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Academic Integrity

The following is a statement of minimum standards for student academic integrity at Saint Louis University.

The University is a community of learning, whose effectiveness requires an environment of mutual trust and integrity, such as would be expected at a Jesuit, Catholic institution. As members of this community, students, faculty, and staff members share the responsibility to maintain this environment. Academic dishonesty violates it. Although not all forms of academic dishonesty can be listed here, it can be said in general that soliciting, receiving, or providing any unauthorized assistance in the completion of any work submitted toward academic credit is dishonest. It not only violates the mutual trust necessary between faculty and students but also undermines the validity of the University's evaluation of students and takes unfair advantage of fellow students. Further, it is the responsibility of any student who observes such dishonest conduct to call it to the attention of a faculty member or administrator.

Examples of academic dishonesty would be copying from another student, copying from a book or class notes during a closed-book exam, submitting materials authored by or editorially revised by another person but presented as the student's own work, copying a passage or text directly from a published source without appropriately citing or recognizing that source, taking a test or doing an assignment or other academic work for another student, tampering with another student's work, securing or supplying in advance a copy of an examination without the knowledge or consent of the instructor, and colluding with another student or students to engage in an act of academic dishonesty, and making unauthorized use of technological devices in the completion of assignments or exams.

Where there is clear indication of such dishonesty, a faculty member or administrator has the responsibility to apply appropriate sanctions. Investigations of violations will be conducted in accord with standards and procedures of the school or college through which the course or research is offered. Recommendations of sanctions to be imposed will be made to the dean of the school or college in which the student is enrolled. Possible sanctions for a violation of academic integrity include, but are not limited to, disciplinary probation, suspension, and dismissal from the University.

Audit of Course

To enroll in a course on audit basis students must:

1. Submit completed Petition for Course Audit and
2. Receive approval by their college or school.

Students will be charged at the standard per-credit rate for courses taken on an audit basis.

Students will not receive academic credit for a course taken on an audit basis and therefore the course will not count toward attempted credits, earned credits or graduation requirements.

Enrollment in audit courses will be indicated on academic transcripts as an 'AU'.

If the conditions authorized in the Petition for Course Audit are not met, the instructor may request an authorized withdrawal of the student.

A course registered for credit may be changed to audit only through the last day of the add/drop period.

A course registered for audit may be changed to credit only through the last day of the add/drop period.

Change of Grade

All changes of assigned grades are subject to a statute of limitations of one year from the end of the term in which the course was completed. Appeals of this statute of limitations may be made to the Dean of a College or School, must be made in writing by the student and faculty involved and provide substantive documentation of the reasons for the appeal.

Classification

Students' classification is calculated on the basis of completed credit hours. Classification rankings are defined as the following:

Freshman	Less than 30 credit hours,
Sophomore	30 or more credit hours, but less than 60 credit hours,
Junior	60 or more credit hours, but less than 90 credit hours,
Senior	90 or more credit hours.

Saint Louis University courses must be graded to be considered completed credit hours.

Transfer credit hours are included in the definition of completed credit hours.

Correspondence Courses

Correspondence courses are discouraged and not usually accepted toward the fulfillment of degree requirements, except under the following conditions: The course must:

1. Be under the direction of an accredited institution's extension department.

2. Be accepted at that institution.
3. Be a lower division course.

In every case, a student must fill out a form available in the Dean's office.

Course Withdrawals

The deadline to withdraw from (drop) a class without a "W" appearing on the transcript will be Friday of the second week of the semester for a full semester course (except for the [School for Professional Studies](#)). The final deadline to withdraw from a class is two weeks after the end of the mid-term examination week for a full semester course (the end of the tenth week of class). If a student is given permission by his/her Dean to withdraw after the tenth week, it should be for a serious, non-academic reason.

When a student withdraws from a course or from the University without authorization, or when the student is dropped from a course because of excessive absence, the course grade will be "F."

