



**SAINT AUGUSTINE'S UNIVERSITY  
SCHOOL OF GRADUATE STUDIES  
POLICIES and PROCEDURES  
ONLINE PROGRAMS MANUAL**

This document has been written and prepared by the Dean of the School of Graduate Studies and reviewed by the Office of Academic Affairs.

**Shawn A. Lewis, Ph.D.**

Dean of Graduate Studies

Director of MPA Program

Faculty/ Advisor Media & Comm.

919-516-4741

[SALewis@st-aug.edu](mailto:SALewis@st-aug.edu)

**Office of the PROVOST**

**Mark A. Melton, Ph.D.**

Interim Provost & Vice President for Academic Affairs

919-516-4608

[mamelton@st-aug.edu](mailto:mamelton@st-aug.edu)

**Janelle Jennings-Alexander, Ph.D.**

Associate Vice President for Academic Affairs

Assistant Professor of English

Department of Education and General Studies

919-516-4608

[jjalexander@st-aug.edu](mailto:jjalexander@st-aug.edu)

# Table of Contents

|   |    |
|---|----|
| Introduction .....  | 5  |
| Admission.....  | 5  |
| Admission Requirements .....                                | 5  |
| Admission Categories.....                                   | 5  |
| Admission Deferment .....                                   | 6  |
| Graduate School Session Start and End dates .....           | 6  |
| Application .....   | 6  |
| Application deadlines.....                                  | 6  |
| Application Fee .....                                       | 6  |
| Attendance.....   | 6  |
| Online Course Instruction/ Program Platform .....           | 7  |
| Program Cost.....   | 7  |
| Registration and Enrollment .....                           | 7  |
| Enrollment Guidelines.....                                  | 7  |
| Maximum Course Load .....                                   | 7  |
| Continuous Enrollment .....                                 | 7  |
| Leaves of Absence.....                                      | 8  |
| Voluntary Withdrawal from Saint Augustine’s University..... | 8  |
| Voluntary Withdrawal from a Graduate Program .....          | 8  |
| Other Types of Withdrawal.....                              | 8  |
| Academic Dismissals by the Graduate School .....            | 8  |
| Academic Progress .....                                     | 8  |
| Satisfactory Academic Progress .....                        | 9  |
| Graduate Program Requirements.....                          | 9  |
| Determination of Academic Requirements .....                | 9  |
| Master’s Degree.....  | 9  |
| Program of Study .....                                      | 9  |
| Candidacy Forms.....  | 10 |
| Program Completion.....                                     | 10 |
| Master’s Culminating Experiences.....                       | 10 |
| Capstone Course .....                                       | 10 |
| Master’s Comprehensive Examination .....                    | 10 |
| Petitions .....   | 11 |
| Repeating SAU Graduate Courses.....                         | 11 |
| Graduation .....  | 11 |
| Appendix A: Acceptance Letter.....                          | 12 |
| Appendix B: Academic Probation Letter .....                 | 13 |

Appendix C: Conditional Acceptance ..... 14

Appendix D: Letter of Good Standing ..... 16

## Introduction

Saint Augustine's University's School of Graduate Studies has a mission to offer students personalized and challenging online graduate and continuing professional education programs. As such, the University is committed to providing high-quality online education to a diverse population of learners with a wide range of needs. The SAU graduate student will be part of a global community and prepared to excel in demanding professional and technologically evolving markets.

Saint Augustine's University's Graduate School admits students into programs leading to professional and research-oriented advanced degrees and certificates beyond bachelor's degrees. The master's degree is awarded to students completing programs that culminate in research and creative endeavors.

The Online Graduate School policies apply to all faculty and staff engaged in the delivery and development of online education courses or programs, and students registering for, enrolled in, and receiving credit for online education courses or programs. The responsibility and authority for adherence to this policy reside with the Division of Academic Affairs/Office of the Provost, with that responsibility shared with deans, department chairs, and faculty, as appropriate.

