

# Policies and Procedures

## Examinations

### Final Examinations

1. The last examination in a course must be given during final exam week; exceptions must be approved by the Dean. Faculty will administer final examinations according to the schedule for final examinations as printed in the Schedule of Classes publication.
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. If a student is absent from a scheduled final examination, the notation "X" is assigned, depending upon the School or College in which the student is enrolled. 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.

### Mid-semester Examinations

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

### Credits and the Semester Hour

One credit or semester hour of credit is defined as one lecture, recitation or class exercise fifty minutes per week for one semester. Two, three, or four weekly hours of laboratory, demonstration, etc., varying with departments, are equivalent to one lecture hour. The number in parentheses after a course title listed in "Course Descriptions" indicates the semester hours of credit.

### Class Ranking

Classified students are ranked on the basis of completed semester hours accepted for credit.

Freshmen . . . . .1 to 29 credit hours  
 Sophomores . . . . .30 to 59 credit hours  
 Juniors . . . . .60 to 89 credit hours  
 Seniors . . . . .90 or more credit hours

In the School of Nursing and the School of Allied Health Professions, the number of completed semester hours accepted for credit is recognized, however, class rank is assigned accord-

ing to the level of professional courses in which the student is enrolled.

## Grade Reports

### Midterm Grades

All instructors of undergraduate courses must submit midterm grades for all students at the prescribed time and based on the work done at that point (except in the School for Professional Studies). Students may also access their midterm grades via WEBSTAR. Exception: Eight week or shorter courses do not issue midterm grades.

### Final Grades

Final grades are available for students to access via WEBSTAR. Students may also request an official copy of their final grades via WEBSTAR. The official copy will be mailed to the addresses selected by the student.

### Grade Point Average (GPA)

The cumulative grade point average (GPA) is determined by dividing the total grade points earned by the total credit hours attempted. All grades received during a student's enrollment, for which grade points are indicated in the "Undergraduate Grading System" table, are included in the cumulative GPA. Grades for courses transferred from other colleges/universities are excluded.

### Undergraduate Grading System

The undergraduate grading system at Saint Louis University follows a 0 - 4.000 grade point scale. Grades are assigned as follows:

Grade	Grade Points	Interpretation
A	4.000	High achievement and intellectual initiative.
B+	3.500	Above average, approaching high achievement.
B	3.000	Above average achievement.
C+	2.500	Midway between B and C.
C	2.000	Average achievement.
D	1.000	Inferior but passing achievement. Students should check individual School or departmental policies for further information on potential implications of "D" grades.
F	0	Failure.

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AF	0	Failure due to unauthorized withdrawal or excessive absence.
AU	*	Audit. Course appears on the transcript, but no credit is given toward graduation.
I	*	Course work incomplete at last session due to extraordinary circumstances. Must be removed within one year after course is taken or "I" is converted to "F" For graduating seniors, this conversion will take place 30 calendar days after the commencement date.
S	*	Satisfactory. Registration in special courses carrying no credit. All schools except Parks College and the College of Philosophy and Letters.
U	*	Unsatisfactory. Unsatisfactory participation in courses carrying no credit. All schools except Parks College and the College of Philosophy and Letters.
NR	*	No grade reported. Notation is temporary and is changed after the course has been completed or grade assigned. In the College of Arts and Sciences, a mark of "no grade" will be converted to an "F" after one year.
P	*	Pass. Credit is given toward graduation but has no effect on grade point average. Equivalent to "C" or better. All schools except Business and Administration.
NP	*	No Pass. No credit toward graduation. Equivalent to "D" or "F" All schools except B&A and College of Philosophy and Letters.
W	*	Authorized withdrawal.
X	*	Failure to take the final examination in a course. Must be cleared within 30 days of the end of the semester or session or a grade of "F" is recorded. All schools except A&S.

\* Grade has no effect on the grade point average.

## Academic Standing

### College of Arts and Sciences

### School of Business and Administration

### Parks College of Engineering and Aviation Science

### College of Philosophy and Letters

### College of Public Service

### School of Social Service

### School for Professional Studies

A student is considered to be in good academic standing if he or she is not under academic suspension and has not been required to withdraw from the University. If a student's cumulative grade point average earned at Saint Louis University falls below 2.00, that student is not eligible for further registration unless probationary status is granted by his or her academic dean. Although the University's minimum grade point average is 2.00, some individual programs, schools, or colleges may require higher minimum grade point averages. For example, in the College of Public Service, students seeking teacher certification must maintain a 2.5 grade point average.

