

ACADEMIC POLICIES

College Credit

Holy Cross Course Credit

The academic calendar consists of two semesters, each having approximately 67 instructional days (13 weeks), 3 study days and 5 days of final examinations. Holy Cross utilizes a course count system rather than a system of credit hours for determining degree requirements (<https://catalog.holycross.edu/requirements-policies/degree-requirements/>). Each Holy Cross course normally carries a course count of one and is the equivalent of four credit hours. In addition to the course count, each course carries a GPA unit count, which can vary from zero to 1.5 and is used in the calculations of the student's grade point average (see Grading System (p. 4)). A course with a course count of one, generally consists of three 50-minute, two 75-minute, or one 150-minute session weekly for the semester and also generally includes a minimum of 8-10 out-of-class hours per week. Courses meeting more than 150 minutes per week (such as courses with a laboratory or practicum component) will ordinarily receive a course count of one but may carry more than one GPA unit to reflect the additional expected hours of academic work.

There are instances where a course might involve fewer formal class meetings than the norm but require commensurately more than 8-10 hours of out-of-class work. Such cases include:

- Courses involving unusually extensive, required independent work and required conferences with instructors (tutorials, independent reading and research, Directed Independent Spanish Curriculum and thesis courses)
- Courses involving supervised intensive experiences (academic internships, laboratory research)

Holy Cross students must be enrolled in a minimum of three courses, each with a course count of one, each semester. However, a student who enrolls in three courses or withdraws from courses leading to a course count of three during a semester will incur a course deficiency that will need to be removed before graduation. Students are not normally permitted to enroll in fewer than three courses or withdraw from courses during the semester that will result in fewer than three total courses with a course count of one each. Completion of fewer than three courses in a semester has the potential to adversely impact financial aid, athletic eligibility, international student visa provisions along with creating additional course deficiencies. Students seeking an exception to the three course minimum requirement must appeal to the Class Dean. The Dean of Education and Academic Experience will make the final decision in consultation with the relevant Class Dean. Students are not permitted to enroll in more than five courses (including courses offered through the Higher Education Consortium of Central Massachusetts), each with a course count of one, per semester at Holy Cross. Furthermore, students are not permitted to take courses outside Holy Cross (or approved Holy Cross programs) for credit at Holy Cross during the semester.

Advanced Placement

Holy Cross awards credit for Advanced Placement exams taken through the College Board Advanced Placement Program and the International Baccalaureate Program and will accept some Advanced Level General Certificate of Education (A-Level) exams. One unit of credit is awarded for an Advanced Placement score of 4 or 5 in any discipline recognized by the College. One unit of credit is awarded for a score of 6 or 7 on a Higher

Level International Baccalaureate Examination in a liberal arts subject. One unit of credit is awarded for a score of A/A* or B on an A-Level exam in a liberal arts subject. **The College does not award credit for the IB Standard Exam or the AS-Level Exam.** AP, IB, and A-Level credit may be used to satisfy course deficiencies and common area requirements but may not be used to advance academic standing except as specified in the Early Graduation Policy (<https://catalog.holycross.edu/requirements-policies/academic-policies/#collegedcredittext>) and the Petition to Waive a Semester of Full Time Study after a Voluntary Leave of Absence (<https://catalog.holycross.edu/requirements-policies/academic-policies/#leaveofabsencetext>). Each academic department has its own policy regarding the use of AP or IB credit for placement in courses and progress in the major. The Department Chair must also review the A-Level score to determine placement in courses and progress in the major. See departmental descriptions for further information.

College Credit for Courses Completed in High School

Holy Cross will grant college credit for courses taken in high school provided:

1. The courses are taken at a regionally accredited college or university (i.e., on the campus), or they are taught at the high school by a full-time faculty member of a regionally accredited college or university.
2. The courses are worth at least three-semester hours of credit and are similar in rigor and content to those normally offered at Holy Cross.
3. The student earned a final grade of B or better in the course.

Complete descriptions of each course for which the student is requesting credit must be forwarded to the Class Dean. Approval for credit rests with the Class Dean in consultation with the appropriate Department Chair at Holy Cross.

College courses taken during high school may be used to fulfill common requirements and/or to remove deficiencies incurred during the student's enrollment at Holy Cross.

Transfer Courses

Courses taken by current Holy Cross students at other colleges and universities as well as courses taken in the period between high school graduation and the first semester at Holy Cross may be accepted in transfer if they meet the following criteria:

1. The Transfer course must carry the equivalent of at least three semester hours of credit and be offered by a regionally accredited institution.
2. The student must earn a grade of C or better in the course.
3. Transfer courses must satisfy degree requirements by removing deficiencies, fulfilling common requirements, or satisfying requirements for College-sponsored academic programs (major, minors, or concentrations).
4. An official transcript must be submitted to the Class Dean's Office upon completion of the course in order for credit to be awarded.

All transfer courses must be approved by the Class Dean. The appropriate Department Chair must approve courses to satisfy requirements for majors, minors, and concentrations. Current students who anticipate taking courses elsewhere for credit must submit a Permit to Attend Another Institution form for approval by the Registrar and Class Dean (and Department Chair as appropriate). Courses taken at other institutions by students currently matriculating at Holy Cross may not

be used to advance class standing except as specified in the Early Graduation Policy (<https://catalog.holycross.edu/requirements-policies/academic-policies/#collegedtext>) and the Petition to Waive a Semester of Full Time Study after a Voluntary Leave of Absence (<https://catalog.holycross.edu/requirements-policies/academic-policies/#leaveofabsencetext>).

Online and Hybrid Transfer Courses

Current students may complete up to four online or hybrid courses in transfer that meet the College's criteria for awarding credit. Students should consult their Class Dean regarding the criteria for accepting online and hybrid courses in transfer. Exceptions to the four online/hybrid course maximum requires prior approval by the Dean of Education and Academic Experience.

Early Graduation

Incoming first-year students who have received credit for four (or eight) college-level courses may request early graduation. These credits may be a combination of transfer, Advanced Placement, International Baccalaureate, and A-Level exam credit, but must include at least one college course. A request for early graduation should be based on the following supportive grounds:

1. Evidence of serious consideration as to the desirability of an accelerated degree program and the counsel and encouragement of a faculty advisor and the Class Dean in planning the scope and the sequence of future coursework;
2. A distinguished record of academic achievement during the first year.

Students should submit requests to the Class Dean after completion of the first year at Holy Cross. A final decision in the matter of early graduation rests with the Dean of Education and Academic Experience.

Students who transfer to Holy Cross with fewer than three full-time semesters but who have received credit for four (or eight) college-level courses taken prior to matriculation as a college student at any institution may request early graduation. These credits may be a combination of transfer, Advanced Placement, International Baccalaureate, and A-Level exam credit, but must include at least one college course taken prior to matriculation as a college student at any institution. A request for early graduation by a transfer student should be based on the following supportive grounds:

1. Evidence of serious consideration as to the desirability of an accelerated degree program and the counsel and encouragement of a faculty advisor and the Class Dean in planning the scope and the sequence of future coursework;
2. A distinguished record of academic achievement during the first year at Holy Cross.

Students should submit requests to the Class Dean after the completion of the first year at Holy Cross. A final decision in the matter of early graduation rests with the Dean of Education and Academic Experience.

Extended Date of Graduation

Ordinarily, students who have completed degree requirements by the end of their eighth semester will not be permitted to enroll for an additional semester. Students who could complete graduation requirements in eight semesters but who have a compelling academic reason to remain at the college may request to extend their matriculation beyond their eighth semester. Students should work with their class dean to develop

an academic plan and an explanation of the need for the additional time. The final decision in the matter of extended matriculation rests with the Dean of Education and Academic Experience.

