



Academic Advising Handbook

Updated 2021-2022

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Advising Best Practices

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The following list of best practices is partly a result of work done by the Academic Advising Taskforce during the 2015 Academic Year. The list is certainly not exhaustive, rather provides suggestions for academic advisors to follow during the academic year.

Communication is Critical

It is a best practice to develop a strong rapport with students who you plan to advise. It is likely that you will have this advisee for quite some time during their time at the college. Therefore, it is important to set up an initial “getting to know you” meeting at the start of the semester. The meeting is centered on getting to understand what the personal, academic and professional goals are of the student.

Reaching out by email prior to the start of each semester is a helpful way to remind students of the Add/Drop period and can provide an opportunity for catching up with their progress.

Reaching out by email during the semester is important as well to remind students of when you will be posting the dates and times for advising appointments.

It is also important that the faculty advisor be able to share a bit about themselves (academic interests, hobbies, interests, etc.) with the student. Students have noted that they enjoy making a connection with their advisors and this is a very important part of that process. This connection is one that is developed over time and can have a lasting impression on the student well after they leave the college.

Quantity and Quality

Best practices suggest that with first year students, students who are struggling academically and third and fourth year students need more time for advisement meetings. This should be kept in mind.

Overall, the average time for a meeting should be 20-30 minutes in length. This being said, it is critical that the meeting is spent dealing with much more than just the student’s schedule. It is a best practice to have the student’s schedule already planned out prior to the meeting. This

allows for more quality time spent on issues related to the student's academic progress and discussions related to what their goals are and if they have at all changed since the last meeting.

While students have noted that they do like to have help with their schedules, it is a best practice to encourage students to have a key understanding of what their four years of study will look like given their program of study. With that being said, advisors should check with their program chairs to see whether or not a template is being used.

Remember our Mission

Best practices suggest that we keep in the mind the mission of our college: *Rooted in and professing fidelity to the teachings of Jesus Christ and the doctrines and heritage of the Roman Catholic Church, Saint Joseph's College, sponsored by the Sisters of Mercy, is a liberal arts college that nurtures intellectual, spiritual, and social growth in students of all ages and all faiths within a value-centered environment.*

In fulfillment of this mission, Saint Joseph's College will:

- foster a strong academic community dedicated to the pursuit of truth through serious study, integration of knowledge, and an ongoing dialogue between faith and reason
- encourage all students to explore widely the arts and sciences while they also prepare to live ethical and meaningful lives
- provide a strong foundation for graduate study, professional service, and career advancement

- offer as an extension of its Mission to multiple areas of the world, both degree and non-degree programs through distance education
- enhance students' awareness of human dignity and the meaning of life
- advocate for justice and peace in recognition of each person's responsibility for the welfare of both humankind and the environment

Advising students means that we are continually aware of how this mission plays out in our advising process. Furthermore, it is suggested that we are ever mindful of the fact that academic advising is a process and the work that we do and the advice we provide students will be taken with them well after they leave our institution.

Knowledge is Power

It is a best practice for academic advisors to have a solid knowledge of the program of study they are advising students on, the course catalogue, the core curriculum that is currently in place, and the human and electronic resources available to them to help with the advising process.

Academic advisors should develop a strong understanding of the standard operating procedures within their programs with respect to course offerings, course substitutions and scheduling of courses.

It is a best practice for advisors to be knowledgeable of the [course catalogue](#) so as to find key information related to minors, other majors and the core curriculum. The catalogue also provides critical information on [college policies and procedures](#) related to academics.

Academic advisors should also be mindful of the human resources available to them with respect to academic advising. The Registrar's Office, the Academic Dean's Office and the Academic Center of Excellence and Career Studio have staff who have a plethora of information and advice to share with you regarding academic advising. Program chairs are also a great resource for academic advisors. Integrated within ACE's academic support services is the college's Academic and Career Studio. The Career Studio assists students with identification of long- term goals and career plans; articulating their interests, skills, values, and goals, leading to the development of a four-year educational plan to include student engagement activities and internships.

Given that registration is completed through Campus Café, academic advisors should familiarize themselves with the various ways this service helps with the advising process. Access to student's transcripts, course schedules, course rosters, etc. can be found here. Academic advisors must also be mindful that in order for students to register they must be authorized by their advisor through Campus Café. Information regarding this process is provided by the college registrar during each semester.

The Future is Important

Academic advisors are encouraged to make certain they are acutely aware of what the future looks like from the student's perspective. Furthermore, it is important that the student understand your perspective on their future given their current academic progress and your knowledge of what it takes to move forward in the direction they have chosen. It is a best practice to encourage students in their academic and professional pursuits while at the same time it is a best practice to keep the student accountable and realistic about the pathway towards their chosen goal.

Advising Session Checklists

Advising Session Checklist - First-year Advisees

An academic advisor should be:

- Be accessible and responsive
- Monitor and support student's progress
- Help student set realistic goals

Topics to cover with first-year advisees:

Verify the student's program of study is listed correctly in campus café – if not have student complete a *Declare/Change of Major* Form or a *Declare/Change a Minor* Form.

Discuss the student's academic and career goals

Discuss requirements specific to the student's major/minor – such as course grade minimums, GPA minimums and any other special requirements for the degree.

Discuss the importance of maintaining their e-Portfolio all four-years. It is a requirement starting with the Class of 2023.

Encourage the student to think beyond the current semester. Assist the student in mapping out a degree completion plan early on to accommodate course sequencing, looking at when courses are offered- especially those that are only offered every other year.

Show the student where to find the following information in the [course catalog](#) (found online in mysjc dashboard):

- *Core curriculum requirements* as well as *major/minor requirements*. (Students should know how to track their progress towards degree completion.)
- *Course descriptions*. (A student should know how to tell if a course has a required pre-requisite or co-requisite. Discuss what this means for course enrollment.)
- *College policies and procedures*

Review important Academic Calendar dates:

- Add/Drop
- Last day to withdraw from a course without academic penalty
- Final Exam week

Determine if the student is interested in study away –If yes, mention the importance of planning early so all degree requirements can be fulfilled in 4 years – 8 semesters

If necessary, discuss any academic alerts and academic concerns you have received about the student for that semester.

For students who may be struggling, remind them about the academic support resources available to them through the Academic Center for Excellence (ACE) and Career Studio including: Writing Center, Peer Tutors, SMARTHINKING (online tutoring available 24/7), ADA Accommodations and ELL Services.

If a student withdraws or fails a course, discuss the option of taking a summer course to stay on track. Inform the student of the importance of successfully completing 15-16 credits on average every semester to reach the 120-credit graduation requirement in four (4) years or eight (8) semesters (for students who entered Fall '20 or later) or to reach the 128-credit graduation requirement in four (4) years or eight (8) semesters (for students who entered prior to Fall '20).

Discuss the importance of student engagement in campus life – Discuss their involvement in extracurricular activities

Advising Session Checklist – After First Year

An academic advisor should be:

- Be accessible and responsive
- Monitor and support student's progress
- Help student set realistic goals

Topics to cover with advisees each academic year:

Check in to determine if the student still has the same academic and career goals. Encourage the student to use ACE's Career Studio as a resource.

Verify the student's program of study is still listed correctly in campus café – if not have the student complete a *Declare/Change of Major Form* or a *Declare/Change a Minor Form*.

Review the student's transcript – review grades received– discuss an action plan if the student has withdrawn or failed any courses in previous semesters. (See Appendix E Transcript Overview)

Review degree completion map

Review the student's academic progress towards degree completion. To be on track and making "good satisfactory progress"

For students who entered Fall'20 or later:

- At the end of the first-year, a student should have earned at least 28 credits with a minimum cum GPA of 1.75
- At the end of the second-year, a student should have earned at least 60 credits with a minimum cum GPA of 2.0
- At the end of the third-year, a student should have earned 90 credits with a minimum cum GPA of 2.0
- At the end of the fourth-year, a student should have earned 120 credits with a minimum cum GPA of 2.0

For students who entered prior to Fall '20:

- At the end of the first-year, a student should have earned at least 28 credits with a minimum cum GPA of 1.75
- At the end of the second-year, a student should have earned at least 60 credits with a minimum cum GPA of 2.0
- At the end of the third-year, a student should have earned 96 credits with a minimum cum GPA of 2.0
- At the end of the fourth-year, a student should have earned 128 credits with a minimum cum GPA of 2.0

Discuss the student's interests if elective courses are needed

Discuss the importance of the e-portfolio process. Ask to see how the student is progressing. Remind the student that it is their responsibility to maintain the e-portfolio which is a requirement starting with the Class of 2023.

If a student is considering study away, suggest the student meet with Chris Kidger, an Academic and Career Coach in the Career Studio.

Discuss the importance of experiential learning/internships as opportunities for students to apply their classroom knowledge to the field of work. If needed, recommend that they visit the Career Studio to review available internship opportunities. Once an internship is chosen, discuss how it aligns with their career goals.

If necessary, discuss any academic alerts and academic concerns you have received about the student during the semester.

For students who may be struggling, remind them about the academic support resources available to them through the Academic Center for Excellence and Career Studio including: Writing Center, Peer Tutors, SMARTHINKING (online tutoring available 24/7), ADA Accommodations and ELL Services.

If a student withdraws or fails a course, discuss the option of taking a summer course to stay on track. Remind the student of the importance of successfully completing 15-16 credits on average every semester to reach the 120-credit graduation requirement in four (4) years or eight (8) semesters (for students who entered Fall '20 or later) or to reach the 128-credit graduation requirement in four (4) years or eight (8) semesters (for students who entered prior to Fall '20).

Degree Completion And Core Curriculum Requirements

Degree Completion Requirements

To earn a bachelor's degree, students must fulfill the following requirements:

1. Complete the First-Year Experience Seminar (Transfer students are excluded.)
2. Complete a minimum (**no exceptions**) of 120 credit hours (students entering Fall '20 or later)

or

3. Complete a minimum of 128 credit hours (students who entered prior to Fall '20)
4. Complete all of the degree requirements for their major(s)
5. Complete the *Core Curriculum* requirements.
6. Achieve a cumulative grade point average of 2.0 or higher.
7. Meet the minimum grade requirements for their major(s).
8. Earn a minimum of 25% of the course requirements within degree, at Saint Joseph's College.
9. Complete two semesters of the same foreign language* if enrolled in a Bachelor of Arts program.
10. Complete an academic minor if a Philosophy, Psychology or Theology major.
11. Apply for graduation by completing and submitting a "Graduation Application" form to the Registrar's Office.

* Students for whom English is a second language can waive the foreign language requirement through CLEP or another standardized test to indicate proficiency. This waiver only releases the student from the requirement, not from the number of credits for the degree.

Core Curriculum Requirements

Core Curriculum Requirements (12 courses):

- EH 101 College Writing
- EH Elective
- ES 100 Ecology and the Environmental Challenge
- HPS/HY 104 Modern Global History
- HPS/HY Elective (200 level or above)
- MA Elective (or Mathematics course required by the major)
- PH 200 Human Nature and Ethics
- PH Elective
- TH 100 Intro to the Judeo-Christian Tradition
- TH Elective (TH 100 is a pre-requisite unless student is granted a TH 100 waiver)
- Nature and Society (NAS) Elective
- Art, Creativity and Self-knowledge (ACS) Elective

Specifically:

- **EH 101 College Writing:** Final grade must be **C- or higher** for the requirement to be fulfilled. (For nursing majors, the minimum acceptable grade is a “C”.)
- **English Elective**
- **TH 100 Intro to Judeo Christian Tradition:** Students may have TH 100 waived if they attended a Catholic high school, completed at least two years of Theology and received final grades of B or better. The Chair of the Theology department approves the waiver. Students receiving a waiver of TH 100 ***must*** substitute TH 100 with another theology elective.
- **Theology Elective**
- **HPS/HY 104 Modern Global History**
- **History/Political Science Elective** - 200+ level
- **PH 200 Human Nature and Ethics:** PH 210 Ethics offered through the Online Program does ***NOT*** fulfill this requirement.
- **Philosophy Elective**
- **Mathematics Course:** Many degree programs require specific math courses (e.g., Business ***requires*** MA 110 Business Math, Nursing ***requires*** MA 205 Statistics). If a degree program does not require a specific math course, the student may select from any of the appropriate level math courses offered or recommended through placement testing.
- **ES 100 Ecology and the Environmental Challenge:** Biology majors may take BI 233 (Ecology) to fulfill this requirement.

- **Nature and Society (NAS) Core Electives:** Degree candidates ***must*** take one course from the approved NAS course list, which is available in the [college catalog](#) and in Appendix C. (Note: NAS courses are coded as **Core A** in the “Comment” field in Campus Cafe.)
- **Art, Creativity, and Self-Knowledge (ACS) Core Electives:** Degree candidates ***must*** take one course from the approved ACS course list, which is available in the [college catalog](#) and in Appendix C. (Note: ACS courses are coded as **Core B** in the “Comment” field in Campus Cafe.)

Core Curriculum for Honors Program - *For students entering Fall 2017 and later*

First-Year

- Honors EH 101 College Writing
- Honors HPS/HY 104 Modern Global History

Second-Year:

- Honors TH 100 Intro to Judeo Christian Tradition
- Honors PH 200 Human Nature & Ethics

Third-Year

- Honors ES 100 Ecology and the Environmental Challenge

Fourth-Year

- Honors HP 402 Capstone Experience

The rest of the College’s core curriculum requirements (i.e., electives) remain in effect, however Honors Program students substitute HP 402 Honors Capstone Experience for a History/Political Science, Philosophy or Theology elective.

NOTE: Honors students are expected to excel with grades of B- or better in the Honors courses. A student with a grade lower than a B- will be placed on probation. A student with a second grade below a B- will no longer be eligible to remain in the honors program.

