ACADEMIC POLICIES AND PROCEDURES
http://www.slu.edu/services/registrar/catalog/20172018.html

POLICY OVERVIEW
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.

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

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

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

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

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

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 the latest Codes of Student Conduct.

**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.

**ACADEMIC STANDING (UNDERGRADUATE)**

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

**University Probation**
Students will be automatically placed on university probation if any of the following occurs:

+ Students’ Saint Louis University cumulative grade point average falls below 2.00,
+ Students’ Saint Louis University semester grade point average is below a 1.00.

Students on university probation may not register for more than 15 semester credits.

Students may remain on University probation for no more than three consecutive semesters (including Summer).

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

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

**Academic Dismissal**
Students may be dismissed from the University under the following conditions:

+ Inability to eliminate probationary status within the two semesters subsequent to the assignment of probation, or
+ A grade point average deficit points* of less than -15 points.

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

**Changing Majors**
Students in Good Standing, on University Probation, or on Program Probation are eligible to request a Change of Major.

Students on University Probation changing majors within their home college/school or to a different college/school will remain on University probation under the conditions outlined in the original probation notification.

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

**ACADEMIC STANDING (GRADUATE)**

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
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.

**Annual Reviews (Graduate Student)**

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 the college, school, or center.

**Audit (Graduate)**

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.

**Audit (Undergraduate)**

To enroll in a course on audit basis students must:

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

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

Students will not receive academic credit for a course taken on an audit basis and therefore the course will not count toward attempted credits, earned credits or graduation requirements. Enrollment in audit courses will be indicated on academic transcripts as an ‘AU’.

If the conditions authorized in the Petition for Course Audit are not met, the instructor may request an authorized withdrawal of the student. A course registered for credit may be changed to audit only through the last day of the add/drop period. A course registered for audit may be changed to credit only through the last day of the add/drop period.

**Bereavement**

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

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

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

**CHANGING MAJOR/PROGRAM**

**Undergraduate Students**

Undergraduate students request a change of major by using the Major Application Form.

**Graduate Students**

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: a new classified application is generally required to change primary 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.

**CLASSIFICATION (UNDERGRADUATE)**

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

**Freshman**

Less than 30 credits,

**Sophomore**

30 or more credits, but less than 60 credits,

**Junior**

60 or more credits, but less than 90 credits,

**Senior**

90 or more credits.

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

Transfer credits are included in the definition of completed credits.

**CONTINUOUS ENROLLMENT (GRADUATE)**

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:

+ Students on approved Leave of Absence (see leave of absence policy),
+ Students participating in approved Study Abroad or Exchange Programs, or
+ Students on approved Consortium Agreements with U.S. or non-U.S. institutions (e.g. non-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.

**COURSE WITHDRAWALS**

The deadline to drop a course without a “W” appearing on the transcript is 12:00 midnight Sunday of the second week for full semester courses.

- During the first week of the semester students are able to drop individual courses through Banner Self-Service.
- During the second week of the semester students must receive permission from the instructor of the course through Banner Self-Service.

The period to withdraw from a course is through 12:00 midnight Sunday of the tenth week for full semester courses. During this period courses will be marked with a “W” on the transcript.

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

For students intending to drop/withdraw all courses see the policy for Withdrawing from the
CREDIT BY ASSESSMENT THROUGH AMERICAN COUNCIL ON EDUCATION (ACE)

Undergraduate 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.

Undergraduate students who are active military or reservists and participated in the off-duty, voluntary education programs of the Department of Defense, may receive credit for coursework taken while active military or in reserves.

CREDIT BY EXAM

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

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

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

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

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

DEAN’S LIST

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

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

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

DEGREE CONFERRAL

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

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

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

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

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

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

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

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

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

FINAL EXAMINATIONS

+ The last examination in a course must be given
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During final exam week; the Dean must approve exceptions. Faculty will administer final examinations according to the schedule for final examinations found at http://registrar.slu.edu.

+ 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.

