

# ACADEMICS: REQUIREMENTS, EXPECTATIONS, AND POLICIES

## Institutional Learning Outcomes

Anchored in the heritage of the Brothers of the Christian Schools and in the Catholic intellectual tradition, La Salle prepares ethical and engaged graduates committed to the global common good.

Four overarching commitments inform our approach to a La Salle University education:

**Broader Identity, Expanded Literacies, Effective Expression, and Active Responsibility.** Within these four commitments, we value students as whole persons engaged, in association with others, in a lifelong, dynamic process of growth and development. We recognize that such growth and development are part of a larger, interconnected, and interdependent environment in which we all live.

All La Salle students will develop some common knowledge, skills, abilities, attitudes, and values as a result of their experiences at the University. La Salle identifies twelve such institutional learning outcomes (ILOs) that all graduates will have mastered. Each is tied to one of the four commitments.

- The **Broader Identity** commitment asks students to examine their own belief systems, gaining a historical perspective on the world and on a variety of intellectual traditions by encountering diverse perspectives, and by engaging in broad and deep experiences with others. Two ILOs are associated with this commitment: Understanding Diverse Perspectives and Reflective Thinking and Valuing.
- The **Expanded Literacies** commitment challenges students to read and think critically, to question assumptions, to reason, and to solve significant problems. Five ILOs are associated with this commitment: Scientific and Quantitative Reasoning, Critical Analysis and Reasoning, Information Literacy, Technological Competency, and Health and Financial Literacy.
- The **Effective Expression** commitment asks students to test the logical foundations of their messages, to weigh the effect their messages may have on their audiences, and to offer strategies for converting messages that address and facilitate some greater good into action. Two ILOs are associated with this commitment: Oral and Written Communication and Creative and Artistic Expression.
- Finally, the **Active Responsibility** commitment necessitates the integration of prior learning to learn from and collaborate with individuals and communities, and to understand diverse perspectives and experiences. Three ILOs are associated with this commitment: Ethical Understanding and Reasoning, Cultural and Global Awareness and Sensitivity, and Collaborative Engagement.

## University Core Curriculum

La Salle's twelve institutional learning outcomes shape students' experiences in all aspects of their lives at the University. Academically, the impact of these guiding principles is most evident in the University's Core Curriculum. Through the Core, all students have the opportunity to acquire and demonstrate these common skills.

Because of the two-pronged nature of three of the ILOs, for the purposes of the Core, the twelve ILOs are viewed as having fifteen measurable elements. The Core is intended to be distributed throughout a student's time at the University, with each ILO having lower-level (Level One) and higher-level (Level Two) objectives.

For Level One of the Core, students select twelve courses from among many options; these courses are open to all majors and do not have any prerequisites. Students also participate in two non-credit modules. The manageable size of this general education portion of the Core easily allows students in all programs, regardless of accreditation requirements, to complete the Core experience. In addition, it encourages the pursuit of double majors and minors by students with multiple areas of interest. One of the highlights of Level One is the First-Year Academic Seminar. In addition, of the remaining eleven courses, all students share a common religion and theology course as well as two common English courses.

Students address Level Two of the Core through their majors, experiencing all four commitments through a capstone course or co-curricular learning experience, a writing-intensive course, and two additional courses or co-curricular learning experiences.

While all La Salle graduates will have mastered the same fifteen measurable elements, they will also have achieved this mastery through unique routes due to the many options from which to choose and the wide variety of disciplines represented within each category.

## First-Year Academic Seminar

The First-Year Academic Seminar is a foundational course for entering students, limited to 20 or fewer students per section. Offering an array of topics from multiple disciplines, each seminar introduces students to diverse historical and contemporary perspectives on a particular issue, context, or problem. Students develop a discerning understanding of these perspectives through frequent and significant university-level reading, writing, and discussion. These courses are taught by full-time faculty from across the university. All sections are open to students across all schools; however, the course does not count toward any major or minor.

## Majors

Upon applying to La Salle, students choose a major area of study. A major is an area of specialization, which requires a cohesive combination of courses including introductory, intermediate, and advanced coursework that designates a student's area of study. Courses required for a major are mandated by the program offering the major and must meet specific student learning outcomes. In order to earn a degree, students are required to complete one major, although students may elect to complete more than one. It is the student's responsibility to see that all major requirements are fulfilled prior to graduation.

