

GRADUATE PROGRAMS

Saint Martin's University's graduate programs are consistent with its mission, are in keeping with the expectations of its respective disciplines and professions, and are described through nomenclature that is appropriate to the levels of graduate and professional degrees offered. The graduate programs differ from undergraduate programs by requiring, among other things, greater: depth of study; demands on student intellectual or creative capacities; knowledge of the literature of the field; and ongoing student engagement in research, scholarship, creative expression, and/or relevant professional practice.

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 standard for the duration of a lecture class period is 50 minutes per semester credit. Two to three hours of outside preparation is expected of the student for each lecture class period.

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.
- Courses at the 800-900 level are considered doctoral courses suitable only for students with a Master's degree. They require deep and broad knowledge of a content area, integration and synthesis of information from multiple fields of knowledge with their own professional experience, and production of significant original research.

APPLICATION FOR GRADUATION AND COMMENCEMENT

Commencement ceremonies occur once a year at the close of the spring semester for students earning a Saint Martin's University degree. Certificate students do not participate in the university commencement but may be recognized by their individual departments. Students completing degree requirements in each of the three graduating semesters for that academic year (fall, spring, and summer) are encouraged to share in the celebration of their dedication and achievement.

Students must apply for graduation according to posted deadlines and pay the \$60 graduation fee participate in the ceremony and to be considered for degree conferral. The fee is non-refundable, and is assessed each time a student applies for graduation. Students must apply for graduation to have their degree/certificates conferred, regardless of whether they plan to participate in commencement activities.

Summer applicants in good academic standing with no more than six credits left to complete their degree will be allowed to walk at commencement providing they pre-register for the

remaining six credits of course work in the first summer session following commencement. Walking at commencement does not guarantee receipt of a degree. A degree or certificate will be conferred only upon completion of all requirements.

Pre-approved exceptions to the above listed policy are found below. These students must notify their department and be added to a list that will be sent to the Office of the Registrar no later than 6 weeks from the date of commencement. There will be no extension of this timeline, as we must account for the time necessary to order caps and gowns.

Students on International Visas that will require them to return to their home country upon completion of their studies. **Students in the Teacher Preparation Program who only have teaching assignments left to complete in the fall**, and who have maintained a GPA above 3.0 may be eligible to walk at commencement providing they have completed all other coursework for their degree. **RN-BSN students** who apply for summer graduation will also be permitted to participate in the commencement ceremony provided they are enrolled in their final courses prior to walking. Beyond the pre-approved exceptions listed above, other exceptional circumstance requests must be sent in writing to the registrar. The Saint Martin's-JBLM commencement ceremony for students graduating in fall, spring, and summer will take place in May. Saint Martin's-JBLM students wishing to attend both the Saint Martin's-JBLM commencement and Lacey campus ceremonies may do so.

GRADUATE STUDENT ADVISING

- Academic advising is the responsibility of both faculty members and the student. Faculty members are prepared to help students explore various 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 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.

MISSION STATEMENT

Saint Martin's University is a Catholic Benedictine institution of higher education that empowers students to pursue a lifetime of learning and accomplishment in all arenas of human endeavor. Saint Martin's students learn to make a positive difference in their own lives and in the lives of others through the interaction of faith, reason and service. The University honors both the sacredness of the individual and the significance of community in the ongoing journey of becoming.

HISTORY

Saint Martin's University was established in 1895 by monks of the Roman Catholic Order of Saint Benedict. The Order, the oldest in Western civilization, was founded by Saint Benedict of Nursia in about 528. From that early time to the present, Benedictines have worked in education. Their abbey schools nurtured and protected the legacy of the classics of Western civilization. Monk scholars helped write the cultural and educational history of Europe and, in the past century, that of the United States. Benedictine history in the United States began in 1845 when Abbot Boniface Wimmer, O.S.B., established the first American abbey school, Saint Vincent College, near Latrobe, Pennsylvania. From there, Benedictines founded high schools, colleges and universities throughout the country. Saint Martin's is one of 18 Benedictine colleges and universities in the United States and Canada and the only one west of the Rockies.

The site of Saint Martin's University and Abbey, on a wooded hillside in rural Lacey, Washington, was selected in 1893 by Abbot Bernard Locnikar, O.S.B., of Minnesota's Saint John's Abbey, Saint Martin's motherhouse. Saint Martin's first enrolled boys and young men between the approximate ages of 10 to 20. The school admitted its first student, Angus McDonald, on Sept. 11, 1895. Both boarders and "day scholars" were accepted and taught from a curriculum of preparatory and high school classes, plus classical and commercial college courses. By 1897, 29 students were attending Saint Martin's and College-level courses were added in 1900 to provide the necessary education for candidates planning to enter the Benedictine order of monks.

Saint Martin's University also has a long history of building global relationships. In 1920, Father Placidus Houtmeyers, O.S.B., was one of the first monks to take Catholic education principles to Beijing. Saint Martin's strong relationships with China and Japan continue today. The University's collaboration with Mukogawa Women's University is more than 25 years old. Saint Martin's became a four-year, accredited, baccalaureate-granting institution in 1940. The University became coeducational in 1965. Graduate programs were added in the early 1980s with the first master's degree awarded in 1984. The institution changed its name from Saint Martin's College to Saint Martin's University in August 2005 to more clearly define its programs, strengthen its outreach, and better fulfill its global mission.

SAINT MARTIN'S AT A GLANCE

- Saint Martin's University is located in Lacey, Washington, adjacent to Olympia, the state capital. The population of the Lacey area is about 50,000, and that of Thurston County—which includes the greater Olympia area of Lacey, Olympia, and Tumwater—is about 280,000.
- The pastoral beauty of the 300-acre Saint Martin's campus reflects the rich intellectual and spiritual nature of its presence in the Pacific Northwest, the University's stewardship of its natural surroundings and the community's care of its members. The wooded areas of campus are threaded with pleasant walking trails. Many species of wildlife roam the undeveloped acres on campus and the meadows below the main University buildings.

- Located near the shores of South Puget Sound, Saint Martin's is conveniently located near Interstate-5, less than an hour from Seattle, two hours from Portland, Oregon, and 30 minutes from Tacoma. In nearby cities, students can take advantage of events such as art shows, concerts, and theater, as well as a variety of professional sports. With its proximity to metropolitan areas, the greater Olympia area also attracts nationally recognized entertainers, artists and musicians, providing cultural opportunities to complement the University's educational experience.
- The University's proximity to the state capital gives students an opportunity to learn about and participate in legislative and government-related activities. The University facilitates student internships and work experiences in government offices and agencies.
- For nature lovers, the area is exceptional. Swimming and other water activities are as close as five minutes from campus on a wealth of nearby lakes, streams and ocean inlets. Pacific Ocean beaches, just 50 miles west, offer opportunities for clamming, kite-flying, deep-sea fishing and sailing.
- Less than an hour away, hikers, skiers, backpackers, and other outdoor enthusiasts can pursue their favorite pastimes in the mountains or enjoy such spectacular Northwest attractions as Mount Rainier National Park, Mount St. Helens, the Olympic Peninsula, and the San Juan Islands.

SAINT MARTIN OF TOURS

Saint Martin of Tours, the patron saint of the University, figures prominently in the development of Christianity in fourth-century Europe. During his lifetime, Martin established nearly 3,500 churches. Although his youth was spent as a cavalryman in the Roman army, he longed for something more. He horrified his father, a tribune in the army, by studying to become a Christian. Legend has it that Martin, while still a soldier, chanced upon a shivering beggar clutching his rags about him in the bitter cold. Martin cut his flowing cavalry cloak in two and gave half to warm the beggar. Sometime thereafter, Martin had a vision in which that beggar revealed himself to be the Lord Jesus Christ. Soon after, Martin obtained a discharge from the army. As a free man, he began his commitment to Christianity in earnest, studying under famous scholars and teachers of the era. Soon he was considered the holiest man in France. Although he was sought as a bishop, he chose to remain a missionary until 371 A.D., when the people of Tours, France, prevailed upon him to become bishop. Saint Martin's Abbey and University take their name from this illustrious patron.

CORE THEMES

The mission of Saint Martin's University is embodied in its core themes: faith, reason, service and community.

FAITH:

In the Catholic and Benedictine tradition, faith in God, whether explicit or implicit, seeks understanding, guides the human person's pursuit of truth, and grounds a person's deepest and lifelong commitments. Other traditions, communities, and individuals use different languages to articulate their ultimate concerns or their conceptions of the holy. For that reason, we

acknowledge the importance, even the necessity, of engagement in respectful dialogue on the place of faith and reason in the education of the whole person. We do this through the academic curriculum, co-curricular experiences, the services and programs of campus ministry and the liturgical celebrations with the Benedictine community.

REASON:

In the Catholic and Benedictine tradition, reason is understood to be a capacity with which God has uniquely gifted human beings to seek truth. Through exercising reason, we come to know our selves, the world, and God; our pursuits grow more searching and assured when animated by faith and embodied in community. The primary purpose of education is the cultivation of reason to inspire self-growth and lead students to recognize their responsibility to care for all of creation. We do this at Saint Martin's University through the undergraduate core; majors, minors, and graduate and professional programs; and co-curricular experiences.

SERVICE:

In the Catholic and Benedictine tradition, service is the response to the moral obligation to build a more humane and just society. When we engage in service, we acknowledge the dignity of the human person in others; commit to listening deeply and learning in solidarity; and choose consciously to exist for something beyond ourselves. Informed by reason and driven by faith, we undertake service with hearts open to transformation as we encounter others and work together for peace, justice and the common good. We do this at Saint Martin's by creating a culture of service and intentional reflection; incorporating service learning and leadership courses in academic curriculum and co-curricular programming; and providing opportunities for all to exercise social responsibility and civic engagement.

COMMUNITY

In the Catholic and Benedictine tradition, community is the context within which everything takes place: prayer, work, and relationships. In community we recognize our interconnectedness and explore a deeper understanding of ourselves and humanity. Through an inclusive, equitable community, where all individuals are distinctive and all faiths, backgrounds, and talents are respected, we cultivate empathy and promote the exchange of ideas. This provides a valuable foundation for life, preparing students to serve the larger world community. We do this at Saint Martin's by developing academic curriculum and co-curricular programming; actively recruiting and supporting a diverse body of students, faculty, and staff; and maintaining spaces to encourage dialog and self-reflection.

STUDENT LEARNING OUTCOMES

In addition to program-specific learning outcomes, all Saint Martin's University students, supported and nurtured by faculty and staff, will aspire to develop the ability to raise vital questions, gather evidence while suspending judgment, and critique and construct compelling arguments. (CRITICAL THINKING SKILLS) Develop values-based convictions and act upon them. Show concern for issues that transcend their own interests and participate in civic life. (SOCIAL RESPONSIBILITY AND CIVIC ENGAGEMENT) Cultivate a lifelong engagement

in intellectual growth. (Lifelong learning) Listen carefully and thoughtfully and express ideas effectively through writing and speech. (COMMUNICATION SKILLS) Demonstrate an awareness of diverse perspectives in understanding issues and interacting with others as well as show an appreciation of diverse cultural values and the interconnectedness among cultures. (GLOBAL AND INTERCULTURAL COMPETENCIES) Assess critical needs of a situation and create a vision to address those needs. Motivate and inspire people to engage with that vision. (LEADERSHIP SKILLS)

ACCREDITATION

Saint Martin's University is a comprehensive institution offering undergraduate and graduate level programs. Established in 1895, Saint Martin's is a Catholic university and is the educational apostolate of St. Martin's Abbey, a Benedictine monastery of the Roman Catholic Church. Members of the Abbey pray, work and live together on the University campus. Saint Martin's University is accredited by the Northwest Commission on Colleges and Universities. Accreditation of an institution of higher education by the Northwest Commission on Colleges and Universities indicates that it meets or exceeds criteria for the assessment of institutional quality evaluated through a peer review process. An accredited college or university is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation. Accreditation by the Northwest Commission on Colleges and Universities is not partial but applies to the institution as a whole. As such, it is not a guarantee of every course or program offered, or the competence of individual graduates. Rather, it provides reasonable assurance about the quality of opportunities available to students who attend the institution.

This school is authorized under federal law to enroll non-immigrant alien students. The undergraduate and graduate programs in business administration and accounting are accredited by the Accreditation Council for Business Schools and Programs (ACBSP, www.acbsp.org). The education programs are accredited by the Washington State Board of Education (www.sbe.wa.gov). The University is a member of the; Association of Catholic Colleges and Universities; Council for Independent Colleges; Council for the Advancement and Support of Education; Independent Colleges of Washington; National Association of Independent Colleges and Universities; Association of Benedictine Colleges and Universities; United Nations Academic Impact; and the Carnegie Academy for the Scholarship of Teaching and Learning. Saint Martin's University's programs of study are approved by the Washington Student Achievement Council (formerly the Higher Education Coordinating Board) for enrollment of people eligible to receive educational benefits under Title 38 and Title 10. Saint Martin's University reserves the right to make changes as it deems necessary to procedures, policies, calendar, curriculum, overall academic programs or majors and costs.

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ACADEMIC POLICIES AND PROCEDURES

The Office of the Registrar is guided by the ethical standards and policies of AACRAO, the American Association of Collegiate Registrars and Admissions Officers. **ACADEMIC DISHONESTY** What is Academic Integrity? Saint Martin's University is a community of faculty, students and staff engaged in the exchange of ideas in the ongoing pursuit of academic excellence. Essential to our mission is a focused commitment to scholarly values, intellectual integrity and a respect for the ideas, beliefs, and work of others. This commitment extends to all aspects of academic performance. All members are expected to abide by ethical standards both in their conduct and their exercise of responsibility to themselves and toward other members of the community. As an expression of our shared belief in the Benedictine tradition, we support the intellectual, social, emotional, physical, and spiritual nurturing of students. What is Academic Dishonesty? Saint Martin's University defines academic dishonesty as violating the academic integrity of an assignment, test and or evaluation of any coursework. This dishonest practice occurs when students seek to gain for themselves or another, an academic advantage by deception or other dishonest means. All students have a responsibility to understand the requirements that apply to particular assessments and to be aware of acceptable academic practice regarding the use of material prepared by others. Therefore, it is the student's responsibility to be familiar with the policies surrounding academic dishonesty as these may differ from other institutions.

What are the Most Common Forms of Academic Dishonesty? Academic dishonesty includes but is not limited to:

1. Submitting material that is not yours as part of your course performance, such as submitting a downloaded paper off the internet.
2. Using information or devices not allowed by the instructor (such as digital devices, formulas or a computer program or data).
3. Using unauthorized materials (such as a copy of an examination before it is given).
4. Fabricating information, such as data for a lab report.
5. Falsifying the results of your research; presenting as true or accurate material that you know to be false or inaccurate.
6. Collaborating with others on assignments without the instructor's consent when the assessment is a task designed for individuals and in which individual answers are required such as on-line assessments.
7. Misrepresenting one's own work, which includes submitting the same paper or computer program, or parts thereof, for credit in more than one course without prior permission from each of the instructors.
8. Misrepresenting one's attendance in classes or at events required of students enrolled in the course (e.g., viewing films, attending concerts, or visiting museums).
9. Other forms of dishonest behavior, such as having another person take an exam for you, altering exam answers and requesting the exam be re-graded, communicating with anyone other than a proctor or instructor during the exam or grade tampering. Assisting others to commit dishonest practice including impersonating another student in a test or examination, writing an assignment for another student, giving answers to another student in a test or examination by any direct or indirect means, and allowing another student to copy answers in a test, examination, or any other assignment.

