

STUDENT ACADEMIC POLICIES HANDBOOK

Arrupe College of Loyola University Chicago

Mission

Arrupe College is a two-year college of Loyola University Chicago that continues the Jesuit tradition of offering a rigorous liberal arts education to a diverse population, many of whom are the first in their family to pursue higher education.

Using an innovative model that ensures affordability while providing care for the whole person – intellectually, morally, and spiritually – Arrupe prepares graduates to continue on to a bachelor’s program or move into meaningful employment. Heeding the call of its namesake, renowned Jesuit leader Pedro Arrupe, S.J., the college inspires its students to strive for excellence, work for justice, and become “persons for others.”

Overview

Arrupe College is named after Father Pedro Arrupe, S.J., a Jesuit priest and former Superior General who dedicated his life to helping others.

It is the goal of the program to offer a rigorous two-year curriculum promoting the Jesuit ideals of *cura personalis* (concern for the individual), acquisition and development of knowledge, and social justice while providing three core benefits:

- **Affordability** – The institution’s tuition structure is designed to ensure students whose families have an Expected Family Contribution (EFC) at or near \$0 graduate with an Associate’s degree with minimal debt.
- **Accessibility** – Near the intersection of CTA and METRA transit lines, Loyola University’s Water Tower Campus is a commuter-friendly ecosystem for learning, working, and personal development.
- **Achievability** – The curriculum aligns with the requirements of the Illinois Articulation Initiative (IAI), which allows students to transfer their credits upon competition to any institution part of the state-wide agreement.

Arrupe students have access to the University’s Wellness Center, tutoring and writing services, libraries, gyms, computer labs, and most student organizations at the Lakeshore and Water Tower campuses. Within Arrupe, students enjoy on-site tutoring, transfer- and career-counseling, social work services, and academic advising.

101. Curriculum

Arrupe's curriculum has three components: (1) IAI General Education Core Requirements (37 credit hours), (2) mission-specific requirements transferable to Loyola University Chicago (9 credit hours), and (3) concentration and elective credit (15 credit hours).

To receive an Associates of Arts degree from Arrupe College, students must

1. Complete all Core requirements, including The General Education Core and the Loyola Mission Core. Please see the Arrupe College website for a current list of classes that satisfy Core requirements.
2. Earn a minimum of 62 credit hours, including:
 - a. at least nineteen courses worth 3 credits or more,
 - b. at least one lab course worth 4 credits, and
 - c. one 1-credit-hour ACUNI seminar course.

101.1. Schedule

Unless otherwise approved (see 103.1.a through 103.1.c), students are required to maintain contiguous, full-time enrollment through four 16-week semesters and two 9-week Summer sessions. Time to completion is two years.

101.2. Grading System

Letter grades and plus/minus indicators (suffixes) are used by instructors to indicate a student's quality of achievement in a given academic course. The letter grades A, A-, B+, B, B-, C+, C, C-, D+, D, F are assigned the following credit points for purposes of grade point average (GPA) calculations: A = 4.0; A- = 3.67; B+ = 3.33; B = 3.00; B- = 2.67; C+ = 2.33; C = 2.00; C- = 1.67; D+ = 1.33; D = 1.00; F = 0.

101.2.a. Incomplete Grades

For Arrupe courses, an Incomplete ("I") is a temporary grade. An Incomplete grade is warranted if there has been a pronounced change in circumstances near the end of the term (typically after the "W" drop date) due to extenuating circumstances beyond the student's control. Justification for an Incomplete grade includes but is not limited to an incapacitating accident or illness too close to the end of the term to complete final assignments, the death of a family member or close friend coinciding with the final exam or an assignment deadline, or a disaster damaging residence or study materials so close to the end of the term as to prevent completion of final assignments or exam.

To request an incomplete, students must submit an Incomplete Grade Request Form to their instructor by the Wednesday following final exam week. Approval of this request is at the sole discretion of the instructor. If approved, students will receive a temporary grade of "I" for the course.

Students qualify for an Incomplete if their grade for submitted work averages as a 70% ("C-") or greater.

Incomplete work must be finished according to the schedule approved by the professor, but no later than by the end of the next semester (due to the short Summer term, students who receive an incomplete grade in the Spring have up to 8 full weeks into the Fall semester to complete outstanding coursework). Failure to complete required coursework within the allotted timeframe will result in an "F".

