



2026-2027

GRADUATE ENGINEERING AND
DEPARTMENT OF SOFTWARE ENGINEERING & DATA SCIENCE
POLICY HANDBOOK

College of Engineering Graduate Student Services

UNIVERSITY OF ST. THOMAS
2115 SUMMIT AVE. ST PAUL, MN 55104

*Please note, due to the nature of these programs the curriculum is subject to change based on the field demand. Any questions regarding discrepancies due to in progress curriculum changes should be directed to the department.

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Introduction

The College of Engineering Graduate Student Handbook is designed to help you make the most of your educational experience at the University of St. Thomas. Students are responsible for reading and understanding the policies herein. The contents of this handbook are subject to change without notice and should not be read as part of a contractual relationship.

The University of St. Thomas is an academic community that continually strives for educational excellence. In addition to academic resources, the University of St. Thomas provides additional resources to students including career development, counseling, health services, recreational facilities, dining facilities, and co-curricular events. We encourage you to explore and take advantage of all the university has to offer to increase the quality of your educational experience.

Accreditation

The University of St. Thomas has maintained continuous accreditation by the Higher Learning Commission (HLC) since 1916. HLC is recognized by the U.S. Department of Education as an institutional accreditor. Institutional accreditation by the HLC provides assurance to prospective students and other constituents that course credits and degrees earned from the institution meet quality standards of higher education. In addition, institutional accreditation assures quality by verifying that an institution is engaged in continuous improvement. HLC evaluates each institution on its academic offerings, governance and administration, mission, finances, and resources.

MOHE Statement

The University of St. Thomas is registered with the Minnesota Office of Higher Education pursuant to sections 136A.61 to 136A.71. Registration is not an endorsement of the institution. Credits earned at the institution may not transfer to all other

institutions. Contact information for the Minnesota Office of Higher Education is:

1450 Energy Park Drive, Suite 350
St. Paul, MN 55108-5227

Phone: (651) 642-0567

Toll Free: (800) 657-3866

Fax: (651) 642-0675

<https://www.ohe.state.mn.us/>

Notice of Nondiscrimination

The University of St. Thomas is an equal opportunity educator and employer. St. Thomas does not unlawfully discriminate, in any of its programs or activities, on the basis of race, color, creed, religion, national origin, sex, sexual orientation, family status, disability, age, marital status, status with regard to public assistance, membership or activity in a local commission, genetic information, or any other characteristic protected by applicable law. The university's policy of nondiscrimination extends to all aspects of its operations, including employment, educational policies, admissions policies, and loan programs and all other educational programs and activities.

University of St. Thomas Mission & Convictions

Mission: Inspired by Catholic intellectual tradition, the University of St. Thomas educates students to be morally responsible leaders who think critically, act wisely, and work skillfully to advance the common good.

Convictions: As a community, we are committed to:

1. pursuit of truth- We value intellectual inquiry as a life-long habit, the unfettered and impartial pursuit of truth in all its forms, the integration of knowledge across disciplines, and the imaginative and creative exploration of new ideas.
2. academic excellence- We create a culture among faculty, students and staff that recognizes the power of ideas and rewards rigorous thinking.
3. faith and reason- We actively engage Catholic intellectual tradition, which values the

fundamental compatibility of faith and reason and fosters meaningful dialogue directed toward the flourishing of human culture.

4. dignity- We respect the dignity of each person and value the unique contributions that each brings to the greater mosaic of the university community.
5. diversity- We strive to create a vibrant diverse community in which, together, we work for a more just and inclusive society.
6. personal attention- We foster a caring culture that supports the well-being of each member.
7. gratitude- We celebrate the achievements of all members of our community in goals attained and obstacles overcome, and in all things give praise to God.

College of Engineering Mission, Vision and Values

Mission: We provide an applied, value-based learning experience that produces well-rounded, innovative engineers and technology leaders who have the technical skills, passion, and courage to make a difference.

Vision: To be the school of choice for applied engineering and technology leadership education enabling graduates to make a difference to the critical issues of the 21st Century.

Values: There is an ethical responsibility to improve the quality of life through the comprehensive application of science and engineering.