Plagiarism includes but is not limited to:

1. Unintended Plagiarism: Level One Although it is not intended, unintentional plagiarism is treated as dishonest practice. It is usually due to lack of care, naivety, and/or to a lack of understanding of acceptable academic behavior. This kind of plagiarism is easily avoided and is dealt with by the instructor and the chair. The provost/vice president of academic affairs (VPAA) is notified.
2. Intentional Plagiarism: Level Two Intentional plagiarism is gaining academic advantage by copying or paraphrasing someone else's work and representing it as your own or helping someone else copy your work and represent it as their own. It also includes self-plagiarism, which is when you use your own work in a different paper or program without indicating the source. As with other dishonest practices, intentional plagiarism is treated very seriously by the university.

What are the Penalties for Dishonest Practice?

1. The following steps are followed for incidents of academic dishonesty and their appeal:

2. The professor encounters an incident that they judge to be cheating or plagiarism. The professor prescribes a penalty in keeping with the seriousness of the offense. The scope of the consequence prescribed by the professor is limited to the course in which the incident of academic dishonesty was detected. In deciding on how to resolve the incident, the professor may contact the student for additional information. The professor files an incident report with the dean in cognizance of the course, with a copy to the department chair with cognizance of the course and the provost/VPAA within seven days of notifying the student of the penalty. A copy of the incident report is provided to the student. If the course is outside the faculty member's home department, that chair is also provided a copy.
3. The student either accepts the penalty or files a written appeal with the chair of the department offering the course. 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.
4. The chair renders a decision on the appeal within five business days and informs the student in writing with a copy to the dean with cognizance of the course and the provost/VPAA. The student accepts the decision of the chair or writes to the dean within five business days seeking further review of the appeal. The student may not submit additional documentation at this stage.
5. The dean reviews the appeal and informs the student of his/her decision within five business days, with a copy to the chair and provost/VPAA. The chair informs the professor. The student may accept the decision of the dean or within five business days, ask the provost/VPAA to additionally review their appeal.
6. The provost/VPAA's decision on the appeal, made within five business days of receiving a written request for review of the appeal by the student, is final.
7. The dean may constitute ad hoc Appeals Committee(s) to hear the case. This committee, if constituted, must include two faculty members (one faculty member to be chosen by the student) and may also include the ASSMU President or their designee. The ad hoc Appeals Committee hears the case, investigates the circumstances surrounding it, and based on the facts of the case, advises the chair, dean, and provost/VPAA. The provost/VPAA's decision on the appeal is final.
8. In serious cases, the appeals committee or the provost/VPAA may recommend suspension or expulsion of the student from the university.
9. In serious cases or in the event of multiple cases of academic dishonesty the provost/VPAA may consider additional penalties beyond the scope of the course. These penalties may include suspension or expulsion from the university.
10. In seeking to suspend or expel the student, the provost/VPAA may seek the recommendation of the Academic Standards Committee. The provost/VPAA's decision constitutes the final appeal in these cases.

What are the components of an "Incident Report?"

1. The above policy should accompany the "Incident Report."

2. The “Incident Report” should specifically remind the student of the right of appeal and how to appeal.
3. The “Incident Report” includes the following:
 - a. The date of the incident.
 - b. The name and student ID of the student involved.
 - c. The course number and description.
 - d. A description of the assignment.
 - e. A description of the act or acts of academic dishonesty.
 - f. Evidence and/or documentation supporting the conclusion that academic dishonesty occurred.
 - g. A detailed description of the penalty.

ACADEMIC WARNING AND SUSPENSION

No student may remain on academic warning for more than two consecutive semesters. Failure to meet the conditions of academic warning will result in removal from the program and/or suspension from the university. A student may be permanently suspended or dismissed from the university for consistently failing to maintain academic standards. Students who have been suspended from Saint Martin’s University for poor academic performance may appeal by writing to the provost/VPAA. Details regarding the procedure to be followed are available in the Office of the Provost/VPAA. Appeals to overturn a suspension must include clearly defined and exceptional circumstances that led to your suspension.

Students who have been dismissed from Saint Martin’s University for conduct or behavior may not seek reinstatement, except in exceptional circumstances. Details regarding the procedure to appeal for reinstatement after conduct-related dismissal are available in the Office of Student Affairs. Reinstatement from suspension (after sitting out a minimum of one semester) If a student wishes to petition for reinstatement to the university, she or he may petition the provost/VPAA. This procedure is used after the student has been absent from the university for one or more semesters after academic suspension. The student must submit the petition for reinstatement, complete with explanation and plan to the Provost/VPAA’s Office by March 15 to be considered for fall reinstatement or October 15 to be considered for spring or summer reinstatement. The petition will be forwarded to the Academic Standards Committee, who will review and act on the petition. Students are notified of the decision within 3 weeks of the submission deadline.

If approved for reinstatement, the student must contact the Office of Graduate Studies for procedures on readmission to the university. A copy of your reinstatement approval letter must be turned in to the Office of the Registrar. The petition for reinstatement must consist of the following:

- A written explanation that demonstrates the student’s understanding of the reasons for their academic difficulties.
- A realistic plan for addressing these difficulties. This plan must be developed in consultation with the student’s academic advisor and the program director.

ADVANCEMENT TO CANDIDACY

The admission of a student to graduate studies does not imply admission to candidacy for an advanced degree. The major department in which the student intends to become a candidate for a master's degree must be satisfied as to the student's sound basic training and the ability to pursue studies at the graduate level. In general, students complete a minimum of 12 to 18 semester hours of coursework before review or application for admission to candidacy. Each program determines the particular format for the admission to candidacy and/or the particular time frame in which it is to occur.

APPLICATION FOR DEGREES

Candidates for degrees must file an application for graduation the semester prior to completion of their degree requirements. Deadlines and applications for graduation can be found on the registrar's website: www.stmartin.edu/registrar. The graduation application fee is \$60. The fee is nonrefundable, and is assessed each time a student applies for graduation.

ATTENDANCE

Students are expected to attend all classes for which they are registered. Decisions regarding absences from class are left to the individual instructor. Work missed because of late registration, illness or any other reason must be completed. The student is responsible for contacting the instructor to arrange. The failure to attend a class for which a student is registered, does not constitute a withdrawal—the student must initiate withdrawal from a course. Research indicates that a strong positive correlation exists between class attendance and academic success. Since student success is our priority at Saint Martin's University, students are expected to make class attendance a priority. At the same time, the university recognizes the value of student participation in activities beyond the classroom and that, these activities may conflict with classes. Therefore, at Saint Martin's University:

1. If a student is unable to attend the first class, a student should contact their instructor before the class meets. Students who miss the first class of the semester without making prior arrangements may be, at the instructor's discretion, dropped from the course.
2. It is the responsibility of each student to be aware of instructors' attendance/grading requirements.
3. Students who enroll during add/drop period may not be counted absent when not formally enrolled in the course; however, it is the student's responsibility to contact the instructor about class assignments and content missed.
4. In individual courses, attendance may influence the grade the student receives. For absences due to university sanctioned activities, please read the policy on absences below.
5. The class attendance appeal process is provided to help students resolve questions with faculty and staff about the attendance policy.
6. If a student is marked as "never attending" by the instructor at the end of add/drop period, the student will be dropped from the course. Students who are dropped for never attending will not be authorized to participate and/or be graded in that class.

Class Attendance Appeal Process

Students with complaints that faculty or staff are not working under this policy must initiate the following procedure as soon as possible:

1. Initial attempts to resolve the matter should be made in writing to the faculty/staff person, who shall have five (5) school days to respond to the student in writing.
2. If the student is dissatisfied with the response, the student may request a review in writing by the appropriate department chair/supervisor. The chair/supervisor must meet with the student and the faculty/staff person involved within five (5) school days after the student has requested the review and issue a written resolution to both parties within five (5) school days of the meeting.
3. If either party should be dissatisfied with the response, a written grievance may be filed with the provost/VPAA within five (5) school days. The provost/VPAA will convene a meeting involving the faculty/staff person, and the student and issue a final resolution within five (5) school days of the meeting. This appeal process can be initiated anytime during the semester. It does not replace the final grade appeal, which can only be initiated after final grades for the term have been posted.

Attendance Policy Addressing Absences due to University Sanctioned Activities including Athletics.

The Saint Martin's University faculty, staff and administration agree that they will work together to optimize student learning—both in and out of the classroom—by sharing the responsibility for communicating about and minimizing class absences due to activities that are under the supervision of university faculty or staff. Students will not be routinely penalized in course progress or evaluation for absences due to university sanctioned activities if all parties follow the procedures outlined below. This policy aims to help students, in collaboration with faculty and staff, navigate conflicts between class attendance and participation in university sanctioned activities.

Definitions:

For the purposes of this policy, approved sanctioned activities where activities are under the supervision of faculty, staff, coaches or advisors include:

1. University academic competitions
2. Commitments on behalf of the university (e.g., ASCE, ASSMU, Choir, Theatre)
3. Intercollegiate athletic competitions (not practices)
4. Approved class field trips
5. Professional activities recognized by the University related to academics (e.g., professional conference attendance, etc.)
6. Co-curricular service activities (e.g., Engineers Without Borders)

Procedures:

A Responsibilities of Students Participating in University Sanctioned Activities including Athletics:

- a) Students are expected to attend all classes, take all quizzes and exams (including final exams) except when there are conflicts with participation in university activities.
- b) Students are responsible to review the syllabus, note potential conflicts, bring them to the attention of their professors and request alternative arrangements prior to events such as missed quizzes, exams, labs and assignments.
- c) Students participating in university sanctioned activities will communicate, verbally and in writing, with faculty during the first week of class about the dates they expect to be absent for scheduled events.
- d) In the first week of class, or as soon as feasible, students must give each of their professors a copy of a 'Written Notification,' issued by the sponsor, which details the anticipated missed class dates for the student. This letter must include the student's full name. In addition to the 'Written Notification Letter,' each professor will receive a copy of the event roster identifying the student with a specific club, activity etc. For student-athletes, this is the "Travel Letter."
- e) Students will verify, at the faculty's request, that an absence was caused by a university sanctioned event.
- f) Students will notify sponsors of university sanctioned activities, at least one week in advance, of potential conflicts between scheduled events and course requirements. This will provide sponsors and faculty with the opportunity to communicate about the student and course in question.
- g) Students will also remind the faculty immediately prior to an upcoming absence.
- h) Students will recognize that they are not excused from academic work and that in some cases it is impossible to provide alternative assignments or reschedule critical learning experiences.
- i) Students, in consultation with course faculty and their academic advisors, should carefully consider whether a particular course, due to the nature of the learning experiences involved, will work with their participation in a co-curricular activity and plan accordingly.
- j) In the case where a student has conflicting university sanctioned activities, the student will work with the activity sponsors and the academic advisor to reach a resolution.

If a resolution is not reached, the student may use the appeal process. Student-Athletes are expected to adhere to the following:

- a) No student-athlete may absent themselves from class to attend a practice session (NCAA Bylaw).
- b) When an athletic competition takes place at Saint Martin's University (e.g., a 'home game'), no student-athlete is authorized to be absent from any class prior to two hours before the scheduled start of the competition unless the athlete plays baseball, soccer or softball which require 2 ½ hours for pre-game preparations. If the athlete needs rehabilitation from the athletic trainer, the athlete will be allowed to be absent from class

up to three hours prior to the scheduled start of the competition. B. Responsibilities of Faculty and Staff Sponsors of University Sanctioned Activities including Athletics: 1. Faculty and staff leading university sanctioned activities will work to enable participating students to miss as few classes as possible, keeping in view the detrimental impacts caused by absences from the classroom. 2. Faculty and staff sponsors of university sanctioned activities will provide students with a written schedule by the first day of classes and will post the schedules on the Saint Martin's University websites.

- c) Faculty and staff sponsors of university sanctioned activities will, as a rule, not schedule events during study days or the week of final examinations.
- d) They will also, whenever possible, avoid scheduling events during the week prior to both fall and spring break, due to the fact that midterm exams are often scheduled during these weeks.
- e) Faculty and staff sponsors of university sanctioned activities will not penalize participating students for an absence from an event if their academic success in a course prohibits such absence.
- f) If a student is a focus of concern for Saints Care, the faculty and staff sponsors will be involved, as needed, to support the student in making the identified improvements.

Athletic Coaches are expected to adhere to the following:

- 1. Athletic supervisors and coaches will create a list for faculty showing when student-athletes are required to attend competitions and post on the public drive.
- 2. Athletic supervisors and coaches will take the academic calendar and schedule into account when scheduling athletic contests, practices, and team meetings.
- 3. No practice session or team meeting may be scheduled during mandated orientation sessions. Coaches must modify practice schedules to allow student-athletes to participate in mandated orientation sessions.

Responsibilities of Faculty Teaching Academic Courses:

- 1. Faculty will make a good faith effort to accommodate students who miss a reasonable number of classes because of their participation in university sanctioned activities.
- 2. Faculty will clearly articulate their attendance/grading policies on their course syllabi. This policy should directly address student absences due to participation in university sanctioned activities, as well as student absences due to illness, family functions and crises, etc.
- 3. Faculty are encouraged to communicate directly with students and sponsors of university sanctioned events if a student has a specific conflict between their success in an academic course and their role in a university sanctioned event.
- 4. Faculty will communicate with students if excessive absences, caused by university sanctioned events either alone or in combination with other factors, point to withdrawal from the class or an incomplete as an advisable option.

Faculty supporting student-athletes:

1. Student-athletes are expected to attend all classes, take all quizzes and exams (including final exams) except when there are conflicts with inter-collegiate competitions. In the case of missed quizzes or exams, a faculty member may choose to have the quiz or exam administered and proctored through the athletics program (e.g., coach, host faculty athletics representative). The discretion ultimately lies with the faculty member.
2. Faculty should take into consideration the schedules of student-athletes when scheduling graded activities that are in addition to those already listed on the syllabus.
3. In case of conflict the student-athlete should follow the student handbook for academic appeal. The Faculty Athletics Representative (FAR) should also be included as needed.

CHANGE OF REGISTRATION

Dates relating to the student's ability to add, drop or withdraw from courses can be found on the university's academic calendar and the Office of the Registrar's website. If a student fails to meet the prerequisite for a course, the Office of the Registrar will remove the course from the student schedule. Exceptions will only be considered for students submitting a signed prerequisite override form. Any student who is marked as never attended during the attendance accounting period by an instructor will be administratively dropped from the course. Individual graduate programs may have policies that restrict the add/drop period further. Graduate students should check with their specific program for the policy for add/drop deadlines.

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 materials 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. Directed studies are not appropriate for regular catalog courses (see Independent Study section). Graduate students must have a cumulative grade point average of 3.0 to be eligible to apply for directed study. Additional requirements for directed study are provided on the directed study request form.