### School of Allied Health Professions

### School of Nursing

Virtually all departments and programs in the School of Allied Health Professions require students to maintain at least a 2.50 grade point average throughout their course of study. Physical Therapy and Occupational Therapy requirements are slightly higher.

In the School of Nursing, all students must maintain at least a 2.50 grade point average. Students must have at least a 2.50

grade point average to begin the nursing sequence and enter the final semester of their program. All students are required to achieve a grade of "C" (2.0) or above in all required courses (general education and nursing); all of the required courses may be repeated only one time.

The School of Nursing and departments and programs within the School of Allied Health Professions have specific policy statements regarding academic eligibility for progression in and dismissal from the individual programs. Students have the obligation to familiarize themselves with these policies, copies of which are available in the office of the department or program.

Students with a grade point average of less than 2.50 but more than 2.00 in some Allied Health Professions departments (2.70 in the department of Physical Therapy and 2.80 in the department of Occupational Therapy) may, at the Dean's discretion, be allowed to register on a probationary status.

### Dean's List

The required minimum grade point average for appointment to the "Dean's List" in all undergraduate colleges and schools shall be 3.70. In order to qualify for the Dean's List, students must complete at least twelve hours of graded course work during the semester in question (except for the School for Professional Studies).

### Probationary Status

Deans of the undergraduate schools may grant probationary status to a student whose grade point average has fallen below 2.00 (below 2.50 in the School of Nursing or below the required minimums specified by the School of Allied Health Professions departments). This status allows the student the opportunity to improve scholastically and to demonstrate evidence of the capacity to proceed toward a degree. A student on academic probation may not register for more than 15 semester hours and may not make application for a degree. A student may remain on University probation for no more than two consecutive semesters.

### Professional and/or Clinical Probation

Students enrolled in professional undergraduate programs must demonstrate professional fitness for both study and a career in the profession. A student may be placed on professional and/or clinical probation or may be requested to withdraw from the program when, in the opinion of the faculty, the student shows a lack of attributes considered necessary for continuance in the program.

### Suspension

A student may be suspended from a course, from a school or college, or from the University for academic or disciplinary misconduct. Suspension is normally temporary. At the time suspension is imposed, the conditions for reinstatement are explained. While under suspension, a student is barred from further registration. Reinstatement after academic suspension requires the approval of the student's academic dean.

### Dismissal

The Dean of each degree-granting unit of the University has the authority and responsibility to dismiss a student from the School or College and the University for academic reasons. The conditions under which a student is dismissed are:

1. Inability to eliminate probationary status within the two semesters subsequent to the assignment of probation, or
2. A total grade point average deficit of more than 15 points.

A student notified of dismissal for these reasons may apply for transfer to another school of the University under the condition that he or she is eligible for special probationary status in the

school into which transfer is requested. To be eligible for this status, the student must:

1. Have a grade point average deficit of no more than 20 points.
2. File a Request for Intra-University Transfer form (available in the Dean's Office) and attach a written petition for this status.
3. Enclose two letters of recommendation from previous instructors along with the above form.

The School of Nursing has specific policy statements regarding dismissal. Students should familiarize themselves with these policies published in the Baccalaureate Nursing Program Student Handbook.

### Repeating Courses

Students repeating a course will have all grades earned in said course averaged into the cumulative grade point average. Even though a course may have been taken twice with a passing grade, the credit cannot be counted twice for graduation.

In the College of Arts and Sciences, the College of Public Service, the School of Business and Administration, School for Professional Studies and Parks College of Engineering and Aviation Science:

If a student receives a grade of "F" in a required course, that course must be repeated. Subsequently, both the initial grade of "F" and the grade earned after repeating the same course are considered in calculation of the student's grade point average.

Accounting students in the School of Business and Administration must earn a grade of "C" or better in all accounting courses counted toward the major and in all prerequisite courses for upper division accounting courses. Any course in which a student receives a grade less than "C" must be repeated.

Students in the School of Allied Health Professions may be required to repeat designated courses in or related to their major in which a grade of "D" is received. Both the initial grade earned and the grade received after repeating the same course are considered in calculation of the student's grade point average, but the course may only be counted once toward the total number of hours passed for graduation.

