

# Academic Standards, Policies and Procedures

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# ACADEMIC STANDARDS, POLICIES AND PROCEDURES

## Notification of Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. *The right to inspect and review the student's education records within 45 days of the day the University receives a request for access.* Students should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. *The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.* Students may ask the University to amend a record that they believe is inaccurate or misleading. A student who wishes to ask the University to amend a record should write the University official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the University decides not to amend the record as requested, the University will notify the student in writing of the decision and advise the student of his/her right

to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. *The right to provide written consent before the University discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.* One exception, which permits disclosure without consent, is the disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted as its agent to provide a service instead of using University employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/ her tasks. A school official has a legitimate educational interest if the official needs to review an education record to fulfill his/her professional responsibilities for the University.
4. *The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA.* The name and address of the Office that administers FERPA is Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5901.

## Student Responsibility

Students are expected to be familiar with the University's academic policies and procedures. They are responsible for meeting deadlines as out-

lined in the academic calendar or in other sections of this publication. Students are expected to be familiar with graduation requirements in their major and should check their program evaluations on Web Advisor regularly. Questions should be addressed to the academic advisor or the Assistant Registrar for Graduation Services. Academic advisors can assist in understanding degree requirements and planning course selections but the primary responsibility for meeting these requirements rests with the student. Students may receive official communications by U.S. mail, campus mail and Sacred Heart University e-mail. It is the student's responsibility to check e-mail and their campus mailbox regularly.

## **Matriculation**

Matriculation is an agreement with the University to a particular set of degree requirements. Full-time undergraduate students are automatically matriculated upon admission and fall under the degree requirements of the catalog of the year in which they first enrolled. Full-time students who have a hiatus of more than one year after initial enrollment are no longer considered matriculated and should contact the Undergraduate Admissions Office at 203-371-7880. Part-time undergraduate students not yet admitted to the University must apply for matriculation once they earn 12 credits. To apply for matriculation, part-time students should contact University College at 203-371-7830.

## **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 full-time student does not allow a 12-month period to pass without enrolling at the University. Part-time students

must enroll in one course at the University within a 24-month period.

## **Placement Tests**

All students registering for English composition and/or mathematics must take a placement exam or have completed the appropriate prerequisite courses. Students are placed in the appropriate course by the respective departments.

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.

Placement exams for full-time students are scheduled during orientation. Part-time students should contact University College for more information at 203-371-7830.

## **Measles and Rubella Immunization/Meningitis Vaccination**

Connecticut law requires students born after December 31, 1956, to provide proof of two doses of measles vaccine administered at least one month apart. The first dose of vaccine must have been given after the student's first birthday and after January 1, 1969; the second dose must have been given after January 1, 1980. The student is also required to provide proof of one dose of rubella vaccine administered after the student's first birthday. Laboratory evidence (blood tests) of immunity is acceptable in lieu of administration of vaccine.

A meningitis vaccine is required for any student living in University housing. Hepatitis B vaccines are strongly recommended for all students.

All students must be in compliance with this state law before registering. For further information regarding immunization requirements, contact the University's Health Services Office at 203-371-7838.

## Academic Year

The academic year consists of two 15-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. The calendar and important dates for the traditional semester and accelerated terms is posted on the University website.

## Declaring a Major

Students are expected to declare a major as soon as possible and no later than the end of the sophomore year. Each year the Academic Advisement Office sponsors a “Majors Fair” to assist students with choosing a major. The Office of Career Development also assists students through workshops for undecided students. Students who have not declared a major are encouraged to seek assistance from these offices. Students must fill out a Declaration of Major form available in the Academic Advisement Office, Academic Departments and the Registrar’s Office. Completed forms must be submitted to the Director of Academic Advisement. This office will assist in obtaining all appropriate signatures. Students who wish to change a major, add a second major, minor or make similar declarations should contact the appropriate academic departments.

## 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.

## 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 *Facility 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 professors 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.

*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:

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 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 within five working days of the sanction. The faculty member will provide all parties with appropriate documentation of the incident. The dean of the student's college will inform the student and his or her academic advisor in writing of the accusation, instructor's course-based sanction, and appeals process available to the student within five working days of the notification from the faculty member. In the instance of a second confirmed violation, the letter sent to the student will stipulate that this is a second violation. These timelines apply under

normal circumstances barring institutional exigencies.