Credit by Assessment through American Council on Education (ACE)

Students may receive credit for courses evaluated and approved for college credit by the American Council on Education (ACE). Listings of ACE approved courses and credit recommendations are contained in two publications: A Guide to the Evaluation of Educational Experiences in the Armed Forces and The National Guide to Educational Credit for Training Programs. Credits received are subject to the same policies as those of any other transfer credit.

Students who are active military or reservists and participated in the off-duty, voluntary education programs of the Department of Defense, may receive credit for coursework taken while active military or in reserves.

Credit By Exam

Students may earn Credit By Exam only through qualifying scores on the following examinations:

- Cambridge International A Level,
- College-Level Examination Program (CLEP),
- College Board Advanced Placement (AP),
- Health Education Systems, Inc. (HESI) and
- International Baccalaureate (IB).

An examination for credit cannot be taken while enrolled in, after enrollment or after withdrawing from the course in which the examination for credit is requested.

For the most up-to-date listing of academic department approved qualifying scores visit www.slu.edu/services/registrar/ap_clep.php

The Office of University Registrar may award credit only upon receipt of official results directly from the testing service.

Dean's List

To qualify for the Dean's List students must:

1. Have a minimum semester grade point average of 3.70,
2. Complete at least twelve hours of graded course work during the semester for which the honor is designated.

Note: The Dean's List may be published due to Saint Louis University defining it as directory information under the [Family Educational Rights and Privacy Act \(FERPA\)](#). For more information see ferpa.slu.edu.

Dual Credit/Concurrent Enrollment Programs

Students may receive college credit prior to high school graduation through Dual Credit/Concurrent Enrollment programs. In addition to receiving credit toward high school graduation for selected academic courses, the student may opt to dual enroll. Credits earned in Dual Enrollment/Concurrent Enrollment programs are subject to the same policies as those of any other transfer credit.

Final Examinations

1. The last examination in a course must be given during final exam week; the Dean must approve exceptions. Faculty will administer final examinations according to the schedule for final examinations found at <http://registrar.slu.edu>.
2. If a student has three final examinations scheduled for the same day, a request to postpone the examination scheduled in the middle may be made. Faculty will give every consideration to the student's request.
3. An advance authorization for deferring the taking of a final examination may be given, but only rarely and for serious reasons (e.g., medical or religious). The student must request the deferral in writing in advance of the final and receive permission from the Instructor. The Dean's Office must also be notified.

Grade Point Average (GPA)

The cumulative grade point average (GPA) is determined by dividing the total quality points earned by the total GPA hours attempted, and rounding at two digits to the right of the decimal point.

All grades for which quality points are indicated in the “Grading Scale” are included in the cumulative GPA, except:

1. Grades for courses below the 100-level.
2. Grades for excluded repeat courses, see the Repeating Course Policy for additional information.

Note: Courses transferred from other colleges/universities do not have quality points assigned; therefore do not apply toward a student’s GPA.

Grade Reports

Students may access their midterm and final grades via MySLU.slu.edu, Tools tab, and then Banner Self-Service Midterm grades are viewable in Registration History. Final grades are viewable in either Registration History or Academic Transcript. Exception: Eight week or shorter courses do not issue midterm grades.

Grading Scale

The undergraduate grading system at Saint Louis University follows a 0 - 4.00 point scale. Quality Points for grades are assigned as follows:

A	4.00
A-	3.70
B+	3.30
B	3.00
B-	2.70
C+	2.30
C	2.00
C-	1.70
D	1.00
F	0.00

The following grades are not awarded quality points and therefore are not calculated in students’ cumulative grade point average.

P	Pass
NP	No Pass
S	Satisfactory
U	Unsatisfactory

The following course statuses are recorded on the academic transcript, but are not grades. There are no quality points associated and therefore have no impact on students’ cumulative grade point average.

