

REGISTRATION, ACADEMIC ADVISING AND WITHDRAWAL POLICIES

Physician Assistant Studies Program

Refer to the current edition of the Physician Assistant Student Handbook to review Transfer Credit; Courses Taken at Another College or University (Off Campus Approval); Class Attendance; Add, Drop and Withdrawal Process; Graduate Grading Policies; Withdrawal; Deferred Grade Policy; Auditing Courses; Repeated Courses; Special Graduate Program Grading Policies; and Withdrawal from the University policy variations unique to the Physician Assistant Program

New Student Advising and Registration

Graduate students granted admission to the University of St. Francis will be advised and registered for their first class by an academic advisor. Students will then be assigned an advisor within their college. While it is the student's responsibility to know the requirements for graduation and to plan accordingly, the academic advisor is available for assistance.

Transfer Credit

Credit for graduate work completed at another regionally accredited institution may be accepted toward a graduate degree; generally, up to a total of nine (9) credit hours may be transferred with certain provisions:

- A minimum of 26 credit hours must be completed at the University of St. Francis.
- A petition for transfer of credit must be submitted
- The course(s) must be appropriate to the degree program and not be in conflict with credit requirements
- The course(s) must have a grade of B- or higher
- The course(s) must have been completed within the last seven years unless the applicant can provide evidence of current relevant knowledge.

Credit will be considered for transfer only after the above conditions have been met and an official transcript of the student's record has been sent directly to the Admissions Office by the appropriate institution(s). Transfer credits are not included in the computation of the student's GPA at the University of St. Francis.

The petition must be approved by the academic advisor and appropriate program administrator. If a student wishes to petition for more than nine credit hours, additional hours must be approved by the dean of the college. Petition for transfer of credit must be processed, approved, and credit recorded before a student is considered eligible for candidacy and comprehensive examination.

Courses Taken at Another College or University (Off Campus Approval)

After a student has enrolled at the University of St. Francis, specific, prior approval must be received from the student's advisor, department chair, and the dean to receive credit for a course taken at another college or university. All students electing to take a course(s) off campus **must** receive prior permission.

A grade of "B-" or better must be earned in graduate level courses taken at another college or university for course work to be accepted for transfer credit. Course approval forms are available through the Registrar's Office. Completed forms are returned to the Registrar for final review. A completed approval form is required before credit will be transferred into USF. Courses taken off-campus will be subject to a \$25 per credit hour review and posting fee when transferred into USF (maximum \$75.00 per course).

Flexible Course Options Online/Internet Delivered Courses

The University of St. Francis offers a number of courses and programs online through use of the Internet. The University uses *Canvas* software to deliver its Internet classes. A major difference between an online course and a traditional course is that *Canvas* students can participate in courses at times that are convenient for them. As with any class, students will read texts, participate in class discussions, submit various kinds of course work and take exams through the USF online program. Courses are offered in select programs at the graduate and undergraduate level.

Graduate Student Classification

Graduate students have three classifications:

- **Degree Seeking Students:** Students working toward a graduate degree program who has met all admission requirements as described above.
- **Certificate Seeking Students:** Students working toward a graduate certificate. These students must also meet all graduate admission requirements for the applicable program.
- **Special Students:** Students not working toward a degree but taking courses for which they are qualified. A limit of two courses, taken as a Special Student, may be used toward a degree program. Permission from the dean of the appropriate college is required.

Graduate Student Course Load

Graduate	All Semesters
Full-Time	8 credit hours
¾ Time	6 credit hours
Half-Time	4 credit hours
Physician Assistant	All Quarters
Full-Time	12 quarter hours

Class Attendance

A good record of class attendance for regular class formats or online courses is a prerequisite to satisfactory academic progress. Faculty often designate class attendance policies within the syllabus for their specific course(s). Individual instructors have the option of setting attendance requirements in relationship to grading for the course. It is the student's responsibility to meet the requirements set by the instructor in each class. Excessive absence from class may result in a lower grade for the course. Students enrolled in all programs are required to attend regularly.

After the first two weeks of class (module or full term course) a faculty member will report attendance of their roster. With instructor verification, a student reported as never attended or logged into an online course will be administratively dropped.

Students who need to withdraw from a course within the semester must follow the University's withdrawal policy in the University Catalog.