## Requirements for A Major

- While the minimum number of courses required for a major is 12, the courses required for any particular major are designated by the academic department or program offering the major, and may be more than 12.
- Students who pursue multiple majors should consult the Multiple Majors/Degrees Earned policy.
- The minimum GPA of 2.0 in a major is required. However, some majors may require a higher minimum GPA. Students should review all major requirements specific to their major.

- No more than two, Level 1, University Core courses may fulfill both a University Core requirement and a major requirement. A Level 1 University Core course may not be used to fulfill a requirement for more than one major. A student pursuing two majors could potentially count two University Core toward one major and two different University Core toward a second major.
- Once a student enrolls at La Salle University major course(s) may not be taken at other institutions, unless pre-approved by the student's major Department Chair and Assistant Dean.
- Transfer students may transfer no more than 50% of their major courses.

## Changing/Adding A Major

- Any change of major requires the student to complete the "Curriculum Change Form" (<https://wa3.lasalle.edu/channels/docs/get.php?id=1944&>). Students are required to request permission and the signature of the Chair of their new major before submitting the form to The Office of the University Registrar.
- Students who change their major may need to take summer courses or attend La Salle for additional semester(s).
- Any exceptions to the prescribed program must be in writing from the Chair of the major.

La Salle offers majors in the following subjects:

Accounting<sup>1</sup>, Actuarial Science, American Studies, Art History, Biochemistry, Biology, Business Administration<sup>1</sup>, Business Systems and Analytics, Chemistry, Communication, Computer Science, Communication Sciences & Disorders, Criminal Justice<sup>1</sup>, Digital Art & Multi Media Design, Economics, Economics & International Studies, Education 4th thru 8th/ Special Ed, Education Grades 4 thru 8, Education Pre-K thru 4th/Special Ed, Education Pre-K thru 4th<sup>1</sup>, Education Studies, English, Environmental Science, Finance, History, Information Technology<sup>1</sup>, Integrated Science Business Technology, International Business, International Relations, Management & Leadership, Marketing, Mathematics, Nursing<sup>1</sup>, Nutrition, Philosophy, Political Science, Political Science/Philosophy/Economics, Psychology<sup>1</sup>, Public Health, Religion, Secondary Education, Social Work<sup>1</sup>, Sociology, Spanish, Translation & Interpretation.

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These majors are available to students enrolled in the evening program

## Multiple Majors/Degrees Earned

Undergraduates interested in pursuing multiple majors must complete the "Curriculum Change Form" and collect the appropriate approving signatures. This form may be found in the all major Department Offices. Students may declare more than one major after their first semester at La Salle.

Specific policies regarding requirements for multiple majors may be found in the introduction section of the School under which the major falls. Detailed course requirements for majors are listed in the Undergraduate Majors section of this catalog, under each discipline.

**Students who complete multiple majors, where each major is within the same degree type, will earn a single degree and one diploma.**

Example: A student completes both a Communication major and an English major. Both majors earn a Bachelor of Arts. Students who double major in Communication and English will receive the single degree/diploma of Bachelor of Arts.

**Students who complete multiple majors, where each major has different degree types, will earn a different degree/diploma for each degree represented differently by the major completed.**

Example: A student completes both a Communication major and a Marketing major. Both majors earn different degrees. Students who double major in Communication and Marketing will receive both the degree/diploma for the Bachelor of Arts and the Bachelor of Science in Business Administration.

La Salle will not award the same bachelor's degree, to a student, more than once. Diplomas reflect the degree earned, not the major(s). The academic transcript will indicate the degree(s) awarded and the majors completed.

## Minors

In addition to their major(s), students may complete up to three minors. To satisfy the requirements for a minor, students must complete six courses within a discipline. A minimum of three required courses, within each minor, must be completed at La Salle University.

Specific policies regarding requirements for minors may be found in the introduction section of the School under which the discipline falls. Detailed course requirements for minors are listed in the University Majors and Curricula section of this catalog, under each discipline.

Students wishing to declare a minor must consult and receive approval from the Chair of the department minor.

