

Saint Augustine's University

Raleigh, North Carolina

ACADEMIC POLICIES AND PROCEDURES

HANDBOOK



2021



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Greetings,

The Academic Policies and Procedures Handbook (APP Handbook) is intended as a summary of information, responsibilities, etc. for employees of Saint Augustine's University (SAU). Please know that the APP Handbook is a standing document where updates to policies and procedures are reflected in an annual addendum to the online APP Handbook, when needed. While the APP Handbook contains many policies and procedures that have been in effect for years, the 2021 document supersedes all previous versions. It will remain the "current" version until such time as a new APP Handbook is published. This handbook was prepared in accordance with SAU's current policies.

Thank you again for your service to the University. I look forward to our continued partnership in educating the leaders of tomorrow at Saint Augustine's University.

With Falcon Pride,

Dr. Josiah J. Sampson, III
Dr. Josiah J. Sampson, III
Provost & Vice President of Academic Affairs
Saint Augustine's University

Accreditation

The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) is the regional accrediting body in the 11 U.S. southern states (Alabama, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Texas, and Virginia) for institutions of higher education that award associate, baccalaureate, master's, or doctoral degrees. Saint Augustine's University is accredited by the SACSCOC to award baccalaureate and master's degrees. The University complies with the policies and procedures of the Commission on Colleges. The appointed accreditation liaison remains abreast of the Commission policies and provides timely notification to the University community of the Commissions' policy expectations.

Mission Statement

Saint Augustine's University provides a healthy learning environment where students are prepared to excel academically, socially, and spiritually in order to be equipped for leadership roles in a complex, diverse, and dynamically changing world. The University is committed to offering rigorous academic programs and research opportunities at the undergraduate and graduate levels to achieve its core values. To fulfill the mission, the faculty fosters scholarship and creativity through varied approaches to teaching and learning; the administration facilitates the enterprise by effectively garnering and managing financial and human resources; and the staff contributes to efficient operations by providing essential support services. Through these means, the University pursues excellence by developing:

- **flexible and innovative courses of study** that integrate theory and practical application through experiential approaches to learning;
- **opportunities for students to apply what they learn** through service learning, community service, internships, and cooperative education;
- **purposeful and individualized programs of study** for non-traditional students, through preparation for a career change or re-entry into the work force; and
- **knowledge and appreciation of cultural differences** through interdisciplinary courses, study abroad, and other programs.

Saint Augustine's University is an undergraduate, coeducational, liberal arts institution, affiliated with the Episcopal Church. Founded in 1867 to educate freed slaves, the University's mission has grown with the diversification of its student body from an African-American student base to one that is multi-national and multi-racial. Grounded in the liberal arts tradition since its founding, the University first awarded baccalaureate degrees in 1931. Programmatic emphasis has shifted from early offerings in normal and industrial education, and pre-theological training, to current emphasis in scholarship, research, and community service.

Institutional Goals

Saint Augustine's University is a four-year liberal arts institution preparing students for leadership roles in a complex, diverse, and rapidly changing world. Students, faculty, administration, and staff participate cooperatively in the overall teaching-learning process. Students participate through their desire for knowledge, readiness to acquire foundational and analytical skills, and in their potential to adapt to the demands of accelerated global change.

The faculty facilitates by teaching and advising students, conducting research, and engaging in other professional development activities. The administration and staff generate and manage resources to support faculty and students. The coordination of all these resources relies upon a consistent and orderly approach to planning and assessment of institutional effectiveness. Institutional research provides data necessary to assess and improve effectiveness in student learning, faculty development, and resource management. To these ends, Saint Augustine's is committed to achieving the following goals:

1. Recruiting, retaining, educating, and graduating students whose academic preparation has occurred in a diversity of economic, social, and cultural contexts;
2. Hiring, retaining, developing, and promoting a professional faculty who possess skills and motivation to educate a diverse student body;
3. Building student competencies in major academic disciplines on a general education foundation that ensures skills in reading, writing, oral communication, mathematics and computer use;
4. Fostering a climate in which students acquire knowledge, values, and skills necessary for success in a complex, diverse, and rapidly changing world;
5. Providing and maintaining a broad range of library and learning resources, including information technologies and instructional support facilities, that enhance the teaching-learning process by offering exposure to various disciplines, cultures, and points of view;
6. Providing effective leadership and management of the University's financial, physical, and human resources to ensure that they are acquired, retained, allocated, and assessed to promote the stability, security, and long term well-being of the University;
7. Employing a comprehensive planning and evaluation system for all major aspects of the University, including assessment of the extent to which the students acquire competencies; the faculty fosters scholarship and creativity through varied approaches to teaching and learning; the administration facilitates the enterprise by effectively acquiring and managing financial and human resources; and the staff contributes to efficient operations by providing essential support services; and
8. Conducting ongoing institutional research as a means of collecting, analyzing, and disseminating information essential to effective planning and evaluation.

ACADEMIC POLICIES AND PROCEDURES

THE ACADEMIC YEAR

The academic year at Saint Augustine's University (SAU) is divided into two semesters of approximately sixteen weeks, including exams. In addition, the University may offer an accelerated Summer Sessions. Students may begin their matriculation at the University at the beginning of the fall or spring semesters or at the start of the Summer Session.

Faculty Development Workshops

Faculty development workshops are regularly scheduled each academic year. Attendance is required of all full-time faculty members at all faculty development workshops.

Convocations

An annual Convocation is held each fall in which a guest speaker addresses a topic or issue that the President of the University deems important. Attendance is required of all full-time faculty members. Faculty must wear academic regalia.

Founders Convocation is held each January during Founders Week. Attendance is required of all full-time faculty members. Faculty must wear academic regalia.

Honors Convocation is held during the spring semester, usually in April. Attendance is required of all full-time faculty members. Faculty members are not required to wear academic regalia unless making presentations.

Commencement

Commencement is held annually in May at the close of the spring semester. Faculty members are required to participate in Commencement. Full-time faculty members are required to participate in the academic procession and must wear academic regalia.

Orders to rent or purchase academic regalia are handled by the University Bookstore. Dates for placing orders are announced publicly and online.

ADVISING

Academic Advisors

Each student entering Saint Augustine's University is assigned an academic advisor. Upon choosing a major degree program, the student will be assigned a faculty academic advisor by the department chair. The method by which faculty academic advisors are assigned and the responsibility for advising varies from department to department.

Each advisee should have a folder, maintained by the assigned advisors, that includes a record of all courses taken or currently in progress, grades earned, credit hours attempted versus credit hours earned, and a form for

academic advisors to sign upon completion of each advising session. Students are not allowed to register without consulting an academic advisor. The folder will follow students throughout their matriculation.

Academic advisors should be in their offices and available during the entire registration period. Each academic advisor will schedule an appointment for his/her advisees during this period.

Faculty academic advisors are responsible for understanding their department's requirements and regulations of each major.

Student Responsibility in the Advising Process

Every student is responsible for proper completion of his or her academic program, for familiarity with the requirements and regulations as published in the current Saint Augustine's University *Catalog*, for maintaining the grade average required, and for meeting all other degree requirements. The academic advisor will provide information and advice, but the final responsibility remains that of the student.

Faculty Academic Advisor's Responsibilities in the Advising Process

The academic advisor has the responsibility to talk periodically with advisees, especially during registration and drop/add periods. The academic advisor should be available to advisees throughout the academic year and schedule routine appointments with them to discuss their academic progress.

OFFICE OF THE REGISTRAR

Room Assignment for Class

Classrooms for regularly scheduled classes may only be assigned by the Office of the Registrar. Faculty members with specific classroom requirements should make them known to their department chair who will inform the school Dean before the schedule is sent to the Office of the Registrar.

If circumstances indicate the need for a change of classrooms, the faculty member must notify the department chair who will notify the school Dean so that a change can be requested from the registrar. Under no circumstances should a faculty member change classrooms without the registrar's approval.

Class Hour Scheduling

Prior to the start of registration for a term, the Office of the Registrar works with the academic schools to develop the class schedule for the term. The academic departments, in consultation with the school Deans, are responsible for developing the schedule with a view toward cost effective delivery of approved academic programs.

The Office of the Registrar is responsible for assigning general use classrooms to implement the department schedules and working with the school Deans to negotiate schedule adjustments required by facilities limitations and University policy.

The Office of the Registrar is responsible for publishing the Schedule of Classes for the student registration process each term.

Evening Classes

The University offers evening classes to adult learners enrolled in the Extended Studies Program. These classes generally are not available to traditional students.

Class Rosters

The Office of the Registrar distributes class rosters of enrolled students to the academic schools at the beginning of the semester via the Colleague Course Management System. Rosters are distributed for informational purposes at the start of the term. The rosters distributed after the last day to add a course represent the official class enrollment.

