

a reasonable time after the end of term, it is necessary that final grades be recorded on the student's academic records prior to those decisions being made.

Students are expected to complete all course work by the deadlines prescribed by the instructor. There may be special circumstances (e.g. a serious illness of the student or the death of a close relative) in which the instructor has agreed to allow late work to be submitted by the student. In these approved cases, the instructor will submit a temporary notation of INC in place of a final grade.

In all cases where the temporary notation of INC has been submitted, the incomplete or late work must be completed by the student by the following deadlines:

First semester courses	February 1
Second semester and full courses	June 1
Interession (May-June) courses	August 1
Summer School (July-August)	October 1
Special schedule courses	No later than one month after the completion of the course

ing the procedures outlined in the calendar under Section G. Appeal Procedures.

Electronic devices such as laptops, cell phones and blackberries shall not be taken into examination rooms except in special cases with the prior permission of the instructor. Instructors who invigilate examinations shall ensure that all unused examination booklets are removed from examination rooms and securely stored.

C. Academic Standing

The annual grade point average (GPA) of students determines their academic standing. There are four types of academic standing: good standing, academic probation, deferred dismissal and academic dismissal.

2. Academic Standing

Academic probation follows upon notice of unsatisfactory academic performance and is a warning to the student that improvement is required in order to avoid academic dismissal. Students placed on academic probation shall have their participation in extracurricular university activities restricted in such a manner as the Registrar may determine. A student whose annual GPA falls below 2.0 but above 1.5 is placed on academic probation. A student who has been placed on academic probation and whose annual GPA in any subsequent year falls below 2.0 will be required to withdraw from the University.

5. Academic Misconduct

Students required to withdraw from the University as a result of obtaining an annual GPA of less than 1.0 will be required to spend at least one semester at the University.

D. Codes of Student Conduct (Academic Misconduct - Excerpt)

Preamble

St. Thomas University has two Codes of Student Conduct — one covers academic affairs and the other non-academic issues. You can find the policy on non-academic misconduct at [stthomas.edu/academic-misconduct](#). The purpose of these Codes is to express community standards of honesty, respect for persons and property, and responsible use of freedom. The Codes reflect the University's mission and identity, and exist to guide conduct, safeguarding, and promoting the University's educational activity. Each student is responsible for reading and reviewing both Codes of Student Conduct, and for understanding the responsibilities they assumed by enrolling in the University.

St. Thomas University students are held responsible for their conduct at all times. Any student who engages in academic or non-academic misconduct shall be subject to disciplinary action by appropriate officers of the University.

The following considerations constitute the foundation of the University's justification for establishing expectations of student conduct, codifying those expectations, and adopting equitable processes for assessing student conduct.

1. The University's mission establishes its identity as an independent academic community with a distinctive history and culture.
2. The University's standards of conduct and the procedures for determining responsibility for academic and non-academic misconduct reflect its particular mission and history. These standards and procedures do not attempt to duplicate civil and criminal legal processes, nor do they substitute for them. As an institution structured to accomplish its stated educational mission, the University has an independent interest in