La Salle offers minors in the following subjects: Accounting<sup>1</sup>, American Studies, Art History, Biology, Black Studies, Business Systems & Analytics, Business Administration<sup>1,2</sup>, Chemistry, Communication, Computer Science, Criminal Justice<sup>1</sup>, Computer Science, Communication Sciences & Disorders, Digital Arts & Multimedia Design, Economics, English, Entrepreneurship, Environmental Science, Finance (for Accounting majors only), General Education, History, Health Science, Human Services, Information Technology<sup>1</sup>, International Relations, Interpersonal Skills, Latin American Studies, Leadership & Global Understanding, Life Science, Management & Leadership<sup>2</sup>, Marketing<sup>2</sup>, Mathematics, Media Studies, Media Skills, Nutrition, Philosophy, Political Science, Psychology<sup>1</sup>, Public Relations, Public Health, Religion<sup>1</sup>, Risk Management & Insurance, Sociology, Spanish, Sport Management, and Translation Science.

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These minors are available to students enrolled in the evening program.

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These minors are *not* available to Business majors (ACC, BSA, BUS, FIN, MGTL, MKT) in the day or evening program.

## Requirements for Associate In Arts Degree

The Associate in Arts degree is for the Non-Traditional/Evening student only. A candidate for an Associate in Arts degree, will complete the major of Liberal Arts, and must:

- complete course work equivalent to a minimum of 60 credit hours, at least 30 of which have been fulfilled at La Salle University
- have not attained more than 84 credit hours
- have not received a prior associate degree

- fulfill all course requirements prescribed by the University for the specific associate degree
- have a cumulative GPA of 2.0
- file a graduation application for the associate degree at least four months before the completion of the requirements.

The courses which fulfill the requirements for the Associate degree may be applied to the Bachelor's degree.

## Requirements for A Bachelor's Degree

A candidate for the baccalaureate degree must have completed a minimum of 120 semester credit hours that satisfy curricular requirements and that include at least 38 courses of three-credit hours or more.

Certain curricula may require a number of hours exceeding this minimum. In addition to completing the number of courses and hours needed, the student must also meet the following requirements:

1. The student obtains a C average or cumulative index of 2.00 in the total program of studies.
2. The student fulfills all course requirements controlled by the major department with a C average or a cumulative index of 2.00 in those courses (or higher in some majors).
3. The student fulfills the University Core requirements.
4. The student takes their last 30 credits at La Salle.

## Requirements for A Second Bachelor's Degree

La Salle University will award a second bachelor's degree to a student who has already earned a bachelor's degree from an accredited institution. The student must meet the following conditions:

1. If the student holds a bachelor's degree from La Salle University:
  - The La Salle student must receive written permission from the appropriate Assistant Dean and Chairperson to enter a new bachelor's degree program.
  - University Core requirements may be fulfilled by the student's first bachelor's degree.
  - A minimum of 30 credit hours are required as determined at the time the student matriculates in the second degree program.
  - A total of 70 transfer credit hours may be applied to the student's undergraduate transcript.  
All transfer credit must be taken prior to the student taking his or her last 30 credits at La Salle University.<sup>1</sup>
2. If the student holds a bachelor's degree from another institution:
  - The new student must apply to La Salle University.
  - In addition to major, number of credits, and GPA requirements, the student must fulfill the University Core requirement of REL 100 Religion Matters. These courses may be included in the 70 transfer credits or completed at La Salle University.
  - A maximum of 70 credit hours may be transferred toward the second degree.
  - All transfer credit must be taken prior to the student taking his or her last 30 credits at La Salle University.<sup>1</sup>

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Students in the RN-BSN program – all transfer credit must be taken prior to the student taking his or her last 27 credits at La Salle University.

## Graduation

Students who will complete requirements for a degree in a given semester must make a written application (<http://www.lasalle.edu/registrar/application-for-graduation/>) for graduation at the time specified by the Registrar. Commencement exercises are held annually in the spring. Diplomas are issued three times a year – on August 31, January 15, and on the date of the Commencement (<https://www.lasalle.edu/commencement/>) exercises in May. Students who have three or fewer courses remaining to be fulfilled for their degree requirements will be eligible to participate in May Commencement exercises but will not be awarded a degree. Students receiving diplomas in August or January are invited to participate formally in the Commencement exercises held the following May.