Ordinarily, students who receive financial aid but have not completed degree requirements by the end of their eighth semester will not be eligible to receive financial aid for a ninth semester. Students with three or more course deficiencies who wish to request a ninth semester of aid should work with their class dean to develop an academic plan that addresses how requirements could be completed with the additional semester. The final decision in the matter of an extended semester of aid rests with the Office of Financial Aid, in consultation with Dean of Education and Academic Experience.

Course Policies Enrollment

Information and instructions concerning enrollment are distributed by the Office of the Registrar to all students approximately one week prior to the advising period preceding the enrollment period.

Enrollment in courses takes place beginning in the preceding semester. Students are not permitted to make changes in their course schedules after the first week of classes, except to withdraw from a course by the course withdrawal deadline (see Course Withdrawal (p. 4)).

Failure to comply with the procedures specified by the Registrar for enrollment, changes of course schedule, and withdrawal from a course may result in either denial of credit or failure in the course.

Veterans Benefits and Transition Act of 2018

As part of the Veterans Benefits and Transition Act of 2018, section 3679 of title 38, the following policies apply to any individual ("covered individual") who is entitled to Veterans Administration educational assistance under Chapter 31 (Vocational Rehabilitation and Employment) or Chapter 33 (Post-9/11 GI Bill® benefits).

1. The College of the Holy Cross ("College" or "Holy Cross") requires all covered individuals to take the following steps:
 - a. Provide a certificate of eligibility for entitlement to educational assistance under Chapter 31 or 33 ("Certificate of Eligibility," which can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs' website – eBenefits, or a VAF 28-1905 form for Chapter 31 authorization purposes) or approved statement of benefit to a Holy Cross School Certifying Official (<https://www.holycross.edu/support-and-resources/office-registrar/contact-us-registrar/>) within 30 days of the first day of classes of the current semester in order to be certified for the current semester. A covered individual who provides a Certificate of Eligibility or approved statement of benefit more than 30 days after the first day of classes of the current semester will not be eligible for benefits certification until the following semester.
 - b. Submit a written request to use such entitlement to a Holy Cross School Certifying Official within 30 days of the first day of classes of the academic year in order to be certified for the Fall, Spring, or full academic year.
 - c. Provide additional information necessary to the proper certification of enrollment by the College.

- d. Additional payment may be required or a fee may be imposed for the amount that is the difference between the amount of the student's financial obligation and the amount of the Veterans Administration educational disbursement.
2. The College will permit any covered individual to attend or participate in the course of education during the period beginning on the date which the individual provides to Holy Cross a Certificate of Eligibility for entitlement to educational assistance under Chapter 31 or 33 and ending on the earlier of the following dates:
 - a. The date on which payment from the Veterans Administration is made to Holy Cross.
 - b. 90 days after the date that Holy Cross certified tuition and fees for the given covered individual, following receipt of the Certificate of Eligibility.
3. The College will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual (see definition above) who has submitted the appropriate documentation (as listed above) by the appropriate deadlines because of the individual's inability to meet their financial obligations due delayed disbursement of funding from the Veterans Administration under Chapter 31 or 33.
4. However, as noted above, the College reserves the right to assess late fees and/or impose other penalties to any covered individual for any outstanding amount that is not covered by the individual's Veterans Administration educational benefits. This may include tuition balances, housing, meal plans, etc.

*Covered individual is defined as any individual who is entitled to educational assistance under Chapter 31, Vocational Rehabilitation and Employment, or Chapter 33, Post 9/11 G.I. Bill®.

"G.I. Bill" is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by the VA is available at the official government website at <http://www.benefits.va.gov/gibill/>.

Course Repeat

With permission of the Class Dean, a student may repeat a failed course. The original grade of F remains on the transcript and is calculated into the GPA. Students are not allowed to repeat a course in which they have received a passing grade.

Requests for Reasonable Accommodations

The College is committed to providing students with disabilities equal access to the educational opportunities and programs available at Holy Cross in accordance with the Americans with Disabilities Act of 1990 as amended, Section 504 of the Rehabilitation Act of 1973, and Massachusetts laws. The term "disability" may include learning, physical, sensory, psychological, medical, and certain temporary disabilities. Students with disabilities may request academic accommodations, housing and dining accommodations, modifications to College policies, procedures, and rules; environmental adjustments, and auxiliary aids and services. Additional policies and procedures regarding accommodations can be found on the Office of Accessibility Services webpages at <https://www.holycross.edu/health-wellness-and-access/office-disability-services/>

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Students should submit all accommodation requests to the Office of Accessibility Services. Students requesting accommodations should review the guidance provided by the Office of Accessibility Services regarding the requirements for documentation. Accommodations are determined through an individualized and interactive process with the student.

Student Attendance at Class

Students enrolled in a course are expected to attend class regularly and to fulfill all obligations of the course as outlined by the professor. During the first week of the semester, professors generally announce, orally or by distributed outlines, the course requirements and methods of evaluation, including their policy on attendance and class participation. If this information is not given, students should request it.

In cases of unforeseen absence (e.g., because of illness), students should contact the professor as soon as they are able. Arrangements for foreseen absences (e.g., participation in college-sponsored athletic events) should be made with the professor well in advance of the anticipated absence. Most faculty will make accommodations for students who miss class for compelling reasons. All faculty have full authority to make whatever arrangements they think reasonable.

Unless excused by the faculty member or the Class Dean, absences may result in an academic penalty. Although students may not be failed in a course exclusively on the basis of unexcused absence from class, their attendance and participation obviously have bearing on the professor's assessment of their academic progress. Attendance and class participation may be used, therefore, in the calculation of final grades.

Students should remember that it is always their responsibility to make up any material they may have missed during an absence from class.

Excused Absence Policy

Students who are unable, because of religious beliefs, to attend classes or participate in any examination, study, or work requirement on a particular day shall be excused and provided with an opportunity to make up such examination, study, or work requirement, provided this does not create an unreasonable burden upon the College. No fees of any kind shall be charged for making available to students such opportunity. No adverse or prejudicial effects shall result to students because they availed themselves of these provisions. Students are asked to contact their Class Dean in advance of an absence due to religious belief.

Some professors may require an excused absence from the Class Dean. Deans can excuse a student's absence for compelling and verifiable reasons, including extended illness, a death or medical emergency in the family, a wedding in the immediate family, and participation in a college-sponsored athletic event. To obtain an excused absence, students should notify their Class Dean and provide verification of the grounds for the excused absence. Verification can be provided by the Department of Athletics, Chaplains' Office, Counseling Center, Office of the Dean of Students, Health Services, a private physician, or the student's family.

Students who have missed an in-course test for a serious and verifiable reason (such as personal illness, death in the family, or family emergency) have the right either to a make-up test or an exemption without penalty from the original test; the choice is left to the discretion of the professor.

Exemption without penalty requires the re-weighting of other tests and assignments in the course of the semester.

Faculty may require an excused absence from an in-class examination from the Class Dean. The Class Dean will authorize in writing a student's absence from an in-course exam only for serious and verifiable reasons and only for those who have presented their cause within a reasonable time. Only the professor can provide exemption without penalty from the original test.

Students who, for serious and verifiable reasons, are not able to take the scheduled final must make arrangements for a make-up examination. These arrangements may be made directly with the faculty member; the date, time and place of the make-up exam are determined by mutual agreement. Alternatively, students may request an absentee examination. An absentee examination must be approved both by the professor and the Class Dean. Ordinarily, the absentee examination is administered on the last day of the examination period. Students unable to take a scheduled final must notify the professor at the earliest possible time. If the professor requires an excused absence, the student must contact the Class Dean.

