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Academic Policies and Procedures

GENERAL POLICIES

Students must become familiar with the regulations of the college, school, center, department, and program in which they are enrolled. Students must accept responsibility for compliance with these regulations and for the consequences associated with noncompliance. The University reserves the right to modify policies at any time to conform to changes in professional practice.

Student Categories (Admission Types)

**Classified** students have been fully accepted, without conditions or provisions, by a college, school, or center to pursue a degree or certificate.

**Probational Admitted** students are applicants who are temporarily assigned to this status because of deficiencies in their academic backgrounds. For example, students who are below the required GPA or below the required entrance exams scores. The terms of conditions will be specified in the notification of admission and may include, but not limited to, maintaining a specific GPA or a number of credit-hours. Students admitted under **probational** status are not eligible for University assistantships or fellowships. Students may remain in conditional admission status for one calendar year.

**Conditional Admitted** students are applicants who are temporarily assigned to this status because of an incomplete application. The provisions will be specified in the notification of admission and may include, but are not limited to, a required final transcript, missing entrance exam score or requiring specific courses. Students may be in provisional admission status for one semester.

**Unclassified** students are not formally pursuing a graduate degree. For example, students (1) taking prerequisites or to enhance academic potential before applying to a degree/certificate program, (2) pursuing a graduate degree elsewhere who plan to transfer credits to their home institutions; or (3) are exploring graduate courses for personal growth, career advancement, or to determine interest in graduate education. To be admitted as an unclassified student, the student must qualify to take courses through a review by the program(s). A student may not take more than 6 hours at the master's level and 9 hours at the doctoral level as an unclassified student.

Immunization Policy

All Classified students at the North and South Campuses must comply with the University’s immunization policy. All incoming students must complete and submit the Student Immunization Record form, which is located on the Graduate Admission Website.

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.

Multidisciplinary Master’s Option

After having been formally and unconditionally admitted into an existing Master’s degree program and initiating Master’s studies, the Classified students may decide to petition for transfer into the Multidisciplinary Master’s option. The availability of academic resources to support a multidisciplinary program must be critically investigated and reviewed, and the Associate Dean or Center Director reserves final approval of this option.

To begin the transfer process, students prepare a draft of a proposal that describes the multidisciplinary program envisioned. The title of the multidisciplinary program must be distinctly different from the departments and major fields of Master’s study at Saint Louis University. In particular, the draft must contain the rationale for the transfer, the full complement of applicable, post-baccalaureate
academic work proposed, i.e. work already completed as well as the work yet to be taken, and the general area of capstone/thesis research. With the proposal draft in hand, students proceed to select a minimum five members of the Graduate Faculty to serve as a committee that, in effect, becomes the department or major field. Service on the committee is an invited faculty member’s option. A proposed chairperson of the committee is designated. All members need to have graduate faculty status.

A formal petition to transfer into the option, signed individually by all of the proposed committee members, must be submitted to the Associate Dean(s) and/or Center Director(s) and the Associate Provost for Academic Affairs. The petition with appropriate supporting documentation from the student’s academic file is then transmitted to the proposed committee chairperson for evaluation of the student’s preparedness for and potential for academic success in the envisioned program. By this time the proposal draft should have been critiqued by the committee and subsequently revised to reflect their evaluative comments.

If the recommendation from the proposed committee chairperson for approval of the transfer is positive, the petition (including the proposal) is reviewed by the Graduate Academic Affair Committee (GAAC). The Associate Provost for Academic Affairs is the liaison to GAAC on behalf of students, who should meet with the liaison at least once before GAAC considers the petition and proposal. The entire course of study will be reviewed for approval by the Associate Provost for Academic Affairs. GAAC may annually review each multidisciplinary Master’s program and the progress therein, and make recommendations to the Associate Provost for Academic Affairs. In addition to coursework, the program must include some type of capstone – project, thesis, or exam.

Multidisciplinary Doctoral Option

After having been formally and unconditionally admitted into an existing Ph.D. degree program and initiating Doctoral studies, the Classified students may decide to petition for transfer into the Multidisciplinary Doctoral Option. Because the availability of academic resources to support a multidisciplinary program must be critically investigated and reviewed, and the Associate Dean or Center Director reserves final approval of this option.

To begin the transfer process, students prepare a draft of a proposal that describes the multidisciplinary program envisioned. The title of the multidisciplinary program must be distinctly different from the departments and major fields of Doctoral study at Saint Louis University. In particular, the draft must contain the rationale for the transfer, the full complement of applicable, post-baccalaureate academic work proposed, i.e. work already completed as well as the work yet to be taken, and the general area of dissertation research. With the proposal draft in hand, students proceed to select a minimum five members of the Graduate Faculty to serve as a committee that, in effect, becomes the department or major field. To serve on the committee or not is the invited faculty member’s option. A proposed chairperson of the committee is designated. At least one, and preferably a minimum of two, members of the committee must have authorization to direct Doctoral dissertations (i.e. Mentor Status).

A formal petition to transfer into the option, signed individually by all of the proposed committee members, must be submitted to the Associate Dean(s) and/or Center Director(s) and the Associate Provost for Academic Affairs. The petition with appropriate supporting documentation from the student’s academic file is then transmitted to the proposed committee chairperson for evaluation of the student’s preparedness for and potential for academic success in the envisioned program. By this time the proposal draft should have been critiqued by the committee and subsequently revised to reflect their evaluative comments.

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In addition to coursework, the program must include written and oral preliminary degree examinations to be administered by the committee in accordance with Graduate Education policy and regulations. Research-tool requirements are to be set as appropriate. The rules and regulations for advancement to candidacy also must be followed by students pursuing this Doctoral option.

Payment of Tuition and Fees

Tuition and fees are subject to change. Please see the complete list of tuition, fees and Study Abroad rates for the 2017-2018 academic year listed on the Office of Student Financial Services webpage.

Payment of tuition, fees, and deposits (not covered by financial aid awards) must be made after registration for classes. Initial billing statements are mailed to students’ permanent address by the Office of Student Financial Services. Subsequent billing statements will be mailed to students’ local address, or, if specified, the permanent billing address. For additional information about payment arrangements see Office of Student Financial Services.