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 Graduate Studies. Individuals can be registered as either full-time or part-time students. A full-time student is one carrying a minimum of six semester hours of academic credits per semester.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) & SOLOMON AMENDMENT

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

<https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html?src=rn>.

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 their education records within 45 days of the day the university receives a written request for access. The request to inspect records should specify items for review and should be submitted to the registrar, dean, department chair, or other appropriate official. The university official will arrange 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 their 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.

Student educational records can be disclosed without prior consent 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 their tasks.

A school official has a legitimate educational interest if the official needs to review an education record to fulfill their professional responsibility. Students have 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.

In compliance with FERPA regulations, Saint Martin's University has identified certain pieces of student information as directory information. Directory information and records requested under the Solomon Amendment (more information will be found below) may be released to third parties without student consent.

Saint Martin's University defines directory information as the following:

- Dates of Attendance
- Major
- Degree or Certificate Received
- Degree Conferral Date
- Honors

Any request for information beyond directory information will require a signed release from the student. Students have the right to restrict disclosure/release of directory information to third parties. Please contact the Office of the Registrar for additional information.

The Solomon Amendment is a federal law that allows military recruiters to access some address, biographical and academic program information on students age 17 and older. The Department of Education has determined the Solomon Amendment supersedes most elements of FERPA. An institution is therefore obligated to release data included in the list of "student recruiting information," which goes beyond Saint Martin's University's directory information.

If, however, the student has submitted a request to the Office of the Registrar to restrict the release of the student's directory information, then no information from the student's education record will be released under the Solomon Amendment. Student Recruitment Information included in the Solomon Amendment is listed below.

- Name
- Address (home and mailing)
- Telephone (home and mailing)
- Age
- Place of birth
- Level of education
- Academic major
- Degrees received

Procedure for releasing information to military recruiter:

1. Under the Solomon Amendment, information will be released for military recruitment purposes only. The military recruiters may request student recruitment information once each term or semester for each of the 12 eligible units within the five branches of the service:
 - a) Army: Army, Army Reserve, Army National Guard

- b) Navy: Navy, Navy Reserve Marine Corps:
 - c) Marine Corps, Marine Corps Reserve
 - d) Air Force: Air Force, Air Force Reserve, Air Force National Guard
 - e) Coast Guard: Coast Guard, Coast Guard Reserve
2. The request should be submitted in writing on letterhead clearly identifying the unit of service requesting the student recruitment information.
 3. The request should specify whether the information needed is for the current or previous semester.

GRADES

Grades:

Grades are issued at the end of the semester and at the end of summer session. For courses on the session schedule, grades are issued at the end of the designated session. Grades are awarded on the following basis:

- A+ 4.00 Represents superlative achievement and demonstration of deep knowledge of the subject covered in the course as well as ability to undertake independent research on related subjects. A 4.00 Represents outstanding achievement and demonstration of deep knowledge of the subject covered in the course as well as ability to undertake independent research on related subjects.
 - 3.67 Represents significant mastery of the subject and strong potential for independent research and work on related subjects.
- B+ 3.33 Represents demonstrable mastery of the subject with areas of potential growth that could be addressed through further commitment to the discipline.
- B 3.00 Represents knowledge of the subject and potential to develop greater mastery of the subject.
 - 2.67 Represents general knowledge of the subject.
- C+ 2.33 Represents general knowledge of the subject with shortcomings in achieving course objectives.
- C 2.00 Represents minimum acceptable knowledge of the subject with shortcomings in achieving course objectives.
 - 1.67 Represents unsatisfactory academic performance. This is a failing grade.
- D+ 1.33 Represents unsatisfactory academic performance. This is a failing grade.
- D 1.00 Represents unsatisfactory academic performance. This is a failing grade.
 - 0.67 Represents unsatisfactory academic performance. This is a failing grade. Represents unsatisfactory academic performance. This is a failing grade.
- XF 0.00 Failure, due to non-attendance. It counts as an F toward student GPA
- W Withdrawal, not calculated in grade point average (GPA).
- AU Audit, not calculated in GPA. However, students are enrolled in and expected to complete all assignments unless other arrangements are made with the instructor.
- I Incomplete, not calculated in GPA.

- Request for an Incomplete Grade: The grade of “I” (incomplete) signifies that a student has not completed all required course work for a class in which they are enrolled. A student must request an “I” grade by speaking with the faculty member of their course and then by submitting a formal request (details below).
- A faculty member may assign a grade of “I” at their discretion based on unforeseen circumstances beyond the student’s control. The student must be in good academic standing in the course (passing grade), and have completed a minimum of 50% of the coursework at the time the incomplete is requested. An incomplete must be requested prior to finals week for 16-week courses, or the last week of a shorter-term session.
- Procedures for Requesting and Receiving an “I” Grade:
 - Prior to the last week of the semester, the student must discuss with their faculty member the reason for the request of an “I” grade, and submit to the faculty an “Incomplete Form” which details the work yet to be completed.
 - The faculty member must indicate on the form the letter grade the student will earn if they fail to complete the required coursework by the specified deadline. Typically to be completed by the end of the following regular semester. Extension requests for up to an additional semester can be approved by the faculty member, who must notify the Office of the Registrar of the extended time. Appeals for time beyond 1 year, must be submitted by the student directly to the provost/VPAA.
 - The faculty member may add additional comments relating to the reasons for the incomplete grade, and must include the specific work required to remove the incomplete grade before approving the request with their signature.
 - The student must submit the approved “Incomplete Form” to the Office of the Registrar prior to the final week of the semester.
 - The faculty member has sole responsibility for assigning/ approving an incomplete grade via the incomplete form.
 - The Office of the Registrar is responsible for recording the incomplete, and for converting the “I” grade to either:
 - a faculty assigned grade at the end of the specified timeframe for completion, or
 - to a default grade of “F” for those who fail to complete the requirements in the specified timeframe. The Office of the Registrar will also notify both the faculty and the student when a revision to an incomplete grade has been processed.
 - Note: The removal of an “I” grade is the student’s responsibility. All coursework must typically be completed by the end of the next regular (fall or spring) semester after the incomplete was granted.

- An incomplete will remain on the student's transcript for one (1) regular semester (fall or spring), or until the instructor submits a grade change (whichever occurs first).
 - Requests for an extended additional semester must be discussed with the instructor, and if approved, the instructor must notify the Office of the Registrar prior to conversion of the incomplete grade to an F.
 - If a grade change has not been submitted within the allotted time frame, the "I" grade will convert to an F or designated letter grade indicated by the faculty on the incomplete form, and will remain part of the student's permanent official record.
- IP In Progress, not calculated in GPA; used only for master thesis or internships.
 - IP (In Progress): The "IP" grade is used only for graduate thesis courses that, by the nature of the requirements involved, cannot be completed or graded at the end of a given term. Faculty members may assign "IP" to extend the time permitted for the completion of research or course requirements. The student must be making satisfactory progress in the course to receive a grade of "IP." A student awarded an "IP" grade must continuously re-enroll in a "Thesis/Practicum: In Progress" course. The "Thesis: In Progress" course is a zero-credit course used to notate progress. The final grade will be submitted by the faculty member at the end of the term in which the work is completed. In the case of an "IP" grade for the thesis or internship, a student who does not complete a thesis or internship during the period of candidacy will have the "IP" grade changed to an F.
 - A \$110 matriculation fee will be assessed each time a student registers for a "Thesis: In Progress" course. Thesis Courses MBA 612 6.0 Required 6.0 Credit Not Repeatable MED 699 3.0 Required 3.0 Credit Not Repeatable MCE 503 6.0 Required 1-3 Variable Repeatable MEV 602 3.0 Required 3.0 Credit Not Repeatable CSC 599 6.0 Required 3.0 Credit Repeatable MEM 690 6.0 Required 1-3 Variable Repeatable MME 599 6.0 Required 1-3 Variable Repeatable Grading: Student must enroll in credit bearing thesis course until they've enrolled in the required number of credits. If continued enrollment is necessary to either meet the minimum credit requirement or to complete the thesis work, then the assigned grade should be IP.
 - Once the student has enrolled in the required number of thesis credits, and if continued work is still necessary, then they are still graded IP and would need to be enrolled into the zero-credit thesis IP course. Students must remain enrolled in the thesis IP course each semester until they have successfully defended their thesis. At this point, the credited courses would be graded accordingly, and the thesis IP courses would be changed to either P/NP.
- P Pass, not computed in GPA.
- NP No Pass, not computed in GPA

Grade Point Average:

GPA (grade point average) is computed by dividing the total number of graduate level grade points by the total number of graduate level semester hours attempted (excluding pass/ no pass credits). (If a program permits taking undergraduate courses for graduate credit, those courses will be included in the calculation.) The cumulative grade point average represents the student's performance for all graduate courses completed. The Saint Martin's University transcript reflects Saint Martin's University grade point only and is so labeled.

Transfer 'C' Grades:

Transfer 'C' grades are not accepted for graduate level credit or to satisfy Saint Martin's University graduation requirements.

Pass/No Pass Grades:

The pass/no pass 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. Under special circumstances—and with approval of the student, instructor, advisor and department chair—a course may be taken pass/no pass.
- Pass/no pass 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/no pass must request the change of grade status at the time of registration and obtain the instructor's permission prior to the second class session.
- The equivalent of a 'B-' or better is required for a pass grade.

Change of Grade:

A grade change requested due to instructor error and/or the conversion on an incomplete grade, may be filed with the Office of the Registrar within one semester of the initial grade assignment, and will not require a dean's signature. All other grade change requests will require the appropriate college dean signature.

Instructors may obtain a Grade Change Form by contacting the Office of the Registrar.

Notes: In certain extraordinary circumstances, a faculty member may find themselves compelled to assign a temporary grade to their entire class. Faculty are advised not to use the "I" grade as a temporary grade. Extraordinary circumstances might include, for example, unexpected health-related setbacks for the faculty member during the period when final papers/examinations must be graded and grades submitted to the registrar. In such circumstances, if all students in the class are passing the course, the faculty member may assign a standard letter grade such as a "P" to the entire class, inform students that this is a temporary grade, and change the grade to what is assigned to each student within the next four weeks.

The faculty member must communicate with students in advance to inform them of the above process, and the student must inform their chair, dean, and the registrar about the circumstances which warrant such action.

Grievances Regarding Grades:

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.

Process for Filing a Grievance About a Course Procedure or a Grade:

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 they think is unwarranted, the student should ask the faculty member for clarification about grading criteria and the faculty members 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.
 - a. A student can obtain the name and location of the dean directly from the Office of Academic Affairs at the university's Lacey campus (Old Main 269; telephone 360-438-4310).
 - b. If the grievance is related to the Saint Martin's-JBLM campus the student can also contact the Office of Academic Affairs (Old Main 269; telephone 360- 438-4310) for assistance.
3. The dean will read the written explanation and related documentation and consult with the department chair of the course in question. The dean or chair will investigate the details of the complaint as necessary and appropriate. The dean 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 dean of the school or college, the appropriate department chair, and the instructor of the course in question.
4. If the dean is the faculty member involved in the complaint, or if the complaint cannot be resolved with the dean, then the student should take the complaint to the provost/VPAA's office at the Lacey campus (Old Main 269; telephone 360-438-4310). The provost/VPAA's office will read the student's written explanation and related documentation. The provost/VPAA will investigate the details of the complaint as necessary and appropriate. The provost/VPAA's office 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 provost/VPAA are final.

GRADUATE STUDENT ADVISING

Academic advising is the responsibility of both faculty members and the student. Faculty members are prepared to help students explore various 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 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.

INDEPENDENT STUDY

An independent study course enables a student to take a course listed in the catalog on an individualized basis. Independent study may not be used when repeating a failed course. Requirements are similar to those for directed study and are provided on the independent study request form.

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.

LEAVE OF ABSENCE

Leave of absence are types of withdrawals granted to students on the basis of extenuating personal circumstances. Emergency, Military, or Family Care Leave Saint Martin's University students are expected to manage their academic schedules and withdraw from any courses they are unable to complete by the deadlines provided in the normal academic schedule. The university will, however, consider requests for an emergency, military, or family care leaves of absence from a student who experiences an urgent personal situation.

Examples of such situations include a death or serious illness in the immediate family, orders to deploy, or other serious and unexpected circumstances, which requires the student to withdraw from all courses after the regular academic deadline for withdrawal.

Documentation of the serious nature of the emergency must be provided to the Office of the Registrar. When this type of leave is granted, the course grade awarded is normally a W (withdrawn) in all courses unless the student initiates and receives appropriate approval for an incomplete (I) grade in any course.

If the student is granted an incomplete (I) grade, the student must complete the requirements of the courses according to the guidelines specified by the instructor and policy outlined in the academic catalog. Leave of absence forms can be found in the "forms" section on the Office of the Registrar's webpage.

Voluntary Medical Leave

While Saint Martin's University prides itself on providing a range of support services to students with medical and mental health conditions, on occasion, students may experience health needs requiring a level of care that exceeds what the university can appropriately provide. In such circumstances, Saint Martin's University will consider requests for a voluntary medical leave of absence from a student experiencing a physical or mental health-related condition which impairs his or her ability to function safely or successfully as a student and requires the student's withdrawal during a semester or an absence of one or more semesters from the university.

Voluntary medical leaves of absence are coordinated through the dean of students. Students granted medical leaves of absence are expected to use the time away from the university for treatment and recovery. Requests for voluntary medical leave for the current semester must be submitted no later than the last day of classes as published in the academic calendar. Students with significant health issues that arise during the final exam period should contact their academic dean's office and may also wish to apply for a medical leave for the following semester.

In circumstances in which adequate care cannot be provided in a short timeframe, a leave of absence for the following term may be a requirement for approval of a student request for medical withdrawal. Documentation of the serious nature of the health condition must be provided by a certified medical or mental health professional. Requests for leave are considered by dean of students or designee, who may meet with the student and consult with the Counseling and Wellness Center and other relevant professionals and/or campus administrators as appropriate, before recommending or approving the leave.

When a voluntary medical leave of absence is granted, the course grade awarded is normally a W (withdrawn) in all courses unless the student initiates and receives appropriate approval for an incomplete (I) grade in any course. If the student is granted an incomplete (I) grade, the student must complete the requirements of the courses according to the guidelines specified by the instructor and policy outlined in the academic catalog.

Students must move out of residence within three days of approval of the medical leave of absence.

Students are not eligible to participate in student employment or activities nor visit the residence halls without prior approval effective the date of approval of the medical leave of absence and for the duration of their medical leave.

Voluntary medical leaves do not constitute an adjustment in charges. It is designed to preserve the academic record. Extenuating circumstances may allow for an adjustment if sufficient documentation is provided.

Students must contact the dean of students to request a return from a voluntary medical leave of absence. This contact should be made with sufficient notice to complete the application and approval process before the beginning of the semester in which the student wishes to return (at least two weeks prior to the start of classes).

The dean of students or designee considers the approval of return from leave, and may consult with the Counseling and Wellness Center, other relevant professionals, and/or campus administrators, before recommending or approving the leave. The student must receive approval to return from leave before registering for courses or applying for on-campus residence for the semester. The request to return must include supporting documentation from the student's treating medical or mental health professional, providing evidence that the health condition has been, or is being, addressed and that the student is capable of successfully resuming study and functioning safely as a member of the university community.