Should a student fail to take a scheduled final exam, this may be considered incomplete work. Exam completion should follow the same procedure as that for other incomplete work. It is the instructor's responsibility to determine whether a make-up exam should be given for a missed final exam, to set a time for its administration, and to arrange for a proctor.

Students who have been granted an incomplete and then have approval for a leave of absence from the program are responsible for submitting all work within the preapproved timeframe unless approval is obtained in writing from the Associate Dean of Academics.

Students must receive additional approval from the Associate Dean of Academics if appealing for more than two Incompletes in a given term.

101.2.b. Withdrawal Grades

Withdrawal is defined as withdrawing enrollment from a class or classes. Withdrawal within the first two weeks of the Fall or Spring semester or first week of the Summer session will result in no financial responsibility for the dropped class(es). More information regarding this process can be found under 103.3.

Withdrawal from one or all classes after these dates will result in a proration of tuition charges and, potentially, a recalculation of Title IV funds. Student who are contemplating withdrawal should first refer to the Office of the Bursar's tuition schedule to calculate their return and speak with a Financial Aid representative to determine what effects, if any, withdrawal has on his/her Financial Aid package.

Students who are enrolled but receive no course credit for a semester or session may be audited by the Financial Aid Office at the end of the academic term. This audit could result in a return of Title IV funds without any tuition reimbursement.

101.2.b.i. Withdrawal for a "W"

A grade of "W" (withdrawal) is given for withdrawal after the first and through the tenth week of the 16-week semester and after the first and through fifth week of the 9-week session. This grade will appear on the student's transcript but will have no effect on the student's grade point average.

101.2.b.ii. Withdrawal for a "WF"

A grade of "WF" (withdrawal failing) will be recorded for students who withdraw from a class beyond the last day to drop for a "W" (see 102.b.i). A "WF" appears on the student's transcript and is considered for all purposes as an "F."

101.2.b.iii. Withdrawal for an "NR"

The notation of "NR" is assigned in instances where the student is registered at Arrupe but never attended or submitted work for the course in question. An "NR" grade does not affect the student's GPA, but may result in an audit by the Office of Financial Assistance.

101.2.b.iv. Illinois Articulation Agreement (IAI) Grade Requirements

At least a "C" is required for satisfactory completion of each of the two courses in the writing sequence (ACWRI 105 and ACWRI 110). Students should know, however, that some participating institutions and some baccalaureate majors already require a "C" or better for completion of the writing courses and the oral communication course (ACCOM 105).

Aside from the two writing courses, the IAI agreement permits students to count a course in which they earned a grade of "D" towards fulfilling the other General Education Core Curriculum requirements because most bachelor degree-granting institutions permit "native" students to do so. The student's Baccalaureate

Major, however, may require a “C” or better in any General Education Core Curriculum course also used to satisfy a major requirement.

Students should know they need at least a cumulative “C” average (2.00) to meet graduation requirements for an Associate’s degree. Students preparing to transfer should understand that, although the policy permits a course in which they earned a grade of “D” to count towards an Associate’s, admission to most degree-granting institutions – and to specific bachelor degree majors – is often highly competitive.¹

101.3. ACUNI 101 & 102

101.3.a. ACUNI 101 First Year Seminar

Arrupe College’s first year seminar, ACUNI 101, is a 1 credit hour course and a graduation requirement for all incoming first year students during their first semester. The course is designed to provide a comprehensive extended orientation that is holistic in nature and focuses on academic success and students’ transition to college. The course is pass/no pass (P/NP). Students must attain a 70% or higher in the course in order to receive a passing grade.

While ACUNI 101 is only offered in the Fall semester, students who fail or withdraw from the course may satisfy this graduation requirement by successfully completing ACUNI 102 Academic Success Strategies which is offered in the Spring.

101.3.b. ACUNI 102 Academic Success Strategies

ACUNI 102 is 1 credit hour course designed to strengthen students’ academic skills so that they can become more effective learners. Enrollment in ACUNI 102 is elective for students in good academic standing and required of students who are on academic probation after their first semester and/or did not pass ACUNI 101.

102. Academic Policies

102.1. Academic Progress

¹ From the IAI: <http://www.itransfer.org/>

Satisfactory Academic Progress (SAP) is defined by the college as a 2.0 minimum cumulative GPA. SAP is assessed by the college at the end of each session.

