

# Undergraduate Bulletin 2017-2019 Supplement

## Academic Policies and Procedures

### **Student Responsibility**

Students are ultimately responsible for knowing and abiding by John Carroll University policies, procedures, and requirements as articulated in the *Bulletin*. To this end, students are encouraged to make full use of University resources for consultation and guidance. In no case will a degree requirement be waived or an exception granted based on lack of knowledge of regulations or assertions of not being informed by University personnel.

### **Bulletin of Entry**

Students are held to the degree and curricular requirements outlined in the *Bulletin* in effect at the time of matriculation to the University. Readmitted students follow the *Bulletin* in force at the time of return.

Changes in major requirements that are the result of amended or discontinued course offerings or in response to external certification or accreditation bodies will be communicated and resolved by the respective department chair.

### **Degree Completion Time Limit**

All degree requirements must be completed within 10 years of the date of matriculation as a degree-seeking student at John Carroll University. Credit completed 10 years previous to (re)matriculation will be reviewed for acceptability and applicability toward the degree.

## **ENROLLMENT AND LOAD**

### **Orientation**

All full-time first-year students are required to take part in the New Student Orientation program. There are a number of orientation sessions during the summer and a final session just before the beginning of the fall semester. Full-time transfer students are also required to take part in a one-day orientation program; usually one session is held in June, one just before the beginning of the fall semester, and one in January for all new students entering the University for the spring semester. During the orientation sessions new students are introduced to the University; meet John Carroll students, faculty, and administrators; take part in appropriate placement testing; receive academic advisement; and register for courses in the upcoming semester. Information on the New Student Orientation program is mailed to students in sufficient time to enable them to choose an appropriate session. Full-time first-year and transfer students are not permitted to register for courses prior to the orientation sessions.

### **Academic Advisors**

All students have an assigned faculty advisor with whom they should consult regularly about curriculum planning, course registration, and other academic decisions. Students should meet at least twice a semester with their faculty advisor to discuss academic planning and scheduling. Fall-term first-year students meet more frequently with their advisor as part of the Cohort Advising Program. Students who have been formally accepted into an academic major will be assigned an academic advisor in their program of study.

### **Registration**

Registration is carried out as part of the orientation program for first-year and transfer students. For students currently attending John Carroll, early registration for the following semester begins approximately six weeks prior to the close of the fall and spring semesters.

Students may not register late (i.e., once the term has started) without permission from the appropriate academic dean, department chair, and instructor, and then only for serious reasons.

**Registration Changes.** Changes in enrollment or registration after initial registration for classes will be permitted only through the formal procedure prescribed by the Office of the Registrar. This applies to courses added, dropped, or changed. No courses may be added after the first week of class without the permission of the appropriate academic dean, department chair, and instructor. Students should be aware of possible aid implications when making changes in registration, and consult the Office of Student Enrollment and Financial Services as necessary.

Withdrawal from a course or change from credit to audit status may be made up to a date specified each semester by the Registrar's Office. **Change of registration status will not be permitted during the last two weeks of class.** First-year students should note the special provisions under "Withdrawal Regulations."

### **Student Course Loads**

The normal course load for full-time students is 15 to 18 credit hours per semester, but will vary with students' curriculum and scholarship record. Additional tuition is charged for a course load of more than 18 credit hours. Permission to carry excess credit hours (more than 18) requires, among other considerations, at least a 3.0 average in the previous semester and permission of the assistant dean of the College of Arts and Sciences or the Boler College of Business. The minimum course load for full-time students is 12 credit hours. Students are responsible for judging the prudent ratio between credit-hour load, co-curricular activities, and outside employment in order to allow sufficient time for academic preparation. Academic responsibilities are expected to have first priority.

Students on academic probation are required to take a reduced schedule (normally 12 credit hours in full-time programs) while their probation lasts.

Certain programs requiring more than 120 credit hours (e.g., some programs in education or science) cannot be fulfilled in the usual eight semesters of full-time attendance. In entering these programs, students who plan to graduate in four years should count on fulfilling at least some course requirements by taking summer classes.

### **Credit Hour**

The semester credit hour is the official unit of instruction. One semester credit hour is awarded for a minimum of one class hour of direct faculty instruction (the class hour is defined as 50 minutes) plus a minimum of two hours of out-of-class work each week delivered over a 15-week term. In addition to the consecutive weekly format, courses may also meet in a variety of compressed formats of varying length within the beginning and ending dates of a given semester or summer term.

