

# ACADEMIC POLICIES

## Student and Faculty Expectations

### Academic Conduct

Students are expected to interact with faculty and fellow students with courtesy, respect, and integrity in all academic settings. Any behavior that disrupts an appropriate and effective learning environment is unacceptable and may be subject to discipline, whether it occurs in class, on campus, or on the Internet. Student behaviors that enhance the learning environment include dialogue and discussion of course material and issues; asking questions to improve comprehension; listening to and respecting the views of others; and completing readings and assignments in preparation for class. Student behaviors that hinder the learning environment include extended personal discussions during class; the use of cell phones, and the inappropriate use of laptops or other devices during class; consistently interrupting class by entering and exiting the room during the class session; and treating classmates or the instructor with disrespect. In all academic settings, students should be aware of their responsibility to engage in the material being covered in order to benefit from educational opportunities. Moreover, students must be certain that their presence enhances rather than hinders the educational environment of fellow students.

### Academic Integrity Policy

Learning in our Mercy tradition is directed toward discovery and truth, and it requires acting with integrity. Put simply, academic integrity is carrying out scholarship honestly and responsibly. Academic integrity is upheld when individuals work independently when asked, acknowledge the work of others when appropriate, and complete examinations without unauthorized aid.

Students are required to understand and follow the academic integrity policy (full text is available at <https://salve.edu/registrar> (<https://salve.edu/registrar/>)), as well as any specific details addressing academic integrity in each of their course syllabi. When a student observes any violation of the academic integrity policy, the student is expected to report the infraction to their instructor or department chair.

Infractions to academic integrity may include plagiarism (presenting another's thoughts, ideas, arguments, or designs in a scholarly or creative work as your own without attribution; or submitting identical work for multiple assignments without informing the instructor), fabrication (making up or altering data or creating fictional citations or sources of information in academic work), cheating (knowingly giving, receiving, or using unauthorized aid on an examination or assignment), collusion (assisting another student in the commission of a violation of the academic integrity policy; or unauthorized group work on assignments that are intended to be completed independently), or lying/dishonesty (intentionally misleading instructors, staff, or other students).

If a faculty member is convinced that an act of academic misconduct has occurred, they shall impose an appropriate sanction in the form of compensatory coursework, grade reduction, failure of the work involved, or failure of the course. The faculty member then makes a written report to the appropriate academic dean. The student may accept the penalty or make an appeal to the dean.

A record of infractions and sanctions is maintained in the student's file. Subsequent violations may result in suspension or dismissal from the University. Appeal of suspension or dismissal is to the Provost.

### Avoiding Plagiarism

Plagiarism occurs when a person uses someone else's creative or scholarly work but fails to give that person credit. It also occurs when a person credits the author but uses his exact words without so indicating with quotation marks or block indentations; or when a person uses words so close to those in the source, that if the person placed his/her work next to the source, one would see that it could not have been written without the source "at the elbow." The MLA Handbook for Writers of Research Paper (2009) refers to plagiarism as "intellectual theft" and suggests penalties for infractions ranging from failure of the course to expulsion from school.

The widespread availability of online sources for research and information requires particular attention to proper use and citation of electronic sources. Be sure to check with your instructor regarding the preferred style of citation.

### Intellectual Property

The University expects all members of its community to respect the property of others and to be aware of intellectual laws, regulations and policies that apply to the electronic environment. No member of the University community shall use another's material or property in a way that violates copyright law or infringes on the rights held by others. In particular, the unauthorized duplication or use of software that is licensed or protected by copyright is theft.

Members of the University community should recognize that placing their work in the electronic public domain may result in widespread distribution of their work and could jeopardize their rights to that work. One should assume that works communicated through the network are subject to copyright unless there is a specific disclaimer to the contrary.

### Confidentiality of Student Information

Procedures for the release and disclosure of student records maintained by the University are in accordance with the Family Educational Rights and Privacy Act of 1974, as amended (FERPA). The University is guided by the principles that the privacy of an individual is of great importance and that as much information in a student's file as possible should be disclosed to the student upon request. University officials may have access to student information when access is necessary for legitimate educational interests such as appropriate advising, relating to the student's academic or campus life. Third parties have access to personally identifiable student records or information only with the student's written consent or as otherwise provided by FERPA. Parents and guardians are considered third parties who need a written release signed by the student to gain access to student records (FERPA release form). Detailed guidelines for the release and disclosure of information are available from the Office of the Registrar. These guidelines comply with FERPA and Students' Right to Know/Campus Security Act of 1990. An annual notice is published online and sent to students. A detailed description of student rights under FERPA is contained in the student handbook. Required undergraduate and graduate student theses and other papers authored by students may be made available by the University for the research purposes of third parties with students' permission.

### Classroom Expectations

#### Class Attendance

Students are expected to attend all scheduled class sessions and to fulfill the requirements of each course as established by the instructor.

Each instructor has the right to determine the guidelines for attendance as well as all other requirements for the course. Once the guidelines are established by the instructor, students are obliged to abide by them.

Students who miss a class are responsible for contacting their instructors directly to notify them and to arrange how missed work may be completed, which is at the discretion of the instructor. The student should be aware of the class policies regarding missed exams and the submission of late assignments. The completion of missed work is not always permissible according to class policies.

It is the responsibility of the student to consult with his/her instructors and their academic advisor if he/she knows of some circumstance that will necessitate an extended absence from classes.

### Absences for University-Sponsored Activities

Matriculated students in good academic standing may request permission to participate in University-sponsored activities that require class absence. Students are expected to request an excused class absence from instructors prior to the event. Permission may or may not be granted at the instructor's discretion. Students must complete the work missed during all class absences.

### Class Cancellations

Official notification of university-wide cancellation or delay of classes is made in a number of ways: students, faculty and staff will be notified by broadcast e-mails and Salve-Alert but should also be aware of announcements made on local media outlets and posted on the main web page of the University, [www.salve.edu](http://www.salve.edu) (<http://www.salve.edu>), particularly in the case of inclement weather.

### Administrative Withdrawal/Unofficial Withdrawal

It is the responsibility of the student to notify the University of any intention to withdraw from a course or withdraw from the University.

Habitual non-attendance will be considered academic misconduct subject to university withdrawal. Habitual nonattendance is defined as a consecutive absence in any course equating to three full weeks of missed class sessions (three absences for a course meeting once a week, six absences for a course meeting twice a week, nine absences for a course meeting three times a week). Students should note that faculty members may have more stringent attendance policies and standards for participation for their courses, as noted on the course syllabus. The withdrawal date will be the last date of attendance for students who are administratively withdrawn from the University.

## Matriculation, Enrollment, and Registration

### Credit Hour

Salve Regina University awards academic credit hours for the successful completion of each course, and each course requires a significant commitment of time and effort from the student. Accreditation regulation requires that students complete (1) one hour of classroom or direct faculty instruction and a minimum of two hours of out of class work each week for approximately fifteen weeks for one semester hour of credit, or the equivalent amount of work over a different amount of time; or (2) At least an equivalent amount of work for other learning activities such as laboratory work, internships, practicum or studio work. The learning outcomes, assignments and workload for this course reflect this expectation.