Faculty members are requested to verify the official roster against actual class attendance. The Office of the Registrar should be notified if students are listed but not attending. Students who are attending, but who do not appear on the roster, should be advised that they are not enrolled and should be immediately sent to the Office of the Registrar. Faculty should also complete the 'Attending but Not on Roster' form and submit it to the Office of the Registrar by the end of the Drop/Add period.

During a semester, the Office of the Registrar, the Office of the Provost, or members of the athletic community may ask faculty to provide information regarding the attendance of specific students for whom the University is subject to externally mandated reporting requirements. Timely response to these requests for information is appreciated.

Cooperating Raleigh Colleges (CRC) or Interinstitutional Registration

Meredith University, North Carolina State University, Shaw University, Wake Technical Community College, William Peace University, and Saint Augustine's University form a consortium (CRC) through which they provide, ordinarily (there are exceptions so check with Office of the Registrar) without extra tuition cost, their collective educational resources to students at each of the six institutions. Under this agreement, Saint Augustine's University students may take courses at any of the other five campuses. These courses are available for general enrichment and used to strengthen particular majors, to enhance career training, and to earn an additional major or degree.

The student obtains the form either from the Office of the Registrar or his/her school Dean. The form requires the approval of the student's academic advisor, department chair and school Dean.

FACULTY RESPONSIBILITIES AND PROCEDURES

Teaching Load

Thirty (30) credit hours of teaching per academic year, (excluding summer term), with a minimum of 15 credit hours per semester, represent a full-time teaching load at Saint Augustine's University. A full-time teaching load for school Deans is six (6) credit hours and for department chairpersons the full-time teaching load is nine (9) credit hours of teaching per semester. For lecture and recitation work, the number of credit hours is usually the same as the number of clock hours. In laboratory class, clock hours determine the number of semester hours. In certain situations, in consultation with the affected faculty member, the department

chairperson/school Dean and the Provost, teaching loads may be adjusted to accommodate special non-teaching assignments.

Faculty loads are guided by the policy that faculty can teach no more than a maximum of six hours of overload per semester, including adult learner programs. The faculty load form is used as a reporting document to ensure equity and reasonable assignments of these activities.

Program Coordinator

Programs are coordinated by persons academically qualified in the field. Assigned responsibility includes:

- Annual Program Review Summary Report to Director of Institutional Effectiveness
- Coordination with chair in meeting with program faculty at the beginning and end of each term to conduct review of Program Learning Outcomes (PLO) mapping with Assessment Courses.
- Review of syllabi in assessment courses to ensure that appropriate assignments are included with the plan for the collection of course evidences.
- At the end of the term, conduct assessment meeting with assessment course faculty to score evidences using rubrics.
- Ensure Faculty complete assessment Course Student Learning Outcomes Reports showing results.
- Work in collaboration with chair to determine use of results.
- Complete PLO Summary Report.
- Ensure curriculum meets standards common to professional knowledge, skills, and dispositions in the field.

Faculty Meetings

Every faculty member is expected to attend all faculty meetings scheduled by the department chairperson, school Dean, and/or the Provost unless excused by the convener of the meeting.

Office Hours

All **full-time** faculty members are required to be available at least ten hours per week for conferences and tutorials with students. **Part-time** faculty must be available outside of class for at least two hours for each 3-credit hour class. Additionally, part-time faculty should encourage students to make appointments at reasonable times outside of class and must be available for any appointments that they schedule. A copy of each teacher's office hours must be filed in the Office of the Provost by the end of the first month in each semester and posted on the faculty office door by the first day of class.

Submission of Grades

Each faculty member must submit the mid-term and final grades of students in his or her classes to the Office of the Registrar via Colleague no later than forty-eight (48) hours after the administration of each mid-term or final examination. All faculty members are required to adhere to this regulation. All course assignments, grades, and documents must be maintained in the Colleague system.

Course Evaluations

Course and instruction are evaluated by the school Dean, department chairs, and students enrolled in the course. These evaluations address the quality of course instruction and supporting facilities.

Students enrolled in the course will evaluate all courses taught by a faculty member through Colleague.

The results of evaluations by students, department chairs, school Deans, and the Provost are used to provide feedback to faculty members and to assist with assessment of teaching.

Faculty Evaluation

The purpose of faculty evaluation is to improve instruction. For part-time faculty members, the following procedures will be followed:

1. Part-time faculty members will be formally evaluated at least once a year.
2. Part-time faculty members are evaluated by their department chairperson.
3. There can be several parts to the evaluation process:
 - a. Student evaluation of instruction
 - b. Faculty Appraisal/Evaluation Form
 - c. Classroom observation

Selecting Textbooks and Educational Materials

The faculty member of any course has the responsibility to select the textbook and/or educational materials specified for formal use in teaching the course. The primary criteria for selection are: (1) suitability of materials for the course; and (2) quality of the materials for the purpose. It is recommended that cost to students also be a consideration.

This general policy applies in all cases with the following exceptions:

- Departmental courses and interdisciplinary courses where it is determined that an alternative policy for selecting materials better serves the needs and goals of the course; and,
- Cases of potential monetary conflict of interest resulting from the selection of materials (such as the faculty member receiving royalties from the sale of a selected textbook) in which case the faculty member must notify the school Dean who, in consultation with the Provost, will consider and resolve the matter.

Ordering Textbooks

Upon confirmation of courses that will be taught, all university faculty members will assess their specific classes and determine what digital textbooks will be required for their classes. Faculty members should also determine whether textbooks need to be open-access resources or Cengage digital (e-books). Once this determination has been made, faculty members forward their book selection to their respective department chair.

Each faculty member is entitled to a complimentary desk copy from the publisher of each text he or she orders for a class, and the faculty member must initiate the process. Complimentary copies cannot be ordered or received through the campus bookstore. Each faculty member must use the same text for two consecutive years before selecting a new one.

Before having copies made of articles and other copyrighted materials, the faculty member should be aware of the copyright laws for duplication of educational materials for educational purposes and include that language on the requisition to the Copy Center along with the copies to be reproduced.

REGISTRATION

Student Responsibility

Students are academically and financially responsible for their course registration. Administrative adjustments (e.g., disenrollment from a course) to student class registrations are made only by prior arrangement between the department, school and the Office of the Registrar. An essential element to such arrangements must be that the student is informed of the adjustment (and, where possible, warned in advance that such an adjustment may be made).

Registration Process

The registration process, administered by the Office of the Registrar, consists of a sequence of registration events that provide students access to classes according to academic regulations and policies established by the University and specific academic units. The schedule of registration events, as well as registration policies and procedures, are outlined in the Schedule of Classes for the term.

Procedure for Add/Drop Course

To add or drop a course after the registration period, a student must fill out a Drop/Add Form, available in the Office of the Registrar. The completed form must be returned to the Office of the Registrar. No student will be permitted to add a course, change sections of a course, and change the grading option of a course or change the audit/credit designation of a course after the last day of last registration as announced in the calendar for each semester and summer term.

Procedure for Withdrawal from the University

Any student voluntarily leaving the University before the close of the term must withdraw officially to avoid academic penalties. A student initiates the withdrawal procedure at the Office of the Registrar and files the completed withdrawal form at the Office of the Registrar. A student who is unable to appear in person may notify the Office of the Registrar of withdrawal by letter. A withdrawal is effective when the form or letter is received by the Office of the Registrar. A student who withdraws from the University will receive the grade of a "W" for all courses in progress. To return to the University, the undergraduate student must apply and be accepted for readmission.

Any student who leaves the University before the close of a term without withdrawing officially will receive a failing grade ("F" for undergraduate credit) in each course for which he or she is registered.

Degrees Awarded

Bachelor's degrees are awarded to students who successfully complete a minimum of 120 credits and who satisfy all other relevant graduation requirements provided in the *University Catalog*, which may be amended from time to time. At present most of the academic programs at Saint Augustine's University lead to two degrees: a Bachelor of Arts and/or a Bachelor of Science. Candidates for either degree must complete all courses in their major, including

required supporting courses from other disciplines, with a minimum grade of “C.” The degrees are awarded in the following majors.

Bachelor of Arts Degrees

Communications	Psychology
Elementary Education	Religious Studies
English	Sociology
Film	Theatre
Music	Visual Arts
Political Science	

Bachelor of Science Degrees

Accounting	Criminal Justice
Biology	Engineering Mathematics
Business Administration	Exercise Science
Chemistry	Organizational Management
Computer Information Systems	Public Health Science
Health and Physical Education	Sport Management

Minors

Accounting	Black Politics
Computer Information Systems	Public Policy
Criminal Justice	Political Science
English	Psychology
French	Public Health Science
Homeland Security & Emergency Preparedness	Sociology
Military Leadership	Social Work
Spanish	Religious Studies
Sport Management	

Definition of Undergraduate Majors, Minors, and Concentrations

Major

A major represents a degree-seeking student's primary field of study. A major is a structured plan of study requiring a minimum number of credit hours. Students must complete at least 120 credit hours to finish all degree requirements. Each degree program includes the University General Education Program requirements, major requirements, and in some cases free electives. The major appears on the official transcript.