The University's institutional commitment to the development and offering of online courses and programs' best practices is informed by the Southern Association of Colleges and Schools, Commission on Colleges (SACSCOC) [Policy Statement on Distance and Correspondence Education](#) and also follows the North Carolina Department of Public Instruction's (NCDPI) [Digital Learning Competencies](#).

## Admission

*Saint Augustine's University's School of Graduate Studies' admissions policies are consistent with the mission of the institution and do not discriminate against applicants, students, or employees, based on race, color, creed, religion, gender, national origin, age, or disability. In addition, Saint Augustine's University seeks to promote a multinational and multiracial student population by recruiting and enrolling students without regard to race, gender, or ethnicity.*

### Admission Requirements

- A completed University application for admission.
- A baccalaureate degree from a regionally accredited college or university with a minimum of 2.5 overall GPA.
- 2 letters of recommendation attesting to the applicant's ability to successfully complete graduate work.
- Official transcripts from each college/university attended (unofficial copies of transcripts can be submitted with the application).
- Up to 9 credit hours of closely related work with a grade of B or better can be accepted.
- Review SAU Graduate School selected program for specific and or additional requirements
- Graduate courses taken prior to admission that are included in the Plan of Study must have been completed within three years of the semester and year of admission to the program.

### Admission Categories

Student admissions are separated into 3 different categories:

- Unconditional Admission – Students admitted into a graduate studies program without conditions or deficiencies and may enroll in any of the foundational courses. Students who receive transfer credit may register for any of the available courses on the advice of the program director. Most students start with the foundational courses and, after completion, move on to the core program courses.
- Conditional Admission – Students admitted in this category are accepted into their graduate studies program on a conditional basis. As a practitioner-oriented program, the prospective student's professional experience weighs heavily in admission decisions. In cases where the student's undergraduate grade point average may be below

the minimum requirement, but the student has a background and experience that indicates the potential for success, they may be admitted in a conditional status. Students in this category must earn a B or better in their first two courses in the program. By meeting this condition, students can be admitted unconditionally.

- Probationary Admission - Students admitted into the Master of Public Administration Program but are placed on a probationary status. Students in this category demonstrate some potential for successfully completing the program but may lack professional experience and may not meet the minimum undergraduate grade point average. The program director may place limits on the student's course load in order to allow time for the student to become acclimated to the rigors of graduate study. Students in this category must earn a B or better in their first two courses in the program. By meeting this condition, students can be admitted unconditionally.

### Admission Deferment

Students that are admitted to the program have the option to defer their initial session for up to 2 sessions. Students are required to inform the Graduate School via email as to which session they are to attend. This deferment can be for 2 sessions which is 16 weeks. No further deferrals are allowed unless there are special conditions that will be approved by the Dean of the School of Graduate Studies.

### Graduate School Session Start and End dates for Spring 2023 – Fall 2023

| Start Date | End Date |
|------------|----------|
| Jan. 9     | Mar. 3   |
| Mar. 6     | Apr. 28  |
| May 1      | Jun. 23  |
| Jun. 26    | Aug. 18  |
| Aug. 21    | Oct. 13  |
| Oct. 16    | Dec. 8   |

### Application

Prior to submitting an application to the Graduate School, applicants should review information regarding the graduate program and academic unit application requirements and deadlines. Students who have a Graduate School approved Leave of Absence on file with the Graduate School prior to their semester of non-registration and are re-entering the same graduate program for the semester immediately following the approved request are not required to submit a new application.

### Application deadlines

Applicants must have a completed application packet 30 days prior to the session in which they want to attend. The graduate programs operate on 8-week sessions throughout the year. Applicants that are accepted into the graduate program will be notified via email/ phone of the starting date of their program. Students will be notified of their acceptance status within 2 weeks of the reception of their completed application package. Application deadlines will be posted on the homepage of each graduate program (<https://www.st-aug.edu/school-of-graduate-studies/>). Students apply to the program at Saint Augustine's University's site at [Welcome \(elluciancrmrecruit.com\)](http://Welcome (elluciancrmrecruit.com)).

