Graduate Academic Policies

Graduate Admission Requirements

Graduate students will be considered for admission to the University of St. Francis after completing the following admission requirements. Admission to specific programs may require additional program specific requirements. All admission requirements are subject to final approval by the Executive Director of Admissions and the dean of the appropriate college. Please note the admission requirements for the Physician Assistant Studies program.

Admission to the University of St. Francis as a graduate student in the Master of Business Administration, Master of Science in Training and Development, Master of Science in Health Administration, and the Master of Science in Management require the following:

- submission of an application for admission and essay
- payment of the application fee
- submission of official transcripts documenting the appropriate undergraduate degrees and prerequisites from a regionally accredited institution
- verification of an undergraduate G.P.A. of 2.75 on a 4.0 scale unless noted otherwise by the program
- verification of computer competency (coursework or demonstrated competencies in computer literacy)
- submission of two letters of recommendation
- verification of appropriate employment (two years minimum) according to the following:
  - Master of Business Administration: two years of full-time employment in a management position or appropriate GMAT scores
  - Master of Science in Education: valid Illinois teaching certificate
  - Master of Education with Initial Teacher Certification: verification of 2.75 GPA in teachable area and successful completion/passing of the ISBE Basic Skills Test
  - Master of Science in Health Administration: two years of appropriate full-time employment in the health care field
  - Master of Science in Management: two years of business or management experience or appropriate GMAT scores
  - Master of Science in Physician Assistant Studies: meet special requirements listed later in this section.
  - Master of Science in Nursing: verification of a cumulative GPA of 3.0 on a 4.0 scale, two years of full-time clinical professional nursing practice in the last four years, an additional letter of recommendation, resume and a copy of nursing license.
  - Master of Science in Social Work: for advanced standing, students must be graduates of an accredited BSW program in the last seven years.
  - Master of Science in Training and Development: two years of significant work experience or the permission of the academic department

Master of Science in Nursing requires the following:

- evidence of satisfactory completion of baccalaureate level courses with a minimum grade of “C” are required in Physical Assessment and Nursing Research and are prerequisites to NURS 622 Advanced Health Assessment and NURS 603 Advanced Nursing Research. In addition, satisfactory completion of a 3 semester hour graduate level descriptive and inferential statistics course is required as a prerequisite to NURS 603 Advanced Nursing Research
- proof of computer competency (coursework or demonstrated competencies in computer literacy)
- submission of three letters of recommendation
- submission of verification of two years of full-time clinical professional nursing practice within the last four (4) years. (Students for whom an exception is made will be advised to take core courses during the first year of study and to work to meet the experience requirement.)
- submission of TOEFEL scores of 550 (or 213 on the computerized test, if applicable).

Students may begin the admission process and register for the first class while completing the above during the first month of enrollment. However, the above requirements must be satisfied for eligibility for financial assistance. Conditional admission will be given upon receipt of the above requirements. Probational admission may be granted to students meeting the above requirements with GPA lower than 3.0. Official admission to the program will be granted upon receipt and review of the following additional requirements:

- resume, work history
- an interview (either in person or over the telephone) with one or more of the College of Nursing and Allied Health faculty members
- proof of current licensure in the state as a registered nurse
Additionally, prior to the beginning of the second semester of enrollment, students are required to submit to the College of Nursing the following:

- current official record of professional nursing liability insurance
- current CPR certification
- verification of the following (Note: Immunization requirements are reviewed annually and may change.)
  - Immunity against rubeola, rubella, mumps, and varicella (if an individual was immunized before 1968, MMR is required)
  - Negative Mantoux (PPD) or for a positive Mantoux test a documented negative chest x-ray and yearly screenings by a physician or nurse practitioner
  - Tetanus Diphtheria within last 10 years
  - Hepatitis B immunization.
  - Read and complete HIPAA training at www.stfrancis.edu/conah/hipaa
  - Background Check and 10-panel drug screen prior to the start of first clinical practicum.
  - Read and complete OSHA training at www.stfrancis.edu/conah/osha