Separately, to remain eligible for financial aid, students must meet the 2.0 GPA requirement while successfully completing at least 67% of attempted coursework in an academic year. The Office of Financial Aid assesses student academic progress at the end of each semester and will place students falling below this target on probation. Students who do not meet the Office's standards by the end of the subsequent semester must file an appeal with Financial Aid. If the appeal is granted, students have until the end of their second semester on Financial Aid probation to meet SAP. Students who fail to do this will lose their financial aid package permanently.

102.1.a. Dean's List

Students who receive a 3.5 GPA or higher within an academic term will receive a letter from the Dean and Executive Director congratulating them on their academic achievement.

102.1.b. Academic Probation

At the end of each term, students with a cumulative GPA below a 2.0 are placed on academic probation.

Students on academic probation will have a registration hold ("DPP") placed on their account. Only after the student completes an Academic Improvement Plan and meets with their advisor will the hold be lifted. Students will then be placed on Dean's Probation with Registration ("DPR"), which allows students to register for courses for the subsequent term.

102.1.c. First Probation

The first time that a student is placed on academic probation, they must participate in the following process. The goal of this process is to help students raise their GPA and leave academic probation.

1. Student receives an academic probation notification letter.
2. Student independently completes Part 1 of the Academic Improvement Plan (Reflection, Plans for Success, and Availability). Student forwards the completed form to their academic advisor. The Academic Improvement Plan can be found on the Arrupe website.
3. Student contacts their advisor to schedule an Academic Progress Appointment held within the first two weeks of the subsequent term.

- a. At this appointment, student and advisor discuss Part 1 of the Academic Improvement Plan.
 - b. They also complete Part 2 (Advisor Input). The completed form must be forwarded to the Retention and Learning Coordinator.
4. Student schedules at least one appointment with the Retention and Learning Coordinator. In this meeting, the student and Coordinator will review the student's academic progress in each current course, the goals created in the Academic Improvement Plan, and establish new academic goals as necessary.

102.1.d. Multiple Probations

Students on academic probation for more than one term do not need to complete the Academic Improvement Plan a second time. However, they must meet with their academic advisor within the first two weeks of the subsequent term to discuss their goals and progress. They must also continue to schedule at least one Academic Progress Appointment per semester with the Retention and Learning Coordinator.

102.2. Academic Integrity

Arrupe College values participation, truth, and honesty in personal, professional, and academic communication and endeavors. In particular, as a community of scholars and learners, Arrupe College requires its members to understand and abide by Loyola's policies and procedures regarding academic honesty.

Some examples of academic dishonesty include:

- Plagiarism
- Multiple submissions of the same work for credit for more than one assignment
- Fabricating data
- Collusion without instructor permission
- Cheating
- Aiding and abetting the academic misconduct of others

Faculty members have the responsibility to determine acts of academic dishonesty within their courses. They are also responsible for assigning penalties when they encounter academic dishonesty. At minimum, acts of academic dishonesty will result in the student receiving a grade of "F" for the assignment or exam

All occurrences of academic dishonesty must be reported by the faculty member to the Associate Dean of Academic Affairs who reserves the right to impose further sanctions depending on the infraction's severity and frequency. ..

For more information regarding to academic policies as they relate to academic honesty, sanctions, and appeals, please see the [Undergraduate Studies Catalog](#).

102.3. Attendance

Missing class reduces learning opportunities and is a hindrance to achievement. Students are expected to attend all class sessions and, if an absence is inevitable, are asked to communicate with their professor in advance. Per individual course requirements, students are strongly encouraged to arrange to complete missing work for which they are eligible to receive late credit and may be asked to furnish supporting documentation.

Students who will be absent for more than two consecutive classes are strongly encouraged to first schedule a meeting with their advisor and the Associate Dean for Academic Affairs (or a representative) to help the student to determine the best path forward. The student should also consult with their professors to determine how their absence will affect their progress in individual courses.

102.4. Transfer Credit

Arrupe abides by Loyola University Chicago's Advanced Placement (AP), College-Level Examination Program (CLEP), International Baccalaureate (IB), and dual credit transfer policies. For more information, visit the Undergraduate Studies Catalog at;

http://www.luc.edu/academics/catalog/undergrad/reg_transfercpol.shtml

The Arrupe Associate's degree consists of at least 62 credit hours with some programs requiring a greater number of credit hours. Of these 62+ credit hours, students must complete at least 33 credit hours in residence at Arrupe College in order to graduate with an Associate's degree. Students may apply up to 29 credit hours, or approximately a year's worth of coursework, towards the completion of their Associate's degree.

