

Returned Checks

Any student who presents to the University a check that is not accepted for payment by the bank because of insufficient funds, nonexistence of an account or other reasons for which the student is responsible is charged a fee of \$31. The student must make payment by cash or certified funds equal to the total of the invalid check, plus the fee to register for additional courses. In addition, a financial hold is placed on registration, academic transcripts and diplomas until the invalid check amount and fee have been paid.

REFUND SCHEDULE FOR AUTHORIZED WITHDRAWAL FROM REGIS COLLEGE

The official date of withdrawal from the University or from a course is the date that the withdrawal request is submitted to the Office of Academic Records and Registration for processing. Notice of withdrawal from the University must be received by the Office of Academic Records and Registration in writing using an official University Withdrawal form. The date the withdrawal request is processed and the date the student vacates the residence hall, if applicable, determines the amount of refund credited to the student. Refund policies are further described in the General Information Section of this *Catalog* under the "Tuition, Fees, Room and Board Charges" heading.

The following refund schedule applies to tuition:

<i>Withdrawal Period</i>	<i>Refund</i>
First Week (add/drop week)	100%
Second Week	87%
Third Week	81%
Fourth Week	75%
Fifth Week	69%
Sixth Week	62%
Seventh Week	56%
Eighth Week	50%
Ninth Week	44%
Tenth Week	37%
Eleventh-Sixteenth Week	0%

ACADEMIC INFORMATION

THE ACADEMIC YEAR

The academic year is divided into two semesters of 16 weeks each. The first semester begins with Orientation in late August and ends in mid-December. It is followed by a Christmas vacation of approximately three weeks. The second semester begins in early January and ends at approximately the close of the first week in May. The Summer Session extends from early May through the middle of August.

THE REGIS COLLEGE GUARANTEE

This is a program that guarantees that a new Regis College student can complete the requirements for a baccalaureate degree with a single major in four years – eight semesters – excluding summer semesters. If additional coursework is required for graduation after the eight semesters, and if the student is eligible for the Regis College Guarantee, students receive a full tuition grant – to be used at Regis – from the Office of Financial Aid for the courses needed to graduate. The guarantee applies only to degree requirements; it does not apply to state licensure/professional requirements.

The guarantee program requires that a student complete eight consecutive full-time semesters (a minimum of 12 semester hours each) excluding summer semesters at Regis College and maintain a minimum 2.000 cumulative grade point average for each semester. The guarantee is extended to eight semesters in five years if a student obtains an approved leave of absence while a student at Regis. Students may apply for tuition-free studies with the Regis College Dean's Office during the eighth semester. The guarantee is a Regis College undergraduate program and is not extended to College for Professional Studies' or Rueckert-Hartman College for Health Professions' students.

THE ACADEMIC ADVISING PROGRAM

Academic advising is an integral part of the educational process in Regis College. It is the intent of this program to provide the student with a faculty advisor who assists the advisee to gain the maximum from his/her educational experience.

Each student at Regis is assigned an academic advisor who: 1) aids the student in planning an educational program consistent with his or her interests and capabilities; 2) provides information about the academic process and University resources; 3) counsels students who may be experiencing academic difficulties; and 4) refers students to any other areas of student services that can help the advisee with difficulties outside of the academic sphere.

The Advising Program is administered through the Office of the Associate Dean for Regis College. This office serves as a general source of information about campus resources and specialized programs.

MAJOR DECLARATION

At the end of the sophomore year, each student must select a major area around which most of his/her upper division coursework centers. In some majors, even earlier decisions are encouraged. The programs in Accounting, Business Administration, Computer Science, Economics, Education, and the natural sciences require careful planning in order to meet all requirements during four years.

COURSE LOAD/OVERLOAD

The average class load is 15 to 18 semester hours. Ordinarily, only students with a 3.000 minimum cumulative grade point average and no grades of Incomplete are allowed to carry more than 18 semester hours. Permission to carry 19 or more semester hours (course overload) must be obtained from the associate dean for

Regis College. If, in the judgment of the associate dean, a student benefits by a reduced course load, the student is restricted to a course load of less than 15 semester hours.

