Current Students: If you are presently enrolled, please indicate if you would like your transcript “held” until final grades are posted or your degree is awarded.

**CHANGE IN MAJOR**

Students may change their major with the advice of their academic advisor. Students who are changing major programs of study are required to meet with their new department advisor in order to determine which catalog requirements must be met.

Students who wish to change their major program should first obtain the "Change of Major Form" from the Registrar’s Office. The form requires the approval of the current major advisor and the advisor for the new program of study. Students should check their portal to make sure their major is current.

**POLICIES PERTAINING TO UNDERGRADUATE STUDENTS**

**Student Classification**

*Undergraduate/Degree Seeking Students*

The classification of students is determined at the beginning of each semester according to the number of semester hours completed, as follows:

<table>
<thead>
<tr>
<th>Classification</th>
<th>Semester Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshmen</td>
<td>0 to 29</td>
</tr>
<tr>
<td>Sophomores</td>
<td>30 to 59</td>
</tr>
<tr>
<td>Juniors</td>
<td>60 to 89</td>
</tr>
<tr>
<td>Seniors</td>
<td>90 or more hours</td>
</tr>
</tbody>
</table>

Classification will not necessarily coincide with class year because students progress toward their degrees at different rates. For official records, students will be identified according to the above classification.

*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.

**UNDERGRADUATE ENROLLMENT STATUS AND COURSE LOAD**

Students wishing to complete a degree within fours years should carry 15-18 hours each semester in order to accumulate the 128 semester hours required for graduation.

<table>
<thead>
<tr>
<th>Undergraduate</th>
<th>Fall / Spring Semesters</th>
<th>Summer Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-Time</td>
<td>12 -18 more semester hours</td>
<td>Varies by program</td>
</tr>
<tr>
<td>3/4 -Time</td>
<td>9 – 11 semester hours</td>
<td>Varies by program</td>
</tr>
<tr>
<td>Half-Time</td>
<td>6 – 8 semester hours</td>
<td>Varies by program</td>
</tr>
<tr>
<td>Overload</td>
<td>More than 18 semester hours*</td>
<td>Varies by program</td>
</tr>
</tbody>
</table>

Tuition charges are based on the number of credit hours taken each semester. Students taking 12-18 semester hours of credit in a semester are charged a full time flat rate. *Students taking more than 18 semester hours of credit are charged an additional rate per credit hour for every credit over 18. Students taking 1-11 semester hours of credit are charged by the semester credit. See Tuition and Fee section for further details.

**Overload**

Special permission to carry more than 18 semester hours at the undergraduate level is obtained from one’s academic advisor, with approval of the appropriate college dean; however, *additional tuition is required for each hour over 18 hours.*
ACADEMIC ADVISING

The Academic Advising Program

The Academic Advising Program is an integral part of the educational process at St. Francis. The Core I: Speech Communication class instructors advise freshmen during their first semester. Near the end of the first semester as students choose an academic major, an academic advisor will be assigned from the program they select. Undeclared students will continue to be advised by their Core I advisor until they choose a major. Transfer students are assigned academic advisors by department chairperson of their chosen major at the time of their first enrollment at St. Francis.

Throughout a student’s enrollment, the process of course selection each semester includes a required meeting with the advisor, during which the requirements for a degree and the student’s progress toward completion are discussed. It is the student’s responsibility to know the requirements for graduation and to plan accordingly; however, the academic advisor should be consulted frequently insuring they are on track to graduate.

New Student Advising and Registration for Nursing Fast-Track, Health Care Leadership, Organizational Leadership, and Management Majors

New 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.

UNDERGRADUATE REGISTRATION

The University provides for “priority” registrations for undergraduate students. Working in conjunction with their advisors, students register according to their academic classification with seniors having priority during the registration periods.

Student classifications for registration are determined by the combined credits from transfer courses, USF completed courses, and USF courses in progress (see table)

<table>
<thead>
<tr>
<th>Registration Priority</th>
<th>Semester Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Seniors</td>
<td>90 or more hours</td>
</tr>
<tr>
<td>Juniors</td>
<td>60 to 89</td>
</tr>
<tr>
<td>Sophomores</td>
<td>30 to 59</td>
</tr>
<tr>
<td>Freshmen</td>
<td>0 to 29</td>
</tr>
</tbody>
</table>

The University holds special advising and registration programs for new freshman, transfers, and nursing students.