In-Course Examinations

Students are not required to take more than two in-course exams in a single day. The word exam here refers to those major in-course tests that cover several weeks of material and take a whole period or a major portion of a period to administer. It does not include routine quizzes based on day-to-day assignments and lasting only part of the period.

Students with more than two in-course exams on a single day may obtain permission from their Class Dean to make up the exam or exams in excess of two. This permission must be requested in advance of the scheduled examinations.

Students who have missed an in-course exam for a serious and verifiable reason should follow the Excused Absence Policy (see above).

Final Examinations and Study Days

The Study Days are designed to provide students with time after the end of semester class meetings to prepare for final examinations, which are administered during the Final Examination Period at the end of each semester. No final papers or take-home exams should be due during the Study Period. The Final Exam Schedule of Days and Times (<https://www.holycross.edu/support-and-resources/office-registrar/final-examination-schedule/>) is established by the Registrar at the time of enrollment. Dates for in-class exams, deadlines for take-home exams, and deadlines for final papers should follow the Final Exam Schedule.

If a student has a combination of more than two final examinations, deadlines for take-home examinations, and deadlines for final papers scheduled for the same day, the student may request to change the dates of one or more to reduce the total number to two in any one day.

The student should contact the appropriate Class Dean to make the arrangements.

Students who, for serious and verifiable reasons, are not able to take the scheduled final must make arrangements for a make-up examination, according to the Excused Absence Policy (see above).

If a severe storm occurs on a Saturday of the examination period and a faculty member finds it impossible to reach campus to administer a final examination, the examination will be rescheduled on Sunday at the time originally scheduled. If a severe storm occurs on any day Monday

through Thursday, the examination is rescheduled to the next day at 6:30 p.m. If a severe storm occurs on Friday, the examination is rescheduled to Saturday at 2:30 p.m. In all cases, the examination will be held in the originally scheduled room. If an examination must be scheduled to another room, you will be notified by the Office of the Registrar.

Please note that the College will not close or postpone scheduled examinations unless the President elects to close the College. Students are expected to be present for their final examinations. In the event, however, that a severe storm prevents a student from reaching campus to take an examination which the faculty member is present to administer, the student must make arrangements with the faculty member for a makeup or take the missed examination on the regularly scheduled absentee examination day which is the last Saturday of the examination period. It is the absent student's responsibility to find out whether or not the examination was held at the scheduled time so that he or she will know when and where to take the missed examination.

Retention and Return of Graded Materials

Unless the nature of the examination precludes returning it to the student, all non-final examinations are to be returned with corrections. Students have the right to review any non-final examination that is retained by the professor. Such a review must take place at the time of an appointment made by the student to confer with the professor and should occur shortly after the time when the student receives the grade for the examination.

Final examinations may be returned to the student if the professor is willing and if return is feasible. However, when the final examination is not returned, it shall be retained by the professor for three full semesters, so that a student may see and review the examination and discuss any questions concerning its evaluation.

Faculty who will not be at the College in the subsequent semester (because of separation or leave) will deposit, with the Department Chair, final examinations along with the record of evaluations used to determine students' final grades. The Chair will make the arrangements necessary to allow students to review their final examinations. Any papers or other graded materials not returned to the student are subject to the same provisions as are indicated for final examinations.

Grades Grading System

A student's standing will be determined by the results of examinations, classroom work, and assignments. Each semester, one grade will be submitted for each course for each student; this will be a composite grade for oral presentations, reading assignments, classroom discussions, tests, the final examination, etc.

There is no official College translation of percentage scores into letter grades. Final grades are made available electronically to students and to others to whom the student has granted access at the conclusion of each semester.

Letter Grades and Grade Point Average

Each Holy Cross course normally carries a course count of one (see Holy Cross Course Credit (p. 1)) as well as a GPA unit count, which can vary from zero to 1.5. Each of the grades from A to F is assigned a multiplier, as indicated in the table below, which weights the grade in

computing averages. Multiplying this weighting factor by the number of GPA units assigned to the course gives the grade points earned in it.

Dividing the total number of grade points earned in all courses by the sum of the GPA units assigned to these courses determines the grade point average (GPA). The semester GPA is calculated using GPA units and grade points earned in a single semester; when all the student's GPA units and grade points to date are used, the calculation yields the cumulative GPA.

Only those grades earned in courses taught at Holy Cross (including the courses associated with the Washington Semester and New York Semester Programs) and those earned in academic year courses offered through the Higher Education Consortium of Central Massachusetts agreement are calculated into a student's grade point average. Grades earned in college sponsored programs abroad or in a Study Away Program appear on the Holy Cross transcript but are not calculated into the GPA.

None of the other symbols in the list below carries grade-point multipliers, and they are not used in calculating the grade point average.

The following symbols are used to indicate the quality of the student's work in each course:

Grade Point Multiplier	Symbol	Description
4.00	A	Excellent
3.70	A-	
3.30	B+	
3.00	B	Good
2.70	B-	
2.30	C+	
2.00	C	Satisfactory
1.70	C-	
1.30	D+	
1.00	D	Low Pass
0.00	F	Failure
IP	In Progress	
W	Withdrawal without Prejudice	
AU	Audit	
I	Incomplete	
P	Pass	
NP	No Pass (Failure)	
NG	Not Graded (Overload)	
J	Grade not submitted	

Grade of Incomplete

A faculty member may assign a grade of Incomplete during the final grading process when a student has failed to complete all required course assignments. When faculty members submit a grade of incomplete, they must also provide the Class Dean with the list of assignments, the extended dates by which the assignments are due, and a provisional grade (what the grade would be if the missing materials are not submitted). Ordinarily, all work should be submitted by the extended deadline assigned by the faculty member in consultation with the Class Dean and no later than the start of the next semester. The faculty member should submit the final grade one week after the date by which the student must submit the work, with the final grade based on

the work submitted during the semester and any work submitted during the time of the incomplete. The final grade must be approved by the Class Dean.

Course Withdrawal

Students may withdraw from a course within the first week of classes without record. From the beginning of the second week through the course withdrawal deadline, a student may withdraw with a grade of W, with the approval of the Class Dean provided they maintain full-time status. Full-time status requires enrollment in a minimum of three courses with a course count of one each. Completion of fewer than three courses in a semester has the potential to adversely impact financial aid, athletic eligibility, international student visa provisions along with creating additional course deficiencies. Students seeking an exception to the three course minimum requirement must appeal to the Class Dean. The Dean of Education and Academic Experience will make the final decision in consultation with the relevant Class Dean. After the course withdrawal deadline up to the end of the study period, students are not permitted to withdraw from a course without the permission of the course instructor and the student's Class Dean. Ordinarily, after the study period ends, students are not permitted to withdraw from a course. The W grade is not included in the calculation of the GPA. The deadline for withdrawal from a course is published by the Registrar at the beginning of each semester.

Failure to comply with the procedures specified by the Registrar for withdrawal from a course may result in failure in the course.

Course Deficiency

Students are expected to complete a course count of at least four with a passing letter grade (other than P) each semester. In any semester, students who withdraw from a course reducing the course count below four, fail a course resulting in a course count under four, or enroll with a course count of fewer than four incur one or more deficiencies relative to the 32-course count graduation requirement.

Removal of Course Deficiency

A deficiency may be removed by Advanced Placement credit, by enrollment in a fifth course for a letter grade (not including P/NP), or by the transfer of an approved course taken at another institution. Courses taken on a Pass/No Pass basis may be used to remove deficiencies if the passing letter grade is uncovered. Courses taken on an Audit basis may not be used to remove deficiencies.