UPPER DIVISION COURSES

Freshmen and sophomores are allowed to take upper division courses only if they have completed the prerequisites or if they have obtained the permission of the instructor of the course. Normally, that approval is secured by obtaining the instructor's signature on the Registration form prior to submitting the form to the Office of Academic Records and Registration. Juniors and seniors must also complete the prerequisites of an upper division course as listed in this *Catalog* before enrolling for the course.

REGISTRATION

All students must consult with an academic advisor prior to registration. Students who have selected more than one major must consult with all assigned advisors, as appropriate. Registration materials are available from the student's advisor. An advisor's signature on a student's registration form indicates that the course seems appropriate to the goals the student has outlined to the advisor. The signature does not constitute or imply a waiver of the published academic requirements of the University. It is the student's responsibility to study these requirements and make certain that course selections meet them. Additionally, students are financially responsible for all courses listed on the registration and add/drop forms (see Payment of Student Accounts).

The University reserves the right to cancel a course when registration is not sufficient to warrant continuance, to divide a class if enrollment is too large for effective instruction and to change instructors.

Students who are notified of academic suspension for the previous term and who are currently in attendance in a Regis College class, may complete that class. Any additional registrations will be dropped.

LEAVE OF ABSENCE

Students who decide to leave Regis College for one or two semesters and then plan to return have the option of applying for a leave of absence. This status guarantees them the same Core Studies and major/minor requirements that applied to them before leaving Regis and also allows them to preregister during the semester prior to their return. Leave of Absence Application forms is available online through WebAdvisor. If a student does not complete a Leave of Absence form or if the leave of absence has expired (after two semesters), and later returns to Regis College, he/she must be readmitted to the College. The student is held to the current Core Studies and major/minor requirements. Requests for exceptions should be made in writing to the academic dean for Regis College.

CONCURRENT ENROLLMENT AT ANOTHER COLLEGE OR UNIVERSITY

Information regarding institutions whose credit Regis University accepts in transfer is available from the Regis College Dean's Office. In order to insure acceptance of transfer credit once the student is enrolled at Regis University, prior approval by the Regis College Dean's Office is suggested for all concurrent enrollment (including summer semester courses at another institution). Concurrent Enrollment Request forms may be obtained from the Office of Academic Records and Registration. Undergraduate students are not permitted to take the last 30 semester hours of coursework at another institution without permission of the associate dean for Regis College. A grade of "C-" or better must be earned for undergraduate coursework to be accepted in transfer.

CONCURRENT ENROLLMENT AMONG REGIS UNIVERSITY PROGRAMS

Generally, Regis College students are not eligible to register for courses offered in the other two Regis University schools. An exception is made for Health Sciences courses offered through the Rueckert-Hartman College for Health Professions. In those rare cases where other such cross-registration is desired, written permission must be obtained from the appropriate administrative designee/program director and the academic dean for Regis College. Appropriate tuition and fee charges are then billed above and beyond charges for courses taken through the College.

COLLEGE-SPONSORED ACTIVITY ABSENCE POLICY

Many Regis College students participate in extracurricular activities that are sponsored by the College. These activities will occasionally be held in times that conflict with regularly scheduled classes or exams. This policy is designed to clarify the obligations and responsibilities of participating students, their coaches or sponsors, and professors. The policy will distinguish between activities that are sustained throughout the semester or year (e.g., athletics or debate) and those that are one-time events (e.g., presenting or participating in a conference).

When students participate in College-sponsored activities, those absences from classes are considered excused. However, students are required to give faculty notice of these absences as early as possible, and to make arrangements with the faculty for completing all assignments and mastering the material of the course. In addition, faculty have the right to inform students, as well as their activity sponsors, if in the professor's judgment the student will be compromising their chances of success in the course because of the absences.