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

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. If the resolution was not satisfactory following when a student failed a course or received a reduced course grade based on a formerly reported accusation of dishonesty, the student may appeal the grade by presenting 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 fifteen working days of the notification from the dean of the student's college.

The procedure for a documented appeal is:

1. If 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.
2. 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 and Subsequent 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. 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 nonvoting member. Faculty members of the committee will be elected from their respective colleges for two-year terms in elections run by the Standing Committee on Academic Integrity. 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 full documentation of the student's previous violation of academic integrity and authority to request addi-

tional information and documentation as warranted; however, the committee is not to reconsider the student's guilt or innocence in those incidents. The committee will hear from the student's academic 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.

## Grading System

Grade points earned in a course are determined by multiplying the point value of the letter grade (shown below) by the number of credits of the course. A cumulative average is obtained by dividing the total number of grade points by the total number of credits taken at Sacred Heart University.

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 completing 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.

W (Withdrawal) grades are recorded when a student officially withdraws from a course within the approved time frame or if the instructor assigns the grade at the point of official withdrawal.

WF (Withdrawal Failing) is assigned to students who never attended but who have not officially withdrawn or if the instructor assigns the grade at the point of official withdrawal.

NG (No Grade) is recorded by the Registrar when a grade is not reported by the instructor. Students will not receive credit for courses assigned a NG grade.

Note: I, W and NG grades are not factored in when calculating the GPA.

A grade below C is not an acceptable grade in Academic Writing (EN 110), Effective Communication (CA 101), or major coursework. In addition, some courses have as their prerequisite a grade of C or better. In these cases, the courses must be repeated until a C or better is obtained. A repeated course can only be credited once toward degree requirements.

### **Change of Grades**

An instructor may submit a Change of Grade only due to miscalculation of the original grade. Grade changes must be submitted by the instructor of record using the appropriate form. Grade changes must be submitted by the end of the following semester in which the grade was posted. Any exceptions will require additional approval.

### **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/she will convene a grievance committee. This committee will consist of only faculty members: one faculty member selected by the student, one faculty member selected by the faculty member concerned, and one faculty member selected by the dean of the college or selected by his/her designee. The chairperson of the faculty member against whom the grievance is filed is not eligible to serve on the Grade Grievance Committee. After reviewing all documented evidence, the grievance committee will then propose a solution, supported by a rationale in writing, that the grade either stands or should be changed by the faculty member. If the faculty member is unavailable to change the grade, the department chairperson shall serve in lieu of the unavailable faculty member.
- In the extraordinary circumstances in which the faculty member does not accept the recommendation of the Grade Grievance Committee to change the grade after the Grade Grievance Committee ascertains that one or more grounds for a grievance outlined above has been substantiated, then the issue

shall return to the Grade Grievance Committee, which will make the final grade decision to be implemented by the department chairperson. This step concludes the process.

## Academic Standards

### Satisfactory Progress

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

## 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 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 Fs or WFs 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.

## 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.

## 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 successfully repeated, only the more 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. If an F course grade was the result of a violation of the University's policy on academic integrity, the grade is not subject to forgiveness. That is, the grade will remain in the computation of the grade point average (GPA).

A student who has successfully repeated a failed course and wants to make an adjustment to his or her transcript must submit the Repeated Course Request 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 lower than 2.0. Prior to a written filing for academic forgiveness, the student must complete 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 the Dean of the College in which the student

intends to enroll. 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. The Dean will make the decision whether to grant forgiveness. Academic forgiveness means that the grades from the problem semester remain visible on the student's transcript, but those grades are not calculated in the student's overall GPA. Forgiveness will affect the entire semester and not individual courses within a semester. Academic forgiveness will be noted on the student's official transcript.

## **Academic Procedures**

### **Registration**

Prior to the regularly scheduled registration period each student will receive an email and letter indicating their scheduled registration date and time. Policies and procedures are available on the Registrar's webpage at <http://www.sacredheart.edu>.

Students are required to meet with advisors prior to registration to discuss academic progress and registration options.

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**

Web Advisor is a secure site with access for current students and faculty. Through Web Advisor students can search for open classes and register on line, add/drop courses, view their schedules

with up-to-date room and instructor information, or check restrictions on their registration. Students may view their profile information and send corrections or view their grades and monitor their progress toward their degree goals.