## Graduating with Honors

The bachelor's degree with honors is conferred on a student who has completed their courses at the University with a cumulative GPA not lower than 3.4.

The candidate for the bachelor's degree who has earned an average of 3.8 in all courses is graduated with the distinction *maxima cum laude*.

The candidate who has earned an average of 3.6 is graduated with the distinction *magna cum laude*.

The candidate who has earned an average of 3.4 is graduated with the distinction *cum laude*.

## 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 Classes (<https://banreg.lasalle.edu/StudentRegistrationSsb/ssb/registration/registerPostSignIn/?mode=registration>) via the mylasalle portal 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. Note: Online AP students should consult their Program Director.
- 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 "Withdrawal From Course(s)".

## Academic Integrity

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. Upon enrolling at La Salle, the student accepts University rules and regulations and the authority of the University to exercise academic disciplinary powers, including suspension and dismissal. All students are expected to follow the policies found in the Student Guide to Resources, Rights, and Responsibilities (<http://www.lasalle.edu/students/dean/divpub/manuals/studentguide/>).

Additional program-specific guidelines for monitoring students' academic progress 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 (<https://www.lasalle.edu/undergradresearch/>) that use human subjects must be approved by the Institutional Research Board.

## Attendance Policy

Students are expected to attend classes regularly. Absence beyond the control of the student, such as illness or serious personal or family situations, should be explained to the instructor. If an absence extends over a protracted period of time, the student should notify the Assistant Dean of the School under which the major falls. Attendance is taken from the first regular class day regardless of the time of registration.

## Grades and Grading

The coursework of undergraduate 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. Instructors also submit mid-semester progress reports for all new students. Students may view all their grades through the mylasalle portal (<https://my.lasalle.edu/>).

### Grading Scale

Grade	Points	Description
A	4.00	Superior
A-	3.67	
B+	3.33	
B	3.00	Very Good
B-	2.67	
C+	2.33	
C	2.00	Average
C-	1.67	
D+	1.33	
D	1.00	Passable
F	0.00	Failure
I		Incomplete
M		Military Leave of Absence
S		Satisfactory

U	Unsatisfactory
W	Withdrawal
X	Audit (No Credit)

In assigning grades, faculty have the option of using A-, B+, B-, C+, C-, or D+. Those faculty who do not want to assign +/- grades are not obligated to do so.

A grade point is calculated for each course by multiplying the grade points by the number of course credits. The cumulative grade point average (GPA), or the average grade of all graded courses, is found by dividing the sum of the grade points for all graded courses by the total number of graded credit hours earned.

### Incomplete

The Incomplete or "I" grade 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. All I grades that have not been removed within three weeks of the last regular examination of the semester become F's. When it is physically impossible for the student to remove this grade within the time limit, they must obtain a written extension of time from the Assistant Dean of their school.

### Pass/Fail Option (Satisfactory or Unsatisfactory)

Undergraduate students seeking a bachelor's degree may take up to two free electives under the pass/fail option. The purpose of this option is to encourage the choice of challenging electives, including those outside the student's chosen field of study.

Students may request the pass/fail option in their Dean's office within three weeks of the first day of the Full semester (see the Registrar's webpage (<https://www.lasalle.edu/registrar/>) for all pass/fail deadlines).

In order to be eligible for pass/fail the course must not count towards a student's university core, major, concentration, minor, or certificate requirements. Only free electives are eligible for the pass/fail option.

The grade for a pass/fail course will be recorded as S (Satisfactory) or U (Unsatisfactory). Pass/fail grades will not affect the cumulative GPA, but courses graded S will be counted toward the total credits required for graduation.

### 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 Assistant Dean, an undergraduate 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. The student only receives academic credit for the course once. A student who wishes to repeat a course should consult with their academic adviser prior to registering for the course.

## Grade Change

Any change of final grade, beyond three weeks after the last day of final exams, requires Chair or Associate Dean approval. No grade will be changed after the baccalaureate degree is awarded.