Check the webpage for the schedule of Madrid Campus tuition, fees, payment and refund information.
Student Financial Responsibility

Students are not officially registered until payment or a satisfactory arrangement 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. Please note that if you receive any type of award from the University and have a balance on your account, the balance will be cleared prior to release of the award.
Academic Standards

Academic Appeals
As a general policy, appeals to academic decisions should first be made to the faculty member or faculty committee involved and, if necessary thereafter, to the department or program chairperson, the Associate Dean or Center Director of the particular college, school, or center, and the Dean, in that order. Should students wish to pursue an additional level of appeal, the case is taken to the Associate Provost for Academic Affairs who reviews the file to determine if the process was followed. The Associate Provost does not overturn a decision, but may send the case back to the college, school, or center if process was not followed.

Academic Integrity/Ethical Behavior
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. Such dishonesty also undermines the academic assessment process, which in turn impairs the ability of the University to certify to the outside world the skills and attainments of its graduates. Such dishonesty allows those who engage in it to take unfair advantage of their peers and undermines moral character and self-respect. The Academic Integrity Policy detailed below sets out principles that are implicit in the ethos of the University but that call for explicit formulation to guide the practice of the entire institution. In establishing necessary definitions and minimal procedures to be followed in adjudicating violations, it also allows academic units to set forth the details of their own honesty policies in ways appropriate to their disciplines. Academic integrity is honest, truthful and responsible conduct in all academic endeavors.

Please click here for a full explanation of the policy, responsibilities of members of the community, reporting and adjudicating violations of academic integrity, violations of academic integrity, and submitting and conducting an appeal. Click here for SLU’s latest Codes of Student Conduct.

Academic Progress/Time to Degree
Time period to degree begins at the start of the academic term when the first course is taken in Classified status. For students pursuing a Master’s degree, the time period to the degree is five years, and eight for the doctorate directly from the baccalaureate. Students who petition into the Doctoral program after completing a SLU Master’s degree will have a total of eight years to complete both degrees. For students pursuing the doctorate, having previously been awarded a Master’s degree in the same or a comparable major field, the ordinary time-period to degree is seven years. A maximum of two extensions beyond the ordinary time to degree will be allowed. Students who were still within normal time to degree at the start of 2014-15 academic year were moved to the new policy.

Academic Record
A transcript is a copy of the permanent record, certified by the Office of the University Registrar. The permanent record at the University shows the courses taken, grades received, cumulative grade point average, academic work taken elsewhere that has been approved for transfer into a degree program, and/or all degrees and certificates earned.

Academic Work
Academic work designated by course numbering 5000 through 9000 is, by definition, offered for “post-baccalaureate credit.” Students may obtain credit toward degrees for limited numbers of credits in courses numbered 4000 (upper-division, undergraduate). Limitations are given in the subsequent section on “Graduation Requirements.”

Annual Reviews
All Master’s and Doctoral students (excluding law and medicine) must undergo an annual review of their progress, although a department or program may require reviews on a more frequent basis. The manner in which the review is conducted is determined by a students’ department or program. Departments and programs are required to file a copy of their review process with their appropriate Graduate Dean or Director. Copies of individual student reviews will be kept in the department or program office. A summary report of the results of annual reviews of all students in each department and program must be submitted to the appropriate dean or director of
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.

Course Extension (Incomplete Course)

To receive additional time to complete a course, students must submit the completed Petition for Course Extension. Students must complete the coursework by the approved deadline, which cannot be longer than one year after the course’s final grades were due. Two exceptions are:

1. Incomplete courses that are prerequisite courses must be completed and graded prior to the first meeting for which the course is a prerequisite.
2. Incomplete courses for graduating students 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. Once an incomplete mark has converted to a grade of “F”, the change is permanent and cannot be appealed.

Good Academic Standing and Academic Probation

Classified students are in good academic standing when they are making progress toward a degree within the time period established for that degree by the University. Students will not be advanced to candidacy or be eligible to graduate or continue an assistantship while not in good academic standing. Candidacy is achieved after passing the oral exam, regardless of whether the prospectus is part of the exam.

Students are not in good standing if any of the following conditions are true:

- They are on academic probation
- Their transcripts reflect more than 2 incomplete grades
- Their time to degree has expired
- They have been placed under temporary suspension for academic deficiencies or misconduct
- They have been formally dismissed from the University

If the cumulative grade point average of Classified students falls below 3.00 (on the four-point scale, “B” = 3.00), students are automatically placed on academic probation (not to be confused with Probationary admission). To continue degree pursuit, students must progress toward a 3.00 cumulative average and are expected to emerge from academic probation within nine credits or two successive academic terms during which coursework registrations are recorded. Students may not be advanced to candidacy status while on academic probation.

Graduate students are expected to complete academic work at the “B+” level. A limited number of credits in which the grade of “C” or "D" is earned may or may not be accepted toward a degree 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 3.00.

Each college, school, and center is responsible for establishing specific policies and procedures regarding the placement of, monitoring of and subsequent dismissals associated with academic probation at the program and university levels.
Grade Point Average (GPA)

The School of Law students’ cumulative grade point average (GPA) is determined by dividing the total quality points earned by the total grade point average credits attempted, and truncating at three digits to the right of the decimal point.

All other post-baccalaureate (non-School of Law) students’ cumulative grade point average (GPA) is determined by dividing the total quality points earned by the total grade point average 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 grade point average, except 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 students’ grade point average.

Grade Reports

Students may access their final grades through Banner Self-Service via MySLU.slu.edu. In addition to grades for each course, the report shows cumulative quality data for the term and for all post-baccalaureate work taken to date. Post-baccalaureate students typically do not receive mid-term grades.

Grading System

The post-baccalaureate grading system follows a 0 - 4.00 point scale.

