

ACADEMIC POLICIES

Academic Honor Code

All students are expected to accept and to abide by the values of honesty, integrity, and truthfulness in their academic pursuits. Sanctions for violations of academic honesty, such as plagiarism or cheating may include (but are not limited to) failure for the work involved, failure in the course, and dismissal from the University. A record of violations and sanctions is maintained in the student's file. Appeal is to the provost or the provost's designee.

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. 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.

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.

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. Students seeking guidance in the use of proper citations should consult the "MLA Handbook for Writers of Research Papers" (7th Edition, 2009), "A Manual for Writers of Term Papers, Theses and Dissertations," by Kate L. Turabian, et al (8th Edition, 2013), or "Publication Manual of the American Psychological Association" (6th Edition, 2010). Be sure to check with your instructor regarding the preferred style of citation.

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). Where the law is silent, the University is guided by the principles that the privacy of an individual is of great importance and that as much information as possible in a student's file 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 (Parental Release form). Detailed guidelines for release and disclosure of information are available from the Office of the Registrar. These guidelines comply with FERPA and the Students' Right to Know/Campus Security Act of 1990. Required graduate student thesis and other papers authored by students may be made available by the University for the research purposes of third parties with the student's permission.

Credit Hour

A credit hour is defined as an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutional established equivalence that reasonably approximates not less than: One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately 15 weeks for one semester or trimester hour of credit, or 10-12 weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or at least an equivalent amount of work for other academic activities as established by the institution including laboratory work, internships, practicum, studio work and other academic work leading to the award of credit hours.

Class Attendance

For on-campus and online courses, class participation is considered an essential part of the educational experience. Students are expected to attend all classes as well as fully participate in online courses and be responsible for course content. Faculty members may establish attendance policies for their courses that define expectations for attendance and participation. These policies may be found on the course syllabus.

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 an administrative withdrawal from the University. Failure to actively participate in online or hybrid course activities may also be considered academic misconduct subject to an administrative

withdrawal from a course. Habitual non-attendance is defined as a consecutive absence in any course equating to three full weeks of missed class sessions for a 15-week course and two full weeks of missed class sessions for a 7-week course. Failure to actively participate in online or hybrid course activities is defined as no online course activity for three full weeks for a 15-week course and two full weeks for a 7-week course. Students should note that faculty members may have more stringent attendance policies and standards for participation in 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. Students who have attended no class sessions of a course or courses for which they are registered by the end of the add/drop period (first seven days of a graduate course) will be dropped from the course(s) unless they have communicated with their instructor. If a student never attended any courses during the add/drop period, the student will be dropped from his/her full schedule of courses. Financial charges may be incurred by the student.

Matriculation and Enrollment

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 who has not yet applied to the University is not enrolled in a degree program. Non-matriculated students may not enroll for more than two courses (6 credits), unless specific permission is granted. There is no guarantee that coursework completed as a non-matriculated student will be applied toward a degree program. Non-matriculated students may register for courses when space is available.

Full-time/Part-time Status

Students may pursue graduate degrees on either a full-time or part-time basis:

Full-Time Status = 6 credits in any given semester
Three-Quarter Status = 5 credits in any given semester
Half-Time Status = 3 credits in any given semester

Please note that for students to be full time, they need to be enrolled in 6 credits per SEMESTER, not by sub-term. For example, if a student is in 3 credits for the first sub-term and 3 credits for the second sub-term within a semester, they will be considered half time until the start of the 2nd sub-term.

RN-BSN and Undergraduate students Full-time/Part-time Status

Full-Time Status = 12 credits
Three-Quarter Status = 9 credits
Half-Time Status = 6 credits (needed to be eligible for aid)
Less than half-time status = 5 credits or less

Course Numbers

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.

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.

Student Responsibility

It is the responsibility of the student to review the requirements for their degree program and select appropriate coursework. Students easily monitor their progress by consulting their Academic Evaluation and by consulting the graduate and professional studies catalog for program requirements.

