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:

• 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.

• 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.

• 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.

• 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.

ADDENDUM
As of January 3, 2012, the U.S. Department of Education's FERPA regulations expand the circumstances under which your education records and personally identifiable information (PII) contained in such records — including your Social Security Number, grades, or other private information — may be accessed without your consent. First, the U.S. Comptroller General, the U.S. Attorney
General, the U.S. Secretary of Education, or state and local education authorities ("Federal and State Authorities") may allow access to your records and PII without your consent to any third party designated by a Federal or State Authority to evaluate a federal- or state-supported education program. The evaluation may relate to any program that is "principally engaged in the provision of education," such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, Federal and State Authorities may allow access to your education records and PII without your consent to researchers performing certain types of studies, in certain cases even when we object to or do not request such research. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive your PII, but the Authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without your consent PII from your education records, and they may track your participation in education and other programs by linking such PII to other personal information about you that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

Student Responsibility
Students are responsible to know and apply the University's academic policies and procedures. They are responsible for meeting deadlines as outlined in the academic calendar or in other sections of this publication. Students are responsible to know and apply 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.

Sacred Heart University Network Account and Official Communications
When students are enrolled at Sacred Heart University, a University network account is created. The student is required to activate the account and is thereby given access to online services including Sacred Heart University email.

Official communication is directed to the student’s University electronic mailbox. In some cases official communications may be delivered by U.S. mail or campus mail. Students are expected to access their email regularly to stay abreast of important, time-sensitive information. Information on how to access Sacred Heart University's network is available from the University's website under MYSHU. Students must activate their Sacred Heart University network account and be registered to have access to course material and on-line applications.

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 are on an Official Leave of Absence will maintain their matriculation status during the period of their leave (see policy under Interruption in Attendance).

Returning full-time students who have not attended the University for up to two consecutive major semesters (fall and
spring or spring and fall) must apply for re-admission and, if accepted, will be under the catalog in effect at the time of their readmission.

Part-time students who have not attended the University for more than 24 months are no longer considered matriculated and must apply for readmission through University College. Part-time students not yet admitted to the University must apply for matriculation once they earn 12 credits. After 12 credits of non-matriculated status, a part-time student will not be allowed to register unless they are admitted to the University through University College or appeal for one more additional semester while they complete their application.

**Mandated Vaccination and Immunization Requirements**

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

**Academic Year**

The academic year consists of two major 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 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 are 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 their sophomore year. The Office of Career Development offers workshops to assist undeclared students. To declare a major students must fill out a Declaration of Major form available in the Academic Departments, University College and the Registrar’s Office. Completed forms must be submitted to the academic department for the major. That office will assist in obtaining all appropriate signatures and assign an academic advisor. Students who wish to change a major, add a second major, minor or make similar declarations should contact the appropriate academic departments. Minors can be added or dropped directly with the Registrar’s office.

**Class Attendance**

Regular class attendance is expected of each student in every class. Instructors are encouraged to base a portion of the final grade on attendance. 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:

- Refer in course syllabi to the University’s policy on academic integrity.
- Clearly explicate in course syllabi behaviors and actions that constitute academic dishonesty, especially those that may be specific to the assignments of the course.
- Clearly explicate in course syllabi consequences for violations of academic integrity.
- Reinforce these expectations and consequences periodically during the semester, such as when giving information for assignments.
- Model and, where appropriate, teach students those scholarly practices that embody academic integrity.
- 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:

- Act with integrity in all their coursework.
- Abide by this policy on academic integrity and any policies established by their professors and the department in which they are majoring.
- Refuse to share materials with peers for the purpose of cheating, or that they believe will be used for cheating.
- Take care with their own papers, tests, computer files, etc., lest these be stolen or appropriated by others.
- 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:

• Having unpermitted notes during any exam or quiz. Only materials that a professor explicitly instructs students they may use during an examination are permitted.

