

# ACADEMIC POLICIES

## General Introduction

For a full review of the Academic Policies please visit the section on Academic Policies in the Catalog.

<https://www.sfc.edu/academics> (<https://www.sfc.edu/academics/>)

The following sections can be found under Academic Policies:

Undergraduate Courses and Registration; Attendance; Religious Holidays; Undergraduate Grading Policies; Degree Requirements, Graduation, and Commencement; Family Educational Rights and Privacy Act; Graduate Courses and Registration; Graduate Grading Policies; and Graduate Degree.

For a full review of the Academic Policies please visit the section on Academic Policies in the Registrar's webpage of the campus' website at: [www.sfc.edu/studentlife/registrar/academicpolicies](http://www.sfc.edu/studentlife/registrar/academicpolicies)

### PROCEDURE FOR STUDENT APPEAL OF GRADES

#### I. PROCEDURE FOR CONTESTED GRADES

##### A. STUDENT PROCEDURE

The student must, as the indispensable first step, approach the faculty member who gave the grade and request a review and change of grade. If the faculty member agrees to change the grade, then the faculty member has the responsibility to notify the Registrar. If the faculty member refuses to change the grade, then the student may submit a request for a review and change of grade to the Chairman of the Academic Standards Committee.

The student's request for the review and change of grade must be in writing and must include all supporting evidence. Evidence must be in the form of written documents, e.g., graded term papers, graded examination, etc. Neither hearsay nor remembered conversations or oral instructions can or will be construed as

evidence. This requirement places a concomitant obligation on faculty members who do not return papers to keep all papers which are used as a basis for grading on file until the appeal period is past.

Students should move promptly to initiate a request for a review and change of a contested grade. The request must be submitted to the Academic Standards Committee Chairman within six (6) weeks of the first day of class of the semester following that in which the contested grade was given. As noted above, the student must first approach the faculty member who taught the course in question. If, by the end of the fifth week, the matter has not been satisfactorily settled, the student has the responsibility to bring the matter to Academic Standards Committee before the end of the sixth week.

##### B. COMMITTEE PROCEDURE

When a student submits a request for review and change of grade to the Academic Standards Committee, the Chairman of that committee will invite the faculty member concerned to submit a statement in writing explaining his or her decision not to change the grade. The instructor should submit all evidence pertinent to the appeal, i.e., the basis for grading in that class and their relative weights, the particular grades earned by the student on each base, etc. The Committee reserves the right to seek additional information from other pertinent sources.

The Committee will consider the evidence submitted by both the faculty member and the student, and will base its decision on that evidence. The decision of the Academic Standards Committee shall be final and binding on both the student and the faculty member.

#### II. PROCEDURE FOR CHANGE OF GRADES FROM F TO W FOR NON-ACADEMIC REASONS

Students requesting review and change of a final grade from F to W for other than academic reason, e.g., because of illness, must first

submit that request, in writing and with any supporting evidence, to the Associate Academic Dean, within \_\_\_\_ of receiving the F grade.

The Associate Academic Dean will forward that request to the faculty member concerned. If the faculty member accedes to that request, the faculty member must notify both the Registrar, and the Associate Academic Dean. If the instructor who accorded the "F" is no longer a member of the faculty of St. Francis College, and cannot be reached for his or her approval after reasonable effort on the part of the Associate Academic Dean, the Associate Academic Dean shall have the authority to make the final decision.

#### PROCEDURE FOR DEALING WITH STUDENT ALLEGATIONS OF PROFESSIONAL MISCONDUCT BY FACULTY MEMBERS

Before the formal proceedings described below are put into effect, the matter should be discreetly discussed at all appropriate levels, with a view to reconciling differences amicably. Failing this, the procedures described below should be used:

1. The student must file a written statement of charges with the Vice President for Academic Affairs and Academic Dean (the "VPAA")<sup>2</sup>;
2. The VPAA shall provide the faculty member with a copy of the charges and request a written reply. The faculty member's written reply must be submitted within 14 days of the faculty member's receipt of the copy of the charges. A copy of the written reply will be sent to the student;
3. An attempt should be made to resolve the matter through the offices of the VPAA or an appropriate officer of the College designated by the VPAA;
4. If a satisfactory resolution of the grievance cannot be reached, all written documents shall be forwarded to the Professional Standards Committee (the "Committee"), at which time a copy of these procedures shall be provided to both the faculty member and the student (the "Parties");
5. The Professional Standards Committee will hold an informal inquiry, inviting the student and faculty member in question to discuss the problem. The Committee may seek advice and information from any other persons who might aid in the problem's resolution;
6. The Chairman of the Committee will preside at any informal meetings of the Committee to consider the matter and at the formal hearing; however, decisions of the Committee concerning issues before the Committee, and the ultimate findings regarding responsibility and sanctions, if any, shall be made by a majority of the members;
7. If no satisfactory resolution of the problem is reached during the informal inquiry, and/or if the Committee deems an informal inquiry inappropriate, a formal hearing will be held with the following steps adhered to:
  - a) While both Parties are permitted to gather evidence and identify relevant witnesses, which may involve discussing the case with others, to the greatest extent possible, the Parties should not make public statements and publicity about the case until the proceedings have been completed.
  - b) During the proceedings, the faculty member and the student will be permitted to have an advisor of his/her choice who may be, but is not required to be, an attorney.
  - c) At the request of either Party or the Committee, a representative of a responsible educational association shall be permitted to attend the proceedings as an observer.
  - d) The hearing will be recorded and a transcript will be made available to the faculty member and the student, without cost, at their request.
  - e) The burden of proof rests with the student. The standard of proof is clear and convincing evidence.
  - f) The Committee may grant adjournments to enable either Party to investigate new or unexpected evidence.
  - g) The student and faculty member will be afforded the opportunity to provide documentary or other evidence to the Committee. Both Parties

shall provide their documentary evidence and a list of their witnesses to the Committee within 10 days of their notification that a formal hearing will be held. Once the deadline for submission of evidence and witness lists has passed, a hearing will be scheduled by the Committee. The Parties shall be given an opportunity to review the witness lists and submitted evidence prior to the hearing.

