

FONTBONNE UNIVERSITY

LEARN MORE. BE MORE.®

Undergraduate & Graduate Catalog 2011–2013





FONTBONNE UNIVERSITY

A Catholic University sponsored by
The Sisters of St. Joseph of Carondelet, St. Louis Province

—THE SEAL—

The Fontbonne seal contains elements that are representative of the University and the history of the Sisters of St. Joseph of Carondelet, Fontbonne's sponsoring body. The fleur-de-lis, a French word for lily, is the symbol of the French royal family. In the Fontbonne seal, the fleur-de-lis symbolizes the French origin of the Sisters of St. Joseph, founded in France in 1650. The six fleurs-de-lis in the seal represent the first six Sisters who came to the United States in 1836. The lily is also the signature of St. Joseph, spouse of the Virgin Mary, foster father of Jesus, and patron saint of the Sisters of St. Joseph. The Latin words, "Virtus et Scientia," indicate the nature of Fontbonne's mission and can be translated as "virtue and knowledge," "valor and erudition," "religion and scholarship."

6800 Wydown Boulevard
St. Louis, Missouri 63105-3098
314.862.3456
www.fontbonne.edu

NOTICE OF NON-DISCRIMINATION

Fontbonne University does not discriminate on the basis of race, color, religion, age, gender, gender orientation, national or ethnic origin, or disability, or other characteristics provided by law in employment or in the administration of its educational policies, admission policies, scholarship and loan programs, athletic and other school-administered programs. Furthermore, Fontbonne University prohibits retaliation against anyone who either opposes unlawful discrimination, assists or participates in an investigation of a complaint of discrimination, or exercises his or her rights under any law that forbids employment discrimination.

The Fontbonne University coordinator for Title IX and Section 504 of the Rehabilitation Act of 1973 and the EEO coordinator for other laws and regulations prohibiting discrimination:

Vice President for Finance and Administration
Fontbonne University
6800 Wydown Boulevard
St. Louis, MO 63105-3098
Phone: 314.719.8007
Fax: 314.719.8023

If the allegations of discrimination or retaliation allege involvement of the Vice President for Finance and Administration, the notification of the complaint shall be made to the Executive Vice President of Strategy and Operations. The University will thoroughly and promptly investigate all complaints and take corrective or disciplinary action when appropriate.

Fontbonne University complies with the Family Educational Rights and Privacy Act of 1974, Public Law 93-380 as amended.

FERPA (The Family Educational Rights and Privacy Act)

The Family Educational Rights and Privacy Act (FERPA), also known as the Buckley Amendment, is a federal law that protects the privacy of student education records. It applies to all schools that receive funds from the United States Department of Education. Education records are records that contain information directly related to a student and that are maintained by an educational agency or institution or by a party acting for the agency or institution. Education records do not include private notes, law enforcement records, medical and counseling records, employment records, or alumni records.

In accordance with the Family Rights and Privacy Act, certain information designated as "directory information" may be released without the prior consent of a student, unless the student has forbidden its disclosure in writing by completing a *Request to Withhold Release of Directory Information* form available in the office of the registrar. This form must be turned in to the registrar's office within two (2) weeks of the start of the semester. It will stay in effect until the fall term of the next academic year. The university will assume that a student does not object to the release of directory information unless the student files this written notification.

A complete listing of directory information items is included in the FERPA policy which is posted on the Fontbonne website at:

<http://www.fontbonne.edu/downloads/FERPA.doc>

Students should read the FERPA policy to know their rights and responsibilities as they pertain to their education records. Questions should be directed to the office of the registrar.

GENERAL NOTICE

This catalog represents information about Fontbonne University at the time of publication. Fontbonne reserves the right to change any statement in this catalog, including but not limited to finances and academic policies, regulations, requirements, and programs, and to determine the effective date of such changes without prior notice.

The catalog should not be construed as the basis of a contract between the student and the institution.



Dear Students,

On behalf of the entire academic community, it is my pleasure to welcome you to Fontbonne University.

Through the ages, it is clear that those who choose to engage in higher education have the opportunity to actualize their potential and to prepare themselves to live lives of transformation.

You have made such a choice, and for this I commend you. Therefore, while you are at Fontbonne, I encourage you to take full advantage of the outstanding academic programs, the wisdom of the faculty and staff, the values of the Sisters of St. Joseph of Carondelet, as well as the friendships and networking with your classmates and others.

