

# Academic Standards, Policies and Procedures

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# ACADEMIC STANDARDS, POLICIES AND PROCEDURES

## Academic Standards

### Academic Probation

1. All students, except first-semester freshmen, whose cumulative grade point average (GPA) falls below 2.0 will be placed on Academic Probation. Any student (including first-semester freshmen) who receives a one-semester GPA of less than 1.8 will also be placed on Academic Probation.

If a student's cumulative GPA is 2.2 or above and the semester GPA is lower than 1.8 but not lower than 1.5, the student will be administered an Academic Warning, rather than placed on Academic Probation. However, two consecutive semesters of less than a 1.8 GPA, regardless of cumulative GPA, will automatically result in Academic Probation.

2. A student who receives two or more F's or WF's in any given semester will be placed on Academic Probation.
3. Any full-time student (enrolled for 12 or more credits) who fails to complete 12 credits in a semester will be reviewed and ordinarily placed on Academic Probation.
4. A student on Academic Probation may choose to enroll in courses during the University's Winter session and Summer School. Grades from the Winter session will be applied to the Fall-semester GPA, while grades from the Summer session(s) will be applied to the Spring-semester GPA. This will include grades from all courses taken during Winter session and Summer School, not just repeats of failed courses. Winter session and Summer School grades will also apply to the cumulative GPA.

## Student Academic Standing

Satisfactory academic progress is determined by two criteria: good academic standing and normal progress.

### Good Academic Standing

A student is in Good Standing if he/she is not on Academic Probation or dismissed from the University.

Any student not in Good Standing may not represent the University in any public manner as a member or officer of a University registered club or organization, delegate to any association meeting or convention or participant in intercollegiate athletic competitions. Any student who is placed on Academic Probation or dismissed from the University is immediately ineligible to represent the University in any of the above activities.

### Normal Academic Progress

A student whose credits completed fall below the minimum listed is considered as not making normal academic progress. Many financial assistance programs are contingent on the student's maintaining normal academic progress.

Number of Full-Time Semesters Completed	Student Status	Credits Completed
2	Freshman	0–23
4	Sophomore	24–48
6	Junior	49–72
8	Senior	73–96
10	Fifth Year	97–120

## Dismissal

All students subject to dismissal for academic reasons will be reviewed individually by the Academic Review Board of their college prior to a final decision and notification:

1. A student who is on Academic Probation for two consecutive semesters will be subject to dismissal.
2. Any student who incurs three Academic Probations during his or her academic career will be subject to dismissal.
3. Any student whose cumulative GPA falls below the following levels will be subject to dismissal:

	Cumulative GPA
After one semester	1.00
16–30 credits attempted	1.50
31–90 credits attempted	1.70
91+ credits attempted	1.90

A student who has been dismissed can appeal the dismissal to the Academic Review Board through the dean of his or her college for reinstatement.

### Grading System

The Undergraduate System of Grades, along with points issued for each grade, is:

Grade	QP/Credit
A	4.00
A-	3.75
B+	3.50
B	3.00
B-	2.75
C+	2.50
C	2.00
D+	1.50
D	1.00
F	0.00
P (Pass)	0.00
NP (No Pass)	0.00
W (Withdrawal)	0.00
WF (Withdrawal Failing)	0.00
I (Incomplete)	0.00

I (Incomplete) grades may be changed by com-

pleting the deficient coursework no later than six weeks after the beginning of the following semester. All incomplete grades not changed within the six-week period will revert to F's. In unusual circumstances, the six-week period can be extended up to one year maximum with the approval of the course instructor and the department chairperson. Extension of Incomplete Grade forms can be obtained from the Registrar's Office.

A grade below C is not an acceptable grade in Rhetoric, Effective Communication or major coursework. In addition, some courses have as their prerequisite a grade of C or better. A course must be repeated until a C or better is obtained. A repeated course can only be credited once toward degree requirements.

### Student Grade Grievance – Policy and Procedure

A student's dissatisfaction with a course grade is, in general, not sufficient grounds for warranting a grievance, convening a committee, or meriting a hearing.

Grounds for a grievance exist upon presentation of written documented evidence indicating:

- Discriminatory treatment;
- The process determining the grade differs from that outlined in the course syllabus; or
- The process determining the grade was not presented in writing to the students.