• Copying from other students during any exam or quiz.

• Having unpermitted prior knowledge of any exam or quiz.

• 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.

• 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:

• Copying whole papers or passages from another student or from any source.

• Allowing another student to copy or submit one’s work.

• 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.
• Pasting a passage from the Internet or any computer source into one’s paper without quoting and attributing the passage.
• Fabricating or falsifying a bibliography.
• Falsifying one’s results in scientific experiments, whether through fabrication or copying them from another source.
• Appropriating another person’s computer programming work for submission as an assignment.
• 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.
• Any other appropriation of another’s intellectual property without proper attribution.
• 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:
• 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.)
• 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.
• 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:
• 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.
• Maintaining a file of exams or papers with the reasonable expectation that these will be used for the purpose of cheating or plagiarism.
• Theft and defacement of library materials.
• Theft of other students’ notes, papers, homework and textbooks.
• 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:

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.

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, 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 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 additional 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

<table>
<thead>
<tr>
<th>GRADE</th>
<th>QP</th>
<th>GRADE RANGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00</td>
<td>93-100</td>
</tr>
<tr>
<td>A-</td>
<td>3.67</td>
<td>90-92</td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
<td>87-89</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
<td>83-86</td>
</tr>
<tr>
<td>B-</td>
<td>2.67</td>
<td>80-82</td>
</tr>
<tr>
<td>C+</td>
<td>2.33</td>
<td>77-79</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
<td>73-76</td>
</tr>
<tr>
<td>C-</td>
<td>1.67</td>
<td>70-72</td>
</tr>
<tr>
<td>D+</td>
<td>1.33</td>
<td>67-69</td>
</tr>
<tr>
<td>D</td>
<td>1.00</td>
<td>60-66</td>
</tr>
<tr>
<td>F</td>
<td>0.00</td>
<td>0-59</td>
</tr>
<tr>
<td>P (Pass)</td>
<td>0.00</td>
<td>(for courses elected as pass/no pass)</td>
</tr>
<tr>
<td>NP (No Pass)</td>
<td>0.00</td>
<td>(for courses elected as pass/no pass)</td>
</tr>
<tr>
<td>W (Withdrawal)</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>I (Incomplete)</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>AU (Audit)</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>NG (No Grade)</td>
<td>0.00</td>
<td></td>
</tr>
</tbody>
</table>

I (Incomplete) grades may be changed by completing the deficient coursework no later than six weeks after the beginning of the following major semester (fall or spring). All Incomplete grades not changed within the six-week period will convert to F’s. In unusual circumstances, the six-week period can be extended if the instructor requests a grade change to an Incomplete Extension (IX) grade. Additional approvals will be necessary. The IX grade will be in effect until the next conversion date which is six-weeks into the following major semester. After that date the Incomplete Extension grade will convert to an F. An extension for incomplete work may be given only once with the approval of the course instructor and the department chair. Incomplete grade extensions must be filed in writing with the Registrar’s office by the instructor prior to the incomplete conversion date.
W (Withdrawal) grades are recorded when a student officially withdraws from a course within the approved time frame (see policy under Course 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 No Grade.

A grade below C is not an acceptable grade in First Year Seminar (FYS 125), or major coursework. In addition some courses have as their prerequisite a grade of C or better. In these cases, the course must be repeated until a C or better is obtained. A repeated course may only be credited once toward the degree requirement.

Quality Grade points earned in a course are determined by multiplying the point value of the letter grade (see the above chart) by the number of credits of the course. A term GPA is calculated by dividing the total number of quality grade points by the total number of credits taken during the term. A cumulative GPA is calculated by dividing the total number of quality grade points by the total number of credits taken at Sacred Heart University. Courses transferred into Sacred Heart University from other institutions do not factor into the Sacred Heart University grade point average.

Note: Grades of P/NP, W, I, AU and NG are not included in the calculation of the term or cumulative GPA.

