the number of completed semester hours accepted for credit is recognized; however, class rank is assigned according to the level of professional courses in which the student is enrolled.

In the College of Health Sciences including the School of Nursing, excessive absence.

Swank Audio Visuals Scholarship

An unrestricted scholarship.

Class Ranking

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 “F” is assigned, depending upon the School or College in which the student is enrolled. An advance authorization for deferring the taking of an final examination may be granted, 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-term Examinations

Abstinence from mid-term 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 an academic semester.

Mid-term Examinations

A scholarship with preferences given to children and grandchildren of the members of the St. Patrick’s Day Parade Committee.

Mary Shields Student Scholarship Fund

Established by Mary G. Shields, a 1938 graduate of the College of Arts and Sciences.

Mary Shields Student Scholarship Fund

Eugene and Evelyn Williams Scholarship

Established by Eugene Williams for worthy but needy students.

Grade Reports

Midterm Grades

All instruction 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 of Professional Studies). Students may also access their midterm grades via SLU Self-Service. Exception: Eight week or shorter courses do not issue midterm grades.

Final Grades

Final grades are available for students to access via SLU Self-Service. Students may also request an official copy of their final grades via SLU Self-Service. 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 the points indicated are included in the “Undergraduate Grading System” table, are included in the cumulative GPA. Grades for courses transferred from other college/universities are excluded.

Undergraduate Grading System

The undergraduate grading system at Saint Louis University follows a 0 – 4.00 grade point scale. Grades are assigned as follows:

Grade Grade Points Interpretation
A+ 4.00 High achievement and intellectual initiative
A 3.700 Very high achievement
A- 3.300 Slightly higher than above average achievement
B+ 3.000 Above average achievement
B 2.700 Approaching average achievement
B- 2.300 Slightly lower than average achievement
C+ 2.000 Average achievement
C 1.700 Below average achievement. Grade does not fulfill “C” or “B” course requirements
C- 1.300 Inferior but passing achievement. Students should check individual School or departmental policies for further information on potential implications of “D” grades
F 0 Failure
F 0 Failure due to unauthorized withdrawal or excessive absences
AU + Audit. Course appears on the transcript, but no credit is given toward graduation.

Swank Audio Visuals Scholarship

For business or communication students interested in leadership positions in the hospitality industry.

William and Anne Tax Endowed Scholarship

An unrestricted scholarship.

Bess and Harold Thayer Scholarship Fund

An unrestricted scholarship.

Joe Torre Scholarship

Established by the Civic Italian-American Organization.

Stuart and Suzanne Trottmann Scholarship

An full-time, undergraduate student scholarship, unrestricted, by major, established by Stuart R. Trottmann, a former University Trustee, and his late wife Suzanne.

U in SLU Scholarship

Provides scholarship assistance for worthy students.

Marie E. Boka Van Dover Scholarship

Established by Marie Van Dover for undergraduate students throughout the University.

Joseph H. and Margaret R. Vatterott Scholarship

Established by former Trustee Joseph Vatterott and his wife Margaret.

William L. Wade, SJ Endowed Scholarship

Established by Mrs. Constance J. Wade.

Anne Waldbutt Mission Fund

For seminarians.

Katherine Walsh Latin American Scholarship

For Latin American students.

Kurt Warner - First Things First Scholarship

Provides scholarship for students selected by the foundation for their outstanding record of excellence. Scholarship recipients are also expected to work within the Federal Work Study program.

William and Barbara Welsh Scholarship Fund

Established by William Welsh, III in honor of his parents.

Roy Williams Scholarship

For qualified African-American high school graduates in the St. Louis area.

Eugene and Evelyn Williams Scholarship

Established by Eugene Williams for worthy but needy students.

Jeanette L. Windegger Estate

For needy students throughout the University.

Winters Scholarship

Provides scholarship assistance for deserving financially needy and qualified students at the University.

Vincent and Katherine Wise Scholarship

Established by the estate of Katherine Wise for students throughout the University.

John M. and Edith Wolff Scholarship

An unrestricted scholarship.

Women’s Council Student Scholarship

Established by the Women’s Council for male and female students throughout the University.

