit are not met, the instructor may request an authorized withdrawal of the student.

A course registered for credit may be changed to audit only through the last day of the add/drop period.

A course registered for audit may be changed to credit only through the last day of the add/drop period.

Bereavement

Upon request to and approval by the Dean of Students Office, students shall be given up to five (5) consecutive days (not including weekends or holidays) of excused absence for bereavement.

Each faculty member will excuse students from class and provide an opportunity to complete missed exams, quizzes, and other required work. Ultimately, students are responsible for all material covered in class and must work with each individual instructor as soon as they return to complete any required work.

Note: Students should also contact their Advisor and/or Academic Department/Program.

Classification

Students’ classification is calculated on the basis of completed credits. Classification rankings are defined as the following:

- Freshman  Less than 30 credits,
- Sophomore 30 or more credits, but less than 60 credits,
- Junior  60 or more credits, but less than 90 credits,
- Senior  90 or more credits.

Saint Louis University courses must be graded to be considered completed credits.

Transfer credits are included in the definition of completed credits.

Course Withdrawals

The deadline to drop a course without a “W” appearing on the transcript will be 5:00 pm Friday of the second week for full semester courses.

- During the first week of the semester students are able to drop individual courses through Banner Self-Service.
- During the second week of the semester students must use the Change of Registration Form and receive permission from their academic advisor.

The period to withdraw from a course is the Saturday of the second week of the semester through 5:00 pm Friday of the tenth week for full semester courses. During this period courses will be marked with a “W” on the transcript.

- During the period to withdraw from a course, students must complete the Petition to Withdraw from Course(s) after the Late Registration Period and receive permission from their academic advisor.

For students intending to drop/withdraw all courses see the policy for Withdrawing from the University for additional information.

Credit by Assessment through American Council on Education (ACE)

Students may receive credit for courses evaluated and approved for college credit by the American Council on Education (ACE). Listings of ACE approved courses and credit recommendations are contained in two publications: A Guide to the Evaluation of Educational Experiences in the Armed Forces and The National Guide to Educational Credit for Training Programs. Credits received are subject to the same policies as those of any other transfer credit.
Students who are active military or reservists and participated in the off-duty, voluntary education programs of the Department of Defense, may receive credit for coursework taken while active military or in reserves.

Credit By Exam
Students may earn Credit By Exam only through qualifying scores on the following examinations:

- Cambridge International A Level,
- College-Level Examination Program (CLEP),
- College Board Advanced Placement (AP),
- Health Education Systems, Inc. (HESI) and
- International Baccalaureate (IB).

An examination for credit cannot be taken while enrolled in, after enrollment or after withdrawing from the course in which the examination for credit is requested.

For the most up-to-date listing of academic department approved qualifying scores visit www.slu.edu/services/registrar/ap_clep.php

The Office of University Registrar may award credit only upon receipt of official results directly from the testing service.

Dean’s List
To qualify for the Dean’s List students must:

1. Have a minimum semester grade point average of 3.70,
2. Complete at least twelve credits of graded course work during the semester for which the honor is designated.

Note: The Dean’s List may be published due to Saint Louis University defining it as directory information under the Family Educational Rights and Privacy Act (FERPA). For more information see ferpa.slu.edu.

Degree Conferral Dates
The official conferral dates for 2017-18 are the following:

**Fall 2017**
- Fall Degree Conferral #1 – Friday, October 27, 2017
- Fall Degree Conferral #2 – Saturday, December 23, 2017

**Spring 2018**
- Spring Degree Conferral #1 – Friday, March 16, 2018
- Spring Degree Conferral #2 – Saturday, May 19, 2018

**Summer 2018**
- Summer Degree Conferral #1 – Wednesday, June 20, 2018
- Summer Degree Conferral #2 - Wednesday, July 5, 2018
- Summer Degree Conferral #3 - Wednesday, July 18, 2018
- Summer Degree Conferral #4 - Wednesday, August 15, 2018

Note: Per the Graduation Requirements policy, students must file an application to graduate before the end of the add/drop period of the semester in which graduation is intended.