## 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.

### Undergraduate

- **S Satisfactory** – performance at the levels of A, A-, B+, B, B-, C+ or C and full course credit is earned.
- **P Pass** – performance at the levels of C-, D+, or D. Pass grade will earn full course credit but will not fulfill prerequisite requirement for courses requiring a C or higher in a prerequisite 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.

## Examinations

The last week of each semester is set apart for final examinations. Examinations to measure student progress are usually given at mid-term. Students who, for satisfactory reasons, fail to take a semester examination as scheduled may take a delayed examination with instructor permission.

## Academic Progress

A full-time student is making adequate progress toward the degree if he or she has:

1. completed within the academic year (fall, spring, and summer) 18 hours of new course work at satisfactory academic levels as indicated:
  - a. completed freshman status 1.75 or above<sup>1</sup>
  - b. completed sophomore status 1.90 or above<sup>1</sup>
  - c. completed junior status 2.00 or above<sup>1</sup>
  - d. within the senior year 2.00 or above<sup>1</sup>

<sup>1</sup>

See "Class Level" for definition of status.

2. completed graduation requirements within a maximum of seven years of full-time study. For justifiable reason, exceptions may be determined by the Dean.

Note that guidelines for academic progress for financial aid are defined in the section entitled "Satisfactory Standards of Academic Progress for All Financial Aid."

## Class Level

A full-time student carries a minimum of 12 semester credit hours; and a maximum of 18 credits. A student's program may require more hours per week in some areas of instruction.

Class level is determined by the number of credit hours earned by the student. Students having completed zero to 23 credit hours are considered freshmen; those who have earned 24 to 53 credits are sophomores; those having earned 54 to 83 hours are juniors; and those with 84 credit hours or more earned are classified as seniors.

Part-time students carry a roster of less than 12 hours per week. Students in this category will require more than the typical four years to earn a degree.

Students who do not fulfill certain admission requirements may be admitted to follow particular courses and are considered as non-degree students. They do not register for a degree-granting program. Credits earned by a non-degree student may be counted toward a degree as soon as he or she has met all the requirements for admission and candidacy for a degree provided that the credits thus earned are applicable to the program of study. A non-degree student cannot hold a scholarship or take part in extracurricular activities.

## Deans' Honor List Traditional/Day Students

The Dean's Honor List is published at the end of each fall and spring semester. Students who complete at least 12 credits of La Salle University courses with letter grades of A, B, C, or D and earn a semester grade point average of 3.5 and above are placed on the Dean's Honor List.

Dean's Honor List students are eligible for courses in the University's Honors Program.

## Non-Traditional/Evening Students

The Dean's Honor List is published at the end of each fall and spring semester. Students enrolled in degree programs who complete at least 3 credits of La Salle University coursework and earn a semester grade point average of 3.5 and above are placed on the Dean's Honor List. An academic convocation is held in the fall.

## Academic Standing

La Salle University expects every student to strive for academic excellence. The minimum acceptable grade point average to remain in good academic standing is a 2.00 (C average).

Academic censure may assume one of two forms, probation or suspension, depending on the student's academic standing. During the evaluation of student records at the end of each fall and spring semester, a student will normally be subject to the form of academic censure indicated if the cumulative grade point average (GPA) falls below the levels outlined below.

NOTE: For purposes of censure, the sum of the number of credits transferred from another institution and the number of credits attempted at La Salle are used to determine the student's year.

Cumulative	Academic Probation	Academic Suspension
Credits Attempted	If cumulative GPA is for a single semester:	If cumulative GPA is for two or more successive semesters:
0-23 credits (Freshman)	Less than 1.75	Less than 1.75
24-53 credits (Sophomore)	Less than 1.90	Less than 1.90
54-83 credits (Junior)	Less than 2.00	Less than 2.00
83 or more credits (Senior)	Less than 2.00	Less than 2.00

## Academic Probation

Students whose cumulative grade point average, for a single semester, is within the listed range of cumulative credits attempted will be placed on Academic Probation. Undergraduate non-traditional/evening students must also limit their course load to two courses (six credits) in a given semester while on Academic Probation. Students will be notified of their Academic Probation status by the Dean of their School.

## Academic Suspension

Students whose cumulative grade point average, for two or more semesters, is within the listed range of cumulative credits attempted will be placed on Academic Suspension. Students will be notified of their Academic Suspension status by the Dean of their School.