AU	Audit. See Course Audit policy for additional information.
I	Course work incomplete. See Incomplete Course policy for additional information.
W	Withdrawal. Please see Withdrawal policy for additional information.

Graduation (Latin) Honors

Graduation honors will be awarded according to a student’s cumulative Grade Point Average as follows:

Summa cum laude:	3.90 and greater
Magna cum laude:	3.70 and greater, but less than 3.90
Cum laude:	3.50 and greater, but less than 3.70

Students must complete 60 earned credit hours through Saint Louis University in order to be eligible to graduate with honors.

Final determination of honors and cumulative grade point averages will be made at the time of degree conferral.

Note: For the purpose of complying with timelines for commencement and related publications, tentative honors may be calculated based on the cumulative grade point average at the end of the previous completed term.

Graduation Requirements

The general requirements for earning a baccalaureate degree are as follows:

1. Satisfactory fulfillment of the lower and upper division course requirements within each college or school,
2. Completion of no fewer than 120 semester hours of credit,
3. Overall grade point average of 2.00 (see GPA definition for more information),
4. Courses below the 100-level do not count toward graduation,
5. The last 30 credit hours must be completed through Saint Louis University or an approved Study Abroad program,
6. The following percentages of credit hours must be completed through Saint Louis University within a field of study:
 - a. At least 50% of a major must be completed through Saint Louis University or an approved Study Abroad program
 - b. At least 75% of a minor must be completed through Saint Louis University or an approved Study Abroad program

- c. At least 75% of a concentration must be completed through Saint Louis University or an approved Study Abroad program
 - d. At least 75% of a certificate must be completed through Saint Louis University or an approved Study Abroad program
7. Students must file an application to graduate before the end of the add/drop period of the semester in which graduation is intended.
5. Tuition for the course is paid to Saint Louis University at its rates.
 6. Grades earned under these conditions will be computed into the student's semester and cumulative GPAs.

Students from other institutions cross-registering for undergraduate courses at Saint Louis University must be full-time and in good standing at the other institution.

Saint Louis University will award a degree if all required coursework is completed, and needed documentation received, within 30 calendar days of the semester's published conferral date. Beyond 30 calendar days, awarding of the degree will be deferred to the next published conferral date.

Both Saint Louis University students, and students from other institutions, must obtain permission to participate in this program by completing an Inter-University Program - Registration Form. This form is available in your Registrar's Office.

Incomplete Course

To receive additional time to complete courses students must:

1. Submit completed Petition for Course Completion Extension and
2. Receive approval by the instructor.

Students must complete the course work by the approved deadline, which can not be longer than one year after the course's final grades were due.

Two exceptions are:

1. Incomplete courses in prerequisite courses must be completed and graded prior to the first meeting for which the course is a prerequisite.
2. Incomplete courses for a graduating student must be completed and graded 30 calendar days after the conferral date.

An Incomplete Course will be awarded a grade of "F", by the Office of the University Registrar, if the course is not completed by the approved deadline.

Inter-University Program Registration

Saint Louis University students may cross-register for undergraduate courses at other institutions included in the Inter-University agreements under the following conditions:

1. The student is full-time and in good academic standing.
2. The course is not available at Saint Louis University.
3. The course is required or recommended for the student's major or minor (including prerequisites).
4. The course is approved by the Saint Louis University advisor, department chair and dean.

This form requires the signatures of their Dean at the student's home institution, and the signature of the instructor or department at the university where the course is offered. When this form is completed it should be returned to the Office of the University Registrar at your home institution who will complete the registration process for the student.

Note: Some colleges/schools within the participating universities may not be available in this program. Check with the Registrar's Office at the institution you wish to visit.

Intra-University Transfer

An application form for Intra-University Transfer (within the University) is to be filed in the Dean's office. The student will be notified of acceptance to the new program.

Leave of Absence

A leave of absence offers students the opportunity to leave Saint Louis University temporarily, no longer than one calendar year, and return without reapplying through admission.