A values-based, multi-disciplinary approach to applied science and engineering takes on greater significance as new scientific discoveries and breakthroughs occur.

An understanding of science and technology is required for competent decision making in business, government, and diplomacy.

In keeping with the Catholic tradition, we are attentive to the development of the whole person as leader and engineer.

Department of Software Engineering and Data Science Mission, Vision, and Values

Mission: Graduate Programs in Software is committed to providing a high-quality graduate education that integrates software technologies into workplace solutions.

Vision: This program strives to enrich the lives of the students and their communities, enhances the economic health of the global economic environment, and supports the overall mission of the University of St. Thomas.

Values: Provide a learning environment where students become aware of the ethical, legal, moral and human issues of the Digital Age.

Offer quality and professional graduate education for career advancement.

Respect and practice the advice and counsel of the Strategic Advisory Board regarding industry trends and directions that influence the curriculum or programs.

Current Institutional Officers

The College of Engineering's Leadership and Vision can be viewed [here](#).

Board of Governors

The Board of Governors guides the strategic direction of the College of Engineering and assists it in accomplishing its mission. The Board utilizes its influence, both internally within the University and externally, to promote and support the engineering programs at the University of St. Thomas and to enhance the value of the engineering profession as viewed by society. Board membership consists of prominent academic, industry and public sector leaders. [Learn more about our Board of Governors and its members.](#)

External Advisory Board

The External Advisory Board (EAB) provides a direct link among students, faculty and external constituents of the College of Engineering. The

Board meets formally three times per year, with each meeting focusing on a major topic: curriculum, student input and review of senior design projects. The Board also includes task groups on specific topics when appropriate. [Learn more about our External Advisory Board and its members.](#)

Department of Software Engineering & Data Science Strategic Advisory Board

The Strategic Advisory Board provides strategic advice and counsel to the Department of Software Engineering & Data Science at the University of St. Thomas. Meeting twice a year, the Board provides current industry trends and directions that impact the curriculum or programs. Using its influence, both internally within the University and externally, the Board promotes and supports the Department of Software Engineering & Data Science at the University of St. Thomas. Board membership consists of Senior IT Executives (CIO, VP of IT), Senior R & D Executives (CTO, R&D Directors), consulting companies, and prominent academic leaders. [Learn more about our Strategic Advisory Board and its members.](#)

Deciding & Applying (Admissions)

Requirements and Procedures

Prospective students should review each program's admission requirements online and apply through the University of St. Thomas's graduate admissions website.

International Student Transcript Evaluation

The University of St. Thomas requires that international transcripts be evaluated by an outside service such as World Education Services (WES) or Education Credential Evaluators (ECE).

The Office of International Students & Scholars (OISS) provides comprehensive immigration and support services to international students and scholars while supporting them in pursuit of their educational, personal and professional goals, and

to promote their full functioning in the U.S. and integration into the University of St. Thomas. The Office of International Students & Scholars can be reached by phone at 651-965-6650. [Learn more about the Office of International students & Scholars.](#)

Conditional Acceptance

Applicants who have one or more admission requirements in progress (e.g., completing an English proficiency or a pending U.S. undergraduate degree) may be conditionally admitted. If the applicant does not meet the conditions of acceptance prior to the start of the semester of intention, the offer of admission will be rescinded.

Provisional Acceptance

Some applicants who do not meet the basic admission criteria may be accepted provisionally into a degree program. These students will remain on provisional status until they have met the conditions of acceptance. Failure to meet the conditions of provision can result in program dismissal.

Alternative Ways to Earn Credit

Transfer Course Credit

Per University policy, only courses from regionally accredited U.S. institutions are eligible for transfer credit. In addition, the course must have been completed with a grade of "B-" or higher, must be applicable to a graduate degree at the prior institution, and must be equivalent to a University of St. Thomas course required or permitted for meeting program requirements. The College of Engineering will certify equivalency. A maximum of two (2) courses or six (6) credits will be considered for transfer.