Quality Points for grades are assigned as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>4.00</td>
</tr>
<tr>
<td>A</td>
<td>4.00</td>
</tr>
<tr>
<td>A-</td>
<td>3.70</td>
</tr>
<tr>
<td>B+</td>
<td>3.30</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
</tr>
<tr>
<td>B-</td>
<td>2.70</td>
</tr>
<tr>
<td>C+</td>
<td>2.30</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
</tr>
<tr>
<td>C-</td>
<td>1.70</td>
</tr>
<tr>
<td>D</td>
<td>1.00</td>
</tr>
<tr>
<td>F</td>
<td>0.00</td>
</tr>
</tbody>
</table>

The following grades are not awarded quality points and therefore are not calculated in students’ cumulative grade point average.

NP No Pass
P Pass
S Satisfactory
U Unsatisfactory

The following course statuses are recorded on the academic transcript, but are not grades. There are no quality points associated with the statuses below and therefore have no impact on students’ cumulative grade point average.

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AU</td>
<td>Audit (See Course Audit policy for additional information)</td>
</tr>
<tr>
<td>I</td>
<td>Course Work Incomplete (See Incomplete Course policy for additional information)</td>
</tr>
<tr>
<td>IP</td>
<td>In Progress (See below for additional information)</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal (See Withdrawal policy for additional information)</td>
</tr>
</tbody>
</table>

For Thesis Research, Dissertation Research, or Project Guidance course, the grades of “S” or “U” are assigned only in the final academic semester. For the grade of “S” students must have completed both the credit requirement and the thesis/dissertation/project itself. All prior registration will be marked with a status of “IP”. The In Progress “IP” status is valid only for field-based courses and individualized study courses as defined below:

Field-based Courses:

- Clerkship
- Clinical
- Internship

- Externship
- Practicum
- Preceptorship
Individualized Study Courses:
- Directed Study
- Independent Study
- Independent Research
- Thesis
- Dissertation
- Masters Project
- Doctoral Project

Repeating Courses

All repeated courses and grades will be recorded on the academic transcript. Courses excluded from the Repeating Course policy are courses that may be repeated for credit, for example All School of Law courses, Special Topics, Independent Study, Internships and Clinical Learning Experiences.

Only the most recent course grade will be included in the grade point average and noted as “Included”.

Previous courses will be noted as “Excluded” and will:
1. Not be awarded quality points and therefore not be calculated in students’ cumulative grade point average;
2. Not be included in cumulative earned credit totals;
3. Not apply toward graduation requirements.

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 (i.e., they 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.

Suspension/Dismissal

Students who are judged guilty of an act of serious academic dishonesty may be suspended for a specified time period or dismissed altogether. Suspension or dismissal may also be warranted for other reasons not listed above, e.g., unauthorized solicitation or distribution of controlled substances, endangering one’s self or another person, 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, Associate Deans or Center Director of the particular college, school, or center. Each college, school, and center is responsible for establishing specific policies and procedures regarding the placement and monitoring of suspensions/dismissals at the program and university levels.

Degree Conferral

Saint Louis University will award a degree if all requirements are met and needed documentation received, within 30 calendar days of the semester’s published conferral date. Beyond 30 calendar days, awarding of the degree will be deferred to the next published conferral date.

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.

The official conferral dates for 2017-2018 are the following:

Fall 2017
- Fall Degree Conferral #1- October 27, 2017
- Fall Degree Conferral #2 - December 23, 2017

Spring 2018
- Spring Degree Conferral #1 - March 16, 2018
- Spring Degree Conferral #2 - May 19, 2018

Summer 2018
- Summer Degree Conferral #1 - June 20, 2018
- Summer Degree Conferral #2 - July 5, 2018
- Summer Degree Conferral #3 - July 18, 2018
- Summer Degree Conferral #4 - August 15, 2018
ADMISSION POLICIES

A viable applicant must possess, minimally, a baccalaureate degree or the equivalent from a regionally accredited, recognized college or university at the time of matriculation. The prerequisite expected by a discipline is the equivalent of an undergraduate area of concentration as understood at Saint Louis University: a sequence of eighteen or more credits of upper-division (advanced undergraduate) courses. In disciplines where no corresponding undergraduate major exists, the prerequisite requirement may be expressed in an alternative manner.

Decisions regarding acceptance into a program will not be made on the basis of the length of the degree program students have completed, but rather on the applicant's preparation to pursue post-baccalaureate work in the discipline.

Admission Procedures

Applications for all classified programs must be submitted electronically.

The following application documents are required:

1. Application form with accompanying application fee
2. Official transcripts from all colleges and universities attended
3. If the GRE score is required, students must have an official score submitted by Educational Testing Service (ETS). Certain programs also accept: GMAT, LSAT, MAT, or MCAT.
4. Three letters of recommendation (preferably from recent instructors)
5. Resume or Curriculum Vitae (C.V.)
6. Professional goal statement
7. Possibly other specific documents, as required by the major field

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.

The completed Classified or Certificate application form with the application fee must be submitted 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. The Associate Dean or Director for Graduate Education of the particular college, school, or center receives the recommendation(s) of the committee(s) and is responsible for making the final decision.

NOTE: Academic records, in English translation, 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. WES and ECE transcripts are accepted as well.

International Applicants

All international applicants must submit to SLU an English proficiency exam score from one of the following: Test of English as a Foreign Language (TOEFL); International English Language Testing System (IELTS); or Pearson’s Test of English (PTE). Exemptions are: English is the official language of the applicant’s country and the applicant has a degree from an English speaking institution.

Saint Louis University recommends the following minimum scores:

- 550 on the paper-based TOEFL (PBT);
- 80 on the computer-based TOEFL (IBT);
- 6.5 on the IELTS; or
- 54 on the PTE.

This policy emphasizes that the scores listed above indicate a minimum level of English and do not guarantee the applicant will have a command of spoken and written English; therefore international students enrolling at Saint Louis University will be required to take the Saint Louis University Writing Evaluation (SLUWE) during International Orientation. The admitting department may make exemptions to the SLUWE requirement.

Students scoring a 4+ on the SLUWE meet all English proficiency requirements. Students not scoring a 4+ are required to follow the
recommendations by the English as a Second Language department. These recommendations may range from exemption from ESL courses, to concurrent enrollment in ESL and a program, or full-time enrollment in ESL with no registration in graduate-level work until the desired level of English has been achieved. Individual programs may decide to set higher minimums based on the level of English proficiency needed for their respective course of studies.