Students in the School of Nursing must repeat all required courses if a grade of "D" is received. Both the initial grade of "D" and the grade earned by repeating the course are considered in calculation of the student's grade point average. Required courses may be repeated only one time. Students are subject to dismissal for failure to achieve a minimum grade of "C" when repeating a course.

Students in the School of Social Service must repeat all courses in their major for which a grade of "D" or "F" is received. Both the initial grade of "D" or "F" and the grade earned after repeating the same course are considered in calculation of the student's grade point average. However, the course cannot be counted twice for the total number of hours passed for graduation.

### Incomplete Grades

A request for an Incomplete must be made by the student, and the student and the instructor must discuss the conditions for clearing an Incomplete grade. When an Incomplete is given, the instructor must send appropriate documentation (a form) to the student's Dean's Office (or AHP department) for inclusion in the student's permanent academic file (except for the School for Professional Studies).

An Incomplete must be cleared within one year after a course was taken, and if an Incomplete is not cleared within this time, the Incomplete will be converted to the grade of "F". In the case of graduating seniors, this conversion date will take place 40 calendar days after the commencement date.

This is an automatic conversion process and will be run by the Office of the University Registrar on the last day of the term one year after the term in question or, in the case of graduating seniors, 30 calendar days after the commencement date. A listing of all "I" grades subject to this conversion will be sent to the appropriate faculty and department chairs after midterm, so that the faculty are reminded of the pending conversion. When the Incomplete is converted to a grade (by instructor or administrator), the mark of Incomplete will be expunged from the student's official University transcript.

An Incomplete given in a prerequisite course must be cleared within the first week of the class requiring this prerequisite course.

### Certification of Attendance of Veterans

The University certifies enrollment in terms of the veteran's semester hour 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 which 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, X, AFAU, 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.

## Degree Credit

### Academic Transcript Policy

Saint Louis University grants degrees that build on previous academic work at other educational institutions. In order to insure the integrity of the University's degrees, the University requires that all previous or concurrent academic work be documented with "official" transcripts received in a sealed envelope and that those transcripts be authenticated. The Office of the University Registrar is ultimately responsible for verifying the authenticity of all transcripts received by Saint Louis University from other educational institutions.

### Transfer Credit

Transfer credits are applied where appropriate in fulfillment of program and degree requirements of a specific college or school of the University provided that admissions criteria are met and the courses presented are from an accredited college or university. In addition all transfer credit must have a C letter grade or above and are recognized by the specific college or school of the University as comparable to courses offered at the University. Saint Louis University accepts transfer credit for which we have no equivalent. This credit would be acceptable in transfer as elective degree credit and would not fulfill specific graduation requirements. No more than 64 semester hours (60 for the School of Social Service) earned at the community college level can be applied toward the bachelor's degree at Saint Louis University.

### Credit By Exam

The maximum number of credit hours a student may obtain from all sources, including internal (e.g., placement) and external examinations is 30 semester hours, or up to 10 courses. This includes courses taken in Saint Louis University's 1818 Advanced College Credit Program and other dual credit programs from accredited institutions.

Full-time students may take external examinations for credit, including CLEP supplemental examinations required by some departments, within one calendar year of initial registration at Saint Louis University. Part-time students may take these examinations before completing 30 hours at Saint Louis University. After these deadlines, CLEP examinations will not be available to students.

Exceptions: Students in the School of Nursing and the School of Allied Health Professions take examinations in certain professional subjects approved by those schools. Transfer students should send an official score report of tests taken prior to enrollment at Saint Louis University to the Office of Undergraduate Admission. Scores must be received, evaluated and posted on the student's official academic record within one calendar year of initial registration at the University. Evaluation of tests taken prior to registration at Saint Louis University will be made on the basis of current University standards.

Students who intend to receive credit for external examinations taken in high school should request that their scores be sent to Saint Louis University, Office of Undergraduate Admission, 221 N. Grand Blvd., St. Louis, MO 63103.

Students interested in CLEP examinations should contact the Career Center at (314) 977-2828 for details regarding the examination schedule.