Minor

A minor represents an optional, secondary field of study for a degree-seeking student; no student may declare a major and a minor in the same discipline. A minor is a structured plan of study requiring a minimum of 18 credit hours. A minor should require significant additional

coursework beyond what is already required for a related major. The minor appears on the official transcript.

Concentration

A concentration is a structured plan of study within a major. The number of semester hours for a concentration varies (9 – 12) but is included within the semester hours for the major. The concentration appears on the official transcript.

Requirements may include courses bearing the same code as a major or minor, courses offered by the same department but bearing a different code, or related coursework offered by other departments.

Every major, minor, and concentration is assigned to a responsible faculty group, most often a department or program coordinator.

Definitions

- Certificate - A structured set of professionally oriented courses in an applied area of focus.
- Concentration - A structured plan of study within a major.
- Department – A unit within a school representing a discipline. For example, the Department of Biology is in the School of Sciences, Mathematics and Public Health.
- Major – A student's primary field of study.
- Minor – A student's optional secondary field of study.

Graduation Requirements

Candidates for graduation must have: earned a minimum cumulative grade point average (GPA) of 2.0; earned a minimum grade of “C” in ENGL 131; earned a minimum grade of “C” in all major courses, including required supporting courses from other disciplines; and earned the last 25% of semester hours of course requirements in a major in residence at Saint Augustine’s University. Candidates for graduation are expected to participate in all commencement exercises, unless excused in writing by the Provost.

Candidates for graduation must submit an application to their respective advisors to verify their eligibility for admission to candidacy for graduation. The Candidacy for Graduation form can be obtained from the Office of the Registrar and must be reviewed and signed by the student’s advisor and submitted to the school Dean when the student earns 80 credit hours and no later than **one year in advance of the planned graduation date** (by February 15 or by October 1 one year prior to the semester in which the student expects to finish). The school Dean will review the student’s academic record to determine whether all requirements for graduation have been successfully completed.

In summary, in order to be eligible for graduation, students are expected to know and satisfy all relevant degree requirements published in the *Saint Augustine's University Catalog* in effect when they declared their current major, including General Education core competency requirements, school requirements, as well as the major requirements. While students may expect to receive guidance in course selections and assistance in familiarizing themselves with the University's academic policies from faculty advisors, department chairs and school Deans, students shall be held responsible for satisfying all requirements necessary to earn their degrees. A student's failure to satisfy all relevant degree requirements is not a basis for making exceptions to the University's academic requirements and/or policies.

Candidates must also be financially cleared with the University. Students should review the financial information section of the *University Catalog* for a listing of graduation fees.

Independent Study Policy

Offering courses through independent study provides students an opportunity to complete courses required for graduation that may not be offered in the semester needed to complete requirements for the baccalaureate degree. Students needing to complete a required course in their major through independent study must obtain an application from the Office of the Registrar. Only students with the class standing of senior are eligible to apply for an independent study unless otherwise approved by the Provost.

The application requires prior written approval from the instructor teaching the course; the signature of the school Dean from the academic department offering the course; the signature of the school Dean in the student's major; the signature of the Provost; and the signature of the registrar.

The following policies shall govern independent study:

1. Independent study is limited to students with senior standing who are currently enrolled at Saint Augustine's University who must complete required courses in their major;
2. A student is limited to a maximum of three (3) independent study courses. Independent study may not be used to repeat a course unless otherwise approved by the Provost; and
3. A student may not enroll in an independent study course in any semester that the course is offered as part of the regular schedule of courses.

- **The faculty member teaching an independent study course must:**

Provide the student with a standard syllabus for the course; and the syllabus must include required meeting dates, weekly assignments/topics and graded assignments including an assignment that forms the basis for a mid-term and final grade.

Honor Graduates

In order to be eligible for honors at graduation, a student must have completed all requirements for the degree within seven years of enrolling in the University and must have earned a minimum of sixty (60) credits at Saint Augustine's University and earned a cumulative grade point average of 3.40 or greater. Recognition at graduation for honors in academic performance is as follows:

Summa cum Laude

3.80 to 4.00

Magna cum Laude

3.60 to 3.79

Cum Laude

3.40 to 3.59

General Education Program Mission Statement

The General College's mission is to provide an environment in which diverse learners can achieve academically, socially and spiritually to become 21st century leaders. The goal of the college is to (1) engage students, faculty and staff in teaching, learning and scholarship through interdisciplinary collaborations, (2) link curricular and co-curricular programs to the University Core Competencies of the general education program, and (3) increase global learning in academic and social experiences.

General Education Program Goals

Students who graduate from Saint Augustine's University share certain characteristics based on common learning experiences. Upon completion of the GEP course requirements, students should:

- Think critically and demonstrate a high level of proficiency in written and oral expression;
- Understand and apply mathematical concepts;
- Understand essential elements in the physical and natural sciences;
- Possess a basic understanding of social and behavioral sciences, and of the human environment and think in an informed manner about social and political issues;
- Possess an appreciation of cultural and spiritual values, creative expression and the history and experience of human society through courses in the humanities, fine arts, and languages;
- Reflect upon ethical and spiritual questions related to their intellectual interests, social responsibilities, and personal growth; and
- Know how to lead a healthy lifestyle based upon an understanding of the importance of physical, spiritual, emotional, economic and psychological wellness, which often includes exercise and the principles of physical and natural science.

A complete list of the core requirements and the courses that satisfy the competencies appears in the University Catalog. Time Limit (Seven - Year Rule)

Students matriculating as degree-seeking students at Saint Augustine's University are allowed seven consecutive years to complete degree requirements under the catalog in

effect when they entered the University or when they declared their current major, whichever event is the most recent. If students have not met the requirements for graduation under the catalog within the seven-year time frame, they will be denied eligibility for graduation under that catalog. Students whose time limit has expired will be graduated under the current University Catalog. Students exceeding the seven-year time limit may appeal in writing to the Provost for exceptions to this rule.

Residence Requirements: 25% Rule

All students enrolled in a baccalaureate degree program are required to complete the final 25% of semester hours of academic credit toward the degree in residence at Saint Augustine's University. The student should be enrolled at the University during the year in which the degree is granted. This requirement also applies to transfer students who are admitted to the University. Coursework taken within the Cooperating Raleigh Colleges (CRC) Consortium is considered "in residence." The department chair, school Dean, and the Provost must give prior written approval to students who have attained senior classification for a waiver of the 25% rule to support the completion of graduation requirements, including waivers for core competency requirements or major requirements as well as CRC coursework. Official transcripts from the CRC institutions where academic credit was earned must be forwarded to the Office of the Registrar prior to Commencement. Students who have earned a grade of "D" or "F" in a course required for graduation while enrolled at the University must repeat that course at Saint Augustine's University or one of the CRC colleges and obtain a grade of "C" or better. The Provost may make exceptions to residence requirements in conjunction with the approval support of the school Deans and the department chairs.

Earning a Second Baccalaureate Degree

Students wishing to pursue a second degree are responsible for initiating and coordinating any action relating to the majors, whether pursuing two degrees concurrently or successively. Saint Augustine's University will not permit a student to earn more than two baccalaureate degrees.

Prior to pursuing courses in the second major, students are encouraged to meet with the department chairs and the school Deans to obtain a full understanding of the courses and/or other requirements necessary for graduation. School Deans, department chairs, and faculty advisors are encouraged to meet regularly with students pursuing a second bachelor's degree to ensure that candidates for a second degree remain thoroughly familiar with all graduation requirements.

Students may not use one course to satisfy two sets of academic requirements. Students pursuing a second bachelor's degree at the University will not be awarded credit towards the second major for courses that were required to complete the first major. Thus, students who plan to graduate with two degrees and dual majors must satisfy the requirements for each major, including all supporting courses and electives with separate courses. Credit for supporting courses completed at another institution for other than the first major may be transferred to Saint Augustine's University as part of the maximum number (i.e., 90) of transferable credits. Students who satisfy all graduation requirements for two degrees shall receive two diplomas. Students pursuing a second degree at the University must satisfy all internal graduation requirements of the school in which their majors are located.

A student may earn two degrees concurrently at Saint Augustine's University by meeting the following requirements:

- Earn a minimum of 60 hours at Saint Augustine's University;
- Receive written approval from the school Dean in which the second major is located;
- Meet all graduation requirements for both degree programs;
- Satisfy all requirements for the two majors with separate courses; and
- Earn a grade of "C" or better in required majors' coursework.

Successive Pursuit of a Second Degree

Students who already hold a baccalaureate degree either from Saint Augustine's University or another regionally accredited university or university may earn a second baccalaureate degree at Saint Augustine's University by meeting the following requirements:

- Complete a minimum of 30 credit hours towards the requirements for the second baccalaureate degree at Saint Augustine's University;
- Satisfy all current requirements for the second major, including all course prerequisites;
- Earn a grade of "C" or better in the required major coursework; and
- Earn a cumulative grade point average of 2.0 or higher in all coursework earned at Saint Augustine's University.

