

# ACADEMICS: REQUIREMENTS, EXPECTATIONS, AND POLICIES

## Academic Policy and Student Responsibilities

A student's matriculation at La Salle University is a voluntary decision that involves acceptance of the responsibility to perform academically and to behave socially in ways consistent with the goals and objectives of the University. When registering at La Salle, the student accepts University rules and regulations and the authority of the University to exercise disciplinary powers, including suspension and dismissal. The Student Guide to Resources, Rights, and Responsibilities (<https://www.lasalle.edu/studentguide/>) delineates these responsibilities and is available on the University's web site. All students are expected to follow the policies contained in the guide.

Students are expected to pursue their studies adhering to the basic principles of academic honesty. The University's Academic Integrity Policy (<https://www.lasalle.edu/studentguide/>), which defines academic honesty and the consequences for academic dishonesty, is available on the University's web site. Students who are guilty of academic dishonesty may be dismissed from their graduate program.

Additional program-specific guidelines for monitoring students' academic progress, standing, and grades are detailed in the section for each program or in the program's student handbook. Students are expected to understand and adhere to the individual program standards and handbook policies, as they are amended, and should recognize that these individual program standards may be more specific or rigorous than the overarching university standards.

Students may be expected to undertake research projects as part of their curriculum. Research projects that use human subjects must be approved by the Institutional Research Board.

## Student Responsibilities

A student's matriculation at La Salle University is a voluntary decision that involves acceptance of the responsibility to perform academically and to behave socially in ways consistent with the goals and objectives of the University. When registering at La Salle, the student accepts University rules and regulations and the authority of the University to exercise disciplinary powers, including suspensions and dismissal. As an individual, the student assumes responsibility for knowing and complying with all existing regulations in the Graduate Bulletin, Student Handbook, and Student Guide to Rights and Responsibilities (<https://www.lasalle.edu/studentguide/>), and in the student handbooks of individual graduate programs. Copies of the handbooks can be obtained from the directors of the programs.

## Student Rights and Grievances

This section details policies for curricular standards for all graduate students. These policies have been approved by the Graduate Council of La Salle University.

- A student shall have the right to pursue any course of study available in the graduate programs of the University providing he or she can

- be accommodated within the program, meet the requirements for entering, and continue to meet the requirements of the program.
- A student shall have the right to know at the beginning of each semester, ordinarily during the first week of class, the criteria to be used by the instructor in determining grades in each course.
- A student shall have the right to see his or her own tests and other written material after grading, and the instructor shall have the duty to make this material available within a reasonable time.
- Upon request, a student shall have a right to have his or her grade on such written material explained by the instructor. A request for such explanation must be made within one week after the written material, as graded, is made available to the student.
- If a student believes that his or her final grade is the product of the instructor's bias, whimsy, or caprice, rather than a judgment on the merits or demerits of his or her academic performance, the student must follow the procedure described in this subsection:
  - The student must initiate the complaint procedure with the instructor before or within the first two weeks of the next regular semester.
  - After receiving an explanation from the instructor in the course, the student may make a formal complaint to the instructor, giving his or her reasons, in writing, for thinking that the grade was biased, whimsical, or capricious.
  - If dissatisfied with the explanation that has been given, the student may appeal to the director of the appropriate program.
  - The student has a further appeal to the appropriate dean, who will:
    - Request a written statement from that student, which will contain a complete and detailed exposition of the reasons for the student's complaint. A response from the faculty member will then be requested.
    - Advise and assist the student in a further attempt to resolve the problem at the personal level.
- If the student remains dissatisfied with the explanation that has been given, the student may initiate a formal appeal:
  - The faculty member who is accused of bias, whimsy, or caprice may elect one of two procedures. The faculty member may request that the dean investigate the matter personally. In the alternative, the faculty member may request that a committee investigate the matter and reach a judgment on the merits of the complaint. In either case, the burden of proof shall be upon the complainant. Neither adjudicating forum (dean or committee) shall substitute his/her or its academic judgment for that of the instructor, but shall investigate and adjudicate only the complaint of bias, whimsy, or caprice.
  - If a committee is to be established, the dean shall appoint the committee, consisting of two students and three faculty members. The two students and two faculty members shall, if possible, be from the graduate department responsible for the subject in which the grade was given. The third faculty member shall be from another graduate program.
  - Should the designation of the review body (dean or committee) be delayed beyond a reasonable time, then the committee structure described in item 2 above will be convened and the question heard.
- If it is found that the grade given was neither biased, whimsical, nor capricious, the case will be dismissed. If it is found that the grade given was the product of bias, whimsy, or caprice, the review body (dean or committee) shall direct that a notation be entered on the student's transcript that the grade "had