### **Pass/Fail Option**

Students who have obtained sophomore status are permitted to take up to six courses on a Pass/Fail basis with the following restrictions:

Students may not register for more than one such P/F course per semester and may not use the P/F option for any course counted toward University Core requirements or in a major sequence or optional minor. Business majors may not use the P/F option for any of the business core courses. **Students planning to take courses on a P/F basis should discuss this action with their advisor.**

Students wishing to take the P/F option or change from the P/F option to regular grading registration should so indicate at the time of final registration or no later than the end of the second week of class. **Once the student has completed the Pass/Fail Option form (available on the Registrar's webpage), and obtained approval from the assistant dean of the College of Arts and Sciences or the Boler College of Business, the student must submit the form for processing to Rodman Hall, Room 205/206.**

Students selecting the P/F option must earn a grade of C or higher to be eligible for the Pass grade. Courses completed with the Pass grade (designated "CR" for Credit) will not be included in the computation of the overall average. However, students who are registered for a course on the Pass/Fail basis but earn a grade of C- or lower will receive that grade, and it will be included in the computation of the overall average.

Students planning to enter graduate or professional schools are reminded that their admission may be jeopardized by a substantial amount of P/F course work.

### **Auditing**

Students who audit a course do not receive credit toward graduation or a grade for the course, but the fact that they audited the course is recorded on the transcript. Such students must register for the course as "Audit" from the assistant dean of the College of Arts and Sciences or the Boler College of Business and pay the same tuition as those who take the course for credit. Audit students are required to attend regularly. **Failure to do so can result in a grade of AW.**

Change of registration from credit to audit status must be carried out through Rodman Hall, Room 205/206, during the first **two** weeks of the semester. First-year students (those with fewer than 25 hours completed) must have the approval of the academic advisor and the appropriate assistant dean.

**Audit for Dean's List Students.** Dean's List students who have earned 60 semester hours of credit at John Carroll toward graduation, and who attain the distinction of being on the Dean's List in any given semester, may—during the course-change week of the following semester and with permission from the appropriate assistant dean of the College of Arts and Sciences or the Boler College of Business—register to audit one course without a fee. Such students are required to attend their audited courses.

The Dean's List audit privilege may **not** be used for any course for which students have already registered.

**Audit for Honors Program Students.** All Honors Program students in good standing, who have completed at least 32 hours of course work at John Carroll University, are eligible to audit one course a semester without fee. Permission to audit a course must be obtained from the director of the Honors Program and the assistant dean of the College of Arts and Sciences or the Boler College of Business. Students are expected to meet the normal attendance requirements of the audited course. A student must register for the course to be audited during the first week of classes. Any earlier registration for the course to be audited invalidates the privilege of a free audit for that course.

### **Attendance Regulations**

Students are expected to attend each and every scheduled meeting of all courses in which they are enrolled and to be present for the full class period. In the second week of the semester faculty submit to the Registrar's Office a list of students who have not attended any class meetings. These students will be automatically withdrawn from those courses.

Absenteeism and tardiness, regardless of cause, are a threat to academic achievement. Recognizing that perfect attendance is not always possible, the University addresses the issue of absences as follows. During the first week of a semester the instructor will provide, as part of the class syllabus, a written statement of the attendance policy for that class. The statement will explain the consequences for absences as well as a policy on excused absences, and will be made available to each student properly enrolled in the class.

A student who is absent from a class is responsible, nevertheless, for all material covered during the class period. The student is also subject to appropriate consequences, as described by the instructor in the syllabus, if a test, quiz, recitation, homework assignment, or any other activity falls on the day of absence unless the student is granted an excused absence.

### *Excused Absences*

A student who must miss a scheduled class meeting may be granted an excused absence at the discretion of the instructor. An excused absence entitles the student to make up any required activity that took place on the day of the absence. The student is still responsible, however, for any material covered during the class period that was missed. Whenever possible, requests for excused absences should be made by the student in advance; moreover, they should be infrequent as well as reasonable in terms of the grounds, necessity and duration. Grounds could include illness, accident, serious emergency, or the observance of a religious holiday that prevents the student from attending class.

Documentation supporting a student request for an excused absence should be submitted directly to the Office of Academic Advising for students in the College of Arts and Sciences, or to the Boler Dean's Office for students in the Boler College of Business. After verifying the student's documentation, the Advising or Boler Dean's Office will communicate the request to the faculty member(s) who retains the discretion to grant the excused absence. Documentation to request official notification and accommodation on the basis of a disability should be directed to Student Accessibility Services.