Students who have previously earned a baccalaureate degree at Saint Augustine's University or at another regionally accredited institution and who wish to acquire a second baccalaureate degree from Saint Augustine's University must satisfy the current major requirements in effect when they enroll for the second baccalaureate degree.

Semester Credit Hours

A semester credit is defined as one 50-minute class per week (or its equivalent) for one semester. For example, a three-hour class may meet for three 50-minute periods per week, or for two 75-minute periods per week, or for a combination of the two formats per week for one semester. Laboratory and studio classes normally require two to four hours in class per week to be equivalent to one semester hour.

Credits Earned at Accredited U.S. Colleges

Once a student has matriculated at Saint Augustine's University, he/she may not pursue courses at another accredited college or university as transfer credits towards a degree without obtaining, in advance of registration for such courses, written approval from the department chair, the school Dean, and the Provost. The University may not accept courses taken without such prior approval. Further, after a student has earned 65 or more semester hours of academic credits at another college, credits earned after enrolling in Saint Augustine's University from a junior college, community college, technical institute or other comparable institution will not be accepted as transfer credits.

Students transferring from regionally accredited community colleges and/or technical institutes will receive appropriate credit for courses completed. The student must, however, meet the requirements of the Saint Augustine's University major, even if this involves pursuing freshman

and sophomore level courses. The respective school Dean and/or department chair will review the record of the transfer student and will make the final recommendation on the course's applicability towards the major. This procedure will also apply in cases where the transfer student has earned the Associate of Arts or the Associate of Science degree from a state-approved program or programs approved by the Southern Association of Colleges and Schools. All transfer credits will be evaluated where applicable but will not be computed in the grade point average at Saint Augustine's University.

Credits Earned at Foreign Colleges

Students transferring credit from courses taken or degrees completed at colleges and/or universities in foreign countries must have their transcripts forwarded to either World Educational Services (WES) or Educational Credential Evaluators, Inc., (ECE) for the evaluation of foreign educational credentials. The student should request that the transcript evaluation be sent from WES or ECE to the Office of the Registrar at Saint Augustine's University. The student must also provide the Office of the Registrar with an official copy (including the foreign institution's seal or stamp) on the transcript. The registrar shall forward a copy of both the transcript and WES' or ECE's evaluation of the transcript to the department chair. The respective school Dean and/or department chair will review the transcript and the transcript evaluation of the international student and will make the final determination on courses to be taken and/or credit accepted towards the degree. The international student must, however, meet the graduation requirements as found in the current *Saint Augustine's University Catalog*, even if this involves pursuing freshman and sophomore level courses.

Cooperating Raleigh Colleges (CRC)

Through an agreement with North Carolina State University, Shaw University, Meredith College, William H. Peace University, and Wake Technical Community College (i.e., the Cooperating Raleigh Colleges or the "CRC"), students may take courses and pursue programs of study, including courses leading to a minor, when such courses are not offered at Saint Augustine's University. Fall and Spring Semester credits earned through the CRC are not considered transfer credits and, therefore, are computed in the students' semester and cumulative grade point averages. Students who are enrolled at Saint Augustine's University and who are interested in taking courses through the CRC must receive written permission prior to registration at the CRC institutions from the department chair, the school Dean and the Provost. During the summer there is no inter-institutional program with local colleges.

Students who have previously enrolled in courses at Saint Augustine's University and who received a grade of "D" in courses required in the major must repeat such courses at Saint Augustine's University or one of the CRC institutions when not offered at Saint Augustine's University. Where there are extenuating circumstances that students believe warrant consideration in the application of this policy, students should appeal in writing to the department chair of the department in which the course is offered and written authorization must be granted prior to enrolling in the course through the CRC by the school Dean and the Provost.

Articulation Agreements

Students who enroll as transfer students from a North Carolina Community College System institution and who have earned either an Associate of Arts or an Associate of Science two-year degree are able to transfer and enter Saint Augustine's University at the junior class level with all general education requirements satisfied. However, in the event that a major course requires a pre-requisite that has not been satisfied as part of the community college curriculum, then the student will be required to take that pre-requisite in order to satisfy the major course requirement.

If a student earned a two-year degree with an Associate in Applied Science, then the student's academic coursework will be transferred on a course-by-course basis. Course applicability is at the discretion of the academic school Dean upon the recommendation of the major department chair.

Credit for Prior Learning

Students may submit evidence that they have met the student learning outcomes (SLOs) required for the Transformative Education Program or major curriculum through life and/or work experience. Students who demonstrate that they have mastered competencies in the prescribed SLO's may receive college credit and are not required to take courses covering the mastered content. Prior learning may be demonstrated by

- Self-Acquired Competency (S-A-C)
 - Advanced Placement (AP) Examination
 - College Level Examination Program (CLEP)
 - Credit by Examination
 - Educational Experiences in the Armed Services
 - International Baccalaureate
 - European Patterned Education
- 1.
- A maximum 30 credits toward bachelor's degrees may be established by Self-Acquired Competency (S-A-C).
 - A maximum 60 credits toward bachelor's degrees may be established by examination.
 - Credit for Prior Learning may be applied toward graduation, but not toward residency requirements.
 - Application for Credit for Prior Learning must be submitted prior to the completion of 90 credits for bachelor's degree programs.
 - No credit may be established by examination in any course in which the examinee has previously earned a grade below "C," or in any course previously attempted or audited by the student.
 - Credit earned by departmental examination will usually be restricted to lower-division (100 and 200 level) courses.
 - Tuition and fees may be charged prior to examination or for posting of credit above eighteen (18) hours.
 - All credits earned through Prior Learning options will be counted for purposes of the Financial Aid Satisfactory Progress policy.

Self-Acquired Competency

Self-Acquired Competency is academic credit for learning that occurred outside the classroom. Current students or applicants may request credit by submitting a written request and a portfolio documenting mastery of the content area(s) and the outcome(s) to a faculty member or the appropriate faculty committee. Portfolios will be externally evaluated through the Council for Adult and Experiential Learning (CAEL), American Council on Education (ACE) or approved faculty member(s) with expertise in the major field of study will evaluate the portfolio and determine whether credit(s) should be granted.

The National Guide to Educational Credit for Training Programs published by the American Council on Education lists credit recommendations for programs and courses sponsored by non-academic organizations to employees or members. Students seeking credit for educational experiences in the armed services must provide AARTS or SMART transcripts, verified by the services, and evaluated and endorsed by ACE. For more information, contact the Registrar.

International Baccalaureate Degree: Students who achieve 5, 6, or 7 in an individual higher-level examination may receive credit for an equivalent course at Saint Augustine's University. Official transcripts must be issued by the International Baccalaureate North American office.

European-Patterned Education: Students may earn up to one year of credit for completing the courses and the national examination for advanced high school work equivalent to a thirteenth year of school, depending on examination results, course syllabi and subjects taken. Saint Augustine's University requires an officially certified copy of externally issued exam results that show the scores for each exam subject, with an official English translation. Advanced credit is most often awarded for these programs:

British GCE Advanced-level or AS-level examinations
Canadian (Quebec) two-year College d'enseignement General et Professionnel
Caribbean Advanced Proficiency Examinations (CAPE) when two units are completed
Danish Studentereksamen
Finnish Ylioppilastutkinto
French Baccalaureate exams
German Abitur exams
Hong Kong HKALE
Icelandic Studentsprof - Menntaskoli exams
Italian Maturita
Lebanese Baccalaureate
Netherlands Voorbereidend Wetenschappelijk Onderwijs (VWO)
Norway Vitnemal
Singaporean Advanced-level exams
Swedish Fullständigt Slutbetyg från Gymnasieskolan
Swiss Federal Maturite exams

Academic Travel Program Credit: Academic programs that provide travel courses and study abroad carrying one to three credits. To register for these courses, a student must submit a petition to a special review committee consisting of the chair of the appropriate school, the coordinator of the appropriate program, director of Global Study Abroad and a faculty member.

The student must prepare and submit a portfolio including a written report describing the experience to the committee for its approval before credit can be granted.

To be considered for credit, the travel must be a bona fide, full-time intercultural experience of intensity and depth that exposes the student to another culture, either interurban or international. In general, one credit is granted for each week of travel to a maximum of six credits.

A travel program experience may be developed as an Independent Learning Plan (ILP) to meet the student learning outcomes for the global perspective competency. Students must work with a faculty member and the director of Global Study Abroad to develop methods for demonstrating and documenting required outcomes within the experience and identify methods by which the experience may be assessed. The ILP must be reviewed and approved on the Study Abroad Approval Form by the review committee, which may require alterations to the ILP. The committee will review documentation of the experience and review or conduct appropriate assessments before credit for achievement of the student learning outcome for global perspective is granted. It is possible for one travel program experience to meet outcomes in more than one area. For example, an experience could meet outcomes for the Business program and also meet the competency for global perspective.

