

Fontbonne University admits graduates of accredited, degree-granting colleges and universities for graduate studies leading to the following programs and degrees:

- Master of arts (MA) in art
- Master of arts (MA) in early intervention in deaf education
- Master of arts (MA) in education
- Master of arts (MA) in family and consumer sciences
- Master of arts (MA) in theatre education
- Master of arts in teaching (MAT)
- Master of business administration (MBA)
(Weekend, DaimlerChrysler, and International)
- Master of business administration (MBA)
(OPTIONS Program)
- Master of fine arts (MFA)
- Master of management (MM) (OPTIONS Program)
- Master of science (MS) in accounting
- Master of science (MS) in computer education
- Master of science (MS) in speech-language pathology
- Master of science in taxation (MST)

In addition to offering the master of business administration degree in the traditional format on weekends and for international students, Fontbonne offers the master of business administration and the master of management degrees in the OPTIONS program (an adult evening accelerated program). For information, refer to OPTIONS in the business and administration graduate section in this catalog.

Fontbonne also offers a master of business administration degree at the DaimlerChrysler site in Fenton, Missouri. For information refer to the DaimlerChrysler program in the business and administration graduate section in this catalog.

ADMISSION

Applications for admission, considered according to program availability, must be on file no later than one

week prior to final registration for the term in which the candidate seeks admission. Individual programs may have earlier deadlines. To apply, a prospective graduate student must meet the following minimum requirements.

1. A completed graduate application form accompanied by the \$25 non-refundable application fee.
2. Official transcripts from all previous coursework from accredited, degree-granting colleges or universities, including the institution that granted the applicant's undergraduate degree.
3. Three (3) letters of recommendation.
4. A portfolio as required for specific programs.
5. A self-statement of 300-500 words.

Additional specific admission criteria are listed under the individual programs in this section of the catalog.

Prospective international students must also submit all documentation required by the Immigration and Naturalization Service. In addition to the above, this may include the following:

- Evaluation of transcripts by a U.S. evaluation service.
- Official letter of financial statement from the bank of the guarantor, in English, signed by a bank officer and certified by the bank, stating that the guarantor is capable of supporting the student for a minimum of one year. (Fontbonne is a private university and does not offer financial scholarships to new international students.)

Applicants whose native language is not English must complete the Test of English as a Foreign Language (TOEFL) or an authorized Fontbonne equivalent with a composite score of 193 (computer-based examination) or 525 (paper-based examination). International applicants for the OPTIONS program must have a TOEFL composite of 600.

The application of a student who does not meet specific admission criteria may be brought by the program director to the graduate academic and curriculum committee with a request for an exception. The committee's decision is final.

Students wishing to take graduate courses as an unclassified student must receive permission from the director of the relevant graduate program.

MINOR AREA OF STUDY

A minor area of study is designated as a minimum of nine credit hours of graduate courses completed outside a graduate student's major area of study. The nine hours may be part of the minimum number of hours necessary to earn a master's degree if the student has elective hours available. The nine hours must be completed at Fontbonne, but do not need to be above the minimum number of hours required for graduation.

GRADUATE CERTIFICATE PROGRAMS

Graduate certificate programs are designed for individuals who possess a baccalaureate degree or a master's degree but who are not enrolled in a graduate program.

A certificate is defined as a minimum of 15 credit hours in a sequence of interdisciplinary coursework or a narrowly defined set of courses within a discipline.

Requirements

1. All certificate program courses must be successfully completed through instruction offered at Fontbonne University, culminating in a minimum cumulative grade point average of 3.0. An individual department may establish a higher cumulative grade point average for a specific certificate program. One graduate course from another institution may be accepted as transfer credit, or one competency test may be taken.
2. Courses that fulfill the requirements for a certificate may not be used to fulfill requirements for another certificate.
3. Fontbonne policies apply to certificate-seeking students.

Graduate Certificates

Business Taxation
Computer Education
Individual Taxation
Project Management
Teaching of Reading

ACADEMIC REGULATIONS

Following are academic regulations specific to graduate programs. Other academic regulations listed in the academic regulations section in this catalog apply to graduate students as well as to undergraduate students.

Grade Definitions

The following grading scale and definitions are used for graduate programs at Fontbonne University:

A	Superior graduate work
A-	
B+	
B	Satisfactory graduate work
B-	
C	Less than satisfactory graduate work
F	Unsatisfactory work; no academic credit
P/NP	Pass is defined as a grade of B or better
I	Incomplete
W	Withdrawal

Pass/No Pass (P/NP) Grading Option

The only courses a graduate student may take Pass/No Pass (P/NP) are courses designated as such by the department.

Satisfactory Progress

For satisfactory progress in a graduate program, a student must maintain a cumulative grade point average (GPA) of 3.0.

To earn a Fontbonne University graduate degree, students must attain a 3.0 final GPA. The following policies apply:

- A student who initially earns a C in a graduate course will be allowed to continue in the program with the approval of the program director. However, the student must eventually balance that C with an A in order to graduate from the program. A student who initially earns an F in a graduate course may be dismissed or, with the approval of the program director, must retake the course in which the F was earned and earn a minimum of a B. If the student fails to earn a minimum of a B, the student will be dismissed from the program.
- A student who earns a second C may be dismissed from the program or, with the approval of the program director and a dean, may retake one of the two courses in which the C was earned. The program

director may set the conditions for retaking the course, including which of the two courses should be repeated.

- A student who initially earned a C in a graduate course and who then earns an F in a graduate course will be dismissed from the program. A student who initially earned an F in a graduate course and who earns a second poor grade (C or F) will be dismissed from the program.

Note: The policy above speaks to initial grades. Although students may retake classes for higher grades, application of the policy will be based upon initial grades earned.

Full-Time Status

A graduate student who takes a minimum of nine credit hours is considered a full-time graduate student at Fontbonne University.

Hours Taken as an Unclassified Student

A maximum of 12 graduate credit hours, taken as an unclassified student at Fontbonne, will be allowed to count toward a Fontbonne graduate degree after the student is admitted to the graduate program.

Any unclassified graduate student who earns a second C or first F in a graduate course will not be allowed to continue to take graduate courses in the program in which the student has earned the above grades.

Dual Undergraduate/Graduate Enrollment

A Fontbonne undergraduate student may be eligible to earn graduate academic credit for graduate-level courses only after the student becomes dually enrolled. Dual enrollment means that the student is enrolled as a degree-seeking undergraduate student and as an unclassified graduate student when enrolled in a graduate course. In order to be eligible for dual enrollment an undergraduate student must be classified as a senior (a minimum of 90 credit hours earned) and have a minimum cumulative grade point average of 3.0. Graduate credit hours may not be used toward the 128 hour requirement for an undergraduate degree.

Enrollment in graduate courses must be approved by the graduate program director; preference is given to students enrolled in the graduate program.

A maximum of nine graduate credit hours taken during dual enrollment may be applied to the total required for the master’s degree.

Courses Taken Across Departments within Fontbonne University

A student must receive PRIOR written approval from each of the program directors to enroll for a course offered in another department.

Substitution/Waiver of Degree Requirements

A student may apply to the program director for a substitution of one course for another or for waiver of a specific course where there is evidence that the requirements for that course have been met. A program director may decide whether to substitute one course for another or waive a course. The degree modification form, obtained from the registrar’s office, must be completed and signed by the appropriate director, chairperson, and academic dean. The total number of hours required for completion of the degree may not be waived.

Transfer of Credit

Upon admission to Fontbonne, a graduate student may transfer credits based upon the number of total program credits required as indicated below:

Total Credits in Program	Total Credit Hours Transferable
30 - 41	6
42 - 56	9
57 and above	12

All courses must have been completed with a minimum grade of B. The student must submit official transcripts of all work completed at other accredited, degree-granting institutions before transfer credit may be awarded. Transfer courses must be comparable in content to Fontbonne courses. The Fontbonne course replaced by the transfer course will be determined by the program director and approved by the department chairperson.

Authorization to Study at Another Institution

Once a graduate student has matriculated to Fontbonne, the student must receive written program approval to study at another institution. Fontbonne will accept a maximum of six credit hours of graduate transfer work; deadlines for the receipt of the transcript(s) must be met for the student to participate in commencement.

Residency Requirement

Residency requirements may be found under the description of the respective program.

Statute of Limitations

After official acceptance into a degree program, a graduate student must complete all the requirements for the graduate degree within six years of the date of the first course taken.

Appeal Procedures

Students who are dismissed from a graduate program or from the university may appeal the decision by writing a letter of appeal to the appropriate administrator (dean of business, dean of education, or Vice President and Dean for Academic Affairs) within thirty calendar days of being dismissed as indicated by the date on the dismissal letter.

The administrator will present the appeal to the graduate academic and curriculum committee at its next regularly scheduled meeting.

Readmission to Fontbonne University

Degree-seeking graduate students who have previously attended Fontbonne University, but have not been enrolled for one year, must apply for readmission. A graduate student who has been dismissed for academic deficiencies may apply for readmission to Fontbonne University after one year.

To apply for readmission, candidates must submit an application form and official transcripts from each accredited, degree-granting college or university attended since leaving Fontbonne.

A student re-entering a graduate program must follow the graduate requirements in the Fontbonne University catalog in effect at the time of registration.

Granting of Degrees

A graduate student must complete all graduate requirements for the degree with a minimum cumulative grade point average of 3.0. Ordinarily, a student may participate in the commencement ceremony (May or December) only if all degree requirements and financial obligations to the university are satisfied.