A documented grievance associated with a grade must be presented within six (6) months after the original grade was issued.

The procedure for a documented grievance is as follows:

- The student is ordinarily expected to resolve the issue at hand with the faculty member.
- If the solution as provided by the faculty member is unacceptable to the student, the student may present the case in writing with

supporting evidence to the department chairperson of the faculty member involved. The department chairperson will then make a judgment, after consultation with the faculty member and the student, in an attempt to bring the matter to resolution.

- If the department chairperson is unable to bring the matter to resolution or the judgment is unacceptable to the student, the student may present a formal appeal in writing to the dean of the college in which the course was taken or to his/her designee.
- If the dean of the college or his/her designee finds that the appeal has merit, he or she will convene a grievance committee. This committee will consist of one faculty member selected by the student, one by the faculty member concerned, and one by the dean of the college or his or her designee. After reviewing all documented evidence, the grievance committee will then propose a solution that the grade either stands or should be reviewed by the faculty member. This concludes the process.

## **Academic Policies**

### **Academic Appeals**

Students placed on Academic Probation or dismissed can submit a request for change of status to the Academic Review Board through the dean of the college. Students who have been dismissed in previous semesters must obtain permission from the Academic Review Board of the college who dismissed them before re-enrolling in the University. For more information, contact the dean of the student's college.

### **Academic Forgiveness**

When a failed course is repeated, only the most recent of the two grades will be counted in the computation of the grade point average (GPA). The original grade, however, will be kept on the transcript. This policy is limited to the first two F's

repeated during undergraduate study. A student who has repeated a course and wants to make an adjustment to his or her transcript must submit the Repeated Course form to the Registrar's Office.

A student who has not been in attendance at Sacred Heart University for five years or more may apply for academic forgiveness of grades for courses taken at Sacred Heart during a problem semester—defined as one in which the student's GPA was 2.0 or lower. Prior to a written filing for academic forgiveness, the student must complete at least 12 total credits over a two-semester period at Sacred Heart University, with a cumulative average of at least 3.0 in these courses. Upon the successful completion of the 12-credit requirement, the student submits a formal written request for academic forgiveness to an Academic Review Board through the Office of the University Registrar. The student's written request should provide detailed information regarding the kinds of problems that the student experienced during the period for which forgiveness is requested, how those problems have been remedied and why the University should consider forgiveness in his or her case. A majority vote of the Academic Review Board is required to grant forgiveness.

Academic forgiveness means that the grades from problem semesters remain visible on a student's transcript, but those grades are not calculated in the student's overall GPA. Forgiveness will affect whole semesters and not individual courses within a semester.

### **Academic Integrity**

#### **The Meaning of Academic Integrity**

As an institution of higher learning, Sacred Heart University places special emphasis on academic integrity, which is a commitment to the fundamental values of honesty, trust, fairness, respect, and responsibility. Only when these values are widely respected and practiced by all members of the

University—students, faculty, administrators and staff—can the University maintain a culture that promotes free exploration of knowledge, constructive debate, genuine learning, effective research, fair assessment of student progress, and development of members' characters.

These aims of the University require that its members exercise mutual responsibilities. At its core, academic integrity is secured by a principled commitment to carry out these responsibilities, not by rules and penalties. Students and faculty should strive to create an academic environment that is honest, fair and respectful of all. They do this by evaluating others' work fairly, by responding to others' ideas critically yet courteously, by respecting others' intellectual and physical property, and by nurturing the values of academic integrity in all contexts of University life.

Appropriate disciplinary action will be taken for violations of academic integrity, including plagiarism, cheating, any use of materials for an assignment or exam that is not permitted by the instructor, and theft or mutilation of intellectual materials or other University equipment. Faculty will assign failing grades for violations of the University's policy on academic integrity and students may immediately receive an F for a course in which they commit a violation. Violations of academic integrity are kept on file; second violations will bring additional sanctions, up to dismissal from the University. For any disciplinary action, the University affords the student the right of due process in an appeals procedure. All matriculated students will be provided with a full description of the University's standards for academic integrity, consequences for violations, and the appeals procedure.