been questioned for cause and the recommendation had been made that it be changed because of apparent (bias, whimsy, or caprice).” The original grade, however, will remain a part of the transcript unless changed by the instructor.

- A student shall be promptly informed if he or she is placed on any form of academic censure.

## Registration

During announced registration periods published on the academic calendar, students should contact their Academic Adviser to create a roster of courses for the upcoming semester. The student may register for courses via the mylasalle portal, through their Graduate Director, or in person during the times specified by the Office of the University Registrar.

- Students enrolled in Ten through Full Fifteen Week Terms may register through the first full week of classes. A week shall be defined as the period of seven consecutive days; beginning with the official start date of the semester, not the first meeting day of a class or first day of attendance.
- Students enrolled in Five through Nine Week Terms may register up to and including the second day of the semester, not the second meeting day of a class or second day of attendance.<sup>1</sup>
- Students enrolled in One through Four Week Terms (includes Intersession) may register up to and including the first day of the semester. The first day of the semester is defined as the official start date of the semester, not the first meeting day of a class or first day of attendance.

A course that is dropped during the registration period will no longer appear on the student’s academic record. After the registration period is over, students may withdraw from a course on or before the withdrawal deadline. Refer to the section titled “Course Withdrawal.”

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Students enrolled in the MBA ONLINE program may register up to and including the third business day prior to the official start date of the session in which they wish to register. Students may drop a course by the second day of the session in which they are registered, not the second meeting day of a class or second day of attendance.

## Grades and Grading

### Grading Scale

The coursework of graduate students is evaluated and graded throughout the semester by the Instructor. The final course grade is determined as outlined on the course syllabus and submitted to the Registrar for recording at the end of each semester. Students may view all their grades through the mylasalle portal (<https://my.lasalle.edu/>).

The following is the breakdown and definitions of grades distributed for courses completed:

Grade	Points	Description
A	4.00	Superior level of competency
A-	3.67	Very good level of competency
B+	3.33	Good level of competency
B	3.00	Average, satisfactory level of competency

B-	2.67	Less than average level of competency
C	2.00	Level of competence below that expected of graduate work
F	0.00	Failure
I		Incomplete
M		Military Leave of Absence
S		Satisfactory
U		Unsatisfactory
W		Withdrawal
X		Audit (No Credit)

Those faculty who do not want to assign +/- grades are not obligated to do so.

### Incomplete

An Incomplete grade (“I”) is a provisional grade given by an instructor to a student who has otherwise maintained throughout the semester a passing grade in the course, but who has failed to take the semester examination or complete the final project for reasons beyond their control. “I” grades are not granted to students automatically. Rather, the submission of an “I” grade is at the discretion of the course instructor to whom the student must make the request for an “I” grade.

A student who receives a grade of “I” for a course must complete the remaining work within the timeframe of the next semester immediately following that in which the “I” was submitted (regardless of whether the student is enrolled in course work or not during that subsequent semester). The instructor sets a time limit for completing the work no later than the last day of final examinations of the following semester.

If the work is not completed successfully within that time, the “I” will remain on the transcript permanently. The student must re-register for the course, and complete the course with a satisfactory grade to receive credit for the course. When it is impossible for the student to remove this grade within the time limit, the student must obtain a written extension of time from their program director, as well as the Dean of their school.