Final Examinations
1. The last examination in a course must be given during final exam week; the Dean must approve exceptions. Faculty will administer final examinations according to the schedule for final examinations found at http://registrar.slu.edu.
2. If a student has three final examinations scheduled for the same day, a request to postpone the examination scheduled in the middle may be made. Faculty will give every consideration to the student’s request.
3. An advance authorization for deferring the taking of a final examination may be given, but only rarely and for serious reasons (e.g., medical or religious). The student must request the deferral in writing in advance of the final and receive permission from the Instructor. The Dean’s Office must also be notified.
4. The last examination in a course must be given during final exam week; the Dean must approve exceptions. Faculty will administer final examinations according to the schedule for final examinations as printed in the Schedule of Classes publication. The final examination of the course is not to be given during the last week of the academic semester or on study day.

Grade Appeal
Students must initiate a grade appeal within 90 days of date that the course grade was posted.

Final grade appeals follow the procedures of the college/school of the course.

The grade appeal process must be resolved within one calendar year of the initiation of the appeal.

Students may appeal a grade only for one or more of the following reasons:

1. Miscalculation of grade.
2. The assignment of a grade to a particular student on some basis other than performance in the course.
3. The assignment of a grade to a particular student by more exacting or demanding standards than were applied to other students in that section.
4. The grade assigned results from different standards than the criteria for performance and evaluation outlined in the course syllabus.

Grade Point Average (GPA)
The cumulative grade point average (GPA) is determined by dividing the total quality points earned by the total GPA credits attempted, and rounding at two digits to the right of the decimal point.

All grades for which quality points are indicated in the “Grading Scale” are included in the cumulative GPA, except:
1. Grades for courses below the 1000-level.
2. Grades for excluded repeat courses, see the Repeating Course Policy for additional information.
Note: Courses transferred from other colleges/universities do not have quality points assigned; therefore do not apply toward a student’s GPA.

Grade Reports
Students may access their midterm and final grades via MySLU.slu.edu Tools tab, and then Banner Self-Service. Midterm grades are viewable in Registration History. Final grades are viewable in either Registration History or Academic Transcript. Exception: Eight week or shorter courses do not issue midterm grades.

Grading System
The undergraduate grading system at Saint Louis University follows a 0 - 4.00 point scale. Quality Points for grades are assigned as follows:
- A: 4.00
- A-: 3.70
- B+: 3.30
- B: 3.00
- B-: 2.70
- C+: 2.30
- C: 2.00
- C-: 1.70
- D: 1.00
- F: 0.00

The following grades are not awarded quality points and therefore are not calculated in students’ cumulative grade point average.
- P: Pass
- NP: No Pass
- S: Satisfactory
- TR: Transferred Credit
- U: Unsatisfactory

The following course statuses are recorded on the academic transcript, but are not grades. There are no quality points associated and therefore have no impact on students’ cumulative grade point average.
- AU: Audit. See Course Audit policy for additional information.
- I: Course work incomplete. See Incomplete Course policy for additional information.
- IP: In Progress. See below additional information.
- W: Withdrawal. Please see Withdrawal policy for additional information.

The In-Progress (IP) status is valid only for field-based courses as defined below:
- Clerkship
- Clinical
- Internship
- Externship
- Practicum
- Preceptorship

Graduation (Latin) Honors
Graduation honors will be awarded according to a student’s cumulative Grade Point Average as follows:
- Summa cum laude: 3.90 and greater
- Magna cum laude: 3.70 and greater, but less than 3.90
- Cum laude: 3.50 and greater, but less than 3.70

Students must complete 60 earned credits through Saint Louis University in order to be eligible to graduate with honors.

Final determination of honors and cumulative grade point averages will be made at the time of degree conferral.

Note: For the purpose of complying with timelines for commencement and related publications, tentative honors may be calculated based on the cumulative grade point average at the end of the previous completed term.