+ 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.

+ The last examination in a course must be given during final exam week; the Dean must approve exceptions. Faculty will administer final examinations according to the schedule for final examinations as printed in the Schedule of Classes publication. The final examination of the course is not to be given during the last week of the academic semester or on study day.

GRADE APPEAL

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

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

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

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

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

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 GPA credits attempted, and rounding at three digits to the right of the decimal point.

All other students’ cumulative grade point average (GPA) is determined by dividing the total quality points earned by the total GPA credits attempted, and rounding at two digits to the right of the decimal point.

All grades for which quality points are indicated in the “Grading Scale” are included in the cumulative GPA, except:

+ Grades for undergraduate courses below the 1000-level.
+ Grades for excluded repeat courses, see the Repeating Course Policy for additional information.

Note: Courses transferred from other colleges/universities do not have quality points assigned; therefore do not apply toward a student’s GPA.

GRADE REPORTS

Students may access their midterm (undergraduate students) and final grades via MySLU.slu.edu, Tools tab, and then Banner Self-Service.

Midterm grades are viewable in Registration History.

Final grades are viewable in either Registration History or Academic Transcript.

Exception: Eight week or shorter courses do not issue midterm grades.

GRADING SYSTEM

The grading system at Saint Louis University follows a 0 - 4.00 point scale. Quality Points for grades are assigned as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<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.

P  Pass
NP No Pass
S  Satisfactory
TR Transfer Credit
The following course statuses are recorded on the academic transcript, but are not grades. There are no quality points associated and therefore have no impact on students' cumulative grade point average.

**AU** Audit. See Course Audit policy for additional information.

**I** Course work incomplete. See Incomplete Course policy for additional information.

**IP** In Progress. See below additional information.

**W** Withdrawal. Please see Withdrawal policy for additional information.

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:

- Clerkship
- Clinical
- Internship
- Externship
- Practicum
- Preceptorship

**GRADUATE ASSISTANTSHIPS AND FELLOWSHIPS**

Saint Louis University’s graduate fellowship, assistantship, and scholarship programs are made possible through University resources, grants, individual donors, corporations, foundations, and alumni.

All graduate students holding appointments as Fellows, Trainees or Graduate Assistants are considered full-time regardless of the number of credits enrolled (i.e., a student can have fewer than 6 credits while being fully funded). This means that a student does not have to use the full 18 or 21 credits allocated on an assistantship if the student does not need all of those credits. Dissertation, thesis, and project guidance credits can be divided into multiple semesters to reach the required credits. International students on assistantships, fellowships or traineeships do not have to be enrolled 6 credits to meet visa requirements.

**Graduate Assistantships**

Saint Louis University in St. Louis offers three categories of post-baccalaureate assistantships. The assistantships offered include a range of stipends, tuition scholarships, and health insurance coverage depending upon the degree level, the field of study, and the length of the appointment. Assistants spend at least 15 but no more than 20 hours per week performing assigned duties. All Assistants must be Classified post-baccalaureate students and remain in good standing. Assistants are expected to maintain a cumulative grade-point average of 3.00 during the academic year of appointment. If students’ grade point average falls below a 3.00 during any portion of the academic year students can be terminated from the assistantship by the department. Students may also be removed from an assistantship for failure to meet expectations or violating policies (university, federal, etc) prior to the end of a contract term. Assistants are to be evaluated annually before renewal of the assistantship. The evaluations are conducted based on school/college/center criteria.

Normally, the maximum number of years that students may hold an assistantship is two years while pursuing a Master’s degree and five years in a Doctoral program, including summers. In the case of students pursuing the Master’s and Doctoral degree in the same major field, eligibility for funding is also limited to five years. A third year of funding for the Master’s (thesis option only) or a sixth year for the Doctoral degree is possible provided funding, through the department in question, is available and the criteria established by the respective college, school, or center are met. Appeals for extraordinary funding must be submitted by the student’s department during the spring semester of the second year of funding for the Master’s or of the fifth year for the Doctorate to the Associate Dean for Graduate Education or the equivalent administrator of the particular college, school, or center. Exceptions to the policy may be granted by the Dean of the College, School or Center. Refer to the Graduate Assistant Handbook for complete information on all assistantship and fellowship policies.

