

**ACADEMIC POLICIES
AND PROCEDURES**



UNDERGRADUATE MAJORS AND AREAS OF STUDY

BUSINESS AND ECONOMICS

Majors Accounting
Business Administration (Concentrations in Accounting,
Economics, Finance, Information Systems Management,
Management and Marketing)

Minors Business Administration
Economics

EDUCATION

Majors Elementary Education
Special Education

Minors Physical Education
Technology in Education
Education
Reading
Special Education

ENGINEERING

Majors Civil Engineering
Mechanical Engineering

HUMANITIES

Majors English
Interdisciplinary Studies
Music
Religious Studies
Theatre Arts

Minors English
Japanese Studies
Music
Philosophy
Religious Studies
Theatre Arts
Writing

SCIENCE AND MATHEMATICS

Majors Biology
Chemistry
Computer Science
Mathematics

Minors
 Biology
 Chemistry
 Mathematics

SOCIAL SCIENCES

Majors
 Community Services
 Criminal Justice
 History
 Political Science
 Psychology
 Sociology and Cultural Anthropology

Minors
 Criminal Justice
 History
 International Relations
 Legal Studies
 Political Science
 Psychology
 Sociology and Cultural Anthropology
 Women's Studies

OTHER AREAS OF STUDY

Art
 Chinese
 French
 Geography
 Physics
 Spanish
 Speech

PRE-PROFESSIONAL PROGRAMS

Dentistry
 Law
 Medicine
 Pharmacy
 Veterinary Medicine
 Optometry

RESIDENCY TEACHING CERTIFICATE

Elementary Education
 Secondary Education
 Special Education

PROFESSIONAL TEACHING CERTIFICATE

GRADUATE PROGRAMS

Master of Business Administration (MBA)
Master of Arts in Counseling Psychology (MAC)
Master of Civil Engineering (MCE)
Master of Engineering Management (MEM)
Master of Education (MED)
Master in Teaching (MIT)

DEGREE REQUIREMENTS

BACHELOR'S DEGREES

The University confers the following bachelor's degrees: Bachelor of Arts, Bachelor of Science and Bachelor of Science in Civil or Mechanical Engineering. In most cases, these degree programs can be completed within eight academic semesters.

GENERAL REQUIREMENTS FOR BACHELOR'S DEGREES

Students must successfully complete 128–136 semester hours with a cumulative grade point average of at least 2.00 and a Saint Martin's grade point average of at least 2.00, including passing:

- 40 semester hours of upper-academic unit coursework.
- A major sequence with a minimum of 20 upper-academic unit semester hours and a cumulative grade point average of 2.00 in all upper-academic unit courses in the major.
- All University General Education Requirements (please see the next catalog section)
- Support courses required for the major

SAINT MARTIN'S UNIVERSITY GENERAL EDUCATION PROGRAM

MISSION STATEMENT

The faculty of Saint Martin's University believes that a sound education for all academic degree programs rests on a foundation of general education, designed to expose students to diverse ways of thinking and to provide the intellectual, spiritual and ethical base for meaningful, satisfying and productive lives. The purpose of the University's General Education Program is to:

- Provide students with a broad knowledge of human experience and the natural world.

- Teach students to think critically and creatively, and to communicate effectively.
- Encourage students to understand, integrate, and utilize knowledge across disciplines.
- Challenge students to explore academic ideas and concepts within a spiritual and ethical framework.
- Develop an understanding of the role of the individual within the larger community.

GOALS AND OBJECTIVES FOR GENERAL EDUCATION

GOAL 1: Provide students with a broad knowledge of human experience and the natural world.

- Develop an understanding of the basic concepts, ideas and methods of the natural sciences, social sciences and humanities with emphases upon broad geographic and historical perspectives, cultural and linguistic plurality, and scientific and aesthetic understanding.

GOAL 2: Teach students to think critically and creatively, and to communicate effectively.

- Develop proficiency in writing, reading, speaking and listening.
- Think critically and logically.
- Analyze, synthesize and evaluate ideas and information.
- Develop an understanding of the role and application of quantitative reasoning and methods to problem solving.
- Use technology to solve problems and to find and communicate information.
- Approach intellectual challenges with a spirit of creativity.
- Design and conduct research, and communicate the results.

GOAL 3: Encourage students to understand, integrate and utilize knowledge across disciplines.

- Use methods and approaches from several disciplines to understand complex issues and solve problems.
- Explore diverse approaches to understanding human societies and cultures and the natural world.
- Utilize skills, values and methods that can be applied across disciplines.
- Develop a holistic understanding of the interaction of the various fields of human endeavor.

GOAL 4: Challenge students to explore academic ideas and concepts within a spiritual and ethical framework.

