

## **ACADEMIC POLICIES**

### **REGISTRATION, ADD/DROP & WITHDRAWAL OF COURSES**

A "Course Schedule" is published for each semester, showing the courses that are offered, the time of meetings, the room numbers, and the instructor. The College reserves the right to cancel any course for low enrollment. SJC also reserves the right to assign students to class sections and to limit the number of students who may enroll in a course.

Faculty advisors assist students in planning their programs of study. In all cases it is advisable that the student select a major by the end of the freshman year and consult the faculty advisor regarding the pattern of courses for the major and minor sequences and the appropriate electives. A student's semester schedule of classes will not be considered final until it has been approved and filed in the Office of the Registrar.

#### ***Add/Drop Period***

During the first week of classes in each semester a student may, with consent of the Registrar, change a schedule by adding or dropping courses. Courses dropped during this period do not appear on the student's permanent record.

#### ***Course Load***

The normal course load for one semester is 15 or 16 credits. To be classified as full-time, a student must register for a minimum of 12 semester credits. Normally, every full-time student must be registered for the proper Core segment, unless an exception is granted by the Provost.

Permission to register for a course load in excess of 18 credits must be obtained from the Provost. The basis for such permission shall be the student's ability as evidenced by previous college work. The regular hourly tuition cost will be charged for each credit in excess of 18 credits.

#### ***Course Attendance***

Students are required to attend all officially scheduled lectures, discussions, laboratory exercises and examinations. Absences may be excused for reasonable causes, such as sickness, death or serious illness in the student's immediate family, a wedding in the family, intercollegiate sports or other College activities (such as field trips), and circumstances beyond the student's control such as government summons, bad weather, etc. The judge of reasonableness in any case is the instructor.

Sanctions for unexcused absences from class are the prerogative of the individual instructor. Sanctions may include a failing grade on any work due on the date of an absence, a reduction of the final grade for the course, or a failure in the course. Complaints of unfair sanctions will be considered by the Provost or a subcommittee of the Academic Cabinet appointed by the Provost.

#### ***Withdrawal From Courses***

After the add-drop period, students wishing to withdraw from a course must present written evidence of consultation with the instructor and faculty advisor to the Registrar. To withdraw from Core courses, a student must also have written authorization from the Provost.

Forms for course withdrawal can be obtained at the Office of the Registrar. Such withdrawals will be indicated on the student's record with the letter "W". No official withdrawals will be given later than two weeks beyond the date for mid-term grades.

(See College Calendar). Students who register for a course that begins at mid-term may officially withdraw from the course without penalty by the end of the twelfth week of that semester. All other regulations apply concerning a grade of "W" or "F".

Students who are assessed an overload fee and then withdraw from a course will be refunded a portion of the overload fee based on the week of withdrawal relative to the start of the course. The amount of the refund will be calculated according to the College "Refund Policy" scale on page 24 of this *Catalog*, course fees are non-refundable.

### ***Withdrawal From The College***

Students not intending to register for the following semester or who withdraw during or at the end of a semester are required to inform the Registrar. At the Registrar's Office, they will be given a "Withdrawal From the College" form. The form must be completed and the required signatures must be obtained. Some exit interviews should be anticipated. Any student who withdraws without proper notification and/or without having settled their financial obligations to the College will be refused official transcript of credit and/or a letter of honorable separation until all obligations are met.

### ***Medical/Psychological Leave-of-Absence***

When a student experiences serious medical or psychological problems while at Saint Joseph's College, he or she may request to take a voluntary medical leave-of-absence. If approved by the Vice President for Student Development/Dean of Students, the student will leave campus, be granted grades of "W" in all current courses (even if the normal deadline for withdrawal without academic penalty has passed), and the student must adhere to the readmission requirements set out in this policy if he or she desires to return to this college after the problem has been treated and resolved.