### **Mutual Responsibilities of Faculty and Students**

Sacred Heart University faculty have an ethical and professional obligation to take the following steps to promote academic integrity among students:

1. Refer in course syllabi to the University's policy on academic integrity.
2. Clearly explicate in course syllabi behaviors and actions that constitute academic dishonesty, especially those that may be specific to the assignments of the course.
3. Clearly explicate in course syllabi consequences for violations of academic integrity.
4. Reinforce these expectations and consequences periodically during the semester, such as when giving information for assignments.
5. Model and, where appropriate, teach students those scholarly practices that embody academic integrity.
6. Abide by this policy on academic integrity, including its reporting requirements.

Sacred Heart University students have the ethical obligation to take these steps to promote academic integrity among their peers:

1. Act with integrity in all their coursework.
2. Abide by this policy on academic integrity and any policies established by their professors and the department in which they are majoring.
3. Refuse to share materials with peers for the purpose of cheating, or that they believe will be used for cheating.
4. Take care with their own papers, tests, computer files, etc., lest these be stolen or appropriated by others.
5. Notify the professor of a course if they become aware that any form of cheating or plagiarism has occurred. Such notification is not dishonorable but maintains an academic environment in which all students are evaluated fairly for their work; it may also protect a student from a charge of dishonesty (if, for instance, the student's work was appropriated by another).

## Violations of Academic Integrity

Academic integrity can flourish only when members of the University voluntarily govern their personal behavior by high ethical standards. However, it is also crucial for the University to define the boundaries of ethical behavior and to prohibit attacks on the principles of academic integrity. Policies that govern faculty members' ethical responsibilities are treated in the *Faculty Handbook*. Students' ethical responsibilities are governed by the policy stated here. Departments and programs at the University may supplement this policy with additional guidelines and faculty members may specify additional guidelines in the syllabi for their classes. Students must adhere to such guidelines as well as to University-wide policy.

All Sacred Heart University students in all degree programs, are prohibited from engaging in any of the following types of behavior.

### Cheating

Forms of cheating include, but are not limited to:

1. Having unpermitted notes during any exam or quiz. Only materials that a professor explicitly instructs students they may use during an examination are permitted.
2. Copying from other students during any exam or quiz.
3. Having unpermitted prior knowledge of any exam or quiz.
4. Copying or rewriting any homework or lab assignment from another student, or borrowing information for such assignments with the intention of presenting that work as one's own.
5. Using unpermitted materials or taking information from other students for a take-home exam. A take-home exam is an exam; therefore, it requires independent work. Students should follow the procedures given by the professor.

*Note:* These standards require independent work by a student, except for those contexts where pro-

fessors have specified forms of permitted collaboration with other students. If no form of collaboration has been specified, students must assume that none is permitted. Because assignments that involve group-based work can cause students to question what forms of collaboration are proper, they should seek guidance from their professors in all cases of doubt. Professors should make clear to students what forms of collaboration are permissible and impermissible. The standards on cheating do not prohibit students from studying together or from tutoring each other.

### Plagiarism

Plagiarism is any act of misrepresenting the sources of one's information and ideas. When writing essays, it is the act of presenting another person's written words or ideas as one's own. When reporting experimental work, it includes the acts of falsifying data and presenting another's data as one's own. In speeches, it involves quoting passages of others' speeches or written words without mention of the author. Plagiarism is also possible in art and music, if one makes use of a work of art or music in a way that violates the standards of attribution in those fields.

Plagiarism may be willful, as when a student knowingly copies a source without attribution, or negligent, as when a student fails to cite sources properly. Both willful and negligent instances of plagiarism are subject to penalty—in part because professors must judge the result of a student's work, not his or her intentions, and in part because students are expected to know and follow the standards for proper citation of sources.

Forms of plagiarism therefore include, but are not limited to:

1. Copying whole papers or passages from another student or from any source.
2. Allowing another student to copy or submit one's work.