Add, Drop and Withdrawal Process

Students should add, drop and/or withdraw from courses only after consultation with their instructor and academic advisor. Students also need to be aware that any of these changes can have an effect on their progress toward graduation, eligibility for financial aid and eligibility for athletics (if applicable).

- **Adding a course(s):** If space is available in the class, students will be permitted to add a course(s) with the approval of their advisor and within the deadline. Online courses cannot be added after the start of the course.
 - **Courses meeting more than once a week** – Add/Drop form must be completed and submitted to the Registrar's Office by 4:00 p.m. on the second Friday of the course (including holidays)
 - **Modular courses** – Add/Drop form must be completed and submitted to the Registrar's Office by 4:00 p.m. prior to the second class meeting
- **Dropping a course(s):** Students can provide a written request to the Registrar's Office by using the Add/Drop form. Upon receipt of a written request (within the deadline), students will be dropped from the class roster and will not receive a grade for the course.
 - **Courses meeting more than once a week** – Add/Drop form must be completed and submitted to the Registrar's Office by 4:00 p.m. on the second Friday of the course (including holidays)
 - **Modular courses** – Add/Drop form must be completed and submitted to the Registrar's Office by 4:00 p.m. within the first week of class
 - **Withdrawing from a course(s):** After the add/drop period is over, students may withdraw from a course(s) until the withdrawal deadline. Students withdrawing from a course will receive a "W" on their transcript and remain liable for full tuition and fees. No computation in grade point averages will be recorded in the student's permanent record for courses with a "W".
 - **Full semester course** – Spring and Fall semesters weeks 3 - 11; Summer semester weeks 3 - 7
 - **Modular course** – weeks 2 - 5
- **Withdrawal Due to Extenuating Circumstances** - Students may not withdraw from a class after the withdrawal deadline has passed unless there are very serious circumstances over which the student has no control. Students who feel they have sufficient reason to request withdrawal after the deadline must make an appointment with the Registrar to explain the circumstances and present written documentation for the request. The decision to allow the withdrawal at that point will be made in consultation with the appropriate college dean, academic advisor and the instructor.
 - Students will receive a "W" on their transcript and remain liable for full tuition and fees. No computation in grade point averages will be recorded in the student's permanent record for courses with a "W."

Academic deadlines for dropping or withdrawing from a course(s) differ from finance refund/charges deadline policies. All withdrawals shall be filed with the Registrar and students' advisors shall be informed in each case. Students who fail to go through established procedures will be considered as still enrolled in their courses and shall receive a grade based upon the course requirements and remain liable for full tuition and fees.

- **Physician Assistant Program** – PA program course sequencing is pre-determined and is quarter-specific. Students in the Physician Assistant Studies Program may not add any course(s) outside of the pre-determined curriculum, nor drop or withdraw from any course they have already registered for each quarter.

Graduate Grading Policies

A final grade report is submitted for each course. The semester grade is the only grade on the student's permanent record. A grade report will be e-mailed to each student. Each student is graded according to the following guidelines:

- **A – Excellent:** The student performs in a consistently active, accurate, creative and independent manner. Ability is demonstrated not only to master the course material, but to synthesize and evaluate what was learned. Communication skills reflect and are commensurate with the student's ability.
- **B – Very Good:** The student is able to master the course content and often demonstrates creative thought and independence but does not give evidence of consistency in excellence.
- **C – Minimum passing grade** allowed at the graduate level only if an overall "B" average is maintained.
 - (MBA and M.S. in Management students will not be allowed to have more than two classes with a grade of "C" applied toward fulfilling graduation requirements.)
- **F – Failure:** The student fails to meet course the minimum course requirements.
- **I – Incomplete:** The incomplete grade may be given only upon agreement between the student, the instructor, and the appropriate dean. This grade is given when the student has, for a reason beyond the student's control, been unable to complete the required coursework.
- **Q – Deferred Grade:** A deferred grade may be given only upon agreement among the student, instructor, and appropriate dean. This grade is give when student work on a dissertation is interrupted because of extenuating circumstances. Grades of "Q" are not used in the computation of the grade point average.
- **NC – No Credit:** This grade is given when a student in unable to complete a "Deferred Grade". The course is recorded on the transcript with the grade of "NC". Grades of "NC" are not used in the computation of the grade point average.
- **P – Pass:** The student met at least the basic expectations of the course.¹
- **F – Fail:** The student failed to meet the basic expectations of the course.¹
- **W – Withdrawal:** The student requests to withdraw from the class within the specified period. The course(s) is recorded on the transcript with the grade of "W." Grades of "W" are not used in the computation of the grade point average.
- **AU – Audit:** The student sits in on a class for the semester but is not required to take exams, receives no credit and is not graded. Students must request audit status no later than the add/drop date published for each semester.