Credit by Experience

Under limited circumstances, this program will consider granting credit for competencies gained prior to matriculation at the university. If a student believes they are already proficient in the material

taught in a required course, they can contact their advisor to discuss waiver alternatives.

Credit by Examination for Graduate Courses

The College of Engineering does not grant credit by examination for courses in an academic program. Courses that are delivered through an alternative professional development offering may be available for credit by examination. To receive credit, the student should receive a passing score equivalent to a grade of C on the examination.

Non-Degree Seeking Students

For students interested in taking courses without applying to a specific program, students must apply as a [non-degree seeking student](#) and information about that process can be found [here](#).

Fast Track

Graduate students who completed their undergraduate degree at the University of St. Thomas and who are accepted to the College of Engineering Graduate Programs are permitted to apply up to three (3) courses or nine (9) credits of advanced level courses taken as an undergraduate and apply those credits to the completion of the master's degree requirements in their current program. These credits can be applied to the degree requirements even when those same credits have also been used to complete the degree requirements of the undergraduate degree. To earn the graduate level degree, the student must also comply with the following criteria after completion of their undergraduate degree:

- Student must apply and meet all admission criteria for a graduate program in the College of Engineering.
- Student must take a minimum of 7 additional graduate level courses (21 credits) to attain the MS degree.
- Students must satisfy all graduate level degree requirements as required by the approved curriculum.

Financial Obligation

At the University of St. Thomas, payment of tuition and all other fees become the obligation of the student at the time of registration. Prior to online registration, students will be prompted to electronically complete a payment agreement document. All payment questions should be directed to the [Business Office](#) at 651-962-6600.

Tuition, Fees and Related Charges

A complete list of Tuition, fees and related charges can be found [here](#).

Semester Dates and Deadlines

A complete list of semester dates, deadlines, observed holidays and our refund schedule can be found [here](#).

Auditing a Course

The College of Engineering does not allow for the auditing of courses.

Getting Started

New Student Orientation

All students are encouraged to attend the New Student Orientation prior to registering for and attending classes.

New Student Orientation is held prior to the first day of each semester. If a student is unable to attend the orientation, it is the student's responsibility to familiarize themselves with the orientation materials available on Canvas prior to the start of classes.

Academic Advisor

Students can find their assigned advisor by visiting [Murphy Online](#).

Advisors are available by appointment or during office hours to discuss in depth academic planning, course selection and degree requirements.

Technology Resources

It is expected that students will use the University of St. Thomas networks, software and technology

resources responsibly and professionally, for academic purposes only.

Responsible Use

Conduct which constitutes unacceptable use under this policy includes, but is not limited to:

Using university systems or content (including subscribed library electronic databases) for personal gain, for commercial purposes or for partisan political purposes: for example, selling access to a university user ID or to university systems or networks; performing work for profit with university resources in a manner not authorized by the university; or using electronic mail to circulate advertising for products.

Email Communication and Responsibility

The College of Engineering Graduate Programs utilizes email accounts as its main mode of communication with students. Therefore, graduate students are responsible for all information sent to their St. Thomas email account. The following activities specific to email use are prohibited:

Initiating or facilitating in any way mass electronic mailing (e.g. “spamming”, “flooding” or “bombing”) except for purposes of conducting university business, and then only with the advice and consent of Information Technology Services (ITS) regarding when and how to send the email.

Attendance Policy

Regular class attendance is expected. Failure to attend class can impact your grade for the course. Instructors determine the specific attendance policies for their course(s) and that information is typically found in the course syllabus. Questions about the attendance policy for a course should be directed to the instructor of the course.

If a student must miss class, it is the student’s responsibility to notify the instructor before the class, to meet all assignment deadlines, and complete any makeup work. Students may only miss two classes per course during a semester. If a student’s circumstances necessitate missing class

repeatedly, the student will need to consult with the instructor to determine if it is feasible to remain enrolled in the course.

Per University policy, class attendance follows course modality. Asynchronous attendance is not allowed for synchronous or in person class modality.

Disability Resources

Classroom accommodation will be provided for qualified students with documented disabilities. For details, visit [Disability Resources](#).