Students should consult with a Class Dean to determine the best way to make up the deficiency in a timely manner. Students with multiple deficiencies may jeopardize class standing and financial aid eligibility.

The units attempted in a course in which a student incurs a deficiency will remain on the student's transcript; if the deficiency is a result of course failure, the F will continue to be used in calculating the GPA.

Change of Grade

Faculty may change a final grade submitted to the Registrar. A grade can be changed if the original grade was inaccurately calculated or recorded. However, a grade may not be changed based on additional work by the student after the original grade has been submitted.

Faculty wishing to change a grade should submit an online Change of Grade Form. The form requires approval from the Chair of the department and Class Dean.

Final Grade Review Policy

Faculty members should provide students with the grading guidelines for how the final course grade will be calculated and allow students access to their graded materials for the course (see Retention and Return of Graded Materials Policy (p. 2)). If these were not available to the student or if the student believes that there was an error in assigning the final grade, the student should contact the faculty member to resolve the issue.

If a student believes a satisfactory grade explanation has not been obtained from the faculty member, who is at the time teaching at the College, then the student may request a formal grade review through the Class Dean. This request for a formal review of a final course grade must be written and submitted to the appropriate Class Dean no later than the conclusion of the fifth full week of classes in the semester subsequent to the issuance of the grade.

The written statement must include a description of all attempts made by the student to resolve the disputed grade with the faculty member involved and the reason(s) for requesting a formal grade review. The Chair of the department of the faculty member involved shall receive a copy of the student's written request from the Class Dean and review it with the faculty member.

If, after this review, the faculty member believes that the grade should not be changed, within three weeks of receipt of the request for a formal grade review a written statement will be submitted to the student, to the Department Chair, and to the appropriate Class Dean that explains the final course grade as issued and responds to the specific reason(s) for which the student has requested a review.

A request for a formal review of a grade given by a Chair in that individual's own course shall be forwarded by the Class Dean to a tenured faculty member of the Chair's department, if available, or, if not available, to a tenured faculty member in a related field, and the same review procedure will pertain.

A request for a formal review shall be forwarded to the Department Chair if the faculty member is no longer teaching at the College.

A student request for a formal review of a final course grade issued by a faculty member who, because of leave, is not teaching at the College in the semester subsequent to the issuance of the grade must be filed in writing with the appropriate Class Dean no later than the fifth week of the following semester. If possible, the review procedure should be concluded by the end of that semester. If the nature of the faculty member's leave makes this impossible, the review procedure should be concluded no later than the third full week of classes after the faculty member has resumed teaching responsibilities.

Honor Grades

The following criteria determine honor grades:

Dean's List

Dean's List status requires the passing of four or more letter-graded courses with no failing grades during the semester and the following GPAs:

- First Honors: a semester GPA of 3.70 or above.
- Second Honors: a semester GPA of 3.50 to 3.69.

Graduation Honors

- Summa Cum Laude: a cumulative GPA of 3.87 or above;
- Magna Cum Laude: a cumulative GPA of 3.70 to 3.86; and
- Cum Laude: a cumulative GPA of 3.50 to 3.69.

In calculations of the GPA for the Dean's List or for graduation honors, only GPA units earned at Holy Cross and the Higher Education Consortium of Central Massachusetts are included (see Letter Grades and Grade Point Average (p. 4)).

Fifth Course

Students, after consulting with their faculty advisor, may take a fifth course without charge.

The following policies are in effect with regard to the fifth course:

1. Enrollment in a fifth course takes place during the week prior to the start of classes and continues through the first week of classes, each semester.
2. A fifth course may be used by students for enrichment purposes, to satisfy a common area or academic program requirement, or for the removal of a course deficiency. In the cases of removal of a course deficiency or satisfying an academic program requirement, the fifth course must be taken for a letter grade.
3. Students must ordinarily have earned a cumulative GPA of at least 2.00 in order to register for a fifth course.
4. First-year students must obtain permission from the appropriate Class Dean before registering for a fifth course.
5. A fifth course taken for a letter grade will be included in the calculation of the cumulative average.

Pass/No Pass Grading

The grades of P and NP are the Pass/No Pass grades. The option of Pass/No Pass grading is available only for those students taking five courses in a semester.

Following are the qualifications for the Pass/No Pass Option:

1. Students who wish to take a course on a Pass/No Pass basis shall have until the fifth Friday of the semester to decide which of the five courses chosen during the enrollment period is to be taken on the Pass/No Pass basis. Students must submit an electronic "Elect Pass/No Pass for a Course" form during the period designated for the declaration of the Pass/No Pass option.
2. Pass/No Pass courses do not count toward the 32 courses required for graduation.
3. Pass/No Pass courses cannot be used to remove deficiencies.
4. Courses taken on a Pass/No Pass basis may be used to satisfy common requirements.
5. Pass/No Pass courses may be taken within the student's major, minor, or concentration but cannot be used to fulfill the requirements of these programs.
6. Pass/No Pass grades will not be averaged into a student's GPA but will be placed on the student's record.
7. After final grades have been posted, a student has the option to uncover the letter grade associated with a Pass grade. Students must complete an electronic "Uncover Pass/No Pass for a Course" form to uncover the grade. Once the letter grade has been uncovered, the course becomes a letter-graded course and the grade cannot be converted back to a Pass. All requests to uncover a Pass must

be made no later than one week prior to the date of the student's graduation.

Auditing Courses

Students may elect to audit a course if they are enrolled in four other courses for credit in a semester. They must complete an audit form obtained from the Class Dean or the Office of the Registrar. This form must be signed by the student, the faculty member teaching the course, and the Class Dean and returned to the Registrar by the end of the add/drop period at the beginning of each semester. If approved, the audited course will appear on the student's transcript but no academic credit will be given nor may the audit be converted later into a letter-graded or Pass/No Pass course. An audited course cannot fulfill common requirements, academic program requirements, remove a deficiency or count toward the 32 courses required for graduation.

In order to receive an audit, students must fulfill attendance requirements and all other conditions set forth by the instructor at the beginning of the semester.

Degree students are not charged for auditing a course. Special students are charged the same tuition as they are when registering for credit.

Transcript of College Record

An official transcript of the College record will be issued by the Registrar's office, only with the formal consent of the student. Transcript requests will not be accepted by telephone. A transcript is official when it bears the impression of the Seal of the College and the signature of the Registrar of the College. An official transcript may be withheld by appropriate college officials in cases where a financial obligation remains.

Probation, Suspension, and Dismissal for Academic Performance

Academic Probation

Students must maintain a cumulative grade point average of 2.0.

Academic Probation is determined by a student's failure to achieve the minimum cumulative average (GPA) at the end of the preceding semester. It is not a penalty but a warning and an opportunity for improvement.

Academic Probation results for any of the following reasons:

- A first-year student having a cumulative average of less than 2.00 at the end of first semester will be on probation the second semester.
- A first-year student having a cumulative average of at least 1.75 but less than 2.00 at the end of the first year will be on probation for the first semester of the second year.
- A second-year student with a cumulative average of at least 1.85 but less than 2.00 at the end of the first semester will be on probation for the second semester of the second year.
- A transfer student with a GPA of 1.75 but less than 2.00 at the end of the first semester at Holy Cross will be on probation for the second semester. Thereafter, transfer students must achieve the cumulative average required of their class year.

Probationary status is removed the next semester, by the achievement of the cumulative average required for that semester.

As soon as students are placed on or removed from probation, they will be notified in writing by the Registrar. Copies of the notice will be sent

to their parents or guardians (in accordance with FERPA requirements), advisors, and Class Deans.

