evaluation and management skills. Topics will include: developing an online course; creating an online syllabus and content; creating performance-based assessment; planning online activities; creating and moderating online discussion groups; managing the online course (time, record-keeping, students). Prerequisite: USF adjunct faculty status.

TDEV 714 TEACHING IN AN ACCELERATED FORMAT (1 credit hour) - identifies the main parts of a comprehensive accelerated format course. The course provides review examples, discusses capturing content strategies, examines assessment and grading strategies, and provides the basis to build a course based on adult learning theories and strategies. Prerequisite: USF adjunct faculty status.

TDEV 715 ASSESSMENT IN HIGHER EDUCATION (1 credit hour) - provides an introduction to assessment in the classroom, department, and institution. Assessment as a tool for improvement and a basis for planning and change is explored. Prerequisite: USF adjunct faculty status.

STUDENT RECORDS, REGISTRATION, CLASS ATTENDANCE, REPORT CARDS AND TRANSCRIPTS

ALL STUDENTS

Student Records and FERPA
The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. They are:

• The right to inspect and review the student’s education records within 45 days of the date the University receives a request for access. The student should submit to the Registrar a written request that identifies the record(s) he/she wishes to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the Registrar does not maintain the records, the student will be notified of the office that does maintain the record.

• The right to request the amendment of the student’s education record that the student believes is inaccurate or misleading. A written policy for review and amendment of records can be obtained from the Registrar’s Office.

• The right to consent disclosure of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is defined as academic, administrative, support, and contract staff of the University who have a legitimate educational interest. Legitimate educational interest is defined as: performing a task specified in the job description or contract, performing a task related to the student's education, performing a task related to the discipline of a student, providing a service or benefit relating to a student. In addition, students serving on official committees such as disciplinary or grievance committees will also be considered to have a legitimate educational interest.

• The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University of St. Francis 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, S.W., Washington, D.C. 20202-4605.

An exception is the disclosure of directory information. The University of St. Francis defines
directory information as:

- student name
- e-mail address
- hometown
- dates of attendance
- awards and honors
- academic majors
- date of birth
- enrollment status
- degrees conferred (including dates)
- “sport information” (height, weight, position, photographs) for athletes

Such information may be disclosed, without the student’s consent, at the institution’s discretion, except as specified in the note below.

The University will, upon request, disclose educational records without consent to officials of another school in which a student seeks or intends to enroll. Written verification of such intent will be obtained. All requests to release a student’s record must be made in writing and signed by the student as described under the “Requests for Transcripts” in the University catalog.

NOTE: Currently enrolled students may withhold disclosure of all of the above items of information under FERPA. To withhold disclosure, written notification, on the form specified, must be submitted by the student to the Registrar’s Office. This may be done at any time within a semester of enrollment. The student’s notification of non-disclosure will remain in effect until the student notifies the Registrar’s Office, in writing, of removal of the non-disclosure status. The University of St. Francis assumes that failure on the part of any currently enrolled student to specifically request non-disclosure of directory information items indicates individual approval for disclosure.

REGISTRATION FOR CLASSES

Before beginning the registration process, all students need to consult with their academic advisor and the Registrar’s web page for registration processes and web-published schedules. The University’s link will supply valuable search tools and allow printing of course information in several different formats.

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 for specific classes. 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 login 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 catalog.

AUDITING COURSES

Students who wish to audit a course must indicate this choice at the time of registration or no later than the end of the 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 on the transcript for the course but no credit is earned.
WAIVER FROM CURRICULAR REQUIREMENTS
A waiver from a requirement in a major field is made by the department chair and the appropriate college dean. A waiver from undergraduate liberal education requirements is made by the Dean of the College of Arts and Sciences. Requests for a waiver should be made in writing and the approval forwarded to the Registrar. A waiver of a curricular requirement does not confer an equivalent amount of credit or lower the credit-hour requirement for graduation.

ADDITION COURSES, DROPPING COURSES, AND THE WITHDRAWAL PROCESSES
Adding, dropping, and/or withdrawing from courses are functions that students should do only after consultation with their instructor(s) and academic advisor. Students also need to be aware that any of these functions can have an affect on their progress toward graduation and eligibility for financial aid.

Students who fail to go through established procedures with their advisor or who fail to file appropriate paperwork with the Registrar’s Office will be considered as still enrolled in their courses. Students shall also receive a grade based upon the course requirements and be liable for full tuition and fees.

Students are responsible for confirming their enrollment status through their student portal to see that they have been added or dropped from course(s).