At Fontbonne, you will engage in an educational philosophy that can be summed up in four words: “Learn More. Be More.” While on campus, you will also learn not only how to earn a living but how to live a life, which is ultimately more important. Such engagement and learning can change your life forever.

Once again, welcome to Fontbonne, and I wish you well as you actualize your potential to become a transformational leader for a world in need.

Very sincerely,

A handwritten signature in black ink that reads "Denny Golden". The signature is written in a cursive, flowing style.

Dennis C. Golden
President

ACCREDITATIONS

Fontbonne University is accredited by:

THE HIGHER LEARNING COMMISSION

*A Commission of the North Central Association of
Colleges and Schools*

Fontbonne University is a member of the:

North Central Association of Colleges and Schools
30 North LaSalle Street
Suite 2400
Chicago, Illinois 60602-2504
800.621.7440

The Bachelor of Science in Business Administration, the Bachelor of Business Administration and the Master of Business Administration programs are accredited by:

**THE ACCREDITATION COUNCIL FOR BUSINESS SCHOOLS
AND PROGRAMS (ACBSP)** *[formerly the Association of
Collegiate Business Schools and Programs]*

11520 West 119th Street
Overland Park, KS 66213
919.339.9356

The Teacher Education Unit is accredited by:

**THE MISSOURI DEPARTMENT OF ELEMENTARY AND
SECONDARY EDUCATION (DESE)**

P.O. Box 480
Jefferson City, Missouri 65102-0480
573.751.4212

**THE NATIONAL COUNCIL FOR ACCREDITATION OF
TEACHER EDUCATION (NCATE)**

2010 Massachusetts Avenue, NW
Suite 500
Washington, DC 20036-1023
202.466.7496

*This accreditation covers initial teacher preparation
programs and advanced educator preparation programs.
NCATE is recognized by the U.S. Department of Educa-
tion and the Council for Higher Education Accreditation to
accredit programs for the preparation of teachers and other
professional school personnel.*

The Graduate Program in Speech-Language Pathology is accredited by:

**THE COUNCIL ON ACADEMIC ACCREDITATION (CAA)
OF THE AMERICAN SPEECH-LANGUAGE-HEARING
ASSOCIATION (ASHA)**

10801 Rockville Pike
Rockville, Maryland 20852
800.638.8255

The Deaf Education Program is approved by:

**THE COUNCIL ON THE EDUCATION OF THE
DEAF (CED), DEPARTMENT OF EDUCATION,
GALLAUDET UNIVERSITY**

800 Florida Avenue, NE
Washington, DC 20002
201.651.5530

The Didactic Program in Dietetics holds initial accreditation by:

**THE COMMISSION ON ACCREDITATION FOR DIETETICS
EDUCATION (CADE) OF THE AMERICAN DIETETIC
ASSOCIATION**

120 South Riverside Plaza
Suite 2000
Chicago, Illinois 60606-6995
312.889.5400

The Social Work Program holds candidacy accreditation status granted by:

THE COUNCIL ON SOCIAL WORK EDUCATION

1701 Duke Street
Suite 200
Alexandria, VA 22314
1.703.683.8080

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FALL SEMESTER 2011

August 12	Friday	1 st 8-week Friday evening courses begin
August 13	Saturday	1 st 8-week Saturday courses begin
August 17	Wednesday	1 st 8-week Wednesday evening courses begin
August 18	Thursday	1 st 8-week Thursday evening courses begin; Final Registration 4:00–5:30 pm
August 20	Saturday	15-week Saturday courses begin
August 22	Monday	All other fall semester courses begin (day, evening, online); 1 st 8-week Monday evening courses begin
August 23	Tuesday	1 st 8-week Tuesday evening courses begin
August 31	Wednesday	Convocation Day; (Evening Convocation date to be determined)
September 2, 3	Fri., Sat.	Labor Day Weekend: Friday evening and Saturday courses will not meet
September 5	Monday	Labor Day: Day and evening courses will not meet; offices closed
October 12	Wednesday	2 nd 8-week Wednesday evening courses begin
October 13	Thursday	2 nd 8-week Thursday evening courses begin
October 14	Friday	Academic Study Day: Day courses will not meet; evening courses will meet; Faculty Workshop; 2 nd 8-week Friday evening courses begin
October 15	Saturday	2 nd 8-week Saturday courses begin
October 17	Monday	Mid-semester
October 18	Tuesday	2 nd 8-week Tuesday evening courses begin
October 24	Monday	2 nd 8-week Monday evening courses begin
November 7-11	M, T, W, R, F	Advising week
November 14-18	M, T, W, R, F	Early registration – online; clearance by advisor required
November 23-26	W, R, F, S	Thanksgiving Break: Campus is closed
December 5	Monday	Last class day for day courses
December 6	Tuesday	Reading day; Last class day for evening courses
December 7, 8, 9, 12	W, R, F, M	Exam days
December 9	Friday	Last class day for Friday evening courses
December 10	Saturday	Last class day for Saturday courses
December 12	Monday	Last class day for all other evening courses
December 14	Wednesday	Grades for graduating students due by 10:00 am
December 17	Saturday	Commencement: Graduate students receiving Master's degrees 10:00 am; Undergraduate students receiving Bachelor's degrees 3:00 pm
December 19	Monday	All grades due by 10:00 am

SPRING SEMESTER 2012

January 12	Thursday	1 st 8-week Thursday evening courses begin Final Registration 4:00–5:30 pm
January 13	Friday	1 st 8-week Friday evening courses begin
January 14	Saturday	1 st 8-week Saturday courses begin
January 16	Monday	Dr. Martin Luther King, Jr. Holiday: No classes will meet; offices closed
January 17	Tuesday	All other spring semester courses begin (day, evening, online) 1 st 8-week Tuesday evening courses begin
January 18	Wednesday	1 st 8-week Wednesday evening courses begin
January 21	Saturday	15-week Saturday courses begin
January 23	Monday	1 st 8-week Monday evening courses begin
February 22	Wednesday	Ash Wednesday
March 8	Thursday	2 nd 8-week Thursday evening courses begin
March 9	Friday	2 nd 8-week Friday evening courses begin
March 10	Saturday	2 nd 8-week Saturday courses begin
March 12	Monday	Mid-semester
March 13	Tuesday	2 nd 8-week Tuesday evening courses begin
March 14	Wednesday	2 nd 8-week Wednesday evening courses begin
March 19-24	M, T, W, R, F, S	Spring Break: No classes will meet
March 19	Monday	Feast of St. Joseph: No classes will meet; offices closed
March 26	Monday	2 nd 8-week Monday evening courses begin
April 5, 6, 7	R, F, S	Easter Break: No classes will meet; offices closed
April 9-13	M, T, W, R, F	Advising week
April 16-20	M, T, W, R, F	Early registration – online; clearance by advisor required
May 4	Friday	Honors Convocation
May 7	Monday	Last class day for day courses
May 8	Tuesday	Reading day Last class day for Tuesday evening courses
May 9, 10, 11, 14	W, R, F, M	Exam days
May 11	Friday	Last class day for Friday evening courses
May 12	Saturday	Last class day for Saturday courses
May 14	Monday	Last class day for all evening courses
May 16	Wednesday	Grades for graduating students due by 10:00 am
May 19	Saturday	Commencements: Graduate students receiving Master's degrees 10:00 am; Undergraduate students receiving Bachelor's degrees 3:00 pm
May 21	Monday	All grades due by 10:00 am