Credit by Examination

College Level Examination Program (CLEP)

CLEP is a national program of credit-by-examination that offers students the opportunity to obtain recognition for college-level achievement. CLEP offers subject examinations. CLEP credits will be reflected on the student's transcript as transfer credits. No more than twenty-four (24) hours of credit can be received through CLEP tests for both general and subject examinations combined.

To be considered for credit students must achieve scores of 50 or higher for each CLEP exam. No credit may be granted for CLEP tests, which are repeated. If a student fails a CLEP test and then retakes the test, the student may not receive credit even if the subsequent score meets the criterion.

The amount of credit to be awarded is to be determined by the registrar and school Dean in whose department/school the test falls. Credit will be granted only when an official CLEP score report is sent directly from the College Board to the Office of Registrar. Duplicate reports, examinee's copies or score reports received in any other manner, with the exception of a CLEP examination administered at the College, are not acceptable.

Advanced Placement Examinations

Part A

Saint Augustine's University awards advanced placement and/or degree credits for certain college-level courses based on the results high school students may obtain on some of the College Examination Board Advanced Placement Examinations. A list of courses that are acceptable for exemption by Saint Augustine's University has been included in the following chart. Students who wish to receive advanced placement for subjects not listed below, and who

have earned a score of 3 or higher, should request that the school Dean and department chair of the department in which the subject is located review their examination scores for the assignment of advanced placement credit. Students desiring to receive credit for advanced placement examinations should request that the examination scores be sent to the Office of Admissions at Saint Augustine's University by contacting:

Advanced Placement Service
 Post Office Box 6671
 Princeton, New Jersey 08541
 Telephone #: 1 (888) 225-5427
 E-mail: apexams@info.collegeboard.org

Part B

Additionally, advanced placement credits may be awarded to high school students who have enrolled in selected courses at the University upon enrolling as a matriculating student at Saint Augustine's University. Under certain circumstances, high school students classified as juniors or seniors with a grade point average of 3.00 or better and a letter of recommendation from their high school principal may be granted permission to take university course work. Upon matriculation and approval by the school Dean and department chair of the department in which the course was taken at Saint Augustine's University, the student will be granted college credit.

Advanced Examination	Placement Score	Course Eligible for Exemption			Credits Awarded
Art History	5, 4 or 3	ART	130	Art Appreciation	3
		ART	331	Survey of Art History I	3
Art Studio	5, 4 or 3	ART	131	Introduction to Drawing	3
		ART	132	Color and Design	3
Biology	5 or 4	BIOL	131	Fundamentals of Biology	4
		BIOL	133	Principles of Biology I	4
		BIOL	134	Principles of Biology II	4
Chemistry	5 or 4	CHEM	141	General Chemistry I	4
		CHEM	142	General Chemistry II	4
Economics	5, 4 or 3	ECON	235	Principles of Microeconomics	3
		ECON	236	Principles of Macroeconomics	3
English					
Literature/Composition	5, 4 or 3	ENGL	131	English Composition I	3
Language/Composition	5, 4 or 3	ENGL	132	English Composition II	3
French					
Language	5, 4 or 3	FREN	131	Elementary French I	3
Literature	5, 4 or 3	FREN	331	Survey of French Literature	3
German	5, 4 or 3	GERM	131	Elementary German I	3
Government/Politics					
American	5, 4 or 3	POLS	210	American National Government	3

Comparative	5, 4 or 3	POLS	332	Comparative Politics	3
History					
American	5, 4 or 3	HIST	231	American History I	3
			or		
American	5, 4 or 3	HIST	232	American History II	3
Mathematics					
Algebra	5, 4 or 3	MATH	131	College Algebra	3
Calculus (AB or BC)	5, or 4	MATH	231	Calculus I	4
	3	MATH	232	Calculus II	4
Music					
Listening/Literature	5, 4 or 3	MUSIC	135	Music Appreciation	3
Theory	5, 4 or 3	MUSIC	131	Music Theory and Ear Training I	3
Physics					
Physics B	5, 4 or 3	PHYS	241	General College Physics I	4
			or		
			242	General College Physics II	
Physics C		PHYS			4
Mechanics, Electricity/Magnetism	5, 4 or 3	PHYS	243	General Physics I	4
		PHYS	244	General Physics II	4
Spanish					
Language	5, 4 or 3	SPAN	131	Elementary Spanish I	3
	5, 4 or 3	SPAN	331	Survey of Spanish Literature	3

Proficiency Exam

Students enrolled at Saint Augustine's University may have developed knowledge and skills that match the knowledge and skills to be achieved in certain courses at the University. A student may request credit by examination for the purpose of validating this knowledge of the material presented in a course. To be eligible to take a proficiency exam a student must show evidence of preparedness, such as high achievement in private or public secondary schools, military service, or work experience which will qualify one for advance standing; documentation must be provided. Challenge procedures:

To challenge a course, a student must have the approval of the school Dean, after consultation with their advisor, to take a proficiency test in a particular course.

No student will be allowed over two examinations for credit per semester, up to a maximum of 15 hours per degree.

No freshman student will be allowed to earn credit by examination for 300 or 400 level courses.

Only grades of "C" or better will be approved for credit toward graduation.

Students may not challenge courses in which they have previously made a grade other than "W."

The appropriate department will administer the examination. The standard fee (existing tuition and fees) will be charged, payable after the proficiency exam has been authorized. No fee paid to take a proficiency exam will be refunded regardless of the result of the examination. Only the Provost may make an exception to these rules upon the recommendation of the school Dean.

Military Credit

Credit earned while a student was a member of the United States Armed Forces, including credit earned for military training, may be accepted at Saint Augustine's University upon review by the department chair and school Dean and upon approval of the Provost. The Provost may require that the student submit an evaluation of credit earned while in the Armed Forces from such national organizations as the American Council on Education.

Class Load Limits and Excess Credits

As part of the University's completion agenda Falcon 15: Focus on the Finish, all students are encouraged to take at least 15 credit hours per semester. The minimum academic load during a semester for a regular, full-time student is 12 semester hours. The normal full-time class load is defined as 12 to 18 semester hours per semester. A class load in excess of 18 hours is considered an overload and will require the approval of the department chair, school Dean and written authorization from the Provost. A student whose cumulative grade point average is less than 3.00 may not register for overload hours in any semester. **No freshman may take an overload.** Authorization for registering for excess credits must be granted in writing by the last day of registration as reported on the University's current academic calendar for the semester in which an overload is requested. Additional tuition and fees will be charged (see the section of the *University Catalog* on financial information) for overloads. Students with class loads of less than 12 hours are part-time and will be billed accordingly.

Classification of Students

A student is classified as a freshman at the time the student enrolls at the University. The classification of students is based upon the number of credits earned as follows:

<u>Class Level</u>	<u>Enrollment Level</u> <u>Number of Semester Hours</u>
Freshman	0 – 29 semester hours
Sophomore	30 – 59 semester hours
Junior	60 – 89 semester hours
Senior	90 semester hours and above

	<u>Enrollment Status</u>
Full time	Students who are pursuing a minimum of 12 semester hours
Part time	Students who are pursuing less than 12 semester hours

Class Attendance

With the intent of optimizing student performance and ensuring that students have the opportunity to achieve academic success, students are expected to attend all classes. Faculty members shall provide as part of their course syllabus a clear explanation of their policy on unexcused absences and class attendance including the consequences of violating their policy. The faculty member's policy on unexcused absences and class attendance must be distributed to students within the first week of classes each semester. Excessive absences may result in a failing grade. It is the sole responsibility of the student to withdraw from a course they are no longer attending.

Students who occasionally fail to attend class may have a valid documented reason for their absence. Students who possess acceptable documentation for their absence from class will be allowed to make up and/or complete class assignments, tests, quizzes, papers, etc. Students must, whenever possible, provide prior notice to the faculty of their intended absence and upon the request of the faculty provide documentation that will account for their absence on the date(s) of the class assignments, tests, quizzes, papers, etc. For example, faculty members may request that students provide documented evidence of:

Personal Sickness, e.g., a written statement from a nurse, doctor, or hospital records;

Death in Family, e.g., a funeral program, documentation from the funeral director, and/or minister;

Emergencies, e.g., appropriate evidence sufficient to document the particular emergency; or

Participating in Required School Activities, e.g., a written statement from the appropriate University official such as a coach, band director, choir director, etc.

Students on academic probation are allowed no absences unless approved through the Office of Academic Affairs. Students who fail to meet this condition are subject to suspension.

The academic schools of the University may adopt supplementary rules on attendance not inconsistent with these general rules with the approval of the Provost. The Provost has the authority to suspend any student who fails to meet academic requirements or to abide by academic regulations.