### Audit

Students wishing to take a course for no credit may do so by indicating auditing a course. Auditors are students who enroll in a course for which they will not receive a letter grade or credit. Auditors will be admitted to courses only when there are spaces available and the extent of their participation will be agreed upon between the students and their instructors. (Studio art courses, hybrid or 100% online courses may not be audited.)

After obtaining permission from the course instructor and the Program Director, a student wishing to audit a course may sign up in the appropriate Dean’s Office before the first day of class.

No audit condition of course registration may be changed after the end of the established add-drop period. Audited courses are posted on the academic record with the grade notation of “X” with no academic credit awarded. Audited courses do count towards a student’s billable hours for the semester.

## Course Repeat

If a student repeats a course, only the higher grade is counted toward graduation requirements and in the calculation of the GPA. Both courses will remain visible on the transcript. A student who wishes to repeat a course should consult with their academic adviser prior to registering for the course.

## Appeal of Final Grades

If a student believes that his or her final grade was based on an arbitrary or capricious action or some other inappropriate criteria not linked to academic performance the student must follow the procedures fully described in the Grade Appeal Policy found on the University Policy Register in the portal: <https://my.lasalle.edu/>.

A student initiates a grade appeal by using the Grade Appeal Form found on the portal (<https://wa3.lasalle.edu/channels/docs/get.php?id=1767>). Grade appeals apply only to consequential or summative grades, such as the final grade, and not to grades for small assignments, such as a quiz or short paper. A grade can only be changed if it is found to be arbitrary or capricious, or based on inappropriate criteria not linked to academic performance.

The student must follow the procedure described in the policy to appeal the grade.

The University presumes that assigned grades are based on performance and are authoritative. The student bears the burden of proof during the appeal and must show the grade was arbitrary, capricious, or based on inappropriate criteria.

## Provisions for Temporary Alternate Grades in the Event of Significant Disruption

When a Significant Disruption is declared the Provost, in consultation with key stakeholders, may authorize the use of the temporary alternate grades, as defined below, and establish the conditions for their use. The use of temporary alternative grades is reserved for situations in which the performance of a student is substantively impacted by a period of Significant Disruption. When a Significant Disruption is declared, instructors submit standard grades and students are given the opportunity to request their standard grade be converted to the appropriate alternative grade.

### *Graduate/Doctoral*

- **S Satisfactory** – performance at the levels of A, A-, B+, B, or B-, and full course credit is earned.
- **P Pass** – performance at the level of C. Pass grade will earn full course credit but might not fulfill prerequisite requirement and student may be required to repeat the course.
- **U Unsatisfactory** – performance at the level of F and no course credit is earned.

The transcript of a student's record should contain a description of any Significant Disruption of the Institute's academic activities that occur during the student's enrollment. The S/P/U grades will not be included in calculations of grade point average.

## Academic Censure

Academic censure may be specific to individual program requirements. A student who receives a grade of "C" in two or more courses or a grade of "F" in one course may be dismissed from the program. A student who receives a grade of "B-" or below may be required to repeat the course,

according to the specific program's policy and with written approval of the director. If a course is repeated, the course with the higher grade is calculated in the GPA and the course with the lower grade is excluded from the GPA. All repeated courses are viewable on the transcript.

## Academic Standing

Every student in La Salle University's graduate programs is required to maintain a cumulative scholastic average of 3.0, which translates to an overall G.P.A. equivalent to a B (a B- average is not sufficient). A student whose academic performance falls below this standard is subject to academic review by the director of the appropriate graduate program, and may be required to withdraw from the program as specified by the individual program's assessment guidelines. A student with a cumulative grade point average below 3.0 is automatically in academic jeopardy whether or not he or she receives written notification of this status, and regardless of the number of credits earned. A student admitted on a conditional basis who has a cumulative grade point average of less than 3.0 upon the completion of six credits may be required to withdraw from the program as specified by the individual program's assessment guidelines.