Foreign Language Requirement

Degree candidates enrolled in a *Bachelor of Arts* programs must successfully complete two semesters of the same foreign language. The college offers French and Spanish language courses.

e-Portfolio Requirement

The use of **e-Portfolio** to demonstrate satisfaction of institutional and program learning outcomes is a **requirement for students beginning with the Class of 2023.**

An e-Portfolio is a digital collection of student work called “artifacts” (papers, projects, videos, student work) that represent the student’s learning and development while progressing towards degree completion at Saint Joseph’s College. Students are introduced to the process of creating their own e-Portfolio in their First-Year Experience (FYE) Seminar, where they learn how to store, organize and reflect on selected digital artifacts. Students maintain their student-owned e-Portfolio throughout their four years at the college collecting and tagging artifacts from CORE courses and courses in their major that demonstrate proficiency with Institutional Learning Outcomes (ILO) and Program Learning Outcomes (PLO). Each major program determines how they evaluate the completed e-Portfolios whether in a senior seminar/ capstone class or culminating experience.

Faculty advisors should discuss the importance of the e-Portfolio process with their advisees during advising sessions, reminding them of their responsibility to maintain their e-Portfolio housed in the college’s Brightspace learning management system. In addition, faculty advisors should periodically request to review their advisees’ e-portfolio progression.

College Policies, Procedures and Services

College Policies, Procedures and Services

Academic Alerts

Academic advisors are notified by the Academic Center for Excellence (ACE) and Career Studio every time an academic alert is submitted for one of their advisees. Once a faculty member submits an academic alert via the Academic Alert System in Campus Café, a staff member from ACE will follow up with the student as well as notify the student's advisor. The alert, submitted at any point in the semester, is usually for a student experiencing academic difficulty and/or who is not meeting course expectations. **The best outcomes occur when the academic advisor teams-up with the ACE staff and the student to develop an academic plan for improvement.**

Academic Center for Excellence (ACE) and Career Studio

The Academic Center for Excellence (ACE) and Career Studio, located on the third floor in Alford Hall, provides students one-stop shop access to academic support and career services. The ACE team is committed to serving all students, providing individualized support as they strive for academic, personal, and career success during their time at Saint Joseph's College of Maine.

Available Student ACE Resources are:

- Academic & Career Coaching
- ADA Accommodations
- Assistive Technology
- ELL Services
- First Year Experience (FYE) Seminar & Peer Mentor Program
- Individual Academic Support
- Peer Tutoring & Smarthinking
- Probation counseling (at-risk and early warning intervention)
- Second Year Experience (SYE) & Peer Academic Leaders (PALs)
- Student-Athlete support
- Transfer Advising
- Writing Center Assistance

Integrated within ACE's academic support services is the college's Academic and Career Studio. The Career Studio assists students with identification of long-term goals and career plans; articulating their interests, skills, values, and goals, leading to the development of a four-year educational plan to include student engagement activities and internships

Academic Honesty/Integrity

All members of the Saint Joseph's College community are expected to adhere to the principles of academic honesty central to the College's mission. Plagiarism, collusion, falsifying the results of one's research, cheating on examinations and any form of misrepresenting one's own work, or collaborating in the misrepresentation of another's work, are contrary to the traditions and goals of the institution. Instances of academic dishonesty are subject to disciplinary action and/or academic sanctions.

Students are expected to cite any sources upon which their work is based, with bibliographical lists, footnotes, endnotes and the like, and to document all uses made of the content, style, conceptualization, organization methods, and factual material of others, or of other work produced by the student. (Also see **Plagiarism**)

Procedures in cases of Academic Dishonesty

When a breach of the Academic Honesty Policy is suspected (or determined), the faculty member shall contact the student and discuss the details of the charge. Subsequent disciplinary action shall be at the discretion of the faculty member.

- I. For a minor violation, the faculty member shall either:
 - Decide to take no further action, or
 - Require that the student's work be resubmitted with appropriate changes, or
 - Lower the grade for the work submitted

- II. Beyond a minor offense, the faculty member shall either:
 - Assign a failing grade for the work submitted, or
 - Assign a failing grade for the course

When the violation is "Beyond a minor offense" and a failing grade is assigned for work submitted or a failing grade is assigned for the course, notification, along with supporting documentation, should be sent to the Office of Academic Affairs, where a record of the infraction will be kept. The student is sent a letter from the Office of Academic Affairs

acknowledging the infraction. Depending on the particulars of the case and/or the student's prior history of infractions, it may be decided to extend the sanction to include:

- Temporary suspension from the college; or
- Permanent expulsion from the college

A student accused of academic dishonesty may appeal the case in writing to the Office of Academic Affairs. An Academic Review Panel will be convened. The role of this Panel is to evaluate the accusation in light of the circumstances bearing upon the case, and then to advise the VP & Chief Learning Officer. The decision of the VP&CLO shall be final.

Academic Probation

Students incur academic probation when their cumulative grade point average falls below the acceptable minimum standard, as follows:

- for first and second term of first year = 1.75;
- for first term of second year = 1.85;
- for second term of second year and for each succeeding term = 2.0.

Probation is a warning and an opportunity to improve.

Academic Probation is determined once final grades are posted at the end of the semester. An Academic Probation/Dismissal Review Committee that includes the VP & Chief Learning Officer, the College Registrar, and the Assistant Dean and Director, Academic Center for Excellence and Career Studio carefully reviews the student records. Students determined to be on Academic Probation receive a letter from the Dean's Office stating the terms of their academic probation for the upcoming academic semester. The student's academic advisor and the Academic Center for Excellence (ACE) and Career Studio Staff receive a copy of the letter via email. Students placed on probation are required to meet with a support advisor from ACE to develop an action plan for the upcoming semester. A student's plan may include attending weekly/biweekly meetings with their ACE support advisor and/or completing directed study hours in ACE. In addition, academic advisors should follow up with any student who is placed on academic probation. **The best outcomes occur when the academic advisor teams-up with the ACE staff and the student to develop an academic plan for improvement.**

Students placed on academic probation are expected to meet the minimum required cumulative grade point average for their class level during subsequent semesters in order to remain enrolled at Saint Joseph's College. A student ***must*** attain a minimum GPA of 2.0 in order to graduate.

Academic Probation - Directed Study Hours in ACE

A student placed on academic probation may be required to complete directed study hours. Directed study hours for students on academic probation are determined based on their cumulative GPA. The hours are to be completed weekly within the Academic Center for Excellence Office, located on the third floor of Alford Hall.

Prescribed hours based on GPA:

- Below 1.00 = 4 hours/week
- 1.0 - 1.50 = 3 hours/week
- 1.51 – 1.99 = 2 hours/week

NOTE: A student who earned a semester GPA below 1.00 may only be allowed to enroll in a maximum of 12 credits the following semester.

Academic Warning

Students with a cumulative or semester GPA below a 2.0, who are not placed on academic probation or who are not academically dismissed from the college will receive an official academic warning notice. Students receiving an academic warning notice are required to meet with an academic support advisor from the Academic Center for Excellence (ACE) and Career Studio to develop an academic plan for improvement. The student's academic advisor receives a copy of the academic warning letter via email. In addition, academic advisors should follow up with any student who is placed on academic warning. **The best outcomes occur when the academic advisor teams-up with the ACE staff and the student to develop an academic plan for improvement**

Academic Dismissal

A student in a 4-Year College program who has been on probation for two terms and shows no substantial sign of improvement is subject to academic dismissal from the College. Academic dismissal is determined once final grades are posted at the end of the semester. An Academic Probation/Dismissal Review Committee that includes the VP and Chief Learning Officer, the Registrar, and the Assistant Dean and Director, Academic Center for Excellence and Career Studio carefully reviews the student records. An academic advisor is notified via email when an advisee is academically dismissed. Note: If the student's progress at another institution indicates promise of future success at Saint Joseph's College (demonstrated by the successful completion of a minimum of 12 credits with a C or better in classroom-based coursework), the student may apply for readmission to Saint Joseph's College at a future date.

A student who fails three courses in any term at the College is also subject to academic dismissal from the College unless the cumulative grade point average was 2.5 or better prior to the semester in which the three courses were failed. In this instance, the student may request to remain at the College but may be restricted to twelve credit hours for the next term. The VP and Chief Learning Officer may impose additional conditions as well.

A senior student who fails three courses and has a cumulative grade point average of less than 2.5 may be allowed under certain circumstances to continue a program of study subject to conditions determined by the VP and Chief Learning Officer.

ADA Accommodations

Saint Joseph's College in accordance with the Americans with Disabilities Act of 1990 provides reasonable accommodations to students who have physical, psychological, or learning disabilities. ADA accommodations at Saint Joseph's College provides equitable access to ADA students in all academic programs within all aspects of Higher Education. Students who wish to receive accommodations are responsible for submitting current documentation of disabilities and accommodation needs. A student may declare a disability at any time throughout the academic semester; however, the beginning of the semester is ideal for academic success. Accommodation requests must be submitted to Holly Sanborn, Manager of ADA Accommodations within the Academic Center for Excellence (ACE) and Career Studio located on the third floor of Alford Hall.

- In order to receive ADA Accommodations, students must meet federal and state regulations by providing current documentation from a medical provider that verifies a disability.
- The Manager of ADA Accommodations will carefully evaluate the documentation of a disability and determine the appropriate and reasonable accommodation to support the needs of the student.
- The Manager of ADA Accommodations will meet individually with the student to determine and authorize the appropriate accommodation on a case by case basis, providing a large scope of services to enhance their learning skills.
- Academic support will be provided to ADA Accommodation students with the goal that each student will be their best self-advocate.
- The Manager of ADA Accommodations serves as a resource to faculty and staff who will also be working with our ADA Accommodations on-campus.
- Based on the nature of the disability and according to the documentation, reasonable accommodations are determined by the Manager of ADA Accommodations. Determination of accommodations is provided to the student in writing. The student has

the responsibility to inform and provide his/her faculty of any agreed-upon accommodations in writing. (See Appendix D *Basic Accommodations Offered*)

Add/Drop Period

Students may add or drop courses during the first week of the semester. This is referred to as the “Add/Drop Period.” The specific dates are published yearly in the Academic Calendar. Students can add and/or drop a class through Campus Cafe. Although they do not need their advisor’s approval, the Registrar’s Office always advises: **STUDENTS SHOULD INFORM THEIR FACULTY ADVISOR PRIOR TO MAKING ANY CHANGES TO THEIR COURSE SCHEDULE.** Since students can now register for courses in Campus Café, there is no longer a need to complete an ADD/DROP form and submit it to the Registrar’s Office (unless the student requests to add or drop a course after the stated ADD/Drop period as an exception to policy).

It is the student’s responsibility to ensure they have completed all coursework needed for graduation. With that in mind, students are asked to make sure their faculty advisor approves any changes to the student’s schedule in an effort to help prevent any “surprises” senior year, which might require enrolling in an extra semester before graduating. In addition, dropping courses may have negative implications from a financial aid and/or student-athlete eligibility standpoint. When dropping a course, a student should verify they will remain in “good standing” with financial aid and if appropriate, as a student-athlete.

NOTE: Dropped courses are removed from the student’s academic record.

Admittance to Class

Only students who are registered and whose names are on the most current class roster may be admitted to class (Faculty access the most current roster by logging into *campus cafe*).

Attendance

Students are expected to be present at all their regularly scheduled classes. A student is either in class or is marked absent regardless of the reason for the absence. An absence from any class may **only** be deemed excusable by the instructor of the course, not an administrative office. Students should refer to the course syllabus for the class attendance policy. In the event of prolonged illness, accident, or similar emergency, the Office of Academic Affairs should be notified, and the faculty member will be advised.

When in judgment of the faculty member a student's absences threaten to lower the student's academic achievement or lead to failure, the faculty member may give a written warning to the student. Copies of this warning shall be sent to the Office of Academic Affairs and to the Registrar. Students in danger of failing should be advised to make an appointment with their academic advisor and with the Academic Center for Excellence (ACE) and Career Studio for counseling and guidance at "ask ACE" askace@sjcme.edu.

If the pattern of unsatisfactory work caused by absence continues despite this warning, the faculty member may recommend to the Assistant Dean and Director, Academic Center for Excellence and Career Studio that the student be withdrawn from the course with the grade of WF. If approved, the WF grade will be entered on the student's official transcript and is so computed.

If a faculty member is late to class, students are required to wait 10 minutes. If at the end of that period, the faculty member has not arrived, the students present must sign their names on a record sheet and give it to the Office of Academic Affairs.

Audit Policy

Students who register to audit a course receive no credit for the course but have "Audit" recorded on their transcripts. Audit status will not be assigned once the term begins. Even though the student is receiving no credit for the course, there are fees involved with the audit option. Typically, students will audit a course to serve as a "refresher" for the material learned.

Changing/Declaring Major and Minor

Students wishing to change their major (or minor) must complete a *Change of/Declaration of Major/Minor form* and gather the necessary signatures before submitting it to the Registrar's Office. If the major is being changed during the Add/Drop period, students will be able to make any necessary adjustments to their course schedule in Campus Café. The *Change of Major/Minor form* is available on the Registrar's webpage. (From the MySJC dashboard, select the *Handbooks* link. Select the *Registrar's Office* link. Scroll down the page to *FORMS*.) In addition, a hard copy or an electronic copy is available through the Registrar's Office.

Note: Students interested in changing their major to Nursing must contact the Program Coordinator for Undergraduate Nursing to discuss the process and requirements.

Class Cancellation

If circumstances necessitate the closing of Saint Joseph's College, the VP and Chief Learning Officer is responsible for making the determination and notifying area radio/television stations by 6:00AM of the cancellation of classes. Faculty and students may call the school and class cancellation number (207-893-3333) to get information on individual classes and/or school wide cancellation. A school closing notification will be placed on the college's website. In the instances of hazardous weather, faculty and students should use discretion in the decision to commute during such conditions.

Community-Based Learning

Community-Based Learning at Saint Joseph's College uses course content to engage students within their school and communities while challenging students to learn firsthand about community, democracy, diversity, justice, civil society, social responsibility, leadership and critical thinking. Students and faculty partner with schools, businesses, organizations, and agencies to solve problems as part of their academic studies, transforming them from passive recipients to active participants in their education and communities while providing a deeper understanding of theories and course content. Learning continues to occur through an array of reflection activities and assignments that help students connect their experiences with the central ideas, hypotheses, theories, and methods they are studying. The integration of this experiential component into course content reinforces our Core Values and furthers the Mercy tradition of service on which the College was founded.