3. Buying or obtaining a paper from any source, including term-paper sellers and Internet sources, and submitting that paper or passages of it as one's own work.
  4. Pasting a passage from the Internet or any computer source into one's paper without quoting and attributing the passage.
  5. Fabricating or falsifying a bibliography.
  6. Falsifying one's results in scientific experiments, whether through fabrication or copying them from another source.
  7. Appropriating another person's computer programming work for submission as an assignment.
  8. When creating a web page, film or musical composition as a course assignment, failing to attribute material that comes from other media or failing to obtain proper permission for the use of such material.
  9. Any other appropriation of another's intellectual property without proper attribution.
  10. Submitting an assignment that one wrote during a previous semester or submitting the same assignment for more than one class simultaneously. This action includes reusing substantial portions of previously written work for a current assignment. (Students who are unsure of what work of their own they may use in preparing an assignment should consult their professors.) Assignments must be written the semester in which they are assigned unless a professor approves of the use of previously written material with specific guidelines. Assignments may be submitted for credit in a single course only unless professors in multiple courses are informed of and approve of the multiple submissions.
1. Failure to use quotation marks for direct quotes or for an author's distinctive phrases. (A rule of thumb to follow is that five or more words in succession from a source must be enclosed in quotation marks.)
  2. Following an author's structure of writing and ideas, but rephrasing the sentences partially to give the impression that the whole passage reflects the student's structure and ideas.
  3. Failure to give page numbers for quotations or for other information that did not originate with the student.

Such acts fall under the rubric of plagiarism. Because they sometimes do not involve willful misrepresentation, professors may have more lenient policies in dealing with them. Yet students should strive to cite all information properly and should note that professors have the discretion to treat these cases as seriously as the forms of plagiarism listed above.

### Other Violations

Other forms of unethical behavior that disrupt the processes of learning, teaching and research include:

1. Providing to other students exams or papers of one's own or from any source with the reasonable expectation that these will be used for the purpose of cheating or plagiarism.
2. Maintaining a file of exams or papers with the reasonable expectation that these will be used for the purpose of cheating or plagiarism.
3. Theft and defacement of library materials.
4. Theft of other students' notes, papers, homework and textbooks.
5. Posting another person's work on the Internet without that person's permission.

### Course-Based Sanctions for Violations of Academic Integrity

When a faculty member encounters a suspected case of academic dishonesty, he or she should

*Note:* Improper citation of sources occurs when a student presents all the sources he or she used in preparing a paper but fails to attribute quotations and information from those sources in the body of the paper. Specific examples include:

address the matter with the student, after collecting whatever evidence may be available and relevant. The faculty member has the right to ask the student to provide evidence about sources used or other reasonable requests to establish the work the student did.

If the faculty member discovers that the student did act dishonestly, he or she will assign a penalty of a failing grade for the assignment; he or she may immediately assign the student a grade of F for the course. Cases of improper citation are a matter of faculty discretion.

Faculty will report in writing the incident of academic dishonesty and the sanction imposed to the faculty's chairperson or program director, dean of the college in which the course was taken, and dean of the student's college. The faculty member will provide all parties with appropriate documentation of the incident. The dean of the student's college will inform the student in writing of the accusation, instructor's course-based sanction, and appeals process available to the student.

### **Appeals of Course-Based Penalties**

When a student fails a course or receives a reduced course grade based on an accusation of dishonesty, the student may appeal the grade on presentation of a written statement demonstrating that he or she did not violate the present policy. The student should present supporting documentation. A documented appeal associated with a grade must be presented in writing within six months after the original grade was issued.

The procedure for a documented appeal is:

1. The student will initially have presented his or her explanation to the faculty member when the faculty member first consulted the student about the work in question. The student who claims he or she did not act dishonestly should ordinarily attempt a resolution with the faculty member.

2. If, after the first step, the faculty member imposes a sanction because he or she finds the student acted in violation of the policy, the student may present the case in writing with supporting evidence to the department chairperson or program director of the faculty member involved. The chairperson/program director will consult with the faculty member in an attempt to resolve the matter. If the chairperson/program director is unable to resolve the matter, he or she will inform the student in writing. If the student wishes to pursue the matter further, the student may appeal in writing to the dean of the college in which the course was taken.
3. If the dean of the college in which the course was taken or the dean's designee finds that the appeal has merit, he or she will convene an appeal committee. This committee will consist of three faculty members: one selected by the student, one selected by the faculty member who taught the course, and one selected by the dean. After reviewing all documented evidence, the appeal committee will then propose a solution that the grade either stands or should be reviewed by the faculty member. This concludes the process.