For students to be placed on a leave of absence they must:

1. Submit completed Petition for Leave of Absence and
2. Receive approval by their college or school.

During the leave of absence, students:

1. Retain the graduation requirements from the Undergraduate Catalog of their year of admission,
2. Retain their SLU email account, access to mySLU.slu.edu and access to the libraries,
3. Do not have enrollment status for purposes of health insurance or federal loan deferment,
4. Are not eligible to reside on campus, attend classes or participate in extracurricular campus activities.

A leave of absence may be requested only for future terms. If a student is withdrawing from the current term after the add/drop period please see the Withdrawal Policy.

Students must complete a Scholarship Deferral Form in order to retain institutional scholarships.

International students must consult with the Office of International Services concerning conditions of their student visas.

Unless approved, students attending another institution will have their leave of absence revoked and therefore will be required to reapply to Saint Louis University in order to return.

Midterm Examinations

Absence from mid-semester or other interim examinations may, at the discretion of the instructor, require special examinations.

Off Campus Enrollment

To receive additional time to complete courses students must:

1. Submit completed Petition for Undergraduate Off-Campus Enrollment and
2. Receive approval by their college or school.

Summer: No more than twelve semester hours of credit earned between the end of the Saint Louis University Spring semester and the start of the Saint Louis University Fall semester of any one-year may be credited toward a degree from Saint Louis University.

Upon completion of off-campus courses, students will forward a sealed official transcript from the off-campus institution no later than the first week of the following semester, to the Office of the University Registrar, One Grand Blvd. St. Louis, MO 63103

Overload of Hours

To enroll in more than 18 credit hours in Fall or Spring or more than 12 hours in the Summer students must:

1. Have a minimum cumulative grade point average of 3.00
2. Submit completed Petition for Overload and
3. Receive approval by their college or school.

Additional tuition will be charged at the standard per-credit rate for all additional credits in Summer and for all credits above 18 credit hours in Fall or Spring.

Pass/No Pass Option

To enroll in a course on a pass/no pass basis students must:

1. Submit completed Petition for Pass/No Pass and
2. Receive approval by the instructor.

The Pass/No Pass option may only be petitioned for elective courses.

Therefore, a Pass grade will count toward the 120-credit minimum graduation requirement.

A Pass grade may not be used to satisfy a course prerequisite.

A Pass grade cannot be applied to any of the following:

- Required lower and upper division courses within each college or school,
- Required course for a major,
- Required course for a minor,
- Required course for a concentration or
- Required course for a certificate

Both grades of Pass/No Pass are not awarded quality points and therefore are not calculated in the cumulative grade point average.

A course registered with a standard grade may be changed to a Pass/No Pass grade only through the last day of the add/drop period.

A course registered with a Pass/No Pass grade may be changed to a standard grade only through the last day of the add/drop period.

Note: See Registration Procedures for additional information.

Post-Baccalaureate Course Work

Students may enroll in courses numbered 500 and above provided all of the following conditions are met:

1. Students must be classified as seniors. Please see Classification policy for additional information.
2. Prerequisites for each course in question must be fulfilled prior to the first meeting of the course.
3. Students must have at least a 3.00 cumulative grade point average.
4. Students may not enroll in more than a total of 6 credits (or 2 post-baccalaureate courses, whichever is greater) in courses numbered 500 and above.
5. Students total combined enrollment (undergraduate and post-baccalaureate) for the semester may not exceed the following course load:

- a. Fall or Spring - 15 credits or 5 courses, whichever is greater.
 - b. Summer - 6 credits or 2 courses, whichever is greater.
6. Students must complete the Petition for Post-Baccalaureate Course Work.
 7. Students must receive approval by their college or school.

All credit earned for courses numbered 500 and above will be applied toward the completion of student's undergraduate program and degree requirements, unless petitioned and approved to apply toward a post-baccalaureate degree through their college/school.