Adding Courses:
If space is available in the class, students will be permitted to add courses with the approval of their advisor and within the deadlines listed below. In order to ensure that students do not miss important instructional time and information at the beginning of a term the following deadlines apply:
• Courses meeting more than once a week – adding must be done by Friday at 4pm at the end of the first week of the term
• Courses meeting only once a week – adding must be done prior to the second class meeting

Addition of Online Courses: Students may not add course after the term has begun.

Dropping Courses:
Deadlines: Semester Courses - First two weeks of class  
Modular/Short Duration/Accelerated Courses - First week of class

Students wishing to drop a course(s) may do so through their advisor or by using the student portal. Students can also provide a written request to the Office of the Registrar by submitting a signed University Drop Form, sending an email or a fax with pertinent information about the course. This must be received by the Registrar’s Office no later than 4:00 Central Time the Friday at the end of the second week of full term course and by the end of the first week for modular courses.

Academic deadlines for dropping from courses differ from finance refund/charges deadline policies. Students in compliance with the finance deadline will be eligible for full refund of any tuition paid. To assess the financial responsibilities for dropping, please refer to the Student Expenses and Financial Policies webpage at:
http://www.stfrancis.edu/businessaffairs/forms/index.htm

Upon receipt of a written request within the drop deadlines, students will be dropped from the class roster and will not receive a grade for the course.

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After the drop period is over, students may withdraw with a grade of “W” until the deadline published in the registration calendars.

Students are responsible for checking their class enrollment status through their student portal to confirm that they have been dropped from their course(s).

Withdrawal From Individual Courses:

- **Timelines:**
  - Semester Courses – Week 3 through Week 9 for semester courses
  - Modular/Short Duration/Accelerated Courses – Week 2 through Week 5

Students withdrawing from a course during these periods shall receive a grade of "W" on their records and remain liable for full tuition and fees. No computation in grade point averages will be recorded on the student's permanent record for courses with a “W”. Inquiries regarding this procedure may be made at the Registrar's Office.

Academic deadlines for withdrawing from courses differ from finance refund/charges deadline policies. Students in compliance with the finance deadline will be eligible for full refund of any tuition paid. To assess the financial responsibilities for withdrawing, please refer to the Student Expenses and Financial Policies webpage at: http://www.stfrancis.edu/businessaffairs/forms/index.htm

Students may be granted a "Withdrawal Due to Extenuating Circumstances" from an individual course at any time. The appropriate college dean grants such permission after consultation with the student, the instructor and the advisor. Students receive a "W" on their transcript and remain liable for full tuition & fees.

Students are responsible for checking their class enrollment status through their student portal to confirm that they have been withdrawn from their course(s).

Withdrawal from the University (All Courses)

Students withdrawing from the University should begin by obtaining a Withdrawal Form from the Registrar's Office. Students will need to obtain the necessary signatures on the Withdrawal Form, complete all the withdrawal procedures as outlined in the Student Handbook, and return the form to the Registrar's Office.

“W” is the grade 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 class enrollment status through their student portal to confirm that they have been withdrawn from all their courses.

Students Administratively Withdrawn or Suspended: Students are not eligible for refunds

Re-Admission After Total Withdrawal - Should a person decide to return to USF after having permanently withdrawn, the individual must re-apply for admission.

**REPEATED COURSES**

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.

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 GPA or Excluded (E). No credit is given for the excluded (E) repeat and the course is not computed into the grade point average.

Hours of credit for repeated courses may only be counted once in computing graduation requirements.
“W” is the grade 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 University enrollment status through their student portal to confirm that they have been withdrawn from all their course(s).

REFUNDS
Refunds are payable to students thirty (30) days after the official date of withdrawal. For details, see the information posted in the Student Expenses and Financial Policies webpage at http://www.stfrancis.edu/businessaffairs/forms/index.htm

All questions and concerns related to the refund policies of the University of St. Francis should be directed to the Business Office Manager, Office of Business Affairs, S211, (815) 740-2268.

LEAVE OF ABSENCE
To reserve 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 re-applying for admission.

GRADE REPORTS / REPORT CARDS
Official grade reports are sent to students through their USF email account only. Students may view and print duplicate copies of grade reports through their USF portal. Only final grades are recorded on the permanent record/transcript.

Appeals of grades must be filed within 20 calendar days of the electronic transmission of grade reports and must be done in accordance with established grievance procedures. A form to begin the appeal process can be obtained from the Registrar’s Office.

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.

Transcript Requests Forms are available in the Registrar’s Office or found on the USF website at http://www.stfrancis.edu/reg/requesttrans.htm

If students cannot access this form, they may submit their own signed request providing 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 & email)
• payment
• student’s signature & date of the request

There is a $5 charge for each transcript. After graduation, the first transcript 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.

Transcripts will not be released if a student has any “hold” on their academic record.