- Develop an understanding of philosophical, ethical and religious concepts and principles.
- Understand the moral and ethical questions facing students in the arts, sciences and professions.
- Clarify personal values and beliefs

GOAL 5: Lead students to understand the role of the individual within the larger community.

- Develop a commitment to seek the common good as a citizen of both the local and global community.
- Value hospitality and service to others.
- Demonstrate respect for persons and ideas, and appreciation for the value of cooperation.
- Undertake a commitment to preserve and protect the natural environment.

GENERAL EDUCATION PROGRAM REQUIREMENTS

I. General Foundations (17 semester hours)

- **First-Year Seminar** (3 credits)
Entering freshmen must take First-year Seminar (UNI 101) during fall semester.
- **College Writing** (6 credits)
Six semester hours of college writing (ENG 101 and 102) should be taken during the first year of the student's attendance at Saint Martin's.
- **Philosophy** (3 credits)
Students must complete three semester hours of philosophy from the courses listed below. It is recommended that the student wait until his or her sophomore year before taking philosophy courses selected from PHL 201, 301, 313, 314, 333, 341 or 346.
- **Religion** (3 credits)
Students must complete three semester hours in religious studies selected from RLS 111, 201, 202, 301, 302, 303, 305 or 320.
- **Physical Education** (2 credits)
Students (except military veterans, students older than 24 years of age and those exempted for medical reasons) must complete two semester hours of physical education selected from any PE course numbered between PE 101 through 113, 131 or 151.

II. Historical and Cultural Foundation (13-18 semester hours)

- **History** (6 credits)
Students must complete three semester hours of American history and three semester hours of European or non-Western history. Select one course in American history from HIS 141, 142, 356, 357, 358, 359. Select one course in European or non-Western history from HIS 101, 102, 121, 122, 211, 213, 215, 217, 344, 347, 415.
- **Literature** (3 credits)
Students must complete three semester hours of literature selected from ENG 201, 202, 203, 321, 322, 331, 341, 351, 361, 363, 367, 373, 385
- **Fine Arts** (3 credits)
Students must complete three semester hours of fine arts. Select one course from: ART 157, 158, 205, 357; MUS 108; THR 101, 211, 305, 307, 311.
- **World Language** (6 credits)
Study of a world language is required for all students completing the Bachelor of Arts degree at Saint Martin's University. World language study is highly recommended for all students, particularly those planning to attend graduate school. This requirement can be satisfied by two years of successful study, grade of "B" or better, of a modern world language in high school. Select from FRN 101, 102; JPN 101, 102; SPN 101, 102. Note: ASL does not satisfy the world language requirement.

III. Scientific and Technological Foundations (7 semester hours)

- **Mathematics** (3 credits)
Students must complete three semester hours of mathematics in any course numbered MTH 110 or above.
- **Natural Sciences** (4 credits)
Students must complete four semester hours of a natural science course that includes a laboratory component. Select from: BIO 105, 110, 141, 142; CHM 105, 141, 142; PHY 141, 142, 171, 172.

IV. Social and Behavioral Foundations (6 semester hours)

- **Six Credits:** Students must complete six semester hours outside his or her major field. It is strongly advised that these six credits be in two different areas. Select from: CJ 101, ECN 101, 325; GPH 210; PLS 150, 151, 152, 385; PSY 101, 205; SOC 101, 102, 103, 302, 396; WS 200.

RESIDENCY REQUIREMENTS

The student's senior year (final 32 semester hours) must be completed in residence. At least one-half of the upper-academic unit semester hours in each major sequence must be included in the 32-hour minimum.

DEGREE COMPLETION

- Any student who, due to circumstances beyond his or her control, is unable to continue attending Saint Martin's University, may petition the vice president for academic affairs for a "degree-completion program." To be considered, the student must have satisfied the following conditions:
- Completed a minimum of 96 semester hours.
- Completed 32 semester hours at Saint Martin's University.
- Fulfilled half the upper-academic unit requirements of his or her major at Saint Martin's University

DOUBLE MAJOR DEGREE PROGRAM

A student may choose to complete a second major within the 128 semester-hour minimum required for the bachelor's degree. The student is required to have his or her advisor's approval in both majors.

Prior to selecting a second major, the student should consult with an advisor to determine if his or her choice is feasible and practical.

The student may apply lower-academic unit credits, where applicable, to both majors. No credit overlap is allowed in upper-academic unit requirements for each major. However, if a specific course is required by both programs, it may be used to satisfy both requirements.