Academic Calendar

Salve Regina's academic year includes fall, spring and summer semesters. Meetings for graduate courses follow the University calendar. Calendar information may be found on the salve website.

Off-Campus Classes

At times, the University may offer off-campus graduate courses at other locations throughout Rhode Island. Consult the schedule of classes on the University's website or in the campus portal.

Change of Name/Address

It is the student's responsibility to complete a change of name/address form to submit to the Office of the Registrar found on salve.edu/online-forms (<https://salve.edu/online-forms-for-students/>) if an address or name change occurs.

Registration Holds

In order to register each semester, all students must have clearance from the Business Office, Office of Financial Aid, and the Office of the Registrar.

Registration

Matriculated students may register online through My Salve in the Salve Regina University campus portal. The link is titled "Student Planning." All students may find registration instructions and materials on <https://salve.edu/registration> (<https://salve.edu/registration/>). Students may also register for all on-campus and online courses in person at the Office of the Registrar located in Ochre Court. Office hours are 8:30 a.m. to 4:30 p.m., Monday through Friday.

Add/Drop Period

Graduate and professional studies students may drop and add full-semester courses without academic consequence during the first seven days of a course. The option to add a course includes only those courses where space is still available during the drop/add period. Students will need instructor permission to add compressed, seven-week courses. If students are only dropping a course without adding there are financial penalties. Please refer to our refund policy. It is important for students to verify any financial aid consequences when changing their schedules. Please refer to the Financial Information for current information.

If a student has not officially dropped a course or received an approved course withdrawal by the deadline established in the academic calendar, the instructor must submit a final grade for the student.

Course Changes

Refunds of tuition are calculated on a pro-rated basis. If a student does not officially drop or withdraw from a course by the last date to withdraw noted in the Academic calendar, a final grade will be given.

Non-credit Registration

Students in good academic standing may audit courses (based on seat availability) and receive an AU (no credit) on their transcript. They must complete all course requirements except exams. Tuition for audited courses is listed on the graduate studies website. Students may not change registration from credit to audit or audit to credit after the end of the first week of class.

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 updated through the semester schedule of classes, have been successfully completed before registering for the course.

Special Enrollment Sections

Matriculated students who want to pursue graduate level independent study, directed study, thesis, or internship courses for credit need to discuss proposed work with the instructor and program director. If the proposal is approved, a special enrollment form located at salve.edu/registrar (<https://salve.edu/online-forms-for-students/>) must be completed, signed and approved following the instructions available on the form, and then sent to the Registrar's Office.

Directed Study

Directed study involves regular graduate catalog courses offered to individual students who are unable to complete them because of conflicts or extenuating circumstances. Students should consult the appropriate graduate program director and complete and submit a special enrollment form to the Office of the Registrar. If the student is not required to take the course to fulfill graduate requirements or can defer taking the course as a classroom or online experience to a later semester, the directed study may not be approved. Please see more information about guidelines and appropriate forms located online on the Office of the Registrar's (<https://salve.edu/registrar/>) web page.

Independent Study

Independent study involves specialized subjects outside the regular graduate 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 3.2 or higher, should consult an appropriate faculty mentor, discuss the planned project, complete and submit a special enrollment form available at salve.edu/registrar (<https://salve.edu/online-forms-for-students/>) to register 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 requirement.

