

Office of the Registrar General Definitions, Policies, and Procedures

The following policies apply to Anderson College of Business and Computing, Regis College and Rueckert-Hartman College for Health Professions and are listed in the [University Catalog](#). Students and Advisors should be informed, however, that when policies exist in an academic program or department that differ from the general policies, the program or department policy listed in the appropriate section in the [University Catalog](#) takes precedence.

Degree Plans

- All undergraduate degree students must complete all degree requirements within six years (72 months) from the start of their Degree Plan.
- All graduate students must complete all degree requirements within four years (48 months) from the start of their Degree Plan.
- All doctoral students (DNP, Pharmacy, Physical Therapy and PhD) should check with the program directors or the Academic Dean's Office for specific Degree Plan completion time frames.

Drop versus Withdraw

Students are able to drop courses up to the official end of the Add/Drop period. Courses dropped are not recorded on transcript nor reflected in the student's cumulative grade point average.

After the official end to the Add/Drop period, students may withdraw from a course. The course will show on the transcript with a grade of 'W' but is not included in the cumulative grade point average.

Students may withdraw from an individual course or multiple courses or complete a Total Withdrawal from Regis. Both the Individual Course Withdrawal Form and the Total Withdrawal Request are located on the Ranger Portal under the Office of the Registrar tab.

Graduation versus Commencement

All students must complete an application for graduation. The Grad App must be completed through the Ranger Portal. Specific deadlines and general information are available online at www.regis.edu. **Graduation is completed AFTER the Office of the Registrar receives the approved Degree Audit from the college, program or advisor. The Office of the Registrar does not automatically graduate students.** Students graduate within the semester that all degree requirements are met and documentation from the college, program or advisor is received.

Once the degree is conferred, the Repeat Grade Improvement Option or the Change Grade Option is no longer available for that educational intent.

Information on Graduation Honors may be found in the University Catalog in the General Information section under the Office of the Registrar.

Attendance at commencement ceremonies is encouraged but optional.

- Undergraduate students are permitted to participate in the commencement ceremonies if they are within 15 semester hours of completing their degree requirements.
- Regis College undergraduate students are allowed to participate in the commencement ceremonies if they are within 12 semester hours of their degree requirements.
- Graduate and Doctoral students are permitted to participate in the commencement ceremonies if they are within six semester hours of completing their degree.

Transfer Credit/Evaluation

Transfer credit is awarded for course work (undergraduate and graduate) completed at other colleges and universities that are accredited by a regional accrediting association. The seven regional accrediting associations are:

- Higher Learning Commission (HLC)
- Middle State Commission on Higher Education (MSCHE)
- New England Association of Schools and Colleges, Commission of Institutions of Higher Education (NEASC-CHIE)
- Northwest Commission on Colleges and Universities (NWCCU)
- Southern Association of Colleges and Schools, Commission on Colleges (SACS-COC)
- Western Association of Schools and Colleges, Senior College and University Commission (WASC-SCUC)
- Western Association of Schools and Colleges, Accrediting Commission for Community and Junior Colleges (WASC-ACCJC)

An official evaluation of **undergraduate transfer credit** will be completed only after all admissions requirements have been met and official transcripts are received. Any evaluation of transfer credit completed prior to meeting all these conditions is considered unofficial. Transcripts are not considered official if stamped with 'Issued to Student' or emailed directly from the student/applicant.

- A maximum of 90 semester hours may transfer to Regis University. Quarter hours are converted to semester hours by using a 3:2 ratio.
- Undergraduate transfer is accepted only for courses in which a grade of "C-" or better is earned. Pass (P) grades are eligible for transfer if the P grade is equivalent to a C- or better. Course work is evaluated on a course-by-course basis. Transfer course equivalency is based on a review of the course description from the originating institution and are equated to a Regis course whenever possible. Otherwise, acceptable transfer courses are assigned an appropriate department prefix and course level as assigned by the originating institution (upper division 'UD' or lower division 'LD'). Additional information such as a syllabus may be required if an equivalency cannot be established by the course description.
- Technical credit from a regionally accredited or some nationally accredited institutions may be evaluated and accepted as general elective credit. Technical credit is defined as college-level credit in the practical, industrial or mechanical arts or the applied sciences.
- Military training and Military Occupational Specialty (MOS) credit is awarded based on recommendation from the American Council on Education (ACE) Guide for Educational Experiences in the Armed Services.
- Courses not eligible for transfer include remedial or developmental courses and college orientation courses.

Graduate transfer is accepted only for courses in which a grade of "B-" or better is earned. Pass (P) grades are eligible for transfer if the P grade is equivalent to a B- or better. Quarter hours are converted to semester hours by using a 3:2 ratio.

- A maximum of six semester hours may be awarded based on recommendations by the American Council on Education (ACE) National Guide to College Credit for Workforce Training or by the American Council on Education (ACE) Guide for Educational Experiences in the Armed Services. The credit must be recommended for graduate-level credit and must be appropriate for graduate degree requirements.
- Of the total semester hours required for any one of the graduate degree programs, no more than 20% of the total semester hours required may include transfer or competency-based course work or course work included in a previously earned graduate degree from a transfer institution or from Regis University.
- After careful review of the graduate course content, transfer credit is approved by the dean or designee of each graduate program. Only credit completed within the last six years is eligible for transfer consideration. Transferable graduate work is equated to Regis courses when possible.