ATTENDANCE AT FINAL EXAMINATIONS

Final examinations are assigned at the end of each semester. A student who is unable to take a final examination for a valid reason (i.e., emergency circumstances beyond the student's control) is eligible for a grade of Incomplete, which, if assigned, must be removed by the end of the next academic semester with the exception of spring semester. Incomplete grades assigned during spring semester must be finalized by the end of fall semester. A student must specifically request an Incomplete in writing from the instructor.

GRADE REPORTS

Deficient grades and grades for students whose status is other than "good standing" are reported by instructors at mid-semester. These mid-semester grades are mailed to both the local and permanent addresses. An alternative grade address may be designated by the student. Grades of "D+" or lower are considered deficient. Only end-of-semester grades are official and entered on the student's permanent record. Final grades are mailed to the permanent address or to an alternative grade address the student provides the Office of Academic Records and Registration. By federal legislation (The Family Educational Rights and Privacy Act of 1974, as amended), grades can be released to parents or others only by specific written request of the student, unless the parent claims the student as a dependent for federal income tax purposes and certifies this fact. Release forms are available through the Office of Academic Records and Registration. Grade information cannot be released by telephone or by fax; however, grade information may be accessed through WebAdvisor.

APPEALS OF DISPUTED GRADES

Grade appeals for Regis College undergraduate students must be initiated within the first month of the semester following receipt of the grade. The following procedure is to be followed if a student wishes to protest a grade he or she received in a course:

1. The student raises the matter with the instructor in question. If the grade remains in dispute, the student should follow step 2.
2. At the student's request, the department chair arranges for a committee of three faculty members to review the case. The student and the teacher may each appoint one of these three. The third is to be chosen by the other two. The committee reviews evidence in any manner the committee deems equitable. (Typically, a written statement from each party that the other party can review and respond to in writing is the first step.) Oral presentations to the committee are sometimes also useful. Care should be taken lest either of the parties be intimidated through oral procedure. The committee recommends a solution. If either party wishes to further contest the committee's solution, step 3 should be followed.
3. The dissatisfied party appeals to the academic dean. The dean reviews the proceedings up to this point, obtains any new information deemed appropriate, and makes the final determination. Further appeals are not permitted.

ACADEMIC INTEGRITY POLICY

Our collective academic honesty is a simple prerequisite for the pursuit of knowledge. In particular, the Jesuit principles that underlie the Regis College mission statement and core philosophy, with their call to ethical inquiry and care of the whole person, demand students commit to academic integrity in their pursuit of a Regis College education. Students and faculty are expected to adhere to standards of good academic conduct: being responsible for one's own academic work, participating with good faith in academic discussions, acknowledging the work of others. Regis College takes very seriously violations of academic integrity, including but not limited to: plagiarism, cheating, duplicate submission of work, collusion, submitting false information, unauthorized use of computers or other electronic devices (e.g., during an exam), theft and destruction of property, and unauthorized possession of materials.

Students who violate the academic integrity policy in a course are subject to the sanctions of the course's syllabus. Course syllabi should set appropriate penalties for violations of academic integrity, including but not limited to resubmitting work with penalty, failure of the assignment, or failure of the course. Faculty will notify the Dean's office of these violations.

In the event of a student committing either a second violation of academic integrity, or committing a violation of academic integrity that does not occur in a class (e.g., defacing or mutilating library materials), students are subject to institutional penalties. These can range from probation to suspension and expulsion from the institution. Students committing a second or third violation of academic integrity can be subject both to course penalties and institutional penalties.

Students have the right to challenge accusations of academic dishonesty or the institutional penalties for multiple infractions. Students challenge these accusations through the Dean's Office. Academic integrity hearings are conducted by a hearing panel consisting of three members: one faculty member, one student (appointed from the officers of the Regis chapter of National Society of Collegiate Scholars), and a faculty chair of the committee. The committee makes a recommendation of fact (if the student disputes the charge of academic dishonesty) and of penalty (if this is a successive violation and the student would be subject to institutional penalties). The recommendation goes to the Dean of the College; after consulting with the chair of the committee, the Dean assigns the penalty. Academic integrity hearings are separate and independent processes from student disciplinary processes; the processes are not binding on one another. Some student violations of academic integrity (e.g., vandalism of academic property) may also be violations of the code of student conduct; students can be subject to both processes and penalties.