Arts and Sciences and Allied Health Professions students who wish to challenge a course will be asked by the department in question to complete satisfactorily an examination which thoroughly covers the content of the course being challenged. A student may not challenge a departmental course via an Internal Examination, i.e., departmentally administered, if the student has audited the course in question or received a grade of I or F. Some departments list those courses available to students for Internal Examinations. The letter grade, quality points and credit earned will appear on the transcript. A student may not take an Internal Examination for a course that is at a level more elementary than one in which he/she is currently enrolled, or for which credit already has been received.

In Modern and Classical Languages students who by internal examination demonstrate knowledge of a language equivalent to what is expected of students in their first, second or third semester course (normally XX110, 115 or 210) can receive credit without a grade for only one of these courses. Students may select the course level at which they will be examined.

Challenge exams are posted as courses taken in the semester during which the challenge exam itself was taken, and the grade for the exam will be included in that semester's grade point average.

A fee may be assessed for credit by evaluation at the discretion of a dean.

### 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.

### Dantes

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.

### Dual Credit/Concurrent Enrollment Programs

Students may receive college credit prior to high school graduation through Dual Credit/Concurrent Enrollment programs. In addition to receiving credit toward high school graduation for selected academic courses, the student may opt to dual enroll. Credits earned in Dual Enrollment/Concurrent Enrollment programs are subject to the same policies as those of any other transfer credit.

## Graduation Requirements

### Student Responsibility for Degree Completion

Students should discuss their specific degree requirements with their advisors throughout their academic career. While an advisor is to be of help to a student in planning and confirming the student's progress toward graduation, ultimately it is the student's responsibility to be familiar with the requirements for graduation, and to be aware of the number of hours he or she has completed toward graduation.

### General Graduation Requirements

The general requirements for earning a baccalaureate degree from Saint Louis University are as follows:

1. Satisfactory fulfillment of the lower and upper division course requirements within each area of requirements.
2. Completion of not less than 120 semester hours of credit, excluding lower-division military science and physical education courses, with an overall grade point average of 2.00. Grade point averages are figured on the basis of hours attempted (not merely hours passed) and grade points earned. While lower-division military science and developmental courses do not count toward graduation, grades earned affect the student's overall grade point average.
3. At least the last 30 semester hours of a student's degree program must be taken at the Frost, or Health Sciences campuses of Saint Louis University. Individual schools or colleges may have policies that vary from this norm.
4. A degree candidate must file application in the Dean's Office before the end of the second week of the semester or session in which graduation is intended. Students must be in good academic standing to file application.

5. Because of the progress being made in the various fields of learning, collegiate credits earned more than ten calendar years prior to graduation will be reevaluated. If circumstances warrant, a student may be required to take further work or repeat certain courses before a degree is conferred.
6. Seniors who have a grade of Incomplete in any course needed for graduation should clear the record and have the change of grade submitted on appropriate forms to the Dean's office by April 1 for May graduation, July 1 for August graduation, and by December 1 for January graduation.
7. All course requirements for a degree must be completed or be in progress before or during the semester of degree conferral. The University will award a degree if all required coursework is completed, and needed documentation received, within 40 calendar days of the University conferral date. Beyond 40 calendar days, awarding of the diploma will be deferred to the next University conferral date.

See individual schools/colleges for additional graduation requirement.

## Correspondence Courses

Correspondence courses are discouraged and not usually accepted toward the fulfillment of degree requirements, except under the following conditions: The course must:

1. Be under the direction of an accredited institution's extension department.
2. Be accepted at that institution.
3. Be a lower division course.

In every case, a student must fill out a form available in the Dean's office.

## Double Undergraduate Degrees

It is possible for a student to receive two undergraduate baccalaureate degrees from Saint Louis University. These degrees may be pursued either simultaneously or sequentially. They may be earned in the same college or school, or in two colleges or schools of the University. If two colleges or schools are involved, the student must apply and be admitted to each college involved. The requirements of both majors must be satisfied, and at least 150 credit hours must be completed.

The student must complete the core requirements in one college/school; if two colleges/schools are involved, it is recommended, and may be required, that a student complete the core requirements of both colleges/schools. Students planning a double degree program must have the prior approval of both major departments and the Dean(s) involved.

If a student simultaneously completes in less than 150 semester hours the requirements for one degree program in one school (termed the primary school) and major area requirements in another school/college, the student will receive the degree granted by the primary school and the second major will be noted on the student's transcript. Any student fulfilling requirements of two majors of which one is in the School of Business and Administration, must be enrolled in the School of Business and Administration, and must be pursuing the B.S. degree in Business and Administration.