### Matriculated/Non-Matriculated Students

A matriculated student has been formally admitted to the University in pursuit of a degree program and is proceeding on a full-time or part-time basis. A non-matriculated student enrolled in course work has not been admitted to the University and is not accepted into a degree program. Non-matriculated students may not enroll for more than two courses (6 credits), unless specific permission is granted by the dean. There is no guarantee that course work completed as a non-matriculated student will be applied toward a degree program. Non-matriculated students may register for courses, when space is available, after the registration period for matriculated students.

### Full-time/Part-time Status

Undergraduate students registered for a minimum of 12 credits are considered full-time students. Students who register for 11 or fewer credits are part-time students. For financial aid, on-campus housing and athletic eligibility, students need to be making satisfactory academic progress.

### Academic Course Load

Most baccalaureate programs are structured so that students may complete their requirements in four years of full-time study. This is accomplished by successfully completing an average of 15 credits per semester (30 credits per year). Students normally complete between 12 and 17 credits each semester for a minimum of 120 credits required for the baccalaureate degree. It may be advisable for some students to register for a reduced course load to ensure their potential success. Should such a plan be advised, the student will not be able to complete a baccalaureate program within the usual four-year period without at least some summer study, or in exceptional circumstances, possibly an additional semester or year at the University.

Students pursuing a full-time load may take up to 17 credits per semester. Students who wish to register for more than 17 credits must have a cumulative GPA of 3.00 or higher to qualify. Each additional credit will be subject to an additional tuition charge on a per-credit basis. Rates are published online on the [salve.edu](http://salve.edu) (<http://salve.edu>) web page.

Undergraduate students who are enrolled in graduate courses must be full time (minimum of 12 credits) at the start of the 15-week semester. Graduate level courses that begin in the second session do not count toward the minimum.

### Class Standing

Matriculated students are classified as freshmen, sophomores, juniors, or seniors according to the number of credits completed, not the number of years enrolled.

Freshman: 0-29 credits completed  
 Sophomore: 30-59 credits completed  
 Junior: 60-89 credits completed  
 Senior: 90 or more credits completed

### University Course Numbering System

- **001-099:** Special undergraduate courses, usually of a weekend workshop nature.
- **100-299:** Lower division undergraduate. Primarily freshman and sophomore level undergraduate courses.
- **300-499:** Upper division undergraduate. Primarily junior and senior level undergraduate courses.
- **500-599:** Graduate level courses for credit toward master's degrees.

- **600-699:** Post-graduate level courses for credit toward the Ph.D., D.N.P. degree and Certificate of Advanced Graduate Studies.

## Choosing a Major/Minor

Students entering Salve Regina University declare a major or are identified as Exploratory. All students who enter Salve with a declared major will be assigned an academic advisor from their major department. Students who are undeclared will be assigned to the Exploratory advisor. Exploratory students who wish to select a major or those who wish to change from the major in which they were originally placed, must meet with the department chair (or for interdisciplinary majors, with the program coordinator) of his/her intended major. Any change of major requires meeting the standards of the chosen department, completing any appropriate application procedures established by the department, and submitting an official change of major form to the Office of the Registrar. Students should, in most cases select a major before or during their sophomore year, but must do so once they have reached junior standing (60 credits). Students interested in selecting one or more minors should meet with the department chair (or program coordinator) as described above to do so. Forms to change a major or minor are available online or in the Office of the Registrar.

## Registration Policies and Procedures

All students must register for courses to maintain enrollment at the University. Students are responsible for adhering to the registration instructions, timetable and other information published online. Students must satisfy all financial obligations before they are permitted to register and attend classes.

Students may drop and add courses without academic penalty during the dates indicated in the Academic Calendar. The option to add a course includes only those courses where space is still available during the drop/add period. If a student has not officially dropped a course or received an approved course withdrawal by the completion of the semester, the instructor must submit a final grade for the student.

## Student Responsibility

It is the responsibility of students to review the requirements for their degree program and select appropriate coursework. Students easily monitor their progress by working with their faculty advisor, regularly reviewing the online Academic Evaluation for their program of study, and by consulting the undergraduate catalog for major, minor, and core curriculum requirements.

## Prerequisites

A prerequisite is a course or other requirement established to ensure that students have sufficient academic preparation to successfully complete another course. It is the responsibility of the student to ensure that prerequisites, as listed in the catalog and available online in the schedule of classes, have been successfully completed before registering for the course. While completion of a baccalaureate program is usually a prerequisite for enrolling in graduate courses, undergraduate students who have demonstrated outstanding achievement may enroll in graduate-level course work for undergraduate credit with permission of the student's faculty advisor and graduate program director.

## Registration Holds

In order to register each semester, all students must have clearance from the Business Office, Financial Aid, Health Services, the registrar, and their

academic advisor. Details are published online and available for students through the campus portal.

## Credit Overload

Students may register online for up to 17 credits per semester. Exception: Nursing and Education majors may register online for up to 18 credits. Any student registering for more than 17 credits needs to meet the criteria below and turn in an Add-Drop form to add the classes beyond 17 credits:

- Pell Honors Program students in good standing (cumulative GPA 3.3 or higher) must fill out an online Pell approval form (<http://www.salve.edu/overload-approval-form> (<http://www.salve.edu/overload-approval-form/>)).
- Students with a cumulative GPA of 3.0 or higher may register for up to 21 credits without permission from university officials. Extra credit fees will be assessed by the Business Office. For permission to enroll in 22 or more credits, students need to contact the Dean of Undergraduate Studies via email at [undergradstudies@salve.edu](mailto:undergradstudies@salve.edu).
- Students with a cumulative GPA of less than 3.0 need to request permission to overload from the Dean of Undergraduate Studies via email at [undergradstudies@salve.edu](mailto:undergradstudies@salve.edu). They must solicit a letter of support from a faculty member who knows their work, as well as a letter of support from their academic advisor. These may be emailed to the Dean of Undergraduate Studies at [undergradstudies@salve.edu](mailto:undergradstudies@salve.edu). Extra credit fees will be assessed by the Business Office.

## Withdrawal from a Course

All students are expected to remain in, and complete, all courses in which they are enrolled once the Add/Drop period has ended. The last day for students to withdraw from a course in a semester is published each year in the academic calendar. No withdrawal will be issued after the established deadline. After the withdrawal deadline, students registered in a course will have to remain in the course until the conclusion of the semester and receive an earned grade from the instructor. A student is not officially withdrawn from a course until the Office of the Registrar has received and processed an official course withdrawal form signed by the student and the student's instructor. It is the student's responsibility to secure these signatures and to submit the course withdrawal form to the Office of the Registrar by the established deadline.

## Registration Requirement for Class Attendance

Students who are not registered by the last day to add/drop may not attend classes that semester. See the academic calendar for specific dates.

## Change of Name/Address

It is the student's responsibility to complete a change of name/address form with the Office of the Registrar whenever such a change occurs. Name changes must be accompanied by official documentation with the new name.