Veteran’s Education Benefits

All Veteran’s Education Benefit programs are handled by the Veterans School Certifying Official in the Office of Student Data and Registrar.

The Veteran Resource Center provides military-veteran students with an organization to call their own that will allow them to meet and network with one another through club events, meetings and community services in a professional manner while simultaneously providing a link for the University of St. Thomas community to gain insight into the experiences, needs, and desires of today’s military-veteran student. Please visit the [Veterans Resource Center](#) for additional information.

Religious Holidays

Consistent with our commitment of creating an academic community that is respectful of and welcoming to persons of differing backgrounds, we believe that every reasonable effort should be made to allow members of the university community to observe their religious holidays without jeopardizing the fulfillment of their academic obligations.

Students should not be penalized for class absences because of religious holidays and, therefore, should notify the faculty member of conflicts due to religious holidays well in advance of any anticipated absence. If asked, the student should provide accurate information about the

obligations entailed in the observance of that particular holiday.

Registration procedures and policies

Registration

Students register when their time ticket is assigned for the upcoming term. Registration time tickets are based on the number of credits remaining in a student's program. Time tickets can be viewed on Murphy Online.

Waitlists

During the term registration period, students have the option of adding their name to a course waitlist in Murphy Online. When a seat becomes available, the student will be notified via their St. Thomas email account. Students have 72 hours to log into Murphy Online and register for the course. If a student does not act within the 72 hours, their name will be removed from the waitlist, and the seat will be offered to the next student on the waitlist. Approximately two weeks before the start of the term, students have 24 hours to log into Murphy Online and register for the course. If a student does not act within 24 hours, their name will be removed from the waitlist, and the seat will be offered to the next student on the waitlist. If you are still on a waitlist once the term begins, email coegradservices@stthomas.edu for an update on course availability.

Holds

Students may check for registration holds via Murphy Online. If a student has a hold they wish to discuss, please contact the office that placed the hold.

Delinquent financial accounts must be cleared with the Business Office (651-962-6600) prior to student registration.

Add/Drop Period

Students may add courses via Murphy Online until the first day of the term. Students may drop courses via Murphy Online through the "DROP" period, which is generally through the first week of

class. Exact add and drop deadlines for tuition refunds are posted on the College of Engineering [semester dates & deadlines](#) page.

Credit Hour Definition

In accordance with university policy, a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that reasonably approximates:

one hour (50 minutes) of classroom or faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester of credit, or the equivalent amount of work over a different amount of time; or at least an equivalent amount of work as required in paragraph (1) of this definition for other activities as established by the institution, including laboratory work, internships, practica, and other academic work leading toward the award of credit hours.

Course Load

It is recommended that a student working full-time enrolls in no more than two graduate courses during the spring and fall semesters, and one course per summer session. For some students, it may be necessary for them to enroll in two graduate courses (six credits) during the summer. Some of these instances include students using [financial aid](#), students using [veteran's benefits](#), and [international students](#) beginning a program in the summer. For additional information, please contact the linked resource above.

Students in the Software and Data Science programs may not register for more than six (6) credits or two (2) courses during any semester without first obtaining permission from their advisor.

Students in the Engineering programs may register for more than six (6) credits or two (2) courses during any term and must email

coegraduateservices@stthomas.edu to increase your course limit.

Student Account Charges and Payment Options

Tuition, fees, and other charges for the academic term are billed at the outset of each term. Students are responsible for timely paying all amounts due to St. Thomas. Charges are made to each student's account established at the time of registration, in accordance with the [Student Payment Agreement and Disclosure Statement](#).

Students may pay their charges in a single lump sum by the first due date after the charges are billed, or they may pay their charges over a longer time period, in accordance with one of two [Payment Plan](#) options:

The Extended Payment Plan is available to all students and allows students to pay charges for the fall, spring, and summer academic terms in installments. All charges must be fully paid before the end of the applicable term. Until the charges are fully paid, students will not be permitted to enroll in a subsequent academic term.