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

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

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

All first-time Graduate Assistants, Graduate Teaching Assistants, and Graduate Research Assistants must attend the Graduate Assistantship Orientation, which is offered before the beginning of the fall and spring semesters.

Madrid Campus Assistantships
Madrid Campus graduate assistantships take the form of tuition discounts only. These assistantships enable students to gain experience in areas of professional responsibility related to their field of study.

In all cases, students on an assistantship are required to perform some form of duties for the department in which they are assigned. An assistantship is not an open scholarship.

Presidential Fellowships
Presidential fellowship candidates are nominated by their programs and are awarded to newly accepted Master's or Doctoral level students who demonstrate outstanding scholastic achievement and potential for success in post-baccalaureate studies or to students in their first year of graduate studies. These fellowships include a stipend for an eleven-month appointment as well as 21 credits of tuition scholarship and health insurance. These are open to both domestic and international students.

Diversity Fellowships
Diversity Fellowships are designed to assist in achieving a more diverse population of students. This initiative is consistent with SLU's Mission Statement and with its commitment to making post-baccalaureate education more accessible to an inclusive variety of applicants. The Diversity Fellowship is awarded to a newly accepted Master’s or Doctoral student who has demonstrated outstanding scholastic achievement and potential for success in a program or to students in their first year of graduate study. These fellowships include a stipend for an eleven-month appointment as well as 21 credits of tuition scholarship and health insurance. Only domestic students or students with permanent residency status are eligible.

Dissertation Fellowships
Dissertation Fellowships are awarded via annual competitions to selected Doctoral candidates. These fellowships include a stipend for an eleven-month appointment as well as 12 credits of tuition scholarship and health insurance.

External Fellowships
Individual departments or programs may receive funding from sources external to the University that includes support for students. From such grants, students may be appointed to fellowships or traineeships consisting of stipends and full tuition scholarships with the academic approval of the Dean or Director of the particular college, school, or center. Trainees will be required to participate in training experiences as demanded by the grantor.

Health Sciences Graduate Fellowships
Awards made in the medical sciences include stipends and tuition scholarships. These appointments are usually made for one year, but satisfactory progress toward the degree may lead to reappointment.

Private Source Fellowships
Other fellowships are available from various agencies, professional organizations, foundations and corporations. Most of these awards may be taken by students to the institution where admission is granted. Listings of such awards may be found in a variety of reference materials published by, for example, the Superintendent of Documents, the National Science Foundation, the Department of Education, the Council of Graduate Schools in Washington, DC, the National Institutes of Health in Bethesda, MD, and Peterson’s Guides in Princeton, NJ and on the Graduate Education website.

Graduation (Latin) Honors
Graduation honors will be awarded according to an undergraduate student’s cumulative Grade Point
Average as follows:

Summa cum laude: 3.90 and greater
Magna cum laude: 3.70 and greater, but less than 3.90
Cum laude: 3.50 and greater, but less than 3.70

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

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

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

GRADUATION REQUIREMENTS (UNDERGRADUATE)
The general requirements for earning a baccalaureate degree are as follows:

+ Satisfactory fulfillment of the lower and upper division course requirements within each college or school,
+ Completion of no fewer than 120 semester credits,
+ Overall grade point average of 2.00 (see GPA definition for more information),
+ Courses below the 1000-level do not count toward graduation,
+ 30 of the final 36 credits must be completed through Saint Louis University or an approved Study Abroad program*
+ The following percentages of credits must be completed through Saint Louis University within a field of study:
  + At least 50% of a major must be completed through Saint Louis University or an approved Study Abroad program
  + At least 75% of a minor must be completed through Saint Louis University or an approved Study Abroad program
  + At least 75% of a concentration must be completed through Saint Louis University or an approved Study Abroad program
  + Students must file an application to graduate before the end of the add/drop period of the semester in which graduation is intended.