¹ Pass/Fail only applies to 500 level prerequisite courses and may not be used to fulfill graduation requirements.

Pass-Fail Courses

Students are expected to fulfill all requirements of a course taken on a pass-fail basis. Students who reach mutual agreement with the Registrar and their academic advisor at the beginning of the semester (first 6 weeks) may receive a grade of Pass ("P") in lieu of the letter grades "A", "B", "C", in any course not required in the student's major and/or concentration.

An "F" in a pass-fail course is part of the cumulative average; a "P" is not used in the computation of the cumulative GPA. No more than one course (except survey courses) each semester may be taken on a pass-fail basis.

Withdrawal

The grade of "W" is used for all courses at the time of withdrawal. "W" grades are not used in the computation of grade point averages but will be recorded on the student's permanent record/transcript. Inquiries regarding this procedure may be made at the Registrar's Office. Students are responsible for checking their enrollment status through the MyUSF Portal to confirm that they have been withdrawn from their course(s).

Incompletes

The student may initiate the process by consulting his/her instructor. Instructors may Request to Award Incomplete Grade in the MyUSF portal when submitting final grades. The student must then complete the requirements by the end of the sixth week of the following full semester (spring, summer, or fall), at which time a final grade will be recorded. If the student fails to complete the requirements in this time, the final grade will be administratively changed from an "I" to an "F." Students may, under extenuating circumstances, request an extension (with the dean of the college's approval). The extension may extend no longer than the end of the semester in which the grade is due. Grades may not be changed after that time.

Deferred Grade Policy

A deferred grade (Q) is for use in dissertation courses in which the student's required work continues beyond a regular academic term. A grade of "Q" may be assigned by the instructor only if the student has filed a Petition for Deferred Grade prior to the last day of the semester. This petition form must be completed and signed by the student, and approved by the instructor and Dean. The petition must specify the reason the Deferred grade is needed, the work to be completed, a timetable for completion, and the date by which all work must be turned in to the instructor. Completion dates for "Q" grades must be on or before the last day of classes of the term following the term in which the grade is assigned. A deferred grade (Q) has no effect on the student's GPA. After completion of the work, the instructor will submit the final grade. In the event that a final grade is not reported to the Registrar's Office by the deadline or the required work is not completed, the grade will be changed to No Credit "NC" and the student will not receive credit for the course. No tuition refunds are granted for "NC" grades. In extraordinary circumstances, the instructor may, upon receiving written documentation from the student, petition for an extension beyond the deadline established. Such petitions must be approved by the Dean.

Auditing Courses

Students who wish to audit a course must indicate this at the time of registration or no later than the end of the Add/Drop period. Students will be charged full tuition and applicable fees and must meet all other

requirements of the University and the course, except for examinations. A grade of "AU" is recorded for the course but no credit is earned.

Repeated Courses

Repeated courses are indicated on the transcript by an I or an E to the right of the grade. These indicators follow the grade on the transcript and mean that the course is included (I) or excluded (E) in the GPA. No credit is given for the (E) repeat and the course is not computed into the grade point average.

The instructor determines the student's final grade. Semester grades are permanent and cannot be changed except by repeating the entire course, in which case both grades will appear on the student's permanent record. Only the better grade will be counted in computing the student's grade point average. Hours of credit for repeated courses may only be counted once in computing graduation requirements.

Special Graduate Program Grading Policies

College of Business and Health Administration Majors

Students will not be allowed to have more than two classes with a grade of "C" applied toward fulfilling graduation requirements. Academic leveling exams taken as a prerequisite to the MBA program are graded on a pass/fail basis and are not counted into the graduate program GPA.

College of Education Majors

Education faculty at the College of Education use the following grading scale for graduate students: A = 100 – 93%; B = 92 – 85%; C = 84 – 77%; F = less than 77%.

Master of Education students are allowed to withdraw from each education course only once.