### *Absences for Extracurricular Activities*

Students who anticipate missing a class because of extracurricular events officially sponsored by the University have the responsibility to consult the syllabus for the class and identify any possible conflicts between required course activities and their extracurricular events. The student should obtain, from the coordinator of the activity, an official letter of participation and present it, along with a schedule of events for the semester, to the faculty instructor, identifying the

dates of conflict, if possible, and requesting excused absences. If possible, faculty members are to grant excused absences for these students. However, students should be aware that last-minute requests are usually inappropriate. One week prior to each event the student will present to the faculty member a written request for an excused absence and, if the absence is allowed, make final arrangements for any work that will be missed. If a faculty member finds it impossible to grant an excused absence, the student will be bound by the statements on attendance as found in the syllabus for the class.

If an excused absence is not granted, an appeal is first made to the course instructor. If the matter remains unsettled, the faculty member and the chair will then attempt to resolve the difficulty with the student. If this does not lead to resolution, the assistant dean of the College of Arts and Sciences or the Boler College of Business normally will rule in the matter.

### **Policy and Procedure for Making Up Missed Final Examinations.**

#### **Policy.**

A student's failure to take a final examination at the regularly scheduled time is a serious matter. A student may be allowed to make up a missed final examination only under extraordinary circumstances. Reasons such as misreading the examination schedule, having three examinations on the same day, oversleeping, and the like do not normally qualify. In the process of determining whether a request for taking a make-up examination should be allowed, the burden of proof is on the student. The instructor has the right to request verification of the excuse offered by the student.

**Procedure: Step 1.** If a student knows beforehand that s/he will be forced to miss taking a final examination at the regularly scheduled time, it is the student's responsibility **before the scheduled time of the examination** to inform the instructor and to request permission to reschedule the final examination.

If a student has missed the scheduled final examination because of extraordinary circumstances, the student is responsible for contacting the instructor by the end of the first working day after the day of the missed examination and requesting permission to take a make-up examination. If the instructor is unavailable when the student seeks her/him, the student is to contact the department office, which will contact the instructor. *Leaving a note with a request to take a rescheduled final examination does not constitute permission to do so.*

**Step 2.** The instructor, upon speaking to the student, will either deny the request or approve it and make arrangements with the student for a make-up examination to be taken, **normally before final grades are due**, at an agreed-on time and place. If, after being contacted, the instructor will be unavailable to see the student, the instructor, with the department chair's permission, may delegate authority to the chair to make the decision and leave a make-up examination with the chair in case approval is given.

**Step 3.** A student who is denied permission to take a make-up examination may appeal immediately to the dean of the academic unit to which the instructor belongs. In any case, any appeal **must** be made by the end of the first working day after the day of the denial. The decision of the dean will be final.

### **Withdrawal Regulations**

Students are considered in attendance until they have completed all prescribed withdrawal procedures.

Students must carry out proper withdrawal procedures personally in Rodman Hall, Room 205/206. Withdrawals during the first week of class leave no indication of the course on the student's transcript. For withdrawals between the 2<sup>nd</sup> and 12<sup>th</sup> week of a regular semester, a W appears on the transcript; this is the time of "withdrawal without prejudice." No withdrawals are permitted after the 12<sup>th</sup> week. Students withdrawing at any time without following proper procedures automatically receive a WF, which is considered a failing grade and is computed in the cumulative average. Final dates for the above periods are indicated in the academic calendar. Students who intend to completely withdraw from the University must notify the assistant dean in the College of Arts and Sciences or the Boler College of Business.

First-year students who wish to withdraw from a course, including the first week of classes, must first consult with their advisor. If the advisor is not available, students must consult with the first-year assistant dean of the College of Arts

and Sciences before dropping. A first-year student must use a signed APR form to drop a course.

When a student decides to discontinue enrollment at John Carroll University, a formal notice must be given to Student Enrollment and Financial Services. The student may choose to initiate a withdrawal from all courses with no intent to return (“Permanent Withdrawal”) or withdrawal with the intent to return (“Leave of Absence”). A withdrawal initiated by a student can be superseded by appropriate University action in the event of disciplinary action, academic dismissal or suspension. A Leave of Absence will not delay program expiration dates.

Please visit the following link for additional information on the Permanent Withdrawal and Leave of Absence Policy and for the appropriate forms: <http://sites.jcu.edu/registrar/withdrawal/>.

## ACADEMIC STANDING

### Grading System

Students are evaluated by their retention of substantial information, insight regarding the significance of this information, ability to apply it to new situations, and ability to communicate the knowledge assimilated.

### Quality Points and Averages

Candidates for a degree must attain not only a required **number** of credits but also a certain **standard** of excellence, which is determined according to quality points.