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

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

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

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

GRADUATION REQUIREMENTS (MASTER'S DEGREE)
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 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 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.

GRADUATION REQUIREMENTS (DOCTOR OF PHILOSOPHY DEGREE)
The mere literal fulfillment of coursework requirements does not automatically guarantee advancement to candidate status in a particular program.

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 credit 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 form 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).

**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).

**IMMUNIZATION POLICY**
All students are required to submit proof of required immunizations and screenings to the Student Health Center by August 1 for the fall semester, January 3 for the spring semester, and May 1 for the summer semester. Updated information may be required from current students to keep their records up to date while they are on campus. For more information regarding requirements, please visit https://www.slu.edu/life-at-slu/student-health/required-records-forms.php

**INCOMPLETE COURSE**
To receive additional time to complete courses students must:
+ Submit completed Petition for Course Completion Extension and
+ Receive approval by the instructor.

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

Two exceptions are:
+ Incomplete courses in prerequisite courses must be completed and graded prior to the first meeting for which the course is a prerequisite.
+ Incomplete courses for a graduating student must be completed and graded 30 calendar days after the conferral date.

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

**INTER-UNIVERSITY PROGRAM REGISTRATION**
Saint Louis University students may cross-register for undergraduate courses at other institutions included in the Inter-University agreements under the following conditions:
+ The student is full-time and in good academic standing.
+ The course is not available at Saint Louis University.
+ The course is required or recommended for the student’s major or minor (including prerequisites).
+ The course is approved by the Saint Louis University advisor, department chair and dean.
+ Tuition for the course is paid to Saint Louis University at its rates.
+ Grades earned under these conditions will be computed into the student’s semester and cumulative GPAs.

Students will be responsible for any additional course fees assessed by the “visited” institution.

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

**Leave of Absence (LOA)**
A leave of absence offers students the opportunity to leave Saint Louis University temporarily, no longer than one calendar year, and return without reapplying through admission.

For students to be placed on a leave of absence they must:

+ Submit completed Petition for Leave of Absence
+ Receive approval by their college or school.

During the leave of absence, students:

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

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

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

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

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

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

**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.

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 Doctoral program and the progress therein, and make recommendations to the Associate Provost for Academic Affairs.

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.

OFF-CAMPUS ENROLLMENT

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

To enroll in course work off-campus courses students must:

+ Submit completed Petition for Undergraduate Off-Campus Enrollment and
+ Receive approval by their college or school.

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

Upon completion of off-campus courses students will forward, from the off-campus institution, no later than the first week of the following semester either:

+ a sealed official transcript, to the Office of the University Registrar, One Grand Blvd. St. Louis, MO 63103 or
+ an official electronic transcript to registrar@slu.edu.

OVERLOAD OF CREDITS

To enroll in more than 18 credits in Fall or Spring or more than 12 credits in the Summer students must:

+ Have a minimum cumulative grade point average of 3.00
+ Submit completed Petition for Overload and
+ Receive approval by their college or school.

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

**Parental Leave Policy (Graduate)**
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.

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

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

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

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

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

Both grades of Pass/No Pass are not awarded quality points and therefore are not calculated in the cumulative grade point average.

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

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

Note: See Registration Procedures for additional information.

**Post-Baccalaureate Course Work**
(Undergraduate)

Undergraduate students may enroll in courses numbered 5000 and above provided all of the following conditions are met:

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

All credit earned for courses numbered 5000 and above will be applied toward the completion of student’s undergraduate program and degree requirements, unless petitioned and approved to apply toward a post-baccalaureate degree through their college/school.