Courses Taken at Another College or University After Initial USF Enrollment/Off-Campus Approval

To receive credit for a course taken at another college or university after a student has enrolled at the University of St. Francis, several criteria must be met.

Specific, prior approval must be received from the student’s advisor, department chair, and the dean to receive credit for a course taken at another college or university. Off-Campus Course Approval forms are available through the Registrar’s Office. Completed forms are to be returned to the Registrar for final approval.

Undergraduate Students, prior to their senior year, may apply to take additional course work at other institutions; however, thirty (30) of the last thirty-six (36) hours taken before
graduation must be USF courses (under extenuating circumstances, a maximum of 6 additional hours may be approved from off campus sources by the students' dean).

Transfer credit from community colleges/junior colleges may not exceed 70 semester hours. A grade of "C" or better must be earned in courses taken at another college or university for coursework to be accepted for transfer credit.

A completed USF Approval Form and official transcript from the transfer institution are required before credit will be transferred. Courses taken off campus will be subject to a $25 per credit hour (maximum of $75 per course) for review and posting.

Withdrawal from the University
Undergraduate students withdrawing from the University should contact the Registrar's Office, obtain the necessary signatures on the Withdrawal Form, and complete all the withdrawal procedures as outlined in the Student Handbook.

"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 for courses with a "W". Inquiries regarding this procedure may be made at the Registrar's Office.

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

• Extenuating Circumstances – Outside of the withdrawal period and under certain circumstances, a student may be granted a temporary leave of absence at the discretion of the dean.

• 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 applying for re-admission as a new student.

SPECIAL PROGRAM POLICIES ON LEAVE OF ABSENCE

College of Nursing and Allied Health
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 and Allied Health. 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 the 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 Nursing and Allied Health. 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.

FLEXIBLE COURSE OPTIONS

ONLINE DELIVERED COURSES
The University of St. Francis offers a number of courses and programs online through use of the Internet. The University uses WebCT software to deliver its Internet classes. A major difference between an online course and a traditional course is that WebCT 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 undergraduate and graduate level.

Failure to 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.

MODULAR COURSES (8 WEEK COURSES) FOR ADULT DEGREE COMPLETION STUDENTS

The courses required by students pursuing the Adult Degree Completion programs are offered in modular format. Modular courses require students to be self-motivated and self-directed as a significant amount of independent work is to be done in advance of the first class meeting and during the duration of the course. This allows the course to be completed in a shortened, 8 week, time period. To be considered for enrollment in an accelerated/modular course, a student must be admitted to one of the Adult Degree Completion programs and be an adult student (age 23 or older).

Modular courses have accelerated refund policies and accelerated deadlines for dropping and withdrawing from courses.

Adult students not enrolled in one of the University’s Degree Completion programs must secure the approval of the student’s primary academic advisor and the appropriate program administrator or the Dean of the College of Nursing and Allied Health to register for a modular course.

When an accelerated/modular course becomes full, Adult Degree Completion majors are given first priority in registration over other students registering for a new section. The appropriate program administrator and dean will consider exceptions to these guidelines.

INDEPENDENT, DIRECTED, AND TUTORIAL COURSES

An Independent Study course is an academic learning experience that the student initiates, designs, and executes. The student also recommends the evaluation criteria and procedure. Thus, the student assumes most of the responsibilities and decisions traditionally executed by the instructor. Prior to seeking the instructor's approval, the student should clearly define the goals of the project, describe the methods for achieving the goals, and explain the criteria for evaluation. Registration is limited to students who have achieved junior or senior status and have a 3.0 or higher cumulative GPA. The request includes a detailed description of the independent study, reasons why the project contributes toward achieving the student’s educational goals, and the proposed criteria for evaluation and procedure. Forms are available through the Registrar's Office.

A Directed Study course is an academic learning experience designed by the instructor for the student. The instructor stipulates the goals, the materials, and the criteria for evaluation.

Regulations That Apply to Both Independent and Directed Study:

- Any student who intends to take a course as an independent study must develop a detailed description of the objectives of the independent study a proposed evaluation procedure, and the criteria for evaluation.
- Any student who intends to take a course as a directed study must develop, in
collaboration with the instructor, a detailed description of the objectives of the directed study, a proposed evaluation procedure, and the criteria for evaluation.