Therefore the associated grades for the courses numbered 500 and above will be calculated in the cumulative undergraduate grade point average, unless petitioned and approved to be recorded as post-baccalaureate credit,

This policy does not apply to accelerated, integrated, or direct-admit post-baccalaureate degree programs.

Note: Successful completion of approved graduate course work does not guarantee the student admission into the applicable advanced degree program or, in any way, amend the ordinary process of making application for classified or unclassified status in Graduate Education.

Proof of Proficiency By Examination

When available, students may request a Proficiency Examination to prove proficiency in a course's content in order to satisfy the following:

1. Course prerequisites,
2. Course requirements within a college or school,
3. Course requirements within a major, minor, concentration and/or certificate.

Requirements will be satisfied when a Proficiency Examination is successfully completed with a passing score, as defined by the academic department.

Credit will not be awarded for the successful completion of a proficiency examination and therefore will not apply toward the total credit hour requirements for graduation; including but not limited to individual college/school or departmental requirements.

A Proficiency Examination cannot be taken while enrolled in, after enrollment or after withdrawing from the course in which the Proficiency Examination is requested.

Note: Proficiency Examinations are not available for all courses. Please inquire with the academic department of the course to determine the availability.

Registration Procedures

[Registration](#) periods for courses and other academic work for the Summer Sessions and the Fall and Spring Semesters are scheduled by the Office of the University Registrar. Students are expected to [self-register](#) for all courses during the appropriate registration period.

Students enrolling during this period and thereafter are expected to complete the entire process, including the making of financial arrangements with the Office of Student Financial Services.

Late Registration

Late registration begins on the first day of classes and extends through the end of the first week of the semester (except for the School for Professional Studies).. Students registering for the first time during or after the late registration period will incur a late registration fee of \$50.

Course registration made during the registration period will be canceled if there is a balance due and financial arrangements are not made.

Registration and changes of registration in the second week of a full semester course can take place only with the permission of the student's advisor, the new course/section instructor, and student's dean.

Changes of Registration

No fee is assessed for a change in registration.

The deadline for dropping a class without a "W" appearing on the transcript will be Friday of the second week of the semester for a full semester course.

When a student fails to complete a Change of Registration form, and withdraws without authorization from a course or the University the student will be graded based on the grading procedures listed in the course syllabi.

Registration Holds

The University may block the registration of a matriculated student by placing an [academic hold](#) on the student's record for one of several reasons (e.g. non-payment of tuition, library books not returned, violation of the mandatory continuous-enrollment requirement, expiration of time to degree).

Registration Policies for Courses That Do Not Span the Full Semester

Some courses are offered in a shortened meeting pattern, such as 4 and 8 week courses. For these courses the following calculations are applied to determine the registration and withdraw dates, with the exception of [the School for Professional Studies](#):

- Last day to add a course via Banner Self-Service
 - 1/16 of the total class days
- Last day to add courses, requiring advisor, instructor and dean's signatures or drop a course without a "W"
 - 1/8 of the total class days
- Last day to drop a course with a grade of "W"
 - 5/8 of the total class days

Registration Sequence

Registration sequence is based on students' classification. See Classification policy for additional information.

The registration sequence begins with seniors followed by juniors, sophomores and freshmen.

The following students are granted priority registration: student athletes, University Honors Program students, SSS grant students, students with early registration accommodations, all United States military service-members, veterans and those dependents currently using veteran benefits

Repeating Courses

All repeated courses and grades will be recorded on the academic transcript with the most recent course included in the grade point average and noted as "included", while the previous courses will be noted as "excluded".

All courses designated as excluded will:

1. Not be included in cumulative earned credit hour totals,
2. Not be awarded quality points and therefore not calculated in a student's cumulative grade point average
3. Not apply toward graduation requirements.

Courses excluded from the Repeating Course policy are Special Topics, Independent Study, Internships and Clinical Learning Experiences.