Students with a G.P.A. below 3.0 should consult with their graduate director and/or academic advisor to ascertain any potential actions to improve academic success within the program.

A student who is required to withdraw for academic reasons may appeal the dismissal within 30 calendar days from the date of the dismissal letter. A student may not register for or attend classes while an appeal is pending. The appeal must be made in writing to the program director. The appeal should detail the following:

- the events that contributed to the poor academic performance, and;
- an outline of the specific actions the student will take to a remedy for the poor academic performance.

A student may submit additional written evidence or include any other information that may be helpful in reaching a decision.

The academic officer in charge of the program, in consultation with the academic review committee of the program, makes a recommendation to the Dean. The Dean considers both the student's request and the recommendation of the program director. The Dean sends a letter by certified mail to the student with a copy to the program director that states the decision. If the request is approved, the letter from the Dean must include the stipulations to be satisfied by the student.

Note that neither the process of submitting this appeal nor any particular argument made in the appeal guarantees reinstatement.

A student who is required to withdraw for Academic Dishonesty may appeal that decision, using the procedure outlined in the University's Academic Integrity Policy. Please see the above section "Academic Policy."

A student who is required to withdraw for professional reasons, such as unprofessional behavior or dismissal from a clinical site, may not appeal the dismissal.

## Withdrawal

It is the student's responsibility to notify the University in the event that they need to withdraw from a course(s) or withdraw from the University entirely.

## Withdrawal From Course(s)

Students who choose to withdraw from a course(s) prior to its completion must:

- Complete a Course Withdrawal eForm (<https://lasallecentral.etrieve.cloud/#/form/14>) on or before the “Last day for withdrawal from classes,” published in the Academic Calendar (<http://www.lasalle.edu/academic-calendar/>). After this date, grades will be assigned that reflect the result of the student’s course attendance and performance.
- Have their Course Withdrawal eForm approved by their Program Director.
- Contact the offices of Financial Aid and Student Accounts Receivable to determine whether an outstanding balance is due, to inquire about the financial implications of withdrawal, and to make arrangements to meet financial obligations.

Additionally:

- International students should contact one of the International Education Associates in the Multicultural and International Center.
- Students receiving benefits from the Veterans Administration (VA) who do not meet the University’s satisfactory academic progress will be withdrawn and the VA will be notified immediately. Students receiving Veteran’s benefits should consult their Veteran’s Benefits Certifying Official to understand how this change in their enrollment status may affect their future aid.

**Please be advised that the date of filing the withdrawal notice is considered as the date of withdrawal from the class(es).**

**Ceasing to attend a class does not constitute a withdrawal;** students must officially withdraw by completing a Course Withdrawal eForm (<https://lasallecentral.etrieve.cloud/#/form/14>). Ceasing to attend without officially withdrawing will result in the student receiving a grade for the course, possibly a failing grade. **A “W” designation will only be assigned upon official withdrawal from a course.**

## Withdrawal From the University

Students who choose to withdraw from the University must:

1. Complete the Withdrawal from the University eForm (<https://lasallecentral.etrieve.cloud/#/form/2>). Students must withdraw on or before the “Last day for withdrawal from classes,” published in the Academic Calendar (<http://www.lasalle.edu/academic-calendar/>). After this date, grades will be assigned that reflect the result of entire semester’s attendance and performance in each course.
2. Receive approval through the eForm from their Program Director. Athletes must also receive approval through the Withdrawal from the University eForm from the Director of Academic Support for Athletes.
3. Contact the offices of Financial Aid and Student Accounts Receivable to determine whether an outstanding balance is due, to inquire about the financial implications of withdrawal, and to make arrangements to meet financial obligations.
4. Contact the Housing Services Coordinator and Food Services, if living on campus or having a meal plan.