h) The faculty member and the student will have the right to question and/or cross-examine witnesses. If a witness cannot or will not appear, but the Committee determines that the interest of justice require admission of their statements, the Committee may accept a written statement from the witness in lieu of an appearance, which will be read into the record at the hearing. Parties will be given the opportunity to respond to the statement in lieu of cross-examination.

i) Witnesses at the hearing may include qualified faculty members from this or other institutions of higher education.

j) The Committee will not be bound by strict rules of legal evidence and may admit any evidence that is of probative value in determining the issues involved. Every possible effort will be made to obtain the most reliable evidence available.

k) The finding of fact and the recommendations will be based solely on the hearing record, and the Committee members shall have the opportunity to prepare separate findings and recommendations.

l) The VPAA and both Parties will be notified of the Committee's findings regarding responsibility and sanctions, if any, in writing within \_\_\_ days of the conclusion of the hearing. If any College policies or contracts require additional processes before a specific sanction can be imposed on the faculty member, the Committee will refer the matter for action under the additional process at the time that it issues its findings to the Parties and the VPAA.

m) The Committee's decision is final, however sanctions covered by processes in other College policies or contracts may be modified as a result of those processes as necessary.

#### **Undergraduate Courses and Registration**

Twice each year, the Registrar's Office sets registration appointments. In spring, students register for May intersession, summer and fall courses; in fall, for intersession and spring courses. Students are encouraged to register early when most sections are available. Consult the academic calendar for specific dates. Students must meet with an academic advisor to have their course selections approved before they are allowed to register. Registration is contingent upon a record of satisfactory grades for the previous semester and completion of all prerequisites. Registration indicates student's intention to satisfy the payment arrangements as required by the Student Accounts Office. *Students may not attend any course for which they have not registered.* They must attend the section selected unless permission has been obtained from the Registrar to change from one section to another.

#### **Dropping Courses**

Students are permitted to drop courses during the add/drop period of each semester as indicated on the Academic calendar. This right in no way relieves the student of the responsibility to complete the general education program or departmental requirements in the appropriate sequence, nor does it relieve the student of tuition obligations. See the Tuition Refund Schedule on the college website for more information.

#### **Withdrawal from Courses**

Students who wish to withdraw from a course after add/drop period indicated on the Academic Calendar may do so as follows:

- Report to the Registrar's Office to complete the proper forms during the prescribed time period as outlined in the Academic Calendar.
- The mark of W (withdrawal) will appear on the transcript for the course but will not be computed in the student's quality-point index.
- The last day for withdrawal from courses with a mark of W is indicated in the Academic Calendar. Only under very unusual circumstances, and

with the permission of the Academic Dean, will students be permitted to withdraw after the deadline. The date of withdrawal is the day the student informs the Registrar's Office in writing.

Note: The failure to attend a class does not constitute an official withdrawal from a course. Students who drop or withdraw from a course are advised to see a financial aid counselor regarding the effect this action may have upon their receiving financial aid. Students obliged to withdraw from the College should contact the Registrar's Office for further instructions.

#### **Withdrawing from the College**

Students who would like to discontinue their enrollment at St. Francis College can submit a withdrawal from the institution form. Withdrawal means that a student will leave St. Francis College without a plan to return. Students are reminded that any loans they have taken to help fund their education will go into repayment immediately after a period of 6 months of non-enrollment and that tuition refunds are issued in accordance with the Tuition Refund Policy. It is recommended that students speak with their academic advisor and a financial aid counselor before withdrawing in order to discuss the impact of this decision. Students who are withdrawing from all courses must submit a Withdrawal from the Institution form and must participate in an exit counseling discussion when contacted by the Academic Dean's office.

- Student-athletes must also have approval from the Assistant Director of Student Athlete Support as well as the NCAA Compliance Officer
- International students also need the signature of the International Student Advisor/DSO.
- The form can be found on the SFC webpage by clicking Registrar>Forms>Advisement & Registration

#### **Leave of Absence from the College**

A student may request a leave of absence for one or two semesters. The Leave must be filed no later than the last day of the add/drop period. The reason for leave must be indicated on the form so that the Academic Dean's office may follow-up appropriately. A leave begins at the end of a regular semester and shall not be granted for more than two semesters during the pursuit of the undergraduate degree. The student is expected to return at the conclusion of the leave or to request an extension of the leave. A leave will not be granted or will be rescinded if the student is suspended. Students interested must submit the Leave of Absence/Withdrawal from the Institution form and must participate in a discussion on the decision to file for Leave, with a representative from the Academic Dean's office.

- Student Athletes must also have the approval of the Assistant Director of Student Athlete Support as well as the NCAA Compliance Officer
- International students also need the signature of the International Student Advisor/DSO.

The Office of the Registrar communicates with students on leave reminding them of the advising/registration period. Students retain access to their SFC email and login and can schedule appointments to connect with campus supports, as needed. Students are reminded that any loans they have taken to help fund their education will go into repayment immediately after a period of 6 months of non-enrollment. Students are advised to meet with a financial aid counselor to discuss the implications of leave on their aid package. Unregistered students who do not submit a formal leave of absence, or do not return at the conclusion of their two-semester period of approved leave period, are withdrawn from the college and must meet with Admissions and reapply, if they wish to return. Click here (<https://catalog.sfc.edu/catalogue/general-information/academic-life/academic-policies/>) for additional services from the office of the Registrar.