Depending on the individual circumstances of the voluntary medical leave, the student may be asked to provide additional documentation concerning the nature and duration of treatment, recommendations for ongoing care once the student has returned from leave, or to provide releases to the Counseling and Wellness Center to allow communication with treatment providers, the dean of students, and/or the Behavioral Intervention Team, regarding the student's safe return to campus.

Depending upon the individual circumstances of the medical leave, the student may also be asked to provide a brief statement describing:

- The student's experience away from the university, including the activities undertaken while on leave;
- The student's current understanding of the factors leading to the need for the leave, and the insights the student has gained from treatment and time away; and
- How the student plans to ensure a successful return to the university. The student will also need to schedule a meeting with the dean of students to review their plan for sustained health and safety.

This should include recommendations for ongoing treatment, on or off-campus. Students with disabilities may be eligible for reasonable accommodations and/or special services in accordance with the Rehabilitation Act of 1973 and the Americans with Disabilities Act. Students are responsible for communicating their requests for academic accommodation to Disability Support Services.

After considering the student's request and supporting documentation, if the dean of students determines the student is not ready to return to the university, the student will be advised of that decision in writing. The written response to the student will also include recommendations to enhance the student's chance of approval the next time the student's request is considered. If the student disagrees with the dean's decision and believes they are ready to return to the university immediately, the student may submit a request for reconsideration to the dean within five days after receiving the decision.

The request for reconsideration should explain why the student disagrees with the dean's recommendations and whether there are alternate steps that can be taken that will allow the student to be able to return safely and be able to succeed academically during the current term and may include any additional documentation from treating providers or other professionals that

the student wants the dean to consider. The dean will respond to the student's request for reconsideration within five days of receiving the request.

Involuntary Medical Leave of Absence

In situations where a student is unable or unwilling to carry out substantial self-care obligations, where current medical knowledge and/or the best available objective evidence indicates that a student poses a significant risk to the health or safety of others, or where a student poses an actual risk to their own safety not based on mere speculation, stereotypes, or generalizations about individuals with disabilities, and the student does not want to take a leave voluntarily, the dean of students has the authority to place the student on an involuntary leave of absence.

Threats to Self or Others

In the event that the university is presented with a credible report that a student has:

1. threatened or attempted suicide;
2. engaged in efforts to prepare to commit suicide;
3. expressed a preoccupation with suicide;
4. threatened to inflict serious harm upon another;
5. engaged in efforts to obtain weapons or other dangerous items in order to inflict serious harm upon another;
6. expressed a preoccupation with harming others; or
7. engaged in other behavior that poses a significant danger of causing substantial harm to the health or safety of the student or others, the university may require the student to participate in a professional assessment with a licensed counselor, psychiatrist, psychologist, or physician. These sessions are designed to foster the students' willingness and ability to maintain a reasonable concern for their own welfare and the welfare of others.

Involuntary Leave

Before placing any student on an involuntary leave of absence, Saint Martin's University will conduct an individualized assessment to determine if there are reasonable accommodations that would permit the student to continue to participate in the campus community without taking a leave of absence. Involuntary leave is intended to be invoked only in extraordinary circumstances, when a student is unable or unwilling to take a voluntary leave of absence. When the university considers imposing an involuntary leave, the dean of students or designee will initiate the following procedures:

- The dean of students or designee will notify the student that an involuntary leave is being considered; whether the leave being considered would require leave from the academic program, housing, and/or other university services, and the reasons that an involuntary leave is being considered.
- The student shall have the opportunity to respond with information that they believe should be considered.

- The dean of students or designee will direct the student to this policy and will encourage the student to agree to a voluntary leave of absence, thereby eliminating the need to complete the process for an involuntary leave.
- The dean of students or designee will confer with others as may be appropriate to obtain information relevant to the university's determination of whether an involuntary leave is necessary.
- The dean of students or designee will consider whether the student's actions are disruptive of the learning environment, pose a threat to the safety of others, and/or pose a direct threat to the safety of the student themselves.
- They will also consider accommodations that may be provided that would mitigate the need for an involuntary leave. The consideration must be based upon the student's conduct, actions, and statements, and not merely upon speculation, a remote risk of harm, or the knowledge or belief that the student is an individual with a disability.
- The university may require the student to undergo a mental or physical examination if doing so is likely to facilitate a more informed decision. Additionally, in order to assist with judging the risk of harm, the university may request authorization to consult with the healthcare professionals that are or have provided services to the student.
- Following these consultations and examinations (if any), the dean of students or designee will make a decision regarding the involuntary leave of absence and will provide written notice of the decision to the student.
- If involuntary leave is imposed, the notice shall identify whether the student is being withdrawn from the academic program, campus housing, and/or other university services and the time when the student must depart from campus (if applicable), and the steps that must be taken when the student wishes to re-enroll.
- If a student is removed from courses due to an involuntary withdrawal, W (withdrawn) grades will appear on their academic transcript and all applicable charges for those courses will remain.
- While on involuntary leave, the student may visit campus only as specified in the notice, or as otherwise authorized in writing by the dean of students or designee.
- All students subject to an involuntary leave of absence are entitled to appeal the decision in writing to the provost/ VPAA or designee within three days of receiving notice from the dean of students.
- Upon reviewing the documentation associated with the initial decision and consulting with appropriate university officials, the provost/VPAA or designee will decide whether to uphold, reverse, or amend the dean's determination, at which point no further appeal is permitted.
- If involuntary leave is not imposed, the university may impose conditions and/or requirements under which the student is allowed to remain enrolled in the university's programs.
- The university reserves the right to notify a parent, guardian, or other person of the circumstances leading to the consideration of involuntary leave, if notification is deemed appropriate.

- In addition, if leave is imposed, the parent, guardian, or other person may be asked to arrange for the safe removal of the student from campus.
- After an involuntary leave, a formal request for reinstatement must be submitted to the dean of students who will decide whether to approve the reinstatement.
- The dean of students may condition reinstatement upon receipt of a certification from one or more appropriate healthcare professional(s) providing evidence that the behavior that precipitated the need for the involuntary leave has been ameliorated and that the student is able to participate in the university's programs without disruption of the learning environment and without posing a threat to personal or community safety.

This involuntary medical leave policy is not intended to take the place of disciplinary actions under Saint Martin's University Student Code of Conduct, and does not preclude sanctions, including the removal or dismissal of students from the university, university residence halls, or other university facilities or services, for violations of the code of conduct or other university policies.

Non-matriculated graduate students

An individual may be admitted as a non-matriculated graduate student. Examples would include individuals enrolled in another institution wishing to take classes for transfer to their home institution; individuals taking classes, but not a specific degree or certificate program for professional development; or those taking classes because of interest or for personal enrichment.

Please note however, first enrollment priority will be given to degree-seeking students and permission of the program director and the instructor are required. Since no program admission is implied, admission as a nonmatriculated graduate student will be processed by the Office of Graduate Studies following guidelines in the basic requirements for admission.

Non-matriculated students will then be able to register for classes pending the permission of the program director and instructor on a space-available basis. There is no limit to the total number of credits that may be taken by a non-matriculated graduate student. However, normally a **maximum of nine semester credits** taken as a non-matriculated graduate student may be applied to a Saint Martin's University graduate program, should the student later decide to apply for program admission.

Limits for the number of credits that may be taken in a semester or term are the same as for graduate students enrolled in a degree or certificate program. Non-matriculated graduate students may take those graduate courses for which they have met the prerequisite requirements. If a course is one for which program admission is required, authorization to enroll in that class requires the permission of the appropriate program director. The Office of Graduate Studies strongly recommends that applicants seeking non-matriculated status consider their funding options. In most cases, students admitted without a degree or certificate program will be ineligible for federal financial aid.

REGISTRATION

No student will receive credit for any course in which they are not registered. After a student has registered for classes, changes to a schedule must be properly approved and recorded by the registrar. If a student fails to meet the prerequisite for a course, the Office of the Registrar will remove the course from the student schedule. Exceptions will only be considered for students submitting a signed prerequisite override form. Any student who is marked as never attended during the attendance accounting period by an instructor will be administratively dropped from the course.

REPEATING COURSES

Only a course in which a grade of 'C' or lower was earned may be repeated, unless a designated repeatable course. The highest grade received will be used in computing cumulative grade point average, and credit will be allowed only once toward fulfilling graduation requirements.

SCHEDULE LIMITATIONS

To be considered full-time, a student must be enrolled for six (6) semester hours of credit with a maximum of thirteen (13) semester credits per semester.

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, 360-438-4596.

SWITCHING FROM UNDERGRADUATE TO GRADUATE

Students enrolled in undergraduate courses wishing to switch to the graduate level equivalent course must do so no later than the add/drop period for the respective term, and only with permission of their advisor and the dean on the appropriate Undergraduate Permission to take Graduate Level Courses Form. Applicable tuition rates will apply. Forms can be found in the Office of Graduate Studies or with your specific college. Information on 4+1 Programs can be found in the undergraduate academic catalog.

TIME TO DEGREE COMPLETION, CONTINUITY OF ENROLLMENT, READMISSION

The amount of time permitted to complete a graduate degree is seven (7) years from the registration in the first course to be included in the degree or certificate program. For this purpose, enrollment in prerequisite courses that do not count toward the degree does not trigger the timeline, for example 500 level courses for the MBA. Students working toward a degree at Saint Martin's University are expected to meet the graduation requirements contained in the academic catalog in effect for the year in which they begin coursework toward the degree. No students may use requirements in a catalog older than seven years prior to the date of their

graduation. When a student is admitted, the catalog in effect at the time of the initial enrollment in courses counting for the degree will normally govern graduation requirements as long as no break in attendance of greater than one year has occurred.

If there is a break in enrollment exceeding one year, the catalog in effect at the time of readmission will normally govern graduation requirements. Graduate students with a break of more than one year in registration will be required to apply for readmission. Students who do not have an approved leave of absence on file will be subject to the application fee in effect at the time of application for readmission. A student who was not in good academic standing (warning or suspension) must provide evidence to support the likelihood that readmission would be expected to lead to successful program completion.

The candidate for readmission must submit official transcripts of any college-level work completed since the last registration in Saint Martin's University as part of the readmission process.

TRANSCRIPTS

A transcript is a copy of a student's permanent academic record which is maintained for all Saint Martin's University students by the Office of the Registrar. An official transcript is one bearing the University seal, the official signature of the registrar, and is either provided to the student in a sealed envelope or delivered (by mail) to someone other than the student. An unofficial transcript will contain the same information as an official but will be produced on plain white paper and does not bear the official signature or seal. Other colleges/universities will likely need an official transcript for transfer course determination. Transcripts can be ordered in person or online at the following link: <https://www.stmartin.edu/academics/academicresources/office-registrar/request-transcripts>. We will not accept email requests for transcripts. Currently enrolled students can view/print their unofficial transcripts online via the self-service portal at no charge. Transcripts ordered in office are \$15.00 each and transcripts ordered via the link above are \$8.25 each. Transcript fees are subject to change. Release of these records is protected by the Family Educational Rights and Privacy Act (FERPA).

TRANSFER CREDIT

For students transferring to Saint Martin's: Transfer for credits earned prior to admission to Saint Martin's University as a graduate student will be reviewed at the time of application to ensure full consideration. Academic departments will make a determination on any courses that will transfer. Coursework that is older than seven years will typically not transfer and students must retake these courses and complete degree requirements in accordance with the catalog at the time of their re-entry into the university. As with all applicants, the student's application will be evaluated holistically, accounting for academic, service, and leadership considerations. For current Saint Martin's students: Students enrolled in a Saint Martin's University graduate program who wish to take classes at another university must seek prior approval from their graduate program director in order for those credits to count towards a Saint Martin's University degree or certificate.

Up to nine semester hours of graduate work may be taken at another institution and transferred for inclusion in a Saint Martin's University graduate program. To be eligible for transfer, the credit must have been pre-approved in writing by the program director and earned at a regionally accredited university (or the equivalent). Only those classes for which a grade of 'B' or higher is earned may be accepted for transfer. Individual programs may have additional expectations.

VETERANS

Saint Martin's University's academic programs of study are approved by the Washington State Higher Education Coordinating Board's State Approving Agency (HECB/SAA) for enrollment of persons eligible to receive educational benefits under Title 38 and Title 10 USC. 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 their satisfactory progress. 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.

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. Students attending the university who expect to receive educational benefits from the Veterans Administration must meet the following requirements set by the Veterans Administration and the university. Failure to comply with regulations could result in student debt.

- It is the student's responsibility to take courses only within their degree plan. Courses outside of their degree plan will not be paid by the Veterans Administration
- No benefits will be paid for XF or W grades.
- No benefits will be paid for repeated courses that were successfully completed as transfer work or previously through the university.
- Spouses of active duty servicemen do not qualify to receive Yellow Ribbon funding or the housing allowance.
- Saint Martin's University does not offer tuition waivers for dependents of deceased or 100% disabled veterans (chapter 35 recipients).
- Chapter 33 (Post 9/11) students are required to self-certify every month to continue to receive their housing allowance while attending school.

WITHDRAWAL POLICY

Withdrawal from courses Withdrawal from courses at Lacey Campus:

Students may withdraw from a course by completing the drop section of the add/drop form and returning the form to the Office of the Registrar. Withdrawal from a course will be reflected on the student's transcript as a "W." Each semester, the Office of the Registrar announces the date

for the official last day to withdraw from courses. This date can be found on the academic calendar and the Office of the Registrar's website.

Withdrawal from courses at Saint Martin's-JBLM:

Students may withdraw from a course by completing the drop section of the add/drop form and returning the form to any Saint Martin's-JBLM campus office. Withdrawal from a course will be reflected on the student's transcript as a "W." Each semester, the Office of the Registrar announces the date for the official last day to withdraw from courses. This date can be found on the academic calendar and the Office of the Registrar's website.

Complete exit from the University Students wishing to completely withdraw from the university must fill out an electronic Exit from SMU Form which is found on the Office of the Registrar's webpage. Before submitting this form, please check with Student Financial Services to determine the financial impact of withdrawing from your classes. You will be responsible for any charges incurred as a result of this withdrawal. Also note that if you withdraw after the drop period but before the withdrawal deadline, your transcript will indicate a "W" for each course. If you withdraw after the withdrawal deadline, you will receive the grade earned for each course. A student withdraws in good standing if the student is not dismissed for scholarship deficiencies, has disciplinary holds, and/or is not on academic probation at the time of withdrawal.

