

**Saint Louis University**  
**General Graduate Education Policy Change Summary**

Policy	Change(s) to Policy	Clarification(s) within Policy
<b>Course Audit</b>	<ul style="list-style-type: none"> <li>• Added requirement to complete and receive approval through Petition for Course Audit.</li> <li>• Changed deadlines for switching between audit and non-audit courses.</li> </ul>	<ul style="list-style-type: none"> <li>• Clarified the billing of the standard rate for the School of Law</li> <li>• Clarified what audit courses do not count towards.</li> </ul>
<b>Grade Point Average</b>	<ul style="list-style-type: none"> <li>• Changed School of Law GPA to truncated at three digits to the right of the decimal place.</li> <li>• Changed non-School of Law to rounded at two digits to the right of the decimal place GPA.</li> <li>• Added exclusion of courses below 100-level.</li> <li>• Added exclusion related to the Repeat Grade Policy.</li> </ul>	<ul style="list-style-type: none"> <li>• Clarified exclusion of transfer work.</li> </ul>
<b>Grading Scale</b>	<ul style="list-style-type: none"> <li>• Removed AF grade.</li> <li>• Removed X grade.</li> <li>• Removed grade descriptors.</li> </ul>	<p><b>Procedural clarifications:</b></p> <ul style="list-style-type: none"> <li>• Policy only dictates the quality points assigned to grades, instructors may choose to use a portion of the grading scale.</li> <li>• In situations of official or unofficial withdrawals instructors may assign a grade based on the course material completed with 0 points for all incomplete assignments or based on attendance policy.</li> <li>• When entering an “F” instructors will need to enter the last date of <u>academic activity</u>.</li> </ul>
<b>Incomplete Course</b>	<ul style="list-style-type: none"> <li>• Added requirement to complete and receive approval through Petition for Course Completion Extension.</li> <li>• Changed prerequisite due date to prior to first meeting.</li> </ul>	<p><b>Procedural clarifications:</b></p> <ul style="list-style-type: none"> <li>• Incomplete grades will no longer be assigned through Banner Self-Service, but based on the receipt of the approved Petition for Course Completion Extension.</li> </ul>
<b>Leave of Absence</b>	<ul style="list-style-type: none"> <li>• Added requirement to complete and receive approval through Petition for Leave of Absence.</li> <li>• Added attending another institution, without permission, will revoke the approved Leave of Absence.</li> </ul>	<ul style="list-style-type: none"> <li>• Clarified what students retain while on leave and what they do not.</li> <li>• Clarified leaves are for future semesters.</li> <li>• Noted Scholarship Deferment Form needed in addition to leave of absence.</li> <li>• Noted international students must contact the Office of International Services.</li> </ul>
<b>Repeating Courses</b>	<ul style="list-style-type: none"> <li>• School of Law is excluded from this policy change</li> <li>• The most recent grade of a course repeated in Fall 2014 or later will be counted in the Grade Point Average (GPA) while the previous grade of the course repeated will be excluded from the Grade Point Average (GPA).</li> <li>• All grades for courses repeated will remain on the official transcript.</li> <li>• Students receiving financial aid need to verify with the Office of Student Financial Services whether repeating a course will affect their eligibility status.</li> </ul>	<p><b>Procedural clarifications:</b></p> <ul style="list-style-type: none"> <li>• Special permission is not needed to repeat a course.</li> <li>• Departmental policies may need to be adjusted to account for this.</li> </ul>