Inclement Weather

In the event of inclement weather, students and faculty are expected to observe normal schedules unless the University is closed or University officials issue an announcement about the abbreviated or changed schedule. When the President (or designee) closes the University, public announcements will be made on the University's website, the RAVE emergency warning system, and through local media.

Final Examinations

The normal expectation is that the completion of a course will include a final examination; it is the faculty member's prerogative not to have an examination if doing so would not be appropriate for that particular course. The University registrar publishes the official final examination schedule each semester.

If an examination is given, the faculty member is required to administer it during the assigned period. Grades must be submitted to the Office of the Registrar by the deadline given.

A departure from the published schedule may be made only with the sole approval of the Provost.

Academic Standing

Academic Warning

A student is placed on academic warning when the student's semester grade point average is below 2.00, but the cumulative grade point average is 2.00 or higher.

Academic Probation

Students whose cumulative grade point average (GPA) falls below a 2.0 at the end of any given grading period (semester) are automatically put on academic probation. In addition, a full-time student may be placed on probation if they earn less than 6 credit hours in a semester. Students on academic probation are restricted to thirteen (13) credits per semester. Students shall remain on academic probation until their cumulative GPA rises to a 2.0 or better, and students must abide by the 13-credit hour limit during the entire period of their probation. Probationary status is reviewed at the end of each semester and students who fail to abide by the credit limits for probation may have their schedules administratively adjusted by the registrar in order to ensure compliance with the University's policy on academic probation.

Academic Suspension

Academic suspension occurs when a student fails to meet the standards of minimum progress listed below. A full-time student may be considered for suspension or withdrawal when a student has been on probation and/or shows extreme failure to meet the academic standards of progress towards a degree. For example, if the student has a semester or cumulative average at or near 0.0 and/or passed ("C" or better) 3 or less credits in a given semester. A student who has been academically suspended may improve his/her academic standing by attending summer school at Saint Augustine's University. Attendance at summer school, however, does not result in automatic readmission to the University. Students may be readmitted to the University at the discretion of the Provost.

Students who are academically suspended must submit a letter of appeal to the Provost. Such appeals shall be in writing and must be submitted thirty days prior to the start of the term in which the student is requesting readmission. Students who are readmitted after academic suspension are on academic probation and must meet the requirements for students on academic probation until their cumulative grade point average (GPA) is a 2.0 or better. A student who has been readmitted following academic suspension and who maintains a current term GPA of 2.0 or better shall not be academically suspended although his/her cumulative GPA at the end of the spring semester may be less than a 2.0. Students receiving a second academic suspension must wait one complete year before applying for readmission.

Standards of Minimum Progress

In order to avoid being academically suspended from the University, a student must meet the following minimum standards of progress:

- A student who has attempted 24 to 49 semester credit hours must have earned a cumulative GPA of at least 1.75;

- A student who has attempted 50 to 79 semester credit hours must have earned a cumulative GPA of at least 1.85;
- A student who has attempted 80 or more semester credit hours must have earned a cumulative GPA of at least 2.00.

Grading

The grading system is based upon semester hours. The faculty may award the following grades:

Letter Grade	Description	Numeric Grade	Quality Points Per Semester Hour of Credit
A	Excellent	90 and above	Four
B	Good	80 to 89	Three
C	Fair	70 to 79	Two
D	Passing but poor	60 to 69	One
F	Failure	Below 60	None
I	Incomplete	Quality points will not be used to compute the student's term GPA.	

Please note:

- Students must pass all courses in their major including supporting courses from other disciplines, with a grade of "C" or better. Thus, students who receive a grade of "D" or "F" in any course in their major are required to repeat that course at Saint Augustine's University.

Withdrawal ("W") is non-punitive (not used to compute the student's cumulative GPA).

Grade Change Policy

It is the University's policy that once a final grade is recorded, no changes are allowed. The only exceptions to this policy are as follows:

An "I" (incomplete) grade may be given in exceptional cases to a student whose work in a course has been satisfactory, and, due to documented illness or other documented emergencies beyond the student's control, he/she has been unable to fulfill specific course requirements such as the final examination, a notebook, an experiment, or a research or term paper. The student must complete the work **by the end of the second week from the beginning of class** in the next semester following the granting of an incomplete ("I") grade; otherwise, the "I" grade is automatically converted to the **Guaranteed Grade**. Although a petition for the "I" grade may be initiated by the student or by a faculty member, the recording of the "I" grade must be approved by the department chair and by the school Dean. The Office of the Registrar provides faculty with a special form for the removal of an "I" grade.

The grade must be removed **by the end of the second week following the beginning of class** (in the semester following the one in which the "I" was granted) as stated on the academic calendar or the Incomplete ("I") will automatically convert to the **Guaranteed Grade**. An incomplete grade ("I") shall not be recorded as a mid-term grade by a faculty member.

Recording error(s) and/or miscalculations of a grade must be changed no later than the end of the semester following the recording error or miscalculation. Grade changes must be approved

by the Provost and supported by the department chair and the school Dean. All grade changes requested because of recording error(s) and/or miscalculations of a grade must be supported by documentation from the faculty member who made the error; i.e., grade books, papers and examinations and calculation records.

Within the first 30 days of a degree being conferred by the President of Saint Augustine's University, a graduate may challenge his/her grades. The graduating student has the right to challenge only the grades earned in the final semester. Grades from previous semesters shall not be changed. Once that time period has expired, the transcript is officially sealed and neither grades nor earned credits will be changed.

Academic Appeals

The academic appeal process requires that a student first discuss the academic dispute with the faculty member who accused the student, or assigned the grade, or initiated the penalty, or with whom the dispute first surfaced. If the dispute is not resolved in conversation(s) with the faculty member, the student shall next address the matter with the chair of the department in which the course is taught. If the matter is still in dispute following the investigation and determination by the department chair, the student has a right to appeal to the Dean of the school in which the dispute arose. In cases where the recommended penalty is that the student be suspended or expelled, or where the student's degree or certification is revoked, students may appeal in writing to the Provost.

Specifically in cases involving allegations of academic dishonesty students shall be provided with: (1) adequate notice of any offense with which they are charged; and, (2) an opportunity to be heard by the Dean of the school in which the offense is alleged to have occurred.

Credit for Repeating a Course

Students are permitted to repeat only courses in which a grade of "D," "F" or "W" has been earned. The grade that is used is the highest according to the computer program. Students must repeat all courses in the major, including supporting courses required in other disciplines, in which a grade of "D" or "F" was received. In order to receive credit for repeating a course, the new course must contain the identical course prefix and number with regards to the department in which the two courses are located. The repeated courses must be taken at Saint Augustine's University or at a CRC school during the fall or spring semesters with permission from the Office of Academic Affairs. The student's transcript will reflect that the course has been repeated.

Grade Reports

Grade reports are not mailed. Student grades may be accessed online. After grades are submitted by the instructor, they are processed and issued by the Office of the Registrar. Students should examine their grade report carefully. If no grade report is received, the student should contact the Office of the Registrar immediately.

Any error in a grade report must be reported in writing by the student who received the grade or by the instructor who issued the grade to the department chair and the school Dean by the last day to withdraw from class (as reflected on the University's current academic calendar) in

the semester following the issuance of the grade. Any grading error not reported by such time shall become the permanent grade on the student's transcript.

Dean's List and Honors List

The Dean's List is achieved by having a semester grade point average of 3.00 and above for a minimum of 12 credit hours and no grades below a "C." The Honors List is achieved by having a cumulative grade point average of 3.00 or above with a minimum of 30 credit hours earned at Saint Augustine's University and no grades below a "C."

Dropping Classes

Students may drop classes without academic penalty according to the deadline published in the University's current academic calendar. Students are advised that discontinued attendance does not constitute dropping a class. Failure to report for any class that appears on students' schedules or discontinuation of attendance without officially dropping the class or withdrawing from the course or the college will result in a grade of "F," which is computed in the semester and cumulative averages. Students should refer to the financial Information section of this catalog to determine the billing and financial impact, if any, of dropping classes.

Withdrawal from a Course

Withdrawing from a course is recognized as officially and permanently leaving that course after the drop/add period. Students may withdraw from a course according to the deadline published in the University's current academic calendar or publicized widely on campus. Students who desire to withdraw from a course should secure a Course Withdrawal Form from the Office of the Registrar. Processing of the withdrawal form will begin after the student has returned it to the Office of the Registrar, with the signatures of their academic advisor and the school Dean in the student's major. Students officially withdrawn from a course are assigned a permanent grade of "W" by the registrar. Students should refer to the financial Information section of this catalog to determine the billing and financial impact (if any) of withdrawing from a course.