ADMISSION

Saint Martin's University seeks to enroll students of all ages and backgrounds who will benefit from the distinctive, personalized education provided by the University. Graduate admission to Saint Martin's University is competitive and is based on the criteria outlined below. All applicants must meet the general admission requirements set for the university, found under <https://www.stmartin.edu/admissions-aid/howto-apply/graduate>. In addition, each graduate program also sets its own admissions requirements, which may exceed the general requirements set by the Office of Graduate Studies. Applicants should carefully read the program admission requirements detailed under each graduate program in this catalog. Please note that applicants who do not meet the minimum admissions criteria may be admitted conditionally upon individual review and at the sole discretion of the Office of Graduate Studies. International graduate students must submit an additional processing fee of \$100 with their application for admission. Applications will be processed and students notified about acceptance only after this fee has been received by the University. They must also submit their transcripts through one of the following approved transcript evaluation services: • World Education Services (WES) www.wes.org • International Educational Research Foundation (IERF) www.ierf.org • International Education Evaluations, Inc. (IEE) www.foreigntranscripts.com • Global Credentials Evaluators, Inc. (GCE) www.gceus.com • Other NAFSA or NACES member/affiliate services may be approved once verified.

PRIORITY DEADLINES

Graduate programs have rolling admissions, which means that interested applicants can apply at any time. However, for assistantships and preferred admission consideration, applicants should submit their applications by the priority deadlines listed on the program websites.

ADMISSION REQUIREMENTS

The minimum admission requirements for unconditional graduate admission to the University include:

- An earned bachelor's degree from a regionally accredited college or university. • A minimum undergraduate cumulative GPA of 3.0.
- Proof of English proficiency for international students: A minimum score of 79 iBT /550 PBT on the TOEFL or an overall band score of 6.5 on the academic version of the IELTS (test scores must be less than two years old at the time of application) or a bachelor's degree from a U.S. institution where English is the language of instruction. Pearson Test of English (PTE) scores of 58 or higher will be considered.
- Admission to a degree program or as a non-matriculated (non-degree seeking) student. Three decisions can be made about a candidate's application:
 - The student may be admitted unconditionally; or
 - The student may be admitted conditionally with additional requirements specified that must be met within a set timeline; or
 - The student may be denied admission.
- There are different application procedures for admission depending on which program and which student type the applicant is pursuing.
 - Graduate Degrees
 - Master of Accountancy
 - Master of Business Administration
 - Master of Arts in Counseling
 - Master in Teaching - Master of Education
 - Master of Education—Higher Education and
 - Master of Science in Civil Engineering
 - Master of Engineering Management
 - Master of Science in Environmental Engineering
 - Master of Science in Mechanical Engineering
 - Master of Science in Computer Science
 - Ph.D. in Leadership Studies
 - Graduate non-matriculated student admission
 - Certificate or certification-only admission
 - HESA Certificate
 - Post-Master Administrative Certificate
 - Internal Audit and Risk Management Certificate
 - Healthcare Management Certificate
 - Post-Baccalaureate Certificate

- Readmission of former Saint Martin’s graduate students. A description of the application procedure for each one of these follows.
 - If it is found that an applicant has made a false or fraudulent statement or a deliberate omission on the application for admission or any accompanying documents or statements, the applicant may be denied admission.
 - If the student is already enrolled when the fraud is discovered, the case will be adjudicated using the procedures specified for violations of the Saint Martin’s University Code of Conduct & Policies as contained in the Student Handbook. Graduate Degree Program Admission (Including Post-Baccalaureate and Post-Master’s Certification and Certificate Programs)

Prospective students wishing to apply for one of our graduate degree programs, certificates or the post-master’s certification program should submit their application and supporting documentation to the Office of Graduate Studies. The application and admissions requirements vary for each graduate program and are described in detail in the graduate program section of this catalog. Details and forms also can be found on the Graduate Studies website: <https://www.stmartin.edu/admissions-aid/how-to-apply/graduate>.

Supporting documentation for graduate admission consists of:

- A Graduate Application.
- Official transcripts (paper or electronic) from all colleges and universities attended sent directly from the institution to the Office of Graduate Studies by the 10-day count.
 - Unofficial transcripts can be used in the interim for advising and admissions decision based on receipt of the official transcript.
- Resume
- Personal Statement (prompt questions individually listed on program website or in graduate program section of catalog.
- 2 Letters of Recommendation (3 for Ph.D. applicants and MAC applicants) and either a third letter or reference name and contact information for other graduate applications. Program-specific application materials are listed on the program website or in the graduate program section of this catalog. All programs in the College of Education and Counseling require additional documents. Please note that the Hal and Inge Marcus School of Engineering waives references and recommendations for engineering alumni of Saint Martin’s University.

International Graduate Student Applicants:

In addition to meeting the application requirements for each masters program, international applicants must also submit:

- A \$60 graduate application fee and a \$100 nonrefundable international services fee.
- Official transcripts sent directly to Saint Martin’s University by all colleges or universities attended.

- Official evaluation of all university-level coursework and degrees earned outside of the US completed and submitted directly to Saint Martin's University by an approved NACES evaluation company.
- Find approved evaluators here: www.naces.org/members
- If you are requesting transfer credits, a course-by-course evaluation is required.
- An official English translation is required for transcripts issued in a language other than English.
 - o Proof of English Proficiency may be satisfied in one of the following ways:
 - o An undergraduate degree earned from a U.S. institution (instruction in English)
 - o An official TOEFL, IELTS, or Duolingo score report (less than two years old) sent directly from reporting institution. For full admission we require: 79 IBT/213 CBT/550 PBT on the TOFEL, 100 on Duolingo, or 6.5 band score on the academic version of the IELTS, or
 - o At the discretion of university personnel, an earned degree (instruction in English) from a country where English is the official language, or the applicant is from a country where English is the official language, may be considered upon request by the applicant. *Those students who do not meet the minimum required English proficiency but are otherwise admissible will be conditionally admitted through our ESL program.
 - o Saint Martins University is the sole judge of an applicant's English proficiency.
- Proof of Finances
- Copy of Passport.
- If currently studying in the US, a copy of your current I-20, visa, and transfer form will also be required.
- Graduate Nonmatriculated Student Admission Prospective students interested in taking graduate courses without enrolling in a degree program should submit the following:
 - A non-degree seeking application
 - Official transcript showing proof of bachelor's degree. Enrollment in specific courses may require prior approval.
- Readmission of Former Saint Martin's University Graduate Students Students who previously attended Saint Martin's and left voluntarily (i.e., were not suspended), should submit an Application for Re-Admission to the Office of Graduate Studies if they have been away for more than one year from the last day of the semester or session last attended. Readmitted students will be subject to the degree requirements of the catalog that is current at the time of their readmission.
 - Students who have attended another college or university during their absence from Saint Martin's University must submit official transcripts from each institution.
 - International transcripts must be submitted through an approved credential evaluator.

- Students who have been away less than one year should contact the Office of Graduate Studies for their record to be reactivated so they may register for classes. In all cases listed here, students are strongly advised to contact the Student Financial Service Center at the same time and ask specifically what they need to do to reinstate or reapply for financial aid.

MILITARY STUDENT READMISSION

Saint Martin's University acknowledges that students may be temporarily unable to attend classes or be required to suspend their studies in order to perform military service. Saint Martin's encourages such students to resume their education once a military service obligation has ended and adopts this policy to ensure the timely readmission of such students.

In accordance with federal regulations, 34 C.F.R. § 668.18 and the Department of Defense (DoD) Voluntary Education Partnership Memorandum of Understanding (MOU), the university will promptly readmit servicemembers who seek readmission to a program that was interrupted due to a uniformed service obligation.

Eligibility

This policy shall apply to:

1. servicemembers who are unable to attend classes for more than 30 consecutive days; and
2. servicemembers who are unable to attend classes for less than 30 days when such an absence would result in a withdrawal from the university.

A student is eligible for readmission under this policy if, during an absence, the student performs uniformed service, voluntary or involuntary, in the Armed Forces, including the National Guard or Reserve, active duty, active duty for training or fulltime National Guard (under federal authority). The cumulative length of all absences for uniformed service (service time only) must not exceed five years.

Notification

A student must provide oral or written notice of a uniformed service obligation to the Office of Military Advising as far in advance as possible, unless precluded by military necessity. Such notice does not need to indicate when the student will return to the university. The student must also give oral or written notice of his/her intent to return to Saint Martin's University within three years after the completion of the period of service. Immediately upon the student's return to school, the student must provide notice that he/she may be entitled to the tuition and enrollment benefits outlined in this policy. The returning student may be required to provide supporting documentation.

Notification under this section must be provided, by the student, to the Office of the Registrar and Saint Martin's JBLM Programs. registrar@stmartin.edu, jblm.admissions@stmartin.edu or 360-438-4356 or 253-964-4688.

Tuition and Fees

A returning student must be charged the same tuition and fees in effect during the last academic year the student attended, unless veterans' education benefits or other servicemember education benefits will pay the amount in excess. For subsequent academic years, the returning student may not be charged tuition and fees in excess of what other students in the program are charged.

Readmission Requirements

A returning student will be permitted to reenroll in the next class(es) scheduled in the same academic program, unless the student requests a later date of reenrollment or agrees to a different program. Service members and reservists will be readmitted into the same program if they are temporarily unable to attend class or must suspend their studies due to service requirements. If the exact program no longer exists, the student must be admitted to the program that is most similar, unless the student requests or agrees to admission to a different program.

Returning students will be reenrolled with the same enrollment status, number of completed credit hours, and academic standing as the last academic year of attendance. If the university determines that a returning student is not prepared to resume the program or is unable to complete the program, the university must make reasonable efforts to enable the student to resume or complete the program at no additional cost to the student. If such efforts are unsuccessful or place an undue hardship on the university, the university is not required to readmit the student.

In accordance with federal regulations, returning students who receive a dishonorable or bad conduct discharge from the Armed Forces (including the National Guard and Reserves) are not eligible for readmission under this policy. However, servicemembers who receive dishonorable or bad conduct discharge may remain eligible for readmission even though they will not be entitled to the benefits outlined in this policy. Saint Martin's does not allow the use of commissions, bonuses, or other incentive payment programs given to employees or contractors for the purpose of securing enrollments of Service members.

GRADUATE TEACHING AND RESEARCH ASSISTANTS

Saint Martin's University offers a limited number of Graduate Assistantships to graduate students enrolled in Business, Counseling, Education, and Engineering programs at the University. Opportunities exist to assist with teaching, research and key support functions. Graduate Assistants earn a partial tuition waiver and a modest stipend in exchange for just 10 hours per week of work. The Office of the Provost/VPAA manages all graduate Assistantships and you can find more information on the website at <https://www.stmartin.edu/admissions-financial-aid/graduate/aid-and-assistantships>.

VETERANS ADMINISTRATION/VOCATIONAL REHABILITATION

Applicants applying through Veterans Administration or vocational rehabilitation programs should schedule an appointment with an admission counselor through the Office of Admissions or any extended campus to complete all required academic degree plans and necessary

paperwork. Applicants to the University should allow a minimum of two weeks from the time of their advising appointment for completion of transcript evaluation, academic degree program, financing documentation and additional information.

SAINT MARTIN’S UNIVERSITY AT JOINT BASE LEWIS-MCCHORD (JBLM) ADMISSION

Applicants to graduate programs at the Saint Martin’s University at JBLM (Saint Martin’s-JBLM) campus apply following the same procedures as main campus applicants. Counselors at Saint Martin’s-JBLM can provide some general assistance regarding graduate program admission; however, applicants can also contact Office of Graduate Studies at the main campus. Saint Martin’s-JBLM is primarily for the benefit of active-duty service members and their families. Non-military-affiliated students may attend the Saint Martin’s-JBLM campus; however, program and course enrollment priority always is granted to the University’s military-affiliated students.

STEP-BY-STEP INSTRUCTIONS FOR MILITARY-AFFILIATED AND VETERAN STUDENTS TO APPLY TO SAINT MARTIN’S UNIVERSITY

Whether you’re a military servicemember, veteran, or a spouse or dependent child, Saint Martin’s University makes it easy to apply and get started.

STEPS FOR SERVICE MEMBERS

Step 1—Contact Your Military Education Office

- Before applying to Saint Martin’s University, you must consult with your Educational Services Officer (ESO) or Counselor within your military service.

Step 2—Choose a Degree Program

- To be eligible for military benefits, such as Tuition Assistance, you will need to select an academic program on the Saint Martin’s University application.

Step 3—Apply to Saint Martin’s University • Apply to SMU.

- Please note that ArmyIgnitED enables eligible active duty Army, National Guard, and Army Reserve soldiers to request Tuition Assistance and apply to SMU; after creating your account, designate Saint Martin’s University as your home college.

Step 4—Submit School & Military Transcripts

- School Transcripts—You will need to submit transcripts from any institution of higher education that you attended before coming to Saint Martin’s University.
- Military Transcripts—Learn how to get your service evaluated for SMU credit.
- SMU accepts the Joint Services Transcript and Community College of the Air Force transcripts as proof of high school graduation or equivalency.

Step 5—Apply for Veterans Education Benefits (Optional)

- If you'd like to use veteran's education benefits before you separate, you'll need to complete the U.S. Department of Veterans Affairs Education Benefits Application, which allows you to determine your level of education benefits.
- You should complete the SMU Request for Certification while the VA processes your application.
- Learn more about certification of [veterans' benefits](#).

STEPS FOR VETERANS

Step 1—Choose a Degree Program

- To be eligible for veterans' benefits, you will need to select an academic program on the SMU application.

Step 2—Complete the Veterans Online Application

- Visit the Department of Veterans Affairs website to apply for veterans' education benefits.
- It can take four to six weeks for the VA to issue your Certificate of Eligibility.

Step 3—Apply to SMU

- Apply to SMU

Step 4—Secure Your Veterans Benefits

- If you'd like to use your veteran's education benefits, you'll need to complete the U.S. Department of Veterans Affairs Education Benefits Application, which allows you to determine your level of education benefits.
- You should complete the SMU Request for Certification while the VA processes your application.
- Learn more about certification of [veterans' benefits](#).

Step 5—Submit School & Military Transcripts

- School Transcripts—You will need to submit transcripts including high school transcripts as well as transcripts from any institution of higher education that you attended before coming to SMU.
- Military Transcripts—Learn how to get your service evaluated for SMU credit.

STEPS FOR SPOUSES & DEPENDENT CHILDREN

Step 1—Choose a Degree Program

- To be eligible for transferred veterans' benefits, you will need to select an academic program on the SMU application.

Step 2—Apply to SMU

- Apply to SMU

- Spouses of military servicemembers may be eligible for financial assistance through Military Spouse Career Advancement Accounts, known as MyCAA, if the spouse meets the criteria established by MyCAA.

Step 3— Secure Your Veterans Benefits

- If you'd like to use your veterans' education benefits, you'll need to complete the U.S. Department of Veterans Affairs Education Benefits Application, which allows you to determine your level of education benefits.
- You should complete the SMU Request for Certification while the VA processes your application.
- Learn more about certification of veterans' benefits.

Step 4—Submit Your Transcripts

- School Transcripts—You will need to submit transcripts from any institution of higher education that you attended before coming to SMU

YELLOW RIBBON PROGRAM

Saint Martin's University is an approved institution for the education and training of veterans. Saint Martin's is a Yellow Ribbon Program school and supporter of the Post 9/11 GI Bill®. The University does not cap the number of students who can participate in the Yellow Ribbon Program.