Saint Joseph's College uses two designations to identify community-based learning courses: CL-R (community-based learning is a required component of the course) and CL-O (community-based learning is an optional component of the course). Upon successful completion of a community-based learning project, community-based learning credit will appear on a student's transcript.

*Courses with a Community-based learning component are tagged with **CBL** in the course schedule in campus café.

Course Overload Policy

Students registered in 12 semester credits or more are classified as full-time. To meet the 120 credit requirement for graduation (for students who entered Fall '20 or later), the normal course load taken by full-time students is 15 semester credits. To meet the 128 credit requirement for graduation (for students who entered prior to Fall '20), the normal course load taken by

full-time students is 16 semester credits. **The maximum course load is 19 semester credits.** The number of credits permitted each term depends upon the courses selected and the scholastic ability of the student.

Students who meet the following criteria may take a maximum of 20 credits:

- Second and third-year students with a cumulative grade point average of 3.5 or higher may take 20 credits in any given semester.
- Any fourth-year student with a cumulative grade point average of 2.75 or higher may take 20 credits.

Note: Students will be assessed additional tuition charges for each credit over the 19-credit maximum. Students requesting a course overload must complete a *Credit Overload* form. The form is located on the Registrar's webpage (From the MySJC dashboard, select the *Handbooks* link. Select the *Registrar's Office* link. Scroll down the page to *FORMS*.). In addition, a hard copy is available in the Registrar's Office

Course Substitutions

If a student is advised to take a course that is different from the required course within the degree plan, the faculty advisor and the chair of the major must sign off on the approved course using a *Course Substitution form* listing the required course and the course that will serve as a substitution for the requirement. If the course substitution is a core requirement, the Office of Academic Affairs must approve the substitution. *Course Substitution form* is available to the advisor on the Registrar's Office webpage (From the MySJC dashboard, select the *Handbooks* link. Select the *Registrar's Office* link. Scroll down the page to *FORMS*.). In addition, a hard copy or an electronic copy is available through the Registrar's Office. The completed form should be submitted to the Registrar's Office.

Dean's List

The Dean's list is posted at the end of each semester. **Students that qualify for the Dean's List are those that have completed at least 14 credits within the semester, received a semester grade point average of at least 3.50 and have successfully completed all courses for which they are registered with no grade less than a B- is placed on the Dean's list.** The Dean's list is published to the college website. Note: Students that request confidentiality will not have their names released for publication.

Directed Study Course (Tutorial)

A Directed Study course or Tutorial course is designed to substitute for a traditional catalog course that is not offered in the semester for which a student wishes to enroll. The material

covered is fundamentally the same as that covered in the traditional course. The credits assigned for the directed study course will be equal to the credit value of the traditional course for which it is a substitution. A Directed Study class size will not exceed three students. The Directed Study Form must be completed with approval signatures from the supervising faculty member, the department chair, and the Office of Academic Affairs.

To qualify for a Directed Study, the student must meet the following conditions:

- The course must be required for the student's major/minor
- The course will not be offered during the upcoming fall/spring semester or there is a schedule conflict between two required courses; delaying the student's degree completion.

Course is listed in campus café with catalog course # and section - DS. *Example:*
BI 310-DS Winter Ecology

The *Independent Study/Directed Study Course* form is available to the advisor on the Registrar's Office webpage (From the MySJC dashboard, select the *Handbooks* link. Select the *Registrar's Office* link. Scroll down the page to *FORMS*. Select *independent Study*). In addition, a hard copy or an electronic copy is available through the Registrar's Office.

Dismissal

The College reserves the right to dismiss a student when the quality of scholarship does not meet the required standards or when the student's conduct is contrary to the purposes and ideals of the College. Students dismissed for disciplinary reasons are not allowed to make up graded work.

Double Majors

Students wishing to pursue a double major should meet with their faculty advisor to discuss the additional coursework involved. Permission is required from **both the Department and the Office of Academic Affairs** to declare a double major. Students must complete a *Change of/Declaration of Major* form – securing all required signatures. The *Change of/ Declaration of Major* form is available to advisors on the Registrar's webpage. (From the MySJC dashboard, select the *Handbooks* link. Select the *Registrar's Office* link. Scroll down the page to *FORMS*.) In addition, a hard copy or an electronic copy is available through the Registrar's Office.

All majors should be declared by the end of the second-year. Students with two majors must complete all of the degree requirements of the College as well as all department requirements

for both majors. If a student successfully completes the requirements for two majors, both majors will be listed on the transcript. The primary major will determine the degree awarded.

Note: Availability of courses can only be assured for a student's primary major.

English Language Learners (ELL) Services

The Office of Academic Affairs in conjunction with the Academic Center for Excellence (ACE) and Career Studio is in full support of academic modifications that will assist English Language Learners (ELL) in achieving the highest level of academic success during their time at Saint Joseph's College. Advisors are asked to refer any ELL learner they think may benefit from this support to the college's ELL coordinator: Holly Sanborn, Manager of ADA Accommodations within the Academic Center for Excellence (ACE) and Career Studio located on the third floor of Alfond Hall.

Exceptions to Academic Policy

Academic advisors should direct any advisee requesting an exception to an academic policy to Shanna Webster, Assistant Dean and Director of Academic Center for Excellence and Career Studio.

FERPA

Much of what follows is from the *AACRAO 2010 FERPA Guide*.

As an advisor, it is important to know both the student's and the faculty's rights under FERPA.

What Students should know about FERPA

FERPA stands for Family Educational Rights and Privacy Act. FERPA affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the college receives a request for access. Students should submit to the Registrar written requests that identify the records they wish to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the student believes is inaccurate. They should write the Registrar and clearly identify the part of the records they want changed, and specify why it is inaccurate. If the college decides not to amend the record as requested by the student, the college will

notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the college in an administrative, supervisory, academic or research, or support staff position; a person or company with whom the college has contracted; a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

The college may disclose appropriately designated "directory information" without written consent unless the student has advised the Registrar of the request to not have directory information released without student consent. This is accomplished by submitting an "Access to Student Records" form to the director.

The following data has been designated as "Directory Information" at the college:

- The student's name, address, telephone listing and campus email address
- Date and place of birth
- Major field of study
- Participation in officially recognized activities and sports
- The weight and height of members of athletic teams
- Dates of attendance
- Degrees and awards received
- The most recent previous educational institution attended

Every student must be given the opportunity to have directory information suppressed from public release. This process is often referred to as a "no release", "opt out" or "suppression". Everyone within the institution must abide by a student's request that no information be released about the student. The Registrar's Office has access to the names of those students who have requested that none of their directory information be released. NOTE: It is important to understand, that a "no release" does *not* mean that a school official within the institution

who has a demonstrated legitimate educational interest (e.g., faculty member teaching the student in class) is precluded from using the information to perform that official's job duties.

What Faculty should know about FERPA

Once a student enrolls at SJC, an educational record exists and the student is covered under FERPA. Faculty should know that at the post-secondary level, the student (not the parent*) is the "owner" of his/her education record, and SJC is the "custodian" of that record.

*With reference to FERPA, the term "parent" refers to either parent (including custodial and non-custodial, if divorced).

What are "Education Records"?

Education records include any record maintained by SJC that contains information that is personally identifiable to a student (in whatever format or medium) with some narrowly defined exceptions:

- Records in the "sole possession of the maker". These are records that are kept in the sole possession of the maker, and are used only as a personal memory aid, and are not accessible or revealed to any other person except a temporary substitute for the maker of the record. Any record that is made in conjunction with a student or other school official, such as an evaluation of a student or the student's performance, is *not* a sole possession record.
- Law enforcement records created and maintained by a law enforcement agency for a law enforcement purpose.
- Employment records (unless the employment is based on student status.) The employment records of student employees (e.g., work-study, wages, and graduate teaching associates) are part of their educational record.
- Medical/psychological treatment records (e.g., from a health or counseling center.)
- Alumni records (i.e., those created after the student graduated or left the institution.)

Other things every faculty member should know

- **Posting Grades:** Since grades can never be considered *directory information*, it is inappropriate to post grades in a public setting. An instructor may, however, post grades if the grades are posted in such a manner that only the instructor and the individual student can identify the individual and his/her grade. Grades should never be posted by any portion of the SSN. Additionally, it is recommended that such a posted list should not be in the same order as the class roster and/or in alphabetical order.
- **Web-based tools to support classes:** Courses supported by class Web sites and/or discussion groups must take extra precautions to not inadvertently release

non-directory student information. Only directory information can be available to the general public and other class members, so it is recommended that such Web-based tools employ a security layer so that only class members and instructors can access appropriate information.

- **Students opting for “no release” in a classroom setting:** Students cannot choose to be anonymous in the classroom setting. If a student has chosen “no release” for his/her directory information, that does not mean that an instructor cannot call on him/her by name in class or that the student’s SJC email address cannot be displayed on an electronic classroom support tool such as a discussion board, blog or chat feature.
- **Letters of Recommendation:** Statements made by a faculty member providing a recommendation based on that person’s personal observation or knowledge do not require a written release from the student subject of the recommendation. However, if personally identifiable information obtained from a student’s educational record is included in a letter of recommendation (grades, GPA, etc.), the faculty member is required to obtain a signed release (*see example below) from the student, which specifies the records that may be disclosed.

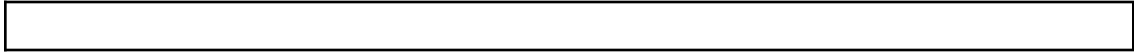
The letter must:

- i. State the purpose of the disclosure, and
- ii. Identify the party or class of parties to whom the disclosure can be made.

Please note: since the letter of recommendation would be part of the student’s educational record, the student has a right to read it – unless he/she has waived the right to that access.

Example - Student Release Form

I give permission to Professor Smith to write a letter of recommendation to:	
Annie’s Catering 123 Sesame Street Lynchburg, VA 24502	
Professor Smith has my permission to include my grades and GPA in this letter.	
I waive/do not waive my right to review a copy of this letter at any time in the future.	
_____	_____
Signature	Date
Cc: Registrar’s Office	



The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Final Exams

Final exams are scheduled by the Registrar's Office. The final exam period typically occurs within the last 4 days of the semester. Final exams should not be given during the regular semester.

Exam blocks are two hours long occurring typically during the following times:

8:00am - 10:00am
10:15am - 12:15pm
12:30pm - 2:30pm
2:45pm - 4:45pm
6:00pm - 8:00pm

The Registrar's Office reviews each individual faculty member's final exam schedule making sure that the faculty member does not experience a conflict with one or more exam blocks. In addition, individual student's schedules are reviewed for conflicts. In some case, students may experience a conflict. In such cases, the student should notify the faculty members for courses involved and work with the faculty members to schedule an alternative exam time. Students that have three or more exams scheduled on any particular day can opt to take the middle final exam on an alternative day but should work with their faculty member to make the arrangements. The student should approach the faculty member as soon as possible but no later than two weeks before the last scheduled class.

Students who have a serious illness or personal emergency should contact Shanna Webster, the Assistant Dean and Director of Academic Center for Excellence and Career Studio at 207-893-7563 or swebster@sjcme.edu as soon as possible to discuss the situation. The Dean will consult with the appropriate faculty member. If a student's request to reschedule a final exam is approved, the student should contact the faculty member as soon as it is feasible to schedule the final examination at a mutually acceptable time.

Transportation or vacation issues are not considered valid reason to alter a final exam schedule.

First-Year Experience

The First –Year Experience (FYE) Seminar is a one-credit course required of all first-year students. FYE (FY101) is designed to introduce the student to the academic side of college life, to help prepare students to negotiate the academic environment, and to look beyond college life to wider communities, societal issues, and toward a considered discernment of one’s potential roles in our complex global society.

The course emphasizes academic proficiency; the mission and the values of this college; the application of acquired knowledge; higher-level thinking; and social awareness. This is a personal development course focusing on academic success and the development of related living skills, which go beyond the academic environment.

Good Academic Standing and Satisfactory Progress

Full-time matriculated students are in good academic standing and making satisfactory progress in their degree program when they meet or exceed the cumulative credit and grade point averages listed below. The benchmarks are listed for the end of the academic year. Note: Failure to maintain “good academic standing” can impact financial aid and athletic eligibility and the ability to remain enrolled at Saint Joseph’s College .Failure to maintain academic standing will result in the loss of a student’s ability to utilize VA education benefits.

For student entering Fall ‘20 or later:

At Completion of Year of Attendance	Class Level	Minimum Cumulative Earned Credits	Minimum Cumulative Required Grade Point Average Required
1	First-Year*	28	1.75
2	Second	60	2.00
3	Third	90	2.00
4	Fourth	120	2.00

For students entering prior to Fall '20:

At Completion of Year of Attendance	Class Level	Minimum Cumulative Earned Credits	Minimum Cumulative Required Grade Point Average Required
1	First-Year*	28	1.75
2	Second	60	2.00
3	Third	96	2.00
4	Fourth	128	2.00

* First-year students are defined as entering undergraduates who have never attended an institution of higher education.

Greater Portland Alliance of Colleges and Universities (GPACU)

Saint Joseph's College is part of the Greater Portland Alliance of Colleges and Universities (GPACU). Being a part of this alliance with other college's in the Greater Portland Area (USM, UNE, SMCC, and MECA) allows students to take courses at any of the participating colleges within the alliance with which tuition (and only tuition) is covered as part of their full time tuition paid to their home institution.

The guidelines for which students qualify to take courses through the alliance are as follows:

- Student must be enrolled full time, be matriculated and in good academic standing
- Courses are to be taken within the regular Fall or Spring semesters
- Student is limited to three courses per year and five courses over the period of the student's undergraduate studies.
- Students must meet pre-requisites as required by the host institution
- ***Courses that students take should be courses that the home institution doesn't offer***
- Host institution has the right to refuse any student the ability to enroll in their course if the course is full or is specifically designed for their own students to take
- First-year first semester students are not eligible to enroll in a course through GPACU

Additionally, tuition is the only fee covered through the alliance. Any additional fees, (lab fees, parking fees, registration fees, technology fees, etc.) are not covered and it is the student's responsibility to find out what additional fees beyond tuition are charged by the host

institution. The *GPACU Registration Application Guidelines and Form* is available through the Registrar's Office.