ACADEMIC STUDENT CONDUCT

The community standards of conduct outlined in the Regis Student Handbook apply to students in academic classrooms and labs. Faculty members have the right to expect students to be respectful of their classmates and professors. If a student repeatedly engages in disruptive behavior in a classroom or lab that affects other students' ability to concentrate on the class, faculty members may instruct the student to leave the classroom.

Repeated disruption of classroom instruction will be referred to the Office of the Academic Dean and may result in the student being withdrawn from the course.

If the conduct of a student threatens the safety of anyone in the room, the Office of Academic Dean has the right to withdraw the student after a single occurrence.

DEAN'S LIST

For fall and spring semesters, a Dean's List is created for Regis College undergraduate program students. A degree-seeking student who carries a semester load of 15 or more graded semester hours and who earns a minimum semester grade point average of 3.700 is placed on the Dean's List. A student who is required during the semester to take a Pass/No Pass course--and who also carries 12 or more graded hours with a 3.700 semester grade point average--is eligible for inclusion on the Dean's List. Students who are not required during the semester to take a Pass/No Pass course but request the Pass/No Pass grading option are eligible if they earn a grade of Pass in the course and earn a minimum of 15 letter-graded semester hours. Students who earn a No Pass grade or an Incomplete grade are ineligible for the Dean's List.

ACADEMIC STANDING AND PENALTIES

Good standing

A Regis College undergraduate student must maintain at least a 2.000 cumulative grade point average to be in good academic standing. The cumulative grade point average is computed by dividing the total number of grade points earned by the total number of credit hours attempted. A grade of less than "C-" in any upper division course in the major or minor area is not counted toward the major or minor. A passing grade of less than "C-" in other courses indicates an academic deficiency; however, these courses apply toward graduation.

At the end of each semester, students who are academically deficient, with grade point averages below 2.000, are reviewed by the Committee on Probation and Suspension. The committee may recommend to the academic dean for Regis College that one of the following actions be taken: academic warning, probation, suspension, or dismissal.

Warning

A student with a semester grade point average below 2.000 and a cumulative grade point average above 2.000 is placed on academic warning. Although academic warning indicates an academic deficiency, it is not as severe as academic probation and is not posted on the student's permanent academic record (transcript).

Probation

A student with a cumulative grade point average below 2.000 is placed on academic probation. The committee sets forth certain conditions that the student must meet within a specified time period. Although a student's grade point average is the primary determinant in decisions regarding probation, other stated conditions must be met in order to remain in the College. Failure to meet any of the specified conditions may result in suspension.

A student is not permitted to re-enroll unless he/she has agreed in writing to all conditions set forth. Academic probation is recorded on the student's permanent academic record (transcript).

Academic suspension

Academic suspension is action taken by Regis College for any probationary student with an unacceptable cumulative grade point average. Academic suspension renders him/her ineligible to return to Regis University for a period of 12 months. During that time the student must satisfactorily complete (grade of "C" or better) at least 12 semester hours (or equivalent quarter credits) at another regionally accredited institution. The student must obtain prior approval from Regis University of transferability of this coursework. This action may be taken for any student whose cumulative grade point average has fallen below 2.000. In addition, academic suspension may be taken for any student whose cumulative grade point average has fallen below a provisional grade point average agreed upon between the student and the associate dean for Regis College. Academic suspension is recorded on the student's permanent academic record (transcript).

Students who are notified of academic suspension for the previous term and who are currently in attendance in a Regis College class, may complete that class. Any additional registrations will be dropped.

Suspension Criteria

1. Any student on academic probation whose cumulative grade point average has fallen below the minimum standard established for his/her class level is, under ordinary circumstances, suspended.

Semester

Class	Hours Attempted	GPA
Freshman	0 to 29	1.800
Sophomore	30 to 59	1.800
Junior	60 to 91	2.000
Senior	92 or more	2.000

2. Any student on academic probation whose cumulative grade point average has fallen below 2.000, may be suspended (the table in item 1 notwithstanding). Any transfer student accepted by Regis College (undergraduate program) on probation for the first 12 to 15 semester hours may be suspended at the completion of the 12 to 15 hours if his/her Regis cumulative grade point average is below 2.000.