Yellow Ribbon benefits replace other forms of Saint Martin's financial assistance such as merit scholarships and grants. Saint Martin's is also a designated "Military Friendly School" and continues to be recognized every year for our service to the military community. Students admitted to the University and eligible to receive VA benefits must contact their respective veteran's representative and submit the necessary paperwork for certification. The student must submit a copy of their Certificate of Eligibility sent by the VA and must also complete and submit the Saint Martin's [request for certification electronic form](#) each session or semester to ensure continuous receipt of benefits prior to certification.

Saint Martin's University will not certify students in advance; students must be registered with advisor approval and only courses within the student's degree plan will be certified to the VA. Saint Martin's will not participate in accelerated pay if the student is using Chapter 33. The VA pays directly to the school. Tuition and fees will not be reported to the VA prior to bills being assessed, or before the add/drop period is over to ensure accuracy of costs.

It is the student's responsibility to promptly notify the VA representative of any changes they make to their schedule including, withdrawals, adds, and drops. Failure to promptly report any changes to registration could lead to an overpayment and the student may be responsible for debt repayment. GI Bill® is a registered trademark of the U.S. Department of Veteran Affairs (VA). More information about education benefits offered by VA is available at the official U.S. Government website at www.benefits.va.gov/gibill.

STUDENT FINANCIAL SERVICES

Endorsing the Catholic Benedictine values of faith, reason, service, and community, the Student Financial Service Center supports the mission of Saint Martin's University to empower students in their pursuit of learning and honors their sacredness as individuals as well as their families and our community in an efficient and caring professional manner. This service reflects the Benedictine traditions of hospitality, communication, and respect while maintaining a high level of accuracy and integrity.

Our purpose is to provide efficient and welcoming service to all of the Saint Martin's community, and empathetic and reverent counsel to our students and their families in regards to their financial education concerns, inquiries, or limitations.

FINANCIAL AID

Applying for financial aid The Free Application for Federal Student Aid (FAFSA) is required to apply for financial aid at Saint Martin's University. The FAFSA should be completed [online](https://studentaid.gov/) at <https://studentaid.gov/> as soon as possible after October 1 of each year.

The Saint Martin's University **FAFSA code is 003794**.

Priority Deadline for Filing Your FAFSA Application is January 1 (Applies to students in all programs)

Financial aid notifications SFSC STUDENT AID PORTAL Students can view all of their financial aid information online at: <https://selfservice.stmartin.edu/NetPartnerStudent/>

**Students must have a financial aid record already established at Saint Martin's University for the academic year in order to access the SFSC Student Aid Portal.*

Students who have not begun the financial aid application process can get started by completing the Free Application for Federal Student Aid. Enter **Saint Martin's University's school code 003794** on the application and we will automatically receive a copy. Once the information is received, students can start using the SFSC Student Aid Portal.

Types of financial aid

Saint Martin's University is part of the Federal Direct Loan Program. Students may apply for Federal Direct Loans to cover their educational expenses. Types of aid offered include Direct Unsubsidized Stafford Loans and Graduate PLUS Loans. For student loan assistance, the contribution toward college costs expected from the student is calculated according to a federally mandated needs analysis system, which takes into account many factors representing the student's financial and family situation.

Graduate students must be enrolled half-time, a minimum of three (3) credit hours per semester in a program leading to a degree or academic certificate to receive financial aid.

Please note that all Direct Loans are loan money and must be repaid. Direct Unsubsidized Loans are not based on financial need and interest is charged during all periods.

Students can borrow up to \$20,500 in Unsubsidized Stafford Loans each year. To be eligible to apply for and receive a student loan, a student must:

- Be a citizen of the United States or an eligible noncitizen.
- Be admitted to a regular degree program. Students classified as non-degree seeking are not eligible for federal student loans.
- Satisfy Selective Service requirements: see FAFSA for explanation.
- Not have defaulted student loans.
- File the Free Application for Federal Student Aid (FAFSA).
- Enroll half-time with a minimum of three credit hours; cannot include credits taken for enrichment or audit.
- Maintain satisfactory academic progress.
- Students who do not maintain eligibility may be required to return all financial aid and need to start the repayment process on any federal student loan they have received

DIRECT UNSUBSIDIZED STAFFORD LOAN

Eligibility:

- Not need-based; must still file FAFSA
- Amount: Cannot exceed \$20,500 per academic year
- Repayment: Begins six months after graduation or when student ceases to be enrolled at least half-time. Borrowers are responsible for interest while enrolled and during the repayment period. However, interest payments can be deferred while the student is enrolled and during their grace period.

GRADUATE PLUS LOANS

Eligibility:

- Not need-based; must still file FAFSA
- Amount: Cannot exceed the cost of attendance
- Repayment: for the Grad PLUS borrower repayment begins on the date of the final disbursement of the loan, and the first payment is due within 60 days after the date the loan is fully disbursed.
 - Grad PLUS borrowers may receive a deferment while they are enrolled on at least a half-time basis at an eligible school.
 - Upon dropping to less than half-time enrollment status, the borrower is not entitled to a grace period on Direct PLUS Loans. *Note: A Grad PLUS borrower must apply for an in-school deferment—deferment eligibility will not be determined automatically, as is possible with Federal Direct Subsidized Loans (Direct Subsidized Loans) and Direct Unsubsidized Loans.*
 - The Grad PLUS borrower may apply for an in-school deferment by submitting an In-School Deferment Request to the Direct Loan Servicing Center that holds the loan.

ZERO CREDITS EARNED

Students who earned zero credits (all grades of 'XF' or 'W') during a semester may be required to return all or a portion of their federal aid. If a formal date of withdrawal cannot be determined, the university will assume the student ceased participation in academic activities at the midpoint in the semester and will return the calculated percentage of the student's federal loan. The student will be responsible for any balance from the loss of funding.

SATISFACTORY ACADEMIC PROGRESS

The Student Financial Service Center monitors Satisfactory Academic Progress (SAP) for all students receiving federal, state and/or institutional financial aid. This process is separate from the Academic Progress that is monitored by the Academic Standards Committee. When students accept financial aid, they also accept responsibility for making Satisfactory Academic Progress (note: the abbreviation SAP will be used interchangeably throughout the document). This progress is based on the number of credits students enroll in per semester, their term and cumulative grade point average(s) as well as the length of enrollment at Saint Martin's University in addition to any transfer courses accepted by the University.

Please read all this information carefully. You are responsible for understanding these requirements.

- Federal regulations stipulate that a student's SAP is monitored even if they are not receiving federal student aid.
- Students who are reinstated to the University are still required to submit an appeal and a copy of their reinstatement conditions to the Office of Student Financial Services. If you have any questions or concerns regarding the requirements as described, contact the Office of Student Financial Services.

What is SAP? Federal and state financial aid regulations require that recipients of federal and state aid make Satisfactory Academic Progress toward the completion of a degree. Therefore, Saint Martin's University student aid recipients, in addition to meeting other financial aid eligibility criteria, must be in good academic standing and making satisfactory progress in their degree program.

The SAP policy must be as strict as, or stricter, than the University's academic progress policy. The SAP policy is reviewed on an annual basis and if policy changes are made, they will then be updated and disseminated to the students. Satisfactory Academic Progress is reviewed at the end of each semester.

Saint Martin's-JBLM and MBA students are reviewed on the same schedule: terms one and two comprising fall semester; and terms three and four comprising spring semester.

For financial aid purposes, students will be evaluated on the following criteria:

Cumulative/term GPA: Graduate degree candidates are required to maintain a cumulative/term GPA of 3.0 or higher.

Number of credits a student enrolls per semester:

To be eligible for financial aid, a student must complete at least 67 percent of the overall attempted credits. If a student drops below the cumulative 67 percent completion rate, the student will be placed on “warning” status and have one term to bring the completion rate above 67 percent before losing eligibility for aid. If a student continues to maintain a completion rate below 67% rate, at the end of the warning term, financial aid will be suspended. Eligibility for aid may be regained as a result of a successful appeal or by completing a term without receiving financial aid and are no longer being in suspension status. See example below: Credits Attempted Credits that must be completed 6 or More Credits (full-time) Minimum of 6 Credits 3-5 Credits (half-time) Minimum of 3 Credits

Maximum Time Frame (length of enrollment at Saint Martin’s University):

Maximum time frame restrictions placed on Graduate students outlined below must be met to continue receiving financial aid. Maximum time frame restrictions are based upon the total credits attempted. All terms, including summer, in which a student is enrolled count toward the maximum time frame, even if the student completely withdraws from the University. Terms of enrollment in which no aid is received will count towards the Maximum time frame limit. This includes transfer credit hours for which no aid was received.

Repeat courses—

Courses count once in the calculation of attempted credit hours. Therefore, a repeat of an ‘A,’ ‘B,’ ‘C,’ or Pass will not count as additional credits unless otherwise noted for repeatable courses only. Students repeating courses in which a ‘C-’ or below was received can only repeat the course once and be eligible for funding for that course. Students repeating previously withdrawn ‘W’ courses are only eligible for funding one additional time for that course.

Audited courses—

Audited courses do not count towards the release of a student’s financial aid nor in the calculation of completed credit hours for SAP purposes.

Maximum time frame requirements for individual degree programs for receiving aid are outlined below:

Master of Business Administration (MBA): 54 attempted credit hours

Master of Accountancy (M.Acc): 45 attempted credit hours

Master of Arts in Counseling (MAC): 72 attempted credit hours

Master of Education (MED): 60 attempted credit hours

Master in Teaching (MIT): - Elementary education: 92 attempted credit hours - Secondary education: 76 attempted credit hours - Special education: 110 attempted credit hours

Master of Engineering Management (MEM): 45 attempted credit hours

Master of Science in Environmental Engineering (MSEV): 45 attempted credit hours

Master of Science in Civil Engineering (MSCE): 45 attempted credit hours

Master of Computer Science (MSCS): 45 attempted credit hours

Master of Science in Mechanical Engineering (MSME): 45 attempted credit hours

Eligibility for financial aid at Saint Martin's University is determined by a student's academic record, financial eligibility determined by the FAFSA application, academic program, or a combination of these factors. The award may include a combination of the following:

Saint Martin's graduate assistantships, scholarships and grants:

- Athletic award—Offered to recruited athletes and at the discretion of the coaches.
- Graduate teaching/research assistantships—A limited number of graduate teaching/research assistantships (GTAs or GRAs) are available that provide partial tuition remission and/or a small stipend for graduate students are awarded by the individual graduate programs and typically require 10–15 hours of work per week per semester.
- Alumni Association scholarship—Competitive scholarship available for continuing undergraduate and graduate student awarded on the basis of academic achievement, community service, leadership, and an essay. The applications is distributed by the Alumni Association in early spring semester and are due March 1 for awards for the following academic year.
- Peter V. Vale MBA scholarship—Endowed scholarship for admitted or enrolled MBA students awarded on the basis of scholastic achievement, leadership, character, citizenship and motivation. Applications are required and are available from the MBA website or the School of Business administrative office and are due March 1 for awards for the following academic year.

FEDERAL GRANTS:

- Federal TEACH Grant—A grant awarded to students who agree to teach for four years as a highly-qualified teacher in a high-need field at a low-income school after completing their degree. If the four-year service requirement is not met, the funds must be repaid as an unsubsidized Federal Direct Loan.

Student loans:

- Unsubsidized Federal Direct Student Loan— Unsubsidized loans are available to students regardless of financial need. At least half-time enrollment is required. No payments are expected but interest will accrue while the student is enrolled

OTHER MEANS FOR PAYING FOR EDUCATIONNAL COSTS

Other loans: Private or alternative loan—A non-need-based loan borrowed from a private lender such as a bank or credit union.

Outside scholarships—Many scholarships are offered by businesses, foundations, and philanthropic organizations and we encourage you to apply for all scholarships that might apply to you, even if they are small. Students are required to report any outside scholarships received. Saint Martin's will not reduce University aid unless the amount falls under our Limit on Total Aid policy.

FOR MORE INFORMATION

For more information, please contact the Student Financial Service Center at 360-438-4397 or finaid@stmartin.edu. Office hours are 8 a.m. to 5 p.m. Monday through Friday. The Student Financial Service Center is located on Saint Martin's Lacey campus, 5000 Abbey Way SE, Lacey, Washington 98503.

EXPENSES

All fees are subject to change on 30 days' notice.

Graduate tuition rates

- Students should refer to the Admission and Financial Aid [website](#) for the most current tuition information. Please note that tuition rates can vary according to program, location, military status, course level and semester enrolled.
- Final tuition charges are based on the student's class schedule as recorded on the last day for adding or changing classes, which is an official date listed in the academic calendar.

Residence charges

The most current rates for living in on-campus housing can be found at <https://www.stmartin.edu/admissions-financial-aid/tuition-and-fees>

For other housing options, contact the Office of Housing and Residence Life, 360-412-6163.

Residential programming fee: \$20 per semester charged to all students residing on campus in University residence halls

New residential student damage deposit/room reservation: \$200. Please see "Refund Policy" in this section of the academic catalog for a description of refund policies for room and board deposits as well as room damage deposits.

STUDENT SERVICES FEES

Student health insurance – domestic students (nonrefundable): Saint Martin's University requires Lacey campus students who are enrolled at least half time in full semester courses to have health insurance coverage. Students are encouraged to maintain any personal coverage they have. Those who do not have personal coverage through a private insurer must purchase health insurance through the university's provider.

Students who have sufficient personal coverage may waive this fee by submitting a completed [online waiver form](#) to the university's insurance provider by the first day of the semester.

Waivers cannot be accepted after the deadline; if a student has not submitted the form by the

deadline, they will be responsible for the insurance charge. Details about completing the online waiver or about student health insurance coverage can be found on the “Health Insurance” webpage of Student Financial Services.

International student health insurance:

International students are required to have coverage while attending school in the U.S. and must contact the [Office of International Programs and Development](#) at 360-438-4504 for further information.

REGISTRATION FEES Late validation fee (nonrefundable): \$50 (charge effective after first day of class) if payment or financial arrangements are not made prior to the beginning of the semester or sessions.

SPECIAL FEES

- Matriculation Fee: \$110 per semester. Some graduate programs require this fee for non-enrolled students who are in the process of completing degree requirements.
- Continuing, non-enrolled student fee: \$50 fee per semester. This fee applies to non-registered students completing degree requirements and wish to access O’Grady Library, the Computer Resource Center and other University technology services.
- Graduation fee: \$60. This fee is charged to students when they apply for graduation. It is non-refundable and is charged each time a student applies for graduation.

FEE PAYMENT AND DUE DATE

All fees are due and payable in full the week prior to the first day of the semester or sessions. Saint Martin’s University accepts the following methods of payment in person or by mail: cash, check, money order or traveler’s check. The following methods of payment are accepted online: VISA, MasterCard, Discover and American Express. A service fee is assessed at the time of processing.

Free electronic check (e-Check) payments are also accepted online.

Credit card payments are not accepted in person, by mail, phone, email or fax. For further information, please contact the Student Financial Service Center, 360-438-4389.

Tuition payment plans. Monthly payment plans at Saint Martin’s can be arranged through [Student Financial Services](#). For additional information please call the Student Financial Service Center at 360-438-4389 or email accounts@stmartin.edu. Center hours are Monday, Tuesday, Thursday, and Friday from 8 a.m. to 5 p.m. The center is closed on university observed holidays, and is located on Saint Martin’s Lacey campus, 5000 Abbey Way SE, Lacey, Washington 98503.