Note: If registering for GPACU courses would place a student over 19 credits, The student is not eligible for GPACU. Students can still pursue courses at another institution without going through GPACU by registering and paying for them directly with the other institution.

Grade Access

Students will have access to view their final grades online through *Campus Cafe*. Final grades are typically available within 2 weeks after the end of the semester. Students who have a financial balance with the college will not be able to view their grades online.

Grade Appeals

When there is a discrepancy between the final grade the student thinks they have earned and the final grade received in a course, the student is encouraged to seek an acceptable resolution through a discussion with the faculty member of the course as soon as possible. Any change in grade is to be submitted by the faculty member in writing to the Office of Academic Affairs.

If a satisfactory resolution is not reached, a student may initiate a formal grade appeal only if there is valid basis or clear evidence for an appeal. Specifically, the student must demonstrate that the final grade was assigned as a result of:

1. A computational error
2. Grading criteria were applied in a manner that treated the student differently than others in the same course and section.
3. Unreasonable or unannounced changes made to the assignments, grading criteria or computational process.
4. A grading decision made on some basis other than the student's academic performance.

A student may initiate a formal appeal no later than 15 calendar days after the first official day of classes in the semester following the one in which the grade was received.

Steps in the formal Grade Appeal Process:

1. The student files an appeal using the *Student Request for Review of Grade* form available on the Registrar's forms' webpage or through the Academic Affairs Office. The student must submit the completed form to the Academic Affairs Office with all supporting documentation, which includes, but is not limited to, the course syllabus and all graded assignments.
2. The VP and Chief Learning Officer forwards the written appeal to the faculty member for evaluation.
3. The faculty member has one week to respond to the VP and Chief Learning Officer.

4. The VP and Chief Learning Officer informs the student in writing of the decision
 5. If a satisfactory resolution is not reached, the VP and Chief Learning Officer may convene the Academic Review Committee. It consists of three members of the faculty, one of whom is a member of the Educational Standards Committee. The recommendation of the Academic Review Committee is submitted to the VP and Chief Learning Officer.
 6. The VP and Chief Learning Officer makes the final decision normally under recommendation of the faculty or, if necessary, the Academic Review Committee; filing the final decision with the Registrar and informing the student in writing.
-

Grading System

Letter Grad	Quality Points	Numerical Equivalent
A	4.0	93-100
A-	3.7	90-92
B+	3.3	88-89
B	3.0	83-87
B-	2.7	80-82
C+	2.3	78-79
C	2.0	73-77
C-	1.7	70-72
D+	1.3	68-69
D	1.0	63-67
D-	0.7	60-62
F	0.0	Below 60

F	Failure: This grade is calculated into the GPA.
I	Incomplete: An "I" that is not removed six weeks after the examination period becomes an "F".
"I"	Grades must be approved by the Dean's Office.
W	Withdraw from class within period of no penalty.
WF	Withdraw from class after the last day to withdraw without penalty. The "WF" is calculated into the GPA and will remain on a student's transcript even if the course is repeated.

Please note: Saint Joseph's College does not award grades of A+

Graduation/Graduation Application

Saint Joseph's College confers diplomas three times a year: May, September and December. December candidates must complete their degree requirements by the end of the Fall semester. May candidates complete their degree requirements by the end of the Spring semester. September candidates must complete their degree requirements by August 15.

Early in the Spring semester, the Registrar's Office emails a copy of the graduation application to all fourth-year/fifth-year students. The students are expected to schedule a meeting with their academic advisor to review their transcript and confirm that they have completed all of their degree requirements for graduation. The academic advisor must list all approved course substitutions on the graduation application. The department chair's signature is also required on the graduation application; verifying degree completion. Students completing a minor must also meet with their academic advisor for the minor. Students must submit their completed graduation application to the Registrar's Office by **March 1st**.

Only students who have completed all of their degree requirements prior to Commencement or who are within eight (8) credits of degree completion with plans to complete remaining credits during the summer may participate in May Commencement Exercises.

For those students who are within eight credits of completing their degree requirements and need the summer months to complete the coursework, the academic advisor must list the remaining course requirements on the graduation application along with the expected completion date(s). Students have until August 15 following May graduation to complete their remaining requirements. Note: Students who do not have their degree requirements completed by the May graduation deadline must contact the Assistant Dean and Director of the Academic Center for Excellence and Career Studio to request approval to participate in Commencement Exercises. The students will receive a blank diploma at Commencement.

Students who entered prior to Fall '20 and complete all of their degree requirements and core curriculum with a total of 126 or 127 credits may request an exception to the 128 graduation credit requirement by emailing the Assistant Dean and Director of Academic Center for Excellence and Career Studio to request a waiver. These students also have the option to petition the College to graduate with a minimum of 120 credits. However, doing so will require the students to adhere to **all graduation requirements listed in the College Catalog for the 2020-2021 Academic Year**. Students should know any reduction in course load may impact the amount of financial aid, Veteran's benefits, or other financial assistance a student receives. The *GRADUATING WITH AT LEAST 120 CREDITS REQUEST FORM* is available through the Registrar's Office.

Graduation with Distinction

Students that complete their degree requirements with a certain grade point average may qualify for distinction. The following are the categories and requirements:

- **Summa Cum Laude:** Student completed a minimum of 63 SJC credits with a final GPA of 3.90-4.00
- **Magna Cum Laude:** Student completed a minimum of 63 SJC credits with a final GPA of 3.70-3.89
- **Cum Laude:** Student completed a minimum of 63 SJC credits with a final GPA of 3.50-3.69.
- **Cum Laude:** Student completed between 54-62 SJC credits with a final GPA of 3.50-4.00.

Independent Study Courses

Independent study is designed to enable a student with demonstrated proficiency to work individually on a project or a reading program. One to four credits may be earned by independent study. Such a program should be carefully worked out by the student in consultation with the faculty member under whose direction it is to be carried out. The Independent Study Form must be completed and the project plan must be approved with signatures from the supervising faculty member, the department chair, and the Office of Academic Affairs.

To qualify for an Independent Study, the student must meet the following condition:

- Student must have a cumulative grade point average of 3.0 or higher

Course number is listed in campus café as IS 410 with the course title posted as the Independent study project/research. *Example: IS 410 Ind. Study: Hegel's Political Philosophy*

The *Independent Study/Directed Study Course* form is available to the advisor on the Registrar's Office webpage (From the MySJC dashboard, select the *Handbooks* link. Select the *Registrar's Office* link. Scroll down the page to *FORMS*. Select *independent Study*). In addition, a hard copy or an electronic copy is available through the Registrar's Office.

Leave of Absence

Leaves of absence for one or two semesters are granted to students in good academic and disciplinary standing, who determine that circumstances necessitate a temporary interruption of their college careers. Authorization for such an absence is granted through the Office of Academic Affairs, upon receipt of the student's written notification of intent. Carrying with it the intention of returning to Saint Joseph's College, a leave of absence guarantees readmission to the College.

Students on leave of absence may, with approval of the Office of Academic Affairs, take courses for transfer credit at other regionally accredited institutions of higher learning. The *Student LOA Request Form* is available through the Office of Academic Affairs or at the Registrar's Office.

Students considering a leave of absence should contact the Assistant Dean and Director of Academic Center for Excellence and Career Studio to discuss the leave process.

Midterm/Deficiency Grades

Midterm/deficiency grades are assigned to students who have a midterm average of C or below (for Nursing students: C+ or below.) Students access their midterm/deficiency grades online through *Campus café*. The Assistant Dean and Director of Academic Center for Excellence and Career Studio will reach out via email to students receiving one or more midterm deficiency grades. ***Faculty advisors should follow up with students who receive one or more midterm deficiency grades.***

Military Service Leave

Students are allowed to withdraw from the College and receive 100% remission of tuition and fees and a prorated refund of room and board charges (less any financial aid that the students may have earned for the term) upon presenting an original copy of their military orders to the Registrar. Alternatively, incomplete (I) grades in all classes, with no tuition and fee reimbursement, may be more appropriate when the possible withdrawal is after the last day for withdrawal and Incompletes are agreed to by the faculty member(s) and the student, and approved by the Office of the Registrar. However, if the student chooses to withdraw from only a portion of his/her classes and receives Incompletes in the remaining classes; he/she would be charged at the prevailing part-time tuition and fee rates if the remaining credit hours are fewer than 12. If the student is an aid recipient and his/her enrollment status changes, e.g., from full-time to part-time, eligibility for aid will be recalculated. In either of these alternative cases, the student will receive a prorated refund of room and board charges and be allowed to complete the coursework according to the established policies of the College and the agreement with the faculty member(s) involved.

Online Course Enrollment (through the Saint Joseph's College Online Program)

Students registered in the 4-Year College may request to enroll in one online course per semester (offered through Online Programs) with the understanding that there are a limited number of seats available in each course. Students should discuss all course options with their faculty advisor in advance.

To request enrollment in an online course, through the online program, students must meet the following criteria:

- Must be a second, third or fourth/fifth year student; priority will be given to graduating fourth/fifth year students. *Class level requirement waived for summer semester enrollment only
- Must meet GPA requirements. Second & Third Year Students- 3.0 or higher, Fourth/Fifth Year Students - 2.75 or higher.
- May be approved for only one (1) online course in the Fall/Spring semester.
- May enroll in two (2) online courses (based on availability) in the Summer Semester with faculty advisor permission
- Must pay additional tuition charges for each credit over the 19 credit maximum (Fall/Spring).
- Must pay Summer Semester online course tuition at the time of course registration.
- Must agree to all of the stated deadlines & policies for online course enrollment.

Students should discuss all course options with their on campus faculty advisor in advance of submitting an online course request form. Students can access the [Online Course Registration Request Form](#) through the *Handbook* link on the **mySJC dashboard** and clicking on *Online Course Request Form* found under *Academic Resources and Support* . Note: **All fields** must be completed, and the faculty advisor's email must be entered to submit this request.

SJC Online Course Policies

Online Course Work Submission - A student may only submit ONE UNIT of work for grading every seven days to Brightspace's dropbox or once a grade for a previous assignment is returned.

Drops & Withdrawals - Students cannot drop/withdraw from online courses through the campus café system. Online course withdrawals must be processed through the Online Program's Senior Student Support Specialist.

Required Bi-weekly check ins - Students are required to respond to bi-weekly check-in emails in a timely manner. The progress checks encourage successful course progression.

Plagiarism

Plagiarism occurs when a person uses the words, ideas, opinions, research, or creative expressions of another as if they were their own.

Plagiarism can take many forms. One common type of plagiarism occurs when a person uses another's words without adding quotation marks around the words and clearly stating the source. The words of another may be used only when both of these conditions are present

(quotation marks and clear citation of the source). Not using quotation marks implies that the words are the student's.

Another common example of plagiarism is when an individual uses another person's ideas or opinions and expresses them in his or her own words (called paraphrasing) but fails to cite the source. Although in this case, the words may be the student's, the ideas have been borrowed from another, and that borrowing must be acknowledged.

Plagiarism can involve unacknowledged borrowing from any number of places, including published articles, a classmate's paper, graphs, charts, the Internet, or a video production. To take anything owned by another without proper acknowledgement is theft, and plagiarism is intellectual theft. Plagiarism occurs in research papers through failures of documentation, but it also can happen in class reports, essays, tests, and in any other situation in which a student may use the words or ideas of another. For procedures in cases of plagiarism, see **Academic Dishonesty**.

Program Load

Students registered in 12 semester credits or more are classified as full-time. To meet the 128 credit requirement for graduation, the normal course load taken by full-time students is 16 semester credits. To meet the 120 credit requirement for graduation, the normal course load taken by full-time students is 15 semester credits. **The maximum course load covered by full-time tuition is 19 semester credits.** The number of credits permitted each term depends upon the courses selected and the scholastic ability of the student.

Students who meet the following criteria may take a maximum of 20 credits:

- second-year and third-year students with a cumulative grade point average of 3.5 or higher may take 20 credits in any given semester.
- Any fourth/fifth-year student with a cumulative grade point average of 2.75 or higher may take 20 credits.

Students will be assessed additional tuition charges for each credit over the 19 credit maximum.

Students requesting a course overload must complete a *Credit Overload* form. The form can be accessed on the Registrar's Office's webpage. (From the MySJC dashboard, select the *Handbooks* link. Select the *Registrar's Office* link. Scroll down the page to *FORMS*. Select *Credit Overload*). In addition, a hard copy or an electronic copy is available through the Registrar's Office.

Registration

Registration materials containing the upcoming semester's offerings are distributed electronically by the Registrar's Office at least three weeks in advance of open registration period. **Students must meet with their advisor's in advance for course pre-approval.**

Every student has an "advisor hold" on their record that prevents them from registering for courses prior to meeting with their faculty advisor. Once a student meets with their advisor, the faculty advisor may enter notes into Campus Café regarding recommended and elective courses discussed for the upcoming semester and approves the student to register for classes in Campus Café by checking the appropriate box at the bottom of the Permission Record screen (see below):

- Check the box to allow (uncheck to disallow) this student to register

Repeat Course Policy

Students may repeat courses taken at Saint Joseph's College in the event the initial grade for a course is lower than a C- or fails to meet the minimum grade requirement by the student's academic program of study. In most cases, courses may be repeated once at SJC and once elsewhere (for three attempts). Nursing students may only repeat nursing and required courses in the major once at SJC or elsewhere. (See the Nursing Handbook).

All course attempts and final grades earned at SJC appear on the student's academic transcript. Only the higher grade is used in calculating the cumulative grade point average. Pursuant to the College's transfer credit policy, courses repeated at other institutions do not calculate into a student's grade point average. Credit for a course toward graduation will be given only once, even if the course is passed more than once.

Students requesting to repeat a course to improve a grade must receive written approval from their academic advisor and the Registrar's Office. Students must complete and submit a *Repeat Course Request Form* to the Registrar's Office no later than the last day of the Add/Drop period. The *Repeat Course Request* form is available through the Registrar's Office.