Master of Science in Physician Assistant Studies

Admission to this program is extremely competitive. No more than thirty students will be admitted to a cohort class. Our admission policy emphasizes the selection of students who reflect varied social, cultural, educational and professional backgrounds. In addition to intellectual capacity and personal maturity, students are selected upon demonstrated evidence of their concern for human and societal needs. Communication and interpersonal skills are important assets that are considered by the admission committee. Applicants must have:

- a baccalaureate degree from a nationally accredited college with a minimum 2.75 G.P.A. overall (4.0 scale)
- apply through CASPA (Central Application Service for Physician Assistants) by the deadline.
- an acceptable score on the Graduate Records Examination (GRE)
- International students for whom English is a second language must have a TOEFL score of 550 (for paper version) or 213 (for computer-based exam)
- completed the following prerequisite classes with a 3.0 G.P.A. (on a 4.0 scale)
  - Biological Sciences (five biological science courses with at least three semester credits or four quarter credits for each course) are REQUIRED. Of these five courses, at least one must be in anatomy, one in physiology, and one in microbiology.
  - Courses in human anatomy and human physiology (8 semester hours or 12 quarter hours) are preferred to courses of a more general nature, and courses with labs are preferred.
  - In order to fulfill the remaining biological science course prerequisites, the USF PA Program recommends courses either in genetics, cell biology, molecular biology, embryology, histology, or immunology. While none of the latter courses are specifically required, they provide a good foundation for the Physician Assistant program.
  - General Chemistry or Organic Chemistry Sequence with Lab (8 semester hours or 12 quarter hours) At least two chemistry courses with labs are REQUIRED.
  - at least one statistics course of at least two semester credits or three quarter credits is REQUIRED.
  - Minimum of 250 hours of formal, hands-on clinical experience in a medical setting with exposure to the medical care industry and patient care issues.

Additionally, the program recommends that students have completed course work in computer science, psychology, or sociology and research methods.

The Physician Assistant program does not offer or accept advance placement, including and not limited to CLEP, or credit for experiential learning or international medical experience and/or transfer of credit from another Physician Assistant program or medical school.

Technical Standards for Applicants to the Physician Assistant Program Regarding Completion of the Master of Science Degree

The granting of a Master of Science degree and completion of the professional phase signifies that the student is prepared for employment as a Physician Assistant. In such a professional role, the physician assistant can provide medical services with the supervision of a doctor of medicine or osteopathic medicine in accordance with applicable laws of medical practice. The services must, for the safety and welfare of the patient, be of the same professional quality that would be rendered by the supervising physician. The physician assistant must have the knowledge and skills to function in a broad variety of clinical situations and to render a wide spectrum of patient care. Candidates for the physician assistant profession must have somatic sensation and the functional use of the senses of vision and hearing. Candidate’s diagnostic skills will also be lessened without the functional use of the senses of equilibrium, smell and taste. Additionally, they must have sufficient exteroceptive sense (touch, pain, and temperature), sufficient motor function to permit them to carry out the activities described in the sections that follow. They must be able to integrate all information received by whatever sense(s) employed, consistently, quickly, and
accurately, and they must have the intellectual ability to learn, integrate, analyze and synthesize data. A candidate for the physician assistant profession must have abilities and skills of six varieties including observation, communication, motor, conceptual, integrative and quantitative, behavioral and social. Technological compensation can be made for some handicaps in certain of these areas, but such a candidate should be able to perform in a reasonably independent manner.

**General Abilities**
The student is expected to possess functional use of the senses of vision, touch, hearing, taste, and smell. All data received by the senses must be integrated, analyzed and synthesized in a consistent and accurate manner. In addition, the individual is expected to possess the ability to perceive pain, pressure, temperature, position, equilibrium, and movement.

**Observational Ability**
The student is expected to participate in and observe demonstrations and experiments in the basic sciences including but not limited to microbiological cultures and microscopic study of organisms and tissues in normal and pathologic states. The student is expected to observe the patient accurately at a distance and close at hand and accurately assess health/illness alteration. Inherent in this observation process is the use of the senses and sufficient motor capability to carry out the necessary assessment activities.