Graduation Requirements
The general requirements for earning a baccalaureate degree are as follows:
1. Satisfactory fulfillment of the lower and upper division course requirements within each college or school,
2. Completion of no fewer than 120 semester credits,
3. Overall grade point average of 2.00 (see GPA definition for more information),
4. Courses below the 1000-level do not count toward graduation,
5. 30 of the final 36 credits must be completed through Saint Louis University or an approved Study Abroad program*

6. The following percentages of credits must be completed through Saint Louis University within a field of study:
   a. At least 50% of a major must be completed through Saint Louis University or an approved Study Abroad program
   b. At least 75% of a minor must be completed through Saint Louis University or an approved Study Abroad program
   c. At least 75% of a concentration must be completed through Saint Louis University or an approved Study Abroad program
   d. At least 75% of a certificate must be completed through Saint Louis University or an approved Study Abroad program

7. Students must file an application to graduate before the end of the add/drop period of the semester in which graduation is intended.

Saint Louis University will award a degree if all requirements are met prior to the published semester/term conferral dates.

The awarding of a degree will be deferred to the next published conferral date if any requirements are fulfilled by a course that either begins or ends after published conferral date.

The one exception is, per the Incomplete Course policy, courses with approved extensions for a graduating student must be completed and graded within 30 calendar days of the published conferral date.

* Students must receive approval by their college or school. Please see the Off Campus Enrollment policy for additional information.

**Incomplete Course**

To receive additional time to complete courses students must:

1. Submit completed Petition for Course Completion Extension and
2. Receive approval by the instructor.

Students must complete the course work by the approved deadline, which can not be longer than one year after the course’s final grades were due.

Two exceptions are:

1. Incomplete courses in prerequisite courses must be completed and graded prior to the first meeting for which the course is a prerequisite.

2. Incomplete courses for a graduating student must be completed and graded 30 calendar days after the conferral date.

An Incomplete Course will be awarded a grade of “F”, by the Office of the University Registrar, if the course is not completed by the approved deadline.

**Inter-University Program Registration**

Saint Louis University students may cross-register for undergraduate courses at other institutions included in the Inter-University agreements under the following conditions:

1. The student is full-time and in good academic standing.
2. The course is not available at Saint Louis University.
3. The course is required or recommended for the student’s major or minor (including prerequisites).
4. The course is approved by the Saint Louis University advisor, department chair and dean.
5. Tuition for the course is paid to Saint Louis University at its rates.
6. Grades earned under these conditions will be computed into the student’s semester and cumulative GPAs.

Students from other institutions cross-registering for undergraduate courses at Saint Louis University must be full-time and in good standing at the other institution.

Both Saint Louis University students, and students from other institutions, must obtain permission to participate in this program by completing an Inter-University Program - Registration Form. This form is available in your Registrar’s Office.

This form requires the signatures of their Dean at the student’s home institution, and the signature of the instructor or department at the university where the course is offered. When this form is completed it should be returned to the Office of the University Registrar at your home institution who will complete the registration process for the student.

**Note:** Some colleges/schools within the participating universities may not be available in this program. Check with the Registrar’s Office at the institution you wish to visit.

**Intra-University Transfer**

An application form for Intra-University Transfer (within the University) is to be filed in the Dean’s office. The student will be notified of acceptance to the new program.
Leave of Absence
A leave of absence offers students the opportunity to leave Saint Louis University temporarily, no longer than one calendar year, and return without reapplying through admission.

For students to be placed on a leave of absence they must:
1. Submit completed Petition for Leave of Absence and
2. Receive approval by their college or school.

During the leave of absence, students:
1. Retain the graduation requirements from the Undergraduate Catalog of their year of admission,
2. Retain their SLU email account, access to mySLU.slu.edu and access to the libraries,
3. Do not have enrollment status for purposes of health insurance or federal loan deferment,
4. Are not eligible to reside on campus, attend classes or participate in extracurricular campus activities.

A leave of absence may be requested only for future terms. If a student is withdrawing from the current term after the add/drop period please see the Withdrawal Policy.