Saint Joseph's College may require a student to take a medical/psychological leave-of-absence if, in the judgment of the Vice President for Student Development/Dean of Students the student:

1. Poses a threat to the lives or safety of himself/herself or other members of the Saint Joseph's community;
2. Has a medical or psychological problem that cannot be properly treated in the College setting;
3. Has evidenced a medical or psychological condition or behavior that seriously interferes with the student's ability to function and/or seriously interferes with the educational pursuits of other members of the College, and that cannot be properly treated within the context of this college setting.

### ***Readmission Requirements after Medical/Psychological Leave-of-Absence***

#### **Duration and Deadlines**

For both voluntary and required leaves, the SJC policy on refunds will apply. If a student leaves Saint Joseph's College with a medical/psychological leave of absence, at least one full Fall or Winter semester (not counting the term in which the leave was granted) must normally pass before the student may be allowed to return. However, earlier returns may sometimes be considered, especially for students leaving in the Winter semester reapplying for the Fall. Students must apply for readmission through the office of the Provost who will consult with the Dean of Students.

### Required Treatment

During a medical leave of absence, Saint Joseph's College expects the student to undergo professional health-care treatment as the primary method of resolving the initial problem. Failure to seek ongoing treatment will raise serious doubt as to the student's readiness to return, and in such cases Saint Joseph's College may withhold readmission until appropriate treatment has been received. The College expects that ill health that results in a medical/psychological leave must be treated satisfactorily in order for the student to return to the intellectual, physical and emotional demands of a college campus.

### Readmission Application

A student wishing to return from a medical/psychological leave must initiate a request for readmission by writing a letter to the Provost/designee detailing what has been accomplished during the absence. A complete application must include:

1. The student's letter;
2. A supporting letter from an appropriate health-care professional (physician, or mental health professional);
3. Required personal interview with the Provost, Dean of Students and the Director of the Counseling Services.

The supporting letter from the health-care or mental-health-care professional should be directed to the Provost/designee and should address at least the following questions:

1. What were the reasons for the student seeing you?
2. How often did you meet and what were the inclusive dates?
3. What gains were made?
4. Are you confident the student is able to handle the intellectual, physical and personal demands of being a full-time resident student at SJC?
5. Are there any special conditions under which the student should be readmitted?
6. Will you continue to have a professional relationship with this individual once he/she returns to student status at SJC?

### **The Readmission Decision**

The Provost makes the final decision about whether the medical/psychological problems causing the student to leave have been adequately addressed and there is a reasonable assurance that such a health crisis will not recur. The Provost will make this decision based on consultations with the Dean of Students and Director of Counseling Services.

The Provost communicates the decision to the student. The decision to readmit a student from a medical/psychological leave-of-absence is a provisional judgment that may be reversed within the first term if the health crisis has not been satisfactorily resolved. When permission to return is granted, special conditions or requirements may be outlined at the time. Upon return, the student may be expected to meet periodically with the Provost, Dean of Students or Director of Counseling Services.

### **Administrative Withdrawal Policy**

An administrative drop from a course may be initiated by the Vice President of Academic Affairs if the student fails to attend the first 100 minutes of scheduled class

meeting time. Students who are unable to be present should contact the instructor in advance to see if a place can be held, otherwise the seat will be open to the general student population. If a student has excessive absences in a course, the instructor may request the Provost administratively withdraw the student from the course.

## GRADING

Students earn one of the following letter grades for each enrolled course:

<u>Grade</u>	<u>Quality Points</u>	<u>Grade</u>
A	4.000	W (Withdrawal)
A-	3.670	I (Incomplete)
B+	3.330	Z (Non-credit /Audit)
B (above average)	3.000	N (Not pass - no credit)
B-	2.670	P (Pass)
C+	2.330	
C (average)	2.000	
C-	1.670	
D+	1.330	
D (acceptable but poor)	1.000	
F	0.000	

Calculate the GPA by multiplying the number of credits earned by the quality points, then divide the sum by the total number of credits attempted. For example:

<u>Grade</u>	<u>Credit</u>	<u>Quality Points</u>	
A	3	4.000	= 12.000
B-	2	2.670	= 5.340
C	4	2.000	= 8.000
B	1	3.000	= 3.000
D+	<u>3</u>	1.330	= <u>3.990</u>
	13		32.330

$$\frac{\text{Q.P.}}{\text{Cr.}} = \text{GPA}$$

$$32.330 \div 13 = 2.487$$

Only credits earned at SJC are used in calculating the GPA.

