

# COLLEGE POLICIES

## Catalog Authority

The St. Scholastica catalog in effect at the time a student first enrolls is the matriculation plan for the student while attending St. Scholastica; the student should refer to the appropriate catalog when needed. Should the student re-enroll after an absence of two years, the new catalog is in effect.

## Academic Honesty Policy

Academic honesty and integrity are highly valued at The College of St. Scholastica. Academic dishonesty seriously violates the integrity of the academic enterprise and will result in academic penalties up to and including dismissal from the College.

Academic dishonesty can include misrepresentation of the work of others as one's own; dishonesty in testing; violating authorized guidelines established by instructors for individual assignments; sabotaging or damaging the work of others; or engaging in dishonesty in other academic work. Each of these aspects of academic dishonesty may include the use of generative artificial intelligence with or without appropriate citation unless specifically permitted by the course instructor.

## Collaborative Work

The instructor should make clear the degree of cooperation that is authorized for collaborative projects as well as what behaviors constitute academic dishonesty within collaborative work. Students are responsible for asking the instructor for clarification in any unclear situation.

## Use of Generative Artificial Intelligence

The instructor has discretion in determining the degree to which generative AI may be used in the completion of an assignment or other coursework. Unauthorized use of generative artificial intelligence, even with appropriate citation, may violate the Academic Honesty Policy. Students are responsible for asking the instructor for clarification in any unclear situation.

## Academic Dishonesty Reporting and Procedure

When a student is suspected of academic dishonesty, the instructor who teaches the course must report the violation, following the reporting procedure, to the department chair or program director where the course resides, the dean of the school in which the course is offered, and the Vice President for Academic Affairs (VPAA) or their designee.

When the academic dishonesty is unrelated to a particular course, the department chair or program director (collectively, the "College representative"), must report the violation, following the reporting procedure, to the chair of the department, the dean of the school, and the Vice President for Academic Affairs (VPAA) or their designee.

The instructor or the College representative shall engage in a conversation with the student to advise them of the allegation and to learn of the student's response to the allegation.

If a student fails to respond to the instructor's or the College representative's request for such a conversation within a reasonable amount of time, the instructor or the College representative will form a judgment without the benefit of the student's viewpoint.

If the instructor or the College representative concludes that the student was academically dishonest, they will apply an

appropriate penalty (see "Penalties" section below). The instructor or the College representative will report the violation ([https://csscholastica.co1.qualtrics.com/jfe/form/SV\\_6X365gikVhyw6s6/](https://csscholastica.co1.qualtrics.com/jfe/form/SV_6X365gikVhyw6s6/)), which will generate a formal letter that includes the following:

1. the nature of the academic dishonesty;
2. the academic sanction being imposed;
3. the student's right to appeal;
4. the individuals to whom the letter is being distributed;
5. a statement that the VPAA has the authority to impose an additional academic sanction, within 15 working days of the date on the letter, if the VPAA believes that such a sanction is warranted when the student's academic dishonesty is considered in the context of the student's prior academic record;
6. and a statement that the VPAA has the authority to share the academic dishonesty information with the Dean of Students to determine whether additional disciplinary action should be taken based on the student's prior social behavior record at the College.

## Penalties

In consultation with the department chair or program director, the instructor will determine the consequences of the academic dishonesty (other College representatives may be consulted as appropriate).

This can include, but is not limited to, failure of an assignment, opportunity to rewrite or resubmit work, lowering of a letter grade, and/or failure of the course. In addition to the course-level sanction, a department may deny admission to or dismiss from a program a student who has engaged in academic dishonesty. The VPAA, or their designee, may impose additional sanctions, up to and including suspension or dismissal from the College, even on the first instance of academic dishonesty.

A complete statement of the St. Scholastica policy is available at Academic Honesty Policy (<https://services.css.edu/TDCClient/354/Portal/KB/ArticleDet/?ID=10243>).