## Registration Policies for Special Courses

### One-Credit Classes and Workshop Attendance

Salve Regina University offers a number of one-credit classes. Students may apply up to eight one-credit units toward the graduation requirement of 120 credits for baccalaureate degrees. Any one-credit units required either by the University, or by a department, will apply toward the graduation requirement over and above the usual limit of eight. Given the concentrated nature of academic workshops, it is highly important for

students to attend all sessions of each workshop, and to be on time. As workshops begin on various dates during the semester, students may add a workshop up to two business days before the start date if spaces are available. Students who wish to drop a workshop must do so two business days prior to the start of the workshop. Students who fail to attend a workshop for which they are registered, and who fail to drop by this deadline, will receive a grade of "NC" (No Credit).

### Independent Study

Independent study involves specialized subjects outside the regular undergraduate catalog. While it is expected that most students will be able to develop a complete program of study from regularly scheduled course offerings, there are situations in which a student may benefit from independent study. Students interested in independent study, and who have a cumulative GPA of 2.75 or higher, should consult an appropriate faculty mentor, discuss the planned project, complete and submit a special enrollment form available in the Office of the Registrar with noted approvals, and will be registered for the course. The University reserves the right to deny requests for independent study from students whose topics have not been well formulated, who lack a supervising faculty member to evaluate performance, or who do not meet the GPA minimum.

### Directed Study

Directed study involves regular undergraduate catalog courses offered to individual students who are unable to complete them due to conflicts or other extenuating circumstances.

Students should consult the appropriate department chair, complete and submit a special enrollment form available in the Office of the Registrar with noted approvals. If the student is not required to take the course to fulfill graduation requirements, or can defer taking the course as a classroom experience to a later semester without jeopardizing his or her academic program, the directed study will not be approved.

### Auditing Courses

Students in good academic standing may audit courses (register courses for noncredit). Students may register for a course as audit, change from audit to credit or vice versa only during the drop/add period as noted in the Academic Calendar. No academic credit is granted for audited courses, and on successful completion, a grade of "AU" (audit) is recorded on the transcript.

For undergraduate courses, auditors must fulfill course requirements except for the final examination. (For graduate courses, audit requirements are determined by the instructor.) At both levels, failure to satisfy the course requirements for auditing is a ground for removal of the audited course from the student's record.

## Leave of Absence

### Personal Leave of Absence Policy

Students who wish to interrupt their studies for the next semester may apply for a leave of absence by contacting the Office of the Dean of Students. This leave is personal in nature and may be related to family, finance, health, work, or other circumstances interrupting your ability to proceed with academics.

To apply, the student must complete and submit the University Leave of Absence form to the dean of students for consideration. The dean of students will consult with other colleagues in order to determine if a leave of absence is to be granted. If the leave of absence is granted the student will be required to obtain all required signatures from the university offices named on the form and return the form to the dean of students who will then inform the Office of the Registrar. Leaves of

absence are not granted retroactively and should be requested prior to the start of classes to the semester in which the leave will be taken. A student on leave is considered withdrawn from the University and must have permission from the dean of undergraduate studies to be enrolled for credit elsewhere during the leave. Leaves of absence are granted on a semester-by-semester basis for up to two (2) semesters.

When a student is ready to return from a personal leave of absence, they need to contact the associate dean of students/designee by August 15th for the fall semester and by January 5th for the spring semester with their intention to return.

Once approved to return from a personal leave of absence, a notice will be sent to a variety of office in order to re-activate the student; however, the student should also connect with office as needed, including, but not limited to the offices below:

- Business Office
- Office of the Registrar
- Office of Financial Aid
- Health Services
- Disability Services
- Academic Advising
- Academic Center for Excellence
- Counseling Services
- Office of Residence Life
- Information Technology
- Graduate Studies

### Medical Leave of Absence

In medical situations where a student cannot continue to attend classes after the start of a term, but intends to return to the University, a medical leave of absence may be granted. Medical leaves are granted by the dean of students; students should consult the voluntary and involuntary leave of absence policies in the Salve Regina Student Handbook for further information.

### Return to Campus after Leave of Absence

Students who intend to return to their studies after a personal leave of absence should submit a written request explaining their intent to register for the following term to the Office of the Dean of Students. **For spring semester return, students should make their request by November 1. For fall semester returns, students should apply by August 1.** Requests to return following an emergency or medical leave will be evaluated by the dean of students in consultation with other University personnel as appropriate.

### Withdrawal from the University

Students who wish to withdraw from the University during a semester or at the end of a semester must do so officially by completing a university withdrawal form and exit interview. Students can find the University withdrawal form online at [www.salve.edu/registrar](http://www.salve.edu/registrar) (<http://www.salve.edu/registrar/>) or in the Office of the Registrar. The withdrawal date will be the date the completed form is signed by the student if it is during the semester. If the withdrawal is at the end of the semester the withdrawal date will be the end date of semester the student last attended. The form must be submitted to the Office of the Registrar.

## Transcript Services

Salve Regina University transcripts are released only when a student submits a written, signed request and pays the transcript fee, except

when mandated by law. Students can request official transcripts online at [salve.edu/registrar](http://salve.edu/registrar) (<http://salve.edu/registrar/>) and submit a request through our third-party vendor, Parchment. Students can receive official transcripts via email or mail.

To obtain copies of transcripts and source document such as test scores from other institutions, students must contact the originators of those records, for example the Office of the Registrar of the original institution. Salve Regina University does not copy transcripts of other schools for student use.

## Transfer Credit and Advanced Placement Policy

### Transfer Credit

Credit is normally granted for courses previously taken at other accredited postsecondary institutions with a grade of "C" or above and does not duplicate another course for which credit has been granted. Grades of "C-" or lower, and "Pass" do not qualify for transfer. Qualifying credits earned are accepted in transfer and are designated on the Salve Regina transcript with the grade P (Pass) with no effect upon the grade point average.

Undergraduate students accepted with transfer credits are classified as freshman, sophomore, junior, or senior according to the number of credits accepted in transfer.

### Advanced Placement Program (AP)

The University grants academic credit to students of superior ability who have acceptable scores in the Advanced Placement Tests given by the College Entrance Examination Board. Advanced standing and the actual number of credits to be granted are determined by the University after a review of the applicant's record and acceptable test scores. A detailed listing of credits granted and acceptable test scores is available online at [salve.edu/registrar](http://salve.edu/registrar) (<http://salve.edu/registrar/>).

### High School Program

High school students of high academic ability may, with the recommendation and written approval of their counselors, enroll in certain specified courses at the University and obtain credit to be applied toward the baccalaureate degree.

### Dual Enrollment

Students who earn college credit while still enrolled in high school can transfer those credits to Salve Regina provided the course(s) meet the normal transfer credit criteria listed above. The student must have the official college transcript sent to the Office of the Registrar. A maximum of 15 college credits earned while in high school will be applied toward the baccalaureate degree.

### International Baccalaureate

The University grants credit to students who achieve acceptable scores in the courses of the International Baccalaureate Program. The actual number of credits awarded is determined after the applicant's record and official IB transcript are reviewed. A detailed listing of credits granted and acceptable test scores can be found on the Office of the Registrar's web page.

### College Level Examination Program (CLEP)

Matriculated undergraduate students who have developed competence in basic subject areas may demonstrate their proficiency by taking the

CLEP examinations and receive credit for acceptable scores on CLEP tests offered by the College Board.

Transfer students may receive credit from CLEP examinations taken prior to enrollment at the University provided that their scores meet Salve Regina University standards. Students will not be awarded duplicate credit for areas in which transfer, course, or examination credit has previously been granted. A detailed listing of credits granted and acceptable test scores can be found online on the Office of the Registrar's web page.