Academic Suspension

Academic Suspension, for two consecutive semesters, results for any of the following reasons:

- A student with a cumulative GPA of less than 1.75 after the second semester (end of the first year), of less than 1.85 after the third semester, or of less than 2.00 after the fourth semester (end of second year) or any subsequent term will be suspended for two consecutive semesters.
- A transfer student with a GPA of less than 1.75 after the first semester at Holy Cross will be suspended for two consecutive semesters. After the first semester transfer students are subject to the limits of suspension stipulated for their class year as described above.
- A student earning two course failures (any combination of F or NP in courses taught at Holy Cross or through an approved program, including through the Higher Education Consortium of Central Massachusetts as well as the Washington Semester, Study Abroad, or Study Away Programs) in any single term will be suspended for two consecutive semesters.
- A student earning a total of six course failures (any combination of F or NP as described above) will be suspended for two consecutive semesters.

Students who wish to return to the College should notify the Class Dean of their intention well in advance of the semester they wish to return. Readmission after the one-year suspension requires that the student be in good financial and disciplinary standing with the College.

Students with GPAs below the minimum required must work with their Class Dean to develop an academic plan that includes a schedule to remedy the GPA in no more than two semesters. The plan will be shared with and approved by the Chair of the Committee on Academic Standing in consultation with the Class Dean. The plan must be approved before the student is readmitted.

After one semester, students with GPAs below the minimum will not face a second suspension (which entails dismissal) so long as they have improved their GPA and are meeting the terms of their agreed academic plan. This determination will be made by the Class Dean in consultation with the Chair of the Committee on Academic Standing.

Failure to reach the benchmarks set forth in the academic plan will result in a second suspension (which entails dismissal) of the student. The student would be able to appeal the dismissal.

No Participation in College Activities During Suspension.

Students on academic suspension are not permitted to be on campus or College property and may not participate in College-related activities or events during the period of suspension.

Academic Dismissal

A second academic suspension results in Academic Dismissal, which is ordinarily considered final separation from the College.

A student who is suspended or dismissed must leave the campus community and ceases to be entitled to campus activities.

Appeals of Academic Suspension and Dismissal

Appeals of suspensions or dismissals for academic reasons may be made to the Committee on Academic Standing. The letter of suspension or dismissal from the Class Dean will provide students and parents (in accordance with FERPA requirements) with the necessary details of appeal. The Class Deans are available for consultation regarding appeal procedures and will also inform the student of the final Committee decision. Dismissals upheld by the Committee on Academic Standing may be appealed to the Provost and Dean of the College.

Academic Integrity Policy

All education is a cooperative enterprise between faculty and students. This cooperation requires trust and mutual respect, which are only possible in an environment governed by the principles of academic integrity. As an institution devoted to teaching, learning, and intellectual inquiry, Holy Cross expects all members of the College community to abide by the highest standards of academic integrity. Any violation of academic integrity undermines the student-faculty relationship, thereby wounding the whole community. The principal violations of academic integrity are plagiarism, cheating, and collusion.

Definitions

Plagiarism is the act of taking the words, ideas, data, illustrative material, or statements of someone else, without full and proper acknowledgment, and presenting them as one's own.

Cheating is the use of improper means or subterfuge to gain credit or advantage. Forms of cheating include the use, attempted use, or improper possession of unauthorized aids in any examination or other academic exercise submitted for evaluation; the fabrication or falsification of data; misrepresentation of academic or extracurricular credentials; and deceitful performance on placement examinations. It is also cheating to submit the same work for credit in more than one course, except as authorized in advance by the course instructors.

Collusion is assisting or attempting to assist another student in violating the Academic Integrity Policy.

Procedures

At the beginning of each course, faculty members should address the students on academic integrity and how it applies to the assignments for the course. The faculty should also make every effort, through vigilance and through the nature of the assignments, to encourage integrity in all forms.

It is the responsibility of students, independent of the faculty's responsibility, to understand the proper methods of using and quoting from source materials (refer to <http://libguides.holycross.edu/citationhelp>) or standard handbooks such as *The Little Brown Handbook* and *The Hodges Harbrace Handbook*), and to take credit only for work they have completed through their own individual efforts within the guidelines established by the faculty.

The faculty member who observes or suspects that the policy was violated should first discuss the incident with the student. The very nature of the faculty-student relationship requires both that the faculty member treat the student fairly and that the student responds honestly to the faculty's questions concerning the integrity of his or her work.

If convinced that the student violated the Academic Integrity Policy, the faculty member shall impose an appropriate sanction in the form of a

grade reduction or failing grade on the assignment in question and/or shall assign compensatory course work. The sanction may reflect the seriousness of the violation and the faculty member's assessment of the student's intent. In all instances where a faculty member does impose a grade penalty because of a policy violation, he or she must submit a written report to the Chair or Director of the department and the Class Dean. This written report must be submitted within a week of the faculty member's determination that the policy on academic integrity has been violated. This report shall include a description of the assignment (and any related materials, such as guidelines, syllabus entries, written instructions, and the like that are relevant to the assignment), the evidence used to support the complaint, and a summary of the conversation between the student and the faculty member regarding the complaint. The Class Dean will then inform the student in writing of the charge of a violation of the policy and of the right to have the charge reviewed. The student will also receive a copy of the complaint and all supporting materials submitted by the faculty member. The student's parents or guardians will be notified of the charge as appropriate under the requirements of FERPA.

Review of Charge

The student's request for a formal review must be made in writing to the Class Dean within one week of the notification of the charge. The written statement must include a description of the student's position concerning the charge by the faculty. A review panel consisting of a Class Dean, the Chair or Director of the department of the faculty member involved (or a tenured member of the same department if the Chair or Director is the complainant), and an additional faculty member selected by the Chair or Director from the same department, shall convene within two weeks to investigate the charge and review the student's statement, meeting separately with the student and the faculty member involved. The Chair or Director of the complainant's department (or the alternate) shall chair the panel and communicate the panel's decision to the student's Class Dean. If the panel finds by majority vote that the charge of dishonesty is supported, the faculty member's initial written report to the Class Dean shall be placed in the student's file until graduation, at which time it shall be removed and destroyed unless a second offense occurs. If a majority of the panel finds that the charge of violating the policy is supported, the student will be sanctioned according to the requirements described below under "Sanctions." If a majority of the panel finds that the charge of violating the policy is not supported, the faculty member's initial complaint shall be destroyed, and the assignment in question shall be graded on its merits by the faculty member. The Class Dean shall inform the student promptly of the panel's decision. The student's parents or guardians will be notified of the decision as appropriate under the requirements of FERPA.

The Class Dean may extend all notification deadlines above for compelling reasons and will notify all parties in writing of any extensions as appropriate.

Sanctions

Each instance of violating the Academic Integrity Policy reported to the Class Dean (provided that the charge of violating the policy is upheld following a possible review, as described above) shall result in an administrative penalty in addition to the penalty imposed by the faculty member. For a first instance of violating the Academic Integrity Policy, the faculty member's initial written report to the Class Dean and the Class Dean's letter to the student shall be placed in the student's file until graduation, at which time it shall be removed and destroyed unless a

second offense occurs. Additionally, the student must participate in a workshop on academic integrity, arranged through the Class Dean.

A second instance of violating the Academic Integrity Policy results in academic suspension for two consecutive semesters, effective at the conclusion of the semester in which the second violation of the policy occurred. Multiple charges of violating the policy filed at or about the same time shall result in a one-year suspension if there have been no earlier violations of the policy or dismissal if there was an earlier violation of the policy (see description of a third violation below). The faculty member's initial written report to the Class Dean and the Class Dean's letter to the student shall be placed in the student's file. After the suspension, readmission is unconditional if the student is in good financial and disciplinary standing with the College. Students who wish to return to the College should notify the Class Dean well in advance of the semester they wish to return.