### ***Incomplete Grade***

The incomplete grade is given when under unusual circumstances a final grade cannot be given. It is not to be used by either the student or the instructor as a way of indiscriminately extending the semester or other grading period, nor is it to be used at the mid-term grading period. A course in which the grade of "I" is received will not be considered in computing the GPA until the incomplete grade is removed. If the "I" grade is not removed within five weeks after the close of the semester, a grade of "F" will be assigned. Students with an "I" grade are not eligible for the Dean's List.

### ***Grade Changes***

Grades cannot be changed once they are submitted to the Registrar's Office. In case of a computational error the instructor must secure the written authorization of the Provost. All grades are final after the date set for the removal of incompletes.

### ***Repetition of Courses***

Students may repeat any course. Only the highest grade earned will be used in calculating the GPA. However, all courses will remain part of the student's official academic record. Students are responsible for informing the Registrar that a course is repeated.

### ***Pass/Not Pass Option***

A student may count a maximum of 24 credits towards graduation under the pass/not-pass option. The pass/not-pass option is limited to open electives. Core courses and those required in the major or minor may not be taken for pass/not-pass. The exception is student teaching. To receive a *pass* a student must achieve a C- or better; below a C-, student will receive a *not pass*, which will be recorded as no credit. The student must decide within the time limit stated in the calendar whether a course is to be taken for a grade or under the pass/not-pass option. In determining full-time status for Dean's List eligibility, pass/no pass credits are excluded. Students must have at least 12 letter-graded credits remaining after the pass/no pass credits are excluded in order to be eligible for the Dean's List.

### ***Grade Reports***

Students are issued grade reports at midterm and at the end of the semester. Midterm grades do not become part of a student's permanent academic record. Both midterm and final grades are sent to parents, guardians and students.

## **ACADEMIC HONESTY**

Saint Joseph's College exists for the pursuit of truth and knowledge. In that pursuit, all members of the community—students, faculty, staff and administrators—remain committed to honesty in all personal and professional activity related to the mission of the institution. Personal and communal integrity are fundamental in Catholic education. To that end, students at the College are obligated to understand the central role of honesty in its relation to academic coursework, interaction with their fellow students, relationships with faculty and association with the administrative staff of the College.

Students are expected to be truthful in all academic relationships on campus; in all courses, each student has the responsibility to submit work that is uniquely the student's own. Cheating, plagiarism, willful violation of personal or collegiate computer security, misrepresentation of rightful ownership of academic property, falsification of data, theft or mutilation of library or reserved materials, and unauthorized or misrepresented copying of print/media information or copyrighted computer programs of any kind are expressly forbidden at the College. The use of commercial term-paper companies or preexisting files of term papers to produce assigned class work is considered a violation of the Academic Honesty Policy. Outside of formal coursework, students are also expected to maintain honest and ethical behavior. The misuse of SJC identification cards or the mistreatment or alteration of academic records (including grade reports and transcripts) are violations of the Academic Honesty Policy.

It is the special responsibility of the Provost to insure compliance to and promulgation of the Academic Honesty Policy. In addition to the publication of this policy in the College *Catalog*, all faculty are required to review the policy at the beginning of each semester with all classes of the College. It is the individual faculty member's responsibility to assure that all students are aware of the written version of the Academic Honesty Policy and to support its enforcement. It is the individual student's responsibility to know and follow this policy. Ignorance of the Policy by any member of the community is not an excuse for noncompliance.