### Credit for Learning Associated with Life Experience

The University may award academic credit for the learning associated with life experience. A student applying for life experience credit must be a matriculated undergraduate at the University. The procedure for submitting a portfolio for evaluation is available online at [salve.edu/registrar/](http://salve.edu/registrar/). Ordinarily, a limit of nine credits may be earned through this process and applied toward an undergraduate degree. There is a fee for each life experience evaluated and awarded credit.

### Credit for Learning Associated with Military Experience

The University uses the baccalaureate-level recommendations from the Guide to the Evaluation of Educational Experiences in the Armed Services as a basis upon which to grant credit for certain military experiences. Ordinarily, a limit of nine credits may be earned on the basis of military experience and applied toward an undergraduate degree.

### Study at Another University

Matriculated undergraduate students who have good reason to take courses at another regionally accredited institution, whether in the United States or abroad, must complete the Transfer Credit Approval form, obtain the approval of the respective department chair, before registering at the other institution. Forms for approval are available in the Office of the Registrar. Approval ensures that credits will be accepted when course work is completed with a grade of "C" or higher. Courses with grades of "C-" or lower and "P" are not accepted in transfer. Students must request an official transcript be mailed to the Office of Registrar upon completion of the course. A limit of three courses may be pursued at another institution and applied toward the number of courses and credits required for an undergraduate degree. Only credits are transferred in and are counted in the total credits completed toward the degree.

## Graduation Policies and Procedures

### Graduation Requirements

Students are responsible for reviewing their progress and completing all required coursework for their degree, including the Core Curriculum and program requirements on their Academic Evaluation. Students must meet the following requirements to qualify for graduation:

1. Complete all major and core curriculum requirements for the catalog year in which the student matriculated.
2. Successfully complete at least 120 credits.
3. Be in good academic standing.
4. Earn at least the minimum number of credits required for the degree program.
5. Earn the minimum grade point average required for the degree program. (Minimum cumulative grade point average is 2.00 for most programs. However, certain programs require a higher cumulative

grade point average as specified in the program section of the undergraduate catalog).

6. Satisfy the residency for the degree.
7. Complete a Petition to Graduate by the due date provided by the Office of the Registrar.
8. Complete the University's community service requirement as part of the Feinstein Enriching America Program and document the hours with the University's Office of Community Service.

Degrees are conferred only when all academic requirements have been completed.

## Graduation Procedures

Students intending to complete their degree requirements for one of the three-conferral dates in May, December or August must complete a Petition to Graduate through My Salve in Salve Regina's campus portal. Along with the petition, the student is required to:

1. Submit any official transcripts from other institutions that may apply towards the completion of their degree requirements.
2. Submit all forms for life experience credit, military experience, credit by examination (CLEP), or Advanced Placement (AP), if applicable.
3. Register for outstanding course work in order to complete the degree requirements.
4. Resolve any balance on the student's account with the Business Office in order to participate in commencement and receive a diploma.

An exit interview with Financial Aid is required prior to graduation, if applicable. In addition, graduating students are expected to participate in an online senior exit survey, which provides an opportunity for students to give important feedback about their experience at the University.

Baccalaureate degree candidates who will have no more than six credits left to earn their degree after the May commencement date and who will complete their final degree requirement(s) during the subsequent summer or fall semester may qualify to participate in graduation ceremonies along with those who will graduate in May. Students are required to submit evidence of their final course registration to the Office of the Registrar by the end of the first week of April in order to participate. Students must complete all requirements by the December 31 conferral date of that year.

Appearance of a student's name in the Commencement program is presumptive evidence of graduation but is not regarded as conclusive. The official Salve Regina University transcript is conclusive testimony of the student's academic record and possession of degree(s) awarded by this institution.

## Graduation Honors

Baccalaureate degree candidates are awarded graduation honors on the basis of the cumulative grade point average when all degree requirements are completed. Honors are determined by the cumulative grade point average for all semesters of study at Salve Regina University. Only students who have completed at least 60 credits (two full years) at Salve Regina University with letter grades (Pass grades are excluded) are eligible for honors.

**Honors are:**

- cum laude (with honor): 3.60 GPA
- magna cum laude (with high honor): 3.75 GPA
- summa cum laude (with highest honor): 3.90 GPA

Every graduating class shall have one valedictorian who:

1. Holds the highest cumulative grade point average at the end of the Fall semester prior to the May Commencement.
2. Has completed at least 60 credits (two full years) of regular course work at the University (exclusive of credit by examination options).
3. Will have completed all baccalaureate degree requirements by the graduation date.

## Grading Policy

Student grades on the undergraduate level are reported as follows with the accompanying quality point values:

| Grade                   | Point Value  | Numerical Equivalent |
|-------------------------|--|----------------------|
| <b>A Excellent:</b>     | 4.00   | 95-100               |
| <b>A-</b>               | 3.70   | 90-94                |
| <b>B+</b>               | 3.30   | 87-89                |
| <b>B Above Average:</b> | 3.00   | 84-86                |
| <b>B-</b>               | 2.70   | 80-83                |
| <b>C+</b>               | 2.30   | 77-79                |
| <b>C Average:</b>       | 2.00   | 74-76                |
| <b>C-</b>               | 1.70   | 70-73                |
| <b>D Below Average:</b> | 1.00   | 65-69                |
| <b>F Failure:</b>       | 0.00   | Below 65             |
| <b>P Pass</b>           | Carries no quality points. Indicates that a student registered on a Pass/Fail basis and passed. Students receive credit for such courses, but "P" has no numerical equivalent and is not computed in the average |                      |
| <b>I Incomplete:</b>    | Given when a course requirement has not been met. Must be resolved by the date on the incomplete form or I becomes F. Incompletes may not extend beyond the last day of the following semester.                  |                      |
| <b>AU: Audit:</b>       | No credit. Students fulfill course requirements except for the examination.  |                      |
| <b>W Withdrawal:</b>    | Withdrawal from a course with permission. No credit.   |                      |

**NC: No Credit:** Reserved for One-credit workshops when a student fails to attend or drop the workshop.

## Undergraduate Pass/Fail Policy

The pass/fail grading option is intended to encourage students to explore topics and disciplines outside of their immediate area(s) of study, while minimizing the risk of adversely impacting their cumulative grade point average.

Undergraduate students can elect the pass/fail grading option for one course per semester beginning freshman year, to a maximum of 12 credits. Courses taken under the Spring 2020 pass/fail option do not count towards this limit. There is no minimum GPA requirement to elect the pass/fail grading option.

Courses that are requirements of the student's major(s), minor(s) or concentration(s) do not qualify for the pass/fail grading option. General electives (electives outside of a student's major, minor and/or concentration) and courses taken to fulfill core curriculum requirements are eligible for the pass/fail grading option, with the exception of UNV-101 University Seminar, UNV-102 University Seminar II, PHL-225 Quest for the Good Life and RTS-225 The Quest for the Ultimate: Dialogue with Global Religious Traditions. Requirements of the Pell Honors Program are also excluded from the pass/fail grading option. A student should not elect the pass/fail grading option for courses that are prerequisites for admission to graduate and/or professional programs of their choice.