FALL SEMESTER 2012

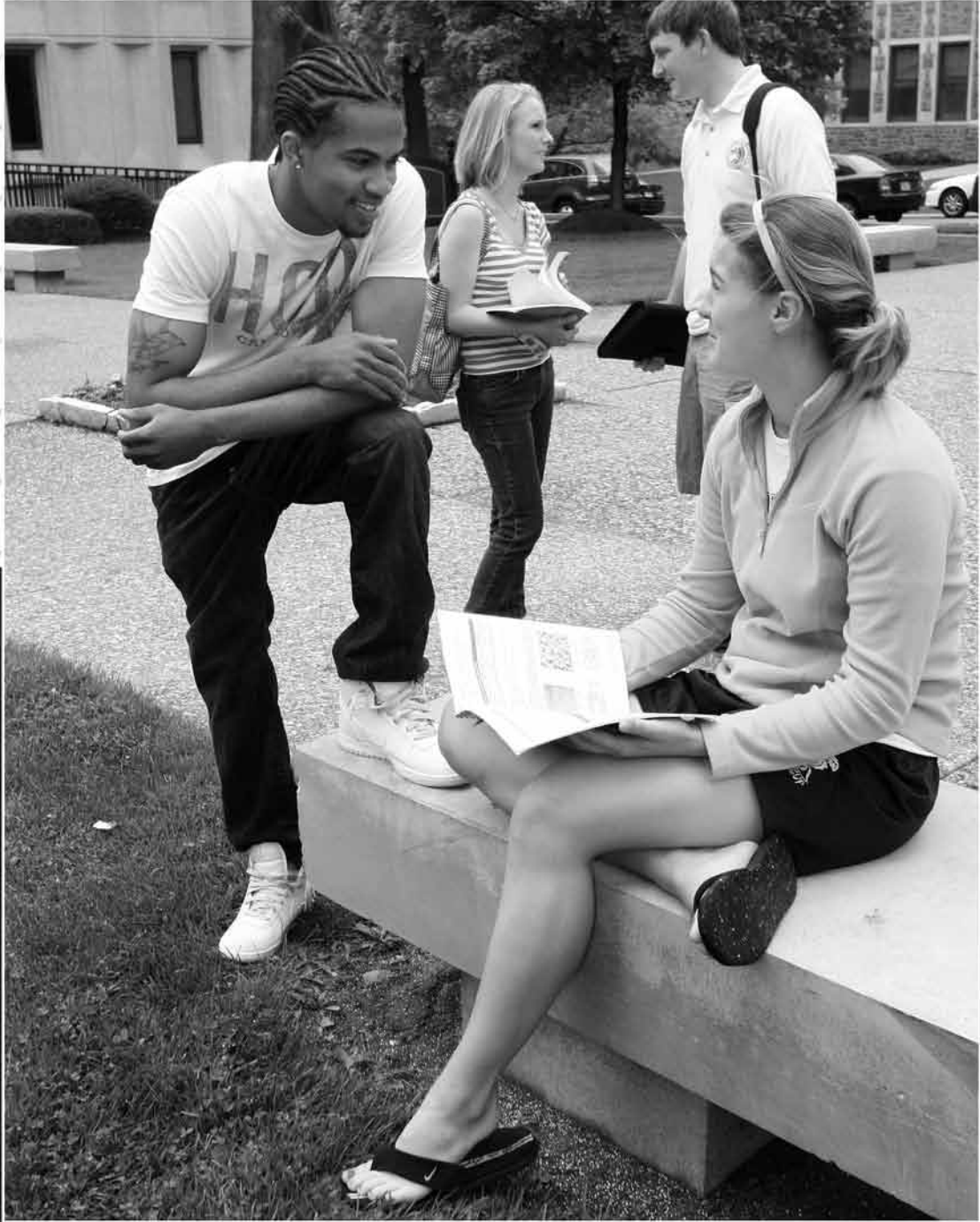
August 10	Friday	1 st 8-week Friday evening courses begin
August 11	Saturday	1 st 8-week Saturday courses begin
August 15	Wednesday	1 st 8-week Wednesday evening courses begin
August 16	Thursday	Final Registration 4:00-5:30 pm; 1 st 8-week Thursday evening courses begin
August 18	Saturday	15-week Saturday courses begin
August 20	Monday	All other fall semester courses begin (day, evening, online); 1 st 8-week Monday evening courses begin
August 21	Tuesday	1 st 8-week Tuesday evening courses begin
August 29	Wednesday	Convocation Day (Evening Convocation date to be determined)
Aug 31, Sept 1	Fri., Sat.	Labor Day Weekend: Friday evening and Saturday courses will not meet
September 3	Monday	Labor Day: Day and evening courses will not meet; offices closed
October 5	Friday	Academic Study Day: day courses will not meet; evening courses will meet
October 8	Monday	Mid-semester
October 10	Wednesday	2 nd 8-week Wednesday evening courses begin
October 11	Thursday	2 nd 8-week Thursday evening courses begin
October 12	Friday	2 nd 8-week Friday evening courses begin
October 13	Saturday	2 nd 8-week Saturday courses begin
October 16	Tuesday	2 nd 8-week Tuesday courses begin
October 22	Monday	2 nd 8-week Monday evening courses begin
November 5-9	M, T, W, R, F	Advising week
November 12-16	M, T, W, R, F	Early registration – online; clearance by advisor required
November 21-24	W, R, F, S	Thanksgiving Break: Campus is closed
December 3	Monday	Last class day for day courses
December 4	Tuesday	Reading day
December 5-7, 10	W,R,F,M	Exam days
December 7	Friday	Last class day for Friday evening courses
December 8	Saturday	Last class day for Saturday courses
December 10	Monday	Last class day for all evening courses
December 12	Wednesday	Grades for graduating students due by 10:00 am
December 15	Saturday	Commencements; Graduate students receiving Master's degrees 10:00 am; Undergraduate students receiving Bachelor's degrees 3:00 pm
December 17	Monday	All grades due by 10:00 am

SPRING SEMESTER 2013

January 10	Thursday	Final Registration 4:00 – 5:30 pm
January 14	Monday	All spring semester courses begin (day, evening, online); 1 st 8-week Monday evening courses begin
January 15	Tuesday	1 st 8-week Tuesday evening courses begin
January 16	Wednesday	1 st 8-week Wednesday evening courses begin
January 17	Thursday	1 st 8-week Thursday evening courses begin
January 18	Friday	1 st 8-week Friday evening courses begin
January 19	Saturday	1 st 8-week Saturday courses begin
January 21	Monday	15-week Saturday courses begin
January 21	Monday	Dr. Martin Luther King, Jr. Holiday: No classes will meet; offices closed
February 13	Wednesday	Ash Wednesday
March 4	Monday	Mid-semester
March 12	Tuesday	2 nd 8-week Tuesday evening courses begin
March 13	Wednesday	2 nd 8-week Wednesday evening courses begin
March 14	Thursday	2 nd 8-week Thursday evening courses begin
March 15	Friday	2 nd 8-week Friday evening courses begin
March 16	Saturday	2 nd 8-week Saturday courses begin
March 18	Monday	2 nd 8-week Monday evening courses begin
March 20, 21, 22	W, R, F	Advising begins for Early Registration (continues after Breaks)
March 25-30	M,T,W,R,F,S	Spring Break/Easter Break; No classes will meet
March 28, 29	R,F	Easter Break; Offices closed
April 1	Monday	Feast of St. Joseph celebrated; Offices closed; DAY CLASSES WILL NOT MEET; EVENING CLASSES WILL MEET
April 2-5	T,W,R,F	Advising continued for Early Registration
April 8-12	M,T,W,R,F	Early registration – online; clearance by advisor required
May 3	Friday	Honors Convocation
May 7	Tuesday	Last class day for day courses
May 8	Wednesday	Last class day for Tuesday evening courses
May 8	Wednesday	Reading day; Last day for Wednesday evening courses
May 9	Thursday	Last day for Thursday evening courses
May 9,10,13,14	R,F,M,T	Exam days
May 10	Friday	Last class day for Friday evening courses
May 11	Saturday	Last class day for Saturday courses
May 13	Monday	Last class day for all evening courses
May 15	Wednesday	Grades for graduating students due by 10:00 am
May 18	Saturday	Commencements: Graduate students receiving Master's degrees 10:00 am; Undergraduate students receiving Bachelor's degrees 3:00 pm
May 20	Monday	All grades due by 10:00 am



FONTBONNE UNIVERSITY
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About Fontbonne University

FONTBONNE UNIVERSITY
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Mission

MISSION

Fontbonne University, a Catholic coeducational institution of higher learning sponsored by the Sisters of St. Joseph of Carondelet, is rooted in the Judeo-Christian tradition. The university is dedicated to the discovery, understanding, preservation, and dissemination of truth. Undergraduate and graduate programs are offered in an atmosphere characterized by a commitment to open communication, personal concern, and diversity. Fontbonne University seeks to educate students to think critically, to act ethically, and to assume responsibility as citizens and leaders.

VISION

Fontbonne University aspires to be acknowledged as one of the nation's premier Catholic universities, educating leaders to serve a world in need.

We will:

- Be known for a synthesis of liberal and professional education that promotes life-long learning and that enables students to see themselves as part of a diverse and changing world.
- Work together to develop academic programs and educational opportunities that reflect high standards, interdisciplinary thought, and integrated understanding.
- Continue to promote thoughtful experiential and service learning, bridging the gap between theory and practice by taking the student beyond the university walls.
- Build or strengthen alliances with individuals and organizations that are bringing about positive changes in the global community.
- Graduate students who will be distinguished by their appreciation of learning and the arts, their social conscience, and their ability to reflect, communicate, and act.

VALUES

Fontbonne University honors the values and heritage of the Sisters of St. Joseph of Carondelet by fostering excellence, integrity, respect, diversity, community, justice, service, faith, and Catholic identity.

COMMITMENT

Fontbonne University is committed to:

- Achieving academic and educational excellence.
- Advancing historical remembrance, critical reflection, and moral resolve.
- Promoting dialogue among diverse communities.
- Demonstrating care and respect for each member of the community.
- Serving the larger community.
- Preparing individuals to be an ethical and responsible presence to the world.

CATHOLIC IDENTITY STATEMENT

Fontbonne affirms its identity as a Catholic university. Sponsored by the Sisters of St. Joseph of Carondelet, it is founded on the beliefs that all creation reveals God, that the ministry of Jesus began a process of redemption that extends to this day, and that the Holy Spirit continues to impart grace through the daily experiences of women and men. Among the many signs of God's grace are teaching and learning, which at Fontbonne are pursued by people sharing a variety of religious beliefs and an understanding of the importance of education.

"Catholic" means "universal" and "throughout the whole," like leaven permeating bread. The permeating quality of Fontbonne is our commitment to know, to love, and to serve the truth that unites faith and reason, nature and grace, the human and the divine. The desire for a greater understanding of creation and its Creator is one of the most profound expressions of human dignity. In this sense, to learn is to augment one's capacity for love so that the thoughtful and loving acts of an educated person are a witness to the transformation of the world that began with the Resurrection and continues with the enlivening of humanity. What makes us truly human helps to unite us with the divine as we seek to understand, love, and serve God and neighbor without distinction.

The permeating and universal nature of Catholicism gives rise to the mission and vision of this university. Because Fontbonne is Catholic, we embrace openness and inclusiveness. Because Fontbonne is Catholic, we pursue educational excellence. And because Fontbonne is Catholic, we seek to recognize the presence of God in all creation and to participate in the continuing transformation of ourselves and a world in need.

DIVERSITY STATEMENT

Fontbonne University maintains a strong commitment to diversity to increase the number of faculty, staff, and students from all backgrounds. Every person, regardless of race, color, creed, national origin, gender, sexual orientation, age, or disability shall be treated with respect and dignity.

Therefore, Fontbonne University will strive to:

- Create a learning environment that promotes, nurtures, and supports the understanding, recognition, and appreciation of contributions to society made by diverse individuals and groups.
- Increase recruitment and retention of diverse students, faculty, and staff.
- Promote and foster effective communication and interaction among diverse populations.

The Fontbonne core documents may be viewed at: <http://www.fontbonne.edu/infocenter/mission/> and the diversity statement at: <http://www.fontbonne.edu/studentlife/servicediversitysocialjustice/diversity/diversitystatement/>.

An Institution of Higher Learning

PAST AND PRESENT

Fontbonne University derives its name from Mother St. John Fontbonne, refounder of the Sisters of St. Joseph after the French Revolution, who, in 1836, sent six sisters from France to open a mission at Carondelet in St. Louis, Missouri. In 1917, the state of Missouri granted a charter for a liberal arts college to the Sisters of St. Joseph of Carondelet, St. Louis Province. A college for women was the inspiration of Sister Agnes Gonzaga Ryan, CSJ, the superior general who initiated the purchase of the land at the corner of Wydown and Big Bend Boulevards in 1907 and 1908. College classes began at the Carondelet Motherhouse in 1923 with nine students and nine faculty. Ground breaking at the present site took place in April 1924; 44 students moved to the new campus in 1925. The original campus comprised five buildings: Ryan Hall, the Fine Arts and Science buildings, the gymnasium, and the powerhouse. Additional buildings and ongoing interior and exterior modifications to the buildings preserve the classic style of the original campus. The original Fine Arts building is now referred to as the East building and houses academic departments, classrooms, and the newly developed Center for Teacher Therapist Education (CTTE). The former Southwest Hall has been totally renovated for the Fine Arts Center.