During the suspension period, the student (with exceptions noted) may elect one of the following options, assuming adherence to all other University policies:

**Option 1:** The student elects to not participate in any academic coursework either at La Salle or any other institution for a one-year period.

**Option 2:** The student elects to take coursework at La Salle as a non-matriculating student to demonstrate sufficient academic progress as determined by the Dean's Office.

- At most, two courses (6 credits) may be taken in one semester.
- This option is not available to international students since their visas require full-time status.
- This option may be elected only once in a student's total academic career. On-campus housing is not guaranteed for "non-matriculating" students. Housing decisions are governed by the housing contract, which can be found online and in the University catalog. Students with questions should contact Administrative Services within the Division of Student Development and Campus Life.

**Option 3:** The student elects to take courses at another institution. This option is *not* available to students who have ten or fewer courses remaining, due to the University's Residency Requirement that states that students must take their last 30 credits at La Salle. This option may be elected only once in a student's total academic career and it can take the form of one of the following two time frames:

### Time frame #1

For consideration of early return (less than one year), a student must take four (4) courses and a minimum of 12 credits in one semester with the following caveats:

- No grade in any course can be lower than a C.
- Course failures at La Salle can be repeated only at La Salle University.
- Course selection must be pre-approved by the appropriate La Salle Dean's Office.
- The overall GPA for the work undertaken at another institution must be greater than or equal to a 2.5.

### Time frame #2

During the year of suspension, a student can take a maximum of four (4) courses at another institution. The courses must meet the following conditions:

- No grade in any course can be lower than a C.
- Course failures at La Salle can be repeated only at La Salle University.
- Course selection must be pre-approved by the appropriate La Salle Dean's Office.

Suspended students receiving VA educational benefits will be reported to the VA per their requirements.

## Change in Division

### Active Students

Students who have earned fewer than 90 credits and are in good academic standing may change from Traditional/Day to Non-Traditional/Evening status, and vice versa. Students who have more than 90 credits are not permitted to transfer divisions.

The conditions for division transfer differ, depending on the originating program:

- A student who wishes to transfer from the Non-Traditional/Evening to a Traditional/Day Program should have earned at least 15 credits at La Salle. In addition, the student must have a minimum G.P.A. of 2.5 (if 15-30 credits have been earned) or 2.25 (if more than 30 credits have been earned).

- A student who wishes to transfer from Traditional/Day to Non-Traditional/Evening Program must be transferring to a degree program offered in the evening.

Students wishing to change their division status should contact the Assistant Dean of their respective school.

## Returning Students

See below. (p. 7)

# Leaves of Absence

## Non-Academic Leave of Absence Policy

### 1. Purpose/Policy Statement

- 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

- 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.

- 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

- 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.
  - In such a situation, the Vice President for Student Affairs, or designee, would:
    - Review all documentation and incident reports regarding the student's behavior, including any relevant medical documentation if available.
    - Consult with the Students of Concern committee if appropriate.
    - Seek the cooperation and involvement of parents or guardians of the student, if appropriate and feasible.
    - 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.
  - 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.
  - An Involuntary Non-Academic LOA will be noted on a student's transcript in the same manner as an Immediate LOA.
  - 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
- 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.
  - A student on an LOA cannot return to the university during the same semester that the LOA was approved and enacted.
  - 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
- 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.

## Administrative Course Drop Policy

Students enrolled in a course are expected to attend class during the add-drop period. If the course includes face-to-face sessions, attendance will be expected in person. If the course is conducted completely online, attendance is demonstrated by logging into the course.

Instructors are required to verify a student's attendance after the add-drop period. If the student has not attended as indicated above or made contact with the instructor by the time of the attendance verification process, staff will administratively drop the student from the non-attended class(es) for that semester.

## Withdrawal from Course(s)

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

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

1. 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.
2. Have their Course Withdrawal eForm approved by their Assistant Dean.
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.

Additionally:

- International students should contact one of the International Education Associates in the Multicultural and International Center
- Athletes withdrawing below 12 credits should consult with the Director of Academic Support for Athletes.
- 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

It is the student's responsibility to notify the University in the event that they need to withdraw from the University.