A double major does not necessarily mean two degrees. A second baccalaureate degree must differ from the first in title. For example, a student may qualify for a Bachelor of Arts degree with a major in psychology and for a Bachelor of Science degree in Civil Engineering by completing requirements in each program. Generally, this will require more than the minimum 128 semester hours. The University does not award two Bachelor of Arts degrees. This is covered by the double major.

CREDIT FOR LIFE EXPERIENCE: THE FOCUS PROGRAM

General facts about the FOCUS program at Saint Martin's University:

1. Through the FOCUS program, Saint Martin's University may grant academic credit for documented university-level learning students acquired through non-university experience. The credit is not for the experience, but for learning that is equivalent to the knowledge and skills of a particular course offered at Saint Martin's University.
2. FOCUS is a university-wide program; all departments participate.
3. FOCUS credit can be awarded for undergraduate-level work only.

4. Students should use the Saint Martin's University Catalog to identify courses for which FOCUS credit may be an option.
5. FOCUS credit is not awarded for: (a) learning obtained after matriculation at Saint Martin's University; (b) courses or subjects not offered at the University; (c) physical education activity courses.
6. The student's learning must reflect significant, university-level achievement. Insofar as the learning meets university-wide and departmental or program standards and requirements, the student can be recommended for credit for a Directed Study, or Special Topics. Learning which falls outside of the existing University courses should be designated on the transcript as "395 Special Topics" or "397 Directed Study." Learning that is equivalent to courses listed in the catalog will be designated on the transcript as fulfilling the requirements of those courses.
7. FOCUS credit may not be used to fulfill the Saint Martin's University requirement that a student complete 32 Saint Martin's University credits for graduation.
8. No more than 15 cumulative semester credits (approximately one semester) can be granted through FOCUS.
9. Students who are interested in receiving FOCUS credits will meet with the registrar for preliminary inquiries.
10. Students pay a one-time, nonrefundable \$75 registration fee to become a FOCUS candidate.
11. For credit to be awarded, students must develop a FOCUS portfolio documenting their learning and submit that portfolio for approval by the evaluators. One portfolio must be submitted for each course for which credit is requested. To obtain guidelines for preparing a portfolio, visit the Office of the Registrar.
12. Matriculated students who have registered as FOCUS candidates will be given a full, formal review of their request.
13. **Students should begin the procedure as soon after matriculation as possible, and must begin the procedure at least one academic year before graduation.** FOCUS credit must be fully approved at least one semester before graduation. All the dates correspond to the Lacey campus calendar.
14. For credit to be awarded, approval must be obtained through the process outlined in this packet, starting on the following page. **If credits are awarded, payment for the credits must be made prior to posting the credits to the student's transcript.**

ACADEMIC INFORMATION

SEMESTER SYSTEM

A semester hour of credit is given for attending one class period a week for at least 15 weeks or the equivalent in other time blocks. The duration of a lecture class period is 50 minutes. Two to three hours of outside preparation is expected of the student for each lecture class period.

STUDENT CLASSIFICATION

- **Freshman:** Has completed less than 30 semester hours.
- **Sophomore:** Has completed at least 30, but less than 60 semester hours.
- **Junior:** Has completed at least 60, but less than 90, semester hours.
- **Senior:** Has completed at least 90 semester hours.

COURSE NUMBER CLASSIFICATIONS

The University gives credit for all courses numbered 100 through 699 in each academic department.

Courses at the 100-200 level generally provide a foundation or overview of a discipline. They are intended primarily for freshmen and sophomores.

Courses at the 300-400 level frequently assume prior knowledge of the field and a higher level of analysis and difficulty. They are intended primarily for juniors or seniors.

Courses at the 500-600 level are considered graduate courses. They generally involve individual research projects, critical discussion of issues and oral presentations.

ATTENDANCE

Students are expected to attend all classes for which they are registered. Decisions regarding absences from class are left to the individual instructor.

The student must initiate withdrawal from a course.

Work missed because of late registration, illness or any other reason must be completed. The student is responsible for contacting the instructor to make arrangements

COMMENCEMENT

Official commencement ceremonies occur once a year at the close of spring semester, whether students completed graduation requirements in December or May or will complete them in August. Responsibility for fulfilling requirements for graduation rests with the individual student.

Extension campus commencement ceremonies take place in December and May. Students wishing to attend both the extension campus and Lacey campus ceremonies may choose to do so.

ADVISING

Academic advising is the responsibility of both faculty members and the student. Faculty members are prepared to help students explore various academic majors, make appropriate career choices, explain University requirements and provide guidance in selecting classes.

Advisors are expected to provide accurate information to students and help them make informed choices about majors, programs and courses. Students, however, are responsible for keeping themselves informed about policies, policy revisions, academic and graduation requirements and for seeking help from their advisor.