If a student simultaneously completes in less than 150 semester hours the requirements for two degree programs within one school of the University, the student may select the degree to be awarded and the transcript will note the second major.

A student is classified as a second bachelor's degree candidate if he or she is seeking an undergraduate degree and has previ-

ously received a baccalaureate degree. The prior bachelor's degree - internal or external - must be balanced in terms of prior course work.

In the College of Arts and Sciences this means that students must have at least one three hour college level course from each of the nine core curriculum areas of Foundations of Discourse, Cultural Diversity, Foreign Language, Fine Arts, Literature, Science, Mathematics, World History, Social Science; and have completed nine hours of Philosophy and nine hours of Theological Studies with the last six hours of each taken at Saint Louis University. Deficiencies in these core areas must be removed before awarding of the second bachelor's degree, so as to preserve the unique character of Jesuit liberal education.

Students completing a second bachelor's degree in the School of Business and Administration are required to have a balanced undergraduate program, and will need to complete the remaining business core and concentration requirements.

Students seeking a second baccalaureate degree in the School of Nursing may do so in either the generic or the accelerated option. The prerequisites are identified in the School of Nursing section of this Catalog.

## Graduation Honors

Determination of honors and cumulative grade point averages will be made at the time of graduation. For the purpose of computing honors and cumulative University, departmental, or college grade point average, any grade of "I" will be calculated as an "F". Honors will not be recomputed if the "I" is subsequently changed to another grade. Any grade of "I" remaining on the student's record at the time of graduation must be cleared within 30 calendar days of the commencement date. Otherwise, the "I" will automatically be converted to an "F" 30 calendar days after commencement date.

Averages for graduation honors are computed only on the basis of course work taken in the schools or colleges of Saint Louis University. Students receiving a first baccalaureate degree must have completed 54 earned semester hours in residence at Saint Louis University in order to be eligible to graduate with honors. A student with a baccalaureate degree from another institution may be awarded a second baccalaureate degree with academic honors if at least 48 credit hours are earned at Saint Louis University and the minimum grade point average (based on Saint Louis University course work only) is satisfied.

### Graduation honors are awarded as follows:

Cum laude for a grade point average of 3.300 and above.  
Magna cum laude for a grade point average of 3.500 and above.  
Summa cum laude for a grade point average of 3.800 and above.

## Registration Procedures

### Preregistration

Currently enrolled students are encouraged to preregister for the next semester. Preregistration priority is based on class status, and specific eligibility dates are published in the semester's Schedule of Classes (except for the School for Professional Studies). Disabled students and student-athletes will be allowed to register the day before other students in their respective class status.

Billing notices are mailed in advance of the next semester, enabling students to complete financial arrangements and therefore to be enrolled.

### Registration

Registration, for those not availing themselves of the preregistration procedure, is conducted throughout the time between the

end of preregistration and the first day of classes (except for the School for Professional Studies which operates over an eight week calendar).

### **Late Registration**

Late registration is held during the first two weeks of classes (except for the School for Professional Studies which operates over an eight week calendar). A fee is assessed for those students registering late.

Registration and changes of registration in the second week of a semester can take place only with the permission of the student's advisor and the new course/section instructor.

Specific schedules and details related to the registration process are published in the Schedule of Classes.

## **Special Registration Policies**

### **Overload of Hours**

Undergraduate students who wish to take 19 or more credit hours in a given semester need permission from the Dean of their college or school. They should have at least a 3.0 grade point average. Additional tuition will be charged.

### **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.*

### **Changes of Registration**

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

When a student fails to complete a Change of Registration form, and withdraws without authorization from a course or the University the course grade will be "AF".

### **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.

### **Credit for Nonresident (Summer) Courses**

Students currently enrolled at Saint Louis University who wish to take courses at another institution must have prior approval from the Dean or his/her designee, if they wish to have assurance that the course will be counted toward the major or degree.

No more than twelve semester hours of credit 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 the course, the student should inform the Dean's office, and must arrange for an official transcript of credits and grades to be sent to the Office of the University Registrar. If the grade received is "C" or above, the credit is accepted by Saint Louis University.