Additionally:

- International students should contact one of the International Education Associates at the Multicultural and International Center

- Students receiving Veteran’s benefits should consult their Veteran’s Benefits Certifying Official to understand how this change in their enrollment status may affect their future aid.

**Please be advised that the date of filing the Withdrawal from the University form is considered as the date of withdrawal from the class(es) and the University.**

**Ceasing to attend classes does not constitute a withdrawal from the University;** students must officially withdraw by filling out the Withdrawal from the University eForm (<https://lasallecentral.etrieve.cloud/#/form/2>). Ceasing to attend without officially withdrawing will result in the student receiving grades for all coursework, possibly failing grades. **A “W” designation will only be assigned to coursework upon official withdrawal from the University.**

## Leaves of Absence

### Non-Academic Leave of Absence Policy

#### 1. Purpose/Policy Statement

- a. A Leave of Absence (LOA) is a process that allows a student to temporarily leave the University, with the intention of returning. Students approved for an LOA retain their matriculated status at La Salle, and upon return, can complete all curriculum and program requirements that were in place at the time of the LOA. Academic suspension or disciplinary suspensions override an LOA.

#### 2. Definitions

##### a. Immediate Non-Academic Leave of Absence:

An Immediate Non-Academic LOA is reserved for students who experience a personal, medical or other significant situation that requires an immediate, unplanned leave. Requests for an Immediate LOA can be made anytime between the first day of classes during the semester and the last day of classes. Upon approval of the LOA the Registrar’s Office will withdraw the student from any enrolled courses. If the LOA happens prior to the drop/add deadline for the semester, there will be no withdrawal indicated on the transcript.

##### b. Involuntary Leave of Absence:

In situations where a student is unable or unwilling to carry out substantial self-care obligations, where current medical knowledge and/or the best available objective evidence indicates that a student poses a significant risk to the health or safety of others, where a student poses an actual risk to their own safety not based on mere speculation, stereotypes, or generalizations about individuals with disabilities, or where the student cannot otherwise fulfill the eligibility requirements related to safety that are imposed on all students at La Salle, and the student does not want to pursue an Immediate LOA, the Vice President for Student Affairs has the authority to place the student on an Involuntary LOA. Before placing any student with a disability on an Involuntary LOA, La Salle will do an individualized assessment to determine if there are reasonable accommodations that would permit the student to continue to participate in La Salle’s campus community without taking a leave of absence. Such decision may be appealed in writing to the Vice President for Student Affairs.

#### 3. Policy Procedure/Substance

##### a. Immediate Leave of Absence

- i. A student who is pursuing an Immediate Non-Academic LOA must meet with the Assistant Vice President for Wellness to complete the *Request for Voluntary Non-Academic Leave of Absence*. During the meeting with the Assistant Vice

President for Wellness, an *LOA Success Plan* will be created, with a focus on what the student will do during the time of the LOA and how best to reenter the university at the conclusion of the LOA.