Internship

An internship is a short-term employment experience that is related to a student's course of study, supervised by a practicing professional, and structured academically by a Salve Regina University faculty member. For those students who are employed, the internship must be performed in a setting outside of their usual work role, and with a different supervisor. Although the specific nature of the experiential learning varies with the student's academic interest, there should be a close relationship between the program of study and the internship. The internship is a supervised learning experience for academic credit typically consisting of a minimum of 120 hours (40 hours per credit awarded) of on-the-job experience and culminating in a significant written graduate-level analysis that integrates the field experience with relevant literature in the student's program of study and includes a formal bibliography. Students interested in completing an internship for credit should discuss the option with their graduate program director. A graduate internship form, available on the Office of the Registrar website, must be completed in order to register for an internship for credit. In order to comply with federal regulations, students must complete the work during the semester in which they are registered for the internship and may not earn credit for work completed prior to submitting a completed signed graduate internship form. It is the student's responsibility to meet any requirements imposed by the internship site including, but not limited to, insurance coverage, fingerprinting, background check, and minimum required hours.

Thesis Option

In some programs, students may decide to write a three or six-credit thesis under appropriate faculty direction and with the permission of the graduate program director. Details are established prior to registration and in consultation with the thesis supervisor and the program director.

Dissertation or Scholarly Project Option

In some doctoral programs, students may be required to complete a dissertation or scholarly option under appropriate faculty direction and with the permission of the specific doctoral program director. Details are established prior to registration for the dissertation research or scholarly project course and in consultation with the program director.

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.

Continuous Enrollment

Students are expected to have continuous enrollment throughout the program. Students who are not enrolled each semester (excluding

summer) will be withdrawn from the University. Those who are withdrawn and desire to return for further studies may be reactivated through the office of the Registrar if within one year of study. Students who have been inactive for more than one year are invited to contact the office of Graduate and Professional Studies and may need to reapply. After an extended period of program interruption, the appropriate graduate program director may require the student to reapply to the program. Readmitted students must follow the curriculum and guidelines in effect at the time of readmission.

Time Limitations

Master's degree work must be completed within five years of matriculation. Doctoral degree work must be completed within three years of matriculation to sit for the comprehensive exams. All doctoral work must be completed within seven years of matriculation.

Leave of Absence

Students who know they will be unable to take courses for a fall or spring semester for either medical or non-medical reasons should request a leave of absence. Students must submit a request for a leave of absence in writing using the Leave of Absence form at salve.edu/online-forms-for-students (<https://salve.edu/online-forms-for-students/>). Students needing a medical leave of absence will need additional documentation and will need to contact the Dean of Students Office at deanofstudents@salve.edu. Students taking a personal leave of absence may submit their form directly to the Office of the Registrar at sruregistrar@salve.edu. Students will be considered withdrawn from the University while on leave of absence.

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. Students can find the University withdrawal form online at [www.salve.edu/registrar](https://salve.edu/online-forms-for-students/) (<https://salve.edu/online-forms-for-students/>) 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.

Transcripts

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 (<https://salve.edu/transcript-requests/>) 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 other documents 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.

Online Studies

Salve Regina University provides alternative and convenient course formats to support the needs of our students who have busy professional and personal lives. Salve Regina University has been providing master's programs by extension since 1985. Salve Regina offers a Ph.D. in International Relations, Master of Business Administration, a Master of

Arts in International Relations, a Master's of Arts in Leadership Dynamics and Practice, a Master of Arts in Rehabilitation or Clinical Rehabilitation and Mental Health Counseling, a Master of Science in Administration of Justice and Homeland Security, Master of Science in Healthcare Administration and Master of Science in Innovation and Strategic Management, plus several professional certificates, completely online.

Online Course Structure

All online courses are accessed through the Internet. Online courses are offered in three formats: online synchronous, online asynchronous and hybrid. Online courses have specific start and end dates and are offered in two seven-week sessions each semester as well as full semester 15 weeks. In online asynchronous courses, students interact with other students and have the ability to participate in discussions with classmates and faculty. Communication is asynchronous; there is no requirement for members of the class to be online at the same time, although some courses offer opportunities for synchronous interaction. This interactive environment enriches course content, provides opportunities for discussion and encourages the exchange of ideas.