A third instance of violating the Academic Integrity Policy results in dismissal from the College, effective at the conclusion of the semester in which the violation of the policy occurred. Multiple charges of violating the policy filed at or about the same time shall result in dismissal if the student has a prior violation of the policy on record.

Students who are suspended or dismissed for violating the policy may appeal to the Committee on Academic Standing, which may uphold the penalty, overturn it, or substitute a lesser penalty. A penalty of dismissal, if upheld by the Committee, may be appealed to the Provost and Dean of the College.

Withdrawal from the College & Leave of Absence

Voluntary Withdrawal from the College

Students who withdraw voluntarily from the College are entitled to separation in good standing under the following conditions:

1. They must not be liable to dismissal for disciplinary reasons.
2. They must not be liable to dismissal for academic reasons.
3. They must return all College property.
4. They must settle all financial indebtedness with the College.
5. They must properly notify the Class Dean of their intention to withdraw.

Students who withdraw from the College must leave the campus community and are no longer entitled to campus activities.

Readmission to the College following Voluntary Withdrawal

Students who have withdrawn in good standing and who wish to be readmitted to the College must apply to the appropriate Class Dean. Any materials for readmission required by the Class Dean (a letter requesting readmission, letters of recommendation, transcripts of all intervening work, statements of good standing, and other substantiating documents) must be received by the Class Dean six weeks prior to the start of the semester.

Even when a withdrawal from the College is voluntary, readmission is not automatic.

Voluntary Leave of Absence Policy

Students may request permission to take a voluntary leave of absence from the College pursuant to this policy.

Students considering or anticipating a need for a voluntary leave of absence should consult with their Class Dean and other relevant offices (e.g., the Office of Financial Aid, the Bursar's Office, Residence Life and Housing) to discuss the leave of absence and reinstatement procedures and the effects on degree completion and current courses, student account balance, possible refunds, status of loans during a leave, student employment, on-campus housing, health insurance, pending disciplinary matters, academic issues, immigration status (if applicable), Veterans Administration benefits, external sources of funding, and participation in athletics and extracurricular activities, among other effects.

1. **Request and Review of Voluntary Leaves of Absence.** Students are required to submit a written request for a voluntary leave of absence to the appropriate Class Dean, including a statement of their reason(s) for requesting the leave. The Class Dean will review the request, consult with the student and, in appropriate circumstances, relevant College faculty and staff members as necessary for the determination, and make a decision about the requested voluntary leave of absence.
 - a. **Requests to Begin a Leave after End of Current Semester.** Ordinarily, a student will submit the written request for a voluntary leave of absence during the regular semester prior to the proposed leave, and the leave usually begins at the end of that semester. A student must be in good academic standing at the end of the last semester before the voluntary leave of absence is to begin.
 - b. **Request to Begin a Leave During a Semester.** Requests to begin a voluntary leave of absence during a semester may also be made. For example, a voluntary leave of absence for health or mental health-related reasons may be requested at any time. The College uses a flexible and individualized process to allow students to request voluntary leave of absence to receive treatment to address their medical difficulties so they can later return to the College and successfully achieve their academic goals.
 - c. **Length of Leave.** Voluntary leaves of absence typically are granted for a period of one or two consecutive semesters. However, in exceptional circumstances (e.g., military service, health or mental-health related leaves) a voluntary leave of absence may be granted for a longer period of time. An approved leave must be extended prior to its expiration before it can be renewed; otherwise the student may be withdrawn from the College when the voluntary leave of absence expires.
 - d. **Fee.** A student will be required to pay a fee of \$30 (other than in connection with leaves for health or mental health-related reasons).
 - e. **Requirements to Reinstate; Additional Specific Conditions of Leave and Reinstatement.**
 - i. **Requirements to Reinstate.** Reinstatement following a voluntary leave of absence is not automatic. Students who wish to be reinstated to the College must submit a written reinstatement request, together with any materials required for reinstatement by the Class Dean, to the appropriate Class Dean at least six weeks prior to the start of the semester (or such shorter period as is approved by the Class Dean in his, her or their sole discretion). Students must satisfy all requirements for reinstatement and additional specific conditions of the leave and reinstatement, if any, that are

imposed pursuant to clause (ii) below. The Class Dean will notify the student in writing of the reinstatement decision. Please note:

1. International students must be cleared and approved by the Assistant Dean for International Students. A period longer than six weeks may be required for reinstatement of international students.
 2. Students whose leave of absence relates to service in the U.S. uniformed services should review the Reinstatement of Service Members Policy below.
 3. Individuals with disabilities may request reasonable accommodations through the Office of Disability Services.
- ii. **Additional Specific Conditions for Leave and Reinstatement.** In instances in which the circumstances of student's departure warrant it, the Class Dean may establish additional specific conditions for the leave and reinstatement to prepare the student for a successful and safe return to the College. In such cases, any additional specific conditions are communicated to the student in writing in connection with the grant of the leave. Specific conditions will be based on an individualized assessment of the student based upon the best available objective evidence, other specialized knowledge, and if the leave is health or mental health related, consideration of current available medical information. The Class Dean may consult with appropriate faculty and/or staff in relevant campus offices (e.g., Student Development, Counseling Center, Health Services), other professionals, and with the authorization of the student, family members and/or student's treating health and/or mental health professionals, as part of the consideration of the student's leave request and request for reinstatement. Depending upon the circumstances that necessitated the leave, conditions may include, but are not limited to:
1. participation in a reinstatement meeting with the Associate Dean of Students or other personnel,
 2. demonstration of readiness to return to College and that the circumstances that led to the placement on leave of absence have been satisfactorily addressed to an acceptable degree,
 3. with the consent of the student, participation in an assessment interview conducted by an appropriately trained health and/or mental health care professional identified by the College,
 4. communication with, and relevant current medical/psychological information from, the student's treating health or mental health care provider(s) subject to the student's consent to the release of information,
 5. on-going health or mental health treatment and/or compliance with a medical treatment plan,
 6. behavioral agreements,
 7. restrictions on participation in residential housing, other restrictions on activities or privileges, or adjustments, and
 8. other applicable requirements.
- Following receipt of the reinstatement request and materials, the Class Dean will consult with appropriate College personnel and other professionals regarding whether the student has satisfied specific conditions for the leave and reinstatement. This includes consideration of material submitted by the student, including the

opinions and recommendations of the student's treating health or mental health professional(s), if available. In certain circumstances, the College may also request further information from the student if it determines that the information provided by the student's treatment provider is not sufficient (e.g., if information provided by the treatment provider is incomplete, requires further explanation or clarification, when there is a disconnect between the medical information provided by the treatment provider and other information in the student's files or if there is concern about the provider's credentials) to make the reinstatement determination.

