Understanding the curriculum will help you graduate on time and take the courses you prefer. Arrupe's curriculum has three components: (1) Illinois Articulation Initiative (IAI) General Education Core Requirements (37-38 credit hours), (2) Arrupe mission core requirements transferable to Loyola University Chicago (10 credit hours), and (3) concentration and elective credit (15-21 credit hours).

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

1. complete all required courses, including the General Education Core, the Arrupe mission core, and electives. Please see the Arrupe College website for a current list of classes that satisfy core requirements.
2. earn a minimum of 62 credit hours, including:
   1. at least nineteen courses worth 3 credits or more,
   2. at least one lab course worth 4 credits, and
   3. one 1-credit-hour ACUNI seminar course.

### Schedule

Unless otherwise approved (see "Enrollment"), you are required to maintain continuous, full-time enrollment through four 16-week semesters and two 9-week summer sessions. Following this enrollment pattern will allow you to complete your degree in two years, as long as you do not need to repeat any courses (see "Repetition of Courses"). If you would like to preserve a summer term to complete an internship or research opportunity, see your advisor as soon as possible to discuss an alternative schedule.

### 101.2 Grading System

Letter grades and plus/minus indicators (suffixes) are used by instructors to indicate a student's quality of achievement in a given academic course. The letter grades A, A-, B+, B, B-, C+, C, C-, D+, D, F are assigned the following credit points for purposes of grade point average (GPA) calculations:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>3.67</td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
</tr>
<tr>
<td>B-</td>
<td>2.67</td>
</tr>
<tr>
<td>C+</td>
<td>2.33</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
</tr>
<tr>
<td>C-</td>
<td>1.67</td>
</tr>
<tr>
<td>D+</td>
<td>1.33</td>
</tr>
<tr>
<td>D</td>
<td>1.00</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
</tr>
</tbody>
</table>

### Incomplete Grades

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

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

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

You may qualify for an Incomplete if your grade for submitted work averages a 70% ("C-") or greater.

You must finish Incomplete work according to the schedule approved by the professor within the first six weeks of the following term. Failure to complete the required coursework within the allotted timeframe will result in an "F".

If you have been granted an incomplete and then are granted approval for a leave of absence from the program, you are responsible for submitting all work within the preapproved timeframe unless approval is obtained in writing from the Assistant Dean of Academic Affairs.

### Withdrawal Grades

If you withdraw enrollment from a class or classes, you will earn a withdrawal grade of W, WE, or NR, depending on the circumstances.

Withdrawal within the first two weeks of the fall or spring semester or first week of the summer session (refer to the university academic calendar for exact timing) will result in no financial responsibility for the dropped class(es). More information regarding this process can be found under "Voluntary Withdrawal".

If you withdraw from a course after the first two weeks, you may retain full or partial financial responsibility for the withdrawn course. If you withdraw from one or more classes after these dates, it could result in a proration of tuition charges and, potentially, a recalculation of Financial Aid Title IV funds, meaning you could potentially owe money to the university. If you are contemplating withdrawal, you should first refer to the Office of the Bursar's tuition schedule to calculate your return and speak with a Financial Aid representative to determine what effects, if any, withdrawal would have on your Financial Aid package.

Students who are enrolled but receive no course credit for a semester or session (for example, earning grades of F or W in all courses) may be audited by the Financial Aid Office at the end of the Academic term. This audit could result in a return of Title IV funds without any tuition reimbursement, meaning you could owe money to the university.

### Withdrawal for a "W"

A grade of "W" (withdrawal) is given for withdrawal after the first and through the tenth week of the 16-week semester and after the first and through fifth week of the 9-week session. Refer to the university academic calendar for exact timing. This grade will appear on the student's transcript but will have no effect on the student's grade point average.
Withdrawal for an “NR”
The notation of "NR" is assigned in instances where the student is registered at Arrupe but never attended or submitted work for the course in question. An "NR" grade does not affect the student’s GPA, but may result in an audit by the Office of Financial Assistance.

Withdrawal for a "WE"
If you are facing significant hardship and considering withdrawal from all classes, you should meet with your advisor and refer to the university’s “Emergency Withdrawal” policy, which results in a grade of WE for all courses. A grade of WE does not affect your GPA but may affect your financial aid.

Illinois Articulation Agreement (IAI) Grade Requirements
If you plan to transfer to an IAI receiving school, at least a "C" is required for satisfactory completion of each of the two courses in the writing sequence (ACWRI 105 College Writing I and ACWRI 110 College Writing II). You should know, however, that some participating institutions and some baccalaureate majors already require a "C" or better for completion of the writing courses and the oral communication course (ACCOM 101 Public Speaking & Critical Thinking).

Aside from the two writing courses, the IAI agreement permits students to count a course in which they earned a grade of "D" towards fulfilling the other General Education Core Curriculum requirements because most bachelor’s degree-granting institutions permit students who begin at the institution as freshmen to do so. Your baccalaureate Major, however, may require a “C” or better in any General Education Core Curriculum course also used to satisfy a major requirement.

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

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

ACUNI 101 First Year Seminar & ACUNI 102 Academic Success Strategies

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

ACUNI 101 First Year Seminar is only offered in the fall semester; students who fail or withdraw from the course may satisfy this graduation requirement by successfully completing ACUNI 102 Academic Success Strategies which is offered in the spring semester.

ACUNI 102 Academic Success Strategies
ACUNI 102 Academic Success Strategies is a 1 credit hour course designed to strengthen students’ academic skills so that they can become more effective learners. ACUNI 102 Academic Success Strategies is graded and does impact GPA. Enrollment in ACUNI 102 Academic Success Strategies is required of students who are on academic probation after their first semester, did not pass ACUNI 101 First Year Seminar, or both. If a student fails to pass ACUNI 101 First Year Seminar and ACUNI 102 Academic Success Strategies.