Online synchronous courses meet at specific days and times as noted on the schedule of classes. These classes are online and synchronous (meaning live instruction). In online courses, students interact with classmates live using Zoom sessions. Students participate in online discussions with classmates and faculty. The benefits of this environment are that it enriches course content, provides opportunity for discussion in break-out rooms as applicable, and encourages the exchange of ideas face to face virtually. Hybrid courses blend classroom learning and online learning. It is very important to check the schedule of classes for starting dates, as some courses begin online before meeting in the classroom, while others have an initial class meeting and then continue online. Textbooks for online courses are available from the Salve Regina University bookstore. Textbooks should be ordered before the course begins to ensure adequate preparation for the first day of class.

Key:

- Online synchronous courses are noted on the schedule with lecture day and time to meet online.
- Online asynchronous courses are noted on the schedule as only online with start and end dates and students have no requirement to be online at a specific time.
- Hybrid courses are noted on the schedule with start and end dates online in addition to specific times to meet on campus or online.

Computer Requirements for Online Courses

Online courses are delivered via the Internet using course management software. Students must use a supported Web browser to access the Internet and courses. For more information, visit our website at Online Course Information for the most current and updated technical assistance.

The campus uses Microsoft Office. All written papers need to be saved in a file format compatible with Microsoft Word. Some business courses require spreadsheet software for their assignments. Students will need to save their assignments in a format compatible with Microsoft Excel. Additionally, some courses may require plug-ins to access course material.

Graduation Policies and Procedures

Graduation Requirements

To qualify for graduation, candidates must be fully matriculated in their respective graduate programs and complete all requirements in which at least 60% must have been completed at Salve Regina University with a minimum cumulative grade point average of 3.0.

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 submit:

- Any official transcripts from another institution that will be applied towards completion of their degree requirements.
- Any balance on the student's account must be paid in full in order to participate in commencement and receive a diploma.
- An exit interview with Financial Aid is required prior to graduation, if applicable.

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.

Doctoral and Master's degree candidates who will have no more than 3 credits left in order to earn their degree after the May commencement date and who will complete their final degree requirement during the next semester and who are currently registered for that course may qualify to participate in graduation ceremonies.

Graduation Policies and Procedures for RN-BSN

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:

Graduation Requirements

- Complete all major and core curriculum requirements for the catalog year in which the student matriculated.
- Be in good academic standing.
- Earn the minimum number of credits required for the degree program.
- Earn the minimum 2.70 grade point average required for the degree program.
- Satisfy the residency for the degree.
- Complete a Petition to Graduate by the due date provided by the Office of the Registrar.

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.

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 next semester may qualify to participate in graduation ceremonies along with those who will graduate in May. Students must complete all requirements by the December 31st 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 for RN-BSN

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

Grading Policy

Student grades in graduate level courses are reported as follows with the accompanying quality point values:

| Grade | Point Value | Numerical Equivalent |
|------------------|---|----------------------|
| A Excellent | 4.00 | 95-100 |
| A- | 3.70 | 90-94 |
| B+ | 3.30 | 87-89 |
| B Above Average | 3.00 | 84-86 |
| B- | 2.70 | 80-83 |
| C+ | 2.30 | 77-79 |
| C | 2.00 | 74-76 |
| F Failure | 0.00 | Below 74 |
| P Pass | Pass | |
| *Grade | Only for RN-BSN students | |
| *C- | 1.70 | 70-73 |
| *D Below Average | 1.00 | 65-69 |
| *F Failure | 0.00 | Below 65 |
| I | Incomplete: Given when a course requirement has not been completed. Must be resolved by date on the incomplete form or I becomes F. Incompletes may not extend beyond the last day of the following semester. | |

W Withdrawal from a course with permission. No credit is awarded. See Academic Calendar for last date to withdraw from a course with a grade of "W."

AW Administrative permission to withdraw from a class for habitual non-attendance. AW's do not factor into either the semester or cumulative grade point average (GPA). No credit is awarded.

AU Audit: Student fulfills all course requirements other than taking exams. No credit is awarded.