**Communication Ability**
The student is expected to be able to effectively communicate verbally and non-verbally and to observe patients in order to elicit information, describe changes in mood, activity, and postures and to perceive nonverbal communications. This requires the ability to read, write, and effectively utilize the English language. The student must be able to communicate effectively with patients and other professionals.

**Motor Ability**
The student is expected to be able to perform gross and fine motor movements required to perform a complete physical examination. The student is expected to have the psychomotor skills necessary to perform or assist with procedures, treatments, administration of medication, managing of equipment, and emergency intervention. The student is expected to be able to maintain consciousness and equilibrium, and stamina to perform satisfactorily in clinical experiences.

**Other Motor Abilities**
The student should have sufficient motor function to elicit information from patients by palpation, auscultation, percussion and other diagnostic maneuvers. The student must be able to do laboratory tests and work with scientific and other instruments and machinery utilized in practice as a Physician Assistant.

**Critical Thinking Ability**
The student is expected to have the ability to develop and refine problem-solving skills. This includes the ability to measure, calculate, analyze and synthesize objective as well as subjective data and make decisions that reflect consistent and thoughtful deliberation and clinical judgment. In addition, the student should be able to comprehend three-dimensional relationships and understand the spatial relationships of structures.

**Interpersonal Abilities**
The student is expected to have the emotional stability required to exercise stability required to exercise sound judgment and complete assessment and intervention activities. The student is expected to establish rapport and maintain sensitive, interpersonal relationships with individuals, families and groups from a variety of social, emotional, cultural and intellectual backgrounds. The student is expected to have the flexibility to function effectively under stress. Concern for others, integrity, accountability, interest and motivation are necessary personal qualities.

**Behavioral and Social Attributes**
A student must possess the emotional health required for full utilization of his/her intellectual abilities, the exercise of good judgment, the prompt completion of all responsibilities attendant to the diagnosis and care of patients, and the development of mature, sensitive and effective relationships with patients. The student must be able to tolerate physically taxing workloads and to function effectively under stress. The student must be able to adapt to changing environments, to display flexibility and to learn to function in the face of the uncertainties inherent in the clinical problems of many patients. Compassion, integrity, concern for others, interpersonal skills, interest and motivation are all personal qualities that will be assessed during the admission and education process.

**ADA for PAMS**
Individuals with disabilities are encouraged to apply to the program. However, it is the responsibility of the student to notify the University of St. Francis Physician Assistant Program in writing (with medical documentation) and verbally (PA Program 4401 Silver Avenue SE, Suite B, Albuquerque, New Mexico 87108; (505)266-5565) if there is any reason why the abilities and/or expectations described cannot be met. Students who indicate verbally and in writing (with medical documentation) that they cannot meet one or more of these requirements will be reviewed by the University of St. Francis to determine what, if any reasonable accommodations might be possible to facilitate successful completion of the degree requirements should you be admitted to the program. If you have any questions regarding these technical standards please contact the University of St. Francis.
International Students
The TOEFL examination score of 550 (213 on the computer-based exam) may be required for students earning a professional diploma or undergraduate degree in a non-English speaking country. Students must also submit their foreign transcripts to an approved credentials evaluation agency. An official report from the credentials evaluation agency must be received in the Admissions Office prior to registration for classes.