Students must complete a Scholarship Deferment Form in order to retain institutional scholarships.

International students must consult with the Office of International Services concerning conditions of their student visas.

Unless approved, students attending another institution will have their leave of absence revoked and therefore will be required to reapply to Saint Louis University in order to return.

Midterm Examinations
Absence from mid-semester or other interim examinations may, at the discretion of the instructor, require special examinations.

Off-Campus Enrollment
Off-campus enrollment is defined as courses enrolled at an institution other than Saint Louis University. These courses are either taken independently of or concurrently with Saint Louis University courses.

To enroll in course work off-campus courses students must:
1. Submit completed Petition for Undergraduate Off-Campus Enrollment and
2. Receive approval by their college or school.

Summer: No more than twelve semester credits earned between the end of the Saint Louis University Spring semester and the start of the Saint Louis University Fall semester of any one-year may be credited toward a degree from Saint Louis University.

Upon completion of off-campus courses students will forward, from the off-campus institution, no later than the first week of the following semester either:
- a sealed official transcript, to the Office of the University Registrar, One Grand Blvd. St. Louis, MO 63103 or
- an official electronic transcript to registrar@slu.edu.

Overload of Credits
To enroll in more than 18 credits in Fall or Spring or more than 12 credits in the Summer students must:
1. Have a minimum cumulative grade point average of 3.00
2. Submit completed Petition for Overload and
3. Receive approval by their college or school.

Additional tuition will be charged at the standard per-credit rate for all additional credits in Summer and for all credits above 18 credits in Fall or Spring.

Pass/No Pass Option
To enroll in a course on a pass/no pass basis students must:
1. Submit completed Petition for Pass/No Pass and
2. Receive approval by the instructor.

The Pass/No Pass option may only be petitioned for elective courses.

Therefore, a Pass grade will count toward the 120-credit minimum graduation requirement.

A Pass grade may not be used to satisfy a course prerequisite.

A Pass grade cannot be applied to any of the following:
- Required lower and upper division courses within each college or school,
- Required course for a major,
- Required course for a minor,
- Required course for a concentration or
- Required course for a certificate

Both grades of Pass/No Pass are not awarded quality points and therefore are not calculated in the cumulative grade point average.
A course registered with a standard grade may be changed to a Pass/No Pass grade only through the last day of the add/drop period.

A course registered with a Pass/No Pass grade may be changed to a standard grade only through the last day of the add/drop period.

**Note:** See Registration Procedures for additional information.

### Post-Baccalaureate Course Work

Students may enroll in courses numbered 500 and above provided all of the following conditions are met:

1. Students must be classified as seniors. Please see Classification policy for additional information.
2. Prerequisites for each course in question must be fulfilled prior to the first meeting of the course.
3. Students must have at least a 3.00 cumulative grade point average.
4. Students may not enroll in more than a total of 6 credits (or 2 post-baccalaureate courses, whichever is greater) in courses numbered 500 and above.
5. Students total combined enrollment (undergraduate and post-baccalaureate) for the semester may not exceed the following course load:
   - Fall or Spring - 15 credits or 5 courses, whichever is greater.
   - Summer - 6 credits or 2 courses, whichever is greater.
6. Students must complete the Petition for Post-Baccalaureate Course Work.
7. Students must receive approval by their college or school.

All credit earned for courses numbered 500 and above will be applied toward the completion of student’s undergraduate program and degree requirements, unless petitioned and approved to apply toward a post-baccalaureate degree through their college/school.

Therefore, the associated grades for the courses numbered 500 and above will be calculated in the cumulative undergraduate grade point average, unless petitioned and approved to be recorded as post-baccalaureate credit.

This policy does not apply to accelerated, integrated, or direct-admit post-baccalaureate degree programs.

**Note:** Successful completion of approved graduate course work does not guarantee the student admission into the applicable advanced degree program or, in any way, amend the ordinary process of making application for classified or unclassified status in Graduate Education.