- The student must provide a statement explaining why this project contributes more toward attaining educational goals and objectives than any of the courses scheduled for the upcoming semester.
- The student must file an application for an independent or directed study prior to participating in the registration procedure.
- The student must receive approval from the instructor, academic advisor, the department chair of the department in which the course is housed, and the appropriate college dean.
- Ordinarily an independent or directed study is allowed only to students with a cumulative GPA of 3.0 or higher. A special recommendation must be made by the teacher for students who wish to pursue such study and has a GPA of less than 3.0.
- Ordinarily, students may take no more than one course designated as independent or directed study during a semester.

Exceptions to the above can only be granted by the appropriate college dean. Policies and procedures for independent or directed study can be obtained in the Registrar’s Office.

Generally, a member of the faculty may undertake the direction of no more than four courses designated as either independent or directed study during any one semester. If more than four students request an independent or directed study course from the same instructor, it is the instructor’s prerogative to establish the criteria for selecting the four requests to be honored.

A Tutorial Study course is an academic learning experience described in the catalog under a specific course number and title. If a student cannot take a course when it is offered, it is possible to arrange with an instructor to conduct the course independently, but following the regular syllabus of the course. It is understood that tutorials are available only for students who have a cumulative grade point average of 2.0 and who have achieved junior or senior status. Forms requesting permission to take a course as a tutorial are available in the Registrar’s Office. It requires the approval of the department chairperson and the appropriate college dean, and must be presented to the Registrar at the time of registration with the official registration form.

**INTERNSHIPS**

Internships are credit bearing, short-term, supervised, work experiences that can be full or part-time. Since internships are awarded academic credit, tuition is assessed. They can be established on or off campus and may be salaried. Faculty, collaborating with an on-site supervisor, monitor and supervise student progress, detail content, and evaluate final achievement. Not included in the internship category are fieldwork, practica, student teaching, clinical experiences, and independent study experiences. Internships provide the opportunity for students to integrate work and formal education with experts in their major field of study, to test the chosen career path, and to be involved in professional activities.

The University of St. Francis expects that the objectives of an internship be content based, skill related, academically substantive, value related, and integral to the student’s academic and career path.

Students who wish to participate in an internship must have earned at least 60 semester hours, completed two semesters at the University of St. Francis, completed 18 semester hours within the major with grades of “C” or above, and have a cumulative GPA of 2.5 or above in the major and overall. Academic departments have the right to set additional requirements. Internships must have the approval of the faculty advisor, department chairperson, and the
appropriate college dean.

Enrollment in this experience is given a grade of pass or fail.

An Internship Handbook, containing guidelines for internships, eligibility requirements, and responsibilities may be obtained in the Career Development office or viewed at www.stfrancis.edu/cardev/internships.htm.

**MAJORS AND MINORS**

**MAJOR PROGRAM**
The required courses and their sequence are established by academic departments and endorsed by the faculty of the University. Individual major program requirements for graduation are those in effect at the time of the student’s initial enrollment. Changes in major requirements will apply provided they do not require a student to enroll in more than a normal course load in any semester or do not prolong the time required to complete degree requirements. Academic department chairs have authority to waive or provide substitute course work for major requirements.

**DOUBLE MAJOR**
Any student may fulfill the requirements for more than one academic major, and both majors will be listed on the student’s transcript. However, the student will be issued only one degree and must notify the Registrar which degree is to be awarded at commencement. Liberal education requirements must only be met once.

**MINOR PROGRAMS**
Students who wish to declare a minor may do so by fulfilling the requirements determined by each academic department. Minors require from fifteen to twenty-four (15-24) credit hours. Successful completion of a minor will be listed on the student’s transcript.

**GRADING POLICIES**

**QUALITY POINT SYSTEM AND GRADE POINT AVERAGES (GPA)**
As a general requirement, degree candidates must achieve a minimum average of 2.0 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 converted to four quality points for 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. A grade of “D” is worth one quality point per semester hour of credit. Other grades receive no quality points. The quality point or grade point average 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.

**GRADING SCALE**
A final grade is issued for each course. This grade is the only grade maintained in the student's permanent record. Each student is awarded a letter grade 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 a consistency in excellence.
- C - Satisfactory: The student meets the basic expectations of the instructor, usually shows little initiative in attacking new problems, and indicates some progress in individual development.
- D - Passing: The student demonstrates an inability to fully master the basic course requirements, but does give indication of minimal growth expectations.
- F - Failure: The student fails to meet the minimum course requirements.
- P - Pass (for pass/fail course): Student has met minimum course 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.
- I - Incomplete: This grade may be given only at the request of the student and with the approval of the instructor. This grade is given when the student has, for a reason beyond the student's effective control, been unable to complete the required course work.
- 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 term.