International applicants may not be admitted to Unclassified status. Documents are required of them that present evidence of visa eligibility and certification of financial support for the full period of study. The Office of International Services provides assistance for international applicants.

**Applicant Decisions**

Admitted students must select one of the following options, regardless of classified, probation, conditional or unclassified status:

- **Confirm or Decline Admission**: Students must either confirm or decline the offer of admission for the term to which they applied.
- **Early Start**: Students must contact Graduate Admission if they wish to matriculate in a term prior to the term for which they applied.
- **Deferred Application**: Students must contact Graduate Admission if they wish to matriculate in a term later than the term for which they applied.
- **Withdrawn Application**: Students not registered by the close of the registration period for the term to which they were admitted and who have not deferred their application will have their application withdrawn.

*Not all programs allow Early Start or Deferred Application.*

**Transfer of Credit**

Classified students are expected to complete most degree requirements through SLU courses, but some advanced work taken elsewhere may be transferred, subject to specific university, college, school, or center restrictions. Students must initiate a petition and have an official transcript of the work proposed for transfer forwarded to their college, school, or center. The advisor and department make a recommendation on the petition form, and the final decision rests with the Associate Dean, Director for Graduate Education or Center Director of the particular college, school, or center. Such a petition will not receive consideration until students have completed a minimum of six credits toward their program.

Work completed elsewhere more than five years prior to the beginning of the current program will not be approved for transfer into the current program. For a course to qualify for transfer, the course must be applicable for inclusion in the advanced degree program and in the present discipline at the accredited institution where it was taken. The grade received must have been B (3.00 on a 4.00 scale) or higher. Courses taken on a Credit/No Credit or Pass/Fail basis will not be considered for transfer. The Office of the University Registrar documents final approvals of transfer of credit in the permanent record.

Master’s students must complete a minimum of 80% of the advanced work through SLU. For example, within a 30-credit Master’s program, a maximum of six credits of work (20%) may be approved for transfer toward fulfillment of degree requirements. Course 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 post-baccalaureate course taken in partial fulfillment of undergraduate degree requirements may not also be included in a post-baccalaureate degree program unless specified otherwise by a college, school, center, or program.

**Advanced Standing for Doctoral Students**

Ph.D. students must complete a minimum of 80% of post-baccalaureate work at SLU. Ed.D. students must complete at least 38 credits of credits at SLU. 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, giving students Advanced Standing. Courses approved for Advanced Standing are entered on the form ‘Evaluation of Advanced Standing of a Doctoral Student’.

**CADE Admission Deposit**

All incoming 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.
MATRICULATION POLICIES

Continuous Enrollment
Matriculated students must maintain continuous enrollment during each Fall and Spring semester until graduation.

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

Exceptions are:
1. Students on approved Leave of Absence (see leave of absence policy),
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)

Students violating the mandatory continuous enrollment policy must pay a $100 fee per semester not enrolled.

Students whose enrollment is interrupted for three (counting Summer) or more consecutive semesters must submit an application for readmission.

Leave of Absence
School of Law students must submit requests for a leave of absence in writing to the Dean of Students in the School of Law.

For all other students (non-School of Law) 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, school, or center.

During the leave of absence, students:
1. Retain the graduation requirements from the Graduate Education Catalog of their year of admission;
2. Retain their slu.edu email account, access to mySLU.slu.edu and access to the libraries;
3. Do not violate the continuous enrollment policy;
4. Do not have enrollment status for purposes of health insurance or federal loan deferment;
5. Are not eligible to reside on campus or attend classes.

A leave of absence may be requested only for future terms. Students withdrawing from the current term after the add/drop period should refer to the Withdrawal Policy.

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

Changing Program
Classified students may petition to change the degree sought or concentration. The Petition to Amend the Graduate Program is the proper document for such a request. Note that a new classified application is generally required to change major fields. Students 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. Petitions are made to the college, school, or center.

Parental Leave Policy
The Parental Leave Policy provides relief of all full-time duties including research, teaching responsibilities, and comprehensive or candidacy examinations for 6 weeks following childbirth or adoption. It is mandatory for students on an approved parental leave to maintain continuous enrollment during the leave period. The nature of the coursework is to be determined in consultation with the advisor.

Should students require additional relief of duties beyond the approved parental leave period, students must petition for a leave of absence, as described in the Leave of Absence policy. Students on an approved parental leave will continue to have access to University resources (e.g., e-mail, library privileges).

To be eligible for this benefit, students must be enrolled as full-time post-baccalaureate students in either a Master’s or Doctoral program; be in good standing with their academic department; and be the primary caregiver to a newborn or adopted child. If both parents are eligible students, only one parent (the primary caregiver) may apply for the parental leave.

Students must submit a Petition for Graduate Student Parental Leave to their advisor at least 60 days prior to the expected start of the leave period; exceptions to the rule will only be made in cases of exceptional circumstances. Students on an assistantship or fellowship must submit an additional document that details the impact of and accommodations needed for the leave. Students are required to be enrolled during a leave period in order to receive benefits. Parental leaves must be approved by the student’s mentor or advisor, the academic department chair, the appropriate college, school, or center administrator (e.g. Associate Dean for Graduate Education), and the Associate Provost for Academic Affairs.

**Students Receiving University Funding Support**

Students receiving University support for health insurance will continue to receive full insurance coverage paid by the University throughout the duration of the parental leave period.

Tuition scholarships for students on an approved parental leave will be continued during the leave period as necessary.

Students receiving an assistantship stipend will be guaranteed the continuation of their stipend for the first 6 weeks of the leave period, provided those weeks fall within the contracted period of the assistantship. Thereafter, continued funding during the leave period will be at the discretion of the department chair and dean, in consultation with students’ advisor.