Withdrawal from the University

A student is not officially withdrawn from the University until an application has been signed by the appropriate university administrators and returned to the Office of the Registrar. Students are encouraged to notify their instructors when withdrawing from the University. University property (such as dorm keys and ID cards) must be returned to the Office of Student Development and Services at the time of withdrawal. Upon completion of the withdrawal procedure, the student's transcript is annotated with a grade of "W" for all courses in which a student is enrolled at the time of withdrawal as well as the date of withdrawal. A student who stops attending class and/or leaves the University without processing a formal withdrawal application form shall receive an "F" grade in each course in which the student is registered.

A student may withdraw from the University at any point up to two weeks before the date for the start of final exams. Students should refer to the dates listed on the current academic calendar. Students who withdraw from the University and who do not re-enroll within one academic year must meet the requirements of the current catalog, as well as requirements in the major. Students who have withdrawn from the University and more than an academic year has passed since they re-enrolled may appeal in writing to the Provost for a review of

circumstances that may warrant consideration of an exception to the application of this rule. Students should refer to the Financial Information section of this catalog to determine the billing and financial impact, if any, of withdrawing from the University.

Class Cancellation Policy

Classes can be cancelled based upon low enrollment. A department chair may recommend cancellation of a class for approval of the Dean and the Provost. Class cancellations can also originate from the Office of Academic Affairs. The students are advised of the pending cancellation and the other options by either the instructor on record or the chair of the department. When a class is cancelled, the students are dropped without financial penalty or any record of the class on their transcripts. Additionally, the students are required to meet with their academic advisors and/or department chairs to obtain alternative classes.

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act of 1974 (FERPA), also known as the Buckley Amendment, gives students the right to: (1) inspect and review their educational records; (2) consent to release of educational records to a third party; (3) request amendment of information believed to be incorrect that is included in the educational records; and (4) be notified of their rights under FERPA. Also under FERPA, the student must authorize, in writing, the release of any part of his/her records including grades. It is the policy of Saint Augustine's University to comply with the terms and conditions of FERPA.

Majors and Minors

Declaring a Major

Students may declare their major discipline of study when they are admitted to Saint Augustine's University. Students who do not declare a major at the point at which they are admitted to the University are regarded as "Undecided." All freshman students, even if they declare a major, will be assigned an academic advisor from the Academic Advising Center. After their first year of study, students in good standing will be assigned academic advisors in the departments of their chosen majors.

Special Design Major

The Special Design Major accommodates students whose particular interests, background, or professional objectives are not served by traditional BA or BS degree programs offered at Saint Augustine's University. The purpose of the Special Design Major is to make available to students who satisfy the prerequisites for the program the opportunity to design, with faculty approval, a flexible interdisciplinary curriculum. Admission to the Special Design Major is limited to students whose individualized programs can be organized around a special topic or a cross-disciplinary inquiry that is original and involves work in more than one department.

The Special Design Major is not intended to bypass normal graduation requirements and may not be used to duplicate formally structured degree programs at Saint Augustine's University. It is reserved for students who cannot find an established degree program that meets their special

interests and career goals that cross disciplinary lines. Students will be able to take courses in disciplines not offered at Saint Augustine's University through the Cooperating Raleigh Colleges consortium (CRC).

Concentrations within a Major

A concentration is a series of defined courses, usually nine (9) to twelve (12) hours, required within the major course requirements. A concentration provides the student with an increased measure of proficiency in a specific area within the chosen major. These courses, selected in conjunction with the academic advisor, generally carry the course prefix of major courses offered by the school. A major concentration is not printed on the University transcript.

Change of Major

The Change of Major form is required in order for students who were formerly "Undecided" to declare a major or for students to change their current major. A Change of Major form is available from the Office of the Registrar, and students must secure the appropriate signatures and return the form to the registrar. When students change their major, however, they are required to satisfy the current requirements in effect at the time the Change of Major form is completed.

Qualitative Performance in the Major

Students must earn a grade of "C" or better in all courses in the major, including supporting courses required in other disciplines. Courses in the major in which a grade of "D" or "F" was received must be repeated at Saint Augustine's University or at one of the CRC schools with permission.

Declaring a Minor

Students may declare a minor (in departments in which there are published requirements for a minor) in departments other than the one in which their major is located. The minor must be published in the current *University Catalog*. A student who wishes to minor in a particular discipline must successfully complete eighteen (18) credit hours of required courses in the minor. Students who successfully complete the requirements for a minor shall have the minor indicated on their transcript. No course at Saint Augustine's University may be used to satisfy two or more requirements. Thus, the 18 credit hours must be in elective courses that the student is not using to meet school, departmental, or major requirements. In order to successfully complete a minor, the student must earn a grade of "C" or better in all courses required in the minor. Students who have earned a grade of "D" in a course required in the minor but who have otherwise completed all other requirements for graduation may graduate but will not have the minor recorded on their transcript. Students are advised to confer with the department chairs in which the minor is offered prior to declaring a minor.

Academic Honor Code

Academic Dishonesty

The primary mission of the faculty at Saint Augustine's University is to teach students the major paradigms and the content of their respective discipline. The faculty encourages each student to achieve the highest academic ideals. The faculty also strives to make certain that their evaluation of students' academic performance accurately reflects each student's true merit. Because academic dishonesty interferes with the faculty's mission of educating and evaluating students, academic dishonesty will not be tolerated at Saint Augustine's University. The policy of the University is that any student found to have engaged in academic dishonesty shall fail the assignment and may fail the course. The student may also be referred to the Dean of the school in which the student's major is located and to the Provost for additional disciplinary action. All instances of academic dishonesty are subject to the full range of penalties at the University's disposal.

Penalties for Academic Dishonesty

Any student found to have engaged in academic dishonesty at the University shall fail the test or assignment for which the student cheated and may be subjected to one or more of the following penalties including: failure of the course in which the academic dishonesty occurred; written reprimands from the department chair, school Dean, and/or the Provost; and suspension and/or expulsion from the University. Suspension is for a specified period, not to exceed two years. On the other hand, expulsion is the permanent separation from the University. Depending on the severity of the academic dishonesty, a student may be suspended or expelled although the accused student has never received a lesser penalty for previous academic misconduct. Finally, when an act of academic dishonesty is found to invalidate a major academic requirement for a degree, then the penalty may include a recommendation to the Provost to revoke a certification or not grant a certification, and/or to revoke a degree. Students who have engaged in academic dishonesty may also be required to participate in counseling, take reduced credit loads, and/or be denied admittance to certain majors or programs. In addition to the aforementioned penalties, other sanctions may be imposed, such as, but not limited to, financial restitution, campus or community service, and additional educational requirements.

Types of Academic Dishonesty

Below is a list of common forms of academic dishonesty. The list is not intended to be an exhaustive representation of all the possible forms of academic dishonesty.

Cheating

Cheating is the use of or the attempted use of unauthorized information such as books, lecture notes, study aids, answers or other materials from students and/or other sources, for the purpose of submitting a part or all of the unauthorized information as one's own individual effort in any class, clinic, assignment, or examination. Helping or attempting to help another student commit any act of academic dishonesty is also a form of cheating.

Plagiarism

Plagiarism is the submission, either orally or in writing, of words, ideas, drawings, or other works of another person as one's own without providing the appropriate citation or otherwise

referencing the source of such words, ideas, drawings, or other works of another person for the purpose of receiving credit for having completed an academic assignment.

Abuse of Academic Materials

Abuse of academic materials is destruction of the University's property including defacing the University's academic resource materials stored in the library, archives, faculty and administrative offices.

Stealing

Stealing is the unauthorized taking or withholding the property of another and thereby permanently or temporarily depriving the owner of its use or possession.

Lying

Lying is making any oral or written statement, which the student knows, or should know, is not true or accurate.

Academic Dishonesty Appeal Process

The procedure for resolving disputes of academic dishonesty or for resolving any dispute concerning a student's academic standing at Saint Augustine's University is the Academic Dishonesty Appeal Process. The Academic Dishonesty Appeal Process requires that a student first discuss the academic dispute with the faculty member who accused the student, or assigned the grade, or initiated the penalty, or with whom the dispute first surfaced.

If the dispute is not resolved in conversation(s) with the faculty member, the student shall next address the matter with the chair of the department in which the course is taught. The department chair shall: investigate the matter thoroughly; make a record of the relevant evidence; and make a determination about the nature of the dispute or appropriateness of the accusation, the grade, or the penalty imposed on the student. If the matter is still in dispute following the investigation and determination by the department chair, the student has a right to appeal to the school Dean in which the dispute arose. In cases where the recommended penalty is that the student be suspended or expelled, or where the student's degree or certification is revoked, students may appeal in writing to the Provost.

Specifically in cases involving allegations of academic dishonesty students shall be provided with: (1) adequate notice of any offense with which they are charged; and (2) an opportunity to be heard by the Dean of the school in which the offense is alleged to have occurred. The penalty imposed by (or approved by) the school Dean shall be based on evidence collected and recorded by the faculty member, the department chair, and/or the school Dean. The Dean of the school in which the student's major is located shall also be notified of the academic dishonesty and of the penalty imposed by the Dean of the school in which the academic dishonesty occurred.