Therefore, the associated grades for the courses numbered 5000 and above will be calculated in the cumulative undergraduate grade point average, unless petitioned and approved to be recorded as post-baccalaureate credit,

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

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

**Proof of Proficiency By Examination**

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

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

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

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

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

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

**Registration Procedures**

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

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

**Late Registration**

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

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

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

Changes of Registration
No fee is assessed for a change in registration.
The deadline for dropping a class without a “W” appearing on the transcript will be Friday of the second week of the semester for a full semester course.

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

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

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

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

Registration Sequence
The undergraduate registration sequence is based on student classification. See Classification policy for additional information.

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

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

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

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

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

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

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

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

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

**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.

**STUDY ABROAD/EXCHANGE**

For students to study abroad they must:
+ Submit completed Study Abroad Application.
+ Receive approval by the appropriate departments listed in the Study Abroad Application.

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

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

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

**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 non-disclosure 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.

**Emargo**

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.
**TIME STATUS**

**Undergraduate Students**
- **Full-Time:** 12 or more credits per semester
- **Half-Time:** 6 to 11 credits per semester
- **Less Than Half-Time:** 1 to 5 credits per semester
- **No Time:** 0 credits per semester

**Graduate Students**
- Full-time status is defined as six or more semester credits in formal (for-credit) courses and/or the following criteria for establishing status. (This definition excludes Juris Doctor (J.D.) and Master of Laws (LLM) students in the School of Law and Doctor of Medicine (M.D.) students in the School of Medicine). All graduate students holding appointments as Fellows, Trainees or Graduate Assistants are considered full-time regardless of the number of credits enrolled, (i.e., a student can have fewer than 6 credits while being fully funded). This means that a student does not have to use the full 18 or 21 credits allocated on an assistantship if the student does not need all of those credits. Dissertation, thesis, and project guidance credits can be divided into multiple semesters to reach the required credits. All graduate students registered for Special Study for Examinations are considered full-time. All graduate students registered in thesis, dissertation research or project guidance (5960/5990/6960/6990) are considered full-time.

**TIME TO DEGREE (GRADUATE)**
- Time period to degree begins at the start of the academic term when the first course is taken in Classified status. For students pursing 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 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.

**TRANSCRIPT OF RECORD**
- Students’ academic transcripts include all grades awarded for courses taken through Saint Louis University, regardless of breaks in enrollment, academic program or level of course work.
- The Family Educational Rights and Privacy Act (FERPA) protect students’ academic records, including the academic transcript. See ferpa.slu.edu for additional information.
- Students may request academic transcripts through the Office of the University Registrar upon the written authorization, except as otherwise required or permitted by law.
- An academic transcript will not be released when a student has an outstanding financial obligation to the University.

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

**TRANSFER CREDIT**
- Undergraduate students who have completed (or plan to complete) coursework at regionally accredited colleges or universities may request an evaluation for transfer credit.
- Coursework may be considered for transfer credit if all of the following conditions are met:
  - The coursework is completed at a regionally accredited institution or dean approved international institution.
  - The final grade posted for each potential transfer course is a C letter grade (or above).
  - The Office of the University Registrar has received either
    - a sealed official transcript, sent to the Office of the University Registrar, One Grand Blvd. St. Louis, MO 63103 or
    - an official electronic transcript, sent to
Students may be asked to provide a syllabus containing a written description of the course(s) from the other institution.

Transfer credit may be awarded for which Saint Louis University has no equivalent course. This credit may be accepted as meeting major requirements or as elective credit.

Students seeking to transfer coursework taken more than 10 years previously may, at the discretion of the dean, be required to complete proficiency exams, take additional courses or repeat selected courses if the student’s ability to progress through the program of studies would be jeopardized without such remediation. This policy also may apply to coursework fewer than 10 years old for disciplines in which, in the judgment of the faculty and the dean, the body of knowledge (or its interpretation) has undergone significant or rapid change.

Transfer coursework is recorded on students’ permanent record. Courses transferred from other colleges/universities do not have quality points assigned; therefore do not apply toward a student's GPA.