### **Consequences for Second Violation of Academic Integrity**

The deans will maintain central files on all reported cases of student academic dishonesty in their colleges. Should a student transfer his or her major to another college, the dean will transfer files pertaining to that student to the dean of the other college.

When the dean of any college receives confirmed notice of a second violation by a student in that college, the dean will refer the matter to a standing faculty committee on academic integrity. This committee will consist of one faculty member each from the Colleges of Arts and Sciences, Business, and Education and Health Professions.

The committee will also include the Dean of Students as a non-voting member. Faculty members of the committee will be appointed for two-year terms by a vote of the Faculty Senate. The purpose of this committee is to recommend additional sanctions to be taken against the student, including exclusion from the University for one or two semesters or dismissal from the University.

The committee will have available to it the documentation of the student's previous violation of academic integrity; however, the committee is not to reconsider the student's guilt or innocence in those incidents. The committee will hear from the student's advisor and the chair or program director of the student's major department(s). The student will have an opportunity to address the committee if he or she wishes. The student may be accompanied by an advocate who is a current employee of the University who may not act as the student's legal counsel.

The committee will make a recommendation of sanction to the dean of the student's college, who will in turn make a recommendation to the Vice President for Academic Affairs. The decision of the Vice President for Academic Affairs will be final.

## Violations and Appeals of Violations Outside of a Course

When a student is suspected of having violated academic integrity by an action that did not occur in the context of a course (see section above, Other Violations), the student, faculty, staff or administrator who suspects the violation and has plausible evidence should present this information to the Dean of Students. The Dean of Students will decide how to pursue the matter, and the student will have the right to appeal any consequences according to the *Student Handbook*.

## Academic Honors

Academic honors include the Dean's List and Graduation Honors.

## Dean's List

The Dean's List is calculated on a semester basis. A student completing a minimum of 6 credits with a GPA of 3.6 or better is eligible for the Dean's List if, in addition, there is no grade below a C and there is no Incomplete (I), Withdrawal without Penalty (W), or Withdrawal with Penalty (WF). Students who complete fewer than 6 credits per semester are not eligible for the Dean's List.

## Graduation Honors

Upon graduation, students who complete the undergraduate program of study with the following cumulative GPAs are eligible for these honors:

Summa Cum Laude	3.8 or better
Magna Cum Laude	3.6 to 3.79
Cum Laude	3.5 to 3.59

Transfer students must complete at least 60 credits for a bachelor's degree or 30 credits for an associate's degree in residence at Sacred Heart University to be eligible to graduate with honors.

## Academic Year

The academic year consists of two, 14-week semesters. Courses are offered during the day, evenings and on weekends. In addition to this traditional schedule, courses are offered throughout the year in varying course formats, such as in accelerated course modules, intensive courses and through online learning. Sacred Heart University uses the semester credit system of awarding credits. Lecture time for one semester credit is generally 50 minutes per week. For a laboratory course, a longer period of laboratory work is required for a semester credit.

## Auditors

A student wishing to audit courses must register for the courses as an "auditor." No credit is granted for an audited course. The University can restrict auditors from certain courses. No student will be permitted to change from credit to audit or audit to credit after the Add/Drop period.

## Changes of Curriculum and Continuous Enrollment

A degree candidate has the right to graduate under the requirements that existed at the time of his or her matriculation as long as continuous enrollment has been maintained. Continuous enrollment means that a student does not allow a 12-month period to pass without taking at least one course at the University.

## Class Attendance

Regular class attendance is the responsibility of each student. Instructors are permitted to base a portion of the final grade on attendance. All work missed because of absence from a class must be completed by the student. Excessive absence could result in failure of the course.

## Full-Time Overloads

The normal credit load for full-time students is 12 to 18 credits. Any student wishing to take more than 18 credits must make this request to the University Registrar with written permission from the student's academic advisor. Additional tuition is charged for overloads over 18 credits.

