

**Bellarmino University Athletic Department  
2005-06 Student-Athlete Handbook**

**Section 11: Academic Policies**

**Class Attendance**

Each student is expected to attend all classes for which he/she is enrolled. The attendance policy for each course is determined by the instructor of the course. This policy shall be made known to the class at the beginning of each semester. It is the student's responsibility to know the policy on attendance for each course in which he/she is enrolled. It is the responsibility of student-athletes to attend every class session held when they are not ill, involved with a personal emergency, or traveling with the team. Consistent class attendance and participation are essential to academic success. Poor class attendance is a major factor in nearly all cases of academic failure.

**Absences Due to Illness** - student-athletes should contact their instructors at the earliest opportunity preferably **prior to** the class meeting (especially if any graded work is scheduled).

**Absences Due to Emergencies** - student-athletes should notify the Student Affairs Office and the Athletic Office if they must leave the University for any extended period of time because of hospitalization, injuries, or family problems. Instructors will be contacted, but it is the responsibility of the student-athlete to arrange for any makeup work.

**Absences Due to Team Travel** - student-athletes should provide their instructors with a list of dates on which athletic events conflict with class attendance at the beginning of each semester. In addition, instructors should be reminded of forthcoming absences at least 2-4 class days in advance. Arrangements should be made ahead of time to make up all missed assignments, exams, quizzes, labs, etc.

**Student-Athlete Absentee Notice Form:** student-athletes should complete an absentee notice form for each class missed due to competition away from the college. The forms should be requested at least two class days prior to the competition. The form confirms that you are participating in a college-sanctioned competition. It does not serve as an excused absence for that class. Your instructor has the final say in excused and unexcused absences and it is the student-athlete's responsibility to know and abide by that policy.

**Remember, you are responsible for making arrangements ahead of time for any missed quizzes, tests, presentations, etc. Papers should be handed in prior to missing class unless prior arrangements have been made. A student who is inexcusably absent from class on a day on which a test or examination announced in advance is given will receive the grade of "F" and will not have the opportunity of making up the test. In the case of an excused absence on such a day, he/she will consult with his/her instructor as to what arrangements are to be made for taking care of the situation.**

**Withdrawal from a Course**

Students may withdraw from a course during the first week of classes with no entry on their official transcript. From the second through the tenth week of classes (or two-thirds of the semester for classes not offered on a regular basis), students may withdraw from a course with a grade of W on the transcript. Students may not withdraw after the end of the tenth week of classes except for documented reasons of serious illness or family or financial problems. To withdraw after the tenth week, students must obtain the permission of their school's Dean. Deadlines for withdrawal from a course are published in the Class Schedule.

A student who finds it necessary to drop a course or withdraw from college after registration must complete the proper form in the Registrar's Office or give **WRITTEN** notice, by mail, to the Registrars Office. **The date of withdrawal is not the day the student stops going to class, but the date the proper withdrawal notice is received in the registrar's office.** Students who fail to comply with this regulation will receive an "F" for all courses for which they have registered and forfeit all tuition refunds. The dates and refund schedule are listed in the current Class Schedule.

### **Academic Status**

Academic status is expressed in a quality point index. A student's quality point index is found by dividing the sum of quality points by the sum of "Hours Attempted". For analysis of academic status Bellarmine computes both a semester index and a cumulative index. To be eligible for graduation, a student must have a cumulative quality point index of 2.00 or higher.

### **Good Standing**

The status of good standing indicates that a student has a cumulative quality point of 2.00 or better and that he/she is making satisfactory progress toward a degree. For purposes of extracurricular and co-curricular activities, students must have a 1.80 at the end of their first two semesters and a 2.00 every subsequent semester.

### **Probation**

A student will be placed on probation for any of the following reasons:

- Cumulative index falls below 2.00;
- Semester index falls below 1.60;
- Assigned two "Fs" in any semester.

Students will continue on probation until they raise their cumulative index to 2.00. A warning letter is sent to any student whose semester index falls between 2.00 and 1.60.

### **Dismissal**

Any student whose cumulative index falls below the following scale will be dismissed for poor scholarship:

- At the end of 2 semesters - 1.40
- At the end of 3 semesters - 1.50
- At the end of 4 semesters - 1.60
- At the end of 5 semesters - 1.80
- At the end of 6 semesters - 2.00

All appeals of academic dismissal shall be made to the Provost.

### **Dean's List**

To acknowledge publicly the high scholastic achievement of its students, Bellarmine follows the traditional practice of publishing a Dean's List at the end of each semester. Placement on this list is merited by a full-time student with a semester average of 3.50 or higher. Students doing their student teaching are eligible for the Dean's List if they have a 3.50 in courses for that one semester and if they have been on the Dean's List for the two semesters immediately preceding the semester of student teaching.

**President's Honor Roll**

Student-athletes who earn between a 3.0 and 3.49 during the fall and spring semesters will be listed on the President's Honor Roll.

**All-Academic Teams**

Freshmen and transfer student-athletes who have a 3.40 cumulative average and upperclassmen who have a 3.20 cumulative average and are starters or important reserves will be nominated for All-Academic teams.