**UNIVERSITY WITHDRAW AND ENROLLMENT CHANGES**

When a student withdraws from Saint Louis University before the start of a semester or session, whether the withdrawal is voluntary, requested by the University, or for other reasons, the following regulations apply:

1. Student must submit the Form #9 - Petition for Complete Withdrawal. See the Withdrawing from Saint Louis University policy for additional information.
2. Tuition charges will be refunded in accordance with the schedule listed below.
3. Course fees charges will not be refunded.
4. Residence hall charges will be refunded in accordance with the residence contact.

If a student withdraws from Saint Louis University or drops individual courses within semester or session, please keep the following in mind:

1. Dropping or withdrawing from courses does not eliminate the financial obligation to Saint Louis University. Students are responsible for any charges owed at the time of dropping or withdrawing from courses.
   a. Tuition charges will be refunded in accordance with the schedule listed below.
   b. Course fees charges will not be refunded.
   c. Residence hall charges will be refunded in accordance with the residence contact.
2. There are specific federal, state and institutional drop/withdrawal policies regarding tuition and fees, housing charges, refunds to scholarship/financial aid programs, and repayments, which result from withdrawal from enrollment. Consult the Office of Student Financial services for all particulars.
3. When withdrawing or dropping courses, there are two situations, which may require an immediate repayment of scholarship/financial aid funds:
   a. If University charges are reduced because of dropping or withdrawing from courses, and it creates a credit balance in your student account, these funds may be used to repay previous scholarship/financial aid awarded programs. This will depend on the amount of the scholarship/financial aid and the date of the withdrawal.
   b. If students withdraw completely from Saint Louis University they are no longer eligible to receive any scholarship/financial aid payments from that date forward. Federal Work-Study money earned before withdrawal will be paid. Students may not work on Federal Work-Study after withdrawing from the University.
4. Information regarding the federal, state and institution regulations for calculating scholarship/financial aid refunds and repayments and the order of programs to which we restore aid is available from the Office of Student Financial Services website at http://www.slu.edu/student-financial-services/withdrawal-and-enrollment-changes
5. Students receiving a Saint Louis University funded merit-based Scholarship program must request a Scholarship Deferment before withdrawal from the University. Failure to obtain an approved Scholarship Deferment before withdrawing from the University terminates the student's renewal scholarship eligibility.

**VETERAN CERTIFICATION OF ATTENDANCE**

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

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

+ 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.
+ The VA will be notified for the following reasons, and an overpayment may be charged against the veteran:
  + If a grade of I, AU, or W is assigned.
  + If status (full-time, three-fourths time, one-half time, etc.) is altered.
  + If academic progress is determined to be unsatisfactory.

Veteran students are expected to attend classes, perform academic duties as assigned by instructors, and adhere to academic policies as stated in this Catalog. Failure to do so will result in reports to the VA of unsatisfactory progress, which, in turn, will result in discontinuance of benefits pending VA counseling.

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

+ 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.
+ 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.
+ After the last day to withdraw with a grade of “W”, depending on timing, students and faculty may agree to one of the following:
  + that letter grades would be assigned based on a student’s performance in the courses, or,
  + 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,
  + 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.

+ 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.
+ The Dean’s Office will forward the Change of Registration form, with the attached Mobilization Order and appropriate Dean’s Office signature, to the Office of the University Registrar for processing.
+ 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.

+ Students must check with the Office of the Student Financial Services to insure that final financial arrangements (outstanding balances or refunds) have been settled.
+ Students who are called for military mobilization and do not “officially withdraw” are responsible for settling all semester tuition, fees and charges with the University.

**WITHDRAWING FROM SAINT LOUIS UNIVERSITY**

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

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

Exceptions are:

+ Students on approved Leave of Absence,
+ Students participating in approved Study Abroad or Exchange Programs, or
+ Students on approved Consortium Agreements with U.S. or non-U.S. institutions (e.g. non-Approved Study Abroad)

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

**ZERO-CREDIT REGISTRATION**

Classified graduate 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.