STUDENT RESPONSIBILITY

Students are responsible for meeting academic regulations. They also are expected to truthfully complete all documents pertaining to their University studies and activities. Failure to do so may constitute grounds for disciplinary action.

ACADEMIC POLICIES AND PROCEDURES

REGISTRATION

No student will receive credit for any course in which he or she is not registered. After a student has registered for classes, changes in his or her courses or class sections must be properly approved and recorded by the registrar.

LATE VALIDATION

All students, no matter which campus they are enrolled at or if their classes are online, must pay in full or have financial arrangements completed by the first day of the semester/term. This includes students who are receiving financial aid or sponsored assistance. Failure to complete this financial obligation will result in a late validation fee of \$50.

CHANGE OF REGISTRATION

Adding or dropping classes may be done only from the first through the eighth calendar day of a semester. Official withdrawal from courses without academic penalty is permitted until one week after mid-semester.

ENROLLMENT

All students are expected to report to campus on the date officially listed in the Saint Martin's University Academic Catalog. New students will not be admitted unless they have received official notice of acceptance from the Office of Admissions. Individuals can be registered as either full-time or part-time students. A full-time student is one carrying a minimum of 12 semester hours of academic credits.

NON-DEGREE STUDENTS

"Non-degree students" are those who enroll in 11 semester hours of coursework or less per semester and who are not seeking an academic degree from Saint Martin's.

They may enroll without formal admission to the University, but the maximum course load permitted in any one semester is 11 semester hours. They may enroll for as many terms as desired for the purpose of educational enrichment or transfer of courses to another institution. However, they must meet all prerequisites for the classes taken. A non-degree student may become a degree student by applying for and being granted formal admission to Saint Martin's University.

Application for regular admission must be made prior to the student's completion of the last 32 semester hours required for a degree at Saint Martin's.

For admission as a degree student, a non-degree student must have a cumulative grade point average of 2.0 (C) or higher, with at least 30 semester hours of officially approved coursework.

No special admission procedure is required for occasional workshops or short-term courses.

SCHEDULE LIMITATIONS

To be considered a full-time student for financial aid purposes, a student must be enrolled for 12 semester hours of credit. A normal class load is 15 to 16 hours, although students may elect to carry 18 credits some semesters. Under exceptional circumstances, the class load may be increased to a maximum of 20 semester hours. Any increase beyond 18 credits requires approval of the student's advisor and the vice president for academic affairs. It will be considered only for those students who demonstrate a record of exemplary academic performance at Saint Martin's University.

CLASS LOADS AT EXTENSION CAMPUSES

The maximum course load at Saint Martin's extension campuses at Joint Base Lewis-McChord is nine semester hours per term. No exceptions are made to this policy without prior approval from the University's vice president for academic affairs and the director of extension programs.

For undergraduate program students using Veterans Administration benefits, enrollment in six semester hours per term is considered full-time.

For graduate program students using Veterans Administration benefits, enrollment in three semester hours per term is considered full-time.

To be considered a full-time student for financial aid purposes at the Joint Base Lewis-McChord extension campuses, a student must be enrolled for a combined total of 12 semester hours in terms one and two, and a combined total of 12 semester hours in terms three and four.

COURSES AT EXTENSION CAMPUSES

Undergraduate courses taught at Saint Martin's extension campuses at Joint Base Lewis-McChord are offered primarily for the benefit of armed forces personnel and the military community. Under exceptional circumstances, students enrolled in a degree program at the University's main campus in Lacey may be permitted to take undergraduate courses at the extension campuses. This may be done only with the approval of the student's advisor, the department chair of the course in question and the vice president for academic affairs. The cost of courses taken at those extensions is not included in the undergraduate block tuition arrangement. Therefore, additional tuition will be assessed for courses taken at these extension centers.

STATUTE OF LIMITATIONS

Students working toward a degree at Saint Martin's University are expected to meet the graduation requirements contained in the undergraduate section of the University's academic catalog in effect for the year in which they are admitted. No student may use requirements in a catalog older than seven years prior to the date of his or her graduation.

ENROLLMENT AT OTHER COLLEGES

Students enrolled full-time at Saint Martin's may not enroll at another college, university or institution of higher learning while attending Saint Martin's.

GRADES

Grades are issued at the end of the semester and at the end of summer session. At the Joint Base Lewis-McChord extension campuses, grades are issued at the end of the designated term.

Grades are awarded on the following basis:

Grade	Value per Credit
A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.67

D+	1.33
D	1.00
D-	0.67
F	0.00
W (withdrawal)	not computed in grade point average (GPA)
AU (audit)	not computed in GPA
I (incomplete)	not computed in GPA
P (pass)	not computed in GPA

GRADE POINT AVERAGE

Grade point average (GPA) is computed by dividing the total number of grade points by the total number of semester hours attempted. The cumulative grade point average represents the student's performance for all courses completed at Saint Martin's.