102.4.a. Process for Transferring in Credits

Students must complete an Application Form for Freshman Transfer and have transcripts sent to the Office of Admissions. Please see the Undergraduate Studies Catalog for more information at;

http://www.luc.edu/academics/catalog/undergrad/reg_transfercpol.shtml

102.4.b. Process for Transferring Back Credits

A student who has earned at least at least 55 college credits is eligible to apply to transfer back two academic courses (for a maximum of 7 credits) from another postsecondary institution to complete their Arrupe College degree. The total number of credits transferred back plus the total number of credits transferred in cannot exceed 33 credit hours total. Students must have the approval of the Associate Dean of Academic Affairs prior to the end of their final semester at Arrupe and, in most cases, must complete all transferable credit in the first semester at the senior institution.

Students awarded an Associate's degree from Arrupe College are recognized as core complete at any one of the Illinois Articulation receiving institutions including all of Loyola University Chicago's undergraduate colleges.

Students who transfer to another college of Loyola University Chicago without having completed the Associate's degree are eligible to apply up to 2 courses (or 7 LUC credit hours) of missing coursework towards their Associate's degree. These two courses must be taken the first semester the student is enrolled at Loyola.

This policy allows the student to fulfill his or her degree requirements, complete his or her LUC core, and maintain timely graduation.

Students can initiate the transfer back process by completing the LUC Reverse Credit Transfer Worksheet with a College Placement Office representative and submitting the completed form to the Associate Dean for Academic Affairs.

102.4. Academic Grievance Policy

The Arrupe College process for resolving academic grievances complies with the [University's academic grievance procedures](#). The purpose of an academic grievance policy is to ensure fairness and consistency in the management of all academic disputes involving course grades and accusations of academic misconduct.

102.4.a. Grade Appeals

If a student believes a grade to have been assigned by mistake or unfairly, she or he has the right to appeal the grade. The student must first contact the instructor to discuss the grade. If the instructor

determines that a change of grade is warranted, the instructor submits a change of grade request via Locus. If the instructor denies the appeal, or fails to respond to the student's request, the student may request a formal hearing to have the appeal reviewed in an impartial and thorough manner.

In order to request a grade review, the student must submit a formal grade change request to the Associate Dean of Academics no later than 30 days into the next semester indicating why the assigned grade is arbitrary or capricious. The Associate Dean or designee will determine whether there are grounds for an appeal and whether to convene a hearing board.

The Associate Dean's decision or that of the hearing board is final in all cases except expulsion.

Please refer to the [Undergraduate Academic Catalog](#) For more information about the Academic Grievance Policy's grade appeal process.

102.4.b. Academic Misconduct Appeals

If a student believes she or he was wrongly accused of academic misconduct such as cheating or plagiarism, she or he must first discuss the matter with the instructor. According to the [University's academic grievance procedures](#), if the instructor denies the appeal, the student may request an impartial review of the accusation by filing a formal appeal with the Associate Dean for Academics. The Associate Dean or designee will determine whether there are grounds for an appeal and whether to convene a hearing board.

The Associate Dean's decision or that of the hearing board is final in all cases except expulsion.

103. Enrollment

103.1. Cohorts

Arrupe College students in their first year are part of and take classes as morning or afternoon cohorts. Though incoming students may indicate their cohort preference, cohort placement is at the discretion of the College. Second year students may enroll in any open class that meets their degree requirements.

103.1.a. Bridging Cohorts

In some instances, the Associate Dean of Academics or designated proxy may allow first year students to take classes across cohorts; that is, classes in both the morning and afternoon. In these cases, students will remain affiliated with their original cohort and return to their intended schedule for subsequent terms.

103.1.b. Changing Cohorts

First year students are allowed to submit a request to change cohorts in writing to the Associate Dean of Academics or designated proxy. Students cannot switch cohorts during an active academic term.

103.2. Full-Time Enrollment Requirement

Students at the College are required to enroll in at least six credit hours (two courses) per Summer Session and at least 12 credit hours (four courses) per semester. Loyola's Financial Aid Office also defines full-time enrollment as 12 credit hours per semester. Only students who follow this policy are eligible for maximum financial assistance.