Clara Gertrude Springmeier Scholarship

Established by her estate for worthy but needy students.

Leonard and Pauline Strauss Scholarship

An unrestricted scholarship.

Strocker Memorial Scholarship

Established through the estate of Edward H. and Grace E. Strocker.

Francis Stuever Scholarship

An unrestricted scholarship.

Rudolph E. Sturm Scholarship

Established by the family of Rudolph Sturm in memory.

General and Mrs. Leif Sverdrup Scholarship

An unrestricted scholarship.

Swank Audio Visuals Scholarship

For business or communication students interested in leadership positions in the hospitality industry.
Academic Standing

College of Arts and Sciences
Cook School of Business
Parcs College of Engineering, Aviation and Technology
College of Philosophy and Letters
College of Public Service

A student is considered to be in good academic standing if he or she is not under academic probation or academic suspension and is not 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 eligible for further registration, but his or her academic status is jeopardized by his or her academic dean. Although the University's minimum grade point average (GPA) 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 taxidermy certification must achieve at least a 3.00 GPA in all upper division courses and in the College of Philosophy and Letters, all students must achieve a minimum GPA of 2.50.

College of Health Sciences

All departments and programs in the College of Health Sciences require students to maintain at least a 2.50 grade point average in all courses taken. Professional and clinical students must also maintain a cumulative grade point average of 3.00 and maintain a grade of "C" or better in all courses in a particular discipline. Students in the School of Social Work must repeat all courses in their major if a grade of "D" is received. Both the initial grade of "D" 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 grade of "I" indicates that a student is not able to complete the current term and that the work remains incomplete. A grade of "I" will be recorded on the student's transcript. If a grade of "I" is recorded, the student must complete the course within one year after the end of the term in which the grade was recorded. In the College of Arts and Sciences, a mark of "no grade" will be converted to an "F" after one year.

Degree Credit

Transfer Credit

Academic Transcript Policy

Saint Louis University grants degrees that build on previous academic work at other educational institutions. In order to ensure 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 these transcripts be authenticated. The Office of the University Registrar is ultimately responsible for the accurate reporting of academic credits earned by students admitted to Saint Louis University from other educational institutions.

Academic Policies and Procedures - 53
Exceptions: Students in the College of Health Sciences including the School of Nursing must complete certain professional advisories 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 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 score reports be sent to Saint Louis University. Office of Undergraduate Admissions, 221 N. Grand Blvd., St. Louis, MO 63103.

Students interested in CLEP examinations should contact the Career Center at (314) 977-2628 for details regarding the examination schedule.

Arts and Sciences and Health Sciences 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 department course via an Internal Examination, i.e., departmentally administered, if the student has audited the course or received a grade of I or F. Some departments list those courses available to students for Internal Examinations. The latter grades, 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 lower level than one in which he/she is currently enrolled or for which credit has already been received.

In Modern and Classical Languages students who by internal examination demonstrate knowledge of a language equivalent to what is expected of a student in the third semester of college study (normally X110, 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.

Challenger 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 examination at the discretion of the instructor.

Credit by Assessment through American Council on Education

Students may receive credit for courses evaluated and approved for college credit by the American Council on Education (ACE). Listings of ACE approved college 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 official, voluntary, education program of the Department of Defense, may receive credit for coursework taken while active military or in reserve.

Dual Credit/Concurrent Enrollment Programs

Students may receive college credit for 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 a Dual Credit/Concurrent Enrollment Program 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 the degree and the time frame of the number of hours or credits that the student has completed toward graduation.

Changes in undergraduate degree requirements must be approved by the last day of the spring semester in order to take effect in the following fall. Such changes must be communicated immediately to the University Registrar. Exams, by exception, may allow a student to take advantage of new degree requirements immediately if the student has completed all cumulative degree requirements.

General Graduation Requirements

The general requirements for earning a baccalaureate degree at 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 courses taken by military science students, with an overall grade point average of 2.0. 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 science and development 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 Saint Louis University. Students receiving a first baccalaureate degree from Saint Louis University must complete the final 30 credit hours at Saint Louis University. Individual schools or colleges may have policies that vary from this norm.
4. A degree candidate must file application in the Office of the Dean before the end of the second week of the semester 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 in the academic year prior to graduation will be evaluated. If circumstances warrant, a student may be required to further work or repeat certain courses before the degree is awarded.