- ii. After completing the *Request for Voluntary Non-Academic Leave of Absence* form and *LOA Success Plan*, the information will be sent to the Vice President for Student Affairs or designee, who will, with input and collaboration from the university's Students of Concern committee, determine whether to grant the Immediate Non-Academic LOA. Notice of the decision will then be provided to the student by the Vice President for Student Affairs.
- b. *Involuntary Leave of Absence*
- i. Before imposing an Involuntary Non-Academic LOA, the Vice President of Student Affairs or designee will ask the student to pursue an Immediate Non-Academic LOA. If the student refuses to pursue the Immediate LOA, or in the event that the student is incapable of responding on his or her own behalf, or if the student elects not to respond to inquiries or directives, the Vice President for Student Affairs has the right to place the student on an Involuntary LOA.
  - ii. In such a situation, the Vice President for Student Affairs, or designee, would:
    1. Review all documentation and incident reports regarding the student's behavior, including any relevant medical documentation if available.
    2. Consult with the Students of Concern committee if appropriate.
    3. Seek the cooperation and involvement of parents or guardians of the student, if appropriate and feasible.
    4. Utilize the information gathered to make an individualized assessment regarding the student's behavior and whether an Involuntary LOA is necessary to address the health and safety concerns or ensure the proper functioning of university programs and services.
  - iii. If the Vice President for Student Affairs or designee determines that an Involuntary Non-Academic LOA is appropriate, the student will be informed in writing of the decision. The Letter of Notification will include all relevant terms and conditions of the Involuntary LOA as well as terms and conditions for re-enrollment at the end of the Involuntary LOA.
  - iv. An Involuntary Non-Academic LOA will be noted on a student's transcript in the same manner as an Immediate LOA.
  - v. The student placed on an Involuntary Non-Academic LOA will be subject to the rules regarding financial aid and financial obligations (room, board, tuition, etc.) that apply based upon La Salle's Refund Policy.
- c. *For Immediate and Involuntary Non-Academic LOA's*
- i. During an LOA, a student cannot attend classes, must vacate university housing and are not involved in programmatic or other university activities. La Salle's Refund Policy will be followed regarding tuition, fees, room and board or any other student financial aid.
  - ii. A student on an LOA cannot return to the university during the same semester that the LOA was approved and enacted.
  - iii. If approved for an LOA, the leave cannot exceed three consecutive semesters of non-enrollment. After the three consecutive semesters of non-enrollment, any student who has not returned to the university will be withdrawn.
- d. *Returning from an Immediate Non-Academic LOA*
- i. When a student is ready to pursue a return to the university, the student must complete a *Return from Non-Academic Leave of Absence* Form and submit it to the chairperson(s) for the Students of Concern committee for review and approval.
  - ii. The student must provide any documentation requested that was included as a component of the *LOA Success Plan*.
  - iii. If approved for a return to the university, the student will need to contact the appropriate Assistant Dean regarding possible course options to enroll into for the upcoming semester.
  - iv. If the student is not approved for a return to the university, the student will receive a letter indicating why the return was denied, and what is required for reconsideration. The student then may appeal the decision by submitting an appeal letter to the Vice President for Student Affairs within 10 business days of receiving notice of the decision. The following are the only grounds for appeal:
    1. The decision of the Students of Concern committee was arbitrary or capricious, or
    2. New or additional information is available that was not available at the time the request to return was considered and could reasonably be expected to have altered the decision. The student may also submit any information he or she believes to be relevant to the appeal.
  - v. The Vice President of Student Affairs will make a final decision on the student's request to return. The Vice President's decision is not appealable.
- e. *Returning from an Involuntary Non-Academic LOA*
- i. When a student is ready to pursue a return to the university after an Involuntary Non-Academic LOA, the student must reach out to the Assistant Vice President for Student Wellness and provide documentation that satisfies the requirements for return listed in the Involuntary LOA letter.
  - ii. The Assistant Vice President for Student Wellness will convene the Students of Concern committee to review the materials presented and determine whether the student has demonstrated that it is appropriate for the student to return to the University community.
  - iii. The decision will be communicated to the student in writing. As needed, the Assistant Vice President for Student Wellness will notify the appropriate offices and administrators regarding the decision, and any relevant conditions necessary for the student's successful return.
  - iv. The student, as they prepare to return to the university, will work with the Assistant Vice President for Student Wellness on a success plan to assist the student returning to the university with the support necessary to resume campus life.
  - v. If it is determined that the student is not ready to return to the university, the student may appeal the decision to the Vice President for Student Affairs or designee. The student then may appeal the decision by submitting an appeal letter to the Vice President for Student Affairs within 10 business days of receiving notice of the decision. The following are the only grounds for appeal:
    1. The decision of the Assistant Vice President for Student Wellness was arbitrary or capricious, or
    2. New or additional information is available that was not available at the time the request to return was considered

and could reasonably be expected to have altered the decision. The student may also submit any information he or she believes to be relevant to the appeal.