### **Online Registration Using Web Advisor**

Students are expected to register for classes through Web Advisor, provided they have met with their advisor, their advisor has flagged the student with permission to register, and the student does not have holds on their account (balance due, measles or meningitis in compliance, parking tickets, etc.). This ensures that all students comply with SHU polices 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 whenever 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.

### **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 may 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.

### **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 recommendation 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 the pass/fail option for 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. Courses can be taken under pass/fail only from general elective courses.
3. Courses taken under the pass/fail option will not count in the student's GPA.
4. The pass/fail option must be chosen during registration and cannot be changed after the end of the Add/Drop period for that semester.

### **Course Changes—Add/Drop**

A student may change his or her course selection only within the first week of the semester (or the equivalent for accelerated/intensive courses). The procedure for schedule changes is available on the Registrar's webpage (<http://www.sacredheart.edu/registrar>). This process 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 chapters of this catalog. Students may not add a course after the first week (or the equivalent for accelerated/intensive ses-

sion) of the class without written permission of the course instructor and the department chair

### **Course Withdrawal**

If withdrawal from a class 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. A W grade will be issued for course withdrawals within the first five weeks of a semester (or the equivalent for accelerated/intensive courses). After that, a grade of W or WF will be issued at the discretion of the instructor. The last date to withdraw from a course is prior to the last scheduled class. A student's failure to withdraw properly will result in a withdrawal failure (WF) grade. Phone withdrawals are not accepted. Students who do not officially withdraw are still responsible for all tuition and fees. Nonattendance does not constitute official withdrawal. Course withdrawals may affect satisfactory academic progress (as defined in an earlier section) and may result in the loss of benefits or permission to participate in University activities or athletics. It is the student's responsibility to understand these consequences.

### **Verifying Student's Schedule**

Each student is responsible for checking their schedule on Web Advisor to make sure the information is correct. Any problems should immediately be directed to the Registrar's Office. Students will be held academically and financially responsible for their registration as indicated on their schedule in Web Advisor.

### **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 a course at another regionally accredited 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 indicated 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 should be taken at Sacred Heart University.
- The last 60 credits toward the degree should be taken at a four-year institution.
- A maximum of 6 credits will be permitted at another institution in any one semester.
- Final approval must be given by the student's academic advisor and the University Registrar. Credit will not be awarded without prior approval.
- It is the student's responsibility to have an official transcript sent to the Registrar's Office to receive credit for the course.

### **Interruptions in Attendance**

The following information outlines various leave and withdrawal options. Students are responsible for following all University policies before a leave is official. This may include but is not limited to returning laptops, ID cards, keys and obtaining all appropriate University signatures and approvals. University refund policies apply. Full-time students should contact the Assistant Dean before they return from a leave. Part-time students should contact University College before they return from a leave. Students who do not return at the end of the leave or do not obtain an extension must apply for readmission.

Students on leave must follow University policy regarding their return to the University.

### **Leave of Absence**

Full-time students may request approval for a

leave of absence for good reason from the Assistant Dean. Leaves are generally approved for one semester but an extension for an additional semester may be requested. Part-time students should contact a University College advisor. Graduation requirements in effect for students at the time their approved leave begins will remain in effect when they return from their leave under the following conditions:

- They are in good academic and disciplinary standing at Sacred Heart University when their leave begins. If a student is later placed on academic warning, put on probation, dismissed, suspended or expelled as the result of a judicial decision, the sanctions in place take precedence over the leave of absence.
- They may not take courses at another institution without written approval from the dean of their college, the department chair and the University Registrar.
- The leave is limited to one semester but may be renewed for additional semester(s) with written permission from the Assistant Dean or a University College advisor.

This policy does not bind the University to alter their curricula or major program, which may have been discontinued or substantially altered during the approved leave of absence. Students who change their major upon return will be under the major requirements in effect at the time of their return.

The student is responsible for obtaining all relevant information that may affect their standing and benefits including but not limited to financial aid and veteran's benefits.

If a student does not return after the leave or extend it, the student must go through the readmission process to return.