The number of quality points each grade is worth appears on the following page. The quality points earned in a course are the product of its credit hours times the quality points for the grade received in it. A grade of A earns quality points equal to 4.0 times the credit hours in the course; a grade of A-, quality points equal to 3.7 times the credit hours, and so on.

**An average of at least 2.0 (C) in all courses taken for credit and at least 2.0 in the major is required for graduation. As a general rule, therefore, students must minimally accumulate quality points equal to twice the credit hours attempted at John Carroll. Quality points are computed to two decimal places. They are truncated, not rounded.**

Academic standing at the end of any semester is determined by the ratio of the total number of quality points received to the total number of credit hours attempted in that semester. For example, students who earn 32 quality points while attempting 16 hours have a scholastic average of 2.00 ( $32 \div 16$ ); students who earn 51.1 quality points while attempting 16 hours have an average of 3.19 ( $51.1 \div 16$ ). Similarly, the cumulative average at John Carroll is determined by dividing all quality points earned by all credit hours attempted. A student who over four semesters has earned 192 quality points and attempted 67 hours has a cumulative average of 2.86 ( $192 \div 67$ ). The quality of work and the point system are indicated by the following grades:

A	Outstanding scholarship. 4 quality points per credit hour.
A-	3.7 quality points per credit hour.
B+	3.3 quality points per credit hour.
B	Good work. 3 quality points per credit hour.
B-	2.7 quality points per credit hour.
C+	2.3 quality points per credit hour.
C	Average. 2 quality points per credit hour.
C-	1.7 quality points per credit hour.
D+	1.3 quality points per credit hour.
D	1 quality point per credit hour.
D-	Work of the lowest passing quality. .7 quality points per credit hour.
F	Failure. If the subject is required, the course must be repeated. No credit hours, no quality points.

W	Withdrawal through proper procedure.
WF	Withdrawal without following proper procedure.
AD	Audit.
AW	Auditor who fails to fulfill attendance requirements.
SA	Satisfactory. This grade is used in noncredit courses.
I	Incomplete. Work incomplete. Work is to be completed within one month following the last normal examination date of the semester in which the grade is incurred or the grade of I converts to F. An extension may be granted by the appropriate dean for very serious reasons, usually medical.
CR	Credit granted for master's thesis upon approval, student teaching, and other designated courses. Also indicates achievement of a grade of C or better in courses taken on the Pass/ Fail basis.

**Courses in which the grades of F or WF have been assigned are counted among attempted courses in the computation of the overall average.**

### **Grade Change Time Limit**

Grade changes occur when a grade was calculated or assigned in error; an Incomplete converts to a final grade; or, if appropriate, as a corrective outcome in the grade appeals process. Grades may not be changed as a means to accept and reassess additional work or performance after final grades have been submitted and the course concluded. No grade may be changed after one semester following the term the course was offered: Fall grade changes must be processed by the end of the spring semester; spring and summer grade changes by the end of the fall semester. Further information regarding the submission of a grade change request is available on the Office of the Registrar's webpage.

### **Student Classifications**

For purposes of class standing, requirements, eligibility, and the like, degree-seeking undergraduate students are classified as follows: as **FIRST-YEAR** students upon admission with proper high school credentials until the completion of 24 semester hours; as **SOPHOMORES** upon earning at least 25 semester hours and until the completion of 54 semester hours; as **JUNIORS** upon earning at least 55 semester hours and until the completion of up to 85 semester hours; as **SENIORS** upon earning more than 85 semester hours and until the completion of degree requirements.

### **Academic Honesty**

Academic honesty, expected of every student, is essential to the process of education and to upholding high ethical standards. Cheating, including plagiarism, inappropriate use of technology, or any other kind of unethical or dishonest behavior, may subject the student to severe academic penalties, including dismissal.

All work submitted for evaluation in a course, including tests, term papers, and computer programs, must represent only the work of the student unless indicated otherwise.

Material taken from the work of others must be acknowledged. Materials submitted to fulfill requirements in one course may not be submitted in another course without prior approval of the instructor(s).

Concerns about the propriety of obtaining outside assistance and acknowledging sources should be addressed to the instructor of the course before the work commences and as necessary as the work proceeds.

Instructors should indicate specific penalties for academic dishonesty in their course syllabi. Penalties, appropriate to the severity of the infraction, may include zero for the assignment or failure in the course. In cases of academic dishonesty where the student chooses to withdraw from a course rather than receive a course grade of F, the grade of F instead of W may be assigned at the faculty member's discretion. In egregious cases and/or cases of repeat dishonesty, additional penalties may be determined by the dean, such as suspension or dismissal from the University. In a case of dismissal, Academic Dismissal will be noted on the transcript.