DNP Admission Requirements
Applicants to the post-MSN entry point are expected to meet the following admission requirements:

- Graduation from an accredited master’s degree program in nursing.
- International students must graduate from a nursing program that has undergone comparable review per AACN Essentials of Master’s Education for Advanced Nursing criteria and must score a minimum of 213 on the computer-based TOEFL.
- Transcript documentation of courses.
- A minimum graduate nursing cumulative GPA of 3.0, on a four-point scale, or equivalent “B” average.
- National certification as a nurse practitioner or clinical nurse specialist. *Students who are not certified as advanced practice nurses but are certification exam eligible will be considered, following the guidelines in the Graduate Nursing Handbook.*
- Evidence of current registered nurse licensure in the State of Illinois (for students planning to complete the program in Illinois) or from an appropriate jurisdiction (for students intending to complete practice requirements outside the state of Illinois).
- An acceptable personal interview with a graduate admissions counselor.
- Basic computer competency as follows. Students should be able to use e-mail with attachments, access online course materials and navigate WebCT or Blackboard courses, demonstrate intermediate competency with Microsoft Word, Excel, PowerPoint, be able to effectively use clinical simulation modules, have beginning competency with a statistical package preferably SPSS, or access to a resource who does, and be able to navigate the Web including access to online library materials, Breeze online real-time presentation, Nursing Blog, and similar sites.
- Current CPR certification
- Current HIPAA acknowledgement form
- Proof of immunity/immunization record
- Completed medical history and physical form
- Ten panel drug screen
- Criminal background check
- Professional nursing liability insurance
- One letter of recommendation from a professional colleague or former college/university nursing professor who can attest to academic and clinical acumen, with a statement about the applicant’s potential to successfully complete a doctor of nursing practice program.
- Completion of a three semester hour graduate level descriptive, inferential and multivariate statistics course
- Resume

Admission for Second Master’s Degree
Students may apply for a second degree only if the new major leads to a different degree. Completion of a second master's degree requires the following:

- admission application for a second master’s degree
- additional requirements as specified for the specific program.

Admission to Certificate Programs
Admission to certificate programs has the same requirements as the related degree program.

Transfer Credit
Credit for graduate work completed at another regionally accredited institution may be accepted toward a graduate degree; up to a total of (9) semester hours may be transferred with certain provisions:

- the student must complete at least a total of 27 semester hours at University of St. Francis.
- the student must complete a petition for transfer of credit facilitated by the Academic Advising Center
- the course(s) must be appropriate to the degree program of the student and not be in conflict with credit limitations
- the course(s) must have a grade of “B-” or higher
- the course must have been completed within the last seven years unless the applicant can provide evidence of current relevant knowledge.
Credit will be considered for transfer only after the above conditions have been met and an official transcript of the student’s record has been sent directly to the Admissions Office by the appropriate institution(s). Transfer credits are not included in the computation of the student’s G.P.A. at the University of St. Francis.

The petition must be approved by the academic advisor and appropriate program administrator. Petition for transfer of credit must be processed, approved, and credit recorded before a student is considered eligible for candidacy and comprehensive examination.

**New Student Advising and Registration**
Graduate students granted admission to the University of St. Francis will be advised and registered for their first class by an academic advisor. Students will then be assigned an advisor within their college. While it is the student’s responsibility to know the requirements for graduation and to plan accordingly, the academic advisor is available for assistance.

**Flexible Course Options**

**Online/Internet Delivered Courses**
The University of St. Francis offers a number of courses and programs online through use of the Internet. The University uses Blackboard software to deliver its Internet classes. A major difference between an online course and a traditional course is that Blackboard students can "attend" courses at times that are convenient for them. As with any class, students will read texts, participate in class discussions, submit various kinds of course work and take exams through the USF online program. Courses are offered in select programs at the graduate and undergraduate level.

Note: Failure to login to online course(s) will NOT result in the student being automatically dropped or withdrawn from the course(s). Students are responsible for following the drop and withdrawal procedures in the catalog.

**Graduate Student Classification**
Graduate students have two classifications.

- **Degree Seeking Students**: Students working toward a graduate degree program who have met all admission requirements as described above.
- **Certificate Seeking Students**: Students working toward a graduate certificate. These students must also meet all graduate admission requirements for the applicable program.
- **Special Students**: Students not working toward a degree but taking courses for which they are qualified. A limit of two courses, taken as a special student, may be used toward a degree program. Permission from the dean of the appropriate college is required.