## Pass/Fail Option

A student may choose a course with a pass/fail option. The University's pass/fail policy carries these conditions:

1. Students are permitted to designate for the pass/fail option up to four courses toward the baccalaureate degree, and up to two courses toward the associate's degree. Once the course is completed with a grade of pass (P), it cannot be repeated for a letter grade.
2. The pass/fail option must be chosen during registration and cannot be changed after the end of the Add/Drop period for that semester.
3. Courses can be taken under pass/fail only from general elective courses.
4. Area B, major (including required supporting courses), minor, Education or BA/BS required courses cannot be taken under the pass/fail option. Exceptions for major, minor or Education courses can be granted by the major, minor or Education Department chairperson.
5. Courses taken under the pass/fail option will not count in the student's GPA.

## Matriculation

Matriculation is an agreement with the University to a particular set of degree requirements. A student with 18 or more credits and whose anticipated degree reflects developmental study or special student status is required to apply for matriculation. To apply for matriculation, full-time students should contact the Undergraduate Admissions Office at 203-371-7880. Part-time students should contact University College at 203-371-7830.

## Placement Tests

All students registering for EF 011, EF 012, EF 051, EF 052, or EN 011 and/or MA 006, MA 101, MA 105, MA 109, MA 131, MA 140 or MA 151 must take a placement exam or have completed the appropriate prerequisite courses. Students will be placed in the appropriate course by the results of the placement exam.

Placement exams must be taken prior to registration. Once placement has been determined, students are obliged to accept their placement and course sequence. Additional testing is required for ESL (English as a Second Language) placement.

Students should register for the English Placement Exam by calling the Office of the Academic Incentive Program at 203-371-7812, and for the Math Placement Exam by calling the Mathematics Office at 203-371-7770.

Placement exam dates are published in the course schedule bulletins each semester.

## **Academic Procedures**

### **Registration**

During regularly scheduled registration periods, the student is required to select courses with help from an academic advisor and to select one of the several payment plans available. The registration schedule, course offerings and registration forms are available from the Registrar's Office Monday through Thursday, 8:30 AM to 8 PM; Fridays, 8:30 AM to 4 PM; and on the Registrar's web page, <http://www.sacredheart.edu/registrar>.

New students interested in full-time study must apply to the Office of Undergraduate Admissions for matriculation prior to registration. For an appointment, contact the Office of Undergraduate Admissions at 203-371-7880.

New part-time students should contact University College prior to registration for academic advising and application to the University by calling 203-371-7830.

### **Web Advisor**

Students may use Web Advisor to view their transcripts and schedule for any given term or search the course schedule database for classes they are interested in taking. Students may view their schedule and their degree progress online and perform "what if I change my course of study" scenarios.

Students may register for classes through Web Advisor, provided they have met with their advisor (in-person), their advisor has flagged the student with permission to register, and they have no holds on their account (balance due, measles or meningitis incompliance, parking tickets, etc.). This ensures that all students comply with SHU policies on registration by meeting with their academic advisors and administrative departments to address any outstanding issues.

Students will be assigned time periods to register online. Messages will display on the screens when-

ever a student attempts to register for a class for which he or she is not qualified.

Online registration will only be available during specified date ranges but access to inquiry screens will always be available.

### **Registration Conditions**

The University reserves the right to make changes at any time in admission requirements, fees, charges, tuition, regulations and academic programs, if deemed necessary, prior to the start of any class.

The University also reserves the right to divide, cancel, reschedule classes or reassign instructors if enrollment or other factors require. If course cancellations occur, students will be notified in order to adjust their schedules.

### **Course Changes—Add/Drop**

A student may change his or her course selection only within the first week of the semester. A nominal charge for changes is assessed. The procedure for program changes is available at the time of registration each term from the Registrar's Office. The procedure must be followed in order to ensure course registration and the proper calculation of tuition and issuance of refunds as listed in the Expenses and Student Financial Assistance chapter of this catalog.

### **Course Withdrawal**

If withdrawal from a class or the University becomes necessary, the student should obtain an official withdrawal form from the Registrar's Office. Official withdrawal is necessary to assure proper grade entry on the transcript and the issuance of any refunds. Course withdrawals are permitted within the first five weeks of a semester without penalty (W grade). After that, withdrawal without penalty (W grade) or with penalty (WF grade) can be given at the discretion of the instructor. A student's failure to withdraw properly will result in a withdrawal failure (WF grade).

Phone withdrawals are not accepted. Students who withdraw unofficially are still responsible for all tuition and fees.