In order to request the pass/fail grading option for a course, the student must complete the appropriate online form and submit it to the registrar's office. It is recommended that the student discuss this decision with his/her academic advisor prior to completing the form, particularly if the student is unsure whether a course is a requirement of his/her major, minor and/or concentration. Faculty will submit a final letter grade for each student, which will subsequently be converted to a Pass/Fail grade by the registrar's office. A D grade or better will merit a pass (P), while a grade below a D will merit an F. A passing grade will not be included in the cumulative grade point average, but a failing grade will factor into the calculation.

Students must make their request for the pass/fail grading option no later than the withdrawal deadline for that semester. Pass/fail grades are final and cannot be reverted to a letter grade at a later date.

## Incompletes

On rare occasions, in consultation with the faculty, students may gain permission from their instructors to be given the grade of incomplete. The student must submit the approved form (specifying the work to be completed) with appropriate signatures to the Office of the Registrar before final exam week to become valid.

Normally, incompletes are granted for a circumstance beyond the student's control. The student may request an incomplete for academic reasons (e.g., unanticipated difficulty in obtaining research materials, failure of a critical experiment, etc.) or for some non-academic reasons, such as illness or the death of a loved one. No incomplete will be approved prior to the mid-point of the semester. Once approved, no incomplete may continue beyond the last day of the following semester.

## Final Examinations

University policy requires all classes to meet with their instructors during the final exam period, whether for an examination or for further

instruction, and faculty may penalize students for failure to attend the final examination period. Final exams take place during the final week of each semester, as indicated in the academic calendar.

## Online Grade Reports

Students obtain semester grades online by accessing "Grades" in My Salve through the Salve Regina University campus portal. The University does not mail semester grade reports. Those who need printable copies can obtain them quickly and easily online whenever they access their grades online.

## Falsifying Educational Records

Tampering with educational records such as transcripts, grade reports, and diplomas is against the law. Among criminal offenses of the State of Rhode Island is Chapter 58 of Title 11, which states in part, "A person shall not use, offer, or present as genuine a false, forged, counterfeited, or altered transcript, diploma, or grade report of a postsecondary educational institution." This section is but one example of state and federal laws making it illegal to engage in fraudulent activity with educational records. Penalties for violating such laws can include substantial fines and/or imprisonment.

## Grade Review

All requests for a review of a semester grade must address the process followed in calculating the final grade and not the instructor's judgment of the student's work. Students must first attempt to resolve their questions informally with the instructor. If no resolution is achieved, students who wish to pursue a formal grade review should adhere to the following process and schedule:

1. A request for a review of a semester grade must be made in writing, through a formal letter rather than an e-mail, by the student to the instructor of the course no later than 30 days after the date semester grades become available to students online at "My Salve." The student sends a dated hard copy of this request to the department chair and to the dean of undergraduate studies.
2. Within 10 working days of the receipt of this request, the instructor shall forward to the student, the department chair, and the dean a grade review in writing. The grade review will consist of:
  - a. A copy of the course syllabus outlining methods of evaluation such as assignments, tests, and examinations, along with their respective percentage weights to the final grade calculation.
  - b. The student's grades for all tests and assignments.
  - c. A demonstration of the calculations by which the final grade was determined.

A student who finds the review unsatisfactory (i.e., there are still questions remaining regarding the calculation) may present the case to the Department Chair in which the course was offered within 10 working days of the receipt of the review, or, if the instructor is also the Chair, directly to the Dean. The Chair or Dean will have 10 working days in which to respond. If necessary, a final appeal may be made to the appropriate Dean within 10 working days of the Chair's response, and the Dean will have 10 working days in which to determine the matter. The Dean's decision in the matter will be final.

## Cumulative Grade Point Average (GPA)

The cumulative grade point average is the weighted average of all grades and credits used to indicate academic progress. The cumulative GPA is computed by multiplying the quality point value of the grade by the number of credits attached to each course, adding this number for

all courses taken, and dividing the sum by the total number of quality credits. Note: Grades of "P", "I", "AU" and "W" are not computed in the grade point average. If a course is repeated for an improved grade, the lower grade is excluded from the GPA and duplicate credits are excluded from the cumulative total, however the course and grade remain on the transcript.

## Mid-Term Grade Evaluation

To ensure that students receive appropriate academic advisement, faculty are required to submit mid-term grades for students whose performance in a course is below a "C" during the seventh week of each semester. These students are notified of their performance and are encouraged to seek extra assistance from the instructor or from the Academic Center for Excellence. Students who receive three deficient grades or more are scheduled to meet with their advisor and/or the Academic Progress Coordinator to discuss strategies for improvement. This service is provided to assist students in achieving academic success. However, students are responsible for being aware of their own standing in each class and for taking action for improvement when needed.

## Final Grade Evaluation

At the end of each semester, the Academic Standing Committee evaluates the grade reports of students who are not in good academic standing as well as those whose semester GPA is below the minimum 2.00. The severity of the situation may affect the student's registration for the subsequent semester or continuance at the University. Meetings with the Academic Progress Coordinator are required. Recommendations and/or continuance criteria are mailed to the student.

## Dean's List

The Dean's List is compiled each fall and spring semester recognizing the academic achievement of matriculated undergraduate students who meet the following criteria:

1. A semester grade point average of 3.60 for full-time students completing at least 12 graded credits.
2. A semester grade point average of 3.80 for part-time students completing at least six graded credits.

## Academic Standing

### Good Academic Standing

Full-time matriculated students are in good academic standing when they earn semester and cumulative grade point averages (GPA) of at least 2.00 and successfully complete a minimum of 24 credits each year. Part-time students are making satisfactory academic progress and are in good academic standing when they successfully complete a minimum of 12 credits each year and earn a grade point average of at least 2.00.

To graduate, students must achieve a cumulative grade point average of at least 2.00. However, certain programs require students to earn a higher cumulative grade point average and/or a higher grade point average in courses that apply to the major program. Consult the program section of this undergraduate catalog or the department for the specific requirement.

### Academic Warning

A student whose semester GPA falls below a 2.0 but with a cumulative GPA above 2.0 will be placed on academic warning. Students who do not meet the minimum satisfactory academic progress requirements for their degree or those who do not improve after being placed on warning may

be placed on academic probation. At the completion of each probationary semester, the student's progress will be reviewed.

### Academic Probation

A student whose cumulative GPA falls below a 2.0 will be placed on academic probation. At the completion of each probationary semester, the student's progress will be reviewed.

The purpose of academic probation is to alert the student that serious problems exist in his/her academic performance which require carefully planned corrective measures in order to improve the GPA and return to good academic standing. If unresolved, these problems will prevent further studies and achievement of the student's educational objectives. Written notice is provided by the dean of undergraduate studies both to the student and to faculty advisor(s) shortly after semester grades are processed.

Students on academic probation must work with staff in the Academic Center for Excellence to develop a plan to return to good academic standing. Probationary students who are allowed to continue at the University will remain on probation as long as their cumulative GPA remains below 2.00.