Students who have graduated cannot file requests for retroactive grade replacements and cannot replace the grades in courses taken prior to graduation.

Repeating a course may affect financial aid. It is the student's responsibility to consult with the Office of Student Financial Services.

Requesting Transcripts

Students may order a Saint Joseph's College transcript online on the Registrar's *Transcript Request* webpage at: <https://www.sjcme.edu/academics/transcript-request/>. The fee is \$8 per transcript. Transcript requests are normally processed within 1-3 business days of receipt of the request. Transcripts are available to students provided there are no outstanding debts in the student's name.

SMARTHINKING- 24/7 Online Tutoring/Writing Services

The college offers access to an online tutoring service called SMARTHINKING. This service, offered at no additional charge, provides all SJC students anytime, anywhere access to academic assistance from experts in the field. Students can access SMARTHINKING via a link in **Brightspace** under *Student Resources*. There are short tutorial videos available to assist students with getting started. Faculty advisors are encouraged to recommend SMARTHINKING as a tutoring option.

SMARTHINKING also provides comprehensive 24/7 writing services that assist students at all levels to improve their writing. This service extends the college's Writing Center's capabilities by providing the personalized assistance each student needs to deliver stronger written work. Additionally, SMARTHINKING provides a forum for students to work on group projects and to submit resumes and cover letters for review. For more information contact: The Academic Center for Excellence(ACE) and Career Studio at askace@sjcme.edu.

Student Athletes

Saint Joseph's College does not have an excuse policy for College-sanctioned events. Each faculty member maintains full authority in terms of class attendance and may choose to deal with absences as they see fit. The Athletic Academic Success Office issues each student athlete a class absence/notification letter. By signing and returning this letter, the student athlete acknowledges and accepts the responsibilities incurred with missed absences. Student-athletes should never use athletics as an excuse. Student-athletes are expected to alert their professors of game schedules at the beginning of each semester. Athletes **may not** miss a class due to practice. All that being said, the Office of Academic Affairs encourages faculty to support the college's student-athletes.

Study Away

Study Away opportunities allow students to experience different societies, cultures, and economies. Students may participate in a semester or summer terms after completion of the

first year of study. **Chris Kidger, Academic and Career Coach, Career Studio**, serves as a resource for students during the process of research and application, while the academic advisor (a faculty member) works with the student to determine how the courses will fit into the student's curriculum. A minimum GPA of 2.5 is required, but GPA minimum requirements are higher for certain programs.

Academic advisors should encourage students interested in a study away experience to begin planning early in their academic career.

Taking a Course at another College/University

Students may choose to take courses at other schools during the summer or over winter break. It is important that the student work with their faculty advisor to ensure the course(s) they want to take fulfill the specific degree requirement. Students must request approval for any courses taken at another college/university for transfer by completing a *Summer Course Approval* form and acquiring all of the appropriate signatures. The completed form must be submitted to the Registrar's Office for final approval. Summer Course Approval forms can be obtained on the Registrar's webpage (From the MySJC dashboard, select the *Handbooks* link. Select the *Registrar's Office* link. Scroll down the page to *FORMS*. Select *Summer Course Approval*). In addition, a hard copy or an electronic copy is available through the Registrar's Office. **Note:** Student must earn a "C" or better to transfer credits.

Text-to-Speech Software – ReadSpeaker

The college offers students a text-to-speech software called *ReadSpeaker*. Integrated into the **BrightSpace** course site, the software provides students with the ability to listen to course material. Three platforms are available:

- ***ReadSpeaker***
 - Will read all material in "Content" area of Brightspace
- ***docReader***
 - Reads pdfs and Word docs within Brightspace
- ***TextAid***
 - Reads non- content material within Brightspace as well as material on the web.

The text-to-speech software provides opportunities for any student who may benefit from audio presentation of material or may enjoy listening to written material from an MP3 file in the car or other venue. Students can find information about how to access the various *ReadSpeaker* functions in **Brightspace** under *Student Resources* on the home page. For more information contact the Academic Center for Excellence(ACE) and Career Studio at askace@sjcme.edu.

Transfer Credit

Saint Joseph's College policy on transfer credit requires the credit to be college-level, completed from a regionally accredited college and with a final grade of at least "C" (2.00). A transfer credit evaluation is completed by the Registrar's Office with copies of the evaluation being sent to the students and faculty advisor. During the evaluation process, the credits accepted will typically fulfill degree requirements or are used as free elective credit. Credits are transferred to the student's records; final grades are not. Credits earned in transfer go toward the student's overall credits earned, but do not count toward the cumulative GPA.

Undeclared

Students who are unsure of what degree they want to want to pursue, apply for entry as an Undeclared candidate. During their first year at Saint Joe's, they are encouraged to enroll in a number of exploratory courses as a way of immersing themselves in majors and careers of interest. They are assigned an Undeclared Faculty Advisor, who aids them in declaring a major by the end of their second-year. Undeclared students are also assigned to a First-Year Experience (FYE) class designed specifically to enhance the exploratory process.

Veterans Administration Benefits

Students who have notified the college that they are receiving VA benefits are certified through the Registrar's Office each semester. Students should inform the Registrar's Office of any interruption in their benefits, or if they plan to carry fewer than 12 credits (less than full-time) during a semester.

Withdrawal from a Course after the Add/Drop Period

Students wishing to withdraw from a course after the Add/Drop period need to obtain/complete a *Course Withdrawal form*. Advisors can find the *Course Withdrawal form* on the Registrar's webpage (From the MySJC dashboard, select the *Handbooks* link. Select the *Registrar's Office* link. Scroll down the page to *FORMS*. Select *Withdrawal from Course -After Add/Drop*). In addition, hard copies and electronic copies of the forms are available in the Registrar's Office. The form requires the signature of the student's academic advisor.

Students may withdraw from any course and receive a grade of W up until the posted "last date to withdraw without academic penalty" - see the Academic Calendar. After the posted date, students will receive a grade of WF if they withdraw from a course. The WF is computed into the GPA as a grade of F.

NOTE: On average students must take 16 credits a semester to meet the 128-credit graduation requirement in eight (8) semesters or four (4) years. And students entering SJC Fall '20 or later must take on average 15 credits a semester to meet the 120-credit graduation requirement in eight (8) semesters or four (4) years. Students who withdraw from a course after Add/Drop should create a plan with their academic advisor on how they will make up the credits going forward– whether it is as a course overload during a future fall/spring semester or during a summer semester. In addition, withdrawing from a course may have negative implications from a financial aid and/or student-athlete eligibility standpoint. When withdrawing from a course, a student should verify they will remain in “good standing” with financial aid and if appropriate, as a student-athlete.

Withdrawal without Academic Penalty

The Withdrawal without Academic Penalty period begins after the add/drop period has ended and spans throughout approximately two months into the semester. During this time, a student can withdraw from a course and receive a final grade of “W” (Withdrawal). The grade of “W” carries no points and therefore does not affect a student’s semester or cumulative GPA. The course will show on a student’s transcript with a grade of “W” and will always remain a part of the student’s overall academic record with the college.

Students who withdraw from a course after the last day to withdraw without academic penalty will automatically receive a final grade of “WF” (Withdrawn Failing). This grade is treated as any other failing grade and will negatively affect the student’s grade point average. The *Withdrawal from Course- After Add/Drop* form can be found on the Registrar’s webpage (From the MySJC dashboard, select the *Handbooks* link. Select the *Registrar's Office* link. Scroll down the page to *FORMS*. Select *Withdrawal from Course-After Add/Drop*). In addition, hard copies and electronic copies of the forms are available in the Registrar’s Office. The form requires the signature of the student’s academic advisor.

NOTE: On average students must take 16 credits a semester to meet the 128-credit graduation requirement in eight (8) semesters or four (4) years. Students who withdraw from a course after Add/Drop should create a plan with their academic advisor on how they will make up the credits going forward– whether it is as a course overload during a future fall/spring semester or during a summer semester. In addition, withdrawing from a course may have negative implications from a financial aid and/or student-athlete eligibility standpoint. When withdrawing from a course, a student should verify they will remain in “good standing” with financial aid and if appropriate, as a student-athlete.

Pathways to Graduate School

Current Partnerships and Affiliations

Logan University - Doctor of Chiropractic Program

Merrimack College School of Health Sciences- Master of Science Programs: Community Health Education, Health and Wellness Management and Exercise and Sport Science

New York Chiropractic College - Doctor of Chiropractic Program

Salus University for Optometry

University of Maine School of Law

University of New England School College of Pharmacy

University of Saint Joseph School of Pharmacy

University of Southern Maine- Master in Athletic Training Program

University of Southern Maine - Master of Occupational Therapy Program

3 + 3 Doctor of Chiropractic Articulation Agreement between Logan University and Saint Joseph's College of Maine

For Qualified Medical Biology Students

Saint Joseph's College of Maine (SJCME) has an articulation agreement with Logan University in Chesterfield, MO (Logan) for an accelerated 3 + 3 Doctor of Chiropractic (DC) degree program. Under this agreement students, who complete specific course requirements at Saint Joseph's College, may continue their education in chiropractic care at Logan University and earn both a BS and DC degree in six years. Students are awarded a bachelor's degree from Saint Joseph's College upon successful completion of their first year at Logan University.

- Students should apply for the 3 + 3 program six months to a year in advance of their desired entrance date.
- A cumulative GPA of 3.0 or higher will guarantee admission into Logan's DC degree program.
- Students with a 2.75-2.99 may still be considered for admission.
- Any student interested in the accelerated program should speak with their faculty advisor for additional specifics about application and admission requirements.
- For every course required by Logan (either offered by SJCME or Logan), no grade below a 2.0 on a 4.0 scale will be accepted for credit in this articulated program.

Under the provisions of this program, a 3+3 Program student will matriculate at Saint Joseph's College of Maine with a baccalaureate degree with a minimum of 90 credit hours in coursework at Saint Joseph's College and a minimum of 30 credit hours in coursework at Logan.

- Students are admitted to Logan only as first year Doctor of Chiropractic students.
- Upon completion of the required coursework, 30 credit hours from Logan may be transferred toward completion of the baccalaureate degree at SJCME. In order to matriculate at SJCME, an official transcript must be sent from Logan to the Registrar's Office at SJCME, and the student must request and complete application materials for graduation..
- The acceptance of transfer credits or testing toward completion of degree requirements shall be governed by current policies of SJCME.
- In order to be granted *the Bachelor of Science with a comprehensive major in Medical Biology/Pre-Chiropractic* from SJCME, students must have successfully completed a minimum of 120 credit hours.
- Students applying to Logan's doctorate program under a 3+3 Program Agreement will qualify for their application fee to be waived.

- Students enrolled in the 3+3 Program who successfully complete all required coursework at Logan with no grade below a 2.0 on a 4.0 scale will be granted the baccalaureate degree from SJCME, provided they have met all other SJCME's graduation requirements.
- Students shall pay the appropriate tuition and fees to each institution for all coursework taken at that institution. During their first year of study at Logan, students shall not be registered for courses at SJCME, but shall pay any fees required to maintain their registration toward the baccalaureate degree. (Currently no fees required.) Upon completion of the assigned coursework within the first year of study at Logan, students shall be responsible for any fees regularly charged by SJCME for transfer of credits and awarding the baccalaureate degree. (Currently no fees required.) Transcript requests made for Logan transcripts to be sent to the agreement school will have their transcript fee waived.

Courses required for 3 + 3 Transfer Program:

Medical Biology requirements to be completed at SJC in addition to SJCME's Core Curriculum requirements:

- BI 120 - Introductory Biology I (SR)
- BI 121 - Introductory Biology II (SR)
- BI 233 - Ecology
- BI 235 - Genetics
- BI 210 - Anatomy and Physiology I
- CH 130 - Principles of Chemistry I
- CH 131 - Principles of Chemistry II
- CH 230 - Organic Chemistry I
- CH 231 - Organic Chemistry II
- PC 120 - Physics I - Mechanics
- PC 121 - Physics II - Electricity & Magnetism
- MA 201 - Calculus I
- MA 202 - Calculus II
- MA 205 - Elementary Statistics

4 + 4 Articulation Agreement with Merrimack College

School of Health Sciences Graduate Programs and Saint Joseph's College

For Qualified Health and Wellness Promotion and Sport/Exercise Science Students

Saint Joseph's College has an articulation agreement with Merrimack College's School of Health Sciences Graduate Programs that facilitates the application to, admission to and completion of one of Merrimack College's School of Health Sciences programs for qualified SJC students. The programs in the agreement include Community Health Education, Health and Wellness Management, and Exercise and Sport Science.

Note: Qualified fourth-year students who are admitted to one of the above-listed Masters Programs may delay beginning the program up to three (3) years.

Qualified SJC students must meet the following criteria:

- Anticipate successful completion of a Bachelor degree from SJC.
- A minimum overall Grade Point Average (GPA) of 3.0 at SJC.
- Meet the listed pre-requisite course requirements in each program.
- Submit an official transcript to the Merrimack Office of Graduate Admissions.

Saint Joseph's College students who do not meet the qualifications for admission may apply via the standard process.

Qualified graduating SJC students are eligible for:

- Optional Graduate Record Exam (GRE) submission.
- Fast track admissions if all pre-requisites are met:
- No application fee.
 - Traditional program application
 - Merrimack Health Sciences fellowship program application

Potential applicants should refer to Merrimack College's School of Health Sciences webpage.

Interested SJC students should speak with their faculty advisor about required prerequisite courses.

4 + 3 Articulation Agreement Between Saint Joseph's College and New York Chiropractic College

Doctor of Chiropractic Degree Program

For qualified SJC Exercise Science/Pre-Chiropractic Track, B.S. graduates

Saint Joseph's College's articulation agreement with New York Chiropractic College (NYCC) in Seneca Fall, NY provides **qualified SJC Exercise Science/Pre-Chiropractic Track, B.S. graduates** with admission to NYCC's Doctor of Chiropractic degree program. NYCC's Doctor of Chiropractic program is completed through 10 year-round trimesters, each 15 weeks in length.