### Application Fee

There is no application fee.

### Attendance

Instructors can track students' activities online and students will be expected to log in to their course regularly to keep up with the course material and assignments. Federal regulation on distance learning defines attendance in online classes as active participation in an online discussion forum, digital submission of a writing assignment, or completion of a quiz/test/exam.

## Online Course Instruction/ Program Platform

Saint Augustine’s University graduate courses/ programs will be on the [Blackboard learning platform](#). All online learning will take place in an asynchronous environment. This allows SAU graduate students to work at their own pace and manage their time for academic efficiency and success.

## Program Cost

Tuition is \$450 per credit hour (all program courses are 3 credit hours). There is an administrative fee of \$125.00 per session.

## Registration and Enrollment

After being cleared for advisement by the director of the program to which they applied, students will register through [SAU - My Falcon Landing \(elluciancloud.com\)](#). My Falcon Landing allows students to navigate and have access to all the information related to their student records and their SAU journey needed to be successful.

Student Self-Service will be used for registration for upcoming graduate sessions. The Self-Service tool is web-based and will allow students to access and interact with their student records not only to register but also view and accept or decline financial aid (if applicable), view available courses, view and pay bills, and much more.

## Enrollment Guidelines

|                          | Full-Time       | Sessions                               | Part-Time        | Sessions                               |
|--------------------------|-----------------|--|------------------|--|
| Regular Session          |                 |  |                  |  |
| Graduate 8-Week Sessions | 6 or more hours | Spring 1 & 2, Fall 1 & 2, Summer 1 & 2 | 5 or fewer hours | Spring 1 & 2, Fall 1 & 2, Summer 1 & 2 |
|                          |                 |  |                  |  |
|                          |                 |  |                  |  |

## Maximum Course Load

The Graduate School does not have a maximum credit hour enrollment policy. It is expected that academic programs will set course loads for students that facilitate their academic success.

## Continuous Enrollment

Once admitted to a graduate degree program, students must be registered for a minimum of one credit hour during all phases of their graduate education, including the terms in which they are admitted and graduate. This includes periods when students are engaged in research, conducting research, taking comprehensive examinations, or in any other way utilizing university resources, facilities, or faculty time.

Registration for the two Fall, Spring, and Summer sessions are required. Registration is required for students taking examinations, completing culminating experiences, conducting a thesis prospectus, defending theses, or graduating from the degree program.

- Students working on their Graduate project or Final Thesis can receive a grade of “I” for each session that they have not met the requirements and or have not completed the final graduate work.
- Additionally, students completing work for a course in which they received a grade of “I” must maintain continuous enrollment as defined previously.
- Graduate students have one year to complete work for an incomplete grade; if the work is not complete and the grade changes within one year, the “I” grade becomes permanent and will remain on the student’s transcripts.

The School of Graduate Studies has 2 sessions per academic semester. For example, in Fall there are two sessions, Fall 1 and Fall 2. The course, MPA 501 Introduction to Public Administration, for registration is written as MPA 501-(session) FA 01 or 02, 2023. (Note the Graduate program has 2 Fall sessions, 2 Spring sessions, and 2 summer sessions.

## Leaves of Absence

Graduate students planning to discontinue registration for a session or more must submit a Leave of Absence request via email to their advisor. This request must be submitted and approved before the anticipated semester of non-registration. Students may request a maximum of two sessions of leave during their entire program. Having an approved Leave of Absence by the Graduate School will enable students to re-enter their program without re-applying to the university.

Students who do not register for a fall, spring, or summer semester without an approved Leave of Absence are considered withdrawn from the university under the assumption that they have decided to discontinue their program. Students removed for this reason may reapply for admission to resume their degree program; the application will be considered along with all other new applications to the degree program.

Students with a Graduate School approved Leave of Absence are not required to pay tuition and/or fees, but in turn, are not permitted to place any demands on university faculty.