### Academic Dismissal

Students on academic probation must make significant improvement in each subsequent semester by achieving a semester GPA of at least 2.00 in order to continue their enrollment for an additional semester. Students on probation who do not meet this goal are subject to academic dismissal. Students who are dismissed may make a written appeal to the Dean of Undergraduate Studies. International students studying on a nonimmigrant visa should consult with the appropriate designated school official to review visa status issues and alternatives. Students will receive a written notice of this decision, including a process for appeal.

A student who has been academically dismissed may submit a written appeal to the dean of undergraduate studies, following the process specified on the dismissal notice. In consultation with the Academic Standing Committee a decision regarding an appeal will be communicated to the student in writing. If readmission is granted, a student will be re-enrolled on academic probation and will be informed of specific academic criteria and expectations in writing. Students reinstated by appeal may not, if dismissed again in subsequent semesters, submit any further appeals for readmission.

## Student Academic Status

Decisions regarding a student's academic status at the University level, or within a particular department, are based on the transcript current at the time the decision is made. Subsequent changes to the transcript will not retroactively alter student status.

## Satisfactory Academic Progress

Satisfactory academic progress implies reasonable assurance that students can complete all degree work within 5 years. Failure to maintain satisfactory academic progress can impact the student's ability to receive financial aid, athletic eligibility and ability to remain enrolled at the University.

Full-time students make satisfactory academic progress by achieving the following cumulative grade point average and credit criteria each semester.



| Time Period                | GPA  | Credits     |
|----------------------------|------|-------------|
| <b>First Year</b>          |      |             |
| Fall Semester              | 2.00 | 12 credits  |
| Spring Semester            | 2.00 | 24 credits  |
| <b>Second Year</b>         |      |             |
| Fall Semester              | 2.00 | 36 credits  |
| Spring Semester            | 2.00 | 48 credits  |
| <b>Third Year</b>          |      |             |
| Fall Semester              | 2.00 | 60 credits  |
| Spring Semester            | 2.00 | 72 credits  |
| <b>Fourth Year</b>         |      |             |
| Fall Semester              | 2.00 | 84 credits  |
| Spring Semester            | 2.00 | 96 credits  |
| <b>Remaining Semesters</b> |      |             |
| First                      | 2.00 | 108 credits |
| Second                     | 2.00 | 120 credits |

## Academic Support

The academic administration of Salve Regina University is committed to the success and development of all students. A number of support services have been designed to assist students in meeting their academic goals.

### Academic Advising

Academic advising is a fundamental component of the learning process for students at every stage of their academic journeys. It is through their relationships with departmental and discovery faculty advisors that many students begin to synthesize their academic and personal goals, explore the linkages between the core curriculum and their chosen field(s) of study, and learn valuable skills in planning, time management, and making the best use of the many academic support and social services available to them at Salve Regina University.

Developmental advising strategies provide important scaffolding for each student's intellectual and social growth. As classroom teaching methods have become more learner-centered and intentionally geared toward helping students integrate conceptual and practical knowledge, so has the academic advising relationship become identified as one that involves both student learning and acquisition of transferable problem-solving skills. Salve Regina University is committed to the academic success and development of its students. As freshmen, students are assigned an advisor who is in their major of choice or is a faculty member trained to work with exploratory students. When a student has chosen a major, a faculty advisor in that program area is assigned to the student. The faculty advisor can assist the student with program-specific issues, including course selection, preparation for graduate study and/or career, and development of a greater understanding of their field of study. Students are encouraged to develop a relationship with their faculty advisor characterized by frequent and open communication to increase their opportunities for academic success, intellectual growth, and achievement of academic and personal goals.

### Accessibility of Programs and Services: Disability Services

Salve Regina University is committed to providing equal and integrated access for students with disabilities to all of its educational, residential, social and recreational programs. Disability services to students at Salve Regina University, as required by the Americans with Disabilities Act

(ADA) of 1990 and Section 504 of the Rehabilitation Act, ensure that students with disabilities receive appropriate accommodations and assistance in order to participate fully in University programs.

The Office of Disability Services: The Disability Services Office at the Academic Center for Excellence (ACE) provides support services and reasonable accommodations to students with documented disabilities so as to provide them equal access to all Salve Regina University programs and services, regardless of disability. The office also provides students with an opportunity to realize their full potential by developing students' self-awareness and self-advocacy skills, and provides them with local and state information and resources. Specific accommodations are based on the nature of a student's disability as determined by the documentation provided along with an intake interview. These accommodations may include, but are not limited to, extended time for exams, note-taking assistance, e-print and/or audio texts, FM transmitters, service animals, accessible housing and/or classroom locations, assistive technology, assistance with course registrations or other accommodations.

To arrange disability accommodations students must:

1. Provide documentation of the disability to the Office of Disability Services at the Academic Center for Excellence. Students may bring documentation in person to the Disability Services Coordinator, or may mail documentation to: Disability Services c/o Academic Center for Excellence 100 Ochre Point Ave. Newport, RI 02840-4192 Fax: 401-341-2912.
2. Make an appointment with Disability Services by calling (401) 341-3150, to discuss accommodations appropriate to the student's disability and receive accommodation forms for faculty.
3. Provide professors with notification forms indicating the need for disability accommodations. For more information, please see <http://salve.edu/disability-services> (<http://salve.edu/disability-services/>).

Please see Disability Service's web pages (<http://salve.edu/disability-services> (<http://salve.edu/disability-services/>)) for more complete information about documentation requirements and the process of obtaining and using disability accommodations at the University. Students are strongly encouraged to provide notice of their disability needs well in advance of arrival on campus to assure that their needs are appropriately met.

### Academic Center for Excellence (ACE)

*McKillop Library, Second Floor x. 2226*

The Academic Center for Excellence (ACE) offers support to students in four key areas: Subject Tutoring, Disability Services and study skills support. Services are appropriate for students at all levels of ability and academic performance. There is no additional cost for services to matriculated students. Subject tutoring is provided by high-achieving and well-trained peer tutors who have excelled in the courses they tutor. Tutoring takes the form of individual or pair sessions, or study groups. Tutoring is available for most first and second year courses, and some upper division courses as needed. Students may schedule appointments for subject tutoring through the ACE reception desk.

Disability services at the ACE ensure students equal and integrated access to all of the University's programs in accordance with the Americans with Disabilities Act of 1990 and Section 504 of the

Rehabilitation Act of 1973. Students with disabilities are entitled to reasonable accommodations in academic, extra-curricular and residential settings that will enable them to participate fully in University programs and services. Call (401) 341-3150 for more information or see the "Accessibility of Programs and Services" section of this handbook.

For more information about ACE services, including hours of operation, please visit the website (<https://salve.edu/academic-center-excellence/>).

## Center for Global Education and Fellowships

*Drexel Hall, ext. 2372*

**Mission:** In support of the Mission of Salve Regina University the Center for Global Education and Fellowships actively promotes international and inter-cultural understanding and enriches the curricular and co-curricular environment by facilitating the exchange of people and ideas and assisting in the development of the skills and attitudes necessary for our graduates to function as global citizens. Our team is responsible for study abroad and exchange programs, international student services, as well as a range of related on campus programming supporting campus internationalization and global awareness. For more information, go to <https://salve.edu/center-for-global-education-and-fellowships> (<https://salve.edu/center-for-global-education-and-fellowships/>).

