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 involve additional requirements. All admission requirements are subject to final approval by the dean of the appropriate college. Admission requirements for the Master of Science in Physician Assistant Studies and doctoral programs are listed separately.

Admission to the University of St. Francis as a graduate student requires the following:

- Application and application fee
- Admission essay
- Official transcripts documenting the appropriate undergraduate degree 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
- 2 letters of recommendation
- Verification of employment 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 Health Administration: two years of full-time employment in the health care field or permission from the academic department
  - Master of Science in Management: two years of full time business or management experience or appropriate GMAT scores
  - Master of Science in Training and Development: two years of full time work experience or permission from the academic department

Additional requirements by program:

Master of Education with certification:
- 2.75 GPA in teachable area and successful completion/passing of the ISBE Basic Skills Test or Test of Academic Proficiency

Master of Science in Education:
- Valid teaching certificate

Master of Science in Educational Leadership:
- Verification of an undergraduate GPA of 3.0 on a 4.0 scale

Master of Social Work:
- To qualify for advanced standing, students must be graduates of an accredited BSW program within the last seven years.

Master of Science in Nursing:
- Verification of an undergraduate GPA of 3.0 on a 4.0 scale
- Two years of full-time clinical nursing practice in the last four years
- An additional letter of recommendation
- A professional resume
- A valid nursing license
- 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.
- 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
- Interview with one or more faculty members from the College of Nursing
- Prior to beginning their second semester of enrollment, nursing students are required to submit or complete 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 with approximately 35 students admitted to a cohort class each January. Our admission policy emphasizes the selection of students who reflect varied social, cultural, educational and professional backgrounds.

**Admission to the University of St. Francis** as a graduate student in the Physician Assistant Studies program requires the following:
- An application submitted through CASPA (Central Application Service for Physician Assistants)
- Official transcripts documenting a baccalaureate degree from a regionally accredited college
- Verification of an undergraduate GPA of 2.75 on a 4.0 scale
- Verification of the Graduate Records Examination (GRE) with a minimum score of 153 verbal portion and 144 quantitative portion on current scale (500 in both the verbal and quantitative portions on prior scale) and a 4.0 on the analytical writing portion
- A minimum of 250 hours of formal, hands-on clinical experience in a medical setting
- Completion of the following prerequisite classes with a 3.0 G.P.A. on a 4.0 scale:
  - Biology with lab (8 semester hours or 12 quarter hours)
  - Anatomy and Physiology; preferably with an emphasis on human physiology and with a lab (8 semester hours or 12 quarter hours)
  - Chemistry with lab (8 semester hours or 12 quarter hours)
  - General Microbiology with lab (1 course)
  - Genetics (1 course)
  - Statistics, Physics or Calculus (1 course)
  - Recommended courses: Biochemistry, Organic Chemistry, Computer Science, Psychology or Sociology, Research Methodology

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.

**Tuition Deposit**
Upon acceptance to the Physician Assistant program, a $500 non-refundable tuition deposit is required and will be applied to the applicant’s bill.

**Doctor of Education in Educational Leadership Admission Requirements**
Post graduate students will be considered for admission to the University of St. Francis after completing the following admission requirements. All admission requirements are subject to final approval by the dean of the college.
- Letter of application
- Official transcripts documenting the appropriate graduate degree from a regionally accredited institution
- Verification of a graduate G.P.A. of 3.0 on a 4.0 scale
- ISBE Type 75 certification or equivalent from another state
- Supervisor recommendation
- Interview and submission of professional portfolio
- Documented administrative experience preferred
- Application

**Tuition Deposit**
Upon acceptance to the Doctor of Education program, a $500 non-refundable tuition deposit is required and will be credited to the applicant’s bill.