- iii. **Appeal of Denial of Reinstatement.** In the rare circumstance that a student's request for reinstatement is denied, a student may appeal the decision denying the request for reinstatement by submitting a written appeal to the Vice President of Student Development or the Dean of Education and Academic Experience if the denial is based on academic grounds within ten (10) business days after receiving notice of the denial. The student may also submit any information the student believes to be relevant to the appeal. The Vice President and/or Dean of Education and Academic Experience, as applicable, will review the student's submission and make a determination whether to
 1. uphold the reinstatement denial;
 2. reinstate the student; or
 3. reinstate the student subject to specified conditions. The decision will be communicated to the student and will be considered final.
2. **No Participation in College Activities During Leave.** A voluntary leave of absence provides time for students to focus on the concern that necessitated the leave. As a result, students on a voluntary leave of absence are not permitted to be on campus or College property and may not participate in College-related activities or events during the leave without the prior written permission of the appropriate Class Dean.
3. **No Advance in Class Standing.** Students may not advance in class standing by taking courses at other institutions while on a voluntary leave of absence, nor may students recover their original class standing once they return to Holy Cross (other than pursuant to the Reinstatement of Service Members Policy set forth below) without the approval of the Dean of Education and Academic Experience (see Petition to Reinstate Original Graduation Term below).
4. **Extension of an Approved Voluntary Leave of Absence.** A student is required to submit to the appropriate Class Dean a written request for an extension of a voluntary leave of absence prior to the expiration of the leave, together with a statement of his, her or their reason for the leave extension. An approved leave must be extended prior to its expiration; otherwise the student may be withdrawn from the College when the voluntary leave of absence expires.
5. **Pending Disciplinary Matters.** If a student commences a leave with pending disciplinary matters of any kind, the student will continue to be subject to the applicable College policy, procedure, or code with respect to such matters. A student who is on a voluntary leave of absence while on academic and/or disciplinary probation or suspension status will return on that same status. In addition,

student violation(s) of any College policy, rule, code or procedure occurring during a leave may also be addressed.

6. **Confidentiality.** The College will maintain the confidentiality of all information regarding voluntary leaves of absence in accordance with applicable law. Access to these records is limited in accordance with applicable law. The College reserves the right to notify a parent or guardian if deemed appropriate under the circumstances and as permitted by applicable law.
7. **Delegation.** Where a College official or employee is listed as the designated point of contact for any role in this policy, he, she or they may designate another College official or employee to assume the role at issue, as necessary and appropriate.
8. **Petition to Reinstate Original Graduation Term.** Ordinarily, when students take a leave of absence without record, their expected graduation term is delayed for the number of semesters that they were on leave. However, students may petition to reinstate their original graduation term if there are compelling extenuating circumstances that necessitated the leave. Students may not petition solely for financial reasons. Petitions will be considered to waive only one semester of full time study and only for students with a strong academic record. Students must complete all other College requirements for graduation (see Degree Requirements (<https://catalog.holycross.edu/requirements-policies/degree-requirements/>)). Petitions can be made after the completion of five semesters in residence. Students considering a petition should contact their Class Dean to discuss the process. A final decision in the matter of reinstating the original graduation term will be made by the Dean of Education and Academic Experience.

opportunity to respond within two (2) business days from the effective date of the interim involuntary leave.

Following the Senior Associate Dean of Students' consideration of a student's response, the Senior Associate Dean of Students may either continue, modify or cancel the interim involuntary leave. The interim involuntary leave may remain in effect until a final decision is made pursuant to the procedure outlined in this policy. If an interim involuntary leave is imposed, the Senior Associate Dean of Students, together with the appropriate Class Dean and other departments, will communicate with the student regarding academic consequences and other effects.

Consideration of Involuntary Leave. When the College has reason to believe that a student may pose a credible substantial risk of harm to one or more individuals within the College or to the College community as a whole or substantially impede the lawful activities of other members of the College community, the educational process, proper activities or functions of the College community, their concerns compromise their safety, academic success, or they absence themselves from academic activities imperiling their academic progress, the Senior Associate Dean of Students will make an individualized and objective assessment of the student's circumstances, based upon current available medical information, other specialized knowledge and the best available objective evidence (and not based on mere speculation or stereotypes). The assessment will include consideration of

- # the nature, duration, and severity of the risk
 - # the probability that potential harm will occur;
 - # whether the student substantially impeded lawful activities of other members of the College community, the educational process or functions of other members of the College community;
 - # the nature, duration, and impact of their absence from academic activities, and;
 - # whether the student is a qualified individual with a disability and there are reasonable accommodations that would significantly mitigate the risk while maintaining a safe environment for College community members and without fundamentally altering the educational program, lowering academic standards and/or creating undue hardship to the College.
- The Senior Associate Dean of Students' determination may be made in consultation with other administrators, faculty, the Class Dean,, the directors of Counseling and Psychological Services, Health Services, Department of Public Safety, and risk management and compliance.

Upon completion of an initial assessment, if involuntary leave is recommended, the Senior Associate Dean of Students will notify the student in writing of the consideration of the involuntary leave of absence, communicate the reasons for its consideration, remind the student of the availability of voluntary leave of absences and reasonable accommodations, provide the student with a copy of this policy, and provide the student an opportunity to address the concerns and provide relevant information.

The student may be required to undergo an evaluation, including a medical or psychological evaluation with the student's consent by an independent and objective health or mental health professional as designated by the College. The College will request that the student sign necessary releases so that the report from the evaluation may be provided to the Senior Associate Dean of Students and other appropriate College personnel for the purposes of determining whether the student should be subject to an involuntary leave of absence or other safety intervention.

Involuntary Leave of Absence

The College values the safety and wellbeing of each member of its community.

The College provides a range of support services to address the needs of students, including health and mental health needs and reasonable accommodations for individuals with disabilities. On occasion, students may experience needs or difficulties requiring a level of care that exceeds what the College can appropriately provide. In such circumstances, students may take a voluntary leave of absence.

In situations in which a student is unwilling or unable to take a voluntary leave of absence and the student is determined in accordance with this policy to pose a credible substantial risk of harm to one or more individuals within the College or to the College community as a whole or substantially impede the lawful activities of other members of the College community, the educational process, or proper activities or functions of the College community, the student will be subject to an involuntary leave of absence or other safety intervention.

Interim Involuntary Leave of Absence. The Senior Associate Dean of Students may immediately implement an interim involuntary leave of absence or interim removal from College housing or premises and/or restriction on academic or other activities or privileges pending final decision on an involuntary leave of absence when a credible substantial threat to an individual or the College community is perceived to exist after considering all reasonably available information.

If this action is deemed necessary, the student will receive notice of the decision and the reasons for the leave and will be provided an initial

In addition, the Senior Associate Dean of Students and other appropriate College personnel will consider any medical or other relevant information submitted by the student, including, but not limited to, a medical or psychological evaluation by the student's treating health or mental health professional. If necessary releases are provided, the College's health and/or mental health care professional(s) will carefully consider the opinions and recommendations of the student's treating providers and any available evaluation(s), in each case if available, and provide their own recommendation(s), including with respect to what level of treatment is clinically recommended to meaningfully reduce the identified risks.

The Senior Associate Dean of Students generally will attempt to engage in interactive dialogue with the student to discuss possible methods to mitigate the risk, including suggestions from the student and/or student's treating health or mental health professionals. The Senior Associate Dean of Students also may choose to engage the student's family, professionals and other College personnel in formulating a proposed plan. If a proposed plan is approved, it will be memorialized and the College will take necessary steps to implement and monitor the plan.

International students are advised that an involuntary leave of absence will likely affect their student visa status and should consult with the international student advisor for more information.

If an involuntary leave will be imposed, the Senior Associate Dean of Students will communicate the decision to the student in writing, and if the student is placed on leave, the length of the leave, and the conditions for the leave and reinstatement. Conditions of the leave and reinstatement will be established based upon the individualized assessment. The goal of conditions of the leave and reinstatement requirements is to prepare the student for a successful and safe return to the College. Conditions may include, but are not limited to:

- # participation in a reinstatement meeting with the Senior Associate Dean of Students or other relevant personnel,
- # demonstration of readiness to return to College and that the circumstances that led to the placement on leave of absence have been satisfactorily addressed to an acceptable degree,
- # with the consent of the student, participation in an assessment interview conducted by an appropriately trained health and/or mental health care professional identified by the College,
- # communication with, and relevant current medical/psychological information from, the student's treating health or mental health care provider(s) subject to the student's consent to the release of information,
- # on-going health or mental health treatment and/or compliance with a medical treatment plan,
- # behavioral agreements,
- # restrictions on participation in residential housing, other restrictions on activities or privileges, and/or adjustments, and
- # other applicable requirements.