An education course in which a grade of "C" or "F" is earned must be repeated and may be repeated only once. Master of Education students who receive two or more grades of "C" or "F" in education courses will be dismissed from the College of Education and not permitted to enroll in any future education courses.

College of Nursing Majors

Nursing faculty at the College of Nursing use the following grading scale for graduate students: A = 100 - 93%; B = 92 – 85%; C = 84 – 77%; F = less than 77%.

Quality Point System/GPA Calculation

As a general requirement, degree candidates must achieve a minimum (average) of 3.0 quality points per credit hour completed. Final grades in each course are converted to quality points according to the following schedule: A grade of "A" in a course converts to four quality points of each credit hour. Thus, in a three-credit-hour course, an "A" is worth 12 points. A grade of "B" is worth three quality points per credit hour; a grade of "C" is worth two quality points per credit hour; other grades receive no quality points. The quality point or Grade Point Average (GPA) is computed by dividing the total number of quality points earned by the total number of credit hours attempted excluding courses with a "P" grade. A student's transcript reflects a cumulative GPA of all USF graduate courses completed.

A final grade is required for each course. The final semester grade is the only grade on the student's permanent record. A grade report will be

emailed to each student through the USF email system. Students may also access their grades through their MyUSF Portal.

Grade Reports

Official grade reports are sent to students through their USF email account only. Students may view and print copies of their grade reports through the USF Portal. Reports for all students are emailed at the end of the semester. Only the final grade is recorded on the permanent record. Appeals of grades must be filed within 10 workdays of the receipt of grade report.

Withdrawal from the University

Students completely withdrawing from the University should contact the Registrar's Office, obtain the necessary signatures on the *Complete Withdrawal Form*, and complete all the withdrawal procedures.

- **Permanent** - "W" is the grade used at the time of withdrawal. No computation in grade point averages will be recorded on the student's permanent record. Should a person decide to return to USF after having permanently withdrawn, the individual must file for admission as a new student.
- **Leave of Absence** - To preserve a position in the University, the student requesting a leave of absence must return on an agreed upon date. An extension of no more than one semester may be granted. Failure to return on the agreed upon date will necessitate filing for admission as a new student. "W" is the grade used at the time of withdrawal. No computation in grade point averages will be recorded on the student's permanent record. Failure to return on the agreed upon date will necessitate re-applying for admission.
- **Extenuating Circumstances** - Under certain circumstances and at the discretion of the appropriate college dean, a student may be granted a temporary leave of absence in which case the instructor will be informed not to submit grades for the student, and the student's name will be deleted from the class list.

Students are responsible for checking their class enrollment status through their student portal to confirm that they have been withdrawn from all their courses. Students that are administratively withdrawn or suspended are not eligible for refunds.

Late Medical Withdrawal Process from the University

A student may request and be considered for a late Medical Withdrawal when extraordinary circumstances, such as serious illness or injury, prevent a student from continuing classes. This policy covers both physical and mental health difficulties. All requests for withdrawal require thorough, credible and timely documentation, received within a reasonable time, usually no more than 30 days after the end of the semester for which the withdrawal is being requested. A sub-committee of the Educational Standards Committee determines the appropriateness of the Medical Withdrawal request.

Student Procedure:

1. The students must consult with Financial Aid Services to determine the financial consequences, if any, of the withdrawal on the current and subsequent semesters.
2. The student must provide appropriate documentation to the Registrar's Office including:

- a. A written request for Medical Withdrawal describing the medical reason for the withdrawal. Additionally, the student must explain how the illness or condition affected their ability to maintain their status as a student at the University and why withdrawing from courses through the regular process was not an option for them. (An Incomplete in courses may be arranged with the respective instructors at their discretion and may be an option for a student to consider instead of a complete Medical Withdrawal).
 - b. A letter from the student's treating physician, recommending a withdrawal from the University for medical reasons. The letter must state the specific rationale for the recommendation, including the onset of the illness or condition and why the illness or condition prevented the student from continuing classes.
3. If the Medical Withdrawal is approved, the student will receive a grade(s) of W. No computation in GPA will be recorded in the student's permanent record for courses with a grade of W. The student will remain liable for full tuition and fees.

Both the health of the student and his or her ability to resume full academic responsibilities are central to determining whether the student can return from a Medical Withdrawal. The University reserves the right to request medical documentation before returning from a Medical Withdrawal. A future Medical Withdrawal for the same or similar circumstances may not be granted.