**Doctor of Nursing Practice (DNP) Admission Requirements**
Post graduate students will be considered for admission to the University of St. Francis after completing the following admission requirements. All admission requirements are subject to final approval by the dean of the college.
- Application and application fee
- Admission essay
- Official transcripts documenting the appropriate graduate degree and prerequisites from a regionally accredited institution
 Verification of a graduate G.P.A. of 3.0 on a 4.0 scale
2 letters of recommendation from either a professional colleague or a 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.
Current license
Professional resume
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 have transcripts evaluated by approved agency (WES or ECE preferred)

Prior to beginning their second semester of enrollment, DNP students are required to submit the following:
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

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

International Student Admission
International graduate students will be considered for admission to the University of St. Francis after completing the previously indicated requirements in addition to those listed below. All admission requirements are subject to final approval by the dean of the appropriate college.
Copy of passport or VISA papers
Resume that indicates two years of applicable work experience or GMAT score
Official scores from the TOEFL (Test of English as a Foreign Language) examination. Satisfactory TOEFL scores are a minimum 550 for the paper based exam, 213 for the computer based exam or 79-80 for the internet based exam for applicants whom English is a second language (a score of 85 on the internet based exam is required for the PA program). The institution code for the University of St. Francis is 1130
Official scores of the International English Language Testing System (IELTS) are accepted in place of TOEFL scores. A minimum overall ban score of 6.5 is needed for consideration. Official scores need to be sent to the University of St. Francis directly from the testing center which administered the test
Official (sealed) transcripts of all academic work from all colleges or universities beyond the secondary level (US SCHOOLS ONLY)
A copy of transcripts of all academic work from all colleges or universities beyond the secondary level (INTERNATIONAL ONLY)
Evaluation from an approved agency of all previous foreign course work (WES or ECE preferred). OFFICIAL COPY NEEDED OUTLINING COURSE BY COURSE
Evidence (affidavit of financial support) of adequate financial resources applicable towards total college costs of completing the master’s degree at the University for one year. (Includes tuition, fees, books, minimal additional costs, excludes living expenses if taking classes in the United States.) (Applicable for onsite students only and includes those that are being sponsored)
School Transfer and Release Application completed by the last institution attended in the United States for international students with immigrant status in the United States and who have attended a college/university in the United States. (Applicable for onsite students only. The previous I-20 will list last school attended)
International student applicants are considered for admission as soon as their application process has been completed. An I-20 will be issued once the above requirements have been satisfied (not applicable for online)
Tuition Deposit - Upon acceptance as an international graduate student, a non-refundable tuition deposit is required and will be credited to the applicant’s bill.

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:
A minimum of 26 semester hours must be completed at the University of St. Francis.
A petition for transfer of credit must be submitted
The course(s) must be appropriate to the degree program and not be in conflict with credit requirements.
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.

Admission for Second Master’s Degree

Graduate students seeking to earn a second Master’s degree (i.e. a second Master of Science degree) in a discipline closely related to that of their first USF Master’s degree will be allowed to apply some of the credit earned in the first program toward the requirements in the second program. The University has an obligation to ensure that each of its degrees reflect a significant immersion of the individual in a relevant, concentration course of study. To this end, a student may not apply more than 12 credits from the first degree to the credit required for the second degree. Decisions related to the number of hours allowed are determined upon individual program requirements. Interested individuals must formally apply and be accepted for admission to the second graduate program.

Additionally, any specific requirements beyond coursework in the second program (e.g., comprehensive exams, field experience, internships, or a thesis) must be completed to earn the second degree.

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 Canvas software to deliver its Internet classes. A major difference between an online course and a traditional course is that Canvas students can participate in 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 USF Academic Catalog.