If a student repeats a course that had a passing grade, the best grade will be calculated into the student’s overall GPA. The initial grade will remain on the transcript but will not be calculated in the overall GPA. The student will receive academic credit for the course only once. See the policy for repeating a failed course under the Academic Forgiveness section.

CHANGE OF GRADES
An instructor may submit a Change of Grade only due to miscalculation or clerical error of the original grade. Grade changes must be submitted by the instructor of record using the appropriate form or online process in Web Advisor. Grade changes must be submitted no later than 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 merit 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 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 University 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 University academic probation will be ineligible to represent the University in any of the above activities. Effective time and dates of ineligibility are 12:01 a.m. on the Friday prior to the start of the semester.

- **Normal Academic Progress**

  A student whose credits completed fall below the minimum listed is considered as not making normal academic progress.

<table>
<thead>
<tr>
<th>NUMBER OF FULL-TIME SEMESTERS STUDENT COMPLETED</th>
<th>STUDENT STATUS</th>
<th>CREDITS COMPLETED</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Freshman</td>
<td>0–23</td>
</tr>
<tr>
<td>4</td>
<td>Sophomore</td>
<td>24–48</td>
</tr>
<tr>
<td>6</td>
<td>Junior</td>
<td>49–72</td>
</tr>
<tr>
<td>8</td>
<td>Senior</td>
<td>73–96</td>
</tr>
<tr>
<td>10</td>
<td>Fifth Year</td>
<td>97–120</td>
</tr>
</tbody>
</table>

Financial Aid may require additional standards for ‘Normal Academic Progress.’ Students should, therefore, contact the department of Student Financial Assistance to confirm requirements for Satisfactory Progress.

**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 including a grade of No Pass (NP) and there are no Incomplete (I) or
Withdrawal (W) grades.

If the student receives an NG (No Grade) and the NG grade is replaced with a letter grade, Dean’s List eligibility will be reviewed at the request of the student. Students who complete fewer than 6 credits per semester are not eligible for the Dean’s List. Students who receive an incomplete grade in a course and later complete the coursework 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, provided that at least 60 credits for a bachelor’s degree or 30 credits for an associate’s degree were completed at Sacred Heart University.

Summa Cum Laude: 3.8 or higher
Magna Cum Laude: 3.6 to 3.799
Cum Laude: 3.5 to 3.599

ACADEMIC PROBATION

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.

A student who receives the grade of F in six or more credits in any given semester will be reviewed for Academic Probation.

Any full-time student (enrolled for 12 or more credits) who fails to complete 12 credits in a semester will be reviewed for Academic Probation.

A student on Academic Probation may choose to enroll in courses at Sacred Heart University during the University’s Winter session and Summer sessions. Grades from the Winter session will be applied to the Fall-semester probationary status, while grades from the Summer session(s) will be applied to the Spring-semester probationary status. This will include grades from all courses taken during Winter session and Summer sessions not just repeats of failed courses. Winter session and Summer sessions grades will also apply to the cumulative GPA but will not be transcripted to the fall or spring semester.

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:

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

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 and request reinstatement.

Note: The above standards are University standards. Some programs have additional standards regarding program probation or program dismissal.
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
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.

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). If the Repeated Course Request is approved, 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.

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 one problem semester—defined as one in which the student’s term 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 is currently enrolled or 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.

A student who chooses to repeat a course in which they received a passing grade for a better grade, the best grade will count in the cumulative grade point average. The original grade will remain on the transcript. Repeated courses will count for credit only once.

Academic Procedures

REGISTRATION
Prior to the regularly scheduled registration period each student will be notified of their scheduled registration date and time. Policies and procedures are available on the Registrar’s webpage at http://www.sacredheart.edu/registrar.cfm. Students are required to meet with their academic advisors prior to registration to discuss academic progress and registration options. All registration blocks must be cleared by the appropriate department before a student will be allowed to register.

