

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.

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.

The offices of Student Affairs, the Dean of Students, and Health Services do not provide notes excusing class absences.

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. Student athletes should consult the Student Athlete Handbook for athletics-related 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>), 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.

Office of Research Integrity

Salve Regina University's Office of Research Integrity is dedicated to supporting scientifically valid and ethically sound research projects involving human participants and non-human animals.

The Office of Research Integrity encompasses Salve Regina's Institutional Review Board (IRB) and Institutional Animal Care and Use Committee (IACUC). Each committee is described below.

Institutional Review Board

- Salve Regina University's Institutional Review Board (IRB) is a local review board created in accordance with federal regulations (common Rule – 45 CFR 46, HHS regulation). The IRB is responsible for protecting the rights and welfare of human subjects in research conducted under the aegis of Salve Regina University.
- The IRB reviews research involving human subjects if one or more of the following apply:
 - The research is sponsored by Salve, regardless of the location of the project.
 - The research is conducted by or under the direction of staff, faculty, student, or another agent of Salve in connection with his or her institutional responsibilities.
 - The research is conducted by or under the direction of any employee or agent of Salve using any property or facility of the University.
 - The research involves the use of Salve's non-public information to identify or contact human research subjects or prospective subjects.
 - The research involves soliciting information from Salve employees or students insofar as the information pertains to their identity and/or responsibilities as Salve employees and/or students.

Institutional Animal Care and Use Committee

- Salve Regina University's Institutional Animal Care and Use Committee (IACUC) is a review board created in accordance with federal regulations (NIH OLAW). The IACUC is responsible for protecting the welfare of non-human animals involved in any research, teaching, or testing conducted under the aegis of Salve Regina University.
- The IACUC reviews research involving non-human animals if one or more of the following apply:
 - The research is sponsored by Salve, regardless of the location of the project.
 - The research is conducted by or under the direction of staff, faculty, student, or another agent of Salve in connection with his or her institutional responsibilities.
 - The research is conducted by or under the direction of any employee or agent of Salve using any property or facility of 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 each 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>) 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 first-year students who enter Salve will be assigned a Compass Advisor for their first year. In the transition to sophomore year, any student with a declared major will be assigned an academic advisor from their major department. Exploratory students will remain with their Compass Advisor until they declare a major. 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 Bursar 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 Bursar 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.
- 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. 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. Extra credit fees will be assessed by the Bursar 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.

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:

- Bursar 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 contact the Office of the Registrar at (401) 341-2943 or sruregistrar@salve.edu to request a University withdrawal form. 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.

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/>).

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.

Grading Policy

Student grades on the undergraduate level 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 Average:	2.00	74-76
C-	1.70	70-73
D Below Average:	1.00	65-69
F Failure:	0.00	Below 65
P Pass	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	
I Incomplete:	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.	
AU: Audit:	No credit. Students fulfill course requirements except for the examination.	
W Withdrawal:	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 grade of D 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
First Year		
Fall Semester	2.00	12 credits
Spring Semester	2.00	24 credits
Second Year		
Fall Semester	2.00	36 credits
Spring Semester	2.00	48 credits
Third Year		
Fall Semester	2.00	60 credits
Spring Semester	2.00	72 credits
Fourth Year		
Fall Semester	2.00	84 credits
Spring Semester	2.00	96 credits
Remaining Semesters		

First	2.00	108 credits
Second	2.00	120 credits

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.

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.

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.