Grades from other institutions are computed into the cumulative grade point for academic honors. The Saint Martin's University transcript reflects Saint Martin's University grade point only and is so labeled.

TRANSFER "D" GRADES

Transfer "D" grades are not accepted for credit or to satisfy Saint Martin's University graduation requirements.

PASS/FAIL GRADES

The pass/fail grade option may be allowed within the limits of the following guidelines:

- A grade of "P" (pass) may be given for specific courses. Normally, these will be workshops, independent studies, directed studies and internships/student teaching.
- No General Education Program requirement may be taken pass/fail.
- Under special circumstances — and with approval of the student, instructor, advisor and department chair — a course may be taken pass/fail.
- Pass/fail courses may be taken only with prior knowledge and agreement of the student and instructor.
- A student wishing to take a course for graded credit when the course is designated pass/fail must request the change of grade status at the time of registration and obtain the instructor's permission prior to the second class session.
- A grade of "C" or better is required for a pass grade.

REQUEST FOR AN INCOMPLETE GRADE

A student must request an incomplete grade in writing prior to the last week of the semester if half the course requirements have been completed and the student is prevented by serious illness or another justifiable cause from completing the entire course.

The request must be submitted in writing on the University form to the course instructor and must specify the reason for the request. If the instructor approves, the Office of the Registrar must be notified in writing by the faculty member that an incomplete grade will be issued. The approved “I” grade request must include the specific work required to remove the incomplete.

The instructor must submit approved “I” grade requests on the University form with final grade sheets. If a student does not complete appropriate procedures and paperwork, the student will be assigned the grade as earned in the course.

REMOVAL OF AN INCOMPLETE GRADE

The removal of an “Incomplete” is the student’s responsibility. All coursework must be completed by the end of the semester following the semester in which the incomplete was granted. An unremoved incomplete grade cannot be changed after one calendar year, and stays on the student’s permanent record.

CHANGE OF GRADE

If a teacher discovers an error in the recording or calculation of a student’s final grade, an amended grade report may be filed with the Office of the Registrar. In all other cases, the respective academic unit dean and the vice president for academic affairs must approve a “change of grade request.”

PROCESS FOR FILING A GRIEVANCE ABOUT A COURSE PROCEDURE OR A GRADE

Academic problems related to a course, a professor or a grade should be solved at the lowest level possible. If the problem cannot be resolved directly between the student and the faculty member involved or if the student is unable to confront the faculty member involved, then the following steps may be taken.

It is the intent of the procedure that a student be given a fair hearing and provided with a resolution process that protects the rights and recognizes the responsibilities of both the affected student and the faculty member(s).

NOTE: For complaints or problems that include possible harassment and/or discrimination, please refer to the Student Conduct and Policies section of the current Student Handbook.

For Students at the Main Campus:

1. The student should address the issue directly with the faculty member or members involved in a timely manner. For example, if the student is given a grade that he or she thinks is unwarranted, he or she should ask the faculty member for clarification about grading criteria and his or her evaluation of coursework immediately after receiving the grade in question.

2. If the complaint remains unresolved, the student should take a written explanation of the situation and copies of relevant documents to the dean of the faculty member's academic unit or the director of the graduate program. A student can obtain the name and location of the dean directly from the Office of Academic Affairs at the University's main campus in Lacey (Old Main 269; telephone 360-438-4310).

The dean or director will read the written explanation and related documentation and consult with the dean, director or department chair of the course in question. The dean or chair will investigate the details of the complaint as necessary and appropriate. The dean, director or chair will then provide the student with a written response and explanation regarding the findings in a timely manner. Copies of that response will be filed with the academic unit dean, the instructor and the department chair of the course in question.

3. If the academic unit dean or graduate program director is the faculty member involved in the complaint or if the complaint cannot be resolved with the dean or graduate program director, then the student should take the complaint to the vice president for academic affairs at the main campus in Lacey (Old Main 269; 360-438-4310).

The vice president for academic affairs will read the student's written explanation and related documentation. The vice president for academic affairs will investigate the details of the complaint as necessary and appropriate.

The vice president will provide the student with a written response and explanation regarding the findings in a timely manner. Copies of that response will be filed with the academic unit dean, the instructor and the department chair of the course in question. Decisions of the vice president for academic affairs are final.