The End of Term Payment Plan is available to students who do not receive financial aid from any source other than their employer, and who are eligible for an employer tuition reimbursement of at least 50% of the tuition balance based on receipt of a satisfactory grade report for the corresponding term. Under this plan, no tuition payment is required until after the end of the term, when grade reports have been issued. If the charges are not timely paid, students will not be permitted to enroll in a subsequent academic term.

Under the payment plans, monthly finance charges will be assessed on the unpaid balance in the student account.

Contact the [Business Office](#) for additional information about payment options.

Progressing Through Your Program

Degree Requirements & Degree Evaluation

The degree evaluation reflects the required courses an individual must take to complete declared programs. The degree evaluation shows progress as the student completes their courses. The degree evaluation can be found on Murphy Online, which students are encouraged to review regularly.

Curriculum Catalog of Record

Catalogs for the College of Engineering Graduate Programs are posted on the website. The catalog in effect at the time of matriculation is the student's catalog of record and determines the student's graduation requirements. If a revision to the catalog is released, currently enrolled students may request to switch to the newer version to take advantage of revised program requirements. Students must fulfill all requirements in the curriculum catalog they have chosen; they may not combine requirements from multiple versions.

Students must contact the College of Engineering Graduate Student Services office if they wish to change their catalog of record.

Graduate Engineering Project

These courses are built around a student-originated project that is limited in content and time frame. They provide an opportunity for students to receive individual instruction and guidance while pursuing a subject of special interest. A project course requires a learning contract signed by the student and instructor. This contract must be submitted to the College of Engineering Graduate Student Services office prior to registration for the course.

Graduate Software Project Course

Students interested in taking a project course in Graduate Software must submit a Course Proposal to their course instructor. The course instructor and the Department Chair must approve the project prior to registration for the course.

Independent Study Courses

Students can only request an independent study course when regular course offerings do not cover the material proposed in the study. In other words, what is proposed for an independent study would be in addition to the material covered by the regular course. Additional material must be related to the course material.

An independent study course requires a learning contract signed by the student and instructor with approval from the Associate Dean or Dean's designee (for Engineering students) or the Department Chair (for Software students).

Directed Study Courses

Directed Study courses are comprised of a regular College of Engineering course delivered by means of directed study. The provision of directed study courses will be arranged by the Associate Dean or Dean's designee under exceptional circumstances.

Adding a Second Degree, Certificate or Micro-Credential

Students have the option to add one second program to their master's degree. Per University policy, the requirements for the additional degree must [include at least 24 non-duplicated graduate credits](#) and must meet all requirements of the program's accrediting body.

Previously completed graduate credits older than 8 years may not be applied toward meeting requirements for the additional degree.

If a program is added, the requirements of both programs are required to be completed before the degrees will be awarded.

Students may add one certificate to their degree program. If the certificate requirements are met prior to the degree requirements, the certificate will be awarded in the term of completion. Certificates cannot be retroactively added to a student's record after the student has completed their primary program.

Students may add one micro-credential to their degree program. If the micro-credential requirements are met prior to the degree requirements, the micro-credential will be awarded in the term of completion. Micro-credentials cannot be retroactively added to a student's record after a student has completed their primary program.

Academic Standards and Policies

Grades

Final grades are posted and available through Murphy Online.

Calculating a Grade Point Average (GPA)

Grade points are determined on the following basis:

Grade	Quality Points	Grade	Quality Points
A	4.0	C+	2.3
A-	3.7	C	2.0
B+	3.3	C-	1.7
B	3.0	F	0.0
B-	2.7		

The grades listed below are not assigned quality points and are not calculated in the GPA.

- S - Satisfactory
- I - Incomplete
- W - Withdrawal
- R - Registered, no credit
- IP - In Progress
- NR - Not Reported

Grade points for a course are computed by multiplying the quality point value of the letter grade by the credit value of the course. Grade point average (GPA) is calculated by dividing the sum of grade points earned for all courses by the total number of credits attempted.

Grade Changes

Instructors may complete a grade change form if there has been an error in the computation, transcription, or reporting of the grade. Grade changes may not be made based on additional work completed after the grade deadline for the term. All grade change forms must be reported to the College of Engineering Graduate Student Services office. After one year, grade changes must be reviewed and approved by Dean or Dean's designee.