Students receiving a University fellowship will be guaranteed the continuation of their stipend for the 6 weeks of the leave period, provided those weeks fall within the contracted period of the fellowship. Thereafter, continued funding during the leave period will be at the discretion of the Associate Provost for Academic Affairs, in consultation with students’ advisor.
REGISTRATION

Registration periods for courses and other academic work are scheduled by the Office of the University Registrar. Students are expected to self-register for all needed 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.

Changes in Registrations

No fee is assessed for a change in registration. Academic work for the term or session may not be added to or substituted within a program subsequent to the second full week of classes for the semester. More stringent timelines exist during the Summer Sessions.

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.

Students who fail to complete a Change of Registration form, and withdraw without authorization from a course or the University will be graded based on the grading procedures listed in the course syllabus.

Course Audit

Classified students must be approved to audit a course by the academic unit offering the course and the student’s home department. A petition for course audit (Registrar’s Form #3), available from the Office of the University Registrar, must be completed for each such enrollment. The tuition charge for auditing a course in the School of Law is the standard tuition rate while the tuition rate for all other colleges/schools/centers is $50 per credit. 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 a grade of ‘AU’.

If the conditions authorized in the Petition for Course Audit are not met, the instructor may request an authorized withdrawal. A course registered for credit may be changed to audit only through the second week of class. A course registered for audit may be changed to credit only through the second week of class.

Late Registration

Late registration begins on the first day of classes and extends through the end of the first week of the semester. 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.

Holds on Registration

The University may block the registration of matriculated students by placing an academic hold on their 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, etc).

Research-Phase Registrations

Toward completion of requirements for a research degree, Master’s level students must enroll in six credits of Thesis Research. Accumulation of these credits may begin after students have completed the equivalent of one full-time semester. Ph.D. students must accumulate 12 credits of Dissertation Research, Ed.D. students 3 credits of Project Guidance, and D.N.P. students 3 credits of Clinical & Capstone project. Students are encouraged to distribute research registrations over several academic terms, taking numbers of credits per term commensurate with the anticipated intensity of research involvement.

The minimum research registration for an academic term is 1 credit. Zero credit registrations in Thesis, Dissertation Research, Project Guidance, or Clinical & Capstone project are allowed only after the required credits have been accumulated (within the normal or extended time-to-degree period).
If a student’s research-degree degree program becomes protracted such that an extension of the time-to-degree period is necessary, approval of the extension will include a requirement for enrollment in additional research credits (or additional Project Guidance credits for students pursuing Ed.D. degrees). Students may not take additional research credits unless they are required.

Zero-Credit Registrations

Classified students may include in the program for the academic term one or more zero credit registrations. Often a journal club or colloquia registration, and in some instances practicum or internship enrollments, may be for zero credit. Students 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. Students may be completing the requirements for coursework that was initiated during a previous academic term. Some zero-credit registrations, coded by 5950 and 6950, are each permitted no more than twice during a degree program. Any registration, even if for zero credits, enables students to have access to the academic resources of the University.

Withdrawing from a Course, Term Work, or the University

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

Refunds: Fall and Spring Semesters

<table>
<thead>
<tr>
<th>Time of Withdrawal as approved by the college, school, or center administrator</th>
<th>Percentage of Tuition</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Week of Classes</td>
<td>100%</td>
</tr>
<tr>
<td>Second Week of Classes</td>
<td>100%</td>
</tr>
<tr>
<td>Third Week of Classes</td>
<td>90%</td>
</tr>
<tr>
<td>Fourth Week of Classes</td>
<td>80%</td>
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<tr>
<td>Fifth Week of Classes</td>
<td>70%</td>
</tr>
<tr>
<td>After Fifth Week of Classes</td>
<td>0%</td>
</tr>
</tbody>
</table>

For withdrawal/refund policies for the following programs, please contact the following:
School of Medicine: (314) 977-9840, http://www.slu.edu/medicine
School For Professional Studies: (314) 977-2330, http://www.slu.edu/school-for-professional-studies-home
Madrid Campus: http://www.slu.edu/madrid/admissions/tuition-and-fees

If students and/or students’ parents are receiving federal financial aid for the term of enrollment, a prorated refund schedule applies. Consult the Office of Student Financial Services for information.

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

Withdrawal from an individual course (Registrar’s Form #8) or from the entire program of studies for an academic term (Registrar’s Form #9) must be undertaken formally by students and requires completion of the appropriate withdrawal petition and a change of registration form to drop enrollment(s); all forms are available on the Office of the University Registrar’s Forms page. Formalization of a withdrawal may entitle students to a partial refund of tuition paid. 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 Office of the University Registrar.

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

- During the third week through the tenth week of the semester students must complete the Form #8 - 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. In addition to filing the Registrar’s form, students on an assistantship appointment must submit a letter of resignation through the academic unit to which service is rendered to the Associate Dean for Graduate Education or center Director of the particular college, school, or center. Classified students taking a formal leave of absence from a program are required to submit a petition for a leave, routing the petition through the major field and to the Office of the Registrar.
GRADUATION REQUIREMENTS AND POLICIES

The mere literal fulfillment of coursework requirements does not automatically guarantee advancement to candidate status in a particular program.

Master’s Degree

The general and minimum requirements for Master’s degree study are explained below. For some Master’s degree programs the requirements are more extensive and are explained in the Curricula and Courses section of this catalog and in their program handbook.

Courses

A minimum of 30 credits of academic work is required. For students pursuing the research option, 6 of the total credits to the degree must be in Thesis Research. The program of studies must form a united and coordinated whole, embracing a major field subject.

In research-degree programs, no less than half of the total credits required (exclusive of Thesis Research) must be in the major field. All of the work must be of distinctly advanced character. The University will permit some 4000-level undergraduate courses to be included in the degree program. However, the maximum allowable total credits of such coursework are ten. Also, at least half of the work in the major field (again, exclusive of Thesis Research) must be strictly post-baccalaureate (5000-9000) level.

Non-research degree programs may be planned with somewhat greater flexibility. A minimum of 30% of the credits must be in the major field and half of the total program must be directly related to the major field. Again, no more than ten credits in total may be taken at the 4000-level.

No Master’s degree program may include more than six credits in Research Topics (5970) or Graduate Reading (5980), or a combination thereof. Master’s degree students may not enroll in unstructured undergraduate coursework.