**Graduate Student Enrollment Status**

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<thead>
<tr>
<th>Graduate</th>
<th>All Semesters</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-Time</td>
<td>8 semester hours</td>
</tr>
<tr>
<td>¾ Time</td>
<td>6 semester hours</td>
</tr>
<tr>
<td>Half-Time</td>
<td>4 semester hours</td>
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</table>

<table>
<thead>
<tr>
<th>Physician Assistant</th>
<th>All Quarters</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-Time</td>
<td>12 quarter hours</td>
</tr>
<tr>
<td>Half-Time</td>
<td>6 quarter hours</td>
</tr>
</tbody>
</table>

**Graduate Grading Policies**
A final grade report is required for each course. The semester grade is the only grade on the student’s permanent record. A grade report will be mailed to each student. Each student is graded according to the following system:

- **A - Excellent**: The student performs in a consistently active, accurate, creative and independent manner. Ability is demonstrated not only to master the course material, but to synthesize and evaluate what is learned. Communication skills reflect and are commensurate with the student’s ability.
- **B - Very Good**: The student is able to master the course content and often demonstrates creative thought and independence but does not give evidence of consistency in excellence.
- **C - Minimum passing grade**: allowed at the graduate level only if an overall “B” average is maintained. MBA and MS in Management students will not be allowed have more than two classes with a grade of “C” applied toward fulfilling graduation requirements.
- **F – Failure**: The student fails to meet the basic expectations of the course.
- **I - Incomplete**: The incomplete grade may be given only upon agreement between the student, the instructor, and the appropriate dean. This grade is given when the student has, for a reason beyond the student’s control, been unable to complete the required course work. The student must then complete the requirements by the end of the sixth week of the following semester, at which time a final grade will be recorded. If the student fails to complete the requirements at this time, the final grade will be recorded as an “F”.
• **P or F - Pass or Fail:** The student met at least the basic expectations of the course. The student failed to meet the basic expectations of the course. Pass/Fail only applies to 500 level pre-requisite courses and may not be used to fulfill graduation requirements.

• **W – Withdrawal:** The student requests to withdraw from the class within the specified period. The course(s) is recorded on the transcript with the grade of “W.” Grades of “W” are not used in the computation of the grade point average.

• **AU – Audit:** The student sits in on a class for the semester but is not required to take exams, receives no credit and is not graded. Student must request audit status no later than the add/drop period published for each semester.

**Pass-Fail Courses**
The pass-fail option exists to allow students the opportunity to explore and enroll in courses that they might otherwise avoid because of the course’s degree of intensity, difficulty, or unfamiliarity. This option should not be chosen merely to avoid low grades. Students are expected to fulfill all requirements of a course taken on a pass-fail basis.

Students who reach mutual agreement with the Registrar and their academic advisor at the beginning of the semester (first 6 weeks) may receive a grade of Pass (“P”) in lieu of the letter grades “A”, “B”, “C”, or “D” in any course not required in the student's major, minor, or liberal education program. An "F" in a pass-fail course is part of the cumulative average; a "P" is not used in the computation of the cumulative G.P.A. No more than one course each semester may be taken on a pass-fail basis.

**Withdrawal**
The grade of “W” is used for all courses at the time of withdrawal. “W” grades are not used in the computation in grade point averages but will be recorded on the student’s permanent record/transcript. Inquiries regarding this procedure may be made at the Registrar's Office. Students are responsible for checking their enrollment status through their student portal to confirm that they have been withdrawn from their course(s).

**Incompletes**
The student or faculty member may initiate the process by obtaining a Request to Award Incomplete Grade form from the Registrar's Office. The form must be submitted at the time the I is given. The student must then complete the requirements by the end of the sixth week of the following full semester (spring or fall), at which time a final grade will be recorded. If the student fails to complete the requirements in this time, the final grade will be administratively changed from an “I” to an “F”. Students may, under extenuating circumstances, request an extension (with the dean of the college's approval). The extension may extend no longer than the end of the semester in which the grade is due. Grades may not be changed after that time.

