• Each grade that is subject to this policy will remain on the official transcript but will be noted as "Excluded" from the calculation of GPA.
• A notation of "Academic Forgiveness" and the effective date will be placed on the transcript.
• Other Guidelines
  • The Forgiveness Policy, which can be used only once, applies only to courses taken by the student at the University of St. Francis. Any grades received that reflect academic dishonesty are not subject to forgiveness. The Registrar’s Office will evaluate the student’s record to verify the nature of the grades prior to the application of the policy.
  • Use of the Forgiveness Policy does not mean that alterations will be made in a student’s transcript. The only “change” will be the manner in which the student’s grade point average is calculated.
  • Use of the Forgiveness Policy does not preclude a student from using other available course-specific grade replacement options for course work taken subsequent to re-enrollment.
  • A student who has been granted Academic Forgiveness must earn a minimum of 32 credit hours from the point of re-admission to be eligible to receive a baccalaureate degree.
  • Any academic probations, suspensions or dismissals that were recorded on the transcript for a given semester will not be removed. These postings will also continue to be considered when Financial Aid is trying to determine the Academic Progress Policy for purposes of distributing financial assistance.

*Attempted hours include all courses that contribute to the GPA, including those for which the student received credit by earning grades of A, B, C, or D or for which the student did not receive credit due to grades of F and P.

UNDERGRADUATE ACADEMIC HONORS AND RECOGNITIONS

DEAN’S LIST
A student who attains a semester GPA of 3.5 or higher at the end of the semester in which he or she has taken at least twelve credit hours (not including pass/fail or audit courses) will be placed on the Dean’s Honor List. The list is made public and the student receives a letter of commendation.

DEAN’S SCHOLARS
This designation is reserved for those students who have completed at least thirty hours at the University of St. Francis and have maintained a cumulative GPA of 3.9 or above (out of a possible 4.0). The Dean’s Scholars are announced each spring at the Academic Honors and Awards Convocation.

POLICIES PERTAINING TO GRADUATE STUDENTS

Graduate Student Classification
Graduate students have three classifications.
• Degree-Seeking Students: Students working toward a graduate degree or a certificate program who have met all graduate admission requirements.
• Certificate-Seeking Students: These students must also meet all graduate admissions requirements for the applicable programs.
• 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 for enrollment in graduate courses.

**GRADUATE STUDENT ENROLLMENT STATUS**

<table>
<thead>
<tr>
<th>Graduate</th>
<th>All Semesters</th>
<th>Summer Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-Time</td>
<td>8 semester hours</td>
<td>8 semester hours</td>
</tr>
<tr>
<td>_ Time</td>
<td>6 semester hours</td>
<td></td>
</tr>
<tr>
<td>Half-Time</td>
<td>4 semester hours</td>
<td></td>
</tr>
<tr>
<td>Physician Assistant</td>
<td>All Quarters</td>
<td></td>
</tr>
<tr>
<td>Full-Time</td>
<td>12 quarter hours per term</td>
<td></td>
</tr>
</tbody>
</table>

**Academic Advising and Registration for Graduate Students**

Graduate students granted admission to the University of St. Francis will be advised and registered for their first semester through the Academic Advising Center. 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.

**GRADUATE GRADING POLICIES**

**Quality Point System/Grade Point Average (GPA)**

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 (GPA) 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 GPA of all USF graduate courses completed.

A final grade is required for each course. The 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.

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.**

• **F – Failure:** The student fails to meet the basic expectations of the course.

• **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 “I” grade will be administratively changed to “F”.

- **P - Pass:** The student met 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 a grade of “W”. Grades of “W” are not used in the computation of grade point averages.
- **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 period published for each semester.

### 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.

### SPECIAL GRADUATE PROGRAM GRADING POLICIES:

**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.

500 level MBA courses taken as pre-requisites 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 and Allied Health use the following grading scale for graduate students: A = 93-100%, B = 85-92%, C = 77-84%, F = less than 77%.

**College of Education**

The College of Education has common grading scales for its courses. The grading scale for the graduate courses is: A = 93-100%, B = 85-92%, C = 77-84%, F = less than 77%.

### ACADEMIC STANDING, PROBATION, DISMISSAL, AND RE-ADMISSION

<table>
<thead>
<tr>
<th>Cumulative USF GPA</th>
<th>Good Standing</th>
<th>Academic Probation</th>
<th>Academic Dismissal</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.0 or higher</td>
<td></td>
<td>Less than 3.0</td>
<td>Less than 3.0 after 2 semesters</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 term, the following guidelines are used for reviewing academic performance/cumulative grade point average:

Good Standing - A student in a master’s program is required to maintain a GPA 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 for academic deficiency.

Re-Admission 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 readmission.
- Students must submit a written petition for readmission 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 review committee and the appropriate college dean reserve the right to irrevocably dismiss the student from the program.