Though contiguous enrollment is a program requirement, students do not receive federal or state aid for the Summer session. Students may use institutional scholarship, out-of-pocket, borrowed, and/or semester refund monies to cover their Summer tuition obligation. If orchestrated with the Office of the Bursar in advance, students may schedule payments via an iPlan.

103.2.a. Verification

If a student is selected by the Office of Financial Aid to verify their FAFSA, he/she must complete the verification process before registering for subsequent sessions. Outstanding verification documentation is itemized under the "To Do" banner in LOCUS.

103.2.b. Outstanding Account Balances

Students not on a payment plan (iPlan) with an outstanding balance may not register until the account balance is settled in accordance with the Office of the Bursar's policies and practices.

103.2.c. Part-Time Registration Appeal

Students who intend to enroll in fewer than two classes in a session or four classes in a semester must submit the *Part-Time Enrollment Request*

Form to the Associate Dean of Academics the first of the registration month. Approval is at the discretion of the Associate Dean of Academics.

Students who enroll part-time understand that transitioning to part-time status could affect financial aid, tuition charges, and date of anticipated graduation.

103.2.d. Full-Time-Plus Registration Appeal

Under certain circumstances, a student may wish to enroll in five classes instead of four in a given semester (or three rather than two in a summer term) to maintain progress towards a timely graduation. A student may submit a request to the Office for Academic Affairs through their advisor to do so.

To be eligible, the student must have earned at least a "C" GPA average (2.0) in the most recent term or semester and have fewer than two "F" or "WF" grades on their transcript.

Any student may register for 13 credit hours without appeal if the additional class is a 1 credit hour lab or seminar.

103.2.e. Request for Leave of Absence

In cases where extenuating circumstances significantly impact a student's ability to attend class (i.e. medical condition, emotional trauma, crisis in the home, etc.), he or she may request to take a leave of absence over a semester or session by submitting a *Leave of Absence Request Form* to the Associate Dean of Academics by the first day of the registration month.

A student granted leave of absence will not register for classes for the subsequent term. Therefore, financial aid will not disburse nor will the student be assessed tuition or fees for that term.

Students on leave will not be deactivated from the program and will be eligible to apply for financial aid upon their return. However, students who do not register for the term in which they indicated they would return nor file an appeal with the Associate Dean of Academics for an extension of their Leave of Absence will be administratively deactivated.

103.2.f. Repetition of Course(s)

Students may repeat a course in which they previously received a passing grade only with the specific authorization of their academic dean.

Students can formally request to retake a course for which they received credit by completing the Course Repeat Request Form and submitting it the Associate Dean of Academics. Authorization to repeat courses merely to improve the grade will rarely be given.

The grade in a repeated course does not replace the original grade earned. The grades in both courses are averaged together. For example, if a student received a "D+" in a 3-hour course and a "B-" in the repeat, the quality points are added together (12.00) and divided by the total hours of both courses (6.00). This provides the course grade point (2.00).

In an authorized repetition of a course the student will not receive credit hours toward graduation for both courses. The student will only receive credit hours toward graduation for equivalent to one of the courses (3 hours) since credit hours in the course have already been earned. The repeated course, however, is counted for attempted hours and quality points for the accurate computation of grade point average for the term in which it is taken.

A student who repeats a course without permission of the dean earns neither credit hours nor quality points for the repeated course.

103.3. Cross-College Enrollment

Students may take coursework at another college within Loyola University Chicago needed to fulfil a desired program or degree requirement at the senior institution. Eligible students must meet the following criteria: 1) a cumulative GPA of a 3.0 or higher, 2) sophomore standing (27 or more earned credit hours), and 3) permission from both the Associate Dean for Academic Affairs at Arrupe College as well as the dean from the receiving college. Students may enroll in no more than one class outside Arrupe in a given term.

103.4. Voluntary Withdrawal

Students who withdraw from a course or courses do so understanding that a change in registration status may impact financial aid (distributed and undistributed), tuition charges, and academic marks (W, WF, etc.).

103.4.a. Voluntary Withdrawal from Course(s)

If, during the academic session, a student wishes to withdraw from one or more of his or her current courses, he or she must submit a *Request to Withdraw from Course(s) Form* to his or her academic advisor within the

first five weeks of the session. Final approval for withdrawal rests with the Associate Dean of Academics

Barring extenuating and documented circumstances, students who stop attending a class after its first day but prior to the "W" drop date but have not officially withdrawn will receive the final grade of "WF," which is an administrative penalty grade and equivalent to a grade of "F". Students will incur full financial obligation to the college. Repeated withdrawals from class may result in the student being barred from further attendance at the college.