Eligibility is based on the following:

- Student matriculating in Exercise Science/Pre-Chiropractic Track, B.S degree program.
- Student completing the required prerequisite courses (courses listed below) with no grades below "C"
- Student submitting a "Letter of Intent" to NYCC Admissions within first two years at Saint Joseph's College. The letter must be signed by faculty advisor. **Note:** The "Letter of Intent" does not obligate the student to apply for admission to NYCC.
- Student applying for admission to NYCC one year in advance of desired entrance date and completing all NYCC application requirements
- Student completing Exercise Science/Pre-Chiropractic Track, B.S. with at least a 3.0 cumulative grade point average (on a scale of 4.0)

Note: Students who do not maintain a cumulative GPA of at least a 3.0 from Saint Joseph's College but complete the program with a GPA of 2.75 or better, will receive appropriate special consideration for admission to NYCC.

Other:

SJC students may qualify for various levels of fellowship funding depending on cumulative GPA. These scholarships are non-renewable and dispersed between the first and second NYCC trimesters only.

- SJC students entering with a 3.0-3.499 cumulative GPA will automatically be awarded a NYCC merit scholarship valued at \$1,500.00.
- SJC students entering with a 3.5 or higher cumulative GPA will automatically be awarded a NYCC merit scholarship valued at \$2,500.00

Up to 20 semester hours of a student's pre-professional requirements can be earned through the College Level Examination Program (CLEP) or other college proficiency examinations. These credits must be granted by an accredited, degree-granting institution. **Note:** Science pre-requisites cannot be satisfied through examination programs.

Required Pre-requisite Courses for New York Chiropractic College (in addition to current courses required for all Exercise Science majors):

- BI 210 Anatomy & Physiology I
- BI 211 Anatomy & Physiology II
- CH 130 Principles of Chemistry I
- CH 131 Principles of Chemistry II
- CH 230 Organic Chemistry I
- PC 120 Physics I
- SE 301 Applied Biomechanics

Submit "Letter of Intent" to:

NYCC Admissions

2360 State Route 89

Seneca Falls, NY 13148

SJC Faculty Contact:

Dr. Karen Croteau

Department of Sport & Exercise Science

kcroteau@sjcme.edu

(207) 893-7665

Accelerated 3 + 4 Doctor of Optometry Degree Program with Salus University Pennsylvania College of Optometry For Qualified Biology Students

Saint Joseph's College has a partnership with Salus University Pennsylvania College of Optometry (Salus/PCO) for an accelerated 3 + 4 Doctor of Optometry degree program. Under this affiliation agreement, eligible undergraduate students, who complete the Pre-Optometry 3 +4 Transfer Option Program Requirements at Saint Joseph's College (including all core curriculum requirements), may continue their education in optometry at Salus/PCO and earn a Doctor of Optometry degree in seven years. **After the successful completion of their first year at Salus / PCO, students earn the credits needed for a bachelor's degree from Saint Joseph's College.**

Note: A student's first-year optometry school grades will not be factored into their undergraduate grade point average. Upon receipt of the transferred credits, Saint Joseph's College awards a bachelor's degree to the student. In addition, for optometry school coursework students are charged the Salus/PCO per credit tuition rate.

For Admission to Phase I of the Program (prior to second undergraduate year) student must:

- Have a cumulative GPA of 3.0 or higher
- Complete an *Application for Accelerated 3 + 4 Doctor of Optometry Degree Program* (available in the Academic Affairs Office)
- Submit SAT scores with application
- Must complete all three years of Phase I at SJC

Upon acceptance into Phase I of the Program, SJC will submit the student's name and contact information to Salus/PCO Admissions. Salus/PCO will use the information to communicate with the student as they proceed through Phase I of the program at SJC.

To Remain in Good Standing in Phase I of the Program, Student must:

- Maintain a cumulative GPA of 3.3 or higher at SJC
- Adhere to SJC's Code of Conduct

To be invited to interview for Phase II of the Program at Salus/PCO, a student in good standing must:

- Complete an application for the Salus/PCO program (encouraged to do so between July 1 and September 1 following their second undergraduate year at SJC)

- Submit Optometry Admissions Test (OAT) scores to Salus/PCO from all attempts (most recent test should be taken within two years of the start of Phase II.)

Note: Acceptance into and participation in the undergraduate phase of the 3 + 4 Program does not guarantee admission to Salus University Pennsylvania College of Optometry. Salus/PCO retains full admission decision-making for each applicant.



**Application for Accelerated 3 + 4 Doctor of Optometry Degree Program
Affiliation Agreement with Salus University Pennsylvania College of Optometry**

Eligibility: Undergraduate students, who complete the Pre-Optometry 3 +4 program requirements (including all core curriculum requirements) at Saint Joseph's College, may continue their education in optometry at Salus University and earn a Doctor of Optometry degree in seven years. Students are awarded a bachelor's degree from Saint Joseph's College upon successful completion of their first year at Salus University.

Students may apply for the 3 + 4 program after the completion of their first undergraduate year, but before the commencement of their second undergraduate year at Saint Joseph's College. A cumulative GPA of 3.0 or higher is required at the time of application and thereafter, a GPA of 3.3 or higher must be maintained.

Name: _____ **Major(s):** _____

Contact Information for Salus/PCO Admissions:

Mailing Address: _____

Email Address: _____ **Phone:** _____

Status (Circle one): First-Year Student Second-Year Other _____

Current Cumulative GPA: _____

SAT Scores (attach) _____

Extracurricular Activities and Interests:

Work Experience (Attach resume if you have one):

Signature: _____ **Date:** _____

Please submit a copy of your SAT scores with your application. Submit to the Associate Dean in the Academic Affairs Office, Second Floor, Xavier Hall.

Accelerated Pathway to Maine Law's Juris Doctor (JD) Program

3 + 3 Program with Saint Joseph's College

Saint Joseph's College has a partnership with University of Maine School of Law allowing eligible SJC students to apply for admission to Maine Law's Juris Doctor (JD) program in their third year. Successful applicants enroll in law school in what would be their fourth year. **After the successful completion of their first year of Maine Law's JD Program, students earn the credits (30 elective credits) needed for a bachelor's degree from Saint Joseph's College.**

Students interested in the accelerated program may enroll in any program major of interest offered at Saint Joseph's College, but they must be able to complete all of the credits required for the degree in three years not four (This includes all core curriculum requirements). Some majors for students to consider if interested in this accelerated program include Criminal Justice, History/Political Science, Leadership for Sustainable Communities and Psychology.

Students with a cumulative GPA of 2.7 or higher may formally declare their interest in the 3 + 3 program in their second year by contacting the Academic and Career Coaches in the Career Studio. The Academic and Career Coaches will work with 3+3 program students in conjunction with their faculty advisor to ensure that they are on track with program's admissions criteria.

Note: The earlier a student declares an interest in the accelerated program, the sooner they can map out a three-year degree completion plan. It involves a rigorous full-time schedule.

Acceptance into and participation in the undergraduate phase of the 3 + 3 Program does not guarantee admission to the Law School. Students must take the LSAT exam and complete their application to the Law School during the fall of their junior year. In addition to the traditional application, program students must submit letters of reference from the program advisor regarding each student's maturity, motivation, and academic ability. The Law School retains full admission decision-making for each applicant.

Once accepted by the Law School, the student is immediately assigned an academic advisor from the Law School and matriculates with the entering class in the subsequent Fall semester. Upon the student's successful completion of the first-year curriculum (with grades of C or better), the Law School will facilitate appropriate transfer of credits to Saint Joseph's College.

The student's first-year law school grades will not be factored into their undergraduate grade point average. Upon receipt of the transferred credits, Saint Joseph's College awards a bachelor's degree to the student.

Note: For law school coursework students are charged the Maine School of Law per credit tuition rate.

To learn more about The University of Maine School of Law students may attend a Maine Law Information Session or Fall Open House. To register for one of these sessions on the Maine Law website go to mainelaw.maine.edu/admissions/recruitment/.

4 + 4 Program with University of New England's College of Pharmacy

For Qualified SJC Medical Biology students

Saint Joseph's College has a partnership with the University of New England's College of Pharmacy that provides qualified SJC Medical Biology students with a path to admission to UNE's College of Pharmacy. UNE College of Pharmacy guarantees all qualified SJC students an on-site interview for the Pharmacy Program.

Qualified SJC students will:

- Complete a Medical Biology, BS with at least a 3.3 cumulative grade point average (on a scale of 4.0).
- Complete all of the required Pharmacy prerequisites (courses listed below) with no grades below a grade of C.
- Earn a 3.4 cumulative grade point average in Math and Science courses
- Complete a satisfactory pre-admission interview conducted by UNE's College of Pharmacy at its campus
- Demonstrate excellence in community service, clinical experience and research (strongly recommended)

Note: Eligibility is subject to the availability of openings in the program.

Application and Admissions Process:

SJC students must declare by February 1 of their third year their intent to apply to UNE's College of Pharmacy as a first year Pharmacy Program student upon completion of their BS degree.

Students should notify their faculty advisor prior to the February 1 deadline.

SJC students, intending to matriculate at the UNE's College of Pharmacy campus, must complete a PharmCAS application by February 1 of the year in which the student desires to matriculate to the College of Pharmacy.

Required Pre-requisite Courses for College of Pharmacy*

- BI 120 - Introductory Biology I (SR)
- BI 210 - Anatomy and Physiology I
- BI 230 - Microbiology
- CH 130 - Principles of Chemistry I
- CH 131 - Principles of Chemistry II
- CH 230 - Organic Chemistry I
- CH 231 - Organic Chemistry II

- CO 218 - Oral Communications (SR)
- EH 101 - College Writing
- HY 104 - Modern Global History
- MA 201 - Calculus I
- MA 205 - Elementary Statistics
- PC 120 - Physics I - Mechanics
- PY 101 - Introduction to Psychology I
- English Literature Elective
- Philosophy Elective
- Theology Elective

***Must be completed at SJC unless previously approved by UNE's College of Pharmacy**

3 + 3 Agreement between Saint Joseph's College and the University of Saint Joseph School of Pharmacy (Hartford, CT)

Bachelor of Science and Doctor of Pharmacy Program

For qualified Biology, Biochemistry or Chemistry Students

The University of Saint Joseph School of Pharmacy (USJ) in Hartford, CT and Saint Joseph's College (SJC) have partnered on a 3 + 3 (dual degree) pharmacy program. The program is designed to create a pathway for students enrolled in BS, Biology, Biochemistry or Chemistry programs to earn their Doctor of Pharmacy in six years. With this program, students complete three years of study at Saint Joseph's College, followed by three years at the University of Saint Joseph in their Pharm.D. Program.

Overview

During the first three years at Saint Joseph's College, students complete their core curriculum courses, major program requirements and electives that include prerequisites for USJ's pharmacy program. At the University of Saint Joseph, students move through the Pharm D. program as part of a cohort, completing one course at a time in order to master the subject material (using block scheduling), and completing the doctoral program in three years. (Note: The Pharm D. program is a year-round program).

Bachelor's degrees are awarded to 3+3 Pharm.D degree candidates upon successful completion of their first year of the pharmacy program, using credits earned to complete the necessary credits in the Bachelor of Science degree.

To be eligible for the Pharm.D. Program at the University of Saint Joseph, SJC students must maintain a 2.8 GPA and complete the PharmCAS application and Pharmacy College Admission Test.

Priority is given in Admission to dual degree program applicants from SJC when those applicants have completed the first three years in the dual degree program, satisfied admissions requirements of the Pharm.D. program and are otherwise competitive with other applicants competing for admission to the Pharm.D. program.

A student in the dual degree program who is not in good academic standing at the end of the first professional year of the Pharm.D. program will revert back to Saint Joseph's College to complete the Bachelor of Science degree.

While pursuing studies at each respective institution, students will be considered for academic, financial and such other purposes, as a regular full-time student of the institution then in attendance. Accordingly, each student participant shall be subject to all rules, regulations, policies and procedures of the institution then in attendance. Each student shall agree in writing that he/she shall abide by such rules, regulations, policies and procedures of such institution.

For more information on University of Saint Joseph School of Pharmacy:

http://catalog.usj.edu/preview_program.php?catoid=13&poid=2184&hl=%22Pharmacy%22&returnto=search

Pre-requisites as follows:

University of Saint Joseph School of Pharmacy –Prerequisites (Minimum semester hours required)	Saint Joseph’s College Pre-requisite Course Equivalents
Biological Sciences -12 semester credits: <ul style="list-style-type: none"> ● Microbiology with laboratory – 4 semester credits ● Human Anatomy and Physiology with laboratories – 8 semester credits 	<ul style="list-style-type: none"> ● BI 210 A&P I ● BI 211 A&P II ● BI 230 Microbiology
Chemistry – 16 semester credits: <ul style="list-style-type: none"> ● General Chemistry with laboratories – 8 semester credits ● Organic Chemistry with laboratories – 8 semester credits 	<ul style="list-style-type: none"> ● CH 130 Principals in Chemistry I ● CH 131 Principals in Chemistry II ● CH 230 Organic Chemistry I ● CH 231 Organic Chemistry II
Physics – 4 semester credits <ul style="list-style-type: none"> ● General Physics with laboratory – 4 semester credits 	<ul style="list-style-type: none"> ● PC 120 Physics I
Mathematics – 6 to 7 semester credits <ul style="list-style-type: none"> ● Calculus – 3 to 4 semesters ● Statistics –3 semester 	<ul style="list-style-type: none"> ● MA 201 Calculus I ● MA 205 Elementary Statistics
English – 6 semester credits : <ul style="list-style-type: none"> ● English composition – 3 semester credits ● Second English course – 3 semester credits This course should contain a substantial writing component. 	<ul style="list-style-type: none"> ● EH 101 College Writing ● EH Elective <p>(fulfills EH core requirements)</p>
Oral Communication –3 semester credits	<ul style="list-style-type: none"> ● CO 218 Oral Communications <p>(fulfills ACS core requirement)</p>
Economics – 3 semester credits	<ul style="list-style-type: none"> ● EC 203 Economics <p>(Elective)</p>
Health-related Science – at least 6 semester credits: <ul style="list-style-type: none"> ● Courses from any discipline that will prepare a student to excel in the Pharmacy profession. These may include Computer Fundamentals, Mathematics above Calculus I, Biochemistry, Medical Terminology, Immunology, Genetics, Cell Biology, etc. 	<ul style="list-style-type: none"> ● MA 202 Calculus II ● BI 235 Genetics ● BI 245 Cellular Biology ● BI 330/CH 330 Biochemistry I
Behavioral Sciences – 6 semester credits <ul style="list-style-type: none"> ● May include courses from Anthropology, Economics, Government, History, Human Development, Political Science, Psychology, Sociology, Ethnic Studies, or other recognized discipline 	<ul style="list-style-type: none"> ● HY 104 Modern Global History ● HY Elective (200+level) <p>(fulfills Core requirement)</p>

4 + 2 Articulation Agreement Between Saint Joseph’s College and the University of Southern Maine

Master of Science of Athletic Training Program

For qualified Bachelor of Science in Exercise Science, Pre-Athletic Training graduates

The 4 + 2 articulation agreement between Saint Joseph’s College (SJC) and the University of Southern Maine (USM) promotes the admission of qualified Bachelor of Science in Exercise Science, Pre-Athletic Training (BSESPAT) students into USM’s Master of Science of Athletic Training degree program (the “MSAT Program”).