Students who have a grade of Incomplete in any course required for graduation shall clear the record and have the change of grades 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 conferred. The University will award a degree to all required coursework is completed, and final documentation receive, within 40 calendar days of the University convening date. Beyond 40 calendar days, the awarding of the diploma will be deferred to the next University convening date.

See individual schools/collages for additional graduation requirements.

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.
2. Be accepted at that institution.
3. Be a lower division course.

In any 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 awarded in the same college 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 motivated. The requirements of both majors must be satisfied and at least 150 credit hours must be completed prior to double degree requirements.

The student must complete the core requirements in one college/school. If two college/schools are involved, it is recommended and may be required, that the student complete the core requirements of both college/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 of one major in the College of Arts and Sciences and the major area requirements in another school/collge, 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 Cook School of Business, must be noted in the Cook School of Business, and must be pursing the B.S. degree in Business Administration.

If a student simultaneously completes in less than 150 semester hours the requirements of one major in the College of Arts and Sciences, 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/she is seeking an undergraduate degree and has previously received a baccalaureate degree. The prior bachelor's degree - internal or external - must be included in terms of prior course work.

In the College of Arts and Sciences this means that students have at least three complete semesters of coursework in each of the nine core curriculum areas of Foundations of Discourse, Cultural Studies, Foreign Languages, Fine Arts, Literatures, Science, Mathematics, World History, and Social Studies. Students 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 areas must be removed before awarding of the second bachelor’s degree, so as to preserve the unique character of Saint Louis University.

Students completing a second bachelor's degree in the Cook School of Business must have a balanced undergraduate core and concentration requirements, 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 an Accelerated 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 averages, any grade of "I" will be calculated as an "F." Honors will not be awarded if a grade of "I" is subsequently changed to another grade. Any grade of "I" remaining on the students 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-semester hours in resident status in order to be eligible for graduation 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 were earned at Saint Louis University and the minimum grade point average (based on Saint Louis University coursework only) is satisfied.

Graduation honors are awarded as follows through May 2008:

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.

Beginning with the 2005-2006 Academic year, resulting in new honors for the graduating class of May 2009, graduation honors will be awarded as follows:

Cum laude for a grade point average of 3.500 - 3.6999.
Magna cum laude for a grade point average of 3.70 - 3.8999.
Summa cum laude for a grade point average of 3.900 - 4.000.

Registration Procedures

Preregistration

Currently-enrolled students are encouraged to preregister for the next semester. Pre-registration is open to all currently-enrolled students. Eligibility dates are published in the semester’s Schedule of Classes (except for the School for Professional Studies). Divided 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 awaiting the results of the preregistration process, may occur at any 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 in registration in the second week of classes a student can take place only with the permission of the student's academic advisor and/or instructor.

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

Special Registration Policies

Overload of Hours

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.
When a student must withdraw after registering for any semester or
Withdrawing from the University

After the first 21 “class days” of the semester, the following points

To initiate the Pass/No Pass option, the student fills out the registra-

without authorization, or when the student is dropped from a course because of excessive absence, the course grade will be “AF.”

Office, and must arrange for an official transcript of credits and gradesto 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.

The deadline to withdraw from (drop) a class without a “W” appear-ing on the transcript will be Friday of the second week of the semester. If the student is given permission by his/her Dean to withdraw after the tenth week, it should be for a seri-ous, non-academic reason.

1. The student must hold senior standing and have most major area
course work in question is to partially fulfill requirements for the bac-calaureate degree; or if it is to be taken for graduate business courses. However, senior accounting majors 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 assistant dean is required.

When preparing to audit a course, the student indicates this intent in

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

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 count toward the student’s credit hour total. Upon completion of the course, the mark “AU” is recorded on the student’s academic record.

The Cook School of Business 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 College of Arts and Sciences, the College of Philosophy and Letters, the College of Public Service including Social Work, except Social Work students may not take required courses within their major under this option.