Procedure for Students at Extension Campuses:

1. The student should address the issue directly and in a timely manner with the faculty member involved. For example, if the student is given a grade that he or she believes is unwarranted, the student should ask the faculty member for clarification about grading criteria and his/her evaluation of the assignment immediately after receiving the grade in question.
2. If the complaint remains unresolved, the student should take a written explanation of the situation and copies of relevant documents to the University's director of extension programs (David L. Stone Education Center, Joint Base Lewis-McChord, telephone 253-964-4688).

The director will read the student's written explanation and related documentation and will consult with the academic unit dean of the course in question. The director or dean will investigate the details of the complaint as necessary and appropriate.

The director or dean then will give the student a written response and explanation regarding the findings in a timely manner. Copies of that response will be filed with the director of extension programs, the instructor and the academic unit dean of the course in question.

3. Decisions can be appealed using the same process to the vice president for academic affairs at the main campus (Old Main 269; telephone 360-438-4310). Decisions of the vice president for academic affairs are final.

STUDENT RIGHT-TO-KNOW ACT

Saint Martin's University adheres to the requirements of the Federal Student Right-to-Know Act in providing certain information about the University. Information on the institution, academics, financial assistance, graduation rates, institutional security policies and crime statistics, athletic program participation rates and financial support data is available on the University website, www.stmartin.edu. For questions or additional information, please contact the Office of Admission, 360-438-4485.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Saint Martin's University is in compliance with the federal Family Educational Rights and Privacy Act (FERPA) of 1974. The University guarantees each student the right to inspect and review his or her personal educational records. For more information, visit <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>.

Notification of Rights Under Family Educational Rights and Privacy Act for Postsecondary Institutions

The Family Educational Rights and Privacy Act (FERPA) provides students certain rights with respect to their Saint Martin's University records. These rights include:

1. *The right to inspect and review his or her education records within 45 days of the day the University receives a written request for access.* A written request that identifies the record(s) they wish to inspect can be submitted to the registrar, dean, head of the academic department or other appropriate official. The University official will make arrangements for access and notify the student of the time and place where the records can be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. *The right to request amendment to education records the student believes to be inaccurate.* If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding hearing procedures will be provided to the student when notified of their right to a hearing.
3. *The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.* One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research role or a support staff position (including law enforcement unit personnel and health staff members); a person or company with whom the University has contracted (such as an attorney, auditor or collection agent); a person serving on the University's board of trustees; or a student serving on an official committee such as a disciplinary or grievance committee or a student who is assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. *The right to file a complaint with the U.S. Department of Education concerning alleged failures by Saint Martin's University to comply with the requirements of FERPA.* The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, D.C., 20202-4605.

WITHDRAWALS

Withdrawal from Courses at Main Campus

A student may withdraw from a course by securing a withdrawal form from the Office of the Registrar, obtaining the signatures of his or her advisor and the instructor and returning the completed form to the Office of the Registrar. Withdrawal from a course will be reflected on the student's transcript as a "W."

Withdrawal from Courses at Extension Campuses

A student may withdraw from a course by completing a withdrawal form at an extension office. The course instructor will determine whether the student is passing or failing. A "W" will be sent to the University's registrar to be recorded on the student's transcript. The last day to withdraw from a course is the last day of the term's fifth week.

Withdrawal from the University

A student wishing to withdraw from the University must obtain a withdrawal form from the Office of the Registrar, obtain the signatures of his or her advisor, instructors and other officials listed on the form, and then return the completed form to the Office of Student Accounts.

A student withdraws in good standing if he or she is not dismissed for scholarship deficiencies and/or is not on academic probation at the time of withdrawal

CORRESPONDENCE COURSES

The use of correspondence courses (an educational course offered by a correspondence school) by enrolled students will be accepted only in exceptional cases. Students wishing to take correspondence courses for transfer to Saint Martin's University must have prior written approval of their advisor following review of the course syllabus, textbook and study materials. The department chair of the course in question and the vice president for academic affairs also must approve. No more than six semester hours (nine quarter hours) of correspondence courses will be accepted.

REPEATING COURSES

Only a course in which a grade of "D" or "F" is received may be repeated. The highest grade received will be used in computing cumulative grade point average, and credit will be allowed only once toward fulfilling graduation requirements.

DIRECTED STUDY

Directed study is designed for students who wish to research and study a topic not covered in a course offering or to explore a topic in greater depth.

The student, in consultation with an advisor and course instructor, initiates a directed study. The instructor's role is to aid the student in defining the topic, suggesting resource material and evaluating student achievement. Together, they must complete a detailed outline, "A Proposal of Directed Study," before the student registers for the directed study. Students taking a directed study must schedule regular meetings with the faculty supervisor at the outset of the study.

Respective academic departments define how many hours of directed study will be assigned and will approve topics and content.