**Auditing Courses**
Students who wish to audit a course must indicate this at the time of registration or no later than the end of the add/drop period. Students will be charged full tuition and applicable fees and meet all other requirements of the University and the course instructor except for examinations. A grade of “AU” is recorded for the course but no credit is earned.

**Repeated Courses**
Repeated courses are indicated on the transcript by an I or an E to the right of the grade. These indicators follow the grade on the transcript and mean that the course is Included (I) in the G.P.A. or excluded (E). No credit is given for the (E) repeat and the course is not computed into the grade point average.

The instructor determines the student’s final grade. Semester grades are permanent and cannot be changed except by repeating the entire course, in which case both grades will appear on the student's permanent record. Only the better grade will be counted in computing the student's grade point average. Hours of credit for repeated courses may only be counted once in computing graduation requirements.

**Special Graduate Program Grading Policies**

**MBA and MSM in Management Majors**
Students will not be allowed to have more than two classes with a grade of “C” applied toward fulfilling graduation requirements. 500 level MBA course taken as pre-requisite to the MBA program are graded on a pass/fail basis and are not counted into the graduate program GPA.

**Nursing Majors**
Nursing faculty at the College of Nursing use the following grading scale for graduate students: A = 93 – 100%; B = 85 – 92%; C = 77 – 82%; F = less than 77%.

**College of Education Majors**
Education faculty at the the College of Education use the following grading scale for graduate students: A = 93 – 100%; B = 85 – 92%; C = 77 – 82%; F = less than 77%.
Quality Point System/GPA Calculation

Degree candidates as a general requirement must achieve a minimum (average) of 3.0 quality points per semester hour of credit completed. Final grades in each course are converted to quality points according to the following schedule: A grade of "A" in a course converts to four quality points of each semester hour of credit: Thus, in a three-semester-hour course, an "A" is worth 12 points. A grade of "B" is worth three quality points per semester hour of credit; a grade of "C" is worth two quality points per semester hour of credit; other grades receive no quality points. The quality point or Grade Point Average (G.P.A.) is computed by dividing the total number of quality points earned by the total number of semester hours attempted excluding courses with a “P” grade. A student’s transcript reflects an accumulative G.P.A. of all USF graduate courses completed.

A final grade is required for each course. The final semester grade is the only grade on the student’s permanent record. A grade report will be emailed to each student through the USF email system. Students may also access their grades through their USF Student Portal.

Grade Reports

Official grade reports are sent to students through their USF email account only. Students may view and print copies of their grade reports through the USF portal. Reports for all students are issued at the end of the semester. Only the final grade is recorded on the permanent record.

Appeals of grades must be filed within 20 calendar days of the issuance of grades and must be done in accordance with established grievance procedures.

Withdrawal from the University

Students completely withdrawing from the University should contact the Registrar’s Office, obtain the necessary signatures on the Withdrawal Form, and complete all the withdrawal procedures.

- **Permanent** – “W” is the grade used at the time of withdrawal. No computation in grade point averages will be recorded on the student's permanent record. Should a person decide to return to USF after having permanently withdrawn, the individual must file for admission as a new student.

- **Leave of Absence** - To preserve a position in the University, the student requesting a leave of absence must return on an agreed upon date. An extension of no more than one semester may be granted. Failure to return on the agreed upon date will necessitate filing for admission as a new student. “W” is the grade used at the time of withdrawal. No computation in grade point averages will be recorded on the student's permanent record. Failure to return on the agreed upon date will necessitate re-applying for admission.

- **Extenuating Circumstances** - Under certain circumstances and at the discretion of the appropriate college dean, a student may be granted a temporary leave of absence in which case the instructor will be informed not to submit grades for the student, and the student's name will be deleted from the class list.

Students are responsible for checking their class enrollment status through their student portal to confirm that they have been withdrawn from all their courses. Students that are administratively withdrawn or suspended are not eligible for refunds.