Students may not repeat a graded course with a Pass/No Pass grade.

Note: Students receiving financial aid need to verify with the Office of Student Financial Services whether repeating a course will affect their eligibility status.

Federal law limits the number of times students may repeat a course and receive Title IV financial aid for that course.

- Students may receive Title IV aid when repeating a course that was previously failed (received a 0.0 or No pass), regardless of the number of times the course was attempted and failed.
- Students may receive Title IV aid to repeat a previously passed course one additional time.
- Once students have completed any course twice with a passing grade, they are no longer eligible to receive Title IV aid for that course.
- If students repeat a course that is not Title IV aid eligible, a recalculation of Title IV aid is done to exclude the credits for the repeated course.
- This rule applies whether or not students received aid for earlier enrollments in the course.

Student Academic Standing

College of Arts and Sciences
John Cook School of Business
Parks College of Engineering, Aviation and Technology
College of Philosophy and Letters
College of Education and Public Service

A student is considered to be in good academic standing if he or she is not under academic suspension and has not been required to withdraw from the University. If a student's cumulative grade point average earned at Saint Louis University falls below 2.00, that student is not eligible for further registration unless probationary status is granted by his or her academic dean. Although the University's minimum grade point average is 2.00, some individual programs, schools, or colleges may require higher minimum grade point averages. For example, in the College of Education and Public Service, students seeking teacher certification must maintain a 2.5 grade point average.

Virtually all departments and programs in the Doisy College of Health Sciences require students to maintain at least a 2.50 grade point average throughout their course of study. Physical Therapy and Occupational Therapy requirements are slightly higher.

In the School of Nursing, all students must maintain at least a 2.50 grade point average. Students must have at least a 2.50 grade point average to begin the nursing sequence and enter the final semester of their program. All students are required to achieve a grade of "C" (2.0) or above in all required courses (general education and nursing); all of the required courses may be repeated only one time.

The Doisy College of Health Sciences and the School of Nursing have specific policy statements regarding academic eligibility for progression in and dismissal from the individual programs. Students have the obligation to familiarize themselves with these

policies, copies of which are available in the office of the department or program.

Students with a grade point average of less than 2.50 but more than 2.00 in some Doisy College of Health Science departments (2.70 in the department of Physical Therapy and 2.80 in the department of Occupational Therapy) may, at the Dean's discretion, be allowed to register on a probationary status.

Probationary Status

Deans of the undergraduate schools may grant probationary status to a student whose grade point average has fallen below 2.00 (below 2.50 in the School of Nursing and Doisy College of Health Sciences, however specific departments may have required minimums which vary from the 2.5 minimum). This status allows the student the opportunity to improve scholastically and to demonstrate evidence of the capacity to proceed toward a degree. A student on academic probation may not register for more than 15 semester hours and may not make application for a degree. A student may remain on University probation for no more than two consecutive semesters.

Professional and/or Clinical Probation

Students enrolled in professional undergraduate programs must demonstrate professional fitness for both study and a career in the profession. A student may be placed on professional and/or clinical probation or may be requested to withdraw from the program when, in the opinion of the faculty, the student shows a lack of attributes considered necessary for continuance in the program.

Suspension

A student may be suspended from a course, from a school or college, or from the University for academic or disciplinary misconduct. Suspension is normally temporary. At the time suspension is imposed, the conditions for reinstatement are explained. While under suspension, a student is barred from further registration. Reinstatement after academic suspension requires the approval by the Vice President of Student Development.

Dismissal

The Dean of each degree-granting unit of the University has the authority and responsibility to dismiss a student from the School or College and the University for academic reasons. The conditions under which a student is dismissed are:

1. Inability to eliminate probationary status within the two semesters subsequent to the assignment of probation, or
2. A total grade point average deficit of more than 15 points.