### **I. Detection of possible violation of the Academic Honesty Policy by a faculty member**

Once a faculty member has sufficient reason to judge that a student has violated the College's policy on academic honesty, the faculty member should:

- A. In person, and if possible in private, discuss the alleged violation and the evidence with the student, and,
- B. Without taking any punitive action, submit a written report to the Provost as soon as possible, indicating
  1. the charge against the student,
  2. evidence supporting the charge,
  3. and a summary of the discussion between the student and the faculty member, including any admission or denial of guilt on the student's part.

### **II. Enforcement of the Academic Honesty Policy by the Provost**

Upon the receipt of the report, the Provost will inform the student, in writing, of the charges and right of appeal. The Provost will also enclose copies of the faculty member's report and the Academic Honesty Policy. The Provost will also inform the student that the sanctions for academic dishonesty are as follows:

- The minimum sanction for the first offense is an F for the test or assignment, but the usual sanction is an F in the course where the violation took place.
- The minimum sanction for the second offense (in the same or any other course at the College) is an F for the course, but the usual sanction is dismissal of the student from Saint Joseph's College.
- Students receiving an "F" in a course as a result of being sanctioned for academic dishonesty may not withdraw from the course.
- Sanctions for serious or repeat cases of academic dishonesty may include suspension from positions of leadership or representation in student government or student organizations. Sanctions can also include suspension from activities that represent the College, such as varsity, junior varsity or club activities and cheerleading.

If the student does not choose to appeal, the Provost will notify the faculty member and the student of the penalty that the Provost or delegate deems applicable.

### **III. Process for student to appeal the charge**

If the student chooses to appeal, the following procedures will be followed:

- The student will be permitted five school days from receipt of the letter to request a hearing before an Appeals committee.

- The College will send a notice of a hearing to all parties at least five days prior to the hearing, if possible. The notice will include a statement of the time and place of the appeal and the nature of the charges.
- The above time periods may be waived by the student.

#### **IV. Appeal Hearing**

- At the appeal, all parties will have an opportunity to respond to the charges, to present evidence and argument on all issues involved, and to submit rebuttal evidence. The appeal will be conducted in an informal, but orderly, manner.
- The Appeal's committee shall complete and submit to the Provost or delegate a recommended decision containing its findings, conclusion, and recommended sanction, if any.

The Provost or delegate may accept or modify any finding, conclusion, or suggested sanction in the recommended decision and issue the final decision of the College as soon as practical. The final authority rests with the Provost.

#### ***Academic Classification***

A student is classified as a freshman by meeting entrance requirements; as a sophomore after 24 credits have been earned; as a junior after 54 credits have been earned; and a senior after 84 credits have been earned. In order to fulfill minimum credit requirements for a Bachelor's degree, an average of 15 credits per semester is recommended.

#### ***Dean's List***

The Dean's List is published at the end of each full-length semester. Full-time students who are in the top 10% of the student body in terms of current GPA semester grades are placed on the Dean's List, provided the student earns 12 credits excluding pass/not-pass. Students receiving an Incomplete grade (I) are not eligible for the Dean's List.

#### ***Graduation With Honors***

Graduation with honors is conferred on the basis of a student's cumulative GPA:

3.400 Cum Laude      3.600 Magna Cum Laude      3.800 Summa Cum Laude

### **PROBATION AND DISMISSAL**

Students not making satisfactory academic progress are subject to academic probation or dismissal. Freshmen and sophomores whose cumulative GPA falls below 1.800 will be placed on academic probation. Juniors below 1.900 and seniors below 2.000 will be placed on academic probation.

Any student whose semester GPA is below 1.000 or whose cumulative GPA drops by 1.500 from the previous semester's GPA is subject to being placed on academic probation or subject to dismissal. Students on academic probation must successfully complete the conditions specified in an academic advising contract. (These conditions may include items such as: weekly meetings, study hall attendance, restricted extracurricular activities, etc.).

Any student on academic probation who fails to remove the probation the following semester is subject to dismissal. Students who are dismissed have the right to appeal that

decision. The appeal must be in writing to the Provost and must specify the reasons for the appeal.