Eligibility.

Students who have successfully completed their SJC Bachelor of Science in Exercise Science, Pre-Athletic Training degree with at least a 2.5 cumulative grade point average on the specified prerequisite coursework, with no grades below B- are eligible for admission to USM’s MSAT program, contingent upon a satisfactory pre-admission interview conducted by USM at its campus or via video conferencing.

The USM Athletic Training department at USM waives the USM and/or UMS dictated TOEFL requirements of international students who have completed the SJC Pre-Athletic Training baccalaureate degree.

Application and Admission Processes.

Following completion of their BS degree, SJC students must declare to USM Admissions their intent to apply to USM by February 1 of the spring preceding the fall in which they wish to matriculate to the USM MSAT program.

A SJC student, intending to matriculate at USM, does not have to complete an ATCAS application if USM is the only program they intend to apply to. Otherwise, students must still utilize the ATCAS application portal.

Upon the successful completion of the SJC Bachelor of Science in Exercise Science, Pre-Athletic Training degree students will be accepted by USM, in accordance with its published standards. All references to standards will be those published in the respective current catalog of SJC and USM.

Students must also comply with the various admission and student requirements found in Table 1, “Articulation Agreement Requirements” as part of the application and admission process.

Graduation Requirements

Students shall be subject to the graduation requirements of the college catalogs issued by USM and by SJC in the years of respective matriculation at each school, subject to changes in the curriculum which may be required to meet accreditation standards established by the New England Commission of Higher Education (NECHE) or the Commission on Accreditation of Athletic Training Education (CAATE), or which are determined by the USM faculty as warranted to ensure a quality educational program, and provided the student has remained on track with the curriculum.

The required Athletic Training pre-requisite courses offered by SJC are outlined in Table 2 as part of and in some cases, in addition to, the Bachelor of Science in Exercise Science, Pre-Athletic Training degree (BSESPAT). To be eligible under the terms of this Agreement, BSESPAT students at SJC must have completed all specified Athletic Training pre-requisite coursework at SJC.

See Tables 1 and 2 on the following pages.

Table 1. Articulation Agreement Requirements (MSAT)

Affiliation Program:	Expected credentials
Degrees	BS Exercise Science, Pre-Athletic Training; MSAT
Years to complete	Degree completion (SJC) + 2 (USM)
Student Type	Open
Letter of Recommendation	One letter of recommendation from an SJC Exercise Science faculty member
Demonstrated Community Service	Strongly recommended
Knowledge, commitment, and exposure to profession	Strongly recommended
Undergraduate Major	BS Exercise Science, Pre-Athletic Training
Cumulative GPA for students	Minimum 2.5
Completion of Pre-Reqs at SJC (see Table 2)	Yes*
Minimum Grade in each prerequisite course	“B-” or better**
GRE Test Score	Submission of score is not required
Degree Required	Yes
No Honor Code, ethical/other violations	Yes
Meet technical standards for professional program	Yes
Complete application process	Apply directly through UMS application (or if applying to multiple programs, through ATCAS by February 1 of spring before expected (fall) matriculation
Pre-admission Interview	Yes, on-campus (USM) or virtual interview during Admission interview sessions
Application fees	Through USM, no; ATCAS, yes

Table 2 SJC Pre-requisite Course Equivalencies (MSAT)

(credits in parentheses represent the minimum number of credits an applicant must earn to complete the pre-requisite)

USM Pre-Athletic Training Pre-requisite Course Work	SJC Courses which meet USM Pre-Athletic Training Pre-Requisite Requirements
Anatomy & Physiology I/Lab (minimum 3 credits)	BI 210 Anatomy & Physiology I
Anatomy & Physiology II/Lab (minimum 3 credits)	BI 211 Anatomy & Physiology II
Psychology (minimum 3 credits)	PY 101 Introduction to Psychology
Chemistry (minimum 3 credits)	CH 130 Principles of Chemistry I
Statistics (minimum 3 credits)	MA 205 Elementary Statistics
Physics/Lab (minimum 3 credits)	PC 120 Physics I – Mechanics
Nutrition (minimum 3 credits)	SE 204 Nutrition in Fitness and Sports
Biology/Lab (minimum 3 credits)	BI 120 Introduction to Biology I
Exercise Physiology (minimum 3 credits)	SE 304 Exercise Physiology
Biomechanics, patho-mechanics, or kinesiology (minimum 3 credits)	SE 302 Anatomical Kinesiology

*This includes course work completed at an accredited institution other than SJC which SJC deems equivalent to the STJ courses listed above.

**Equivalency exams may be taken in place of certain courses if a grade of B- was not achieved. Please see the University of Southern Maine’s Office of Prior Learning Assessment’s webpage for more information on specific course offerings

4 + 2 Articulation Agreement Between Saint Joseph’s College and the University of Southern Maine

Master of Occupational Therapy Program

The 4 + 2 articulation agreement between Saint Joseph’s College (SJC) and the University of Southern Maine (USM) promotes the admission of qualified Bachelor of Science in Health and Wellness Promotion, Pre-Occupational Therapy degree into USM’s Master of Occupational Therapy degree (the “OT Program”).

Eligibility.

Students who have successfully completed their SJC BS in Health and Wellness, Pre-Occupational Therapy degree with at least a 3.0 cumulative grade point average on the specified prerequisite coursework, with no grades below B (not B-), unless otherwise specified in Table 1, “Articulation Agreement Requirements” are eligible for admission to USM’s OT program, contingent upon a satisfactory pre-admission interview conducted by USM at its campus or via video conferencing.

The USM Occupational Therapy department at USM waives the USM and/or UMS dictated TOEFL requirements of international students who have completed the SJC Pre-Occupational Therapy degree.

Application and Admission Processes

Following completion of their BS degree, SJC students must declare to USM Admissions their intent to apply to USM by October 1 of the year preceding when they wish to apply to the USM MOT program.

A SJC student, intending to matriculate at USM, does not have to complete a OTCAS application if USM is the only program they intend to apply to. Otherwise, students must still utilize the OTCAS application portal.

Upon the successful completion of the SJC Bachelor of Science in Health and Wellness Promotion, Pre-Occupational Therapy degree students will be accepted by USM, in accordance with its published standards. All references to standards will be those published in the respective current catalog of SJC and USM.

Students must also comply with the various admission and student requirements found in Table 1, “Articulation Agreement Requirements” as part of the application and admission process.

Graduation Requirements.

Students shall be subject to the graduation requirements of the college catalogs issued by USM and by SJC in the years of respective matriculation at each school, subject to changes in the curriculum which may be required to meet accreditation standards established by the New England Commission of Higher Education (NECHE) or the Accreditation Council for Occupational Therapy Education (ACOTE), or which are determined by the USM faculty as warranted to ensure a quality educational program, and provided the student has remained on track with the curriculum.

The required Occupational Therapy pre-requisite courses offered by SJC are outlined in Table 2 as part of and in some cases, in addition to, the Bachelor of Science in Health and Wellness Promotion, Pre-Occupational Therapy. To be eligible under the terms of this Agreement, students at SJC must have completed all specified Occupational Therapy pre-requisite coursework at SJC.

See Tables 1 and 2 on the following pages.

Table 1. Articulation Agreement Requirements (MOT)

Affiliation Program	Expected credentials
Degrees	BS Health and Wellness Promotion, PreOccupational Therapy Track, MOT
Years to complete	Degree completion (SJC) + 2 (USM)
Student Type	Open
Letter of Recommendation	One letter of recommendation from an SJC Health and Wellness Promotion faculty member
Demonstrated Community Service	Strongly recommended
Knowledge, commitment, and exposure to profession	Strongly recommended
Undergraduate Major	BS Health and Wellness Promotion, PreOccupational Therapy Track
Cumulative GPA for students	Minimum 3.0
GPA in the Major	Minimum 3.0
Completion of Pre-Reqs at SJC (see Table 2)	Yes*
Minimum Grade in each prerequisite course	"B" or better (not "B-")**
GRE Test Score	Submission of score is not required
Degree Required	Yes
No Honor Code, ethical/other violations	Yes
Meet technical standards for professional program	Yes
Complete application process	Apply directly through UMS application (or if applying to multiple programs, through OTCAS by October 1 of year before expected matriculation)
Pre-admission Interview	Yes, on-campus (USM) or interview during Admission interview sessions
Application fees	Through USM, no; OTCAS, yes

Table 2 SJC Pre-requisite Course Equivalencies (MOT)

(credits in parentheses represent the minimum number of credits an applicant must earn to complete the pre-requisite)

USM Pre-Occupational Therapy Requirements	SJC Courses to meet Pre-Occupational Therapy Requirements
BIO 111/112 Anatomy & Physiology I/Lab (4 credits)	BI 210 Anatomy & Physiology I
BIO 113/114 Anatomy & Physiology/Lab (4 credits)	BI 211 Anatomy & Physiology II
SOC 100 Introduction to Sociology (3 credits)	SO 201 Principles of Sociology
PSY 233 Abnormal Psychology (3 credits)	PY 308 Psychopathology
MAT 120 Introduction to Statistics (3 credits)	MA 205 Elementary Statistics
PSY 220 Developmental Psychology (3 credits)	PY 211 Lifespan Development
Medical Terminology (1 – 3 credits)	HM 210 Medical Terminology
Neuroscience (3 credits)	PY 320 Biological Basis of Behavior~ OR PY 322 Sense and Perception
Introduction to Physics/Lab (4 credits)	PC 120 Physics I

AP Credit will be accepted to fulfill prerequisite coursework. AP Credit must appear as transfer credit on the undergraduate transcript.

*This includes course work completed at an accredited institution other than SJC which SJC deems equivalent to the STJ courses listed above.

**Equivalency exams may be taken in place of certain courses if a grade of B was not achieved. Please see the Office of Prior Learning Assessment’s webpage for more information on specific course offerings

~Many equivalencies exist at USM and within the UMaine system. At USM: SCI 470 Neurophysiology, SBS 390 Brain & Behavior, BIO 321 Neurobiology, PSY 365 Physiological Psychology. At UMPI online: PSY 446 Psychobiology, At UMF online: PSY 315 Physiological Psychology. At UMA online: BIO 202 Biological Basis of Behavior. At UMM online: PSY 442 Physiological Psychology. All of these may require additional pre-requisites; please consult the appropriate institutional catalog.

APPENDICES

APPENDIX A Forms

APPENDIX B Helpful Answers to Common Students Questions

APPENDIX C NAS and ACS Course list (for 2021-2022)

APPENDIX D Basic ADA Accommodations Offered to On-campus Students

APPENDIX E Transcript Overview Reading a Student's Unofficial Transcript in Campus Café

APPENDIX A

Forms

The following forms are found on the Registrar's Webpage and through the Registrar's Office:

- Access to Education Records
- Add/Drop (To be used during Add/Drop period)
- Change of Address/Phone
- Course Substitution
- Change or Declare of Major
- Change or Declare a Minor
- Credit Overload
- Summer School Approval (Also used during Fall/Winter or Spring semesters)
- Directed/Independent Study Request
- Course Withdrawal (To be used after Add/Drop period)
- (Final) Grade Appeal Request

Forms available electronically or as hard copies through the Registrar's Office as well as:

- Student Leave of Absence Request form
- Greater Portland Alliance of Colleges and Universities (GPACU) Registration

Form Available through the mySJC dashboard- *Handbook* link:

Find the [Online Course Registration Request Form](#) through the *Handbook* link on the **mySJC dashboard**. Click on the *Online Course Request Form* found under *Academic Resources and Support* .

APPENDIX B

Helpful Answers to Common Students Questions

Updated July 2021

Where can I find a copy of my course schedule?

The most up-to date copy of your course schedule is available on-line in **Campus Café**, the college's student database. To access it, log into the student portal using the **MySJC** link/icon at the top of the college's main webpage select **mySJC Resources** click on **CAMPUS STUDENTS**. On the dashboard click on **Campus Café** link. Once in Campus Café, from the drop-down menu (upper-left-hand corner), select **My Info**, click on **Class Schedule** and select appropriate semester (e.g. **Fall 2021**).

Can I change my course schedule after classes start?

Yes, at the beginning of each semester, you may either add or drop a course during the first week of classes. **See the Academic Calendar for the specific end date for Add/Drop**. No course may be added after this time. Schedule changes are made online in Campus Café. **Athletes are asked to contact the Athletic Department before making any schedule changes for eligibility purposes**. The instructions on how to register for a course online can be found on the Registrar's Webpage. Log into the student portal using the **mySJC** link at the top of the college's main webpage select **CAMPUS STUDENTS** (using same login /password as sjc email). On the dashboard click on the **Register for Classes** link. On the Registrar's webpage, click on the link: [Student Instructions for Registration](#).