## International Student Services

The OIP and International Student Advisor are here to support international students throughout their stay at Salve Regina. We coordinate a special week-long orientation session for new international students. This office also offers non-legal advising on matters relating to immigration and visas, as well as cultural adaptation programming. Over the course of the year, we run programs to familiarize students with issues such as maintaining F-1 student status, taxes, culture and employment.

International students must abide by the rules and regulations set forth by the U.S. Department of Homeland Security. Questions concerning the regulations or any other international student issue may be directed to our international student advisor by calling, dropping in or making an appointment. Students can also review further information and the International Student Handbook online (<https://salve.edu/document/international-student-handbook/>).

The English for Academic Purposes program offers assistance to students whose first language is other than English. The EAP program offers four academic courses in addition to individual and group tutorial support, supplementary educational materials, and other language support opportunities (e.g., opportunities to practice English in informal settings). The EAP coordinator works closely with academic advisors and consults frequently with faculty to provide the best support possible. Study skills, time management, organization and test-preparation assistance, as well as support for students on academic probation or academically at-risk are also provided by the Academic Center for Excellence. Students interested in any of the above services can inquire at the ACE front desk in McKillop Library 2nd floor, or via e-mail or by calling (401) 341-2226.

For more information about ACE services, including hours of operation, please visit the website (<https://salve.edu/academic-center-excellence/>).

## Study Abroad Programs

The Office of International Programs team works with the academic departments to expand the opportunities for students to study overseas as part of their Salve Regina degree program. Students can choose from

a portfolio of over two hundred approved programs of varying length, type and academic focus. Our team helps students identify the best fit program for their academic, professional, and personal interests and assists them in applying and preparing for their chosen program. We also offer re-entry programming to help students make meaning of and leverage their overseas experiences. Please note that student records are reviewed as part of the study abroad application process. Conduct records may impact student eligibility for participation in study abroad programs.

Students interested in study abroad programs can visit the website at <https://salve.edu/study-abroad> (<https://salve.edu/study-abroad/>) or Drexel Hall for more information.

## The Library

McKillop Library supports the teaching and research mission of Salve Regina through its information literacy instruction program and through the development of high-quality library collections. Library facilities provide the Salve Regina community with comfortable, technologically rich spaces to study, collaborate, and relax. The library is a lively learning space, fostering civic and scholarly discussion by hosting dozens of events and displays each year.

McKillop Library is open at least 103 hours a week and for extended hours during the last two weeks of the semester. The building's first floor includes the library's borrowing and information desk and spaces for individual and collaborative work, The Allen Family Learning Commons, which houses the Center for Advising, Career and Life Design, the Academic Center for Excellence including the peer subject tutors and writing center, and the Office of Disability Services and Access, as well as the McKillop Library Café with Starbucks drinks, snacks, and meals.

The library's second floor hosts the Janet L. Robinson Curriculum Resource Center for education research, the makerspace, two collaborative classroom spaces and a group study room, and open spaces for study. Students seeking quiet study space can visit the library's third floor, which is a silent study area and has carrels for independent work. Public computers are available throughout the library, providing access to licensed software and information resources. The Salve Regina community can make online reservations for 3 study rooms. Printers throughout the library's three floors provide black and white and color printing, scanning, and copying, including wireless printing through student laptops. The library also provides technology available for checkout such as a record turntable and sewing machines.

Our diverse collections include over 150,000 printed volumes, 9,000 DVDs and 90,000 streaming films, and 430,000 e-book titles. We provide 24-hour online access to over 100 online databases with links to 52,000 full-text journals through the library's website at <https://library.salve.edu/>. Our interlibrary loan service and membership in our academic library consortium, HELIN, supplements our on-site collection with online request forms which usually deliver books to the library within two days through our daily delivery service.

Librarians staff our information desk Sunday through Friday. The Salve Regina community can ask questions via our chat/text reference service, phone, video conference, or in person, and can schedule personal tours or in-depth consultations with a subject specialist. Librarians provide research instruction to more than 150 classes each year, working with faculty to teach Salve Regina students the skills and concepts they need to find and think critically about information and prepare them to learn throughout their lives.

The library also houses the University Archives and Special Collections, documenting the history and heritage of the institution through preservation of administrative and departmental records and materials related to the student experience at the university. The Special Collections include rare books, periodicals, pamphlets, ephemera, and manuscripts, including a focus on faculty publications, material related to Newport and our Gilded Age mansions, and the Religious Sisters of Mercy, our founding order. A growing collection of digital scholarship is dedicated to preserving and promoting the work of faculty and students in our digital repository.

## Administrative and Academic Facilities

The Offices of Academic Affairs and the Dean of Undergraduate Studies are located in McAuley Hall. The Offices of the Registrar, Financial Aid and Business Accounts are located in Ochre Court. The Center for Global Education & Fellowships is located in Drexel Hall. Career Development is located in Stonor Hall. The Academic Center for Excellence, Disability Services and the Writing Center are located in McKillop Library. The Offices of Residential Life, Multicultural Programs, Center for Student Development and the Dean of Students are located in Miley Hall. Classrooms, laboratory facilities, and faculty offices are located across nine buildings: O'Hare Academic Center, Angelus Hall, Marian Hall, McAuley Hall, McKillop Library, and Gerety Hall on Ochre Point Avenue; Antone Academic Center on Lawrence Avenue; the Young Building (which also houses the Pell Center for International Relations and Public Policy) on Ruggles Avenue; Miley Hall on Webster Street.

## Institutional Review Board (SRU-IRB)

The United States Department of Health and Human Services, through the Office of Human Research Protections (OHRP), is the U.S. institution responsible for regulating research involving human subjects. The purpose of the regulation is to ensure the ethical treatment of humans participating in research as subjects. OHRP provides assurance regulations to guarantee that research subjects are not submitted to unnecessary or undue physical, mental, and legal risks, that their participation in research is informed and un-coerced, and that their participation will contribute to promoting beneficial generalized knowledge.

OHRP carries out its responsibilities through the publication of documentation with federal regulations regarding the ethical treatment of human subjects. OHRP enforces its ethical regulations through the establishment of Institutional Review Boards (IRB) in all institutional locations where research takes place and are directly or indirectly funded by the U.S. federal government.

Salve Regina's mission reflects federal regulation for the ethical treatment of humans. The SRU-IRB is registered with OHRP and reviews, approves, modifies or disapproves all research projects involving human subjects undertaken by faculty, staff, and students at Salve Regina University or when faculty, staff, and students are participating in research. In complying with federal regulations, the SRU-IRB review process of research makes sure that:

1. risks to subjects are minimized;
2. risks to subjects are reasonable in relation to anticipated benefits;
3. selection of subjects is equitable;
4. informed consent is sought from each prospective participant or legally authorized representative, and properly documented;
5. adequate preparation is taken to protect the privacy and confidentiality of subjects; and

6. adequate provisions are made for the ongoing monitoring of the subjects' welfare.

The SRU-IRB is the only University committee authorized to determine if specific research involving human subjects is reviewable or not and all faculty, staff, and students must contact the SRU-IRB for input when contemplating undertaking such research.

## Honor Societies

### Alpha Mu Alpha

Alpha Mu Alpha National is an international honor society sponsored by the American Marketing Association (AMA). The society acknowledges the achievements of outstanding marketing students across the globe.