ADA Compliance Program for Students with Disabilities

The ADA Program offers quality services, reasonable and effective accommodations to students with disabilities to enhance their academic success, participation in educational programs, and quality of campus life.

Saint Augustine's University supports the protection available to members of its community under all applicable Federal laws, including Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, Title IX of the Educational Amendments of 1972, and Title VI and Title VII of the Civil Rights Act of 1964.

Each student's program of study is given individual attention to take personal needs into account. The ADA compliance officer invites all students with special needs of all types to take advantage of the support services provided by the University, to enable them to reach their full academic potential.

Title IX

Saint Augustine's University prohibits any and all discrimination and harassment on the basis of race, color, national origin, ancestry, religion, sex, sexual orientation including gender identity, marital status, civil union status, age, physical or mental disability, military status, or unfavorable discharge from military service in regard to the administration of educational programs, admission of students, employment actions, athletics or other sponsored activities. The University also complies with Title IX of the Education Amendments of 1972, which prohibits discrimination (including sexual harassment, sexual misconduct and sexual violence) based on sex in the University's educational programs and activities. Title IX also prohibits retaliation for asserting such claims of discrimination. The University has designated Title IX coordinators, listed on the Title IX webpage, in handbooks, on the Office of Human Resources website, and listed below, to coordinate the University's compliance with and response to inquiries concerning Title IX. A person may also file a written complaint with the Department of Education's Office for Civil Rights regarding an alleged violation of Title IX by visiting www2.ed.gov/about/offices/list/ocr/complaintintro.html or by calling 1-800-421-3481. For information or for filing complaints regarding Title IX compliance and complaint procedures, contact the University's Title IX coordinators.

Saint Augustine's University policy describes in detail the obligations of University faculty and staff in preserving the confidentiality of student educational records. Generally, University representatives are prohibited by federal law from disclosing confidential information from those records except under specified circumstances and are required to permit students to inspect educational records identifying the student. Faculty members are advised not to disclose information from student records, including grade and other evaluations, to third parties, including parents, without the written permission of the student.

ORGANIZATION AND GOVERNANCE

The Board of Trustees of Saint Augustine's University

The Board of Trustees is responsible for ensuring the University's compliance with the education, research and public service roles that it has assigned to it. Other responsibilities include advising the President on budget, planning, policies governing the operation and development of the University and other matters it deems appropriate.

In particular, the Board of Trustees is responsible for the general determination, control, supervision, management and governance of all affairs of the institution and may adopt such policies and regulations as it deems wise.

The Board of Trustees has specific responsibility for, among other things:

1. Approving faculty promotions resulting in the conferral of permanent tenure.
2. Approving appointments of senior administrative officers.
3. Approving salary increases for senior administrative officers.
4. Approving new degree programs.

The President and the General Administration of Saint Augustine's University

President

The Office of the President and the Executive Council is the operational level between the Board of Trustees and faculty, staff and students. The President is the Chief Executive Officer of Saint Augustine's University and has complete authority to manage the affairs and execute the policies of the University, subject to the direction and control of the Board of Trustees.

Specifically, the administrative and executive head of Saint Augustine's University is the President, who exercises complete executive authority and is responsible for carrying out policies of the Board of Trustees.

The President is the leader of and the official spokesperson for the University; promotes the educational excellence and general development and welfare of the University; and defines the scope of authority of faculty members, councils, committees and officers of the institution. All projects, program and institutional reports undertaken on behalf of the institution are subject to the President's authorization and approval.

The President is the official medium of communication between the Board of Trustees and the Executive Council, all school Deans, department chairs, program directors and all other administrative officers, faculty members, students and employees.

The President, assisted by the Provost, Vice President of Student Experience, Vice President for Business and Administration (Chief Financial Officer), Vice President for Institutional Advancement, and Vice President and Chief of Staff, has responsibility for the following:

1. Interpreting and implementing the policies of the Board of Trustees.
2. Recommending to the Board of Trustees actions pertaining to personnel, budgets and degree

programs.

3. Approving salaries for non-tenured and tenured faculty and staff.
4. Approving changes in institutional structure, including name changes of departments, schools, and degree programs.
5. Filing reports for the University to the Office of Civil Rights, U.S. Department of Education, and the Equal Employment Opportunities Commission.
6. Approving off-campus degree-related extension programs.
7. Coordinating studies relating to admission/retention of students, reviews of degree programs, and so forth.

Executive Council

The Executive Council of Saint Augustine's University consists of the following: President of the University; Provost (Chief Academic Officer); Vice President for Business and Administration (chief financial officer); Vice President for Institutional Advancement; Senior Vice President of Student Experience, and the Vice President and Chief of Staff.

Provost (Chief Academic Officer) and Vice President for Academic Affairs

The Provost and Vice President for Academic Affairs is the chief academic officer of the University and is responsible for providing effective leadership to and management of the educational program of the institution. The Provost oversees the administration of the academic policies and procedures of the University as set forth in the *Saint Augustine's University Catalog* and the *Saint Augustine's University Faculty Handbook*. The Provost supports the faculty in the performance of their responsibilities.

The Provost has supervisory responsibility for the following areas: all undergraduate programs, the Library, the General College, the Center for Teaching, and Leadership. The Provost serves as the institutional liaison to the Academic and Student Services Committee of the Board of Trustees.

Vice President for Business and Finance (Chief Financial Officer)

As the chief business and financial officer of Saint Augustine's University, the vice President for Business and Finance has direct and primary responsibility for management of the institution's financial and physical resources and the business operations that support the University's mission of instruction, research and public service. the Post Office, Central Receiving and all other university fixed assets

Vice President for Institutional Advancement and Chief Operating Officer

The vice President for Institutional Advancement and Chief Operating Officer reports to the President and has responsibility for all University development and fund-raising, and alumni relations. As Chief Operating Officer this position directs, administers, and coordinates the internal operational activities of the University in accordance with

policies, goals, and objectives established by the President and the Board of Trustees. The vice President works with all units within the University structure to assist with the development and implementation of the University's strategic planning process. The vice President acts on the President's behalf in all matters pertaining to private and public-sector fund-raising and advancement efforts.

The vice President for Institutional Advancement and Chief Operating Officer leads and directs the following functions and/or business units of the University: The Office of Alumni Affairs, the Community Development Corporation, Corporate and Foundation Relations, Sponsored Programs, Campus Police Department, and Facilities, Buildings and Grounds.

Executive Director for Enrollment Management and Student Services

The executive director for Enrollment Management and Student Services is responsible for managing enrollment data, promoting individual student development through educational programs and creating a campus environment that promotes the involvement of students in their intellectual, social, cultural, and physical development. Within the division are three major operational components: Admissions and Enrollment Services, Financial Aid, and the Academic Advising Center.

Vice President for Administration

The Vice President for Administration serves as a member of the President's Executive Council and is the principal senior liaison between the Office of the President, the Board of Trustees, and various individuals, organizations, and constituencies. The vice President assists the President on the development and administration of policies and programs and monitors a broad range of University administrative matters; represents the President on boards, committees, councils, external and internal meetings and functions; and maintains relationships with governmental entities and community organization administrators, conducting projects and overseeing initiatives with these groups to benefit the University community and surrounding region. The vice President for Administration is responsible for Human Resources Department Information Technology. The vice President for Administration works to lead change management efforts across the University, oversees community initiatives, and is responsible for monitoring federal and state legislation in the area of higher education.

Executive Director for University Strategic Communications

The Executive Director for University Strategic Communications serves as the University's chief branding, marketing, and communication strategist, spokesperson and member of Saint Augustine's University's executive leadership team. The executive director advises on short and long-range planning as well as evaluates the impact of introducing new communications and marketing programs across the University to accommodate targeted institution goals and financial objectives. The executive director is responsible for overseeing all official public communications and media relations activities for the University and the President as well as developing communications protocols for internal and external communications. The executive director is responsible for the Campus Communication Department, the Automation Department, and the radio and television station.

Academic Policies Committee

2021

Provost (Non-voting member)
Vice Provost (Non-voting member)
Registrar (Non-voting member)
School of Arts and Communications Representative
School of Education and Psychology Representative
School of Humanities and Social Sciences Representative
School of General Studies and Honors College Representative
School of Sciences, Mathematics, and Allied Health Representative
School of Business, Technology, and Management Representative
School of Graduate, Professional, and Extended Studies Representative
Director of the Library
Division of Military Sciences Representative
At-Large member Representative
At-Large member Representative

Disclaimer: The 2021 Academic Policies and Procedures Handbook's provisions may be changed from time to time at the sole discretion of the University. An up-to-date version will be maintained online on the Provost's webpage. These changes or updates will be provided in an annual addendum, if needed. These changes or updates will have effect regardless of whether any particular notice is given or received.