Incomplete Grades

A student who has completed at least 80% of the required coursework, but due to unforeseen and unavoidable circumstances (e.g., illness or emergency) is unable to finish the course within the semester for which they were registered, may petition the instructor for an Incomplete. The request must be made prior to the grade deadline for the term. If granted, a grade of "I" will be entered for the course. The grade of "I" is not to be used to grant extra time for a student to resubmit work or complete extra credit assignments to improve the grade. Students who receive an "I" are advised that they must complete coursework by May 31 for the fall semester and the January term, and by December 31 for spring semester and summer terms. If the course requirements are not met by the deadline, the incomplete grade becomes a grade of "F". There are no exceptions to these deadlines.

Failing Grades & Retaking a Course

Students who fail a required course must retake the course and receive a minimum passing grade of C-. The passing grade will replace the failed grade and is applied to the student's GPA. Both grades will appear on the student's transcript. Students who fail an elective course have the option of retaking the class. If a student does not retake the failed elective course, the failing grade is applied toward their institutional GPA which is posted on their transcript.

Withdrawal from a Course

The mark of "W" is assigned to a course from which a student withdraws after the tenth day of the Fall & Spring semesters. For the summer session and January term the time frame is shorter. After the final drop deadline, a grade of "F" will appear on the transcript for students withdrawing after this date.

Exam Proctoring Policy

The University of St. Thomas continues to strive for academic excellence and integrity in times of continuous technological advancement. The University has selected [Honorlock](#), an exam monitoring tool to assist in academic integrity in the online testing environment. This is part of a three-step approach of prevention, detection, and communication. By registering for a course within the College of Engineering's Graduate Programs, students are agreeing to install the tools on exam-taking devices for the duration of any course exam, if required by the faculty instructor.

Makeup Exams

Attendance at all examinations is required. If a student must miss class during a scheduled exam due to an emergency or unavoidable conflict, the student should request a makeup exam from the instructor as soon as possible. The makeup exam request must include the reason for the absence. Whether or not the request is granted is entirely at the discretion of the instructor.

Code of Conduct for Graduate Students

Per University policy, the University of St. Thomas and the College of Engineering expect members of its community to act responsibly and appropriately at all times, both on and off campus. Students are subject to disciplinary sanctions for conduct that is detrimental or disruptive to the mission and convictions of the University and the College of Engineering. Students who disrupt the classroom will be asked to modify their behavior and may be

asked to leave the course. The graduate program reserves the right to escalate any conduct incident to the Dean of Students Office. A program designee and the Assistant Dean of Students will process the student conduct incident together. If an incident is escalated to the Dean of Students Office, the Program Director and the Assistant Dean of Students will notify the student to process the conduct issue.

Academic Probation

While a grade of “C” is considered minimally satisfactory performance, multiple “C” grades are regarded as unsatisfactory academic progress within the program as a whole. Any student who completed six or more credits and whose cumulative GPA is less than 2.7 will be placed on academic probation and a registration hold will be placed on the student’s record.

While on academic probation, students must earn a minimum term GPA of 2.7 to show positive academic progress. If a student fails to receive the minimum term GPA of 2.7, the student will be academically suspended for one semester. Upon the student’s return, they will again be placed on academic probation. Failure to obtain a term GPA of 2.7 in the next term will result in dismissal from the program.

When a student returns after academic suspension, they must meet with the Associate Dean or Dean’s designee prior to registering for any future course(s).

Once the cumulative GPA is above 2.7, academic probation status will be removed. However, if the cumulative GPA drops below 2.7 again, the student’s status will return to academic probation.

Students may appeal suspension or dismissal. Appeals must be directed to the College of Engineering Associate Dean. If students are readmitted on appeal, the program may impose conditions on the readmission.

Academic Integrity Policy

Honesty and trust among students and between students and faculty are essential for a strong, functioning academic community. Per University policy, students are expected to complete all academic work on their own. Academic integrity violations will not be tolerated at the University of St. Thomas. Students are encouraged to report incidents of academic integrity violations to course instructors or the Associate Dean.