A student notified of dismissal for these reasons may apply for transfer to another school of the University under the condition that he or she is eligible for special probationary status in the

school into which transfer is requested. To be eligible for this status, the student must:

1. Have a grade point average deficit of no more than 20 points.
2. File a Request for Intra-University Transfer form (available in the Dean's Office) and attach a written petition for this status.
3. Enclose two letters of recommendation from previous instructors along with the above form.

The School of Nursing has specific policy statements regarding dismissal. Students should familiarize themselves with these policies published in the Baccalaureate Nursing Program Student Handbook.

Study Abroad/Exchange

For students to study abroad they must:

1. Submit completed Study Abroad Application.
2. Receive approval by the appropriate departments listed in the Study Abroad Application.

Grades for all courses while on SLU-approved exchange and study abroad programs will appear on a student's transcript and factor into a student's cumulative Saint Louis University grade point average.

Saint Louis University students participating in fall/spring study abroad programs must enroll for the equivalent of a full-time course load while abroad (a minimum of 12 Saint Louis University credit hours per semester). For summer programs, there is no minimum or maximum credit load required, unless otherwise specified by your host institution or program.

Any changes made to a student's registration while abroad must be approved by the student's academic advisor, mentor, department, and/or college representative.

Summer Session - Visiting Students

Students who are currently enrolled as undergraduate or graduate students in good standing at other colleges or universities and plan to attend Saint Louis University summer session may register for courses as Visiting Students. Visiting Students may register for classes and Institutes using the online registration form at www.slu.edu/summer.

Transfer Credit

Saint Louis University grants degrees that build on previous academic work at other educational institutions. In order to ensure the integrity of the University's degrees, the University

requires that all previous or concurrent academic work be documented with official transcripts received in a sealed envelope and that those transcripts be authenticated.

Transfer credits are applied where appropriate in fulfillment of program and degree requirements of a specific college or school of the University provided that admission criteria are met and the courses presented are from an regionally accredited college or university. In addition all transfer credit must have a C letter grade or above and are recognized by the specific college or school of the University as comparable to courses offered at the University. Saint Louis University accepts transfer credit for which we have no equivalent. This credit would be acceptable in transfer as elective degree credit and would not fulfill specific graduation requirements. No more than 64 semester hours (60 for the School of Social Work) earned at the community college level can be applied toward the bachelor's degree at Saint Louis University.

Transcript of Record

Students' academic transcripts include all grades awarded for courses taken through Saint Louis University, regardless of breaks in enrollment, academic program or level of course work.

The Family Educational Rights and Privacy Act (FERPA) protect students' academic records, including the academic transcript. See ferpa.slu.edu for additional information.

Students may request academic transcripts through the Office of the University Registrar upon the written authorization, except as otherwise required or permitted by law.

An academic transcript will not be released when a student has an outstanding financial obligation to the University.

Transcripts and documents from other institutions are the property of Saint Louis University and, as such, are under the control of the Office of the University Registrar. Under federal policy, students have the right to view their transcripts and other education records; the University is not required to provide (or allow the making of) copies of these records. Transcripts submitted to Saint Louis University for admission or credit transfer become the property of Saint Louis University and cannot be returned to students or forwarded/ returned to other institutions.

Veteran Certification of Attendance

The University certifies enrollment in terms of the veteran's semester hour load, and subsequently reports changes in student academic loads. Veterans' attendance is certified to the Veterans Administration (VA) beginning with the date of initial registration, and periodically until the expected completion date

of the VA-approved program or goal. Veteran students must promptly inform the certifying official in the Office of the University Registrar, DuBourg Hall, Room 22, of any changes in status that might affect benefits. Failure to report such changes can result in overpayments and other complications in receipt of benefits.