The Pass/No Pass Option is available to students in the College of

Students in the College of Arts and Sciences, the College of Public Service, the School of Health Sciences, School for Professional Studies and Parks College of Engineering, Aviation and Technology may use this option in certain instances and should consult with their department for details.

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.

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

1. The student is full-time and in good academic standing.

Withdrawal When Called For Active Military Duty

The deadline 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 prohibited. A student who is called to active duty, a note will be included on the transcript to indicate that the withdrawal is due to military service. Financial aid for the period of time the student was enrolled will be prorated (per the Housing Contract) based on the date the student moves out of a campus residence.

Whenever a student withdraws because of being called to active mili-

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

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 absences, the course grade will be “WF.”

Withdrawal from the University

When a student must withdraw after registering for any semester or

A student registered full-time for the fall semester who withdraws that semester must request approval from the Dean, who will review the student’s file and determine if there are extenuating circumstances. If the Dean determines that withdrawal is necessary, the Office of the University Registrar will issue 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, fees and parking charges.

4. Residence hall charges will be refunded in accordance with the residence contract.

5. The deadline for the Summer and special sessions will be governed by regulations printed in the appropriate Summer Session Schedule of Classes.

Withdrawal of a student for academic reasons shall be at the discretion of the University. Whenever a student withdraws because of being called to 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 (eight week of semester), a grade of “W” will be assigned for all courses taken and a full refund of tuition, fees and parking charges will be permitted.

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 permitted.

3. After the last day to withdraw with a grade of “W,” depend-ing on timing, students and faculty may agree to one of the following:

a. that letter grades would be assigned based on student’s performance in the courses, or,

b. that “I” grades would be assigned (pending completion of the formal request for an “I”), requiring the student to complete these courses within one year after returning to Saint Louis University. No refund of tuition, fees and parking charges will be permitted. The student could also be re-enrolled, upon returning to the University, to take these courses, or their equivalents, without a tuition charge, or,

c. that “W” grades would be assigned, with no refund given, and the student is permitted to take the courses, or their equivalents, upon returning to the University without a tuition charge.

The deadline to withdraw with a grade of “W” appearing on the transcript will be Friday of the second week of the semester. If the student is given permission by his/her Dean to withdraw after the tenth week, it should be for a seri-ous, non-academic reason.

a. that letter grades would be assigned based on student’s performance in the courses, or,

b. that “I” grades would be assigned (pending completion of the formal request for an “I”), requiring the student to complete these courses within one year after returning to Saint Louis University. No refund of tuition, fees and parking charges will be permitted. The student could also be re-enrolled, upon returning to the University, to take these courses, or their equivalents, without a tuition charge, or,

The student must notify the Dean, who will review the student’s file and determine if there are extenuating circumstances. If the Dean determines that withdrawal is necessary, the Office of the University Registrar will issue an “unauthorized withdrawal.”

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 student’s performance in the courses, or,

b. that “I” grades would be assigned (pending completion of the formal request for an “I”), requiring the student to complete these courses within one year after returning to Saint Louis University. No refund of tuition, fees and parking charges will be permitted. The student could also be re-enrolled, upon returning to the University, to take these courses, or their equivalents, without a tuition charge, or,


Mobilization Order and appropriate Deans Office signature will be forwarded to the Office of the Registrar for processing.

3. The Office of the University Registrar will notify all administrative offices and the students' advisor and faculty of the withdrawal, listing the students' name, S.I.D., 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 their University.

Transcripts of Records

The University Registrar will assure that all grades awarded will be shown on student 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 SLU SELF-SERVICE. 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 charge for each transcript sent; however, students are limited to five transcripts per year.

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 or aid for 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 dishonesty to conduct it to the attention of a faculty member or administrator.

Examples of academic dishonesty would be copying from another student's work, borrowing from a book or class notes during a closed-book exam, submitting materials authored by or editorially altered by another person but presented as the student's own work, copying a passage or test 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 copies of an examination without the knowledge or consent of the instructor, and colluding with another student or students to engage in acts of academic dishonesty, and making unauthorized use of technological devices in the completion of assignments or exams.

Where there is irregular submission 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 office of the Deans and依据 of the withdrawal, listing the students' name, S.I.D., 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.

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