Violations

Common forms of academic integrity violations include, but are not limited to, the following:

- Cheating: Using, accessing, or trying to use unauthorized materials, information, or study aids in any academic work submitted for credit; misuse of artificial intelligence (AI) beyond what is permitted by the instructor; giving or receiving unauthorized materials or aid in an academic exercise.
- Fabricating or misrepresenting: Falsifying or inventing any information or citation in an academic exercise; fabricating or misrepresenting a reason for an absence or missed deadline; submitting academic work completed largely in one class to satisfy an assignment in a second class without instructor permission; fabricating or tampering with academic records.
- Facilitating Academic Integrity Violations: Knowingly helping or attempting to help another student commit academic integrity violations.
- Plagiarizing: Claiming or submitting the ideas, words, or statements of another person as one's own without proper citation regardless of intent to deceive. Even inadvertent plagiarism is a serious matter; students must familiarize themselves with citation standards. The University of St. Thomas Library and the Center for Writing both have resources available to assist with proper citation.

For more information, visit:

- [Library Resources](#)
- [Center for Writing](#)

When academic integrity violations occur, the below procedures will be followed. The materials relating to the incident, including the instructor's correspondences with the student and the Dean and the Dean's decision following review will become part of the student's academic history file, kept by the Graduate Student Services office.

Instructor's Actions

If a student fails to maintain academic integrity or violates the exam proctoring policy, the instructor will send an email to

coegradservices@stthomas.edu identifying:

- Student name/ID number
- Course number/instructor
- Date of infraction
- Detailed infraction description; include evidence (if feasible).
- Communication to student

When an incident of academic integrity violation is discovered, the instructor will notify the student and, if possible, meet to discuss the evidence and penalties. If a student fails to do so, a grade of zero is issued on the assignment. If the student commits a second academic integrity violation in the same or future course, a course grade of "F" is issued. If a third violation occurs, the student is dismissed from the program. The instructor may request additional penalties. The student has a right to appeal the determination of the instructor to the Associate Dean or Dean.

Dean's Actions

Upon receipt of the communication from the instructor, the Dean or the Dean's designee, will review the offense, consult the student's file for previous offenses and make a determination about the case and the penalties. The Dean may consult with the Office of the Dean of Students. If no further action is deemed necessary, the instructor's

sanction will stand, and the Dean will send documentation of the offense to the Graduate Student Services office for inclusion in the student's file. If further penalties are to be imposed, the Dean will notify the student and arrange to meet to discuss the matter. The Dean has the authority to impose sanctions beyond those recommended by the instructor.

Possible Sanctions

Among the sanctions considered by the Dean will be the following: failure for the course in which the incident occurred; suspension from the University for the following semester; expulsion from the University; revocation of a conferred degree; community service; or other appropriate measures as agreed upon in consultation with the student.

Final Appeal

Following the review and final decision by the Dean, the student may appeal the Dean's decision in writing to the Executive Vice President for Academic Affairs.

Leave of Absence

Students who choose to interrupt their program progression can indicate their intention to take a leave of absence. Policies to consider before students finalize their leave of absence include:

- Financial aid implications
- International student status
- Veteran's Benefits implications
- [Graduation requirements](#)

Students are encouraged to notify the Graduate Student Services (coegradservices@stthomas.edu) of their plans.

Returning students who have not taken a class for more than one year must reactivate their student record before registering. Please contact coegradservices@stthomas.edu to complete this action.

Withdrawal Due to Military Activation

Per University policy, graduate students who are called to active duty in the armed services will be granted a 100% tuition adjustment for the semester in which they were deployed regardless of the date they were activated. To receive this tuition adjustment, the student must present the College of Engineering Graduate Student Services office with a copy of their deployment orders.

Financial Aid Consequences of Withdrawal

Financial aid recipients who withdraw from the University of St. Thomas should be aware that they might need to return part or all of the funds they were awarded. Before officially withdrawing from classes, students should contact the Graduate Financial Aid Office to inquire about their specific situation.