Research-Tools Requirement

Individual Master’s degree programs may have a requirement of translation proficiency in a foreign language, statistics, computer literacy, or the like. Students seeking translation skills are encouraged to enroll in courses in the Department of Languages, Literatures, and Cultures designed specifically for them. Research-tool proficiency may be demonstrated through examination if permitted by the major field. Arrangements for administration of such an exam are the responsibility of the major field.

Graduation Requirements

Master’s degree students anticipating the final academic term at SLU must file an application for degree. The application must be completed, by a set date in that final term. Subsequently, students receive a degree audit that includes information to be reviewed and checked by students and their advisor. If a research degree is sought, the thesis proposal must be prepared, receive major-field approval, and be filed with the Master’s Candidacy Specialist as part of this process.

Thesis

Graduate Education requires the formal appointments of three Graduate Faculty readers of the thesis, one of whom is the students’ mentor. All three readers must approve the acceptable thesis. The written work must follow a composition format within guidelines established by the major field and the Formatting Guide. The Master’s Candidacy Specialist completes a format evaluation of the thesis and abstract by appointment. Students will then submit the abstract and thesis to ProQuest/UMI.

Comprehensive Degree Examination

Because there is variation among Master’s programs and policies regarding comprehensive exams and capstone requirements, students should refer to individual program requirements and handbooks. Individual programs based on disciplinary practices determine final degree requirements.

Time to Degree

The entire Master’s degree program, exclusive of prerequisites, is expected to be completed within a five-year time period, beginning with the academic term of the first course applicable to the degree. Students pursuing degrees by attendance only during the Summer Sessions are expected to complete all requirements for their non-research degrees within a period of six consecutive summers. Students
who petition into the Doctoral program after completing a SLU Master’s degree will have a total of eight years to complete both degrees. Should the five years (or six summers) pass without completing all degree requirements, students cease to be in good academic standing unless they petition for an extension to be approved by the Associate Dean or Center Director of the particular college, school, or center and the Associate Provost for Academic Affairs. Extensions are granted for no longer than one calendar year at a time. For students pursuing a research degree, each extension carries with it the requirement of registration for one additional credit (beyond the required six credits) of Thesis Research. Students completing a non-research Master’s degree and exceeding the time-to-degree limit must also petition for an extension and are required to take an additional credit per year until completion.

Additional Departmental Requirements

In addition to these general requirements, each department or major field may set additional requirements that are pertinent to the particular area of study. These specific requirements are found in the Courses and Curriculum section of this catalog.

The Specialist in Education Degree

The Specialist in Education (Ed.S.) program is designed for the educator/practitioner seeking administrative certification at the elementary, middle, junior high, senior high, or school district level. For additional descriptive information about this program, see the Courses and Curricula section of the catalog under the School of Education.

The Doctor of Education Degree

The Doctor of Education (Ed.D) program is preparation for educational leadership roles through broadly based coursework and an extensive project focusing on practical needs within the major field. The degree includes research preparation, practica, and internship experiences. For additional descriptive information about this program, see the Courses and Curricula section of the catalog under the School of Education.

The Doctor of Philosophy Degree

Applicants having superior previous academic records and showing strong potential for continued academic study and research may be admitted to pursue the Ph.D. degree. In some major fields, applicants possessing the Bachelor’s degree may be admitted for direct study toward the doctorate. In others, requirements for the appropriate Master’s degree must have been completed.

Coursework

Students holding a Master’s degree from another institution may petition for “advanced standing” toward the Doctoral degree for academic work completed during the Masters. Additional graduate-level academic work, not part of any earned advanced degree, may be formally transferred into the Doctoral program, but may not exceed 20% of the structured coursework required for the Doctorate.

If students pursue a certificate, it ordinarily requires completion of minimally 15 credits, and a portion of those credits may also partially satisfy requirements for the degree sought.

No more than 20% of the coursework in any Doctoral program may consist of preparation for preliminary degree exams: research topics (6970) or graduate reading (6980), or a combination thereof. Doctoral students may not enroll in unstructured undergraduate coursework.

Research-Tools Requirements

Such requirements are not imposed as a whole because of variable needs across major fields. Most Doctoral programs prescribe levels of competence to be attained in foreign language translation, statistics, computer literacy, or other tools of research. Students seeking translation skills are encouraged to enroll in courses in the Department of Languages, Literatures, and Cultures designed specifically for them. All research-tool competencies are generally to be developed in addition to the ordinary academic work required for the degree and may be demonstrated through examination if permitted by the major field.

Preliminary Degree Examinations

Each Doctoral program will administer a written degree examination consistent with the expectations of the academic discipline. In some programs, a qualifying examination will be administered relatively early in the Doctoral studies. In other programs, the written examination is structured to assess comprehensive knowledge of the discipline after all or nearly all of the academic work has been
completed. If students’ performance is satisfactory, the student may proceed to the oral exam.

### Committees for Oral Examination/Proposal Defense and Dissertation Defense

The chair of a Doctoral Committee must be from the student’s program and a member of the current Saint Louis University faculty. All committee members must hold Graduate Faculty status. An emeritus professor, a non-Saint Louis University faculty member or someone outside of the major field may serve as a co-chair of students’ Doctoral Committee. In order for a non-Saint Louis University faculty member to serve on a Doctoral committee, the person must have a terminal degree in the field and/or have significant expertise or experience of particular relevance to students’ dissertation. Such committee members must be appointed on an ad hoc basis to the Graduate Faculty. The associate dean or director of the college, school, or center upon written request by the committee chair may make ad hoc appointments. The proposed member’s CV must accompany the request. The committee for the oral examination/proposal defense consists of a minimum of five faculty members; some programs have received approval from the Office of Graduate Education for fewer committee members. The committee for the dissertation defense may have fewer members than the committee for the oral examination/proposal defense; that decision lies with the program. Members of the oral examination/proposal defense committee and the dissertation defense committee need not be the same.