3. Commitment Program students are, by definition, on probation for two semesters when they enter Regis University. The Commitment Program student is suspendable if a grade of "C-" or better is not earned in all Commitment courses or if the cumulative grade point average falls below 1.800 (the standard established for all freshmen).
4. Any student who has met an agreed-upon provisional grade point average for the semester may be given the status of Probation Continued. This is a student (usually a freshman) who has earned an extremely low cumulative grade point average and, consequently, finds it almost mathematically impossible to attain a sufficiently high grade point average to be restored to Good Standing or even to be placed above the minimum for his/her class level. Such students have entered into an agreement with the associate dean for Regis College who acts on behalf of the Committee on Probation and Suspension. The agreed-upon grade point average is set within a range of what is a fair and reasonable expectation for the student in question (frequently between 2.000 and 2.300). A student failing to make the agreed-upon grade point average for the semester is suspended.
5. Three semesters are the maximum a student may be on probation during his/her academic career. (Commitment Program students have a maximum of three semesters after the completion for their first two semesters at Regis College.) Thereafter, failure to maintain a 2.000 cumulative grade point average results in automatic suspension.
6. Part-time students (those enrolled for 11 or fewer semester hours) and unspecified students are held to the same standards as full-time students.

Academic Dismissal

Academic dismissal is action taken by Regis College that renders the student ineligible to return to Regis University for any program of study. For this action to be taken, an undergraduate student must have been suspended, applied for and re-admitted to Regis College on academic probation, and failed to achieve either the required minimum 2.000 grade point average, the minimum standards for his/her class level, or an agreed-upon provisional grade point average. The provisional grade point average is pre-determined by the student and the associate dean for Regis College. Academic dismissal is recorded on the permanent academic record (transcript).

Appealing the Suspension or Dismissal Decision

Upon being notified of academic suspension or dismissal, a student who wishes to appeal should follow the procedures listed below:

1. Write a letter to the Chair of the Appeals Committee stating:
2. Why the suspension/dismissal decision should be reversed, including the student's honest and straightforward assessment of how the academic troubles came about, and some indication that the student is ready to continue serious academic work.
3. Why the student failed to achieve the required grade point average. Were there, for example, any extenuating circumstances beyond the student's control?

4. The names of the student's advisor or faculty members from whom supporting statements may be solicited by the student.
5. Submit the letter by the deadline stated in the letter of suspension or dismissal.
6. Contact the advisor, faculty members, doctors, etc., to discuss the case. Any supporting statements from them must be received by the same deadline. The appeals committee is interested in any pertinent information that has genuine bearing on the matter. The committee focuses on why the student should be allowed to continue study at the University, and why the student failed to reach his or her academic goals.

Standards of conduct

A detailed summary of regulations and the student discipline process is available in the Regis University Student Handbook, which covers all University students. Students may request a copy of the Handbook from the Student Life Office located in the Student Center or access it online via the Regis University website.

GRADUATION

APPLICATION

The online Application for Graduation form must be submitted by undergraduate students before eligibility for graduation can be evaluated. This Application for Graduation is required at least one semester prior to the semester in which the student expects to complete graduation requirements or, for undergraduate students, after 92 semester hours have been completed. Specific application deadlines are available on www.regis.edu. Failure to make application by the proper date may delay graduation.

Students should refer to the General Information Section of this *Catalog* for additional information on graduation, application processing, degree award, diplomas, graduation honors, and commencement.

ATTENDANCE AT COMMENCEMENT EXERCISES

Attendance at commencement exercises is encouraged. The Office of Academic Records and Registration is notified through the Application for Graduation form of the student's intent to participate in commencement. Undergraduate students are allowed to march in commencement if they are within 12 semester hours of completing their degree requirements. Students are listed in the commencement program for the commencement in which they march.