To be eligible for directed study, the student must have successfully completed his or her freshman year. Undergraduate transfer students must successfully complete at least one semester at Saint Martin's before applying. Students must have a cumulative grade point average of 2.0 to be eligible to apply for directed study.

Directed studies are not recommended for regular catalog courses and will be accepted to satisfy General Education Requirements only under special circumstances.



INDEPENDENT STUDY

In unusual circumstances, an independent study enables a student to take a course listed in the catalog on an individualized basis.

TRANSCRIPTS

A transcript is a copy of the student's permanent record. Current or former students may request transcripts of their work at the University in person or by mail. A fee of \$5 is charged for each transcript.

An official transcript is one bearing the University seal and the signature of the University's registrar. An unofficial transcript bears no seal, is not a genuine copy and is not acceptable to other colleges or universities. Transcripts will not be issued during periods of registration and commencement. A transcript or diploma may not be released until the student's account is paid in full.

When requesting transcripts, please include this information:

- Name (first, middle and last, as well as any other names used during enrollment at Saint Martin's University)
- Date of birth or social security number, current address, number of copies requested

- Addresses where the University should send your transcripts
- Type of transcript desired (official or unofficial)
- \$5 fee per transcript copy

APPLICATION FOR DEGREES

Candidates for degrees must file an application for a degree at the beginning of the student's last academic year. Applications will be available during registration and at all other times in the Office of the Registrar. All applications must be filed at the Office of the Registrar.

CREDIT THROUGH TESTING

Saint Martin's University may grant credit based on the results of various kinds of testing. Credit granted cannot exceed 96 semester hours. Test results considered are:

- Advanced Placement testing
- College-level Examination Program (CLEP, general and subject examination)
- United States Armed Forces Institution examinations
- Approved credit for educational experiences in the armed forces
- Military DANTES and SST programs
- International Baccalaureate (IB) examinations and diploma

Official results of testing must be submitted to the Office of Admissions for evaluation and granting of credit. Once a student has achieved 32 semester hours of credit, no additional credit for CLEP general examinations will be applied toward degree requirements and graduation.

The University's policies for credit secured through nontraditional means are available from the admissions director or the registrar.

VETERANS

The Veterans Affairs representative counsels and advises students about regulations and rules set forth by the U.S. Veterans Administration and Saint Martin's University.

It is the veteran's responsibility to be fully informed of all academic regulations affecting his or her satisfactory progress. The TT Minimum Standards of Progress are as follows:

- A student's progress will be monitored by midterm and final grades.
- The administration's regional office will be notified within 30 days of less-than-satisfactory progress or dismissal from the University; of the student's withdrawal or non-attendance in courses that would result in a change of certification; or of the student's complete withdrawal from the University.

- Attendance will be reported monthly to the Veterans Affairs representative.
- A veteran whose benefits have been terminated will not be certified for reenrollment unless a federal Veteran's Administration counseling psychologist approves.
- In the case of illness or other extenuating circumstances, these standards will be applied on an individual basis.

INTERNSHIPS

Internships, program-related work experience that primarily provides learning and personal growth, are available for students in several disciplines.

Students should consult their advisor and department chair concerning requirements, procedures and availability.

WASHINGTON, D.C. PROGRAMS

Saint Martin's University gives students the opportunity to participate in the Washington Semester Program through Washington, D.C.'s American University or Washington Center.

In these programs, students work as interns in government agencies or private associations, attend seminars in which prominent officials participate, and engage in research projects on political and economic topics. Students can choose from one of the following Washington Semester programs:

- American Politics
- Foreign Policy
- Justice
- International Business and Trade
- Economic Policy
- International Environment and Development
- Public Law
- Peace and Conflict Resolution
- World Capitals

ACADEMIC HONORS

All students who meet the following requirements at the end of a semester qualify for the academic honors list published at the close of the semester:

- Completion of a minimum of 12 graded semester hours during the semester.
- No incomplete grades during the semester.
- A minimum grade point average of 3.50 during the semester.

Any student with a minimum of 64 semester hours of completed coursework, at least 32 hours of which were earned in residence, is eligible for graduation with honors. The cumulative grade point average for all completed coursework that appears as part of the student's official transcript will be used to determine the appropriate academic honor according to the following standards. Thus, grades earned in courses completed at Saint Martin's University and at other colleges and universities will count in the calculation of graduation honors.

- **Summa cum laude:** A cumulative grade point average of 3.90 to 4.0.
- **Magna cum laude:** A cumulative grade point average of 3.70 to 3.89.
- **Cum laude:** A cumulative grade point average of 3.50 to 3.69.