Special Policies on Leave of Absence

College of Nursing

Students who must interrupt their academic program for reasons of prolonged illness or compelling personal reasons may apply for a leave of absence. Requests for leave of absence must be submitted in writing to the Dean of the College of Nursing. The student must satisfy the conditions of the leave and must comply with all policies, requirements, and course sequences in effect at the time of reentry. A leave of absence is granted for a specific period of time not to exceed one year. If the time period extends beyond one year, the student must follow the process for readmission.

Physician Assistant

Students who must interrupt their academic program for reasons of prolonged illness or compelling personal reasons may apply for a leave of absence. Requests for leave of absence (medical, personal, family) must be submitted in writing to the Program Director and approved by the Dean of the College of Arts and Sciences. A leave of absence is granted for a period of only one year. Graduate PA students may be required to repeat course sequences in effect at the time of reentry and must comply with all policies and requirements in effect at the time of reentry.

Transcripts

Only signed requests for transcripts can be honored; therefore, the Registrar’s Office cannot accept telephone or email requests. Requests for transcripts can be made in person, by mail, or by fax. There is a $5 charge for each transcript. The first official transcript after graduation is issued free to charge. Payment for transcripts may be made by check, credit/debit card or cash. Checks are to be made payable to the University of St. Francis.
Transcript Request Forms are available in the Registrar’s Office or found on the USF website. If you cannot access this form, a written, signed request may be submitted with the following information:

- Full name – including name(s) used when in attendance (if different from current name)
- Current address
- Social security number and date of birth (for verification purposes)
- Graduation date or dates of attendance
- Address of where the transcript is to be sent
- Contact information (phone and email)
- Signature and date of request

If you are presently enrolled, please indicate if you would like us to hold your transcript until final grades are posted for the current semester. Transcripts will not be released if a student has any hold on their account.

### Academic Standing, Probation, Dismissal and Re-Admission

<table>
<thead>
<tr>
<th>Good Standing</th>
<th>Academic Probation</th>
<th>Academic Dismissal</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.0 or higher</td>
<td>Less than 3.0</td>
<td>Less than 3.0 after 2 semesters</td>
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</tbody>
</table>

Cumulative USF GPA

Academic standing is established at the end of each semester/quarter for degree-seeking students as a result of a minimum cumulative grade point average. A minimum cumulative grade point average of 3.0 based on grades earned at the University of St. Francis is required for graduation. At the end of each semester, the following guidelines are used for reviewing academic standing/cumulative grade point average.

**Good Academic Standing** - A student in a master’s program is required to maintain a G.P.A. of 3.0 (B) on a 4.0 scale in order:

- to remain in the program (see academic probation below)
- to be eligible to sit for the comprehensive examination (for programs that require the comprehensive examination)
- to advance to candidacy for graduation

**Academic Probation**

Graduate students whose GPA falls below the required 3.0 are placed on academic probation.

**Academic Dismissal**

Students on academic probation who do not raise their GPA to 3.0 by the end of two semesters/quarters will be dismissed from the program or academic deficiency.

**Readmission after Academic Dismissal**

If a student, dismissed for academic deficiency, seeks to be readmitted to the program, the following is required:

- at least one semester must elapse between dismissal and seeking re-admission.
- Students must submit a written petition for re-admission showing how they plan to attain the required 3.0 GPA for candidacy and graduation. This petition is submitted to and acted upon by a program faculty review committee and the appropriate college dean. If progress is not evident, the program faculty committee and the appropriate college dean reserve the right to irrevocably dismiss the student from the program.