Graduate Student Classification

Graduate students have three classifications:

- **Degree Seeking Students**: Students working toward a graduate degree program who has 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

<table>
<thead>
<tr>
<th>Graduation</th>
<th>All Semesters</th>
<th>All Quarters</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Physician Assistant</td>
</tr>
<tr>
<td>Full-Time</td>
<td>8 semester hours</td>
<td>Full-Time</td>
</tr>
<tr>
<td>¾ Time</td>
<td>6 semester hours</td>
<td>12 quarter hours</td>
</tr>
<tr>
<td>Half-Time</td>
<td>4 semester hours</td>
<td>6 quarter hours</td>
</tr>
</tbody>
</table>
Class Attendance
A good record of class attendance for regular class formats or online courses is a prerequisite to satisfactory academic progress. Faculty often designate class attendance policies within the syllabus for their specific course(s). Individual instructors have the option of setting attendance requirements in relationship to grading for the course. It is the student's responsibility to meet the requirements set by the instructor in each class. Excessive absence from class may result in a lower grade for the course. Students enrolled in all programs are required to attend regularly.

Failure to attend classes or to log-in to online courses will NOT result in students being automatically dropped or withdrawn from courses. Students are responsible for following the drop and withdrawal procedures in the USF Academic Catalog.

Add, Drop and Withdrawal Process
Students should add, drop and/or withdraw from courses only after consultation with their instructor and academic advisor. Students also need to be aware that any of these changes can have an effect on their progress toward graduation, eligibility for financial aid and eligibility for athletics (if applicable).

- **Adding a course(s):** If space is available in the class, students will be permitted to add a course(s) with the approval of their advisor and within the deadline. Online courses cannot be added after the start of the course.
  - Courses meeting more than once a week – must be complete by 4:00 p.m. on the second Friday of the course
  - Modular courses – add must be complete prior to the second class meeting
- **Dropping a course(s):** Students wishing to drop a course(s) may do so through their advisor. Students can also provide a written request to the Registrar’s Office by using the Add/Drop form or by sending an email or fax with the pertinent information about the course. Upon receipt of a written request (within the deadline), students will be dropped from the class roster and will not receive a grade for the course.
  - Courses meeting more than once a week – drop must be complete by 4:00 p.m. on the second Friday of the course
  - Modular courses – drop must be complete within the first week of class
- **Withdrawing from a course(s):** After the drop period is over, students may withdraw from a course(s) until the withdrawal deadline. Students withdrawing from a course will receive a “W” on their transcript and remain liable for full tuition and fees. No computation in grade point averages will be recorded in the student’s permanent record for courses with a “W.”
  - Full semester course – week 3 through week 11
  - Modular course – week 2 through week 5
- **Withdrawal Due to Extenuating Circumstances** - Students may not withdraw from a class after the withdrawal deadline has passed unless there are very serious circumstances over which the student has no control. Students who feel they have sufficient reason to request withdrawal after the deadline must make an appointment with the Registrar to explain the circumstances and present written documentation for the request. The decision to allow the withdrawal at that point will be made in consultation with the appropriate college dean, academic advisor and the instructor. Students will receive a “W” on their transcript and remain liable for full tuition and fees. No computation in grade point averages will be recorded in the student’s permanent record for courses with a “W.”

Academic deadlines for dropping or withdrawing from a course(s) differ from finance refund/charges deadline policies. Students in compliance with the finance deadline will be eligible for full refund of any tuition paid.

All withdrawals shall be filed with the Registrar and students’ advisors shall be informed in each case. Students who fail to go through established procedures will be considered as still enrolled in their courses and shall receive a grade based upon the course requirements and remain liable for full tuition and fees.

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

- **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 was 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 to have more than two classes with a grade of “C” applied toward fulfilling graduation requirements.
- **F - Failure:** The student fails to meet course the minimum course requirements.
- **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 coursework.
• **P - Pass:** The student met at least the basic expectations of the course.*
• **F - Fail:** 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. Students must request audit status no later than the add/drop date published for each semester.

### Pass-Fail Courses
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", in any course not required in the student's major and/or concentration.

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 (except survey courses) 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 of 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 the MyUSF portal to confirm that they have been withdrawn from their course(s).