Students who choose to withdraw from the University must:

1. Complete the Withdrawal from the University eForm (<https://lasallecentral.etrive.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. Have their eForm approved by their Assistant Dean. 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.etrive.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.**

## Returning Students

Students who have previously attended La Salle and wish to return to continue their studies should contact the Dean’s Office of the major they last pursued.

### Change in Division Returning Students

La Salle undergraduate day students with 90 or more credits who have been inactive for four or more years are permitted to return to the University as a Non-Traditional/Evening student to complete requirements for their degree. A student will be able to complete his/her degree providing the major is an active evening major at the time the student is reactivated. If the student’s major from his/her prior experience at La Salle is not an active evening program the student will need to switch majors to an active evening major. If the student does not wish to switch majors, he/she must remain a day student to complete degree requirements.

The University reserves the right to require students to repeat coursework where content has become outdated due to the amount of elapsed time between taking the course and seeking credit for a degree.

### Grade Renewal

La Salle University students who have not enrolled in credit courses at any college or university for a period of five years, who return to any of the University’s undergraduate degree programs, and who have successfully completed 12 consecutive credit hours with a grade of C or better in each

course may request in writing from the Dean of their school a “transcript renewal.” Should the request be granted, the student will have the option of having all Fs renewed or all Fs and all Ds renewed. Any course granted renewal, for which a grade of F was earned, will receive a grade of “FR” and receive no credit for the course. Any course granted renewal, for which a grade of D was earned, will receive a grade of “DR” and receive no credit for the course. Renewal of D’s will result in loss of credits and loss of respective requirements. Grades of renewed courses will remain and be noted on the transcript, and cumulative grade point average will be adjusted. This request may be made only once by a given student.

## Undergraduate Transfer Credit Policy

Courses may be transferred subject to department, school, or university restrictions. Transfer credit is awarded for courses with a grade of C or better; however, the grade is not included in the computation of a student’s grade point average at La Salle. A total of 70 credits is the maximum number which can be transferred to La Salle from other regionally accredited institutions.

La Salle University reserves the right to deny transfer credit for coursework that does not have an appropriate equivalent or satisfy La Salle’s curriculum.

Please note:

- Prior to having 60 credits on their La Salle transcript, students are permitted to take courses at a two as well as a four-year school that bring their credit total to 60 credits.
- After attaining 60 credits on their La Salle transcript, students are permitted to take a maximum 12 transfer credits but only at a four-year school.
- Major courses may not be taken at other institutions.
- Courses taken at La Salle for which a student received a grade may not be repeated elsewhere; however, a course from which a student withdrew and thus received a “W” grade may be repeated elsewhere.
- Students must obtain written permission from the Dean’s Office of the student’s respective major, to study at another institution. Permission must be obtained at least two weeks prior to the start of the semester.
- Permission for credit for study abroad programs, other than those sponsored by La Salle University, must be obtained in advance from the Dean’s Office of the student’s major.
- It is the responsibility of the student to have an official transcript of credit for approved off-campus courses sent to their Dean’s Office for inclusion in the student’s record.

### Military Credit

Official Joint Services Transcript (JST) military credit is accepted if the course receives a passing grade and is designated to be Lower Division Baccalaureate/Associate Degree Level (L), Upper Division Baccalaureate Level (U), or Graduate Level (G). La Salle does not accept credit designated Vocational Certificate Level (V).

### Non-Traditional Credit Guidelines

Undergraduate students may accelerate their degree programs through use of non-traditional forms of credit. Included are the College Level Examination Program and coursework validated by the American Council on Education, and various other agencies. All coursework noted here is processed as transfer credit.

### Advanced Placement (AP) Exams

La Salle University participates in, and looks very favorably on, the Advanced Placement (AP) Program of the College Entrance Examination Board. As such, the University will give college credit to students who perform satisfactorily on the AP examination. Ultimately, the decision to bestow credit for performance in AP courses/examinations lies with the academic dean and the department chair of the test subject.

Students should order AP Exam(s) scores electronically and request them to be sent La Salle University.