### Graduate Student Graduation Requirements

**Graduation Requirements for Master’s Degree**

Graduate students are responsible for ascertaining and meeting all deadlines, e.g., registration, submission of papers, required assignments and application for graduation. Necessary forms are available from the appropriate college dean’s office. If a student fails to graduate at the time originally anticipated, the student must reapply for graduation by the appropriate deadline noted in the Academic Calendar. A graduation fee will be assessed. No graduation honors are awarded to graduate students. Candidates for a master’s degree must:

- complete the formal application for graduation through the Registrar’s Office by the appropriate application deadline listed on the Academic Calendar.
- earn a minimum of 33 semester hours of graduate coursework
- earn a minimum of 27 graduate semester hours at the University of St. Francis
- complete all requirements with respect to the major program and concentrations if appropriate. (Courses must be completed within eight calendar years beginning with the first semester of graduate studies.)
- achieve a cumulative grade point average of 3.0 or higher at USF
• MBA and MS in Management students will not be allowed have more than two classes with a grade of “C” applied toward fulfilling graduation requirements
• successfully pass the Comprehensive Exam, Capstone project, or other culminating work required for each specific program
• satisfy all financial requirements with the Business and Financial Aid Offices.

Candidates for a degree should apply for graduation the semester prior to the one in which they want to graduate (the deadline is the last day of the second week of classes each semester). It is the responsibility of the student to see that all graduation requirements are met. If a student withdraws for more than one semester, the catalog and regulations in effect at the time of their return will apply.

Comprehensive Examination

Students pursuing the Master of Science in Health Administration, Master of Science in Nursing, and Master of Education degrees must satisfactorily pass a final comprehensive examination. The comprehensive exam is based on the content of the current program curriculum. The colleges administer the comprehensive examination three times a year.

Students in the College of Professional Studies must submit a request for the Comprehensive Examination the semester prior to their final semester of course work. In order to take the examination, students must have completed a minimum of 32 hours (or be in their final semester) and maintain at least a 3.0 grade point average in the program. The comprehensive examination must be taken within one year of the last class in which the student enrolls.

Students pursuing a Master of Education degree must satisfactorily pass a final comprehensive examination or the State of Illinois Assessment of Professional Teaching (APT) Test. Students in the College of Education must apply for the comprehensive examination prior to their final semester of course work. Students submitting successfully passed APT test scores must do so prior to their final semester of course work to the College of Education Certification Coordinator. The student must have completed 36 hours and maintain at least a 3.0 grade point average in the program. The comprehensive examination or submission of the APT test scores must be done concurrently with the last class. Any transfer credits must be approved and recorded by the University of St. Francis prior to being eligible to take the comprehensive examination or the submission of the APT test scores documentation. Those who do not pass the comprehensive examination may retake the examination only upon consultation with and recommendation of the College of Education Professional Standards Board.

Students pursuing the Master of Science in Nursing must satisfactorily pass a final comprehensive examination. It focuses on a synthesis of the essential components of the advance practice curriculum. An emphasis is placed on five major threads of the curriculum: nursing theory, professional role development, nursing research, clinical management, and life-span considerations and/or education. The College of Nursing and Allied Health administers the examination. Students must apply to take the comprehensive examination the semester prior to the final semester of coursework. In order to take the examination, students must be in the final semester of coursework or have complete all coursework and maintain at least a 3.0 grade point average in the program.

Any transfer credits must be approved and recorded by the University of St. Francis prior to being eligible to take the comprehensive examination. Those who do not pass the examination may retake the examination only upon consultation with and recommendation of the graduate faculty.

Graduate Programs

Business Administration

The Master of Business Administration (MBA) is designed to provide students with challenging course work, which will enhance the team building and interpersonal networking skills necessary in preparing for a position in upper-level management.

The MBA program provides students with a combination of theoretical and practical knowledge. Studying current theories, learning methods of problem solving and analysis, and engaging in active research contribute to the enhancement of a student’s professional career. Developing competent written and oral communication abilities is stressed throughout the program.

Master of Business Administration graduates have an awareness of the total business environment, including financial management and a focus on customers in the global market. In addition, the MBA program provides employers with top-level managers who have skills in communication, leadership, planning and development, technology integration, and decision-making with integrity and a sense of ethics.

The program is designed for the business professional. Classes meet one evening a week or on Saturdays in a traditional class setting, giving students and faculty an opportunity to interact in an exciting learning environment. All MBA courses are also available online through the University’s home page at www.stfrancis.edu.