Property loss or damage

Saint Martin's University does not assume responsibility for loss of money, securities, or personal property held by students. Damage of school property is charged to the responsible student or repaired at the student's expense. Refund policy

GENERAL INFORMATION

Saint Martin's University measures its classes in semester credits. Some programs on the Lacey campus and specific Saint Martin's-JBLM programs are divided into two semesters of 16 weeks each. Some programs offer two eight-week sessions per semester. During the summer, there is an eight-week session, two six-week sessions and a twelve-week session offered on the Lacey campus depending on the program. Our Saint Martin's JBLM campuses offer an eight-week summer session.

Refund procedures and calculations vary by campus and by the term in which the student is enrolled. ArmyIgnitED students (formerly GoArmyEd) will follow the 8-week tuition refund policy regardless of where they are enrolled or length of session.

ACTION REQUIRED BY STUDENT

Students expecting a refund must comply with the published deadline dates, and must officially withdraw/drop their course(s). It is the student's responsibility to remove themselves from any course(s) they are not attending. Failure to complete the withdrawal/drop process will result in a grade for the course(s) and charges for enrollment. Students enrolled through the Saint Martin's-JBLM campus must notify their campus administrative office, and those attending the Lacey campus would contact the Office the Registrar.

OFFICIAL WITHDRAWAL—DATE DETERMINATION Date of withdrawal or drop is determined by the date the written notification is received by the Office of the Registrar or, if enrolled through Saint Martin's-JBLM, the date written notification is received by that location's campus staff. ****Failure to attend class does not constitute an official withdrawal****

REFUND CALCULATIONS AND APPEALS

Refunds are based on total charges, not on amounts paid. Please note that if the student is receiving financial aid, the Student Financial Service Center will determine whether financial aid requires an adjustment. This is based on the Federal Return of Title IV Funds Policy. Federal and state awards may have to be repaid before the student is eligible for a refund. The student is responsible for any balance remaining due to a withdrawal or aid adjustment.

NONREFUNDABLE PAYMENTS

Some fees are nonrefundable and are listed in the [FEE SCHEDULE](#) section of the catalog. Student health insurance is nonrefundable if the student withdraws after 45 days, as the policy continues to provide coverage even though the student is no longer enrolled at the University.

Please see the "Room and Board" section of this academic catalog for descriptions of the applicable refund policy.

Tuition refunds 16-Week Full Semester (ArmyIgnitED students: Please see 8-12-week refund schedule, below.) Percentage of tuition charges Date of withdrawal dropped refunded Prior to first day of term and from 1 to 10 calendar days 100 From 11 to 17 calendar days 75 From 18 to 24 calendar days 50 From 25 to 31 calendar days 25 After 31 calendar days 0 Eight- to 12-Week Sessions (Includes enrollment in ArmyIgnitED 16-week term)

In compliance with the One Refund policy of ArmyIgnitED, Saint Martin's University has elected to use the eight-week refund schedule for all students enrolling through ArmyIgnitED, regardless of course location or length of course. Therefore, this policy includes both the Saint Martin's JBLM and the Lacey campus for students enrolled through ArmyIgnitED. The refund schedule is as follows: Percentage of tuition Date of withdrawal charges dropped Prior to first day of term and from 1 to 8 calendar days 100 From 9 to 12 calendar days 50 From 13 to 16 calendar days 25 After 16 calendar days 0 Six-Week Sessions (summer) Percentage of tuition Date of withdrawal charges dropped Prior to and through the first class day 100 Through 7 calendar days 50 From 8 to 14 calendar days 25 After 14 calendar day 0 Refunds are paid within 30 days following the student's official date of withdrawal, expulsion or grant of a leave of absence, as documented by the University.

SAINT MARTIN'S UNIVERSITY AT JOINT BASE LEWIS-MCCHORD (JBLM)

Through the Saint Martin's-JBLM campus, Saint Martin's University operates accelerated eight-week sessions. Undergraduate, graduate and teacher certification courses are taught at Saint Martin's-JBLM and are primarily for the benefit of armed forces personnel and the affiliated military community.

Degree options for Saint Martin's-JBLM

The following certificate and graduate degree options are offered at the Saint Martin's-JBLM campus:

Elementary or secondary teacher residency certification: Note—a bachelor's degree is required prior to enrolling in this program.

Graduate degrees:

- Master of Business Administration
- Master in Teaching (elementary, secondary, special education)
- Master of Education (special education, ELL)

Applications are accepted from military personnel, prior military personnel and civilians.

Applicants for graduate programs at Saint Martin's-JBLM follow the same admissions procedures as students on the Lacey campus. Registration dates can be found on the [registrar's website](#). Class loads for Saint Martin's-JBLM For programs on an eight week session schedule, the maximum course load is nine (9) semester credits in any session and a total of thirteen (13) credits for the semester. Any exception to this requires explicit approval. A written request must be submitted including:

- a. the specific request,
- b. a justification for why the exception is needed, and
- c. a justification for why the exception is realistic.

The request requires the approval of the program director and the assistant director for graduate recruitment, admissions and graduate student support. For graduate program students using Veterans Administration benefits, enrollment in three semester hours per session is considered full-time. To be considered a full-time student for financial aid purposes, a graduate student must be enrolled for a combined total of six semester hours in fall sessions one and two, and a combined total of six semester hours in spring sessions one and two.

Withdrawal policy for Saint Martin's-JBLM

A student may withdraw from a course by completing an add/ drop form. Removal from courses after the add/drop period will result in a "W" grade recorded on the student's transcript. Please see academic calendar for deadline dates. If a student intends to completely withdraw from all courses for a given semester, they must complete a complete withdrawal form (can be found on the Office of the Registrar's webpage).

Tuition refunds policy for Saint Martin's-JBLM campus

A percentage of tuition will be refunded if a student withdraws from a class. The refund amount depends on when the withdrawal occurs, as indicated below. There are no tuition refunds for distance learning courses after the start of classes. Eight-week session: Percentage of Paid Date of withdrawal Charges Refunded 1 to 8 calendar days 100 9 to 12 calendar days 50 13 to 16 calendar days 25 After 16 calendar days 0 [ArmyIgnitED student refund policy](#) The following refund schedule for ArmyIgnitED students was implemented following ArmyIgnitED regulations which do not allow universities to follow more than one refund schedule. Saint Martin's University is using the eight-week refund schedule for all students enrolling through ArmyIgnitED, regardless of course location. Thus, ArmyIgnitED students at all extension sites and the Lacey campus will follow the following refund schedule: Percentage of Paid Date of withdrawal Charges Refunded 1 to 8 calendar days 100 9 to 12 calendar days 50 13 to 16 calendar days 25 After 16 calendar days 0 Sixteen-week session: Same as 16-week session on Lacey campus; see previous tuition refund schedule.

STUDENT SUPPORT OFFICES

The "Saints Promise" engages students in taking steps in career development each year with the promise of a successful outcome after graduation.

CENTER FOR STUDENT SUCCESS

The Center for Student Success serves as a hub for academic support for all Saint Martin's students. Located on the lower level of the O'Grady Library building, the Center for Student Success is home to the following units:

- Tutoring Center:
 - o Peer subject tutors provide both individual and small group tutoring sessions in many subjects including science, technology, engineering, and math, as well as business, accounting, economics, psychology, and world languages.
- Writing Center:
 - o Writing tutors work closely with students to assist them in their academic, creative and professional writing.
- Advising Center:
 - o Professional advisors work with students on academic advising, connecting with campus support resources, transition and self-exploration guidance, personalized academic improvement plans, learning workshops, and support major change. The Advising Center staff also works closely with the university's Saints Care program.
- Disability Support Services (DSS):
 - o DSS staff support any student with a disability who is interested in using their accommodations. These students can connect with the DSS coordinator who will evaluate the documentation, determine appropriate accommodations, and serve as a learning resource and advocate with assisting students in meeting their academic goals.

COUNSELING AND WELLNESS CENTER

The Counseling and Wellness Center (CWC) is committed to supporting the holistic and developmental needs of our diverse student population. CWC services support and enhance individual growth and skills to cope with the life and learning challenges students may experience during their college experience. Students seek counseling services for a wide variety of reasons, including: depression, anxiety, stress, sleep issues, relationship concerns, grief and loss or other life transitions, academic challenges, identity development, disordered eating and body image, problems related to alcohol or drug use, sexual assault and trauma, as well as other concerns.

We treat each student with sensitivity and compassion, providing strength-based counseling services that value diversity and respect of each individual. Our professional team of licensed counselors and graduate trainees provide services such as: brief solution-focused individual counseling, care coordination with community providers and campus services, referral coordination for those requiring specialized or longer-term treatment, risk assessment and crisis intervention, and care plan meetings to sustain student well-being and academic success. Group counseling, wellness, and outreach programs offer informal, creative ways to cultivate skills used for coping, stress management, interpersonal communication, healthy relationships, and adjustment to college. Integrating faith, reason, and service, we empower students to develop wellness, along with knowledge and skills necessary to make informed decisions that promote resilience, foster belonging, and enhance community in a diverse, multicultural world.

All services are confidential and provided at no additional cost to students enrolled at Saint Martin's University. Make an appointment with the CWC through email

(CounselingCWC@stmartin.edu), phone (360-412-6123), or in person (Saint Raphael Center 8 a.m.–5 p.m., Monday through Friday) The CWC is closed over university holidays and semester breaks and has reduced hours during the summer sessions.

DISABILITY SUPPORT SERVICES

Saint Martin's University is committed to providing a campus environment that is accessible to all students. The Office of Disability Support Services handles coordination of services and academic accommodations for students with disabilities. Students wishing to request appropriate accommodations are responsible for initiating contact with the office. The office will assess the individual needs of each student, assist him or her in communicating those needs to faculty and staff and help the student obtain materials, services and the assistance necessary to successfully pursue their higher education. Students who need special housing accommodations on campus due to a disability also find assistance through the Office of Disability Support Services.

DIVERSITY AND EQUITY CENTER

The [Diversity and Equity Center](#) (DEC) of Saint Martin's University is committed to fostering an inclusive, supportive, and equitable learning environment for students of the campus community. Inspired by our Catholic, Benedictine tradition, which honors the dignity of each person and strives for peace and justice in our world, the DEC seeks to build a campus community that engenders inclusive excellence, facilitates intercultural understanding, and promotes social justice. The DEC aspires to model transformative inclusion in our immediate and global communities. The DEC believes that learning to effectively navigate differences and new environments are essential parts of a Benedictine education. Our Benedictine values call us to integrate this priority into all aspects of life at the institution.

INTERNATIONAL PROGRAMS AND DEVELOPMENT

The mission of the Office of International Programs and Development (OIPD) is to provide a supportive living and learning community for international students to assist with a smooth transition from their home country to Saint Martin's University. OIPD oversees and assists all international students whether they are newly accepted students or returning to Saint Martin's University to continue with their degree program. The office provides immigration advising and support services to help international students enroll and succeed at Saint Martin's University. In addition to assisting international students, OIPD fosters our international partnerships with global partner universities, offers opportunities for students to be paired with host families, and facilitates day trips to cultural points of interest in the Pacific Northwest. OIPD administers the English as a Second Language (ESL) program and Study Abroad Programs.

O'GRADY LIBRARY

The O'Grady Library supports student success by bringing together technology, resources, and librarians who provide one-on-one research assistance. Students also have access to a variety of learning spaces, including 10 study rooms that can be reserved online. Books, journals, reference materials, and videos are available both in the library and online on- or off campus. Students also can check out Surface Pro tablets, and variety of multimedia equipment supporting audio, video,

and still media creation. Additionally, the Multimedia Lab has the full Adobe Creative suite for media editing. The library extends its resources through participation in Summit the shared catalog of the Orbis Cascade Alliance, which makes available to Saint Martin's students more than nine million titles from 37 academic libraries in the Pacific Northwest, with courier delivery to the O'Grady Library.

PUBLICATIONS

The Belltower is the periodic newspaper written and edited by Saint Martin's students. It serves the student community by communicating student, faculty, and staff news and views on issues on campus, in the community, and around the world. Insights and Annual Report, publications of the Office of Marketing and Communications, provide news about the university, Abbey and alumni to alumni, families of students, and friends of the university. Other communications concerning the university and its students include periodic newsletters for parents and a variety of news and information that is carried on the university's website, www.stmartin.edu.

ATHLETIC AND RECREATIONAL PROGRAMS

Saint Martin's University is a founding member of the NCAA Division II Great Northwest Athletic Conference. The university sponsors 15 athletic teams that participate in men's and women's basketball, golf, soccer, cross country, and outdoor and indoor track and field; women's volleyball and softball; and men's baseball.

The Hal and Inge Marcus Pavilion is the university's indoor athletics facility that seats 3,500. The facility hosts GNAC conference playoffs, and high school district and state tournaments. Saint Martin's outdoor track-and-field and soccer facilities were completed in the spring of 2009. Baseball and softball teams also compete on campus, while the men's and women's golf teams have an on-campus indoor practice facility, plus access to several local courses. The university's athletic fields and courts, as well as nearby public golf courses, lakes, shores and mountains, offer opportunities for many sports and activities for student participation.

In the fall of 2009, Saint Martin's opened the 36,000-squarefoot Charneski Recreation Center. This facility includes three multi-purpose courts, a four-lane running track, a batting cage and a 9,000-square-foot fitness center equipped with weights, cardio equipment, a multi-purpose classroom and an aerobics dance studio. The Charneski Recreation Center also offers wellness classes throughout the year, including Zumba, Yoga, and Les Mills programming. Students interested in intramural sports can participate at the team or individual level. Intramural Sports include flag football, volleyball, basketball, badminton, floorball, soccer, dodgeball and softball. Off-campus outdoor excursions are offered through the Saints Outdoor Adventure Program (SOAR) and include ski/snowboard trips, rock climbing and hiking throughout the Puget Sound region.

CAMPUS DINING SERVICES

All food service at Saint Martin's University is managed by Bon Appétit Management Company, an award-winning company known for its standards of excellence and innovation in sustainable food service. Bon Appétit brings made-from-scratch restaurant-style dining to Saint Martin's

University. Breaking bread together helps to create a sense of community and comfort. The Bon Appétit staff recognizes the important role they fill and take great care to honor their position on the Saint Martin's campus. Food is purchased with high ethical standards and environmental impact in mind; eggs are cage free, beef is range-fed, fish adhere to Seafood Watch guidelines, and produce is organic and grown locally whenever possible. Bon Appétit encourages feedback and gladly works with individual students to meet special dietary needs. For more information on Bon Appétit's principles and standards, visit www.bamco.com. To learn more about Bon Appétit's food service at Saint Martin's University, visit www.cafebonappetit.com/saintmartin. Visit the Monk's Bean Coffee Bar located in Harned Hall open until 3pm and the convenience store located in Parsons Hall open until 10pm.

CAMPUS FACILITIES

Saint Martin's Abbey: The Abbey, home of the Benedictine monks, is across from Old Main, the University's oldest building.