### **Summer Session - Visiting Students**

Students who are currently enrolled as undergraduate or graduate students in good standing at other colleges or universities and plan to attend Saint Louis University summer session may register for courses as Visiting Students. Visiting Students may register for classes and Institutes on the condition that they complete and sign the certification of good academic standing section of the registration form that is included in the Summer Schedule of Classes. Visiting Students may enroll only in those courses for which the prerequisites stated in the Schedule of Classes have been fulfilled (see Summer Sessions, Page 21.)

### **Registration of Undergraduates in Graduate Course Work**

An undergraduate student may be permitted to enroll in 500 or 600 level course work provided that specific conditions are met:

- 1 The student must hold senior standing and have most major area of study requirements fulfilled.
- 2 Prerequisites for each course in question must have been fulfilled.
3. The student's cumulative grade point average must be minimally 2.70, on a 4.00 scale.
4. The total enrollment for the semester may not exceed 15 (six for summer) with not more than six hours (three for summer) in 500 or 600 level work.

Undergraduate business students are generally discouraged from taking graduate business courses. However, senior accounting majors whose g.p.a. is at least 3.0 may petition to take up to six hours of graduate accounting courses in the last semester of the senior year. Approval by both the accounting chairman and the associate dean is required.

To be granted permission to take graduate course work, the undergraduate must complete a formal petitioning process, during which approvals of the student's major advisor, the undergraduate Dean, the course instructor(s), and The Graduate School are obtained. Petition forms are available in Dean's Offices.

As part of the petitioning process, the student indicates whether the course work in question is to partially fulfill requirements for the baccalaureate degree; or if it is to be taken for "advanced graduate credit." In the latter case all requirements for the major area of study must have been fulfilled. Approval to take and successful completion of the graduate

course work do not, of themselves, guarantee the student admission into the applicable advanced degree program or, in any way, amend the ordinary process of making application for Classified status in The Graduate School. Petitions by undergraduates in the School of Business and Administration to take 500 or 600 level courses are approved by the School's Director of Graduate and Professional Programs.

Undergraduate nursing students who meet these criteria may take graduate nursing Courses that do not include clinical laboratories.

### Pass/No Pass Option

Students may register for a course on the Pass/No Pass Option under the following conditions:

1. Only one course per semester may be taken on this basis.
2. A maximum of 18 hours may be taken on this option.
3. Arts and Sciences students may take a maximum of six hours in the major with departmental consent.
4. Approval of the advisor is required.

To initiate the Pass/No Pass option, the student fills out the registration form (see special area of form) before the start of the semester or during the first 21 "class days" of the semester, has it signed and returns the form to the Dean's Office. The process may also begin in the Academic Services Center. If the Pass/No Pass option is chosen during registration, the student can convert the option back to a regular grade basis or drop it during the first three weeks of the semester.

After the first 21 "class days" of the semester, the following points apply:

1. A course taken on a regular grade basis cannot be changed to Pass/No Pass;
2. A course taken on the Pass/No Pass option cannot be changed to a regular grade basis;
3. A course taken on this option may be dropped up to the last day to receive a mark of "W" when withdrawing.

The "P" grade is equivalent to a "C" grade or better, and the "NP" grade is equivalent to a grade of "D" or "F." Pass/No Pass marks do not affect a student's grade point average.

The Pass/No Pass Option is available to students in the College of Arts and Sciences, the College of Philosophy and Letters, the School of Social Service, and the College of Public Service, except Honors students who are not allowed to take Honors courses on the Pass/No Pass Option. Social Service students, and students in the College of Public Service may not take required courses within their major under this option.

The School of Business and Administration does not grant the Pass/No Pass option to its students nor to any student attending Business and Administration courses.

Students in the School of Nursing may not elect the Pass/No Pass option for any curriculum or upper division course requirements.

Students in the School of Allied Health Professions, School for Professional Studies and Parks College of Engineering and Aviation Science may use this option in certain instances and should consult with their department for details.

### Auditing Courses

A course taken on an audit basis will fulfill neither general area nor major field requirements. The number of credit hours designated for the course will not be counted toward the student's credit hour total. Upon completion of the course, the mark "AU" is recorded on the student's academic record.

When preparing to audit a course, the student indicates this intent in the special area of the registration form. A course taken for credit may be changed to an audit status until the last day to receive a grade of "W," except in the College of Arts and Sciences and the College of Public Service.