Any appeal by a student is to be made first to the instructor. If disputes of interpretation arise, the faculty member and chair will attempt to resolve the difficulty with the student. If this does not lead to a resolution, the appropriate

associate academic dean of the College of Arts and Sciences or the Boler College of Business normally will rule in the matter.

A written report of the incident by the instructor or department chair will be sent to the dean of the College of Arts and Sciences, who will keep a written record of the complaint when it is filed, and will forward a copy of the complaint to the appropriate associate dean's office at the time. The associate dean will place a copy of this record in the student's file and provide the student with a copy. A written record of the complaint is kept for cases of repeat violations. The associate dean will review the case and determine if, in light of other information and records, further disciplinary action is warranted.

The student has the right to appeal the accusation of academic dishonesty if the student believes it to be in error. The Policy and Procedure for Appeal of a Charge of Academic Dishonesty (steps 1-5 below) will be followed if a student wishes to contest a finding of academic dishonesty.

### **Policy and Procedure for Appeal of a Charge of Academic Dishonesty.**

**Policy.** The instructor has both the professional competence and the jurisdiction to determine instances of academic dishonesty; the student has the right to appeal the charge when the student believes it to be in error. The only basis for an appeal is whether the charge has been determined fairly within the system described in the syllabus by the faculty member.

Every student has the right to know at the beginning of any semester how academic dishonesty will be handled. For this reason the instructor has the obligation to present this information to the student at the beginning of the semester as part of the syllabus. Once the semester begins, an instructor should not make substantial changes to the system and should inform the students of even minor changes. If an instructor does not provide such information, the student has the right to seek redress.

**Procedure: Step 1.** The student who wishes to contest a charge of academic dishonesty should first make an effort to discuss the matter with the instructor and attempt to resolve the problem concerning the disputed charge. (If the instructor is away from the University during the period of the appeal, the student may proceed directly to the department chair.)

**Step 2.** If there is no satisfactory resolution at this level and the student wishes to pursue the matter further, the student must initiate a formal appeal by the end of the sixth week after the student is notified of the charge. The appeal must be made in writing to the instructor and a copy sent to the department chair, who will then schedule a meeting with the student and the instructor. For appeals unresolved at the end of the semester, the student will select between receiving the course grade calculated with the penalty or an incomplete (I) for the course.

**Step 3.** If the department chair cannot resolve the dispute in a manner satisfactory to the parties concerned, the chair will notify the associate dean of the school in which the course is taught. The associate dean will then attempt to resolve the problem.

### **Step 4.**

- a. If the associate dean judges that the appeal is without sufficient basis, the associate dean can so rule, and the case is closed.
- b. If the associate dean is in doubt or thinks it possible that the grade should be changed contrary to the wishes of the instructor, the appeal moves to a committee comprised of three faculty members from the University.

To form the appeals committee, the associate dean will request the Faculty Council to provide a list of the names of nine, randomly selected, faculty members. From this list, the associate dean, the instructor, and the student *each* will choose three to consider the matter. Faculty unanimously selected will sit on the appeals committee; if agreement on the three cannot be reached, the associate dean will fill any remaining spots on the committee from the names on the list.

- c. Both the instructor and the student will present their cases to the committee. (The appeals committee will make no effort to establish whether an instructor's academic honesty policy is academically sound; rather it will attempt to establish whether an instructor's practices and procedures were followed consistently, fairly, and accurately)

according to the standards set forth in the syllabus and other course directives.)

- d. The committee will decide by majority vote whether to recommend that the grade be changed and will provide the associate dean with a written explanation of its recommendation. The associate dean will make the final decision after carefully considering the recommendation of the committee. If the final decision is contrary to the recommendation of the committee, the associate dean should explain the reasons for the decision in writing to the committee.

**Step 5.** The associate dean will then notify the instructor, department chair, and student of the decision, ordinarily by the end of the semester during which the appeal arose.

### **Policy and Procedure for Appeal of a Course Grade**

**Policy.** The instructor has both the professional competence and the jurisdiction to determine grades; the student has the right to appeal a course grade that the student believes to be in error. The only basis for an appeal is whether the grade has been determined fairly within the grading system adopted by the faculty member.

Thus every student has the right to know at the beginning of any semester how the final grade for any particular course will be determined. This means knowing what percentage of the final grade the assignments (tests, quizzes, papers, class participation, etc.) will comprise.

