

Notice of dismissal from a course must be in writing.

Repeating Courses

Repeating courses is permitted; however, where the first course was completed with a

language has always been, and continues to be, the hallmark of an educated person, it is St. Thomas University's policy that in the evaluation of any piece of writing, submitted in any course in the University, form as well as content (insofar as they can be separated) will be considered. Students should expect to do a substantial amount of writing in any course, and expect as well to have papers which are clearly below acceptable levels of literacy returned for revision. The method of evaluation of students in a course and the actual grading of a student's performance are essentially the responsibility of the course instructor, subject to the following regulations.

Evaluation of Students' Performance

1.

For every course offered at St. Thomas the professor is to provide to the students at the beginning of the course the following written information: (1) method of evaluation; 2) course requirements and value towards the final grade. When planning course evaluations, the professor should ensure students will receive at least one graded assessment prior to the date on which students can drop courses without academic penalty as outlined in the academic calendar. Because competent, sensitive, and accurate use of language has always been, and continues to be, the hallmark of an educated person, it is St. Thomas University's policy that in the evaluation of any piece of writing, submitted in any course in the University, form as well as content (insofar as they can be separated) will be considered. Students should expect to do a substantial amount of writing in any course, and expect as well to have papers which are clearly below acceptable levels of literacy returned for revision.

2. **Minimum Notice of Examination** C

A minimum notice of six weeks on the part of the professor is required for any major essay or term paper. No class test or examination (oral, written or "take-home") is to be held during the last fifteen days prior to the first day of regular examinations without the permission of the Registrar's Office. The petition for any such test shall be given in writing to the Registrar.

3.

The value assigned to the final examination will normally not exceed sixty percent of the final grade. A professor may change this percentage for a given course with the approval of the Chair of the Department.

4.

Examinations are held each year in December and April. The examination schedule is determined by formula and announced in advance of the start of classes. In December, Christmas examinations are held in six-credit hour courses, and final examinations are held in first-semester, 3 credit-hour courses. In April, final examinations are held in 6 credit hour courses and second-semester, 3 credit hour courses. No student is required to write more than two examinations in a twenty-four hour period. The student may request that an examination be moved to a date set aside for those make-up examinations after the established examination period. Such requests shall be directed to the Registrar's Office. The Registrar's Office will determine which examination will be moved. The date and time set for the return of completed take-home examinations shall normally coincide with the scheduled examination timetable.

5.

Students seeking to write special final examinations for reasons of proven illness or compassion and in the case where they are scheduled to write more than two examinations in a twenty-four hour period, must apply to the Registrar's Office. If approved, the Registrar's Office will notify the professor and request an appropriate alternative evaluation arrangement.

Grading System

1. Letter Grade A

In calculating the grade point average, a letter grade in a 3 credit-hour course is assigned only half the grade points that are assigned to the same letter grade in a six credit-hour course.

The "annual grade point average" is used to determine the academic standing of each full-time student. This average is calculated on all courses taken during the academic year. (September - April) Mid-term results in 6 credit-hour courses are not recorded on the student's transcript.

Students should note that the final grades of repeated courses will be counted in the annual GPA but the course credit will be counted only once towards the minimum number of credits required for a degree.

A student accepted as a transfer student from another university may be given credit towards a degree for acceptable previous courses, but the annual GPA will be based only on courses taken at St. Thomas University.

2. Letter Grade A : -

For part-time students, the grade point average (GPA) used to determine academic standing is calculated on the basis of each 30 credit hours attempted, rather than the annual GPA calculated for full-time students.

3.

A candidate's final standing in a course is indicated by the following letter grades:

Grade	Grade Point	Short Definition	Detailed Definition
A+	4.3		

structor. There may be special circumstances (e.g. a serious illness of the student or the death of a close relative) in which the instructor has agreed to allow late work to be submitted by the student. In these approved cases, the instructor will submit a temporary notation of INC in place of a final grade.

In all cases where the temporary notation of INC has been submitted, the incomplete or late work must be completed by the student by the following deadlines:

First semester courses	February 1
Second semester and full courses	June 1
Intersession (May-June) courses	August 1
Summer School (July-August)	October 1
Special schedule courses	No later than one month after the completion of the course

Within one month of the above dates, the instructor must submit a final grade in place of the temporary notation of INC. Unless the final grade is submitted by these deadlines, the Registrar's Office will record a grade of F in place of the INC. This F will have a 0 grade point and will be used in computing the student's G.P.A. Beyond these deadlines, the Registrar's Office will not accept or record any grade changes (other than those due to appeals or errors).

If there are exceptional circumstances, the student may petition for an exemption by following the procedures outlined in the calendar under Section G. Appeal Procedures.

Electronic devices such as laptops, cell phones and blackberries shall not be taken into examination rooms except in special cases with the prior permission of the instructor. Instructors who invigilate examinations shall ensure that all unused examination booklets are removed from examination rooms and securely stored.

C. Academic Standing

The annual grade point average (GPA) of students determines their academic standing. There are four types of academic standing: good standing, academic probation, deferred dismissal and academic dismissal.