## Accommodation Policy

The purpose of this policy is to ensure that students with disabilities at The College of Saint Scholastica have the opportunity to participate fully in the College's programs, services, and activities. This policy aligns with the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act, and the Minnesota RISE Act. The College provides reasonable accommodations and support for students with disabilities, and this policy outlines those responsibilities.

## Definitions

**Disability:** A disability, as defined by the Americans with Disabilities Amendments Act of 2008, is "A mental or physical impairment that substantially limits one or more major life activities, having a record of such impairment or being regarded as having such impairment."

**Reasonable accommodation:** A modification to a class, program, or campus environment that allows an individual with a disability to participate in the class or program without creating an undue burden on The College or fundamentally altering academic, conduct, or performance requirements. Student requests for accommodations are determined by The Center for Equal Access.

**Student with a disability:** A student with a disability is a student who is enrolled in classes at The College of St. Scholastica who has a

documented disability that substantially limits one or more major life activities.

The College is committed to ensuring equitable access for students with disabilities and complying with the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act, and the Minnesota RISE Act. The College must take the following actions to meet these responsibilities:

### Self-Disclosure and Requests for Accommodations

Students with disabilities can request accommodations by contacting The Center for Equal Access. Disclosure by the student is sufficient to start the interactive process for determining reasonable accommodations.

- At the start of each academic term, the College must provide students with an opportunity to self-identify as having a disability.
- Students may self-identify and request accommodations at any time during their enrollment.

To begin the process, students can contact:

Email: [access@css.edu](mailto:access@css.edu)

Website: <https://css.edu/academics/centers-and-institutes/center-for-equal-access/>

### Determining Accommodations

The College must work collaboratively with students to identify and implement reasonable accommodations.

Students may need to provide documentation to support their requests, such as:

- Individualized Education Programs (IEPs)
- Section 504 Plans
- Medical or professional evaluations
- Records from other institutions or agencies

The College must not require additional documentation for permanent disabilities if the student's status has already been established and they are not requesting new accommodations.

### Providing Accommodations

The College must ensure that approved accommodations are provided to students and implemented as required.

#### Notification to Instructors:

- With the student's consent, accommodation letters must be shared with instructors to ensure implementation.

#### If Accommodations Cannot Be Provided:

- If an instructor determines that an accommodation would fundamentally alter the nature of the course:
  - The instructor must reach out to The Center for Equal Access to initiate the fundamental alteration process, including in writing explaining why the accommodation cannot be provided. The Center will communicate with the student.

### Grievance Process

Students who are denied accommodations must have access to a grievance or appeal process.

- The process must include the option for the student to involve The Center for Equal Access to assist in resolving issues.
- The College must ensure students are not penalized academically or financially for access barriers outside their control.

### Accessible Communication

The College must provide information about accommodations and disability resources in plain language and accessible formats. This information must be made available:

- During the application process
- At orientation
- In the academic catalog
- On the College's public website

A complete statement of the St. Scholastica policy is available at Accommodation Policy (<https://services.css.edu/TDClient/354/Portal/KB/ArticleDet/?ID=16182>).

### Class Attendance

Students are expected to be responsible for their educational progress by attending classes regularly, participating during class sessions and completing required work outside the classroom. Specific attendance requirements are set by instructors. Students receiving veteran's benefits are expected to attend all scheduled classes. Students are encouraged to discuss any attendance issues with their faculty member or an academic advisor.

Only registered students may participate in classes.

A complete statement of the St. Scholastica policy is available at CSS Class Attendance Policy (<https://services.css.edu/TDClient/354/Portal/KB/ArticleDet/?ID=10695>).

## Registration

At St. Scholastica, registration takes place near the middle of the semester when each student meets with their advisor to review educational plans and specify class schedules for the succeeding semester. To ensure accurate fee statements, grant allocations and statistics upon which many decisions are based, it is imperative that all students complete registration each semester according to the announced procedures and deadlines.

A complete statement of the St. Scholastica policy is available at CSS Registration Policy (<https://services.css.edu/TDClient/354/Portal/KB/ArticleDet/?ID=10696>).