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.

INCOMPLETES
The student or faculty member may begin the process by obtaining a Request to Award An Incomplete Grade form from the Registrar's Office. The form must be submitted at the time the “I” grade is given.

The student must then complete the course requirements by the end of the sixth week of the following Spring or Fall semester, at which time a final grade will be recorded. If the student fails to complete the requirements in this time, the “I” grade will be administratively changed to an "F". Students may, under extenuating circumstances, request an extension (with the dean of the college's approval). The extension may be no longer than the end of the semester in which the incomplete work is due. Grades may not be changed after that time.

Special Incomplete Policy for College of Professional Studies
Students in the College of Professional Studies must complete the course requirements by the end of the sixth week of the following Fall, Spring or Summer semester at which time a final
grade will be recorded.

PASS/FAIL
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 working with 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" by completing and filing a Pass/Fail form with the Registrar. The Registrar will approve 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 GPA. No more than one course each semester may be taken on a pass/fail basis.

SPECIAL UNDERGRADUATE PROGRAM GRADING POLICIES:

College of Nursing
Nursing faculty at the College of Nursing and Allied Health use the following grading scale: A = 93-100%, B = 85-92%, C = 77-84%, D = 70-76%, F = less than 70%.

At the end of each semester, nursing students will have their cumulative GPAs recalculated based on all grades received for all program prerequisites, general education, nursing and elective courses. Students with a cumulative GPA below 2.75 will be placed on Academic Probation. Students who fail to raise their cumulative GPA to 2.75 or higher the following semester will be dismissed from the nursing major.

Clinical Course Grades in Nursing
Courses, which include a clinical component, receive one grade. The clinical component is evaluated as Pass or Fail.

• Pass: The student has met the objectives of the course through the application of concepts to the client care setting.
• Fail: The student has failed to meet the objectives of the course and/or was unable to apply the course concepts to client care.

When a student receives a passing clinical component grade, the course theory grade is recorded on the transcript. When a student fails the clinical component, a course grade of “F” is recorded. Through a process of ongoing evaluation, students are made aware of their progress in the clinical setting.

Withdrawal from Nursing Courses: Nursing students are allowed to withdraw from a nursing course only once.

Repeated Nursing Courses: A nursing course in which a grade of D or F is received must be repeated and may be repeated one time only. No more than one nursing course may be repeated.

COLLEGE OF EDUCATION
The College of Education has common grading scales for its courses. The grading scale for undergraduate courses is: A = 93-100%, B = 85-92%, C = 77-84%, D = 70-76%, F = less than 70%.
ACADEMIC STANDING, PROBATION, DISMISSAL, AND RE-ADMISSION

Academic standing is established at the end of each semester for degree seeking students as a result of a minimum cumulative grade point average. A minimum cumulative grade point average of 2.0 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 cumulative academic performance/cumulative grade point average:

<table>
<thead>
<tr>
<th>Total Hours</th>
<th>Good Standing GPA</th>
<th>Academic Probation GPA</th>
<th>Academic Dismissal GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 19</td>
<td>2.0 or higher</td>
<td>1.99-1.50</td>
<td>Less than 1.50</td>
</tr>
<tr>
<td>19-36</td>
<td>2.0 or higher</td>
<td>1.99-1.70</td>
<td>Less than 1.70</td>
</tr>
<tr>
<td>37-59</td>
<td>2.0 or higher</td>
<td>1.99-1.85</td>
<td>Less than 1.85</td>
</tr>
<tr>
<td>60 or more</td>
<td>2.0 or higher</td>
<td>Less than 2.00</td>
<td></td>
</tr>
</tbody>
</table>

*includes both transfer hours earned and institutional hours earned and attempted.

Students may have their Probation and/or Dismissal academic standing changed at the discretion of the dean.

Good Standing - A student maintaining a cumulative grade point average of 2.0 or higher will be viewed as in “Good Standing” and eligible for continued enrollment at the University.