### Proof of Proficiency By Examination

When available, students may request a Proficiency Examination to prove proficiency in a course’s content in order to satisfy the following:

1. Course prerequisites,
2. Course requirements within a college or school,
3. Course requirements within a major, minor, concentration and/or certificate.

Requirements will be satisfied when a Proficiency Examination is successfully completed with a passing score, as defined by the academic department.

Credit will not be awarded for the successful completion of a proficiency examination and therefore will not apply toward the total credit requirements for graduation; including but not limited to individual college/school or departmental requirements.

A Proficiency Examination cannot be taken while enrolled in, after enrollment or after withdrawing from the course in which the Proficiency Examination is requested.

**Note:** Proficiency Examinations are not available for all courses. Please inquire with the academic department of the course to determine the availability.

### Registration Procedures

**Registration** periods for courses and other academic work for the Summer Sessions and the Fall and Spring Semesters are scheduled by the Office of the University Registrar. Students are expected to self-register for all courses during the appropriate registration period.

Students enrolling during this period and thereafter are expected to complete the entire process, including the making of financial arrangements with the Office of Student Financial Services.

**Late Registration**

Late registration begins on the first day of classes and extends through the end of the first week of the semester (except for the School for Professional Studies). Students registering for the first time during or after the late registration period will incur a late registration fee of $50.

Course registration made during the registration period will be canceled if there is a balance due and financial arrangements are not made.

Registration and changes of registration in the second week of a full semester course can take place only with the permission of the student’s advisor, the new course/section instructor, and student’s dean.
Changes of Registration
No fee is assessed for a change in registration.

The deadline for dropping a class without a “W” appearing on the transcript will be Friday of the second week of the semester for a full semester course.

When a student fails to complete a Change of Registration form, and withdraws without authorization from a course or the University the student will be graded based on the grading procedures listed in the course syllabi.

Registration Holds
The University may block the registration of a matriculated student by placing an academic hold on the student's record for one of several reasons (e.g. non-payment of tuition, library books not returned, violation of the mandatory continuous-enrollment requirement, expiration of time to degree).

Registration Policies for Courses That Do Not Span the Full Semester
Some courses are offered in a shortened meeting pattern, such as 4 and 8 week courses. For these courses the following calculations are applied to determine the registration and withdraw dates, with the exception of the School for Professional Studies:

- Last day to add a course via Banner Self-Service
  - 1/16 of the total class days
- Last day to add courses, requiring advisor, instructor and dean’s signatures or drop a course without a “W”
  - 1/8 of the total class days
- Last day to drop a course with a grade of “W”
  - 5/8 of the total class days

Registration Sequence
Registration sequence is based on students’ classification. See Classification policy for additional information.

The registration sequence begins with seniors followed by juniors, sophomores and freshmen.

The following students are granted priority registration: student athletes, University Honors Program students, SSS grant students, students on an approved non-Madrid study abroad program, veterans and students with early registration accommodations.

Repeating Courses
Repeated courses, grades and credits will be recorded on the academic transcript with the most recent course included in the grade point average and noted as “included”, while the previous courses will be noted as “excluded”.

All courses designated as excluded will:
1. Not be included in cumulative earned credit hour totals,
2. Not be awarded quality points and therefore not calculated in a student’s cumulative grade point average
3. Not apply toward graduation requirements.

The following courses, when repeated, will not be noted as “excluded” and therefore will be included in the grade point average.
1. Courses that are listed as equivalent in the Course Catalog
2. Courses that may be repeated for credit, for example Special Topics, Independent Study, Internships and Clinical Learning Experiences.
3. Courses that have no quality points associated and therefore have no impact on students’ cumulative grade point average, for example audited courses, and courses taken as pass/no pass.

Transfer courses taken while enrolled in or after enrollment in equivalent Saint Louis courses are excluded from this policy.

Note: Students receiving financial aid need to verify with the Office of Student Financial Services whether repeating a course will affect their eligibility status.

Federal law limits the number of times students may repeat a course and receive Title IV financial aid for that course.