## Assignment of Credit Hour

The College of St. Scholastica follows the United States Department of Education's definition of a credit hour outlined in § 600.2. All definitions and standards apply equally to all courses, regardless of venue or modality.

A credit hour is an amount of student work defined by an institution, as approved by the institution's accrediting agency or State approval agency, that is consistent with commonly accepted practice in postsecondary education and that -

1. Reasonably approximates not less than -
  - a. One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester or trimester hour of

credit, or ten to twelve weeks for one-quarter hour of credit, or the equivalent amount of work over a different period of time; or

- b. At least an equivalent amount of work as required in paragraph (1)(i) of this definition for other academic activities as established by the institution, including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours; and
2. Permits an institution, in determining the amount of work associated with a credit hour to take into account a variety of delivery methods, measurements of student work, academic calendars, disciplines, and degree levels.

For example: 1 credit hour is a minimum of 45 total hours, 2 credit hours is a minimum of 90 total hours, 3 credit hours is a minimum of 135 total hours, 4 credit hours is a minimum of 180 total hours.

Accrediting bodies or applicable state regulations may determine credit for clinical and/or field experiences.

Note: The College is not approved to offer any courses or programs in clock hours. Therefore, conversions from clock hours to credit hours do not apply.

A complete statement of the St. Scholastica policy is available at Assignment of a Credit Hour Policy (<https://services.css.edu/TDClient/354/Portal/KB/ArticleDet/?ID=10245>).

## Auditing

A student may audit a course only with prior approval of the instructor. A student who registers to audit receives no academic credit in the course and is charged one-third the tuition of those who register for credit in the course. Changes from credit status to audit status or from audit to credit status are allowed only during the first two weeks of a semester and are subject to instructor approval.

A complete statement of the St. Scholastica policy is available at CSS Auditing Policy (<https://services.css.edu/TDClient/354/Portal/KB/ArticleDet/?ID=10693>).

## Changing Registration

Students may change registration with the following stipulations noted below. For registration purposes, each week following the drop period begins on a Monday regardless of holidays and other breaks. All student requests that are initiated on a Monday will move forward to the next week. If a student communicates a request to drop or withdraw and it is after hours, or on the weekend, we will honor the date and time that the email and/or voicemail was received. Enrollment certifications and tuition refunds are based upon registering for course(es) and the withdrawal form. All dates related to adding, dropping, and withdrawing from courses can be found on the Academic Calendar (<http://catalog.css.edu/general-information/academic-calendar/>).

A complete statement of the St. Scholastica policy is available at CSS Changing Registration Policy (<https://services.css.edu/TDClient/354/Portal/KB/ArticleDet/?ID=10697>).

## Courses Following the Accelerated Calendar (partial academic term; 7-8 weeks in length)

### Add a course

Adds are allowed until the end of the first week, except under extenuating circumstances. After the fifth day of a term, signatures are required by the instructor and advisor.

### Drop a Course

Drops are allowed during the first week of a term. After the fifth day of a term, signatures are required by the instructor and advisor. The date the student requests the course drop is the official date used in registration. Confirmation of last date of attendance must be supplied by the course instructor. A dropped course will not be officially entered on the students' record, including the student's transcript.

### Withdraw from a Course

Course withdrawals are allowed during weeks 2 through 5 of a term. The date the student requests the course withdrawal is the official date used in registration. Confirmation of last date of attendance must be supplied by the course instructor. A grade of W will be officially entered on the students' record, including the student's transcript.

### Registration Appeal

Beginning on week 6 of a term, no drops or course withdrawals are permitted unless there are circumstances beyond the control of the student that prevented an earlier, timely drop or withdrawal. See Registration Appeal section of Changing Registration Policy for details.

### Drop or withdrawal from a course after the close of the academic year in which the course was held

Under no circumstances.

### Drop for Non-Attendance

Students who are registered for a course but who do not attend the course by the end of week 1 may be administratively dropped from the course. Instructor confirmation that the student never attended is required.

### Drops During Non-Standard Dates

Drop and withdrawal deadlines for courses that begin or end on nonstandard dates will be set by the Registrar, but the drop and withdrawal intervals will be proportional to intervals for a full academic semester.