## Application for Graduation

In order to receive a degree, a student must complete all requirements for that degree as listed in this catalog and in the official registration guide distributed by the Registrar's Office. A student eligible for a degree must apply for graduation to the Office of the University Registrar at least two semesters before completing the degree. Failure to comply will result in a delay of receiving the degree by a semester.

The Commencement Convocation is held once a year in May.

Students will be billed a graduation fee upon submitting the application for graduation. The graduation application fee is not refundable. In the event the student does not complete the requirements for the degree within one year of the originally indicated date, a new application including a new application fee will be required.

Students completing a credit certificate must submit an application for the certificate at least one semester in advance of completing the requirements. Failure to comply may result in a delay of receiving the certificate by a semester. There is no fee for the application for credit certificate at this time.

## Enrolling in Courses at Other Institutions

All matriculated students are expected to take the remaining courses for their degree at Sacred Heart University. Under special circumstances, a student may appeal to take the course(s) at another institution. The following guidelines will be used to determine approval for taking courses at other institutions:

- The courses are required in the course sequence at this time for the degree as indi-

cated by the student's academic advisor.

- The other institution's courses must be equivalent to the required Sacred Heart University courses in the major, as determined by the department chairperson.
- The last 30 credits required for graduation must normally be taken at Sacred Heart University.
- The last 60 credits toward the degree must be taken at a four-year institution.
- A maximum of 6 credits will be permitted at another institution in any one semester.
- Commuting students residing in the immediate area must take their courses at Sacred Heart University.
- Students financially unable to attend Sacred Heart University who need the courses in their programs of study must obtain written verification of their financial need from the Director of Student Financial Assistance.

Final approval must be given by the student's academic advisor and the University Registrar. Credit will not be awarded without prior approval.

## Substitutions and Waivers

In order to maintain academic quality and integrity, no student will be granted a substitution for a course or credits, unless it is in accordance with the University's policy. A substitution may be granted at the discretion of the department chair/program director for any course in the respective discipline.

If the basis for the requested substitution is a learning or physical disability, the student must submit verification of the disability to the Director of Special Services prior to the request for the substitution. If the Director of Special Services concludes that the documentation is deficient or inconclusive, the director may require further documentation to establish the disability. The cost of the documentation shall be

borne by the student. Once the student's documentation has been accepted by the Director of Special Services, the student may forward his or her request to the appropriate department chair/program director for determination of substitution, if appropriate.

Based on the appropriate documentation, a student is granted permission to fulfill a specific course requirement with a course having many of the components of the original.

Requests for a substitution not stemming from a disability may be forwarded directly to the appropriate department chair/program director. Only upon approval from the department chair/program director may the request be forwarded to the Registrar's Office.

All waivers and substitutions must meet the requirements of any academic program accredited and/or licensed by an outside accrediting body or governmental agency.

### **Proficiency Waivers**

The University core provides for proficiency waivers in the following areas: English Composition, Mathematics, Modern Foreign Languages and Speech. For waivers in English Composition, Modern Foreign Languages and Speech, contact the chairperson of the Department of Languages, Literature and Media Studies. For waivers in Mathematics, contact the chairperson of the Department of Mathematics. Proficiency waivers exempt the student from tak-

ing the course(s). No credits are awarded for waived courses. A student who is proficient in one of the above-listed areas should consider advanced-standing credits through one of the advanced placement tests (CLEP, DANTES, Excelsior). For further information, contact University College, which administers these tests.

### **Transcripts**

The transcript is the student's official academic record. Official transcripts are sent at the written request of the student to other universities, graduate schools or prospective employers. The student's written consent must be received before a transcript will be released. The student can complete a Transcript Request form available in the Registrar's Office or online at the Registrar's web page ([www.sacredheart.edu/registrar](http://www.sacredheart.edu/registrar)), or send a written request. A fee is charged for each transcript requested. Transcripts will be withheld if the student has a financial obligation to the University. Allow two weeks for processing a transcript request.

### **University Cross-Registration Program**

Full-time students may take courses at Fairfield University and the University of Bridgeport as part of their regular full-time course load, provided the courses are not offered that semester at Sacred Heart University. See the Office of the Registrar for details.