In the College of Arts and Sciences and the College of Public Service, the audit option must be chosen before the start of the semester or during the first 21 days of the semester. Audited courses cannot be changed to credit after the first 21 days of the semester. If the conditions for audit are not met, the instructor can, at any point in the semester, request that the Dean cancel the student's audit option and assign a mark of "W." Day or evening students who are part-time or who are enrolled in more than 18 hours will pay for the audited course at the regular hourly tuition rate.

### Course Withdrawals

The deadline to withdraw from (drop) a class without a "W" appearing on the transcript will be Friday of the second week of the semester (except for the School for Professional Studies which operates over an eight week calendar). The final deadline to withdraw from a class is two weeks after the end of the mid-term examination week (the end of the tenth week of class). If a student is given permission by his/her Dean to withdraw after the tenth week, it should be for a serious, non-academic reason.

When a student withdraws from a course or from the University without authorization, or when the student is dropped from a course because of excessive absence, the course grade will be "AF."

### Withdrawing from the University

When a student must withdraw after registering for any semester or session, whether the withdrawal is voluntary, requested by the University, or for other reasons, the following regulations apply:

1. Request or notification of the withdrawal must be approved on an official withdrawal form available in the Dean's office, or if applicable, in the Academic Services Center.
2. Failure to file the signed permit in the Dean's office within one week of the last attendance in class constitutes an unauthorized withdrawal.
3. Cancellation may be approved upon recommendation of the Dean and approval of the Associate Provost, and may entitle the student to a refund of tuition.
4. Residence hall charges will be refunded in accordance with the residence contract.
5. Withdrawal during summer and special sessions will be governed by regulations printed in the appropriate Summer Sessions Schedule of Classes.

### Withdrawal When Called 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.

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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 Change of Registration form, with the attached Mobilization Order and appropriate Dean's Office signature, will be forwarded by the Dean's Office 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 Bursar 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.

### Transcripts of Records

The University Registrar will assure that all grades awarded will be shown on students' transcripts. Once given, grades are not to be changed or removed from the official transcript, unless authorized through the Academic Record Change process, or through the automatic conversion of "I" grades to "F" grades.

Transcripts of the official academic record are made available by the Office of the University Registrar upon the written authorization of the student except as otherwise required by law. Students should go to the Office of the University Registrar, DuBourg Hall 22, where forms are available to authorize release, or call the transcript hotline at (314) 977-1200 for additional information on mailing or faxing their transcript requests.

Transcripts are also available through WEBSTAR. They will be mailed on the next work day.

Transcripts are normally available on-demand during regular office hours; however, at the end of a term there is sometimes a longer time period between the request and the availability of the record. Transcripts of records cannot be released if the student's financial account is in arrears. There is a no charge for each transcript sent, however, students are limited to five transcripts per day.

### Academic Integrity

The following is a statement of minimum standards for student academic integrity at Saint Louis University.

The University is a community of learning, whose effectiveness requires an environment of mutual trust and integrity, such as would be expected at a Jesuit, Catholic institution. As members of this community, students, faculty, and staff members share the responsibility to maintain this environment. Academic dishonesty violates it. Although not all forms of academic dishonesty can be listed here, it can be said in general that soliciting, receiving, or providing any unauthorized assistance in the completion of any work submitted toward academic credit is dishonest. It not only violates the mutual trust necessary between faculty and students but also undermines the validity of the University's evaluation of students and takes unfair advantage of fellow students. Further, it is the responsibility of any student who observes such dishonest conduct to call it to the attention of a faculty member or administrator.

Examples of academic dishonesty would be copying from another student, copying from a book or class notes during a closed-book exam, submitting materials authored by or editorially revised by another person but presented as the student's own work, copying a passage or text directly from a published source without appropriately citing or recognizing that source, taking a test or doing an assignment or other academic work for another student, tampering with another student's work, securing or supplying in advance a copy of an examination without the knowledge or consent of the instructor, and colluding with another student or students to engage in an act of academic dishonesty.

Where there is clear indication of such dishonesty, a faculty member or administrator has the responsibility to apply appropriate sanctions. Investigations of violations will be conducted in accord with standards and procedures of the school or college through which the course or research is offered. Recommendations of sanctions to be imposed will be made to the dean of the school or college in which the student is enrolled. Possible sanctions for a violation of academic integrity include, but are not limited to, disciplinary probation, suspension, and dismissal from the University.