## Courses Following the Traditional Calendar (full academic semester; 16 weeks in length)

### Add a Course

Adds are allowed until the end of the second week, except under extenuating circumstances. After the fifth day of a term, signatures are required by the instructor and advisor or professional advisor.

### Drop a Course

Drops are allowed during the first two weeks of a semester. After the fifth day of a term, signatures are required by the instructor and advisor. The date the student requests the course drop is the official date used in registration. Confirmation of the last date of attendance must be supplied by the course instructor. A dropped course will not be officially entered on the students' record, including the student's transcript.

### Withdraw from a Course

Course withdrawals are allowed during weeks 3 through 9 of a semester. The date the student requests the course withdrawal is the official date used in registration. Confirmation of the last date of attendance must be

supplied by the course instructor. A grade of W will be officially entered on the students' record, including the student's transcript.

### Registration Appeal

Beginning on week 10 of a semester, no drops or course withdrawals are permitted unless there are circumstances beyond the control of the student that prevented an earlier, timely drop or withdrawal. See Registration Appeal section of Changing Registration Policy for details.

### Drop or Withdrawal from a Course After the Close of the Academic Year in Which the Course was Held

Under no circumstances.

### Drop for Non-Attendance

Students who are registered for a course but who do not attend the course by the end of week 2 may be administratively dropped from the course. Instructor confirmation that the student never attended is required.

### Drops During Non-Standard Dates

Drop and withdrawal deadlines for courses that begin or end on nonstandard dates will be set by the Registrar, but the drop and withdrawal intervals will be proportional to intervals for a full academic semester.

## Registration Appeal

Appeals for course drops or course withdrawals that are received after the published last day to drop or withdraw are considered for the current academic year only, with the exception of summer where the last date to appeal is extended beyond the current academic year but no later than September 15. An academic year begins in September and ends in August. Students are advised to continue participating in the course until such time that a decision is made by the Registration Appeals Committee.

Each request will be submitted to the Registrar for evaluation by a Registration Appeals Committee. All decisions of the Registration Appeals Committee are final. Registration appeals will only be considered under the following circumstances.

- The appeal affects a course or courses within the same academic year or was a course taken in the summer of one academic year and the appeal is requested no later than September 15 of the next academic year.
- Medical circumstances (non-routine, serious medical concerns)
- Family emergency (emergency placement of a child in student home; death of parent/spouse/other close family member)
- Unusual circumstances (acts of nature, military activation)
- Institutional error (student never here but not dropped in any other process; financial aid and/or data entry registration problems)

Appealing because a student changed their major during the semester or because an earned grade may be lower than a student would like is not considered an appealable circumstance.

A registration appeal must include confirmation of the student's last date of attendance supplied by the course instructor. "Academic attendance" and "attendance at an academically-related activity/academic engagement" includes, but is not limited to -

- Attending a synchronous class, lecture, recitation, or field or laboratory activity, physically or online, where there is an opportunity for interaction between the instructor and students;

- Submitting an academic assignment;
- Taking an assessment or an exam;
- Participating in an interactive tutorial, webinar, or other interactive computer-assisted instruction;
- Participating in a study group, group project, or an online discussion that is assigned by the institution; or
- Interacting with an instructor about academic matters; and

The effective date of the change in registration, if approved, will be determined by the Registration Appeals Committee.

The Registration Appeals process is not required for Full College Withdrawal and Stop-Outs when the request is received after the published add/drop/course withdrawal deadlines.

A complete statement of the St. Scholastica policy is available at CSS Registration Appeal Policy (<https://services.css.edu/TDClient/354/Portal/KB/ArticleDet/?ID=10740>).

## College Withdrawal and Stop-Out Policy

Any student who withdraws or stops-out from the College during the course of the academic year must communicate with the students' advisor or a professional academic advisor to complete the official college withdrawal or stop-out process. A student is legally registered until the official withdrawal or stop-out process is completed or the student completes the period of registration. A Registration Appeal is not required for College Withdrawals and Stop-Outs when the request for College Withdrawal or Stop-Out is received after the published add/drop/course withdrawal deadlines until the last day of the semester stated in the published academic calendar.

