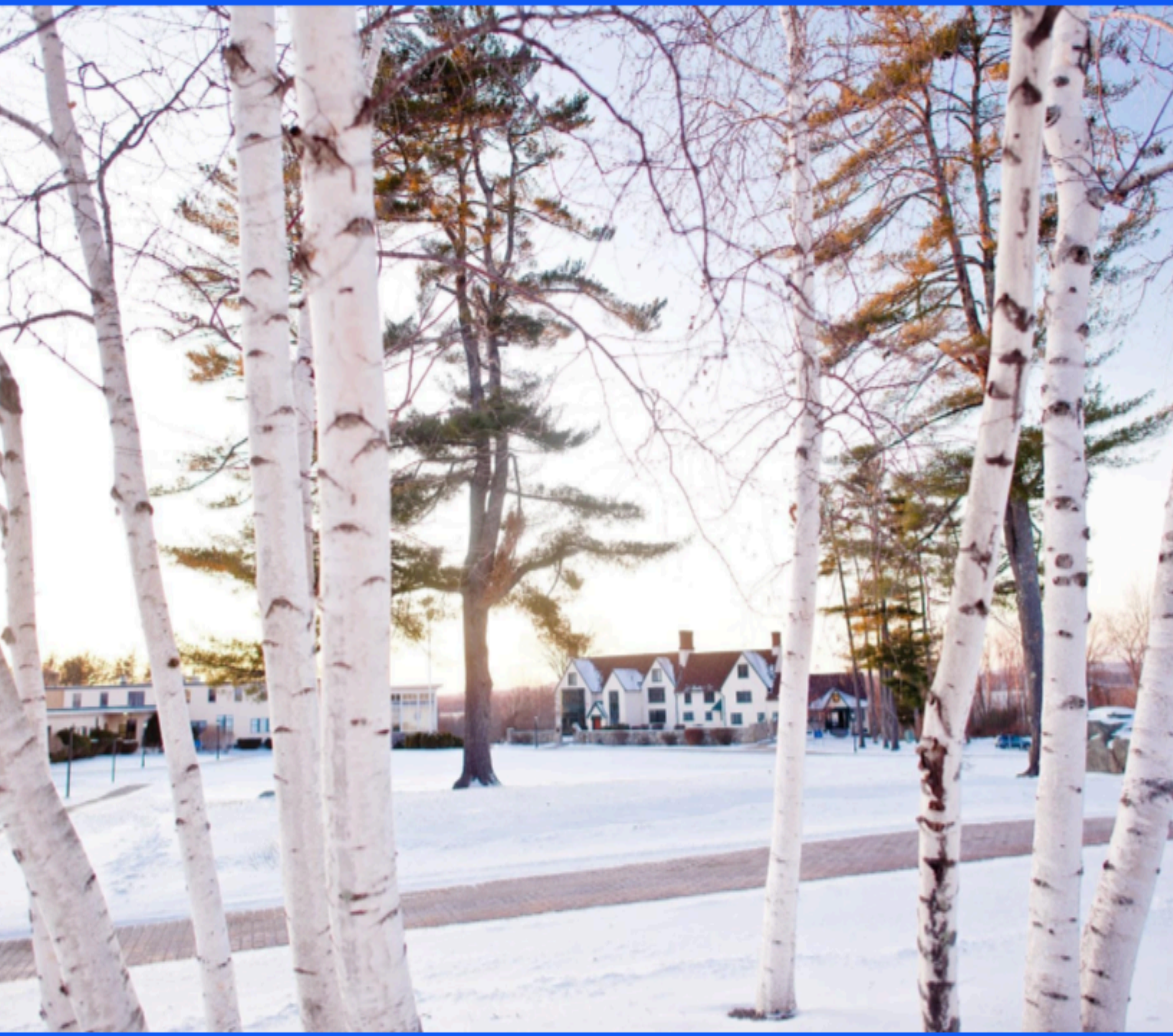
SJC Online Student Handbook

2026-2027



The College reserves the right to change or discontinue program offerings, course schedule, fees, calendar, policies, and regulations governing admission and registration, and to change any other regulation concerning the student body. All changes will align with NECHE accreditation policies and procedures.

Although every effort has been made to ensure the accuracy of this handbook, its content is subject to change without prior notice.

The College provides the information herein solely for the convenience of the reader and, to the extent permissible by law, expressly disclaims any liability that may otherwise be incurred.

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Mission Statement

Saint Joseph's College of Maine, sponsored by the Sisters of Mercy and animated by the vision of Catherine McAuley, is a Catholic college in the liberal arts tradition distinguished by its welcoming community. We foster an ongoing dialogue between faith and reason so as to prepare our learners to live meaningful lives that improve the world around them.

Vision

In fulfillment of its mission, Saint Joseph's College of Maine will be a diverse, inclusive, and collaborative community that forms individuals who practice humility, justice, and compassion, as Jesus did, in solidarity with the marginalized.

Core Values: Where Community Grows

Community is a shared vocation of common purpose to which everyone at Saint Joseph's College of Maine is called. We are a community shaped by the teachings of Jesus Christ, the intellectual tradition of the Catholic Church, and the educational vision of the Sisters of Mercy. In this community, in the spirit of the Sisters of Mercy, we strive to give expression to the following core values and, in turn, be formed by them.

Faith

Our Catholic identity calls us to seek and embrace truth and wisdom wherever it may be found. Accordingly, we welcome diverse religious traditions and honor each person's spiritual journey. Through the curriculum and co-curricular opportunities, we invite all members of the College community to explore and cultivate faith as an essential dimension of their lives.

Excellence

As a Catholic college in the liberal arts tradition, we seek to combine faith with reason in the pursuit of academic excellence. We call all members of the College community to excel as individuals and as professionals within their specific roles.

Integrity

Concerned for the common good as individuals and as a community, we commit ourselves to honesty in all relations with each other. Through our integrity, we maintain the trust of the surrounding community and of public and governmental agencies, and we endeavor to practice responsible stewardship of the resources available to us.

Inclusion

We demonstrate our spirit of connectedness by welcoming the perspectives, cultures, and abilities of all people of goodwill, especially the disenfranchised. In turn, we are enriched and shaped by the distinctive gifts and unique experiences of each person. In the words of Catherine McAuley, we strive for "true, sincere, and heartfelt affection for all."

Respect

We value and respect the contribution of each member of the Saint Joseph's College community, past and present, to the advancement of our mission. We encourage and support each other as colleagues working together for the good of the whole institution.

Compassion

Inspired by the example of Catherine McAuley, foundress of the Sisters of Mercy, we open our hearts to those among us in physical, psychological, or spiritual need. We consciously reach out beyond our college boundaries to serve the needs of others with compassion and mercy.

Justice

We embrace the inherent dignity of each person and the responsibility to care for creation. As such, we seek to address instances of injustice that impact people and the earth in solidarity with those we serve and from a position of informed advocacy.

Our History, Mission, Vision Statement, Core Values, & More



(SJC Campus in Standish, Maine)

SJC Online Important Dates:

Semester & Blocks	Course Dates	Registration Begins	5-day Early Access Begins	Participation & Course Drop Deadline	Payment Deadline
Online Fall 2026					
Block AB (Full Semester)	8/24/26 - 12/13/26	7/20/26-8/19/26	8/19/26	8/30/26	11/19/26
Block A	8/24/26 - 10/18/26	7/20/26-8/19/26	8/19/26	8/30/26	11/19/26
Block B	10/19/26 - 12/13/26	7/20/26-10/14/26	10/14/26	10/25/26	11/19/26
Online Spring 2027					
Block AB (Full Semester)	1/11/27 - 5/2/27	11/23/26 - 1/6/27	1/6/27	1/17/27	3/23/27
Block A	1/11/27 - 3/7/27	11/23/26 - 1/6/27	1/6/27	1/17/27	3/23/27
Block B	3/8/27 - 5/2/27	11/23/26 - 3/3/27	3/3/27	3/14/27	3/23/27
Online Summer 2027					
Block AB (Full Semester)	5/10/27 - 8/22/27	3/30/27 - 5/5/27	5/5/27	5/16/27	7/12/27
Block A	5/10/27 - 6/30/27	3/30/27 - 5/5/27	5/5/27	5/16/27	7/12/27
Block B	7/1/27 - 8/22/27	3/30/27 - 6/25/26	6/27/27	7/7/27	7/12/27

*subject to change

For more information, please visit the Academic Calendar

Online Program Offerings

Please find a comprehensive list of programs, certificates, courses, and degree-level policies in our 2026-2027 SJC Online Catalog. Feel free to begin exploring below:

Undergraduate Online Programs & Certificates

Graduate Online Programs & Certificates



(Xavier Hall & Sebago Lake)

Don't see what you're looking for? Please contact your Academic Advisor, OnlineAdvising@sjcme.edu or review a complete list of undergraduate programs & course offerings, in the 2026-2027 SJC Online Course Catalog via MySJC.

SJC Online Policies

Admissions & Transfer Credit Policies

Please find a complete listing of requirements and policies via SJC Online 2026-2027 Course Catalog

Course Registration

SJC Online's published registration periods for each semester can be found on our Academic Calendar.

Early registration is recommended, as course availability may become limited close to the start date. To maintain good financial standing and be eligible to register in the next semester, the current semester's tuition balance must be under $2000 by the payment deadline.

On the course start date, a Read & Understood Agreement becomes available in each course in Brightspace. It is a requirement to complete this agreement in each course a student is enrolled in by the end of week one to acknowledge enrollment and financial responsibility for the course. Upon completion of this agreement, full course access is granted. See Non-Attendance Withdrawal for more information.

**All nursing students should follow the policy outlined in the* Nursing Student Handbook.

Add, Drop, & Course Substitution

Students may drop a course through the last day of week one. Starting on the first day of week two, academic and tuition refund policies will apply. A dropped course will not appear on the student's transcript.

Students may be able to add or substitute a course within the first three days of the course start date with approval from their Academic Advisor.

A change in course load may have financial aid implications; please see the Tuition and Fees section for more information

**All nursing students should follow the policy outlined in the* Nursing Student Handbook.

Course Load

New students may enroll in a maximum of six credits per block unless otherwise pre-approved by the Director of Online Admissions and/or the appropriate Program Director. After completing all courses in their first semester with at least a C or better, students may request approval to exceed the block credit maximum with their Academic Advisor's and/or Program Director's approval, provided they maintain satisfactory academic progress.

Changes to course load or taking blocks off could impact future financial aid status. Please contact finaid@sjcme.edu for more information regarding your plans and any impact. The following credit loads determine a student's enrollment status:

Undergraduate (Including AB, A, and/or B blocks)	
Credits per Semester	**Status**
1-5	Less than half time
6-8	Half time
9-11	¾ time
12+	Full time

Graduate (Including AB, A, and/or B blocks)	
Credits per Semester	**Status**
1-2	Less than half time
3-5	Half time
6+	Full time

Attendance & Participation

SJC Online students are expected to maintain satisfactory progress in their courses and must do so through regular participation and assignment submission.

Attendance is defined by participation in assigned activities, which include, but are not limited to, submission of academic assignments, completing quizzes or exams, or participating in graded discussion boards. Logging into a course without active participation does not constitute attendance.

Students will be administratively dropped for non-attendance if gradable work has not been submitted before 11:59 pm ET on the last day of week one. Beginning in week two, lapses in attendance throughout the course may result in administrative withdrawal. Students notified of their withdrawal risk have three days to submit gradable work before being withdrawn. Once dropped or withdrawn, students are not eligible for reinstatement. If SJC Online students cannot complete an assignment, they are expected to contact their faculty member. Faculty members are not required to accept late work or assign make-up work. Students should refer to each course syllabus for late assignment policies.

Administratively dropped or withdrawn students must adhere to tuition responsibility and financial aid policies. Please review the Tution & Fees section.

See also: Non-Attendance Withdrawal policy

Grades

Final course grades are posted within seven days after the official course end date.

The following system of grading is used by Saint Joseph's College.

UNDERGRADUATE		
Letter Equivalent	Quality Grade	Numerical Points
A	4.0	93 – 100
A-	3.7	90 – 92
B+	3.3	88 – 89
B	3.0	83 – 87
B-	2.7	80 – 82
C+	2.3	78 – 79
C	2.0	73 – 77
C-	1.7	70 – 72
D+	1.3	68 – 69
D	1.0	63 – 67
D-	0.70	60 – 62
F	0.00	Below 60
P	0.00	73 or Above
GRADUATE		
Letter Equivalent	Quality Grade	Numerical Points
A	4.0	93 – 100
A-	3.7	90 – 92
B+	3.3	88 – 89
B	3.0	83 – 87
B-	2.7	80 – 82
C+	2.3	78 – 79
C	2.0	73 – 77
C-	1.7	70 – 72
F	0.00	Below 70
P	0.00	83 or Above

Grade	Denotation	Explanation
F	Failure	Assigned when earned, or when a student fails to submit assignment/exam requirements outlined in the course syllabus. A final grade of "F" is calculated into the GPA. *
P	Pass	For courses structured with Pass/Fail grading, a 73 or above is required at the undergraduate level and an 83 or above is required at the graduate level. *
I	Incomplete	Assigned in the event of an approved Incomplete due to extenuating circumstances, such as illness or emergency. This reflects an agreed-upon course of action between the faculty member and student to complete the coursework within an established time frame, but not to exceed four weeks from the course end date.* See Incomplete Course Grade Policy
W	Withdrawn	Reflects withdrawal from a course ***without*** academic penalty. A grade of "W" is not calculated into the GPA.* Please see Course Withdrawal policy for more information
WF	Withdrawn/Fail	Reflects withdrawal from a course ***with*** academic penalty. A grade of "WF" is calculated into the GPA.* Please see Course Withdrawal policy for more information.

**All Nursing students must adhere to program-specific grading policies in the* Nursing Student Handbook.

Incomplete Course Grade

In the event of extenuating circumstances, such as a death in the family, a prolonged illness, or an emergency, a student can request an incomplete course grade.

Eligibility for an incomplete grade requires that a student request the incomplete grade at the time of the extenuating event, be current in their coursework, and be in good financial standing.

Students must notify their instructor that they request an incomplete grade by completing the Incomplete Grade Request Form. The instructor, in consultation with the Program Director, will review and approve or deny the request. If approved, the

instructor selects a due date for the remaining work to be completed, not to exceed four weeks from the original course end date. The official course start and end dates do not change with the approval of an incomplete grade, which allows for additional time to complete coursework.

A grade of "I" will be assigned at the end of a course and reflects an agreed-upon course of action between the instructor and student to complete the course within the designated time frame. Once the official course end date has passed, a course withdrawal is no longer an option. If the remaining coursework is not completed within the extended time frame, a final adjusted grade will be assigned based on course grade calculations.

An Incomplete Course Grade may impact a student's financial aid eligibility and/or loan deferment status. Please contact Financial Aid at 800-752-1266 or finaid@sjcme.edu with any questions.

Note: Students needing an Incomplete Course Grade due to ADA accommodations should contact Holly Sanborn, Manager of ADA Accommodations, at hsanborn@sjcme.edu or 207-893-7562.

Request for Review of Course Grade

When there is a discrepancy between the final grade students think they earned and the final grade received in a course, they are encouraged to seek an acceptable resolution through discussion with the faculty member of the course as soon as possible. Any change in grade is to be submitted by the faculty member in writing to the Registrar's Office.

If a satisfactory resolution is not reached, students may initiate a formal grade appeal only if there is a valid basis or clear evidence for an appeal. Specifically, students must demonstrate that the final grade was assigned as a result of:

1. A computational error,
2. Grading criteria were applied in a manner that treated them differently than the other students in the same course and section,
3. Unreasonable or unannounced changes made to the assignment, grading criteria, or computational process,
4. A grading decision made on some basis other than the student's academic performance.

Students may initiate a formal appeal no later than 15 calendar days after the date on which the final grade was recorded.

Steps in the formal Grade Appeal Process:

1. To start the appeal process, a student contacts their Academic Advisor to request a review of a final grade. Required forms and next steps will be provided. The student must provide supporting documentation to the appropriate Program Director within 15 days of the date on which the student's final grade was

recorded. Supporting documentation includes, but is not limited to, the course syllabus and all graded assignments.
2. The Program Director will inform the parties of their decision within 15 days of receiving the request to review the final grade.
3. If a satisfactory resolution is not reached, the student may appeal this decision within seven (7) days by submitting a Request for Review and supporting documentation to the Senior Vice President of Academic Affairs (SrVPAA).
4. Within 15 days of receiving the Request to Review, the SrVPAA will inform the parties in writing of the grade change decision. As Chief Academic Officer, the SrVPAA's decision is final. A copy of the written decision is filed in the Academic Affairs office.

Repeat Courses

Students may repeat courses taken at Saint Joseph's College in the event the initial grade for a course is lower than a C- or fails to meet the minimum grade requirement by the student's academic program of study. In most cases, courses may be repeated once at SJC and once elsewhere, for a total of three attempts to pass the course.

All course attempts and final grades earned at SJC appear on the student's academic transcript. Only the higher grade is used in calculating the cumulative grade point average.

Please note that while students may take an equivalent course at another institution, the earned grade will not be calculated into the student's GPA. Therefore, it is advisable that students retake their courses at SJC if they are seeking to improve their GPA. Credit for a course toward graduation will be given only once, even if the course is passed more than once.

Students requesting to repeat a course to improve a grade must receive approval from their Academic Advisor.

SJC graduates cannot file requests for retroactive grade replacements. Once a degree is conferred, course grades are final and cannot be changed.

Repeating a course may affect financial aid. It is the student's responsibility to consult with the Office of Student Financial Services.

**All nursing students should follow the policy outlined in the* Nursing Student Handbook.

Academic Progress

SJC Online students must maintain a cumulative GPA of 2.0 (undergraduate) or 3.0 (graduate) to show academic progress. Repeat probationary periods will be reviewed for academic progress even if GPA requirements are currently being met. SJC Online students not meeting these guidelines are subject to academic dismissal for failure to progress in their program.*

Financial aid eligibility must be confirmed with the Office of Financial Aid.

**SJC Online Nursing students must review and adhere to program-specific grading and academic progress policies in the Nursing Student Handbook and SJC Online Social Work students must review and adhere to program-specific grading and academic progress policies in the Social Work Student Handbook.*

Academic Probation

Academic probation is defined by a cumulative GPA specific to the student's degree level and is considered both a warning and an opportunity to improve.

Baccalaureate and associate program students must maintain at least a 2.0 (2.0 = C) and to comply with graduation requirements must achieve an average of at least 2.0 or higher in their specialization, major, and minor to qualify for graduation.**

Graduate program students must maintain at least a 3.0 (3.0 = B) to comply with graduation requirements and must retake any course for which they receive a grade of less than "C". **

SJC Online students on probation are encouraged to work closely with their Academic Advisor and Program Director to improve their academic standing.

The probationary period will extend for the duration of one additional semester, at which time students' status will be re-evaluated upon its completion. If students still do not attain the required cumulative quality-point average or show no sign of improvement, they are subject to academic dismissal from SJC Online. See Academic Progress policy.

***SJC Online Nursing students must refer to the Nursing Student Handbook for program-specific policies and SJC Online Social Work students must refer to the Social Work Student Handbook for program-specific policies.*

Change in Degree Program

Students may request an evaluation for a possible program change at any time. Requests must be made in writing to the student's Academic Advisor. Certain program changes may require students to submit a new admissions application, including any required materials. Upon approval, excluding transfer into a Fast Track program, the student enters into the new program under the most recent curriculum requirements and policies.

Active Student Status

Students are considered "active" students if they have enrolled and completed one course within three semesters. Students who apply but do not begin have one year from their acceptance date to enroll in their program of study within the catalog year under which they were admitted. Students whose enrollment lapses beyond one year will be administratively withdrawn but can be reinstated for up to two years after their last completed course or acceptance date, whichever is later. After two years of lapsed enrollment, a withdrawn student must reapply, subject to the current admissions and program requirements. See Inactivity Withdrawal Policy.

A change in program may require re-application regardless of active status.

Students should consult with their Academic Advisor or Admissions Counselor for details regarding their status.

All student financial holds must be resolved with the Office of Student Accounts before enrollment in subsequent courses can occur.

Students should consult with the Offices of Student Accounts and Financial Aid to discuss any potential impacts on Title IV funding and student account charges. Students who have educational loans are encouraged to contact their lenders directly to learn about options and requirements for in-school deferment eligibility.

Note: SJC Online nursing program students may elect not to enroll in courses for one semester following the completion of their current course. Students who do not register for the subsequent semester after this break will be administratively withdrawn from their program, effective the end date of their last completed course. After a program withdrawal of any kind, nursing students must reapply through Admissions and are subject to the current admissions and program requirements. Nursing program students must adhere to program-specific withdrawal, inactivity, and reinstatement policies which can be found in the Nursing Student Handbook.

Leave of Absence

A leave of absence (LOA) is a temporary interruption in a student's program due to extenuating circumstances. Extenuating circumstances include, but are not limited to documented medical issues, the death of an immediate family member, military deployment, natural disasters, and other unforeseen temporary events. Students must be in good academic, disciplinary, and financial standing to be considered for a leave of absence.

Students must contact their academic advisor to request a Leave of Absence and may be required to provide the reason for the request and their expected date of return. If approved, students will be assigned a reasonable leave start and end date. Carrying with it the intention of returning to Saint Joseph's College, a leave of absence guarantees readmission to SJC Online.

***Accelerated BSN students should contact their Academic Support Advisor and all nursing students must review the policy in the* Nursing Student Handbook.

Withdrawal Policies

Course Withdrawal

To withdraw from a course, students must contact their Academic Advisor and complete a withdrawal form. Discontinuing active participation in a course does not constitute an official request for withdrawal.

The deadline for withdrawing from a course is through the end of the halfway point in a student's course. Please refer to the Academic Calendar for withdrawal deadlines. The withdrawal date is determined by the date that the student last submitted gradable work**. Withdrawals will not be granted after the official course end date.

Withdrawals without academic penalty will result in a grade of "W," which is not computed into the student's GPA. Withdrawals after the deadline to withdraw without academic penalty will result in a failing grade of "WF" on the student's transcript, which is computed into the student's GPA.

Withdrawing may have financial implications. A change in course load may have financial aid implications; please see the Tuition and Fees section for more information.

Semester	Withdrawal On/Before (Grade of W)	Withdrawal After (Grade of WF)
Fall AB	10/23/26	10/24/26
Fall A	9/21/26	9/22/26
Fall B	11/16/26	11/17/26
Spring AB	3/19/27	3/20/27
Spring A	2/8/27	2/9/27
Spring B	4/5/27	4/6/27
Summer AB	7/9/27	7/10/27
Summer A	6/7/27	6/8/27
Summer B	7/29/27	7/30/27

**SJC Online Nursing students must refer to the Nursing Student Handbook for specifics regarding grading policies*

Non-Attendance Withdrawal

Students are required to complete a Read & Understood Agreement in Brightspace for each course in which they are enrolled in order to acknowledge enrollment and tuition responsibility. Students must complete the Read & Understood agreement and participate in each course by submitting gradable work by 11:59 pm ET on the last day of week one.

If attendance is not verified during week one, the student will be administratively dropped from the course. Beginning in week two, lapses in attendance throughout the course may result in administrative withdrawal. Academic and financial policies will apply. Students must consult with the Office of Student Accounts and/or Financial Aid for specific ramifications related to a change in enrollment.

See Attendance & Participation policy.

Program Withdrawal

Students requesting to withdraw from their program must speak with their Academic Advisor and complete the Withdrawal Form. Students currently enrolled in a course at the time of the program withdrawal request should refer to the Course Withdrawal policy to determine any applicable academic penalty. Discontinued class participation does not constitute an official program withdrawal.

Note: SJC Online Nursing program students are not eligible for reinstatement into their program of study after withdrawal of any kind. Withdrawn Nursing students must reapply through Online Admissions and are subject to the current admissions and program requirements. Nursing program students must adhere to program-specific withdrawal, inactivity, and reinstatement policies, which can be found in the Nursing Student Handbook.

Inactivity Withdrawal

Following the successful completion of their current course, SJC Online students may take a break from enrollment for up to one year. Students who do not register for the subsequent semester after this one-year break will be administratively withdrawn from their program, effective the end date of their last completed course. Withdrawn students can be reinstated into their program within one year of their inactivity withdrawal. After two years, reapplication is required and subject to current admission and program requirements. Students are encouraged to consult with their Academic Advisor for details. See Active Student Status.

Students should consult with the Offices of Student Accounts and Financial Aid to discuss any potential impacts on Title IV funding. Students are encouraged to contact their educational loan lenders directly to learn requirements for deferment eligibility.

**Nursing program students must adhere to program-specific withdrawal, inactivity, and reinstatement policies which can be found in the Nursing Student Handbook.*

Medical and Compassionate Withdrawal

Saint Joseph's College of Maine is dedicated to supporting students in reaching their academic and personal goals. Recognizing that there are times when they are faced with medical or other extenuating circumstances that interfere with their ability to focus on their academics, the College considers exceptions to our published withdrawal dates. A request for a medical or compassionate withdrawal may be submitted for the following reasons:

- a severe illness or injury;
- a physical or mental health condition;
- extenuating circumstances unrelated to their health that hinder them from finishing their course(s), such as:
    - bereavement,
    - an unexpected family relocation,
    - severe illness or injury of an immediate family member,
    - or a similar unexpected life event.

For all classes in which a withdrawal is approved, the class will be assigned a grade of "W," indicating the course was attempted. There are no GPA implications with a W grade. Please note that in some situations, the student may be eligible and best served by requesting an incomplete(s) instead of a withdrawal. See Incomplete Course Grade Policy.

Requests for a Medical and/or Compassionate Withdrawal are submitted to academics@sjcme.edu as soon as you become aware of the need for consideration. Upon approval, a financial assessment will be conducted that could result in adjustments in tuition, mandatory fees, or financial aid awards.

Medical or Compassionate Withdrawal Request Form

Note: *Nursing program students must adhere to program-specific withdrawal, inactivity, and reinstatement policies which can be found in the* Nursing Student Handbook.

Involuntary Withdrawal Policy for Active-Duty Students

Involuntary withdrawal requests from students who are called to active duty into the armed services must be substantiated with copies of military orders that show proof of date of entry. The student's commanding officer or another appropriate official must sign the orders. Student Accounts will review tuition refunds on a case-by-case basis.

With proof of military orders, reinstatement into the student's program will be granted without loss of earned credits.

Academic Honesty

All members of the Saint Joseph's College community are expected to adhere to the principles of academic honesty central to the College's mission. Plagiarism, collusion, falsifying the results of one's research, cheating on examinations, and any form of misrepresenting one's own work - including the improper use of Artificial Intelligence (AI), purchasing papers, or other methods of taking credit for work not done by the student - or collaborating in the misrepresentation of another's work, are contrary to the traditions and goals of the institution. In addition, a student must not reuse previously submitted work from other academic courses without the instructor's permission and proper citations, as this is considered self-plagiarism. This includes copying and pasting portions of previously submitted material or submitting duplicate assignment material, such as essays, discussion posts, audio/video submissions, problems/solutions, and/or any other assignment work. Instances of academic dishonesty, plagiarism, and self-plagiarism are subject to disciplinary action and/or educational sanctions.

Students are expected to cite any sources upon which their work is based, through the use of bibliographical lists, footnotes, endnotes, and the like, and to document all uses made of the content, style, conceptualization, organization methods, and factual material of others, or of other work produced by the student. The Statement on Plagiarism is available in the Office of Academic Affairs.

Definition of Misrepresentation and Improper AI Use

Academic dishonesty includes, but is not limited to: plagiarism, collusion, falsifying the results of research, cheating on examinations, and any form of misrepresenting one's own work.

This misrepresentation explicitly includes the improper use of Artificial Intelligence (AI) tools. Improper use is defined as, but not limited to:

- Unauthorized Content Generation: Submitting text, code, ideas, data analysis, or other work product wholly or substantially generated by an AI tool (such as ChatGPT, Bard, or similar) and presenting it as the student's own original work, especially where course policy prohibits or restricts AI use. This constitutes plagiarism.
- Fabrication and Falsification: Using AI to create or generate false information, non-existent sources, or fabricated data to support an argument or complete an assignment.
- Failure to Disclose: Using an AI tool to complete any permitted portion of an assignment (e.g., brainstorming, outlining, editing) and failing to properly disclose and cite the use of the tool, as required by the instructor and the College's citation guidelines.
- Taking Credit for Unearned Work: Purchasing papers, downloading content, or any other method of taking credit for work not done by the student.

Furthermore, collaborating in the misrepresentation of another's work is also a violation.

Self-Plagiarism: A student must not reuse previously submitted work in other academic courses without prior, explicit permission from the instructor and proper citations. This includes copying and pasting portions of previously submitted material or submitting duplicate assignment material (essays, discussion posts, audio/video submissions, problems/solutions, etc.).

Citation and Documentation: Students are expected to cite all sources upon which their work is based, using bibliographical lists, footnotes, endnotes, and the like. This requirement extends to documenting all uses made of the content, style, conceptualization, organization methods, and factual material of others, or of other work produced by the student, including any assistance provided by AI tools.

Procedure in Cases of Academic Dishonesty

When a breach of the Academic Honesty Policy is suspected (or determined), the faculty member shall contact the student and discuss the details of the charge. Subsequent disciplinary action shall be at the discretion of the faculty member.

For what is deemed a minor violation by a faculty member, said faculty member shall either:

1. decide to take no further action, or
2. require that the student's work be resubmitted with appropriate changes, or
3. lower the grade for the work submitted.

For what is deemed beyond a minor offense, the faculty member shall either:

1. assign a failing grade for the work submitted, or
2. assign a failing grade for the course.

In any case, notification, along with supporting documentation, should be sent to the Office of Academic Affairs, where a record of the infraction will be kept. Depending on the particulars of the case and/or the student's prior history of infractions, the Senior Vice President for Academic Affairs/Provost may decide to extend the sanction to include:

1. temporary suspension from the College; or
2. permanent expulsion from the College.

A student accused of academic dishonesty may appeal his/her/their case in writing to the Office of Academic Affairs, which will then convene the appropriate personnel from the Office of Academic Affairs. The role of this group is to evaluate the accusation in light of the circumstances bearing upon the case, and then to advise the Senior Vice President of Academic Affairs and Provost. The decision of the Senior Vice President of Academic Affairs/Provost shall be final.

Plagiarism

Occurs when a person uses the words, ideas, opinions, research, or creative expressions of another as if they were their own.

Plagiarism can take many forms. One common type of plagiarism occurs when a person uses another's words without adding quotation marks around the words and clearly stating the source. The words of another may be used only when both of these conditions are present (quotation marks and clear citation of the source). Not using quotation marks implies that the words are the student's.

Another common example of plagiarism is when an individual uses another person's ideas or opinions and expresses them in their own words (called paraphrasing) but fails to cite the source. Although in this case, the words may be the students', the ideas have been borrowed from another, and that borrowing must be acknowledged.

Plagiarism can involve unacknowledged borrowing from any number of places, including published articles, a classmate's paper, graphs, charts, the Internet, or a video production. To take anything owned by another without proper acknowledgment is theft, and plagiarism is intellectual theft. Plagiarism occurs in research papers through failures of documentation, but it also can happen in class reports, essays, tests, and in any other situation in which a student may use the words or ideas of another.

Plagiarism is a serious violation of academic integrity; it always involves deceit, whether that deceit is intended or not. Ignorance and carelessness sometimes lead to plagiarism, but they are not acceptable excuses. Each individual student has the responsibility to understand and avoid plagiarism. Opportunities to learn about the proper use of documentation are included in numerous courses throughout various programs.

Academic Freedom Policy

Saint Joseph's College of Maine is committed to protecting and encouraging the academic freedom of its faculty, endorsing the principles outlined by the American Association of University Professors. Faculty are entitled to full freedom in research, publication, and classroom discussion relevant to their subjects, while maintaining a professional responsibility to foster honest academic conduct, respect student confidentiality, and uphold the institution's ethical standards.

As members of a learned profession and the college community, faculty balance their rights as citizens with their obligations to their discipline, students, and institution. While free from institutional censorship, professors are expected to exercise professional restraint and accuracy in their public utterances, ensuring clarity that they do not speak for the College. Faculty accept these responsibilities alongside the College's mission as a Catholic institution, where freedom and accountability are viewed as complementary components of academic excellence.

Student Conduct Policy

At Saint Joseph's College of Maine, our core value of **Respect** guides all interactions. To maintain a productive, professional learning environment, students are expected to engage respectfully across all media (email, discussions, virtual meetings, chat, and phone).

1. Conduct Policy & Enforcement

Communications that are false, discourteous, malicious, or harassment are strictly prohibited.

Disruptive Conduct: Behavior that substantially or repeatedly interferes with the instruction or learning environment is unacceptable.

- **Consequences:** Disruptive students face formal notice from Academic Affairs and potential program dismissal.
- **Re-entry:** Dismissed students seeking readmission must meet with the Program Director or Associate Dean to demonstrate how the behavior has been resolved.

2. Discussion Board Expectations

- **Stay Focused:** Keep posts relevant to the prompt; avoid off-topic links or distractors.
- **Contextualize Replies:** Quote key lines when replying to maintain clear thread context.
- **Synthesize Learning:** Summarize responses if you post a broad question to the group.

3. Professional Email Standards

- **Clear Subject Lines:** State your exact purpose (e.g., *"Question: Week 3 Essay"*).
- **Be Concise:** Use short, direct paragraphs for readability.

4. Universal Netiquette

- **Formatting:** Avoid ALL CAPS (interpreted as shouting). Limit bold, italics, underlining, and custom colors.
- **Tone & Respect:** Address ideas, not people. Critique constructively without mockery or sarcasm, as text lacks vocal tone.
- **Patience:** Allow reasonable time for peers and instructors to respond.

Educational Rights and Privacy Policy

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. Students should submit to the Registrar written requests that identify the record(s) they wish to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the student believes is inaccurate. Students may ask the College to amend a record that they believe is inaccurate. They should write to the Registrar and clearly identify the part of the record they want to be changed, and specify why it is inaccurate. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing their tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill their professional responsibility.
The College may disclose appropriately designated directory information without written consent unless the student has advised the Registrar of their request not to have directory information released without the student's consent. This is accomplished by submitting an "Access to Student Records" form to the Registrar. The following data has been designated as appropriately designated directory Information at the College:

- the student's name, address, telephone listing, and e-mail address
- date and place of birth
- major field of study
- participation in officially recognized activities and sports
- the weight and height of members of athletic teams
- dates of attendance
- degrees and awards received
- the most recent previous educational institution attended

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

   Family Policy Compliance Office
   U.S. Department of Education
   400 Maryland Avenue, SW
   Washington, DC 20202-4605

Grievance Procedure

Regarding an academic concern, the student is encouraged to seek counsel from the chair of the department in which the course resides. If the student is still dissatisfied he/she may present the grievance, in writing using the appropriate form, to the Vice President and Chief Academic Officer within ten (10) working days of the incident or of the initial response.

Contact:
Vice President and Chief Academic Officer
278 Whites Bridge Road
Standish, ME 04084
grievances@sjcme.edu

The Vice President and Chief Academic Officer will conduct a review of the written grievance to resolve any factual disputes. The Vice President may appoint a member of the college community to review the situation in greater detail. A response will be given to the student within ten (10) working days from the date the written grievance was received. If the disposition extends beyond the ten (10) working days, the Vice President will inform the student of the delay and the expected response date.

Regardless of the situation, no member of the College community may harass or retaliate against a student who has filed a grievance under the College grievance procedure.

In the event that a grievance is filed against a Vice President, the grievance should be submitted to the President of the College.

Contact:
Joseph L. Cassidy, JD, President
Saint Joseph's College
278 Whites Bridge Road
Standish, ME 04084
jcassidy@sjcme.edu

***Consumer grievance policy & state authorization information**

Undergraduate Policies

Learning Goals

Saint Joseph's College is committed to the development of all its students into lifelong learners through its educational programs. SJC Online pursues the following teaching and learning goals:

- Instill knowledge and understanding of the arts and sciences through disciplined learning and discourse in the search for permanent truths;
- Develop a sense of self and a capacity for independent action, based on universal human values;
- Promote an understanding of individual, social, civic, and environmental responsibilities;
- Advance critical thinking by focusing on organization, synthesis, and analysis, maintaining intellectual independence and an attitude of healthy criticism;
- Strengthen interactive oral and written communication skills.

Writing Skills

All SJC Online baccalaureate and associate degree candidates are required to complete six semester-hour credits of English Composition, usually College Composition I and II. Aside from completing these courses as SJC Online, credit may be granted to entrants who have completed equivalent and acceptable transfer courses with a grade of "C" or better or achieved a minimum CLEP score of 50.

Those who do not transfer credit must complete the English Composition requirement within their first 18 credits at SJC Online. A satisfactory TOEFL score submitted by applicants from non-English-speaking nations does not fulfill the English requirement.

Writing Placement

All SJC Online undergraduate students enrolling in a degree program that meets any of the criteria below will take a brief writing assessment prior to signing up for courses:

- Have not completed a college-level writing course in their past (equivalent to English Composition I);
- Have taken a college writing course but earned below a C grade;

The writing placement is designed to enroll students in a writing course that matches their current skills and will help them reach their potential. The assessment has three parts - (1) grammar, usage, mechanics, and effectiveness of expression, (2) reading comprehension, and (3) essay writing.

Students cannot fail this assessment and their admissions status will not change as a result of their score. Students should be notified of their placement status within 5 business days after completion.

Grade Point Average Requirements

SJC Online baccalaureate and associate degree candidates must maintain a cumulative quality-point average of at least 2.0 on a 4.0 scale (2.0 = C, 4.0 = A), and an average of at least 2.0 or higher in their specialization, major, and minor to qualify for graduation. All required courses must be passed. Otherwise, the course must be taken again. When students have a choice of several courses within a requirement area (e.g., must take two courses from a list of six), and fail one of those courses, they may choose another course from the list of applicable courses instead of repeating the one previously failed.

If a student fails a course at SJC, successfully retakes the course at another accredited institution, and then transfers in the credit, the initial course grade appears on the SJC transcript, but the grade is not calculated into the quality-point average.

Students enrolled in a certificate program must maintain at least a 2.0 (2.0 = C) cumulative quality-point average to receive a certificate of completion*.

**SJC Online Nursing students must refer to the Nursing Student Handbook for program-specific policies.*

**SJC Online Social Work students must review and adhere to program-specific grading and academic progress policies in the Social Work Student Handbook.*

Academic Probation

See Academic Probation for Associate and Baccalaureate degrees

General Education Requirements

In keeping with its liberal arts tradition, Saint Joseph's College requires its students to complete foundation courses through a general education component. Minimum requirements may vary slightly according to the program and are listed under the specific program requirements.

The general education requirement provides students with exposure to the humanities, which may include art, music, history, literature, philosophy, and theology; the social sciences, including psychology and sociology; and the natural sciences. Refer to the particular program of studies page for the general education requirements specific to that degree.

Baccalaureate Degree Requirements

A total of 120 semester-hour credits is required for completion of all Baccalaureate degrees. Each student must earn a minimum of 25% of the course requirements at SJC Online to meet degree requirements. Eighteen (18) or twenty-four (24) semester-hour credits within the major/specialization must be earned through Saint Joseph's College. See specific programs for additional requirements.

Associate Degree Requirements

An Associate of Science degree requires between 60 and 66 semester-hour credits for completion, depending on the major. Each student must earn a minimum of 25% of the course requirements at Saint Joseph's College to meet degree requirements. Fifteen (15) semester-hour credits within the major must be earned through Saint Joseph's College.

Declaration of Minor

Applicants and matriculated SJC Online students in certain programs with enough remaining general elective credits may be eligible to declare a minor. To do so, please consult with your admissions counselor or academic advisor.

Certificate Program Requirements

A total of 18 semester-hour credits is required for the completion of most certificate programs. Those credits are earned by taking a combination of required core courses and student-selected electives. Each student must earn a minimum of 12 semester-hour credits through Saint Joseph's College. There are no general education requirements in the certificate programs.



(the campus path to Sebago lake)

Graduate Policies

GPA Requirements

Matriculated degree candidates for all graduate programs are required to maintain a cumulative GPA of 3.0 or higher, as well as to fulfill all degree requirements as outlined in this catalog. All required courses must be passed; otherwise, the course must be taken again.

All required courses in a program must be completed with a B- or better otherwise the course must be retaken.

**SJC Online Nursing students must refer to the Nursing Student Handbook for program-specific policies*

Academic Probation

See Academic Probation for Graduate degrees

**SJC Online Nursing students must refer to the Nursing Student Handbook for program-specific policies*

Matriculation Limit

Graduate degree programs at SJC Online typically require students to complete the requirements within a specified time period (usually between five and ten years). This period will include leaves of absence, but it will not include periods in which students withdraw, provided that they meet all new program requirements on re-entrance in the program. Only the active time spent in the program, before and after such withdrawal, will be counted. If, at the end of the matriculation period, a student is not finished, but has demonstrated good progress through the curriculum, the student may petition for a specific and limited extension subject to the discretion of the program director. The nursing program does not allow extensions.

Please see specific program details for matriculation limits.

Continuing Education Students

Students may take individual courses without obtaining a certificate or degree. To indicate this intent, students submit an application through Online Admissions and enroll in a “Continuing Education” status. Graduate Nursing CE applicants are required to meet specific admissions criteria and submit an official BSN transcript to be considered. Please contact an online admissions counselor for more information.

Academic Resources

ADA Accommodations

Saint Joseph's College of Maine, in accordance with the Americans with Disabilities Act (ADA) of 1990 and 2008, provides reasonable accommodations to students who have physical, psychological, or learning disabilities. ADA Accommodations at Saint Joseph's College of Maine offers equitable access to ADA students in all academic programs within all aspects of Higher Education. Students are strongly encouraged to declare a disability prior to or at the beginning of each academic semester. If a student requests accommodations while actively enrolled in the semester, due process is needed to evaluate and formalize academic accommodations. Students who wish to formalize accommodations are responsible for submitting current documentation of disabilities and accommodation needs to Holly Sanborn, Manager of Student Accessibility Services within the Academic Center for Excellence. For more information regarding ADA Accommodations, please contact Holly Sanborn at (207) 893-7562 or hsanborn@sjcme.edu. For more information, please visit our Student Resources Page.

Wellehan Library

The Wellehan Library staff looks forward to helping you find and access the information that you need for your coursework. For the most current information about library services available to online students, please visit the Library page on our website. To reach the library staff, please call 800-343-5498, Ext. 7725 or 207-893-7725 or email askalibrarian@sjcme.edu

For off-campus access to the Wellehan Library's databases, you will need to log into mySJC, using your username and password.

Textbooks

Textbooks and materials are available from our textbook vendor, MBS Direct. If you have any questions regarding your course materials, please contact your Academic Advisor and/or MBS Direct. For general questions, return policies, or general support, you may call MBS Direct at 800-325-3252.

Online Tutoring

Free online tutoring services are available to online students in a variety of subjects, some of which are available 24 hours a day, seven days a week. The best place to access online tutoring is through your Student Resources links within your course in Brightspace. You will find the link to online tutoring, along with other valuable resources, on the right-hand navigation in every course in Brightspace.

If you need help accessing online tutoring or want to request additional free tutoring hours, please contact askace@sjcme.edu or your Academic Advisor.

Student Resources



MySJC is a dashboard of links to critical and useful tools for all online students. In addition to the information available there, all students have access to the following amenities and services on our campus in Standish, Maine:

- Free use of the Alfond Center, including the gym and fitness classes
- The abundant resources and study spaces in Wellehan Library
- Trails and access to Maine's second-largest lake
- Your mascot is the monk!

Student ID Card

SJC Online students may request a student ID card by filling out this form. You will be asked to attach a photo and the card will be mailed to the address listed in Campus Cafe.

Active Duty & Veteran Students

Our registrar's office offers support regarding eligibility and benefits. Please contact registrar@sjcme.edu. SJC Online requires students to provide a copy of their Certificate of Eligibility (COE) to their academic advisor if they intend to use their VA Educational Benefits. Tuition Assistance forms are required for active-duty military educational benefits.

Mental Health Resources

Please access both national and Maine-based support here. Should you have questions, please contact SJC's Counseling Center via counselingcenter@sjcme.edu or by calling 207-893-6631.

If you have questions about accessing any of these services, please contact your Academic Advisor.

Graduation & Honors

Dean's List

SJC Online undergraduate students enrolled in a degree program will be placed on the Dean's List if they meet the following criteria:

- Attained an average of 3.5 semester GPA or better
- Completed all registered courses with no grade less than a B-
- Enrolled in at least 12 credits in the semester



(recent SJC Commencement ceremony)

SJC Online Graduation Requirements

To be eligible for graduation, students must meet the following requirements:

- Successfully complete all degree program course requirements and credits, as outlined in the catalog, by the published deadlines.
- Have an end date in the semesters in the conferral date chart.
- Complete and submit the graduation application and fee by the deadlines.
- Settle any outstanding financial obligation with the college.

Undergraduate GPA Requirement:

- Degree program cumulative minimum GPA of a 2.0 on a 4.0 scale.
    - **RN-Bachelor of Science in Nursing** students are required to obtain a minimum program cumulative GPA of 2.5 on a 4.0 scale.
    - **Bachelor of Science in Social Work** students are required to obtain a minimum program cumulative GPA of 2.5 on a 4.0 scale.
- Degree major and/or minor cumulative minimum GPA of 2.0 on a 4.0 scale.
    - **RN-Bachelor of Science in Nursing** students are required to obtain a minimum letter grade of C+ (78) in all Nursing core requirements.

Graduate GPA Requirement:

- Degree program cumulative minimum GPA of 3.0 on a 4.0 scale.
- Satisfactorily complete all degree program requirements with a minimum letter grade of C in each course.
    - **Master of Science in Nursing** students must satisfactorily complete all degree program requirements with a minimum letter grade of B in each course.

SJC Online Programs Graduation Deadlines & Conferral Dates			
Final Enrollment Semester	**Graduation Application Deadline**	**Conferral Date**	**Commencement**
Summer 2026	March 1, 2026	September 1, 2026*	May 9, 2026
Fall 2026	October 1, 2026	December 30, 2026	May 8, 2027
Spring 2027	March 1, 2027	May 8, 2027	May 8, 2027
Summer 2027	April 1, 2027	September 1, 2027*	May 8, 2027

***Students with a September 1 conferral are eligible to participate in the commencement ceremony in the May *prior* to their conferral, not the following May.**

Please note that certain internships and practicums may delay your conferral. Please speak with your Academic Advisor regarding the timeline of your degree completion.

Commencement Information

All graduates are encouraged to participate in the commencement ceremony held on the Sebago Lake campus on the second Saturday in May. All students who meet the above requirements are eligible to attend the May 2027 commencement.

All students are encouraged to attend the commencement exercises on campus in the spring, and will receive details about obtaining their diploma, activities, and events, upon successful completion of all degree requirements and submission of the graduation application. Please visit our Commencement page for more detailed information about graduation ceremony events.

Honors – Graduation with Distinction (undergraduate candidates only)

Graduating seniors are cited for graduation honors on their transcripts and diplomas. Undergraduate degree students with at least 60 credit hours earned at Saint Joseph's College who have achieved a cumulative index of 3.90-4.0 graduate summa cum laude; those with a cumulative index of 3.70-3.89 graduate magna cum laude; and those with a cumulative index of 3.50-3.69 graduate cum laude. Undergraduate degree students who have earned between 51 and 59 credit hours at Saint Joseph's College and who have achieved a cumulative index of at least 3.50 graduate cum laude. The cumulative index for the purpose of graduation with distinction is based on the student's records at Saint Joseph's College.

Delta Epsilon Sigma

Delta Epsilon Sigma, a national scholastic honor society for students of Catholic colleges and universities, has been represented at Saint Joseph's College since 1950 by the Beta Omicron Chapter. Membership in Delta Epsilon Sigma is based on leadership, service, superior achievement in the student's academic program 3.5 average or better based on a minimum of 63 semester-hour credits of Saint Joseph's College courses only, and the student's indications of future creditable use of that achievement in bringing the principles of a sound Christian philosophy to bear effectively upon the problems of a modern, free society.

Sigma Theta Tau International

Sigma Theta Tau International honor society for nursing students has been represented at Saint Joseph's College since 1987. Saint Joseph's College Department of Nursing is one of three colleges forming the local chapter Kappa Zeta Chapter at Large. The mission of the Honor Society of Nursing is to support the learning, knowledge, and professional development of nurses committed to making a difference in health worldwide. Membership in Sigma Theta Tau International is by invitation only. Invitations are extended each spring based upon leadership, service, and superior achievement in the student's academic nursing program. Online undergraduate students must have no more than 16 credits remaining in their program and must hold a minimum GPA of 3.0. Online graduate students must have no more than 20 credits remaining in their program and must hold a minimum GPA of 3.5.

https://www.sigmanursing.org/

Theta Alpha Kappa

Theta Alpha Kappa is the only national honor society dedicated to recognizing academic excellence in religious studies and theology for undergraduate and graduate students. Since its inception, this organization has chartered more than 350 chapters throughout the United States. They range from small religiously affiliated colleges and seminaries to large public research institutions. Its Greek letters pay homage to God (Theos = Theta), humanity (Anthropos = Alpha), and the dynamic relationship, or fellowship (Koinonia = Kappa), between them. Membership is by invitation only; such invitations are sent out each spring.

At a minimum,

Undergraduate students must have:

1. Completed at least 36 credits of their coursework at SJC,
2. Completed at least 12 credits of their Theology coursework,
3. Attained a GPA of at least 3.5 in such courses, and
4. Been ranked in the upper 35% of their class.

Graduate students must have:

1. Completed at least 18 credits of their coursework at SJC,
2. Attained a GPA of at least 3.5 in such courses, and
3. Been ranked in the top 35% of their class.

Tuition, Fees, & Financial Aid

Financing an SJC Online Education

There are several ways to manage the cost of a Saint Joseph's College education, including private loans, Tuition Assistance vouchers, or traditional financial aid programs. Many employers offer tuition reimbursement programs for their employees. Major credit cards are accepted for payment of tuition and fees, which enables students to make payments through their online portal.

Payments

Tuition will be charged at the time of registration, regardless of the start date. We recommend that payments be made as early as possible. Please see payment deadlines in the Academic Calendar.

Registration Holds

For enrolled students, holds will be placed on the student account one week prior to registration opening for balances exceeding $2,000. For students not currently enrolled, a hold will be placed for any balance due, and the student will be unable to re-enroll until their balance is paid in full. Contact the Office of Student Accounts at 207-893-7732 for more information.



(Alfond Hall in the winter)

2026-2027 Tuition & Fees

Current tuition rates effective July 1, 2026, for the 2026-2027 academic year:

Online Program	Tuition Per Credit Hour
All Undergraduate Programs	$414
Graduate Business	$645
Graduate Education	$491
Graduate Health Administration	$645
Graduate Nursing	$746
Graduate Theology	$434
Dual Degree (MSN/MBA and MSN/MHA)	$697
Certificate of Advanced Graduate Study (CAGS)	$492
Accelerated Bachelor of Science in Nursing (ABSN)	$900

Supplemental Program Fees	
MSN: FNP Clinical Fee (per course, selected courses)	$773
MSN: Non-FNP Clinical Fee (NU 610, NU 647)	$232
Accelerated BSN (ABSN) Program Fees	$4000
MSEd: Distance Internship, per course	$330
MSEd: Student teaching, per course	$680

Other Fees (Non-Refundable)	
Graduation fee	$75
*Service charge for unpaid check or credit card return	$55
*Transcript of record request	$8
Online Fee (per 6 credits)	$62
Application Fee (Graduate, Undergraduate, Certificate, Continuing Education)	$0

*Fees set outside of the SJC Online; campus-wide set fees

For current tuition rates and a complete fee schedule, please visit Costs and Billing.

Financial obligations must be satisfied to ensure continuance at the College. If you have a financial hold on your student account, please contact Student Accounts at 207-893-7737. When it is necessary to forward an unpaid account to an outside collection agency, that account is responsible for all collection fees.

Tuition Responsibility & Refunds

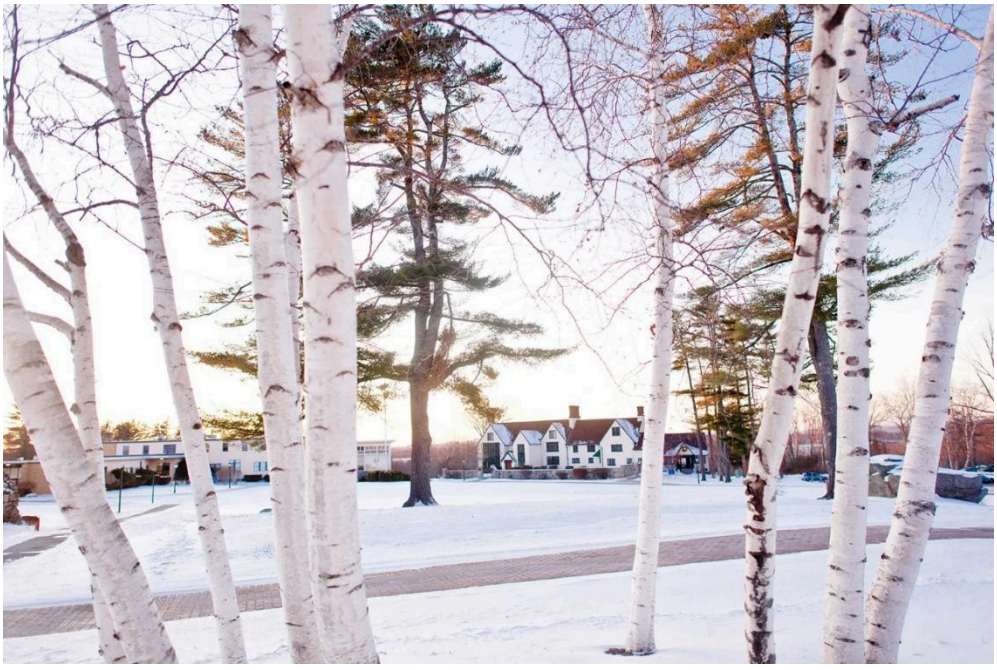
SJC Online anticipates that students will complete the courses in which they are enrolled. Should it be necessary to withdraw from an online course, students must contact their Academic Advisor and submit the withdrawal form.

Special fees, room and board, and non-refundable fees will not be included in tuition adjustments or refunds.

Student-initiated or administrative drops for non-attendance through the last day of week one in the term (day seven)	No tuition charged
Withdrawals on the first day of week two or later (day eight)	100% tuition charged

Any student dismissed for violation of the conduct policy will be responsible for applicable tuition, and ineligible for tuition adjustments or refunds.

Financial aid recipients who withdraw or are withdrawn are subject to federal refund regulations as well as the tuition refund policy. A student is generally able to keep aid that has been earned based on the length of time the student has been enrolled during the period of education. The refund calculation is performed within 30 days of the official withdrawal date. For more information, contact the Office of Financial Aid at 800-752-1266 or 207-893-6612.



(Across campus -- Mercy and Xavier Hall in the winter)

Financial Aid Overview

SJC Online offers federal financial aid for eligible students enrolled in degree programs to help cover the cost of tuition.

To apply for financial aid, a student must submit the Free Application for Federal Student Aid and the Saint Joseph's College Online Financial Aid Application. A copy of the student's (and spouse's, if applicable) signed federal tax return and W2s must also be provided. These materials are reviewed and an award letter will be sent to the student once the student has been fully admitted to a degree program and the student's transfer credits, if any, have been evaluated.

A student must be enrolled half-time to be eligible for financial aid. Funding is available through both the Federal Stafford Loan and the Federal Pell Grant (for undergraduates only). Stafford Loan funds will be disbursed on approximately two weeks after the official start date of the course. At that time, the student is required to have submitted at least one assignment in each class for which the loan disbursement is being received.

For students who desire a more flexible financing option, please contact the Office of Financial Aid for credit-based educational loans that can be used to meet tuition and any applicable summer residency costs.

Deferment

Many students choose to pay for tuition through means other than financial aid but are still interested in deferring student loans borrowed previously. A student must be enrolled half-time to be eligible for most deferments. The College reports enrollment information through the Clearinghouse, a national student loan database, every month. If a student's loan provider does not use the services of the Clearinghouse, they must contact the provider for a deferment form for each online term in which they are enrolled. This form (including the lender/services name and address) should be sent to onlineregistrar@sjcme.edu for completion.

Saint Joseph's College Office of Registrar
278 Whites Bridge Rd
Standish ME 08084-5263

Email Office of Online Registrar: onlineregistrar@sjcme.edu
Email Office of Financial Aid: finaid@sjcme.edu

For more information, please visit the Financial Aid page on our website.

Maintaining Half-Time Status & Eligibility for Financial Aid and Loan Deferment

To maintain eligibility for financial aid, students must be enrolled at least half-time. Undergraduate students will be considered half-time if they are enrolled in 6 credits per semester and graduate students will be considered half-time if they are enrolled in at least 3 credits per semester. Students must also maintain satisfactory academic progress, which requires at least a 2.0 cumulative grade point average and completion of at least 67% of all credits attempted including those that have been transferred to SJC Online. Incomplete grades may affect financial aid eligibility.

	Half-time Enrollment per Semester	Full-Time Enrollment per Semester
Undergraduate Programs	6 credits	12 credits
Graduate Programs	3 credits	6 credits

***Note: A change of a course's official start date will adversely affect a student's financial aid and loan deferment eligibility.**

For more information, please call the Office of Financial Aid at 800-752-1266 or 207-893-6612.



(Alfond Center in the Summer)

SJC Online Student FAQs

This is an incomplete list. Please contact your Academic Advisor for additional inquiries



What is MySJC? It's a "dashboard" with links to all the essential information and resources online students need. You can find it at the bottom of every page of our website, just be sure to select Online. MySJC includes links to your online classroom (Brightspace), student email, course catalog, textbook ordering, library, policies, Microsoft Office access, etc.

How do I check my SJC email? MonkSuite. SJC student email is the official form of communication. Students are required to access college-related emails frequently. You will receive critical information from instructors, your program director, advisor, the advising team, student accounts, and financial aid departments. SJC email cannot be checked or accessed via Brightspace. See Acceptable Use Policy.

What if I need help logging into my account? If you need technology support but are unsure of who to contact, please take a look here! If the issue is password-related, it is best to contact iteam@sjcme.edu and open a ticket. For security purposes, please include your phone number or birthday to verify your identity in your email request.

What does required participation look like? Your participation starts with the "Read and Understood" agreement, an ungraded quiz acknowledging your enrollment, participation, and financial commitment. It becomes available on the start date and is located on the course homepage under the Content or Quizzes sections. You must complete the quiz *in each course* to gain full access. To get a good start on your coursework, we request that you complete this step in each course on your start date. *Failure to complete the Read & Understood Agreement and gradable coursework within the first seven days of the course will result in being dropped from the course according to the Attendance & Participation policy*. You'll have to maintain regular participation throughout the course to remain enrolled.

How do I find out about important policies? Your academic advisor is the best resource for questions specific to your situation. Students can review Policies and Procedures in MySJC. Your Online Student Handbook is another excellent resource. A new handbook is published each academic year. We encourage you to take time to understand the policies that will enhance your experience. Be sure you are accessing the most current information for this academic year. Let us know if we can help!

How do I cite my coursework accurately? MLA or APA—we've got you covered! Wellehan Library has many resources available, including videos and sample papers. Or contact askalibrarian@sjcme.edu -- we are more than happy to assist with more specific citation questions!

Where can I see what courses my program or certificate requires? Your Degree Audit in Campus Cafe is an incredible resource, and your Academic Advisor is happy to go over it with you in detail.

What if I have a question about an assignment, required text, or grades? Students are encouraged to contact their instructor anytime with course or grade-specific questions. As you would raise your hand in a physical classroom, students in the online classroom are encouraged to email or call their instructor with questions or concerns. Your academic advisor can be first on your list to contact for all other inquiries.

Whom do I contact with billing or tuition-related questions? The Student Accounts office can be reached at the information below. If you happen to miss us, please leave a voicemail with a detailed message including return contact information: 800-343-5498 or 207-893-7732, or studentaccounts@sjcme.edu

What if I have questions about Financial Aid? If you have questions about your eligibility, required documentation, loan deferment, or award letter, please reach the Financial Aid office at 800-752-1266, 207-893-6612, or finaid@sjcme.edu. If we are helping other students, please leave a message with your number, and we will get back to you as soon as we can.

What is my tuition responsibility? Students may drop a course through the last day of week one of the term (day seven). Starting on the first day of week two (day eight), students are responsible for 100% of their tuition, and academic policies will apply. See Policies in the Online Course Catalog linked in MySJC.

Where can I find the required books for my courses? A list of required texts is available in the course syllabi and in our online bookstore, MBS Direct. If you order your books through a vendor other than MBS, please use the correct ISBN numbers to ensure you receive the correct edition for the course(s). You will need your books to arrive quickly to submit coursework in the first week. Please let your instructor and academic advisor know of any delays right away.

Where can I get more support for using Brightspace? Our incredible team at Wellehan Library is equipped to help with Brightspace. Just contact askalibrarian@sjcme.edu or 1-800-343-5498 (opt #4).

What if I need more support? Our Academic Center for Excellence has many resources, such as assistive technology, ELL, and ADA accommodations. Please contact askace@sjcme.edu!

How do I request an official transcript? All official transcript requests must be made here. The transcript request link is also available via MySJC. Many students use their student portal to access an *unofficial* transcript.

Can I use a tablet, Chromebook, or mobile device? We recommend that online students have access to a laptop or desktop computer. Some programs and courses use functions that are not supported on a mobile device, tablet, or Chromebook. In addition, students should be aware of the significant challenges in completing assignments on a tablet or mobile device. Your academic advisor can send you in the right direction if you have questions about the specific technical requirements of your program.

How do I request an enrollment verification letter or in-school loan deferment? Please contact our registrar's office at registrar@sjcme.edu. You will be asked to provide specific documentation.

I have veteran or military educational benefits. How do I use them? SJC Online students must provide a copy of their Certificate of Eligibility (COE) to their academic advisor if they intend to use their VA Educational Benefits. Tuition Assistance forms are required for active-duty military educational benefits. Please contact onlineregistrar@sjcme.edu about requirements specific to your VA chapter or branch.

- *Once verified, you must notify onlineregistrar@sjcme.edu if you do not plan to use your VA Educational Benefits for a term or indefinitely*.

Important Contact Information

Who?	For what?	How to contact?
Academic Center for Excellence (ACE)	A variety of resources for success available to online students	• https://my.sjcme.edu/resources/student-services/online-student/ • askace@sjcme.edu
Online Advising	Anything and everything! Well, *almost*! Your Academic Advisor is your primary point of contact at SJC.	• https://my.sjcme.edu/academic/academic-advisor/ • onlineadvising@sjcme.edu • 800-343-5498
Wellehan Library & Brightspace Support	Materials available 24/7. Help with research, citations, library access, Microsoft Office & Brightspace.	• https://www.sjcme.edu/academics/library/ • askalibrarian@sjcme.edu • 800-343-5498
Technology Services	Help with SJC portal access and email or password issues.	• iteam@sjcme.edu to open a ticket. Include your phone number or birthday to verify identity. • Quick Tip: Enroll in self-service password reset here (you must know your current unexpired password. When enrolled, you won't need IT assistance with password retrieval)
Net Tutor Online Tutoring	Expert tutors accessible online 24/7. Free for Online SJC students, also ask your Academic Advisor for details.	• NetTutor, also available on every course home page in Brightspace (right side, scroll down) • Contact askace@sjcme.edu for additional free hours
MBS Direct	Listings of required textbooks for all courses.	• https://my.sjcme.edu/online/ then • Click on **Order Your Textbooks** • 24/7 support at 800-325-3252
Student Accounts	Billing statements, tuition policies, payments, etc.	• billing@sjcme.edu • 800-343-5498
Financial Aid	Eligibility, required documents, award letters and deferment.	• finaid@sjcme.edu • 800-752-1266 or 800-343-5498