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.

New part-time students should contact University College prior to registration for
academic advising.

Full-time students are allowed to take one on-line course during the fall and spring semesters. The online course limit may be appealed to the Dean of the student’s college.

**Winter Intensive and Summer Registration at Sacred Heart University**

Students are limited to one course during the Winter Sessions. Permission to take an additional course may be requested by contacting a University College advisor.

Students may take only one course during the May Intensive session and two courses during each of the summer sessions (summer session 1 and summer session 2) at Sacred Heart University.

See section Enrolling in Courses at other Institutions for policy information.

**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 also view their profile information and send corrections to the Registrar’s office. Students can 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 the student does not have holds on their registration (balance due, Health Services Immunization requirements, parking tickets, advisor permission, etc.). This ensures that all students comply with SHU policies prior to registration by meeting with their academic advisors and administrative departments to address any outstanding issues.

Students will be assigned time periods to register online for the fall and spring semesters including accelerated terms within those semesters. 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 by the academic departments through SHU email 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. Auditing a course requires instructor permission prior to registration.

**FULL-TIME OVERLOADS**

The normal credit load for full-time students is 12 to 18 credits. Any student in good standing wishing to take more than 18 credits must make this request to the University Registrar with written recommendation from the student’s academic advisor. The request must also include the reason for the overload. The Registrar will review the request and recommendation and inform the student of the decision. An additional,
per-credit, non-refundable fee is charged for overloads over 18 credits. A Request for Overload form is available through the Registrar’s office.

PASS/NO PASS OPTION
A student may choose a course with a pass/no pass option. The University’s pass/no pass policy carries these conditions:

• Students are permitted to designate the pass/no pass 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.

• Courses can be taken under pass/no pass only from general elective courses. Courses being used to satisfy Major requirements, Foundational or Elective Core requirements may not be taken pass/no pass

• Courses taken under the pass/no pass option will not count in the student’s GPA.

• The pass/no pass 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/officeservices/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 add/drop period without written permission of the course instructor and the department chair. See Academic Calendars for add/drop deadlines.

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 if applicable. A ‘W’ grade will be issued for course withdrawals submitted within the withdrawal deadline (See Academic Calendars for withdrawal deadlines.) After the deadline a grade of W will only be granted in highly unusual circumstances, such as documented medical emergency. Students who do not withdraw in the specified time frame will receive the grade that they have earned.

Students are encouraged to contact their advisor to discuss academic progress. Phone withdrawals are not accepted. Students who are taking only on-line courses may submit a request to withdraw from a course by sending an email to registrar@sacredheart.edu. The email must include the student’s request to withdraw with all required approvals attached. Non attendance does not constitute official withdrawal.

Course withdrawals may affect satisfactory academic progress (as defined in an earlier section) and/or academic standing, and may result in the loss of benefits or permission to participate in University activities such as 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 fulfill course requirements for their degree
at Sacred Heart University. Under special circumstances, a student may appeal to take a course at another regionally accredited institution during the winter or summer sessions only. 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 must be taken at Sacred Heart University.
- The last 60 credits toward the degree must be taken at a four-year institution.
- A maximum of 1 course (3-4 credits) for a winter inter-session or summer session may be taken at another institution during a 1 year period. However, a sequence of courses in the sciences (2 lectures and 2 labs) may also be taken at another institution during the summer session for legitimate reasons.
- If the course is in the student’s major it must be taken at SHU.
- Final approval must be given by the student’s academic advisor, the department chair of the discipline of the course, and the Dean of the student’s College. The department chair, in which the course is offered, is responsible for deciding the course SHU equivalency. It is the student’s responsibility to have an official transcript sent to the Registrar’s Office to receive credit for the course. Only grades of C or better may be transferred into Sacred Heart University. The grade will not appear on the Sacred Heart University transcript and does not factor into the term or cumulative GPA.
- Exceptions to these policies can be made by the college deans.