## Voluntary Withdrawal from Saint Augustine's University

Students who wish to withdraw from their graduate degree and the university must complete and submit a Withdrawal form. Students must separately complete the appropriate forms with the University Registrar to withdraw from their courses.

## Voluntary Withdrawal from a Graduate Program

Students who wish to transition from one graduate program to another graduate program should complete and submit a Withdrawal form. Students should not take this action until they have been admitted to the other graduate degree program.

## Other Types of Withdrawal

There are appropriate circumstances when students may need to withdraw from the university (i.e. medical withdrawal, compassionate leave). The policies for such withdrawals are the same for both undergraduate and graduate students. Types of withdrawals and procedures can be found at Saint Augustine's University's site. For course withdrawals, contact the University Registrar's Office.

## Academic Dismissals by the Graduate School

Students who do not comply with Graduate School policies may be withdrawn from their graduate program after review by the Dean of the Graduate School.

In addition, academic programs may recommend the withdrawal of students from graduate programs for lack of compliance with published departmental policies or lack of satisfactory academic progress. All such recommendations must be submitted to the Graduate School with appropriate documentation (e.g., nature of the issue, communications with the student). The Dean of the Graduate School may withdraw students from a graduate program due to a lack of compliance with satisfactory academic progress policies.

Students who have been withdrawn from a graduate program due to lack of compliance with published departmental or Graduate School policies, or lack of satisfactory academic progress are eligible to apply for admission to the same program only after one year has passed from the term of the withdrawal.

Students who have been withdrawn from a graduate program due to an Academic Integrity violation are not eligible for readmission to Saint Augustine's University.

## Academic Progress

### Grade Point Averages GPA (Grade Point Average)

Graduate students must maintain a minimum 3.00

The scale is 4.00 = “A” grade point average (GPA) to maintain satisfactory academic progress and to graduate. The minimum 3.00 GPA must be maintained on all GPAs (Plan of Study (POS) GPA, Overall Graduate GPA, and Cumulative GPA)

1. The POS GPA is calculated on all courses that appear on the student’s approved POS.
2. Cumulative GPA represents all courses completed at SAU during the graduate career.
3. The Overall Graduate GPA is based on all courses numbered 500 or higher that appear on the transcript after admission to a graduate program or graduate non-degree. Courses lower than a “C” cannot appear on the POS but will be included when calculating the Graduate GPA. Courses with an “I” grade cannot appear on the POS.

### Satisfactory Academic Progress

All graduate students are expected to make systematic progress toward completion of their graduate program. This progress includes satisfying the conditions listed below and achieving the benchmarks and requirements set by the individual graduate programs as well as the Graduate School.

If a student fails to satisfy the requirements of their program and/or the benchmarks outlined below, the student may be dismissed from their program based on the academic program’s recommendation to the Graduate School at which time the Dean of the Graduate School makes the final determination. Satisfactory academic progress includes:

1. Maintain a minimum of 3.00 for all GPAs.
2. Satisfy all requirements of the graduate program.
3. Satisfy the maximum time limit for graduation for the student’s graduate program (six years for masters).
4. Successfully pass comprehensive exams, qualifying exams, and the oral defense of the proposal/prospectus for the thesis.
5. Successfully complete the culminating matriculation.
6. Remain continuously enrolled in their graduate program. Failing to do so without a Graduate School approved Leave of Absence is considered to be a lack of academic progress and may result in the Graduate School withdrawing the student from their program. See full Leave of Absence rules.

## Graduate Program Requirements

### Determination of Academic Requirements

Students graduate under the requirements and policies in effect at the session of admission to a graduate degree program. Students who fail to maintain continuous enrollment and are re-admitted to the graduate program, graduate under the degree requirements and policies in effect at the time of the new admission date.

### Master’s Degree

A minimum of 33 credit hours of graduate-level coursework including a culminating experience of 3 credit hours is required for a master’s degree, although individual programs may have higher requirements. The culminating experience may be a written comprehensive examination, a capstone course, an applied project, a written portfolio, a thesis, or equivalent. Students who have a capstone or applied project course requirement must receive a grade of “B” or better. Students who fail to achieve a final grade of “B” or better must retake the course and earn a “B” or better to complete the program.