### Alpha Phi Sigma

Alpha Phi Sigma is a nationally recognized honor society for both graduate and undergraduate students in the criminal justice sciences. The society honors academic excellence, promotes community service, enhances educational leadership, and encourages unity.

### Chi Alpha Sigma

Chi Alpha Sigma is the national college athlete honor society. The society recognizes student-athletes who have excelled both academically and athletically while in college. In addition, it encourages good citizenship, moral character and sportsmanship.

### Delta Epsilon Sigma

Delta Epsilon Sigma is a national scholastic honor society for students of colleges and universities with a Catholic tradition. The society was founded in 1939 in order to recognize academic accomplishments, to foster scholarly activities, and to encourage a sense of intellectual community among its members.

### IAHS

IAHS is an honor society that recognizes and honors academic achievement in the study of accounting and provides an opportunity for students to differentiate themselves as they begin their career journey.

### Kappa Delta Pi

Kappa Delta Pi (KDP), international honor society in education, was founded in 1911 to foster excellence in education and promote fellowship among those dedicated to teaching.

### Lambda Pi Eta

Lambda Pi Eta is a national history honor society recognizing students who have received academic distinction in history and in their general course of studies.

### Phi Alpha Theta

Phi Alpha Theta is a national history honor society recognizing students who have received academic distinction in history and in their general course of studies.

### Phi Sigma Tau

Phi Sigma Tau, the international honor society for philosophers, considers its organization an instrumental: a means for developing and honoring academic excellence as well as philosophical interest. In addition to providing a means of awarding distinction to students having high scholarship and interest in philosophy, the society also promotes interest among the general collegiate public.

## Pi Delta Phi

Pi Delta Phi is the national French honor society recognizing students who demonstrate outstanding scholarship, awareness, understanding of French culture, and eagerness to stimulate activities leading to a deeper appreciation of French culture.

## Pi Mu Epsilon

Pi Mu Epsilon is a national mathematics honor society that is dedicated to the promotion and recognition of mathematical scholarship among students in postsecondary institutions.

## Pi Sigma Alpha

Pi Sigma Alpha is a national honor society for political science. The society promotes curricular and co-curricular activities related to political science and stimulates scholarship and intelligent interest in the subject of government.

## Psi Chi

Psi Chi is the national honor society in psychology, affiliated with both the American Psychological Association (APA) and the Association for Psychological Science (APS). The society encourages, stimulates, and maintains excellence in scholarship and advances the science of psychology.

## Sigma Beta Delta

Sigma Beta Delta is a national honor society for students of business, management, or administration who have achieved high scholarship and exhibit good moral character. The society encourages aspirations toward personal and professional improvement and a life distinguished by honorable service to humankind.

## Sigma Delta Pi

Sigma Delta Pi is the national Spanish honor society recognizing students who excel in their understanding and appreciation of Spanish culture and language.

## Sigma Phi Sigma

Sigma Phi Sigma is the national honor society established by the Religious Sisters of Mercy. The society recognizes students who have demonstrated outstanding scholarship as well as fidelity and service to the University.

## Sigma Tau Delta

Sigma Tau Delta is the international English honor society. Founded in 1924, its purposes are to confer distinction for high academic achievement, to promote interest in literature and the English language, and to foster the discipline of English in all aspects, including creative and critical writing.

## Sigma Theta Tau, International

Sigma Theta Tau International is the national nursing honor society, whose mission is to support the learning, knowledge and professional development of nurses committed to making a difference in health worldwide.

## Theta Alpha Kappa

Theta Alpha Kappa, the national honors society for religious studies and theology, seeks to encourage student interest and scholarship in the discipline of religious studies.

## Technology Services Center - Computer Classrooms, Computer Labs, Student IDs

Technology Services Center (TSC) of the Office of Information Technology (IT) provides technology support for classrooms, lecture halls, huddle spaces throughout campus, and issues student IDs from our office in the McKillop Library, Room 002.

New student IDs are printed in the University Card Office in McKillop 002. Replacement IDs are printed upon request M-F, 8:30 a.m. - 4:30 p.m. There is a fee for replacing lost University IDs.

Computer labs are located in the Antone Academic Center, McKillop Library, and O'Hare Academic Building. We provide access and support to both PC and Mac computers, printing, scanning, multimedia services, media services and classroom technology.

In the Antone Academic Center, we provide support for two Mac labs and a Mac digital photo lab. In McKillop Library Room 004, we provide a lab for learning, testing, and certifications in Microsoft applications and many other certifications. Also in McKillop are two PC labs in rooms 005 and 006. In O'Hare, a Digital Forensics Lab (DF) is located in Room 261. The DF lab is accessed by ID card for specific academic programs.

For immediate assistance in any lab or technology classroom, call the Help Desk at (401) 341-7777.

The computer labs in McKillop are open seven days for 75 hours per week throughout the semester. Patrons are required to have a valid Salve Regina ID card, to follow a code of ethics for computing, and to log in with their University-issued network ID.

Professional staff and student assistants provide help during all Technology Service Center operating hours. Software assistance is available for Microsoft Office and other applications. Current hardware and software configurations allow patrons to investigate and learn in many areas of technology.

Schedules indicating availability are posted outside of each computer lab. Computer labs are used for formal teaching, supporting curricula, workshops and individual learning assignments. Utmost attention is paid to making the labs and their resources available for student needs. Questions may be addressed to the staff in TSC, McKillop Library, Room 002, by calling (401) 341-7777, or email [tsc@salve.edu](mailto:tsc@salve.edu).

## Media Services

The Media Services area of Information Technologies provides students, faculty and staff with assistance as it relates to the equipment loans and services of hardware (laptops, iPads, etc.) and related recording and editing projects. These services include but are not limited to:

1. Hardware distribution (sound systems, LCD projectors, laptops, screens, easels, etc.)
2. Video filming
3. Editing videos

Editing Policy: Media Services will assist any student, faculty, or staff member wishing to edit. Requestors are expected to follow the University policy on copyrighted materials.

Duplicating Policy: Media Services will not knowingly duplicate any copyrighted material unless written permission from the copyright holder, or authorized representative, is obtained and submitted to MS along

with the material to be copied. This includes duplicating videos, audio recordings, etc.

Media Services loans out equipment to students, faculty and staff. A valid Salve Regina University identification card must be shown for loans. All equipment will be available for instructional purposes and University business. Media Services sets up equipment within the University for student presentations, lectures, meetings, conferences, and workshops. Forty-eight-hour notice is required before setups depending on available equipment. A week's notice is required for videotaping lectures or student presentations. Please make an appointment for editing.

Media Services can be reached at (401) 341-2221. We are located in the Garden Level of the McKillop Library, room 008. Our office hours are Monday - Friday 8:00 a.m. - 4:30 p.m., Saturday 10:00 a.m. - 5:00 p.m., and Sunday 2:00 p.m. - 8:00 p.m.

## **Information Technology Policy**

Salve Regina University's Information Technology Policy is available online ([https://salve.edu/sites/default/files/filesfield/documents/Information\\_Technology\\_Policy.pdf](https://salve.edu/sites/default/files/filesfield/documents/Information_Technology_Policy.pdf)).