

Academic Policies and Procedures

As an institution of higher learning, St. Mary's University is society's center for ideas and the procedures necessary to implement knowledge. Competent performance and an ordered social structure are objectives no other institution can fulfill. This is a profound trust and therefore the University has the obligation to refine concepts of personal and social responsibility. It has the right to expect mature attitudes of self-discipline and the dignified behavior of the scholar.

Student Responsibility

Students are ultimately responsible for keeping informed about and observing all disciplinary and academic regulations and decisions that may affect their status at St. Mary's University. In this obligation they are assisted especially through this academic catalog, the bulletin boards, and e-mail. They should acquaint themselves, therefore, with the contents of the catalog and read the notices on University, School, and Departmental bulletin boards, where announcements may appear concerning changes in schedule, revision of rules and regulations, and calls for students to appear at administrative offices. Promulgations appearing on bulletin boards become binding within 24 hours after being posted. Notices to appear in particular offices are sometimes transmitted via the student's Instructor. All currently enrolled students are issued a St. Mary's University e-mail account. Students are expected to check their issued e-mail account regularly. The St. Mary's University e-mail account is the primary source of the University communicating with the student concerning important announcements and special activities. There are, for example, changes to registration, add/drop process, class cancellations, priority registration, transcripts ordered and processed, if a 'hold' exists, career recruiting information, University Ministry events, sporting events, graduation information, and much more. This service is free and available to all currently enrolled students. Students are required to use it.

Students must register for courses the semester during which they will actually attend those courses; otherwise, course credit will not be granted. Students may not begin formal course work (including internships, service learning, or field placement hours) before the semester for which they have registered for the course. Any exceptions to this policy must be approved in advance and in writing by the student's respective Academic Dean.