### **Medical Leave of Absence**

Students who must leave the University because of

physical or psychiatric conditions may request a medical leave of absence. Full-time students may request approval for medical leave of absence from the Assistant Dean, who may consult with Health Services or Counseling as appropriate. Part-time students should contact a University College advisor.

Documentation of the serious nature of the medical condition must be provided. Medical leaves are generally approved for one semester for but may be renewed for one additional semester with written permission from the Assistant Dean or University College advisor.

Students may return at the end of the leave when medical clearance is provided by Health Services/Director of Counseling based on appropriate documentation presented.

They may not take courses at another institution without written approval from the dean of their college, the department chair and the University Registrar.

The leave is limited to one semester but may be renewed for one additional semester with written permission from the Assistant Dean.

This policy does not bind the University to alter their curricula or major program, which may have been discontinued or substantially altered during the approved leave of absence. Students who change their major upon return will be under the major requirements in effect at the time of their return.

The student is responsible for obtaining all relevant information that may affect their standing and benefits including but not limited to financial aid and veteran's benefits.

If a student does not return after the leave or extend it, he or she must go through the readmission process to return.

## **Military Leave of Absence**

Full-time students called to active duty while

enrolled in the University should contact the Assistant Dean. Part-time students should contact a University College advisor. Students must present proof of being called to active duty. Students wishing to obtain a military leave of absence may be offered the following options after the Assistant Dean or University College advisor confers with financial aid, instructors, and other University officials:

- Withdrawing from the courses with a full tuition refund or tuition credit, in accordance with University and government guidelines.
- If a student completed at least 70% of the coursework and upon recommendation of his or her dean, the student may elect to take incompletes and make special arrangements for course completion with individual instructors.

Students are eligible to return within one year following active duty. However, the degree requirements may have changed, and the student may be required to comply with degree program requirements in effect at the time of their return to the University.

## **Complete Withdrawal from the University**

Full-time students wishing to drop or withdraw from all their courses and thereby discontinue their enrollment must meet with the Assistant Dean. Part-time students should contact a University College advisor. No student will be allowed to drop or withdraw from their last course without meeting with the Assistant Dean or University College advisor.

University withdrawals are not official until all signatures are obtained.

Any refunds will be determined by the official date of the withdrawal. All fees are nonrefundable.

Drops will be recorded on the student's record during the first week of the semester (the add/drop period).

A "W" grade will be recorded for withdrawals completed after the add/drop period and through the fifth week of the semester (or the equivalent for accelerated/intensive courses).

Instructors will have the discretion to enter a W or WF grade after the fifth week of the semester.

## **Readmission**

Students who leave the University without an approved leave of absence must apply for readmission and if accepted will be under the catalog in effect at the time of readmission. Full-time students who are away from the university for a 12-month period must reapply for admissions. Part-time students who are away from the university for a 24-month period must reapply for admissions by contacting University College. Official transcripts of any college attended while away from Sacred Heart University must be provided. The Admissions Office will confer with the academic dean and dean of students before a decision on readmission is made. Students will be under the catalog in effect upon their readmission and may not be guaranteed readmission to the major in which he or she was enrolled prior to readmission.

## **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 approved by the department chair/program director.

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: Speech, Mathematics, and Modern Foreign Languages. For waivers in Speech, contact the chairperson of the Department of English; the chairperson of the Department of Modern Foreign Languages should be contacted for waivers in Foreign Languages. For waivers in Mathematics, contact the chairperson of the Department of Mathematics. Proficiency waivers exempt the student from taking 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).

## Application for Graduation

To receive a degree, a student must complete all requirements for that degree as listed in the catalog in effect at the time of admission into the program. Degrees are conferred three times a year in May, August and December. The Commencement Convocation is held once a year in May.

A student eligible for a degree must apply for graduation to the Office of the University Registrar as follows:

May graduation date: Application due the prior June

August graduation date: Application due the prior September

December graduation date: Application due the prior January

Failure to comply may result in a delay of receiving the degree by the anticipated graduation date and important information about the graduation ceremony.

Part-time 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 the anticipated graduation semester. There is no fee for the application for credit certificates at this time.

## Transcripts

The transcript is the student's official academic record. The student's written request 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 7 to 10 business days for processing a transcript request. Additional time to process requests may be required at peak times such as the start and close of each semester.

## 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. Contact the Office of the Registrar for details.