Minimum Standards for G.I. Bill Students

As a result of established VA minimum standards for school attendance, veterans should be aware of the following regulations, which govern certification by the University and acceptance of the certification by the Veteran's Administration:

1. Veteran students who cease attending, but who do not officially withdraw from class or from the University, will be reported as not making satisfactory progress.
2. The VA will be notified for the following reasons, and an overpayment may be charged against the veteran:
 - a. If a grade of I, AU, or W is assigned.
 - b. If status (full-time, three-fourths time, one-half time, etc.) is altered.
 - c. If academic progress is determined to be unsatisfactory.

Veteran students are expected to attend classes, perform academic duties as assigned by instructors, and adhere to academic policies as stated in this Catalog. Failure to do so will result in reports to the VA of unsatisfactory progress, which, in turn, will result in discontinuance of benefits pending VA counseling.

Withdrawing for Active Military Duty

In the event that a student is called from the Ready Reserves or National Guard for active military duty during a semester, the following withdrawal policy should be applied. Since students in the School for Professional Studies have eight-week terms, the policy will be adjusted appropriately when applied to their terms.

1. Up to the beginning of midterms (eighth week of semester), a grade of "W" will be assigned for all courses being taken and a full refund of tuition, fees and parking charges will be provided.
2. From the beginning of midterms through the last day to withdraw with a grade of "W" (end of tenth week), a grade of "W" will be assigned, but no refund of tuition, fees and parking charges will be made. However, a student will be permitted to retake the courses, or their equivalents, upon returning to Saint Louis University without a tuition charge.
3. After the last day to withdraw with a grade of "W", depending on timing, students and faculty may agree to one of the following:

- a. that letter grades would be assigned based on a student's performance in the courses, or,
 - b. that "I" grades would be assigned (pending completion of the formal request for an "I"), requiring a student to complete these courses within one year after returning to Saint Louis University. No refund of tuition, fees and parking charges would be made. The student could also decide, upon returning to the University, to retake these courses, or their equivalents, without a tuition charge, or,
 - c. that "W" grades would be assigned, with no refund given, and the student would be permitted to retake the courses, or their equivalents, upon returning to the University without a tuition charge.
1. Request or notification of the withdrawal must be approved on an official withdrawal form available in the Dean's office or the major exploration advising office.
 2. Failure to file the signed permit in the Dean's Office within one week of the last attendance in class constitutes an unauthorized withdrawal.
 3. Cancellation may be approved upon recommendation of the Dean and approval of the Associate Vice President, and may entitle the student to a refund of tuition.
 4. Residence hall charges will be refunded in accordance with the residence contract.
- Withdrawal during summer and special sessions will be governed by regulations printed in the appropriate Summer Sessions Schedule of Classes.

Whenever a student withdraws because of being called to active military duty, a note will be included on the transcript to indicate that the withdrawal is due to military service. Financial aid awards will be adjusted based on program policy guidelines that may result in a student being responsible for aid-related outstanding charges. Room and board charges will be prorated (per the Housing Contract) based on the date the student moves out of a campus residence.

Following the procedures below will insure that withdrawal from classes because of military mobilization is communicated and completed successfully.

1. A student called for active military duty must complete a Change of Registration form in the Dean's Office of the student's college or school, attaching a copy of the student's Mobilization Order.
2. The Dean's Office will forward the Change of Registration form, with the attached Mobilization Order and appropriate Dean's Office signature, to the Office of the University Registrar for processing.
3. The Office of the University Registrar will notify all administrative offices and the student's advisor and faculty of the withdrawal, listing the student's name, SID, official date of withdrawal, and college/school of the student. The Office of Housing and Residence Life will track the date the student leaves the campus residence for purposes of the prorated room and board refund.
4. Students must check with the Office of the Student Financial Services to insure that final financial arrangements (outstanding balances or refunds) have been settled.
5. Students who are called for military mobilization and do not "officially withdraw" are responsible for settling all semester tuition, fees and charges with the University.

Withdrawing from the University

When a student must withdraw after registering for any semester or session, whether the withdrawal is voluntary, requested by the University, or for other reasons, the following regulations apply: