

“Quick Guide” for Academic Advisors

General Guidelines

- Take notice of poor performance in major courses
- Review transcript for areas of strength – perhaps suggest a different major
- Encourage students to repeat “F” and “D” grades early to help improve GPA
- Review overall GPA and major GPA periodically with students
- Students on academic probation (GPA below 2.0 for upperclassmen & 1.8 for freshmen) should be registered for no more than 12 credits for underclassmen and no more than 15 for upperclassmen. Again, encourage students to repeat failed courses early.
- Students planning to submit an honors thesis should plan well in advance – meet early with honors advisor
- Study Abroad Program – plan early. No more than 30 credits can be completed abroad.
- Matriculating students at SPC may take no more than a total of 18 credits at another institution.

Core Curriculum

- Encourage students to complete core curriculum early (during first two years)
- Be aware of pre-requisites for core courses
- Values course – generally listed under philosophy and theology. However, there are a few other departments that offer Values courses
- Modern Language requirement – encourage students to complete the modern language requirement early. Students may speak a second language and feel that they can pass the language proficiency exam, and therefore, delay taking the language requirement early. Often they are disappointed with the test results. The

NYU proficiency exam is only for those languages not taught on campus. Fr. DeStephano offers a language proficiency exam for languages taught on campus.

Major Courses

- Encourage students to repeat low grades (F's and D's) early. This will help improve major GPA and will build a strong foundation that will be beneficial to students when taking upper level major courses.
- Be aware of failed pre-requisite courses in the major (students must successfully complete part I before attempting part II)
- Any course substitutions within the major must be approved by the Chair
- Students transferring to SPC, must complete at least half of the major courses at St. Peter's

Graduation

- 120 credits for degree – maximum credits transferred from a 4-year institution is 90 credits and 66 credits from a 2-year institution
- Overall GPA must be 2.0 or higher (major GPA's may vary)
- One-half of the major courses must be completed at SPC
- One-half of the minor courses must be completed at SPC
- Students' degree audits currently do not identify the transfer credits. (Enrollment Services is looking into changing this). For now, it's best to review the student's transcript in order to identify transfer (TR) credits.