Students who are dismissed may apply for readmission after one semester. The application must be in writing to the Provost and offer an explanation as to how the student will be academically successful if readmitted. Students dismissed a second time will not be readmitted.

## **TEACHER EDUCATION**

All early childhood, elementary, middle, junior high and secondary education programs have been approved by the state of Indiana in accordance with the Indiana Professional Standards Board (IPSB) and by the National Council for the Accreditation of Teachers Education (NCATE). In addition to standards established by NCATE and the IPSB, Indiana and the College adhere to the Interstate New Teacher Assessment and Support Consortium (INTASC) standards.

Students who are not residents of the state of Indiana should consult with the state Department of Education of their respective states, in which they legally reside or where they intend to teach for that state's teacher licensing requirements. Students are ultimately responsible for the fulfillment of all requirements for certification and licensing in the state where they intend to teach.

Since Teacher Education Programs (TEP) are governed by national, state and college requirements, a member of the Education Department advises students each semester prior to registration. Students preparing to teach in secondary schools major in the subject area they intend to teach and minor in Education.

A full-time student teaching experience is required for Indiana certification. This typically will occur during the first semester of the senior year. Students need approval of the Director of Student Teachers in order to register for student teaching. Assignments in cooperating public and independent schools are made in conjunction with the Teacher Education Committee (TEC).

To qualify for student teaching, a student must:

- Have a 2.750 cumulative GPA.
- Have been in the Teacher Education Program for at least one semester. Approval by the Teacher Education Committee in the junior year is the official entry into the Teacher Education Program.
- Have passed at least six credits of professional education courses.
- Have sound dispositions for the teaching profession and in the personal and social qualities basic to sound teaching.
- Must pass a background check.
- Have completed their presentation portfolio according to the INTASC standards.

## **Transition to Teaching**

The Education Department offers a Transition to Teaching program for students already holding a bachelor's degree. To learn more information about the program or to check eligibility, please contact the Chair of the Department or the license advisor.

## **Athletic Eligibility**

A student is eligible to participate in intercollegiate athletic contests under the following conditions:

- Be of approved physical condition as certified by the team physician.
- Meet the requirements for classification as a regular full-time student in good academic and judicial standing at SJC. For purposes of determining athletic eligibility, a student athlete will be deemed to be in good academic standing unless the student fails to remove academic probation as described in the section entitled “Probation and Dismissal”
- Be eligible to play in the designated game according to the rules, policies, and approved practices of the National Collegiate Athletic Association with respect to amateur standing, length of previous participation, institutional transfer and similar matters. SJC, as an institution of higher education, fully subscribes and adheres to the by-laws, regulations and rules of the NCAA and the Great Lakes Valley Conference regarding “academic eligibility” and “satisfactory progress.” Furthermore, SJC supports the philosophy and practice of applying said standards for both regular season competition, as well as tournament competition.

It is the responsibility of the players as well as the coaching staff to know and comply with the letter and the spirit of the athletic policies adopted and approved by the faculty.

### **Family Education Rights and Privacy Act of 1974**

Annually, SJC informs students of the Family Education Rights and Privacy Act (FERPA) of 1974. This Act, with which the institution intends to fully comply, was designated to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with FERPA concerning alleged failure by the institution to comply with the Act.

Local policy explains in detail the procedures to be used by the institution for compliance with the provision of the Act. Copies of the policy can be found in the following offices: Provost, Registrar, Dean of Students, Student Financial Services and Counseling Offices.

### **Transcripts**

Students requesting academic transcripts must include name, date of birth, social security number, signature, date of graduation or last attendance, and complete address of where the transcript is to be sent. Transcript request forms are available on [www.saintjoe.edu/alumni/registrar.html](http://www.saintjoe.edu/alumni/registrar.html). A \$5 fee is charged per transcript copy for 1-10 copies. If more than 10 transcripts are ordered at one time, a maximum fee of \$50 will be charged. No transcripts will be sent if the student has any financial obligations to the College. For security reasons, the College does not fax transcripts.