### Program of Study

- The Graduate School requires candidates for master’s degrees to devote a minimum of 33 credit hours to their graduate courses and a thesis or graduate project for 3 credit hours totaling 36 credit hours (i.e., courses numbered 500 and above).
- Some departments may require more than 36 hours.

- See the department for departmental requirements.
- The candidate is required to maintain a 3.0 or higher GPA in coursework listed on the Program of Study for the master's degree.
- A course grade below C- is not accepted by the University toward a graduate degree.
- Departments may have additional grade restrictions that must be maintained. These restrictions will be explained in the department's handbook.

Courses with grades of "D", "F", or "W" and audited courses (Blank grade) cannot be included on a POS. Courses applied to a previously awarded degree cannot be included on a POS. Any course with a grade of Incomplete ("I") must be completed within one calendar year of the end of the scheduled course. If a regular grade is not assigned within the calendar year, the "I" reverts to the default grade on the Incomplete form.

### Candidacy Forms

Students upon successful matriculation in their program, along with their advisors, are to submit a completed candidacy package at 33-course hours. The forms included in the packet are:

- Graduate Transcripts
- Candidacy form
- Intention of attendance/ non-attendance at graduation
- Name on the diploma (registered student name)
- Plan of Study (POS)

### Program Completion

All work toward a master's degree must be completed within six consecutive years. The six years begin with the session and year of admission to the program. Graduate courses taken prior to admission that are included in the Plan of Study must have been completed within three years of the semester and year of admission to the program.

### Master's Culminating Experiences

A written comprehensive examination, capstone course, applied project or written portfolio is required as a culminating experience in master's programs that do not have a thesis requirement. The Graduate School office requires a written component to the comprehensive examination; academic programs may also require an oral component. Students must have an approved POS prior to scheduling their comprehensive examination and/or registering for their applied project or capstone course. An applied project requires registration in the Applied Projects course (6xx) and requires a grade of "B" or better.

### Capstone Course

A capstone course requires a grade of "B" or better. Students must be in good academic standing regarding GPA requirements (see the previous section titled "Satisfactory Academic Progress") in the session of the culminating experience. Students are required to register for at least one semester hour of credit that appears on the POS or one hour of appropriate graduate-level credit during the fall, spring or summer session in which they complete their culminating experience.

### Master's Comprehensive Examination

Students must be in good academic standing regarding GPA requirements (see the previous section titled "Satisfactory Academic Progress") prior to taking master's comprehensive examinations. Foreign language requirements, if applicable, must be fulfilled before taking the comprehensive examinations. Students are required to register for at least one hour of credit that appears on the POS or one hour of appropriate graduate-level credit during the fall, spring or summer session in which they take their comprehensive examinations. If the date of defense falls between sessions, the student is required to register for the next available session.

The master's comprehensive examination must have a written component; however, individual master's degree programs may require an additional oral component of the comprehensive exam for all of their students based on the academic progress policy of the program.

Students must schedule the comprehensive examination with their academic program. All comprehensive examination results must be reported to the Graduate School office via the students' POS immediately upon completion.

Failing the comprehensive examination(s) is considered final unless the supervisory committee and the head of the academic program recommend, and the Dean of the Graduate School approves a re-examination. Only one re-examination is permitted. A petition with substantial justification for re-examination, endorsed by the members of the student's supervisory committee and the head of the academic program, must be approved by the Dean of the Graduate College before students can take the examination a second time.

Re-examination may be administered no sooner than three months and no later than one year from the date of the original examination. The Graduate School office may withdraw students from the degree program if the student's petition for re-examination is not approved, or if the students fail to successfully pass the retake of the comprehensive examination(s).

Students that have received a final result of failure in the comprehensive examination will be recommended for dismissal by the Academic Program.

## Petitions

A formal request for an exception to any Graduate School policy requires a petition to be completed by the student and must be approved by the Graduate School Dean. The Graduate School Dean will then form a committee to review the petition and make a final decision.