Academic Dismissal - A student, from any College within USF, who has attempted 12 or more semester hours of coursework at the University and has not achieved a satisfactory cumulative grade point average identified in the table above OR who has been on “Special Academic Probation” and still has not achieved a 2.0 GPA or higher will be “Academically Dismissed” from the University. Dismissed students will receive a letter from the appropriate college dean informing the student of the dismissal. Students may appeal the dismissal to the Educational Standards Appeal Committee at the time of dismissal or may follow the “Re-Admission” procedure described below.

Academic Probation - A student who was in “Good Standing” and attempted 12 or more semester hours of coursework at the University and has achieved less than a 2.0 cumulative GPA may be subject to “Academic Dismissal”. However, students within these ranges may be placed on “Academic Probation” for one semester.

Students on Academic Probation are required to meet probation requirements as specified by their academic dean. One of the conditions may be required enrollment in ACAF 098 Academic Coaching. Failure to meet those requirements during a probationary semester will result in “Academic Dismissal”. Students will receive a letter from the appropriate college dean informing them of their “Academic Probation” status.

Special Academic Probation - A student who is eligible for dismissal may be placed on “Special Academic Probation” at the discretion of the college dean. Students will receive a letter from the appropriate college dean informing them of their “Special Academic Probation” status.

Re-Admission After Dismissal - Students who have been dismissed for academic deficiency may apply for re-admission after one semester. During that absence, the student should complete additional academic course work at another approved college with a grade point average of at least 2.0 or have pursued work or other responsibilities that demonstrate a commitment to achievement.

Application for re-admission is made to the Undergraduate Admissions office. The Undergraduate Admissions Committee will review the courses taken or activities pursued and
determine whether such students have demonstrated the ability to do satisfactory work if readmitted to the University of St. Francis. The Committee will seek input from the student’s former dean, academic advisor and Student Life before making a final decision.

**SPECIAL UNDERGRADUATE ACADEMIC PROBATION AND DISMISSAL POLICIES:**

**Academic Probation in Nursing**
At the end of each semester, nursing students will have their cumulative GPAs recalculated based on all grades received for all program prerequisites, general education, nursing and elective courses. Students with a cumulative GPA below 2.75 will be placed on Academic Probation. Students who fail to raise their cumulative GPA to 2.75 or higher the following semester will be dismissed from the nursing major.

**Academic Dismissal From Nursing Major**
- Students with a cumulative GPA below 2.75 will be placed on Academic Probation. Students who fail to raise their cumulative GPA to 2.75 or higher the following semester will be dismissed from the nursing major.
- Students who are on Academic Probation for more than two consecutive semesters will be dismissed from the major.
- Students who fail to achieve, on the initial attempt, a minimum of a “C” grade in two nursing courses will be dismissed from the program. “D’s”, “F’s”, and “W’s” do not meet the minimum of a “C” grade. Students are allowed to withdraw from a nursing course only once. Students who withdraw from a second nursing course will be dismissed from the major.
- Nursing majors are required to maintain a cumulative 2.75 or higher GPA each semester in their professional practice courses.

The faculty reserves the right to recommend to the Dean of the College of Nursing and Allied Health, the dismissal of students who demonstrate nursing/academic performance, which makes it inadvisable for them to continue preparation for professional nursing. Students may appeal the dismissal by following the “Appeal Procedure for Academic Probation and Dismissal.”

**ACADEMIC FORGIVENESS POLICY**

An undergraduate student who returns to the University of St. Francis after an absence of three years and who demonstrates the ability to do well academically, as described below, may use Academic Forgiveness to remove the effect of earlier unsatisfactory grades. Such students are strongly encouraged to meet with an advisor in their college to develop an academic plan and to discuss this policy.

- **Eligibility** - to be eligible, a student must:
  - Be readmitted to the University after an absence of at least three calendar years;
  - Have attempted* at least 24 letter-graded hours at USF since re-admission;
  - Have earned at least a 2.5 GPA in all courses attempted* since re-admission;
  - Request Academic Forgiveness in writing from the Office of the Registrar. This request must be made before the end of the semester immediately following the one in which requirement the re-admission 24 graded hour requirement was met.

- **Implementation** - after the student elects Academic Forgiveness and after eligibility is verified, the following adjustments are made to the student’s academic record.
  - Grades of “F” earned at USF prior to re-entry are excluded from the calculation of the GPA (i.e., forgiven).
• 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.