Is class attendance mandatory? What happens if I am absent?

You are expected to be present at all of your regularly scheduled classes. Each instructor sets his or her own course attendance policy. This policy is stated in the course syllabus along with the instructor's policy on subsequent make-up work. Always notify your faculty regarding class absences. If you will be absence for more than one class, especially in cases of prolonged illness, a sports injury, or family emergency notify the Academic Affairs Office. Contact Helen Hogeback at 207-893-6643 or Shanna Webster in the Academic Center for Excellence (ACE) and Career Studio. The Academic Affairs Office is located on the 2nd floor of Xavier Hall. The Academic Center for Excellence and Career Studio is located on the third floor of Alford Hall.

What is a course syllabus? Why is it so important?

The course syllabus typically includes the following: faculty contact information (phone/email), office hours, and information on the textbook, course objectives, grading criteria, statement on class attendance, and a "tentative schedule" for the semester – readings, assignments, and quiz/exam dates. You may receive a paper copy or an electronic copy may be available in **Brightspace**, which is the college's learning management system.

How do I know if a class has been cancelled or if the college is closed?

You may call the **school/class cancellation line 207-893-3333** to get up to date information on individual classes and/or school cancellation. In instances of hazardous weather, you should use your own discretion when deciding to commute during such conditions. The school sends an email to students' sjcme.edu email accounts if the college is closed. College closings are also announced on the college's website and local television stations. Often professors will email their students directly if they need to cancel a class.

What are mid-term warning grades?

At mid-semester (around week 8), faculty notify those students who are failing or in danger of failing their course. Mid-term warning grades are posted in Campus Café for those students with a C or below. To access the **Mid-term Warning Grade Report** from **Campus Café**, select **My Info** from the drop-down menu. Click on **Mid-Term Grd Report PDF**.

Can I withdraw from a class in the middle of the semester?

You may withdraw from a course and receive a grade of W until the last day to withdraw from classes without Academic Penalty. See the Academic Calendar for the specific date. After this date, you will receive a grade of WF, which is computed, into your GPA like a grade of F. To withdraw from a course after ADD/DROP week, you must obtain a **course withdrawal form** from the Registrar's Office or access one online from the Registrar's webpage. The form can be found online by logging into the **mySJC** portal, select **CAMPUS STUDENTS**. On the dashboard, click on **Handbooks** link, scroll down to the **Registrar's Office** link found under *Academic Resources and Support*. The [Withdraw from Course \(After Add/Drop\)](#) form is located under **FORMS**.

Do students receive any recognition for outstanding academic performance?

Yes. A student in good standing at the end of the semester who has attained an average GPA of 3.5 or better, and who has successfully completed all courses for which the student is registered with no grade less than a B-, is placed on the **Dean's List**. A student must carry a minimum course load of 14 credits to be eligible.

What GPA do you need to maintain to remain in good academic standing?

First-year students must maintain a cumulative GPA of 1.75 or higher to remain in good academic standing. In succeeding semesters, students must maintain a minimum cumulative GPA of 2.0 or higher.

Do I need to take a foreign language?

It depends. If you are enrolled in a BA (Bachelor of Arts) degree program, you are required to complete two semesters of the same foreign language. The college offers French and Spanish language courses.

When do I receive my final grades for the semester?

You can access your final course grades in Campus Café approximately two weeks after the end of each semester. To access your **Final Grade Report** from **Campus Café**, select **My Info** from the drop-down menu. Click on **Final Grd Report PDF**.

Note: Grade reports will only be mailed to students upon request. If interested, contact the Registrar's Office. In addition, grade reports and transcripts are not accessible to students who have an unpaid balance.

Where can I find the College Catalog?

The on-campus college catalog can be found online. To access it, log into the student portal using the **mySJC** link at the top of the college's main webpage, select **CAMPUS STUDENTS** (using same login /password as sjc email). On the dashboard click on **Course Catalog (Campus)** to access the catalog.

Information found in the catalog includes course descriptions, requirements for a major or a minor and academic policies and procedures.

Note: Students should always reference the appropriate undergraduate catalog for their year of entry. For example: Students who entered Fall 2018 should reference the 2018-2019 Undergraduate Catalog (Archived Catalog) from the catalog's dropdown menu.

How many credits should I take each semester?

You need 120 credits to graduate – so on average **you should be taking at least 15 credits a semester in order to have enough credits graduate in four (4) years or eight (8) semesters**. You need to be enrolled in at least twelve (12) credits each semester to be considered a “full-time” student.

Who is Kevin Paquette? I keep getting emails from him.

Kevin Paquette is the college's Registrar. Make sure you pay attention to all email correspondences from Kevin Paquette kpaquette@sjcme.edu. He will regularly send out emails with information regarding upcoming academic deadlines, student advising period and course registration for the next semester. Information you do not want to miss!

How do I register for classes?

The college's Registrar, Kevin Paquette, will send you information via email detailing how to register for classes online via Campus Café, so make sure to read all email communications from Kevin Paquette kpaquette@sjcme.edu. The information is sent out at least three weeks in advance of Registration.

Registration information can also be found by logging into the **mySJC** portal, select **CAMPUS STUDENTS** and clicking on the *Register for Classes* link.

NOTE: You **must meet with your academic advisor** before you can register for classes. There is a hold on your course registration until you meet with your faculty advisor.

How do I determine who my advisor is?

Your academic advisor's name is posted on your student record in **Campus Café**. To access it, log into the student portal using the **mySJC** link at the top of the college's main webpage, select **CAMPUS STUDENTS** (using same login and password as sjc email). On the dashboard click on *Campus Café*. Once in Campus Café, from the drop-down menu (upper-left-hand corner), select **My Info**, You will find your advisor's name listed on the following Campus Café screens: *Contact Info, Class Schedule, Exam Schedules* and *Transcript/Grades*.

When should I see my advisor?

After you have determined whom your academic advisor is via **Campus Café** it may be a good idea to stop by and introduce yourself during the first or second week of classes. You will need to meet with your advisor each semester during the "student advising period" just prior to course registration. In addition, you should meet with your advisor if you find yourself struggling in a course, are thinking of adding or dropping a course, considering changing your major, or adding an additional major or minor.

Do I need an appointment to see my advisor?

Every advisor's availability and advising caseload is different. It is recommended that you reach out to your advisor via e-mail to check his/her availability. During the student advising period prior to course registration, you will be provided with information from the Registrar (or your advisor) about how best to schedule an appointment to discuss your course load for the next semester.

APPENDIX C

Approved List of Nature and Society (NAS) Electives:

- BI 120 - Biology I
- BI 121 - Biology II
- BI 115 - Oceanography
- BI 110 - Concepts in Biology
- BI 210 - Anatomy & Physiology I
- BI 297 Special Topics for NAS core
- CH 130 - Principles of Chemistry I
- CH 131 - Principles of Chemistry II
- CH 120 - Chemistry for the Health Sciences
- CH 297 Special Topics for NAS core
- CJ 202 - Introduction to Criminal Justice
- ES 120 - Field Research Methods in Environmental Science
- ES 130 - Physical Geology in the Southwestern US
- ES 297 Special topics for NAS core
- EC 203- Economics
- ED 325 - Educational Psychology
- PC 103 - Astronomy
- HPS 251 - American Government and Politics
- HPS 201 - Comparative Politics
- HPS 202 - International Relations
- PS 297 Special topics for NAS core
- PY 101 - Introduction to Psychology
- PY 210 - Adolescence and Adulthood
- PY 297 Special Topics for NAS core
- PY 307 - Educational Psychology
- PY 308 - Psychopathology
- PY 314 - Cognitive Psychology
- PY 333 - Sleep and Dreaming
- SO 201 - Principles of Sociology
- TH 206 - Introduction to the Old Testament
- TH 207 - Introduction to the New Testament
- TH 303 - Contemporary Christian Morality
- TH 308 Liberation Theology

Approved List of Art, Creativity, and Self-knowledge (ACS) Electives:

- AT 116 - Basic Drawing: Theory and Practice
- AT 202 - Elem. Art and Technology Methods
- AT 206 - Printmaking
- AT 215 - Digital Photography
- AT 216 - Beginning Ceramics
- AT 297 Special topics for ACS core
- AT 302 - Painting 1
- EH XXX Second literature elective
- EH 200 - Introduction to American Literature
- EH 209 - Creative Writing
- EH 211 - Nonfiction Prose Writing
- EH 219 - Introduction to British Literature
- EH 221 - Stephen King
- EH 222 - Detective Stories
- EH 223 - America in the 1940's
- EH 226 - American Civil Rights
- EH 227 - Maine Literature
- EH 319 - Interpretive Nature of Cinema
- EH 297 Special topics for ACS core
- HE 111 - Personal Health
- HE 204/IH 422 - Stress Management
- HE 206/IH 300 - Introduction to Holistic Health
- HE 297 Special topics for ACS core
- MA 107 - Contemporary Math
- MA 297 ACS Special topics for core
- NU 105 - Introduction to Professional Nursing
- NU 422 - Stress Management
- PH 204 - Philosophy of Gender
- PH 305 - The Moral Self
- PY 225 - Happiness, Character, and Well-Being
- PY 254 - Cultural Psychology
- PY 298 Special topics for ACS core
- SW 101 - Introduction to the Profession of Social Work
- TH 209 - Christian Spirituality: Life and Prayer
- TH 297 Special topics for ACS core
- TH 301 - Christology: Who Is Jesus?
- TH 307 - Death: Comparative Views

APPENDIX D

Basic ADA Accommodations Offered to On-campus Students

(Determined by individual student's disability)

Personalized Accommodations

- Weekly to bi-weekly meetings to monitor academic success
- Weekly ACE study hours
- Organization and study strategies

In-Class Accommodations

- Note-taker
- Reader
- Prepared materials prior to class (notes, outlines, study guides, etc.) if available
- Tape recorder
- Calculator

Exam Accommodations

- Extended time – additional 50% of time
- Double Time – additional 100% of time
- Separate quiet setting
- Reader
- Scribe
- Computer with “Assistive Technology”
- Calculator

APPENDIX E

Transcript Overview Reading a Student's Unofficial Transcript in Campus Café

The **Header** includes the Student's: *Primary Advisor, Secondary Advisor* (if applicable), *Major* and *Minor* (if applicable). The faculty advisor should verify that the program of study information is accurate. If not, have the student complete and submit a *Declare/Change a Major Form* or a *Declare/Change a Minor Form* to the Registrar's Office.

Transfer Credit appears first on the transcript. Each school is listed separately. The credit hours posted are used in determining the 128 hours for graduation. The grades for transferred courses are not calculated into SJC's Grade Point Average (GPA). **Note:** Only courses with a grade of C or better are accepted in transfer. Additionally, courses transferred in after a student begins coursework at SJC will appear on the transcript in the semester taken.

NO	COURSE TITLE	GRADE	CREDS	Q.PTS	
Transferred Credits BY ADVANCED PLACEMENT CEEB					
AP	Eng Lit/Comp	T	4.00		
AP	Eng Lit/Comp	T	4.00		
AP	US History	T	4.00		
AP	US History	T	4.00		
AP	Psychology	T	4.00		
CRED	ATTM	EARN	QUAL	QPTS	GPA
SEM	20.00	20.00	0.00	0.00	0.00
CUM	20.00	20.00	0.00	0.00	0.00

CRED ATTM (SEM) shows the total number of credit hours the student attempted or is attempting during a given semester. This total includes credits for failed and withdrawn courses.

CRED ATTM (CUM) shows the total number of credit hours the student attempted at Saint Joseph's College and the transfer institutions shown on their transcript. This total includes credits for transfer courses, failed courses, withdrawn courses, successfully completed courses and currently enrolled courses


Fall 2017						
BA 105	Decision Support Systems	A-	4.00	14.80		
MG 101	Intro To Management	C	4.00	8.00		
MK 201	Introduction to Marketing	A	4.00	16.00		
SE 114	Intro to Sports Management	C+	4.00	9.20		
CRED	ATTM	EARN	QUAL	QPTS	GPA	
SEM	16.00	16.00	16.00	48.00	3.00	
CUM	84.00	76.00	77.00	186.50	2.42	



CRED EARN (SEM) shows the total number of credit hours the student earned in a given semester. This total includes only credits for successfully completed courses.

CRED EARN (CUM) shows the total number of credit hours the student earned at Saint Joseph’s College and any transfer credit. **The total includes only credits for successfully completed courses and shows student’s progress towards 128 graduation requirement.**

Fall 2018						
AC 210	Financial Accounting		B	4.00	12.00	
BA 404	Business Internship		A	4.00	16.00	
CO 207	Public Relations I		W	3.00		
IN 210	Intro. to International Trade		A	4.00	16.00	
MK 307	Customer Service		A-	4.00	14.80	
	CRED	ATTM	EARN	QUAL	QPTS	GPA
	SEM	19.00	16.00	16.00	58.80	3.68
	CUM	121.00	107.00	108.00	280.90	2.60



QPTS (SEM) shows the total numbers of quality points earned in a semester.

QPTS (CUM) shows the total number of quality points earned at Saint Joseph’s College. Transfer courses are not included in the calculation.

GPA (SEM) shows the grade point average for a given semester. The total number of quality points earned in a semester divided by the total number of credits in which a student is enrolled yields the grade point average.

GPA (CUM) shows the grade point average at a given point in time. This value is calculated by dividing the total quality points earned by the total credits taken. Both quality points and credits must be taken through the College to be used in this calculation. If a student receives a failing grade in a course at the College and retakes that course at another institution, neither grade counts in calculating the cumulative grade point average. The cumulative grade point average determines the academic standing of the student at every point.

Spring 2011						
ED 340	Exceptionality		A	3.00	12.00	
ED 430	Senior Seminar		A	3.00	12.00	
IS 410	Indep Study: Extended Stu Tch		A	3.00	12.00	
TH 101	Catholic Doctrine & Theology		B+	3.00	9.90	
	CRED	ATTM	EARN	QUAL	QPTS	GPA
	SEM	12.00	12.00	12.00	45.90	3.83
	CUM	162.00	159.00	136.00	524.30	3.86