Special Policies on Leave of Absence College of Nursing

Students who must interrupt their academic program for reasons of prolonged illness or compelling personal reasons may apply for a leave of absence. Requests for leave of absence must be submitted in writing to the Dean of the College of Nursing. The student must satisfy the conditions of the leave and must comply with all policies, requirements, and course sequences in effect at the time of reentry. A leave of absence is granted for a specific period of time not to exceed one year. If the time period extends beyond one year, the student must follow the process for re-admission.

Special Return from Leave of Absence in Family Nurse Practitioner Program or Psychiatric Mental Health Nurse Practitioner Program for Practice Based Courses:

Code	Title	Hours
NURS 622	Advanced Health Assessment	4
NURS 653	Psychiatric - Mental Health NP Clinical Management I	5
NURS 654	Psychiatric - Mental Health NP Clinical Management II	5
NURS 655	Psychiatric - Mental Health NP Clinical Management III	5
NURS 670	FNP Theoretical Principles and Clinical Management I	5
NURS 671	FNP Theoretical Principles and Clinical Management II	5
NURS 672	FNP Theoretical Principles and Clinical Management III	5
NURS 698	Clinical Residency	2-4

Rationale: The purpose of this policy is to assure that students returning to the Leach College of Nursing after a leave of absence (LOA) do so in

a timely manner to ensure retention of knowledge and skills to maintain patient and student safety.

1. The student must initiate the return process by submitting a written request to the Associate Dean of Graduate Nursing Programs at least two months prior to expected return to the Leach College of Nursing.
2. Students returning from a leave of absence will be required to demonstrate retention of previously learned knowledge and skills to ensure safety of patient and self. The Associate Dean will notify the Graduate Clinical Coordinator for the FNP students, the Director of the Psychiatric Mental Health NP Program for PMHNP students, and Course Chair of the class to which the student will be returning. The student will be required to demonstrate competency of previous learned skills prior to the first day of the course.
3. The Associate Dean of Graduate Nursing Programs will contact the student to discuss the remediation required based upon the Graduate Clinical Coordinator or the Director of Psychiatric Mental Health NP Program, and Course Chair recommendations.
4. If the student fails to follow the above policy and/or fails to demonstrate competency, the student will not progress to the next practice-based course. The student will be required to re-take the last practice-based course completed before the LOA was granted.

Physician Assistant

Students who must interrupt their academic program for reasons of prolonged illness or compelling personal reasons may apply for a leave of absence. Requests for leave of absence (medical, personal, and family) must be submitted in writing to the Program Director and approved by the Dean of the College of Business and Health Administration. A leave of absence may be granted for a period of no more than one year during the didactic phase or two (2) consecutive clinical rotations during the clinical phase of the curriculum. Students **must** complete the PA program within 39 months from matriculation. PA students may be required to repeat course sequences in effect at the time of reentry and must comply with all policies and requirements in effect at the time of reentry.

Currently Enrolled Veterans and Service Members

The University of St. Francis supports students who are members of the United States armed forces and reserve units. An undergraduate or graduate student who is a member of the U.S. military, National Guard or Reserves who is called or ordered to active duty may be granted a **Military Leave of Absence (MLOA)** from the University for the period of active duty and up to one year after returning from active duty.

Students with the MLOA are not required to pay admission fees. MLOA allows these students to register for classes during their designated registration period prior to the term when they plan to return. Students with MLOA privileges may elect to return using the same catalog as when they left, or using the catalog in force when they return. Upon returning to the University, the student should complete the re-application process and contact the dean to determine a mutually acceptable plan to meet degree requirements.

MLOA applications are available through the Registrar's Office. The completed MLOA form must be submitted to the Registrar's Office in Tower Hall prior to the student's departure. The MLOA form must be accompanied by a copy of the military orders indicating the date on which the student must report for active duty.

When students are called to active duty after classes begin, they should contact the Registrar's Office to file the MLOA for subsequent terms. Students may elect to choose one of three routes to apply to

the semester's courses in progress. The decision as to which option to pursue will depend upon each personal situation, the time remaining in the semester and agreements which can be made with instructors and deans.

Transcript Requests

Requests for transcripts can be made online at stfrancis.edu (<http://stfrancis.edu>). There is a \$5.50 charge for each transcript. The first official transcript requested after graduation is issued free of charge and included in the diploma mailing.