For registration purposes, each week following the drop period begins on a Monday regardless of holidays and other breaks. All student requests that are initiated on a Monday will move forward to the next week. If a student communicates a request to withdraw or stop-out and it is after hours, or on the weekend, we will honor the date and time that the email and/or voicemail was received. From the first day of classes until the Monday of the ninth week of the full academic semester or the Monday of the fifth week of the partial academic term, withdrawals and subsequent refunds follow the Changing Registration Policy. A student who has left the College while in good academic and financial standing may re-enter at any time by simply following the designated readmission and registration procedures.

## Release of Transcript and Grade Report

The College of St. Scholastica may withhold transcripts or grade reports for students with unpaid financial obligations to the institution. However, transcripts will be provided in accordance with applicable federal and state laws, including but not limited to cases where:

- The outstanding balance is less than \$1,000.
- The student has an active payment arrangement in good standing.
- The transcript is requested by a prospective employer.
- The debt has been referred to an external agency and is not returned unpaid.
- The student is incarcerated at a Minnesota correctional facility.
- The request is for an official transcript that includes credit hours for payment periods where Title IV, HEA funds were received and all institutional charges for those periods were fully paid.

- The balance is due to an error in the institution's administration of Title IV funds or misconduct by the institution or its personnel.
- Other legal requirements necessitate transcript release.

Additional fees or delays in transcript processing will not be imposed solely due to an outstanding balance.

A complete statement of the St. Scholastica policy is available at CSS College Withdrawal and Stop-out Policy (<https://services.css.edu/TDClient/354/Portal/KB/ArticleDet/?ID=10741>).

No information other than the items listed above will be released without specific written permission except as provided by law.

A complete statement of the St. Scholastica policy is available at CSS Family Educational Rights and Privacy Act (FERPA) (<https://services.css.edu/TDClient/354/Portal/KB/ArticleDet/?ID=10246>) and CSS Release of Information Policy (<https://services.css.edu/TDClient/354/Portal/KB/ArticleDet/?ID=10743>).

## Student Records

Students are hereby notified that pursuant to the Family Educational Rights and Privacy Act of 1974, students are entitled to review those records, files, documents and other materials that contain information directly related to themselves that are maintained by the College. It is further understood that a student may request a hearing, in accordance with the regulations issued by the Secretary of Education, to challenge the content of the educational records to ensure that the records are not inaccurate, misleading or otherwise in violation of one's rights. The student may insert in the records a written explanation regarding the contents of such records if the College does not make the suggested corrections or deletions.

Student access and review is subject to the following conditions:

1. The College has 45 days to comply with a written request to the College official responsible for maintaining the record sought.
2. All information declared confidential by the Act or excluded from the definition of "education records" by the Act is unavailable for inspection.
3. After reviewing the records, the student may request the unit maintaining the record to remove or modify information believed to be misleading, inaccurate or inappropriate. If the request is refused, the student may insert in the records a written explanation regarding the contents to which he/she objects or may file an appeal with the President's Office which will be heard by a person or committee designated by the president.

A complete statement of the St. Scholastica policy is available at CSS Student Records Policy (<https://services.css.edu/TDClient/354/Portal/KB/ArticleDet/?ID=10742>).

## Release of Information

Students are further notified of the fact that the Act states that the following information may be construed to be directory information that is available to the public, and is hereby so declared: **name, address, telephone listing, date of birth, photograph, major field of study, part-time/ full-time status, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, classification, degrees and awards received and the most recent previous educational agency or institution attended.** Students have the right to inform the College that any or all of the bold-faced information should not be released without prior consent. If a student wishes to restrict the release of this information, a written request to that effect must be completed in the Registrar's Office before the fifth day of fall semester classes. After the student has filed the required written request, the College will notify the appropriate offices and begin to comply with the request as soon as possible.