**INTERUPTIONS IN ATTENDANCE**

The following information outlines various leave and withdrawal options. Students are responsible for following all University policies before a leave or withdrawal 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 before they 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 in the College of Arts and Sciences. 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 prior written approval from the advisor, the department chair, Dean of their college and the review by the 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.

A student on approved leave is considered to be in continuous matriculation during that leave period. If a student does not return after the leave or extend it, he or she must go through the readmission process to return.

Medical Leave of Absence

Students who must leave the University because of a documented medical condition may request a medical leave of absence. Full-time students may request approval for medical leave of absence from the Assistant Dean in the College of Arts and Sciences, who will 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 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 prior written approval from the advisor, the department chair, Dean of their college and the review by the Registrar.

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.

A student on approved medical leave is considered to be in continuous matriculation during that leave period. 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. Students will not be allowed to drop or withdraw from their last registered course of the term without meeting with the Assistant Dean or University College advisor.

University Withdrawal is not official until the student meets with the appropriate University representative(s) and completes official forms. Any refunds will be determined by the official date of the withdrawal. All fees are non-refundable.

If a student withdraws from the University prior to and through the add/drop period, the courses will not appear on the student’s transcript. A “W” grade will be recorded and appear on the transcript if the student withdraws from the University after the add/drop period.

READMISSION
Returning full-time students who have not attended the University for up to two consecutive major semesters (fall and spring or spring and fall) will ordinarily be governed under the catalog that was in effect when they left the University. Students who have not attended the University for more than two consecutive major semesters (fall and spring or spring and fall) must apply for re-admissions and, if accepted, will be under the catalog in effect at the time of their readmission.

The Admissions Office will confer with the academic dean and the dean of students before a decision on readmission is made. Students may not be guaranteed readmission to the major in which he or she was enrolled prior to readmission. Part-time, matriculated students who have not attended the University for more than 24 months are no longer considered matriculated and must apply for readmission through University College. In unusual circumstances, a student may appeal the decision regarding the catalog applied.

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. Substitutions and waivers for major requirements may be granted at the discretion of the department chair/program director. Substitutions and waivers for core requirements require approvals and recommendations from advisor, major department chair, college dean and the Provost or the Provost’s delegate. Waivers will not provide additional academic credit toward degree requirements.

If the basis for the request of a substitution is a learning or physical disability, the student must contact the Director of Special Services and provide documentation of the disability to request the substitution. For information regarding this procedure contact the Director of Special Services. 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 for University Foundational and Elective Core
The University core provides for proficiency waivers in the following areas: Mathematics
and Modern Foreign Languages. The chairperson of the Department of Foreign Languages and Cultures 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.

Final approval of a waiver for any University foundational or elective core must be approved by the Provost or the Provost’s delegate. A student who is proficient in one of the above-listed areas may consider advanced-standing credits through one of the advanced placement tests (CLEP, DANTES, Excelsior). Students should check with the appropriate department(s) for policies and restrictions governing advanced standing credits. Approval for advanced standing is required before the exam is taken. A Transfer Request Permission form must be completed. See section on Admissions for policy and restriction information.

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 original indicated date, a new application and application fee will be required.

Transcripts

The transcript is the official academic record. The student’s authorization must be received before a transcript will be released. The student should complete an electronic Transcript Request. The link is available on the Registrar’s Office website at www.sacredheart.edu/officeservices/registrar/. A fee is charged for each transcript requested. Options are available for rush processing, and overnight delivery services at an additional cost. Transcripts will be withheld if the student has a financial obligation to the University.

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. An online application is available through Web Advisor.

May graduation date: Application due the prior June
August graduation date: Application due the prior October
December graduation date: Application due the prior February

Failure to comply with the above schedule may result in a delay of degree conferral.

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 during the requested semester at Sacred Heart University. Contact the Office of the Registrar for details and other requirements.