The Senior Associate Dean of Students will also inform the appropriate Class Dean, who will notify the Registrar, Public Safety and other personnel who need to know of the leave. An involuntary leave of absence is effective immediately and the student is required to leave the campus immediately, even if the student appeals the action.

Appeal of Involuntary Leave of Absence. The involuntary leave of absence decision may be appealed to the Associate Vice President for Student Development / Dean of Students within ten (10) business days of receiving notice of the involuntary leave of absence (or such longer period as may be determined in the sole discretion of the Associate

Vice President for Student Development / Dean of Students). The appeal must be in writing, delineating the reason(s) why the student believes the decision is inappropriate, together with any additional relevant information that the student would like considered that dispute the reasons for the leave. The appeal will be reviewed, together with any additional appropriate information, and a decision concerning the appeal will be provided to the student. The Associate Vice President for Student Development / Dean of Students will determine whether to

- # uphold the involuntary leave;
- # reinstate the student; or
- # reinstate the student subject to specified conditions which may include, but are not limited to, participation in an ongoing health or mental health treatment, compliance with a medical treatment plan, a behavioral agreement, and restrictions on participation in residential housing or other activities or privileges.
- # The decision of the Associate Vice President for Student Development / Dean of Students as the appeal officer will be final. The involuntary leave will remain in effect during any appeal.

No Participation in College Activities During Leave. An involuntary leave of absence is intended to provide time for students to focus on the concern(s) that led to the leave. As a result, students on an involuntary leave of absence are not permitted to be on campus or other College property and may not participate in any College-related activities or events during the leave without the prior written permission of the Associate Vice President for Student Development / Dean of Students. College residential housing must also be vacated immediately.

Return from Involuntary Leave of Absence. Students who wish to be reinstated to the College must submit a written reinstatement request, together with all materials required for reinstatement, including those items necessary to satisfy all conditions of leave and reinstatement, to the Senior Associate Dean of Students at least six weeks prior to the start of the semester (or such shorter period as is approved by the Senior Associate Dean of Students in his, her or their sole discretion). International students must be cleared by the international student advisor.

Students also may present any relevant documentation or information which the student believes will support the student's request for reinstatement and the satisfaction of the conditions for the leave and reinstatement. The Senior Associate Dean of Students will also discuss the availability of reasonable accommodations for students with disabilities through the Office of Student Accessibility Services with the student.

The Senior Associate Dean of Students will consult with appropriate College personnel, including but not limited to, the director of Counseling and Psychological Services or the director of Health Services, as appropriate, regarding the student's return. This includes the director's consideration of the opinions, recommendations, and evaluation of the student's treating health or mental health professional(s), if applicable and available. In certain circumstances, the College may also request further information from the student if it determines that the information provided by the student's treatment provider is not sufficient (e.g., if information provided by the treatment provider is incomplete, requires further explanation or clarification, when there is a disconnect between the medical information provided by the treatment provider and other information in the student's files or if there is concern about the provider's credentials) to make the reinstatement determination.

When a student's potential for violence is under review as part of the assessment of a student's readiness to return, the Department of Public Safety and the threat assessment group may undertake a review of the student's behavior while on leave, including, but not limited to, record of convictions, restraining and protective orders, and interviews with individuals in a position to observe the student's behavior.

The Senior Associate Dean of Students will notify the student in writing of the reinstatement decision and any conditions imposed for return. Conditions for return including, but not limited to, meetings with College officials, compliance with a medical treatment plan, regular consultations with health and/or mental health care professionals, behavioral agreements, and/or restrictions on participation in residential housing, activities or privileges or other restrictions. As needed, the Associate Dean of Students will notify the appropriate offices and personnel regarding the decision, and any relevant conditions thereof.

Appeal of Denial of Reinstatement. If a student's request for reinstatement is denied, a student may appeal the decision by submitting a written appeal to the Associate Vice President for Student Development / Dean of Students within ten (10) business days after receiving notice of the denial. The student may submit any information that the student believes to be relevant to the appeal. The Associate Vice President for Student Development / Dean of Students will review the student's submission and make a final determination to

- # uphold the involuntary leave,
- # reinstate the student; or
- # reinstate the student subject to specified conditions.

The decision will be communicated to the student in writing and will be considered final.

No Advance in Class Standing. Students may not advance in class standing by taking courses at other institutions while on an involuntary leave of absence, nor may students recover their original class standing once they return to Holy Cross without the prior approval of the Dean of Education and Academic Experience, as determined in his, her or their sole discretion. Students should submit requests to their Class Dean and the decision will be made by the Dean of Education and Academic Experience.

Disciplinary Matters. If a student commences a leave with pending disciplinary matters of any kind, the student will continue to be subject to the applicable College policy, procedure, or code with respect to such matters. A student who is on an involuntary leave of absence while on academic and/or disciplinary probation or suspension status will return on that same status. In addition, student violation(s) of College policies, rules or procedures occurring during a leave may also be addressed.

Confidentiality. The College will maintain the confidentiality of all information regarding involuntary leaves of absence in accordance with applicable law. Access to these records is limited in accordance with applicable law. The College reserves the right to notify a parent or guardian if deemed appropriate under the circumstances and as permitted by applicable law.

Delegation. Where a College official or employee is listed as the designated point of contact for any role in this policy, he, she or they may designate another College official or employee to assume the role at issue, as necessary and appropriate.

Reinstatement of Service Members

The College complies with readmission requirements for Service Members as outlined in the Higher Education Opportunity Act (HEOA) and U.S. Department of Education regulation, 34 C.F.R. §668.18. Those provide that an institution may not deny readmission to a student who is a member of, applies to be a member of, performs, has performed, applies to perform, or has an obligation to perform, service in the uniformed services on the basis of that membership, application for membership, performance of service, application for service, or obligation to perform service.

Students who are readmitted under this policy will be readmitted with the same academic status the student had when they last attended the institution in compliance with federal regulations.

If the College determines that the student is not prepared to resume the program with the same academic status at the point where the student left off, or will not be able to complete the program, the College will make reasonable efforts at no extra cost to the student to help the student become prepared or to enable the student to complete the program including, but not limited to, providing refresher courses at no extra cost to the student and allowing the student to retake a pretest at no extra cost to the student.

This policy applies to service in the uniformed services, whether voluntary or involuntary, on active duty in the Armed Forces, including service as a member of the National Guard or Reserve, on active duty, active duty for training, or full-time National Guard duty under federal authority, for a period of more than 30 days under a call or order to active duty of more than 30 days. The College will readmit such a student as long as the following conditions are met:

- The student gives advance notice (written or verbal) of such service to the Registrar who will notify the appropriate Class Dean (or upon seeking readmission, if the giving of such notice is precluded by military necessity, submits a written attestation that such service was performed, requiring their absence).
- The student gives advance notice (written or verbal) of the request for reinstatement to the Registrar who will notify the appropriate Class Dean.
- The cumulative absences from the College does not exceed 5 years.
- The student submits a notification of intent to re-enroll within 3 years after the completion of service or within 2 years after recovery from an illness or injury incurred during the service to the Registrar.
- The separation from service was not dishonorable. In accordance with federal regulations, returning students who receive a dishonorable or bad conduct discharge from the Armed Forces (including the National Guard and Reserves) are not eligible for reinstatement under this policy.