Students who are contemplating a "W" and receiving or expecting to receive financial assistance should consult with the Office of Student Financial Assistance prior to making the request.

103.4.b. Voluntary Withdrawal from an Academic Term

An enrolled student who wishes to withdraw from all of his or her coursework during an academic term must notify the Associate Dean of Academics in writing. A student is considered to be in attendance until such notice has been received by the Dean. All financial refunds or obligations are dated from the date of the formal notice of withdrawal and not from the date of the last class attended (see the Arrupe Academic Calendar for tuition refund timeline). It is the student's obligation to inform the Dean promptly of the intention to withdraw. Telephone messages and/or non-attendance in class are not official notification.

103.4.c. Voluntary Discontinuance

A student *certain* he or she would like to withdraw from Arrupe College should schedule a meeting with his or her advisor and the Associate Dean of Academics as soon as he or she reaches this decision. The purpose of this meeting is to discuss the implications of attrition and to strategize for future success.

At the conclusion of this meeting, the student will be withdrawn from all registered coursework and reimbursed for tuition based on the Office of the Bursar's tuition recalculation schedule. The student understands a full withdrawal may trigger a Title IV financial aid review, which may result in a return of Title IV monies at term's end. This means the student may attrite with an outstanding tuition balance, for which he or she will be held financially liable.

At this point, the student will be considered on Leave of Absence until the end of the open registration period (see 103.2.e). During this time, the student is encouraged to work with the Office of Student Success to develop and begin implementing a plan of action for life after Arrupe.

If in good academic standing, the student may renege on his or her voluntary withdrawal from the College before the end of the open registration period and register for classes the subsequent term. Full deactivation will occur only at the end of the open registration period if the student remains unenrolled (see 103.3).

103.4.d. Questioning Continuance

A student *considering* permanent withdrawal from Arrupe College is first encouraged to schedule a meeting with his or her advisor as soon as he or she feels such action is imminent. The purpose of this meeting is to help the student evaluate his or her justification(s) for attrition, ensure he or she understands the full implications of such a choice, and strategize for future success.

The time between this initial meeting and the end of the term or session will be viewed as a period of discernment. Students in this phase are expected to continue tending to coursework in order to secure as many transferable credit hours as possible. Students in discernment will be asked to work closely with the Office of Student Success to develop and implement a plan for transition.

At term's end, the student will be asked to meet with the Associate Dean of Academics to make a final declaration of intent. If the student should decide that he or she wishes to continue at the College, the Associate Dean will coordinate with her staff to ensure the student is enrolled in classes the subsequent term. If the student declares discontinuance, he or she will be deactivated.

103.5. Deactivation

Deactivation means a student is no longer actively enrolled at Arrupe College, and is equivalent to an administrative suspension.

Students will be notified in writing that he/she has been administratively deactivated from the college. Students may appeal the deactivation decision by the given deadline. The appeal should be submitted to the Associate Dean of Academics via email.

Former students who wish to reactivate their program status the semester following the deactivation of their program must apply for reinstatement by filing a *Reinstatement Appeal* with the Dean and Executive Director of the college. The appeal must be submitted no later than one month prior to the start date of the term in which they wish to be reinstated.

103.5.a. Deactivation for Non-Attendance

Students who demonstrate no academic activity within the first week of the term will be notified of pending deactivation via campus email and post at the end of the first week. Students who do not appeal by the end of the second week will be withdrawn and deactivated from the college. By terminating enrollment, financial aid will not disburse and billing for the current term will be canceled. Students will be held financially liable for outstanding balances from previous terms.

103.5.b. Deactivation for Non-Enrollment

Unless granted appeal, students who have not registered for the subsequent term will be notified of pending deactivation from the program via campus email and post at least one week prior to the end of the late registration period. If the student in question does not appeal by the end of the late registration period he/she will be deactivated from the program. Late registration periods are noted on the Arrupe Academic Calendar.

103.6. Readmission Policy

Students who have been deactivated, withdrawn or dismissed may apply for readmission to the Office of Admission. Students must apply to be readmitted for a term no later than 1 year from the date of dismissal or deactivation. Students may apply for reentry in fall, spring or summer. The Associate Dean of Academics will review readmission applications. Students must demonstrate academic and professional potential which might include attaining a 2.0 at another accredited institution.