Incompletes

It is very important for students to complete all assigned course requirements by the scheduled end date of their courses. If emergency circumstances beyond the student's control prevent the student from completing assignments or from taking a final examination before the end of a course, the student may request an Incomplete. Incomplete grade requests must be submitted by the student and will be granted only if justified by compelling individual circumstances requiring additional time beyond the end of the semester to complete course requirements.

A grade of Incomplete should not serve primarily as a mechanism to allow a failing student to earn a passing grade. It is equally important that they follow the procedure for requesting an incomplete grade. Before the scheduled end date of the course, students must request an incomplete grade from their instructor. If the request is approved, the student and instructor will complete the official form and submit it directly to the Office of the Registrar. Official forms are located at salve.edu/registrar. Incomplete grades are neutral - they have no effect on the GPA. However, it is crucial for the student to finish the work by the completion date indicated on the form; otherwise the incomplete will become an F. Students are only granted one incomplete per course. The completion deadline may not extend beyond the last day of the following semester for all courses.

Online Grade Reports

Students obtain semester grades online by accessing "Grades" in My Salve through the Salve Regina University's 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 in My Salve. Grade reports may be denied to students with outstanding financial obligations. In such cases, however, students still have the right to view their grades in a visit to the Office of the Registrar.

Falsifying Educational Records

Tampering with education 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, diplomas, 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 education records. Penalties for violating such laws can include substantial fines and/or imprisonment.

Grade Review - Resolving Questions

All requests for a review of a semester grade must address the process followed in calculating the final grade and not the instructor's evaluation 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 need to adhere to the following process and schedule:

1. A request for a review of a semester grade must be made in writing by the student to the course instructor no later than 30 days after the date semester grades become available to students online at "My Salve." The student sends a copy of this request to the director of the program which offered the course and to the Assistant Provost.
2. Within 10 working days of the receipt of this request, the instructor shall forward to the student, the graduate program director, and the dean of academics a written grade review. The grade review will consist of:
 - a. A copy of the course syllabus outlining 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 graduate program director in which the course was offered within 10 working days of the receipt of the review or, if the instructor is also the program director, directly to the provost. The program director or provost will have 10 working days in which to respond. If necessary, a final appeal may be made to the provost within 10 working days of the program director's response, and the provost will have 10 working days in which to determine the matter. The provost'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.

Dean's List for RN-BSN and Undergraduate Students

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.

Graduate Course Repeat Policy

Graduate courses may be repeated, with the lower grade excluded from the GPA, and duplicate credits excluded from the cumulative total. All grades earned, however, will remain on the student's transcript. Students may repeat a required course once. No more than three required courses may be repeated throughout a student's program.

RN-BSN Course Repeat Policy

Students who achieve less than a letter grade of "C" in all nursing courses and prerequisites must repeat the course. Students are allowed to repeat the course more than once.

Graduate Academic Probation and Dismissal

A cumulative grade point average of B (3.0) is required to qualify for a graduate degree or certificate. Students whose cumulative grade point average falls below 3.0 in any given semester or who earned a grade lower than a B- are on academic probation for the following semester. Students in the Graduate Nursing programs and MS in Behavioral Analysis program must repeat courses that are below a grade of B- to continue in the program. Students on probation for two continuous semesters may be dismissed from the University. Students will receive a written notice of this decision, including a process for appeal. Students who are dismissed may make a written appeal to the provost following the process specified on the dismissal notice. 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. International students studying on a nonimmigrant visa should consult with the appropriate designated school official to review visa status issues and alternatives.

RN-BSN Academic Probation and Dismissal

Students must maintain a GPA of 2.7 or higher and must achieve at least a letter grade of a "C" or above in all nursing courses and prerequisites. If students fail to meet this criteria they will be placed on academic probation. If they remain on academic probation for two semesters they may be dismissed from the program.

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 an Institutional Review Board (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 a 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.