- vi. The Vice President for Student Affairs will review the student's appeal and all necessary additional information and will then render a decision, which shall be final. The outcome of this appeal will be communicated to the student in writing.

## Readmission

When seeking readmission, students who have withdrawn from the university are required to reapply to the university, following all of the requirements for admission into the desired program. The Admission Committee of the program will review the new application, the student's academic record in the program, and the original admission profile judged against current admission criteria. Students who have been dismissed from a program may not reapply to that program. Students who have been dismissed because of an academic integrity violation may not apply to another program.

## Transfer of Credit

With approval of the program director, students may transfer up to six hours of graduate level work into graduate programs that are 36 credits or less in length. Students may transfer up to nine hours of graduate-level work into programs that are greater than 36 credits in length. Course credit may be transferred only from graduate programs at accredited institutions, and only courses with a grade of B or better may be transferred. The type of accreditation may vary by program. Course credit may not be transferred into graduate certificate programs.

## Changing Programs

Active students in good academic standing may elect to transfer from one program at La Salle to another program at La Salle. To do so, they must complete an application for the desired program. Acceptance into that program is not guaranteed; the student must meet all eligibility requirements of the desired program. The student should also contact the Directors of both the previous and the desired program to request a copy of their academic file to be given to the prospective program director. Students should know that although the grades for courses taken in the previous program might not count towards graduation in the desired program, a student's grade point average is cumulative. That is, the grades received in the first program will remain on the student's transcript and will count towards the student's G.P.A.

## Graduation

Successful completion of all required courses within a 7-year period is required for graduation. All graduate students must have a cumulative G.P.A. of 3.0 or better to graduate from La Salle University, and students below that standard will not receive a graduate degree regardless of the number of credits completed.

Students who will complete requirements for a degree in a given semester must make a written application for graduation at the time specified by the Registrar. Degrees are conferred three times each year – on August 31, January 15, and on the date of the Commencement exercises in May. Commencement take place once a year in May. All students who have completed degree requirements during the previous year (June through May) may participate in the May Commencement ceremonies.

Students enrolled in graduate programs are responsible for adhering to all regulations, schedules, and deadlines pertinent to their particular program. It is the responsibility of students to make sure that they have met all graduation requirements. If they are in doubt, they should consult with the director of their program prior to registration for each semester.

Individuals who hold a master's degree in one of La Salle's programs and are seeking a master's degree in a second La Salle program may have credit for courses taken for the first degree apply to the second degree on condition that:

- Credits transferred from programs in other accredited institutions may not exceed six in La Salle programs requiring 36 credits or less, or nine in La Salle programs requiring more than 36 credits.
- All requirements for the degree in the second discipline are met to the satisfaction of the program director and dean.
- Courses taken for the first degree and to count for the second degree are essential to meeting requirements of the second degree.
- The total number of credits taken for the two degrees reach a minimum of 48 credits or the equivalent.

## Seeking a Second Master's Degree

Seeking a Second Master's Degree Individuals who hold a master's degree in one of La Salle's programs and are seeking a master's degree in a second La Salle program may have credit for courses taken for the first degree apply to the second degree on condition that:

- Credits transferred from programs in other accredited institutions may not exceed six in La Salle programs requiring 36 credits or less, or nine in La Salle programs requiring more than 36 credits.
- All requirements for the degree in the second discipline are met to the satisfaction of the program director and dean.
- Courses taken for the first degree and to count for the second degree are essential to meeting requirements of the second degree.
- The total number of credits taken for the two degrees reach a minimum of 48 credits or the equivalent.

## Transcripts

Students may request a transcript of their collegiate work through the Office of the University Registrar, in person, by mail, or online. Official transcripts bearing the signature of the Registrar and the seal of the University are sent, at the request of the student, to other institutions and organizations.

A fee will be charged per transcript. The University requires at least one week's notice for the issuance of transcripts. No transcripts can be issued until all financial obligations to the University have been satisfactorily settled.