### Incompletes
The student may request an Incomplete from the instructor. The faculty member then initiates 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 must 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) or excluded (E) in the G.P.A. 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

#### College of Business and Health Administration 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 courses taken as pre-requisite to the MBA program are graded on a pass/fail basis and are not counted into the graduate program GPA.

#### College of Nursing Majors
Nursing faculty at the College of Nursing use the following grading scale for graduate students: A = 100 - 93%; B = 92 – 85%; C = 84 – 77%; F = less than 77%.

#### College of Education Majors
Education faculty at the College of Education use the following grading scale for graduate students: A = 100 – 93%; B = 92 – 85%; C = 84 – 77%; F = less than 77%.
Quality Point System/GPA Calculation
As a general requirement, degree candidates 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 a cumulative 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 MyUSF 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.

Late Medical Withdrawal Process from the University
A student may request and be considered for a late Medical Withdrawal when extraordinary circumstances, such as serious illness or injury, prevent a student from continuing classes. This policy covers both physical and mental health difficulties. All requests for withdrawal require thorough, credible and timely documentation, received within a reasonable time, usually no more than 30 days after the end of the semester for which the withdrawal is being requested. A sub-committee of the Educational Standards Committee determines the appropriateness of the Medical Withdrawal request.

**Student Procedure:**
1. The students must consult with Financial Aid Services to determine the financial consequences, if any, of the withdrawal on the current and subsequent semesters.
2. The student must provide appropriate documentation to the Registrar’s Office including:
   a. A written request for Medical Withdrawal describing the medical reason for the withdrawal. Additionally, the student must explain how the illness or condition affected their ability to maintain their status as a student at the University and why withdrawing from courses through the regular process was not an option for them. (An Incomplete in courses may be arranged with the respective instructors at their discretion and may be an option for a student to consider instead of a complete Medical Withdrawal).
   b. A letter from the student’s treating physician, recommending a withdrawal from the University for medical reasons. The letter must state the specific rationale for the recommendation, including the onset of the illness or condition and why the illness or condition prevented the student from continuing classes.
3. If the Medical Withdrawal is approved, the student will receive a grade(s) of W. No computation in GPA will be recorded in the student’s permanent record for courses with a grade of W. The student will remain liable for full tuition and fees.
Both the health of the student and his or her ability to resume full academic responsibilities are central to determining whether the student can return from a Medical Withdrawal. The University reserves the right to request medical documentation before returning from a Medical Withdrawal. A future Medical Withdrawal for the same or similar circumstances may not be granted.

**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 Re-admission.

**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.

**Transcript Requests**

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 requested after graduation is issued free of 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, or student ID 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 a hold(s) on their account.

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

<table>
<thead>
<tr>
<th>Good Standing</th>
<th>Cumulative USF GPA</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>
<td></td>
</tr>
</tbody>
</table>

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 graduate level 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 (if applicable)
- to advance to candidacy for graduation

**Academic Probation**

Graduate level 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 for academic deficiency.

Re-admission after Academic Dismissal
If a student, dismissed for academic deficiency, seeks to be re-admitted 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 Graduation Requirements

Graduation Requirements for Graduate Level Programs
Graduate level students are responsible for ascertaining and meeting all deadlines, e.g., registration, submission of papers, required assignments and application for graduation. The Application for Graduation can be obtained in the Office of the Registrar or online in the MyUSF Portal; consult the Academic Calendar for specific deadlines. 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 graduate level programs must:

- earn a minimum of 32 semester hours of graduate level coursework
- earn a minimum of 26 graduate level 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
- 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.

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. 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.

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 Business and Health Administration, School of Health 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 all required State of Illinois certification tests. Students must submit proof of completing the Assessment of Professional Teaching (APT) prior enrolling in the final semester of course work. The student must have completed 36 hours and have maintained at least a 3.0 grade point average in the program. Those who do not pass the APT may retake the examination upon consultation with their advisor.

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.