ACADEMIC PROBATION

A student will be placed on academic probation or suspended when his or her cumulative grade point average falls below 2.0. If a student falls below these minimum standards, he or she will be placed on academic probation or suspended. If placed on probation, the student will be placed on an academic contract with specific non-optional actions designed to ensure student success through a letter of warning from the University. At semester's end, the student's record will be reviewed to determine whether progress toward meeting the minimum standards has been met. Even if academic progress was made, the student may continue on probation for a second semester if their overall grade point does not meet minimum standards.

Probation limits a student to a maximum course load of 12 semester hours, exclusive of physical education activity courses. The Academic Standards Committee notifies students of other restrictions and requirements.

No student may remain on academic probation for more than two consecutive semesters without specific action of the Academic Standards Committee. Failure to meet the conditions of academic probation may result in suspension from the University. A student may be permanently dismissed from the University for consistently failing to maintain its academic standards.

ACADEMIC SUSPENSION

Students academically suspended from the University may appeal their suspension if they wish to re-enroll the semester immediately following suspension. To appeal,

the student should contact the Office of the Vice President for Academic Affairs (Old Main 269) immediately upon receiving notice of suspension. If no appeal is made, or the appeal is denied, the reinstatement procedure should be followed.

The University has a defined procedure for any student who wishes to exercise his or her right to petition for reinstatement. If a student wishes to petition for reinstatement to the University, she or he may petition the Academic Standards Committee. This procedure is used after the student has been away from the University for one or more semesters after academic suspension. The petition must consist of the following:

1. A written explanation that demonstrates the student's understanding of the reasons for her or his academic difficulties;
2. A realistic plan for addressing these difficulties. This plan must be developed in consultation with the student's academic advisor and the Learning Center director; and
3. A letter of support from the student's advisor and the Learning Center director acknowledging that they have met with the student and that they are aware of the student's petition and approve of the student's future academic plan.

The student must submit the petition complete with an explanation and a plan to the Academic Standards Committee, in care of the vice president for academic affairs, by March 15 for reinstatement consideration for fall semester; by Oct. 15 for reinstatement consideration for summer or spring semester. The student will be notified of her or his status within three weeks of each of the above dates.

ACADEMIC DISHONESTY

Academic dishonesty includes but is not limited to:

- Assisting another student on examinations, tests, quizzes or other assignments, or receiving assistance from a student without permission of the instructor.
- Using unauthorized materials for assistance during examinations, tests, quizzes or other assignments.
- Plagiarism. Plagiarism is the act of using the words and ideas of others without giving proper credit. Common varieties of plagiarism include:
 - Having another individual write a paper or take an examination for a student.
 - Directly quoting material without using quotation marks or proper indentation.
 - Not giving credit for another person's original ideas and organization.

Incidents of Cheating and Plagiarism and Their Appeal

The following steps are followed for incidents of cheating and plagiarism and their appeal:

- a) The professor encounters an incident that he or she judges to be cheating or plagiarism. The professor prescribes a penalty in keeping with the seriousness of the offense. The professor files an incident report with the vice president of academic affairs within seven days of notifying the student of the penalty. A copy of the incident report is provided to the student.
- b) The student either accepts the penalty or files a written appeal with the vice president of academic affairs within seven days. The appeal must specify the grounds or reasons for the appeal, whether the student is appealing the charge of cheating/plagiarism, and/or the severity of the penalty prescribed.
- c) If the student files an appeal, an ad hoc appeals committee is constituted to hear the case. This committee consists of the division dean of the course in question and a professor selected by the student. These two faculty members select a third member who is an upper-division student in undergraduate cases or a graduate student in graduate cases. If the division dean is the instructor of the course, the vice president of academic affairs will select another division dean to hear the appeal. The dean will chair the appeals committee.
- d) The appeals committee hears the case, investigates the circumstances surrounding it and reaches a decision based on the facts of the case.
- e) The appeals committee has the authority to recommend reconsideration of a penalty to the professor. If the professor chooses to modify the penalty and this is acceptable to the student, the case is settled. The student must formally acknowledge his or her acceptance of the penalty in writing. If the professor chooses not to modify the penalty or if the student is not satisfied with the modification of the penalty, the student has the right to appeal this decision to the vice president of academic affairs, whose decision is final.
- f) In serious cases, the appeals committee may choose to recommend suspension or expulsion from the University. In these cases, the student will be provided with an opportunity to comment on the recommendation before the vice president of academic affairs makes a final decision to suspend or expel the student.
- g) If multiple cases of cheating or plagiarism are reported, the vice president of academic affairs can ask the Admissions and Academic Standards Committee to consider the issue of expulsion or suspension. The student will be given the opportunity to present information to the committee prior to consideration of expulsion or suspension. The vice president of academic affairs constitutes the final appeal in these cases.