For this reason the instructor has the obligation to present this information to the student at the beginning of the semester as part of the syllabus. Once the semester begins, an instructor should not make substantial changes in the grading system and should inform the students of even minor changes. If an instructor does not provide such information, the student has the right to seek redress.

**Procedure: Step 1.** The student who wishes to contest a course grade should first make an effort to discuss the matter with the instructor and attempt to resolve the problem concerning the disputed grade. (If the instructor is away from the University during the period of the grade appeal, the student may proceed directly to the department chair.)

**Step 2.** If there is no satisfactory resolution at this level and the student wishes to pursue the matter further, the student must initiate a formal grade appeal within a specific time period. (A disputed course grade from the fall semester must be appealed by the end of the sixth week of the spring semester. A disputed course grade from the spring semester or one of the summer sessions must be appealed by the end of the sixth week of the fall semester.) The appeal must be made in writing to the instructor and a copy sent to the department chair, who will then schedule a meeting with the student and the instructor.

**Step 3.** If the department chair cannot resolve the dispute in a manner satisfactory to the parties concerned, the chair will notify the associate dean of the school in which the course is taught. The associate dean will then attempt to resolve the problem.

### **Step 4.**

- a. If the associate dean judges that the appeal is without sufficient basis, the associate dean can so rule, and the case is closed.
- b. If the associate dean is in doubt or thinks it possible that the grade should be changed contrary to the wishes of the instructor, the appeal moves to a committee comprised of three faculty members from the University. To form the appeals committee, the associate dean will request the Faculty Council to provide a list of the names of nine, randomly selected, faculty members. From this list, the associate dean, the instructor, and the student will choose three to consider the matter. Faculty unanimously selected will sit on the appeals committee; if agreement on the three cannot be reached, the associate dean will fill any remaining spots on the committee from the names on the list.
- c. Both the instructor and the student will present their cases to the committee. (The appeals committee will make no effort to establish whether a grading system is academically sound; rather it will attempt to establish whether an instructor's grading practices and procedures were followed consistently, fairly, and accurately according to the standards set forth in the syllabus and other course directives.)
- d. The committee will decide by majority vote whether to recommend that the grade be changed and will provide the



associate dean with a written explanation of its recommendation. The associate dean will make the final decision after carefully considering the recommendation of the committee. If the final decision is contrary to the recommendation of the committee, the associate dean should explain the reasons for the decision in writing to the committee.

**Step 5.** The associate dean will then notify the instructor, the department chair, and the student of the decision, ordinarily by the end of the semester during which the appeal arose.

### **Academic Reports**

Academic reports of final grades are available at the end of each semester. Reports are not to be represented as official transcripts. Authenticated transcripts will not be released until all financial obligations to the University have been fulfilled.

Mid-term grades are given to first-year students, transfer students, and those on academic probation, for all courses in which they are enrolled, but only grades of C- or lower are reported for other students at midterm. None of these grades become part of the permanent record.

Students who wish their academic report released should make the request online at <http://sites.jcu.edu/registrar/pages/services-and-forms/transcripts/> or through their BannerWeb account at least two weeks in advance of need. To protect students and alumni, no telephone requests for transcripts will be honored. The University reserves the right to make judgments regarding the release of grades to government agencies or others making bona fide requests for information.

### **Course Attempt**

Students may attempt to take a course twice at the University. In the case of a course repeat, the first attempt grade must be a C- or lower, including Withdrawal. Requests to repeat a course must be submitted through an academic petition. The highest graded attempt will be factored into the grade point average. Students receive credit once when repeating a course, and all attempts remain on the transcript. In addition, only course work repeated at John Carroll impacts the grade point average.

Requests to take a course for a third time will be considered only in serious, extenuating circumstances and will be reviewed by the academic advisor, the chair of the department in which the repeat course was taught, and the assistant dean of the College of Arts and Sciences or Boler College of Business. In cases of a third attempt, the first and highest graded attempts will be factored into the grade point average. Students are encouraged to consult with their advisor and the Office of Financial Aid before registering for a course repeat.

### **Graduation Requirements**

Students must apply for graduation through the online Graduation Application available through BannerWeb during the period announced in the University calendar.

Graduation requirements include general requirements, all Core requirements, and all requirements for the major. Successful completion of at least 120 semester credit hours, with a quality-point average of at least 2.0, is required for graduation. This minimum average must be met in the major and overall. In addition, the Boler College of Business requires a 2.0 average in the business courses. The College of Arts and Sciences requires students to meet with their major advisor to review the completion of their degree. An audit signed by the department chair is required by some interdisciplinary programs and should be returned to the Registrar's Office.