- Students may receive Title IV aid when repeating a course that was previously failed (received a 0.0 or No pass), regardless of the number of times the course was attempted and failed.
- Students may receive Title IV aid to repeat a previously passed course one additional time.
- Once students have completed any course twice with a passing grade, they are no longer eligible to receive Title IV aid for that course.
- If students repeat a course that is not Title IV aid eligible, a recalculation of Title IV aid is done to exclude the credits for the repeated course.
- This rule applies whether or not students received aid for earlier enrollments in the course.

Study Abroad/Exchange
For students to study abroad they must:

1. Submit completed Study Abroad Application.
2. Receive approval by the appropriate departments listed in the Study Abroad Application.

Grades for all courses while on SLU-approved exchange and study abroad programs will appear on a student’s transcript and
factor into a student’s cumulative Saint Louis University grade point average.

Saint Louis University students participating in fall/spring study abroad programs must enroll for the equivalent of a full-time course load while abroad (a minimum of 12 Saint Louis University credits per semester). For summer programs, there is no minimum or maximum credit load required, unless otherwise specified by your host institution or program.

Any changes made to a student’s registration while abroad must be approved by the student’s academic advisor, mentor, department, and/or college representative.

Transfer Credit

Students who have completed (or plan to complete) coursework at regionally accredited colleges or universities may request an evaluation for transfer credit. Coursework may be considered for transfer credit if all of the following conditions are met:

- The coursework is completed at a regionally accredited institution or dean approved international institution.
- The final grade posted for each potential transfer course is a C letter grade (or above).
- The Office of the University Registrar has received either
  - a sealed official transcript, sent to the Office of the University Registrar, One Grand Blvd. St. Louis, MO 63103 or
  - an official electronic transcript, sent to registrar@slu.edu.

Students may be asked to provide a syllabus containing a written description of the course(s) from the other institution. Transfer credit may be awarded for which Saint Louis University has no equivalent course. This credit may be accepted as meeting major requirements or as elective credit.

Students seeking to transfer coursework taken more than 10 years previously may, at the discretion of the dean, be required to complete proficiency exams, take additional courses or repeat selected courses if the student’s ability to progress through the program of studies would be jeopardized without such remediation. This policy also may apply to coursework fewer than 10 years old for disciplines in which, in the judgment of the faculty and the dean, the body of knowledge (or its interpretation) has undergone significant or rapid change. Transfer coursework is recorded on students’ permanent record. Courses transferred from other colleges/universities do not have quality points assigned; therefore do not apply toward a student’s GPA.

Transcript of Record

Students’ academic transcripts include all grades awarded for courses taken through Saint Louis University, regardless of breaks in enrollment, academic program or level of course work.

The Family Educational Rights and Privacy Act (FERPA) protect students’ academic records, including the academic transcript. See ferpa.slu.edu for additional information.

Students may request academic transcripts through the Office of the University Registrar upon the written authorization, except as otherwise required or permitted by law.

An academic transcript will not be released when a student has an outstanding financial obligation to the University.

Transcripts and documents from other institutions are the property of Saint Louis University and, as such, are under the control of the Office of the University Registrar. Under federal policy, students have the right to view their transcripts and other education records; the University is not required to provide (or allow the making of) copies of these records. Transcripts submitted to Saint Louis University for admission or credit transfer become the property of Saint Louis University and cannot be returned to students or forwarded/returned to other institutions.

Veteran Certification of Attendance

The University certifies enrollment in terms of the veteran’s semester credit load, and subsequently reports changes in student academic loads. Veterans’ attendance is certified to the Veterans Administration (VA) beginning with the date of initial registration, and periodically until the expected completion date of the VA-approved program or goal. Veteran students must promptly inform the certifying official in the Office of the University Registrar, DuBourg Hall, Room 22, of any changes in status that might affect benefits. Failure to report such changes can result in overpayments and other complications in receipt of benefits.