## Repeating SAU Graduate Courses

SAU Graduate students may retake any course in the Graduate program; however, all grades are part of the student's permanent academic record, remain on the transcript, and are used in all GPA calculations.

## Graduation

Students must apply for graduation in accordance with the University Registrar's policies. See Application for Graduation. Students must meet all University and Graduate School degree requirements prior to the conferral of their degree.

## Appendix A: Acceptance Letter



SAINT AUGUSTINE'S  
UNIVERSITY

*Transform. Excel. Lead.*

School of Graduate Studies, MPA Program

Dear Graduate Scholar,

Congratulations! On behalf of the Dean and the faculty of the Master of Public Administration (MPA), I am pleased to offer you admission to the MPA program at Saint Augustine's University for the session beginning 1/15/2023.

An MPA provides training toward careers in government service (federal, state, and local) as well as a variety of other areas including hospital administration, education, non-profits, and other related fields. MPA students learn a whole host of skills. These include budgeting, ethics, policy analysis, economics, nonprofit management, leadership, advocacy, and a variety of other skills needed for public management. MPA programs draw on a wide variety of subjects---political science, economics, business administration and law are a few examples. Some program features that you will experience as a student are:

- A class size of 15-20 students which encourages interactive learning and discussion
- A seamless registration process providing students with exceptional customer service and advisement
- Nationally known faculty that are committed to academic excellence and student matriculation
- A flexible schedule providing students time for their families and careers as they progress in the MPA program

We are confident that undertaking our program will put you on the platform to reach the next level of your professional career. To take your first step in joining our program, please contact (business/ cashiers) to get validated. Once this is all confirmed we will be in touch with you regarding registration information and other details in becoming a part of Saint Augustine's University's Master of Public Administration program.

### **What's Next?**

Check for (Federal Direct Loans or Federal Direct Grad PLUS Loans) by the US Department of Education. Students are eligible to apply for an alternative loan ([FastChoice | Home \(fastproducts.org\)](https://www.fastproducts.org)) to assist with the cost of paying for this program. The university uses FASTChoice for the delivery of the university's Alternative/Private loan.

Once again congratulations on your admission to Saint Augustine's University's Master of Public Administration program.

We will be sending you information about your courses within 48 hours.

Sincerely,

Dean of the School of Graduate Studies

## Appendix B: Academic Probation Letter



SAINT AUGUSTINE'S  
UNIVERSITY

*Transform. Excel. Lead.*

School of Graduate Studies, MPA Program

School of Graduate Studies

Student's Name:

ID#:

Program: Master of Public Administration

Course(s): MPA 603 Public Budget

Session: Summer Session 02, June 27 – August 19, 2022.

Dear,

After a careful review of your academic performance, the Dean of the School of Graduate Studies/ Director of the MPA program must regrettably place you on Academic Probation for failing to meet the Satisfactory Progress Policy requirements outlined below. No notation will appear on your official university transcript. You can review the Master of Public Administration policy online at:

<http://catalog.st-aug.edu/content.php?catoid=4&navoid=329>

### **Program Academic Probation**

Failure to maintain a 3.0 or higher-grade point average (GPA) in all/ or current work taken for graduate credit (courses numbered 500 or higher). You must obtain a 3.0 or better within [indicate specific timeframe] on the next six hours of graduate-level coursework completed.

Failure to meet the criteria defined above may result in a recommendation to the Graduate School for dismissal from your graduate program.

Reaching new heights,

Dean of Graduate Studies

Director of MPA Program

Faculty/ Advisor Media & Comm.