### International Baccalaureate Examination

International Baccalaureate Examinations may be considered for college credit subject to the course(s) taken and scores earned. Examination transcripts may be submitted to:

La Salle University, Undergraduate Admission  
1900 W Olney Avenue  
Philadelphia, PA 19141.

### Cambridge International Examination

Cambridge International Examinations, A Level, may be considered for college credit subject to the course(s) taken and scores earned. Examination transcripts may be submitted to:

La Salle University, Undergraduate Admission  
1900 W Olney Avenue  
Philadelphia, PA 19141.

### American Council on Education (ACE)

Students who have successfully completed educational programs and seminars approved by the American Council on Education's Program on Non-collegiate Sponsored Instruction (PONSI) may be eligible to receive credit. This credit is not assigned a letter grade, nor is it computed in determining the student's cumulative academic index. A written request with documentation of course completion should be forwarded to their Dean's Office for evaluation.

### CLEP Examinations

Undergraduate students may receive credit for approved courses taught in the La Salle University curriculum through participation in the College-Level Examination Program (CLEP) of the College Entrance Examination Board. Current students who wish to attempt credit through examination must receive permission from the Assistant Dean of their major/program to determine which examinations are acceptable, the signature of approval must be executed on the La Salle CLEP Application form.

CLEP equivalencies can be found on the CLEP Application form. Individual departments have the ultimate discretion on if a course may be used towards their curriculum. Current students must have the appropriate pre-approval prior to taking a CLEP Examination.

All CLEP exam scores must be received prior to the end of the semester in order for those credits to be included in that particular semester. If the scores are received after the end of the semester, graduation will be postponed to the next conferral date.

For more information on CLEP exams, please visit: <https://clep.collegeboard.org/>.

### End-Of-Course Examination

Students who believe that their experience and study have trained them sufficiently to bypass a given La Salle University course may challenge that course through an end-of-course examination. End-of-course examinations are:

- offered at the discretion of individual departments in the School of Arts and Sciences
- not offered for courses in the School of Business
- restricted in the School of Nursing and Health Sciences; students should contact their adviser directly

A written request should be submitted to the Department Chair, who will then request the approval of the Dean. There is a \$30 charge for each examination. Students who successfully complete the examination will receive credits for the course challenged, which will be posted on their La Salle transcripts upon receipt by the Student Accounts Receivable of a \$25 per credit administrative fee. This credit is not assigned a letter grade, nor is it computed in determining the student's cumulative academic index.

## Residency Requirement

Students are required to take their last 30 credits at La Salle.

## Graduate Courses

Undergraduate students with senior standing may take up to six graduate credits during their undergraduate career at La Salle University. Permission, of both the undergraduate chairperson and the graduate director, is required. Students should consult their school's section in the Catalog for specific policies on undergraduate students taking graduate courses.

## Online Learning

Each term, Fall, Spring, and Summer, students have the opportunity to take online courses. Course subjects vary and may be offered each semester during a 7, 8, or 15 week session, as well as the 4 week winter intersession. Online courses offer a way for students to add flexibility to their in-class schedule or take a course from home over the summer. The full list of online courses being offered each semester may be found through the Registrar's website ([https://xbss-prod.lasalle.edu/PROD/bwckschd.p\\_disp\\_dyn\\_sched/](https://xbss-prod.lasalle.edu/PROD/bwckschd.p_disp_dyn_sched/)).

When taking an online course, regardless of the length of the course, the learning outcomes remain constant and your time commitment to the courses will not vary. A student taking a 15 week online course can expect about three hours of "instruction" and six hours of "out of class work" each week. Students who take an accelerated format (7 or 8 weeks), can anticipate to nearly double the amount of time you spend per week interacting with the course. Students who are new to online learning may go through an online orientation (<https://lasalle.instructure.com/courses/14348/>). The orientation gives students an introduction to the University, resources and strategies to be successful in online courses, and the digital tools used at La Salle.

## Summer and Winter Sessions

A variety of core curriculum, free elective and major courses are offered in both day and evening sessions during the summer and winter sessions. These courses are offered in a variety of modalities, including face-to-face and online formats. Students may use these courses to enrich their academic programs, to lighten their regular schedules, to make up failures, or, in some instances, to accelerate progress toward a degree.

For more information, students should consult with their academic advisor or Dean's Office representative.