Minimum Standards for G.I. Bill Students

As a result of established VA minimum standards for school attendance, veterans should be aware of the following regulations, which govern certification by the University and acceptance of the certification by the Veteran’s Administration:

1. Veteran students who cease attending, but who do not officially withdraw from class or from the University, will be reported as not making satisfactory progress.
2. The VA will be notified for the following reasons, and an overpayment may be charged against the veteran:
   a. If a grade of I, AU, or W is assigned.
   b. If status (full-time, three-fourths time, one-half time, etc.) is altered.
   c. If academic progress is determined to be unsatisfactory.
Veteran students are expected to attend classes, perform academic duties as assigned by instructors, and adhere to academic policies as stated in this Catalog. Failure to do so will result in reports to the VA of unsatisfactory progress, which, in turn, will result in discontinuance of benefits pending VA counseling.

**Withdrawing for Active Military Duty**

In the event that a student is called from the Ready Reserves or National Guard for active military duty during a semester, the following withdrawal policy should be applied. Since students in the School for Professional Studies have eight-week terms, the policy will be adjusted appropriately when applied to their terms.

1. **Up to the beginning of midterms (eighth week of semester), a grade of “W” will be assigned for all courses being taken and a full refund of tuition, fees and parking charges will be provided.**
2. **From the beginning of midterms through the last day to withdraw with a grade of “W” (end of tenth week), a grade of “W” will be assigned, but no refund of tuition, fees and parking charges will be made. However, a student will be permitted to retake the courses, or their equivalents, upon returning to Saint Louis University without a tuition charge.**
3. **After the last day to withdraw with a grade of “W”, depending on timing, students and faculty may agree to one of the following:**
   a. **that letter grades would be assigned based on a student’s performance in the courses, or,**
   b. **that “I” grades would be assigned (pending completion of the formal request for an “I”), requiring a student to complete these courses within one year after returning to Saint Louis University. No refund of tuition, fees and parking charges would be made. The student could also decide, upon returning to the University, to retake these courses, or their equivalents, without a tuition charge, or,**
   c. **that “W” grades would be assigned, with no refund given, and the student would be permitted to retake the courses, or their equivalents, upon returning to the University without a tuition charge.**

Whenever a student withdraws because of being called to active military duty, a note will be included on the transcript to indicate that the withdrawal is due to military service. Financial aid awards will be adjusted based on program policy guidelines that may result in a student being responsible for aid-related outstanding charges. Room and board charges will be prorated (per the Housing Contract) based on the date the student moves out of a campus residence.

Following the procedures below will insure that withdrawal from classes because of military mobilization is communicated and completed successfully.

1. A student called for active military duty must complete a Change of Registration form in the Dean’s Office of the student’s college or school, attaching a copy of the student’s Mobilization Order.
2. The Dean’s Office will forward the Change of Registration form, with the attached Mobilization Order and appropriate Dean’s Office signature, to the Office of the University Registrar for processing.
3. The Office of the University Registrar will notify all administrative offices and the student’s advisor and faculty of the withdrawal, listing the student’s name, SID, official date of withdrawal, and college/school of the student. The Office of Housing and Residence Life will track the date the student leaves the campus residence for purposes of the prorated room and board refund.
4. Students must check with the Office of the Student Financial Services to insure that final financial arrangements (outstanding balances or refunds) have been settled.
5. Students who are called for military mobilization and do not “officially withdraw” are responsible for settling all semester tuition, fees and charges with the University.

**Withdrawing from Saint Louis University**

To withdraw from Saint Louis University students must submit a completed Petition for Complete Drop/Withdrawal.

Students who are not registered by the close of the registration period and have not submitted the Petition for Complete Drop/Withdrawal for a given semester will have their record closed and be required to complete the Petition for Activation of Non-Registered Student Record.

Exceptions are:
1. Students on approved Leave of Absence,
2. Students participating in approved Study Abroad or Exchange Programs, or
3. Students on approved Consortium Agreements with U.S. or non-U.S. institutions (e.g. non-SLU Approved Study Abroad)

**Note:** As applicable, students should contact Student Financial Services, Housing and Residence Life, Parking and Card Services and the Office of International Services.