Completing Your Program

Graduation Requirements

The minimum requirements to receive a master's degree from a Graduate Program in the College of Engineering include:

- Students must complete all degree requirements from their catalog of record.
- All substitutions of required courses must be approved in advance of taking the course.
- Students must maintain a cumulative GPA of at least 2.7.
- Credits earned more than 8 years prior to graduation cannot be used to meet the requirements of a degree.
- Students graduate at the end of the semester in which they complete their degree requirements.

Commencement Procedure

Commencement ceremony is held every Spring in May. For current information please visit the commencement [webpage](#) for additional information.

Transcript Requests

The Office of Student Data & Registrar maintains the integrity of student records and helps ensure students understand the policies and procedures governing participation in academic coursework at the University of St. Thomas.

New Graduates: Transcripts will reflect your degree award date approximately three weeks after the end of the term.

All St. Thomas students (alumni and current students) may order an official transcript through the Parchment St. Thomas Online Storefront.

Alumni without access to Murphy Online must order transcripts through Parchment or in-person by submitting the required Transcript Request Form to the Office of Student Data and Registrar.

Current students have those same options but may also request a transcript using Murphy Online.

Students may order either an electronic or paper transcript online. Paper transcripts are available for in-office pickup or can be mailed to the student or an institution designated by the student.

For more information, please visit the [Office of Student Data & Registrar](#).

University-Wide Policies

Student Concerns and Appeals

For student concerns and complaints, please see the procedure on this [webpage](#).

Sexual Misconduct Policy

The University of St. Thomas mission and convictions embody the University's commitment to promote and protect the personal dignity and well-being of every member of the St. Thomas community. Sexual harassment, sexual assault and other forms of sexual misconduct are antithetical to that commitment. Moreover, they constitute unlawful sex discrimination. All forms of sexual misconduct are prohibited by St. Thomas.

The St. Thomas mission and convictions also embody the University's strong commitment to academic freedom, rigorous thinking and the free and full pursuit of knowledge and truth by every member of the St. Thomas community. The prohibition on sexual misconduct is critical to and consistent with these commitments. St. Thomas cannot achieve its educational objectives in an environment in which sexual harassment or other forms of sexual misconduct are tolerated.

This policy defines the forms of sexual misconduct prohibited by the University, describes reporting options, and identifies the procedures the University will use to resolve reports of sexual misconduct. This policy reflects the University's commitment to: (1) fostering an environment where sexual misconduct is not tolerated and where all members of the community are well-informed and supported in reporting sexual misconduct, and (2) resolving reports of sexual misconduct in a prompt, impartial and equitable manner.

Please visit the university's Title IX webpage for additional information regarding Sexual Misconduct policy and procedures.

Hate Crimes and Bias Motivated Incidents Policy

The University of St. Thomas continually strives to meet the highest standards of respect and civility that are both implicit and explicit in its vision, mission and convictions. It is the university's goal that no member of the University community shall be subject to any physical or verbal harassment, abuse or violence based on the individual's race, color, gender, sexual orientation, age, national origin, religion or physical or mental disability.

The value placed upon human dignity and diversity should be interpreted as augmenting, not infringing upon "freedom of expression" or "academic freedom." As a result, the university has adopted a policy that is designed to investigate and resolve such claims in a direct and thorough manner while respecting the rights of all parties involved.

Please contact the Dean of Students office with questions regarding Bias and/or Hate Motivated Incident reporting procedures.

Tobacco Free Campus Policy

The full Tobacco Free Campus policy can be found [here](#).

Policy on Changes in Rules and Practices for College of Engineering Programs

The University of St. Thomas reserves the right to change any rule or practice pertaining to any aspect of its operation, including graduation requirements, grading, and academic standing requirements. It is possible that rules or practices described in College of Engineering publications have been changed since they were published. Please contact Graduate Student Services for up-to-date information on the rules and practices.

University-Wide Graduate Policies

In addition to department policies, university-wide graduate policies can be found [here](#).

FERPA

The Family Educational Rights & Privacy Act (FERPA) affords students certain rights with respect to their education records. For questions regarding FERPA, please contact the Office of Student Data & Registrar directly.