Student academic records are sealed at the time the degree is conferred. After the degree conferral date, changes—with the exception of errors or omissions—cannot be made to the student record.

### **Summer Graduates Participating in the Spring Commencement Ceremony**

The Spring Commencement Ceremony signifies academic completion and merit for the year's graduating class of students. The following criteria will apply for allowing summer graduates to participate in the ceremony prior to the completion of all degree requirements:

1. Undergraduate students must have no more than (9) nine remaining credit hours in order to complete their degree program. If the course(s) needed to graduate is (are) not offered at John Carroll University during the summer, arrangements must be completed which will ensure proper transfer to the student's degree program at John Carroll. Summer graduates must indicate the August degree conferral date on their Graduation Application.
2. Students must have a 2.0 grade point average in any of the various categories in which a 2.0 average is needed for Graduation (overall, major/minor, support courses, and business courses in the case of Boler College students). The grade point average will be calculated after course work for the spring semester has concluded and prior to the Commencement Ceremony. The average is computed to two decimal places and truncated, not rounded.
3. May Commencement Ceremony participants who have not completed all degree requirements will have their Graduation Honors listed in the Commencement program according to their overall grade point average at the end of spring semester.
4. January graduates, those students who complete their degrees with fall coursework, are invited to participate in Commencement the following May.

### Dean's List

Only students who are in good standing and have completed a minimum of 12 semester hours of regularly graded course work (i.e., exclusive of Pass/Fail course work) within a semester with a quality-point average of 3.50 or higher will be eligible for the Dean's List.

### Graduation Honors

The quality-point system is used to determine graduation honors. To qualify for graduation honors, a student must complete at least 60 credit hours in graded courses on the undergraduate level, all taken at John Carroll. To merit the distinction *cum laude*, candidates must attain a quality-point average of 3.50; *magna cum laude*, 3.70; *summa cum laude*, 3.90. These honors are inscribed on the diploma. Quality points are computed to two decimal places and are truncated, not rounded.

### Commencement

John Carroll University conducts formal commencement exercises each year in May. Attendance at these exercises is optional; those attending must wear academic cap and gown. Diplomas are also issued in January and August, but students are invited to march in commencement the following May.

### Academic Warning

Students are placed on warning whenever their semester average drops below 2.0 while their cumulative average remains above this minimum, or when the cumulative average is above the levels for probation, but below 2.0. Such students receive notice of academic warning and may be excluded by their assistant dean from certain extracurricular activities. Averages are computed to two decimal places and truncated, not rounded.

### Academic Probation

Academic Probation is the status of any student whose cumulative average falls below these standards:

0-12	earned hours	1.75	25-47 earned hours	1.90
13-24	earned hours	1.80	after 48 earned hours	2.00

Probation is imposed by the University at the end of any semester in which the cumulative average is below these standards and continues for at least one semester until the required average is earned. Students on probation are subject to the following restrictions:

1. They may not register for a course load greater than they carried during the semester immediately preceding notice of probation. Normally registration is limited to 12-13 semester hours; in no case may a student on probation register for more than 15 semester hours.
2. Student athletes are not permitted to travel with varsity teams for competition, though they may be on the bench in street clothes for home contests. In order to practice while on probation, a student may initiate a "Permission

to Practice Procedure,” which involves having discussions with, and obtaining signatures from, the coach, Director of Athletics, Faculty Athletics Representative, and Associate Dean for Academic Advising (or designee) and which must be processed by the designee in the Office of the Registrar. If the student chooses to continue to practice with the team, a season of participation will be charged to their eligibility. Travel is not restricted if outside the FALL/SPRING academic calendar year and approval by coach/athletic administrator is required.

3. They may not pledge a fraternity or sorority, or hold any elective or appointive office on campus.

### **Dismissal**

Students are subject to dismissal for academic deficiencies by the University if they are placed on probation for two successive semesters or if their grades decline while on probation status in any semester, or if they fail more than one course in any semester. Students who have been academically dismissed may not apply for reinstatement until at least one full semester and one summer have elapsed. Students who have been academically dismissed twice may not apply for reinstatement. (For conditions of reinstatement, see page 23.)

### **Grade Exclusion**

Grade Exclusion is intended to help students in their first year of enrollment at the University recover from unsuccessful course work specifically related to their academic major. Courses taken to fulfill Core, minor, and elective credit are not eligible under this policy. Students who received a C- or below in courses required for their intended major, including major support courses, taken during the first two semesters of enrollment, are eligible to petition for Exclusion. A successful Academic Petition for Exclusion allows a student to remove the deficient grade or grades from their cumulative GPA. A student who makes this choice may not continue in the academic major for which they requested Exclusion or a major requiring Excluded course work. If a student elects to return to the discontinued major, Excluded course grades will be reapplied toward the degree.