### Oral Examination/Proposal Defense

An oral examination/proposal defense is scheduled in advance of the formalized research phase of a program and after the Associate Dean for Graduate Education or Center Director approves the examination committee. This examination may evaluate broad knowledge of the field or it may be largely focused on the dissertation proposal if the program written preliminary degree exam was comprehensive. To schedule the exam/proposal defense, students must complete the “Doctoral Oral Examination Form”; the form must be received by the Doctoral Candidacy Specialist at least two weeks prior to the date of the exam. Upon receipt of the form, the Doctoral Candidacy Specialist will send a decision result form to the committee chairperson prior to the exam or proposal defense. No examination or proposal defense is to occur without the result form in hand. Each program will determine the manner in which a vote for the exam or proposal defense is taken. The only information transmitted to the Office of Graduate Education is the final decision, including any notation of passing with distinction. If students fail the exam/proposal defense, the oral exam may be repeated once upon authorization by the Associate Dean. An outside committee member (a Saint Louis University faculty member from another program) will be present at the second exam/proposal defense. The second attempt may not be scheduled within the same academic term as the first. Should the outcome of the second examination be unsatisfactory, a third exam is rarely approved.

### Advancement to Candidacy: Research Phase

Doctoral Candidate status will be given to students after successful completion of the comprehensive oral exam. Graduate Education policy requires that students be enrolled in at least one hour of dissertation credit upon achieving candidacy until completion of required credits.

### Dissertation

The Candidate for a Ph.D. must write a dissertation and present and defend this original and independent research. The written work must follow a composition format within guidelines established by the major field and the Formatting Guide. Two special dissertation options are allowed as alternatives to the traditional dissertation in some degree programs: the three-article dissertation format and the non-traditional dissertation format. Students must be sure to check with their departments before pursuing either of the special dissertation options. Further details about these special dissertation options can be found in Section 3 of the Formatting Guide.

The three-article dissertation format permits the doctoral candidate the option of compiling three (or more) related articles that have been published or approved for publication in one or more peer-review scholarly journals. The articles are related to a central theme. Each article becomes a chapter within the dissertation.

The non-traditional dissertation format is somewhat different. The body of the nontraditional format consists of at least three thematically related original article-length manuscripts, with the dissertation normally consisting of at least five chapters, including introductory and summary chapters. The student must be the first (or sole) author on at least two of these manuscripts, but may be the second author on one manuscript. Two of the manuscripts must have been fully accepted for publication in a high-impact journal, and the third must be under review before the dissertation defense can be scheduled. That is, the journals must have Institute for Scientific Information (ISI) impact factors of 0.75 or greater.

Once the dissertation has been successfully defended and all required revisions are complete, The Doctoral Candidacy Specialist will conduct a format evaluation of the dissertation and abstract by appointment. Students will then submit the abstract and dissertation to ProQuest/UMI.
Public Presentation and Defense of the Dissertation

Across all major fields, Graduate Education requires a public oral presentation and defense of the dissertation. The presentation should be scheduled after all Graduate Faculty readers have approved the general content of the dissertation. A Notification of Readiness forms must be received by the Doctoral Candidacy Specialist a minimum of two weeks prior to the defense date. Candidates anticipating May graduation must submit the Notification of Readiness no later than the date set in the Graduate Education Calendar of Deadlines supplement to the University Calendar. Upon receipt of the form, the Doctoral Candidacy Specialist will send decision result forms to the committee chairperson prior to the defense. No defense is to occur without the result forms in hand. Following the public presentation, the Doctoral candidate should expect questions from the readers and the assembled audience. The dissertation committee chairperson serves as the moderator for the defense.

Each program will determine the manner in which a vote for any type of exam or defense is taken. The only information transmitted to the Office of Graduate Education is the final decision, including any awards of distinction. There will be separate votes for the Doctoral Oral Defense of the Dissertation and the Written Dissertation. A vote of pass is required from a majority of the committee members for students to pass the Doctoral Oral Defense of the Dissertation and the Written Dissertation. The written dissertation vote can wait until each committee member fully approves the written dissertation. A category of passing with distinction will be an option for each program for the Doctoral defense and the dissertation.

Time Period to Degree and Extensions of Time

If the time in the degree program exceeds the seven or eight years and Doctoral requirements remain, students must successfully petition for an extension of the ordinary time period to remain in good standing. The petition must be submitted prior to the expiration of the time to degree and must be accompanied by a letter describing the justification for the extension and a detailed plan and dated schedule for completion of all remaining requirements. The research mentor, and major-field chairperson or program director, Associate Dean or Center Director, and the Associate Provost for Academic Affairs must approve the petition. A maximum of two extensions beyond the normal time to degree will be permitted. Extensions are granted for one calendar year, but can be given for less if the student is only missing a defense or exam date. Approval is accompanied by the requirement of enrollment in one additional Dissertation Research credit per semester (beyond twelve, which should have already been taken).

Thesis and Dissertation

Proprietary Research

A goal of the program activities for any department is generation of new knowledge through research activities, and public dissemination of that knowledge by means of publications and presentations. The posted guidelines (see Guidelines for Proprietary Research) are intended to address the use of restricted-access and confidential or proprietary information as part of a student’s thesis and dissertation activities. Specific conduct, however, may be dictated by the terms and conditions of applicable confidentiality agreement or nondisclosure agreements. To further the University's goals as a research institution and to support research and scholarly activities within the University community, some component of the defense of the thesis or dissertation must be public.

ProQuest/UMI Dissertation Publishing

After the Format Review appointment with the Candidacy Specialist, students submit their thesis or dissertation to ProQuest/UMI for digital archiving and publication via Dissertation Abstracts International. This must be done before degree conferral can be received. During the submission process students will need to make a series of decisions concerning what kind of accessibility (restricted or open) would be appropriate and whether or not an embargo is needed.