Abbey Church: The Abbey Church is the spiritual center of Saint Martin's. A beautiful, modern structure adjacent to the Abbey, its surrounding gardens and serene atmosphere draw many people from on campus and the nearby community. The church is used for daily services as well as for small concerts and other activities. A bronze statue of the Benedictine Order's patron saint, Saint Benedict of Nursia, stands near the church entrance.

Cebula Hall: Cebula Hall, completed in 2012 and opened to students in 2013, is a LEED-platinum state of the art building. It houses the Hal and Inge Marcus School of Engineering. Cebula Hall contains engineering classrooms and offices, an engineering computer center and engineering laboratories. Its name honors Father Richard Cebula, O.S.B. (1916-2004), who served as the engineering department chair for many years.

Charneski Recreation Center: Opened in the fall of 2009, this 36,000-square-foot facility houses three multi-purpose courts, a four-lane running track, a batting cage and a fitness center equipped with weights, cardio equipment, a multi-purpose classroom and an aerobics-dance studio.

Computer Resource and Copy Center: To access University computer resources, a student must first complete a one-time computer/email account application. This includes the student agreeing to comply with the University's acceptable use policy. Students who violate that policy will quickly lose all access to University systems. Inappropriate uses such as pornography, copyright violations or piracy will result in immediate loss of privileges. A wide variety of computer resources are available to Saint Martin's students. These include:

- General-purpose computers.
 - o Computers are available in the Computer Resource Center in Old Main, O'Grady Library, Harned Hall, Trautman Student Union Building, Parsons Hall and Cebula Hall.
 - o These computers are licensed with a variety of up-to-date software, including Microsoft Office Professional, programming languages, library reference materials, statistical software and engineering applications.

- Print, copy and scanning.
 - o Several locations are available for students to scan materials to data formats, and students have easy access to laser printers.
 - o Per-page print and copy charges are modest and are partially subsidized by the University.
 - o In addition, students are given a \$10 credit toward their printing each semester. Copies can be made in the Computer Resource and Copy Center at \$.05 for black and white copies and \$.25 for color copies; see the staff for assistance.
 - o Black and white or color copies can also be made at the O'Grady Library and Harned Hall utilizing a card or coin vending unit attached to the copiers.
- Email, Internet and research tools.
 - o While on campus, students have easy access to the University's network and to the Internet. Email accounts and library database information also can be accessed off-campus via the Internet.
 - o The residence halls provide wired ethernet connections for each resident.
 - o Wireless Internet access is also provided in common areas and in many classrooms.

Ernsdorff Center: The new science building completed in April 2019, is a 31,873 sq. ft. standalone, pre-engineered metal building. The new science building will include laboratories, classrooms, collaborative research spaces and offices. Mathematics, physics, biology and chemistry departments, all call this new building home. It is strategically located near Cebula Hall and adjacent to the Panowicz Foundry for Innovation and the E.L. Wiegand Laboratories. Naming of the new science building was in honor of Fr. Bede Ernsdorff, O.S.B. (1909–1982) and the naming of the Department of Natural Sciences was in honor of Fr. Placidus Reischman, O.S.B. (1926–2000).

- Fr. Bede served as the head of the Saint Martin's Chemistry Department from 1938 to 1982 and Fr. Placidus served as chair of the Saint Martin's Biology Department from 1959 to 1987.

Harned Hall: Opened in 2008, Harned Hall is shared by students and faculty in every division. This technology rich building features eight general classrooms, a computer classroom, a small computer lab, a tiered lecture hall, the Monk's Bean Coffee Shop, the Diversity Center, the Veteran's Center, and The Belltower. Wireless access is available throughout the building.

Heider Hall: (Formerly Abbot Raphael Hall): Opened in 1967, for the boys high school dorms. Closed as a residence hall in summer 1970. Leased to various Washington State agencies. Gifted back to Saint Martin's University in 2022. Home of Finance Department and Facilities.

Kreielsheimer Hall: Kreielsheimer Hall, the University's arts education building, contains classroom, rehearsal and shop space, as well as practice rooms for Saint Martin's music and theatre arts programs. The 5,000-square-foot building opened in 1998.

Lacey MakerSpace: The Lacey MakerSpace is a partnership between the University, the City of Lacey and the Thurston Economic Development Council. The Lacey MakerSpace, located on the

Saint Martin's University campus at Zaverl Hall, is a hub for innovation and entrepreneurship that provides a place for community members and businesses to access knowledge and equipment; it features cutting-edge, industrial quality equipment and a space for people with similar interests to collaborate on ideas.

Lambert Lodge: Lambert Lodge, on the shores of Puget Sound, belongs to the Saint Martin's monastic community and is used as a recreational retreat. It is the site for occasional University activities and retreats.

Marcus Pavilion: The Hal and Inge Marcus Pavilion, originally dedicated as "Saint Martin's Pavilion" in 1968, is the site for many University, alumni and community activities. Student activities there range from physical education classes and intramurals to team practices and weight-lifting. The facility also is the site for numerous sporting events, concerts, conferences and exhibitions, as well as commencement ceremonies for Saint Martin's and area high schools.

O'Grady Library: The 43,000 square foot O'Grady Library is home to the library, the Center for Student Success, and the ITS Help Desk. Designed by internationally renowned architect, Michael Graves, and named in honor of Saint Martin alumnus and benefactor, Tom O'Grady the building opened in 2001.

Old Main: Old Main, the University's primary academic building, contains most faculty and administrative offices, many classrooms and laboratories, the Computer Resource and Copy Center, the University bookstore, and the student and monastic dining rooms. The dining area, St. Gertrude Café is managed by Bon Appétit Management Company, known for its standards of excellence and innovation in sustainable food service. Bon Appétit encourages feedback and gladly works with individual student to meet special dietary need. Breaking bread together helps to create a sense of community and comfort. Old Main's south wing, the University's oldest structure, was completed in 1913, and the west wing in 1923. It was seismically updated in 2000.

Panowicz Foundry: The Panowicz Foundry for Innovation hosting the E. L. Wiegand Laboratories, is a laboratory facility with over 17,000 square feet. It supports the mechanical engineering, civil engineering, and computer science undergraduate programs and the MSCS, MSCE, MEM, MSEV and MSME graduate programs. The building includes a fluids lab, a soils and materials lab, a robotics lab, two computer labs, and fabrication lab. There is also a senior project area for student capstone design. Spaces are provided for student clubs, especially the ASCE concrete canoe and steel bridge competition projects. Major pieces of equipment include three axes milling machines, CNC milling machine, laser printer, robotics fabrication materials, MTS 1000 kN Static Hydraulic test system, a Particle Image Velocimetry System, compression and compacting devices, a wind tunnel, and other apparatus. The Foundry also houses faculty offices and research space.

Residence Halls: Saint Martin's has four residence halls offering a variety of housing arrangements to students living on campus. All halls are coeducational, and all rooms and apartments house same-gender roommates. The four halls have a variety of amenities that foster the sense of community for which Saint Martin's is noted. Halls are smoke-free and furnished, and all have laundry facilities. Rooms/apartments in all four residence halls are equipped for

Internet and cable TV access; Spangler, Baran and Burton Halls are also equipped for phone access.

- Baran Hall, located in a forested setting, was renovated in 2011 and houses primarily second-year students. It offers spacious single and double rooms, and includes two computer labs, a prayer room, game room, and study lounges on each floor. The Great Room provides an ideal setting for social activities, and is the most frequently used site for Residence Life-sponsored events. Baran Hall also includes a community kitchen for student use and card-key security locks on the outer doors.
- Burton Hall, provides on-campus apartment-style living for juniors and seniors. The hall is comprised of furnished four-bedroom apartments housing approximately 90 students, includes a large community room for activities and gatherings, and is also home to the University Health Center on the first floor.
- Parsons Hall, Saint Martin's newest residence hall, provides traditional-style housing for first-year students with double rooms, community bathrooms, and suite-style housing for sophomores, juniors and seniors. Built in 2008, the hall features an espresso stand, convenience store, mail room, computer lab, fitness room, conference room, fireplace, community kitchen, and Housing and Residence Life offices.
- Spangler Hall, provides on-campus residential space for 142 students. Furnished suites are primarily for sophomores, and apartments are primarily for juniors and seniors. Hall amenities include a student lounge on each floor, a fitness room, a prayer room, a game room, a conference room, and card-key security locks on exterior doors. The hall also houses a mailroom and a kitchen/ patio area for social gatherings. Spangler Hall has Housing and Residence Life offices where students can check out games, pool sticks, vacuum cleaners, etc. and find professional staff members to assist them as needed.

Saint Raphael Center: Originally built in 1924 to house the brothers of the monastery, the Saint Raphael Center is now home to the St. Martin's Abbey Guest House on the top level. The level just below the guest facilities is home for some abbey administration offices and the Saint Martin's University Counseling and Wellness Center.

Saint Martin's-JBLM Campus: Saint Martin's University operates accelerated 8-week academic programs at nearby Joint Base Lewis-McChord. Saint Martin's-JBLM campus programs provide educational access at the undergraduate and graduate level to military personnel, their families, veterans, and, on a space-available basis, area residents. While Saint Martin's-JBLM campus operates on different schedules from the University's Lacey campus, Saint Martin's facilities and resources are open to all students, regardless of where they are enrolled.

Tennis Courts: The tennis courts, completed in September of 2018, are located near Charneski Recreation Center and the Marcus Pavilion. The tennis courts represent the University's commitment to our students by providing recreational opportunities outside of academics for their growth and development. The Director of Recreation Services, will oversee the use of the tennis courts and will serve as the point of contact for tennis lessons and intramural tennis club.

Trautman Student Union Building (TUB): Dedicated in 1965, the Student Union Building is a center for student activities, student government and clubs. It offers meeting and activity space for students, a game room, and a relaxing environment for connecting with the community.

Track and Field Facility: Saint Martin's track and field, dedicated in 2009, features an all-weather running track, an irrigated infield and soccer field.

Norman Worthington Conference Center: Completed in 1992, the University's beautiful conference center adjoins the Hal and Inge Marcus Pavilion and is a popular venue for area events. In addition to housing a large conference room that can be divided into smaller areas, the Norman Worthington Conference Center features a sky lit lobby, offices and a kitchen. The University's primary location for meetings, conferences and social events, it is sometimes used for the performing arts.

Zaverl Hall: Zaverl Hall, built in 2006 houses the Custodial and Grounds Department and the Lacey MakerSpace.

EVENT SERVICES

Saint Martin's University Event Services operates and manages the Norman Worthington Conference Center and the Hal and Inge Marcus Pavilion. These two facilities are available for use by students, faculty and staff for a variety of internal campus events. Available space includes conference rooms, classrooms, playing fields, basketball and volleyball courts, and locker rooms. The versatility of both facilities offers several options for equipment, technology and room layout.

As rental spaces, the Norman Worthington Conference Center and Marcus Pavilion are also available to the public for community meetings, conferences, banquets, receptions, graduations and other activities. For athletic events, the Hal and Inge Marcus Pavilion can provide seating for 3,100 guests. Event Services manages the scheduling of these facilities and offers a one-stop-shop conferencing and event experience that meets the needs of those using the space. On-campus catering services are provided exclusively by Bon Appétit Management Company, the university's food service provider.

RESIDENCE LIFE

Serving students so that they may serve others, the Office of Housing and Residence Life at Saint Martin's University acts as a catalyst for the formation of a community in which members support and encourage one another by sharing their gifts and challenge each other to recognize and fulfill their full potential. The residence halls are an integral part of the university community and complement its educational programs.

The Office of Housing and Residence Life provides an environment that helps students learn and grow. The halls are maintained by professional and paraprofessional staff members specifically employed to assist students. All undergraduate students are required to live in university residence halls while enrolled for classes at Saint Martin's University unless the student is married or a parent; has reached junior status (60 semester or 90 quarter credits, not including

Running Start or AP credits) prior to registering for the current semester; will be 21 years of age or older on or before the last official day of registration for the semester; is residing at home within 30 miles of the university with parent(s) or legal guardian(s); is taking eight or fewer credits during the semester in question; has attained an associate degree or completed two full years of education at the college or university level (not including Running Start); or has lived in a university residence hall for four or more complete semesters.

Regardless of class standing, single undergraduate international students, including English as a Second-Language (ESL) students, are required to live on-campus for a minimum of two consecutive semesters unless they are living with a prearranged host family for the duration of their stay; have received a letter of permission from their country's embassy; have attended a community college or university in the United States for at least one complete quarter or semester; or will be 23 years of age or older on or before the last official day of registration for the semester.

Procedures and policies for the residence halls are outlined in the student handbook and the housing contract. Residents are responsible for familiarizing themselves with this handbook and contract, and for complying with terms and conditions of each document. Additional information about the university's residence halls is available from the Office of Admissions or the Office of Housing and Residence Life. Housing and Residence Life policies, procedures, forms, and facilities information are available at <https://www.stmartin.edu/student-life/housing>.

STUDENT CONDUCT

Saint Martin's University believes in honoring the freedom of the individual and respecting the rights of the group. A Code of Student Conduct is necessary to ensure this is possible. As a Catholic university, Saint Martin's not only expects students, staff, and faculty to follow appropriate civil laws, but also encourages each individual to participate in building a positive and welcoming community. Students at Saint Martin's are expected to conduct themselves in a responsible manner that reflects favorably on themselves and the Saint Martin's community. University policies, guidelines, and expectations as they pertain to student membership in the university community are outlined in the Saint Martin's University student handbook available at <https://www.stmartin.edu/policies>.

While the university is not directly responsible for individual students' behavior, students will be held accountable for that which is detrimental to the educational objectives of the university or inconsistent with its values or mission through appropriate disciplinary action as outlined in the student handbook. Academic policies and procedures are outlined in this undergraduate catalog. Policies may be amended from time to time, and students are responsible for familiarizing themselves with the most up-to-date regulations as outlined in the online version of the student handbook. The university reserves the right to suspend, expel or otherwise discipline a student whose conduct is inappropriate, disruptive, or dangerous to the university or members of the Saint Martin's community.

EQUAL OPPORTUNITY EMPLOYER

The principles of the Catholic Benedictine tradition, equal employment opportunity, and nondiscrimination are fundamental to the mission, goals, and objectives of Saint Martin's University. The university does not discriminate in employment or in the delivery or administration of its educational programs, policies, scholarship and loan programs, athletic or other university programs on the basis of sex, sexual orientation, race, color, religion (except as a bona fide occupational qualification for certain select positions), marital status, national or ethnic origin, military or veteran status, age, or disability. Students or employees with concerns or complaints about discrimination on the basis of sex in employment or an education program or activity, or any other inquiries related to the university's non-discrimination policy, may contact the Dean of Students or Associate Vice President for Human Resources/Title IX Coordinator, 5000 Abbey Way SE, Lacey WA 98503, 360- 688-2290. Consistent with the requirements of Title IX of the Education Amendments of 1972 and the regulations adopted under that law, the university has designated the above individual as the university's Title IX Officer, responsible for coordinating the university's Title IX compliance. Individuals may also contact the Office for Civil Rights, U.S. Department of Education, 915 2nd Avenue, Room 3310, Seattle, WA 98174-1099, Telephone: 206-220-7900, TDD: 206-220-7907.