Boyer Building Room 205

1315 Oakwood Ave.

Raleigh NC 27610

[SALewis@st-aug.edu](mailto:SALewis@st-aug.edu)

(919) 516-4741

cc: Provost & Vice President for Academic Affairs

## Appendix C: Conditional Acceptance



SAINT AUGUSTINE'S  
UNIVERSITY

*Transform. Excel. Lead.*

School of Graduate Studies, MPA Program

Dear Graduate Scholar,

Congratulations! On behalf of the Dean and the faculty of the Master of Public Administration (MPA), I am pleased to offer you admission to the MPA program at Saint Augustine's University for the session beginning 8/22/2022. This admission to Saint Augustine's University School of Graduate Studies, Master of Public Administration program is conditional. This admissions condition requires that you:

- Submit all course assignments/ materials on the prescribed due dates.
- Maintain a cumulative grade point average of 3.0 or higher in all coursework.
- Students that fall below the required 3.0 during a course will receive a warning letter during midterm.
- If that student does not reach the required 3.0 during the end of that session, they will not be able to remain in the program.

Once you have successfully met the above requirements and completed the initial session, the conditional admittance will be removed. This will be indicated in a letter sent from the School of Graduate Studies. If the conditional admittance is not upheld by the end of that session, you will not be able to remain in the program.

We are confident that undertaking our program will put you on the platform to reach the next level of your professional career. To take your first step in joining our program, please contact (business/ cashiers) to get validated. Once this is all confirmed we will be in touch with you regarding registration information and other details in becoming a part of Saint Augustine's University's Master of Public Administration program.

Check for (Federal Direct Loans or Federal Direct Grad PLUS Loans) by the US Department of Education. Students are eligible to apply for an alternative loan ([FastChoice | Home \(fastproducts.org\)](#)) to assist with the cost of paying for this program. The university uses FASTChoice for the delivery of the university's Alternative/Private loan.

Cash-paying students may contact the Student Accounting Office at (919) 516-4006

### **Be on the Lookout for SAU Email Account Info**

You will be receiving an email containing your SAU email account information from the SAU Center of Information Technology (CIT). This email will allow access to the "My Falcon Landing" Student Portal. You will be able to view and manage things like your Financial Aid, your student financial account, and course schedules

Please log in and confirm your intent to enroll in your Application Portal. This will allow the admissions department to appropriately update your enrollment status. <https://staug.elluciancrmrecruit.com/Apply>

Feel free to contact the Admissions Team with any questions or concerns. Our current office hours are Monday-Friday, 8:00 AM -5:00 PM. Email us anytime at [admissions@st-aug.edu](mailto:admissions@st-aug.edu). Learn more about us by visiting our website at [www.st-aug.edu](http://www.st-aug.edu) or give us a call at (919) 516-4741.

Once again congratulations on your admission to Saint Augustine's University's Master of Public Administration program.

Sincerely,

Dean of the School of Graduate Studies  
Director of the MPA Program

CC: Provost

## Appendix D: Letter of Good Standing



SAINT AUGUSTINE'S  
UNIVERSITY

*Transform. Excel. Lead.*

School of Graduate Studies, MPA Program

School of Graduate Studies

**Good Standing Letter (Student met academic probation requirements)**

Student's Name:

ID#:

Program: Master of Public Administration

Course(s): MPA 603 Public Budget

Session: Summer Session 02, June 27 – August 19, 2022.

Dear [name],

We have reviewed your coursework from the [indicate semester and year, e.g. spring 2023] session and are pleased to learn that your recent performance has met the Satisfactory Progress Standards that were indicated in the letter dated [##/##/####] from the School of Graduate Studies.

This letter is to notify you that based on your recent success in meeting these standards, your academic status has changed from Academic Probation to Good Standing. We encourage you to keep in touch with your academic advisor [name and contact information] to maintain good standing throughout your degree program.

Congratulations on your improvement. Remember, you must remain in good standing to continue in the program. We wish you continued success in your program.

Sincerely,

Reaching new heights,

Dean of Graduate Studies

Director of MPA Program

Faculty/ Advisor Media & Comm.

Boyer Building Room 205

1315 Oakwood Ave.

Raleigh NC 27610

[SALewis@st-aug.edu](mailto:SALewis@st-aug.edu)

(919) 516-4741

cc: Provost & Vice President for Academic Affairs