Full information on Credit for Prior Learning is available at <https://www.regis.edu/policies>

Institutional and Transfer Credit

Courses completed within the past six years may apply toward a bachelor or graduate degree, or certificate. Coursework older than six years is subject to review by the department head and the college dean, or their designee, to determine its relevance to current degree requirements. In programs where subject matter evolves rapidly, the six-year limit may be shortened to ensure academic standards are maintained. Policies for each program may vary from the general policies, and students are strongly encouraged to collaborate with their advisors to fully comprehend all degree requirements prior to graduation.

Enrollment Status

	<u>Full Time Hours</u>	<u>Quarter Time Hours</u>	<u>Half Time Hours</u>
Primary UG Level	12.00	9.00	6.00
Primary GR Level	6.00	4.50	3.00
Primary DD Level	6.00	4.50	3.00

Class Level

	<u>Completed Semester Hours</u>
Freshman	0 - 29
Sophomore	30 - 59
Junior	60 - 91
Senior	92 or more

Academic Calendars

The official [Academic Calendar](#) with dates and deadlines for all terms is available on the Regis University website.

The [Withdrawal Refund Table](#) is available on the Regis website, however, all questions regarding any type of tuition refund should be directed to the Office of Student Accounts.

Any questions regarding [Financial Aid disbursements or credit balances](#) should be directed to the Office of Financial Aid or Office of Student Accounts.

Mid-Semester and Final Grades are due on Wednesday at noon.

Syllabi and Course Descriptions

Syllabi are maintained by the programs and the colleges. The Office of the Registrar maintains the course descriptions for all courses offered at Regis from 1924 to date.

Academic Status Notations

Students in good standing have either no academic status notation on their transcript or an academic status of "Academic Notice Removed" and are eligible to continue, return, or transfer elsewhere. A student with an academic status of Academic Notice ("Admitted on Academic Notice," "Academic Notice New," "Academic Notice Continued"), suspension ("Suspension"), or dismissal ("Academic Dismissal") has the appropriate notation recorded on the transcript. A student may continue or return when in an Academic Notice status, but a suspended student is not eligible to return for one calendar year. A student who is expelled from the University is not eligible

to return. All transcript notations are recorded within the appropriate semester from approximately 1950 to present. Refer to the appropriate College section of this *Catalog* for details.

- **Academic Notice** is an official sanction that is applied when a student falls below the minimum acceptable cumulative grade point average for the program. Academic Notice may also be applied for violations of the academic integrity policy.
- **Academic Suspension** is an official sanction that is applied when a student on Academic Notice fails to achieve the required minimum acceptable cumulative grade point average or other conditions established under their Academic Notice. Academic suspension may also be applied for violations of the academic integrity policy.
- **Academic Dismissal** is an action taken by a School or College that renders a student ineligible to return to that School or College for any program of study. Academic dismissal may be imposed for serious violations of academic integrity or failure to meet the conditions of a prior academic suspension. In the case of academic suspension for grade point average, a student must have been suspended for low cumulative grade point average, been readmitted to the program on academic notice, and subsequently failed to achieve the required cumulative grade point average. Academic dismissal is recorded on the permanent academic record (transcript).
- **Academic Expulsion** is an action taken by Regis University that renders a student ineligible to return to Regis University for any program of study. Academic expulsion may be imposed by the Provost for serious violations of academic integrity or failure to meet the conditions of a prior academic suspension.

SAP (Satisfactory Academic Progression)

SAP is the Satisfactory Academic Progress (SAP) policy that defines the minimum requirements for a student to begin and to **maintain eligibility for financial aid**. This policy is separate from the one written by any of the Regis University academic units and requires students to:

- Successfully complete courses with a passing grade of A, B, C, D, or P (Pass). Grades of F, W (Withdraw), N (No Pass), A (Audit) or I (Incomplete) are not considered to have been successfully completed and can impact SAP status.
- Maintain a minimum 2.0 cumulative grade point average (CGPA) for undergraduate students or 3.0 CGPA for graduate students.
- Successfully complete at least one course per semester (if attempted)
- Undergraduate students should complete the degree/certificate program within 150 percent of the total number of credits required to graduate. If the undergraduate program requires 120 credits to graduate, then the maximum eligibility is limited to 180 credits (120 credits * 150 percent). Graduate students should complete their degree/certificate program within 200 percent of the total number of credits required to graduate. If the graduate program requires 36 hours to graduate, then the maximum eligibility is limited to 72 credits (36 credits * 200 percent).
- Maintain a 67 percent cumulative completion rate for undergraduate students and 50 percent cumulative completion rate for graduate students. The cumulative completion rate percentage is calculated by dividing the total number of credit hours successfully completed (received a passing grade) by the total number of hours attempted. If an undergraduate has attempted 90 credit hours but has only successfully completed 51 credit hours, the cumulative completion rate is 56.6 percent.

The financial aid SAP policy is required by the federal government. The SAP policy applies to a student's entire degree program, including terms in which financial aid was not applied for or disbursed with the exception of the Regis University Employee Tuition Benefit. ETB recipients automatically qualify for the first semester of ETB regardless of their SAP status. After the first semester of receiving ETB, the student must meet all of the minimum requirements of the financial aid SAP policy to maintain ETB eligibility. Please contact the Office of Financial Aid regarding any questions regarding SAP and SAP Appeals.