A petition for Exclusion will be reviewed by the chair of the relevant academic department and the assistant dean for the College of Arts and Sciences or the Boler College of Business. The petition must be submitted before the start of the third term of enrollment at the University. Courses for which Exclusion has been granted remain listed on the student's permanent record (transcript) with the designation EX. Grades and credit hours of Excluded courses no longer apply toward the degree.

## **TRANSFER OF CREDIT**

### **Transcripts**

Students who wish transcripts of records in order to transfer to another school or for other purposes should follow the procedures outlined below.

Students who wish to transfer credits to John Carroll must submit an official transcript in one of the following ways:

1. Sent directly via U.S. mail from another institution's record/registrar office to John Carroll's Office of the Registrar, or the appropriate admissions offices of the University, as part of the application process.
2. Delivered electronically via a secured third party method that has been verified by the sending institution.

*All other transcripts are considered unofficial and will not be accepted or processed.*

### **Concurrent Enrollment and Transfer of Credit**

On occasion it may be desirable or even become necessary for students to enroll as transient students at another institution. The following are situations for which assistant deans will generally approve concurrent registration and transfer of credit:

#### **1. Cross-registration**

Full-time students with a 2.0 or better average may register for one course per semester at any of the participating colleges and universities in the Cleveland area. This is an enrichment program, and courses eligible for cross-registration are those normally not available at the home institution. Certain restrictions apply. The Cross-Registration form and guidelines are posted on the Office of the Registrar's webpage.

## 2. Study Abroad

Students in good academic, financial, and disciplinary standing at the University are encouraged to study abroad as part of their regular academic program. Students in any major can be accommodated on study-abroad programs. They may participate in semester-long, year-long, summer, or short-term, faculty-led (spring break or between semester) programs. Interested students should consult with the Center for Global Education regarding complete eligibility requirements and guidelines.

Students work with their academic advisors to select course work abroad that meets requirements for their major(s), minor, and Core Curriculum. Students must submit academic petitions online to gain approval for course work taken abroad, which is approved by the chair of the relevant department. Students must secure approval for all course work *before* they begin their study abroad program. For programs that have been approved by the academic vice president, all courses taken abroad are converted to a letter grade by the Office of the Registrar, and are calculated in the student's grade point average (GPA). For programs from non-affiliated institutions, only the course credits will transfer; GPA will not be affected. Students must earn a grade of C or better for a course to transfer, and courses may not be taken on a Pass/Fail basis.

John Carroll University operates its own faculty-led semester-long programs at Vatican City, and in London, England. John Carroll currently has study-abroad and exchange agreements with universities in many different countries. Additionally, through John Carroll's membership in the International Student Exchange Program (SEP), students have the opportunity to enroll at over 340 institutions worldwide for a semester, year, or summer. For a complete current list of programs, consult the Center for Global Education's website at <http://sites.jcu.edu/global>. Students are able to apply their financial aid packages for most John Carroll programs but should check with the Office of Financial Aid as part of the application process. Students may participate in programs that are not affiliated directly with John Carroll University through third-party providers or by directly enrolling at the foreign institution, but they must still submit a complete application through the Center for Global Education, be approved by the Center for Global Education, and follow the same procedures to ensure that their course work will transfer to John Carroll. Students wishing to study abroad during their final year should consult with the appropriate academic dean's office to ensure that they will still graduate in a timely manner.

Students in the International Business with Language and Culture program in the Boler College of Business are required to study abroad in a non-English-speaking country and to carry out an international internship.

## 3. Washington Internships

John Carroll University participates in two semester-long internship programs in Washington, D.C., with 1) the Washington Center and 2) the Washington Semester at American University. Twelve to sixteen credit hours may be completed and transferred to John Carroll. Interested students should contact the Center for Global Education.

## 4. Courses at other accredited institutions

John Carroll students who wish to take courses at another institution will ordinarily first consult with their advisors. Then they must submit an online academic petition for approval **before** enrolling elsewhere. Course descriptions must be provided. For Core and/or special designations, syllabi may be required. The permission, if given, will specify the terms under which credit will be transferred. The student must request that a transcript be sent to the registrar at John Carroll. A grade of C or better is required for transfer of credit. In such cases, only the credits are transferred; the grades received do not affect the student's quality-point average at John Carroll.