Embargo

At the time of electronic submission of the thesis/dissertation (ETD) authors can choose to block access by delaying publication in order to protect the work for patent and/or proprietary purposes for up to two years. At the expiration of an embargo, the work will default to whichever publishing method was selected. If there is a need to delay publication beyond the embargo period, a request must be made in writing to the chairperson of the author's committee explaining the rationale for an extension and the additional time requested. The committee chair and the department chair must approve the request. If approved, the author then contacts ProQuest/UMI to notify them of the extension.
CONSORTIUMS

Inter-University Exchange

The Inter-University Exchange is a consortium agreement that allows students to take courses at other Saint Louis area institutions but have the course and the grade applied to their Saint Louis University transcript. Students pay Saint Louis University tuition just as though they were taking the course on our campus but attend the course at the cooperating institution.

Cooperating institutions:
- Concordia Seminary
- Fontbonne University
- Harris Stowe State University
- University of Missouri-St. Louis
- Washington University in St. Louis

Students may be permitted to enroll in courses offered at these locations for SLU credit. A maximum of the equivalent of one three-credit course may be taken at the “visited” institution per academic term, and not more than six credits per degree program.

Saint Louis University students may cross-register for post-baccalaureate courses (5000 or 6000-level) at other institutions included in the Inter-University agreements under the following conditions:
1. They are 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 their program (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 semester and cumulative grade point averages.

Students will be responsible for any additional course fees assessed by the “visited” 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 requires the signatures of their Dean at their 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 the home institution, who will complete the registration process for students.

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.

Through special arrangements with the University, Aquinas Institute's (AI) graduate courses are directly accessible to students. Enrollments by students in AI coursework should be limited, the transfer-of-credit guidelines apply, and such registrations are to be monitored by the major fields.

Midwest Catholic Graduate Schools Consortium

The Midwest Catholic Graduate Schools Consortium was created to foster cooperative endeavors in post-baccalaureate education and research among four universities: Loyola University-Chicago, Marquette University, University of Notre Dame, and Saint Louis University. The Consortium has established a visitation program for students and from time to time investigates joint research applications. Students should check with their major field departments for details.
**DUAL-DEGREE PROGRAMS**

There are a number of formally established, advanced dual-degree programs. Within such a program, students pursue two post-baccalaureate degrees concurrently. Separate applications must be made for the individual degree programs, and admission to pursue one of the degrees does not guarantee admission to the dual-degree program.

A practical reason for students to pursue a specific pair of advanced degrees concurrently is the sharing of some coursework requirements. The applicant should apply to the more competitive of the two programs first. The individual major-field components of a dual-degree program must be initiated reasonably close together in time such that appropriate integration of the individual programs takes place. The Directors of the two programs determine the necessary proximity of start dates in individual instances.

<table>
<thead>
<tr>
<th>Dual Degree Programs</th>
<th>Degrees</th>
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<tbody>
<tr>
<td>Education Leadership and Business Administration</td>
<td>MA</td>
</tr>
<tr>
<td>Health Administration and Business Administration</td>
<td>MHA</td>
</tr>
<tr>
<td>Law and Business Administration</td>
<td>JD</td>
</tr>
<tr>
<td>Law and Health Administration</td>
<td>JD</td>
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<tr>
<td>Law and Health Care Ethics</td>
<td>JD</td>
</tr>
<tr>
<td>Law and Health Outcomes Research</td>
<td>JD</td>
</tr>
<tr>
<td>Law and Master of Accounting</td>
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<tr>
<td>Law and Political Science</td>
<td>JD</td>
</tr>
<tr>
<td>Law and Public Administration</td>
<td>JD</td>
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<tr>
<td>Law and Public Health in Health Management and Policy</td>
<td>JD</td>
</tr>
<tr>
<td>Law and Social Work</td>
<td>JD</td>
</tr>
<tr>
<td>Law and Sociology</td>
<td>JD</td>
</tr>
<tr>
<td>Law and Urban Planning and Development</td>
<td>JD</td>
</tr>
<tr>
<td>Medicine and Basic Biomedical Sciences</td>
<td>MD</td>
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<tr>
<td>Medicine and Business Administration</td>
<td>MD</td>
</tr>
<tr>
<td>Medicine and Health Care Ethics</td>
<td>MD</td>
</tr>
<tr>
<td>Medicine and Public Health</td>
<td>MD</td>
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<tr>
<td>Public Health and Clinical Psychology</td>
<td>MSPH</td>
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<tr>
<td>Public Health and Nutrition and Dietetics</td>
<td>MPH</td>
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<tr>
<td>Public Health and Social Work</td>
<td>MPH</td>
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<tr>
<td>Public Administration and Political Science</td>
<td>MPA</td>
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<tr>
<td>Public Administration and Social Work</td>
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<tr>
<td>Social Work and Pastoral Studies through Aquinas Institute of Theology</td>
<td>MSW</td>
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<tr>
<td>Social Work and Master of Divinity through Concordia Seminary</td>
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<tr>
<td>Social Work and Theology through Concordia Seminary</td>
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<tr>
<td>Social Work and Deaconess Studies through Concordia Seminary</td>
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<tr>
<td>Sustainability and Business Administration</td>
<td>MA</td>
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<tr>
<td>Theology and Health Care Ethics</td>
<td>MA</td>
</tr>
<tr>
<td>French and French through the University of Poitiers, France</td>
<td>MA</td>
</tr>
</tbody>
</table>

Students accepted into a dual degree program must have both degrees awarded simultaneously, unless granted special permission by the Associate Dean and Center Director.

Applicants or current students interested in a dual-degree program should contact the administrative personnel in the two individual degree programs for additional information and advice, or refer to the brief summaries of the dual-degree programs found in the Curricula and Courses section of this catalog.
There are several categories of post-baccalaureate certificate programs. For example, nursing or counseling professionals with a Master’s degree may seek academic qualification in an additional specialty or for licensure via post-Master’s certificate programs. Specific application protocols, not unlike those for Classified status, are in place. The requirements for these certificates may be found in the Curricula and Courses section of this catalog. A Certificate in University Teaching Skills may be earned by students through the Reinert Center for Transformative Teaching and Learning.

There are also opportunities for Classified students to pursue a certificate concurrent with and parallel to seeking a post-baccalaureate degree. The objective is to improve students’ competencies through inclusion of a series of courses that collectively focus on a particular area of study related to the broader degree. Admission to a parallel certificate requires a formal petition.