Founded as a college for women, Fontbonne evolved into a coeducational institution, admitting male students to all degree programs in 1974. The college provided undergraduate degree programs until 1975, when the first master's degree in communication disorders received approval. Since then, Fontbonne has developed additional bachelor's and master's degrees and programs in traditional and accelerated formats for both traditional-age and adult students. Fontbonne College officially became Fontbonne University on March 14, 2002.

In 2007 Fontbonne was approved to offer its first online master's degree program. Fontbonne University has continued to experience significant changes, such as the development of a computer commons on the first floor of the library (recently named the Jack C. Taylor Library), the addition to the curriculum of a theme-oriented dedicated semester each fall, the creation of a center for excellence in teaching and learning (CETL), the addition of new departments in interdisciplinary studies and social work, the beginning of restructuring of the university into three colleges, and the creation of new majors, minors, and concentrations at the undergraduate and graduate levels, including online degree programs at the graduate level.

The 2010 renovated science building, now Anheuser-Busch Hall, houses the first of the three colleges, the Bonnie and L.B. Eckelkamp College of Global Business and Professional Studies, the department of biological and physical sciences, the department of human environmental sciences, the Monsanto greenhouse, and a student lounge.

CAMPUS/OFF-CAMPUS SITES

Situated in a residential section of Clayton, Missouri, the 16-acre main campus makes an attractive addition to the area. Red Missouri granite, trimmed with Bedford stone, enhances the majority of the ten campus buildings.

In addition to the main campus in Clayton, off-campus sites are located in Brentwood and in north and south St. Louis Counties, providing access to Fontbonne's programs for a diverse population of learners.

A LEARNING ENVIRONMENT

Fontbonne University is a vibrant academic community dedicated to a holistic education for all students. In an atmosphere committed to excellence, students are challenged to think critically, act ethically, and communicate effectively both in and out of the classroom by faculty who are both scholars and mentors. Graduates of Fontbonne are well-equipped to play a leadership role in meeting the challenges of a global society.

First-time, transfer, and adult students all have a home at Fontbonne. The university offers dozens of undergraduate degree programs in face-to-face settings, and graduate degree programs in both face-to-face settings and online. The OPTIONS program attracts working adults who are interested in completing their degrees through accelerated formats. Regardless of their choice of major or degree, students at Fontbonne are part of a caring community.

Students are offered the opportunity to learn outside the classroom as well. Study abroad opportunities are available during the academic year, for the summer, or over spring break. Service learning trips are scheduled at both national and international sites. Practicum and internship experiences are a part of many academic programs. Students have the opportunity to participate in groundbreaking research, help to set up language screening programs in Central America, work in classrooms in England, and participate in experiential learning at sites throughout the metropolitan area.

The main campus, in the heart of Clayton, is in close proximity to many cultural and business venues that contribute to out-of-classroom learning. The zoo and museums of Forest Park, the business community of downtown St. Louis, the county government center of Clayton, nearby concert locales, educational and health care institutions, and non-profit organizations play a vital role in a Fontbonne education.

ACADEMIC CONVOCATION

At the beginning of the academic year students, faculty, staff, and administrators gather to recognize, celebrate, and strengthen our identity as a Catholic institution of higher education and to focus the charism of the Sisters of St. Joseph

into one mission/vision: educating leaders to serve a world in need. The celebratory daytime event and a corresponding evening event for adult students include a keynote speaker, a commissioning ceremony, and the bestowing of stoles and pins on students; students attending for the first time receive a stole and returning students receive a pin representative of the Fontbonne University seal.

DEDICATED SEMESTER

Fontbonne University is proud to offer a unique learning opportunity each fall semester. The dedicated semester is a collaborative venture that includes coursework, guest speakers, special events, and co-curricular opportunities that focus on a single theme. Beginning in 2007, topics have included Judaism and its Cultures, the Millennium Goals of the United Nations, Immigrant Experiences, and Happiness: Tensions and Traditions. In fall 2011, the campus will explore the implications of disabilities and empowerment of those who have disabilities, and in 2012 sustainability will be the focus. Faculty, staff, and students with special interests are encouraged to develop proposals for future dedicated semesters.

JACK C. TAYLOR LIBRARY

The Jack C. Taylor Library provides materials and resources to support literature searches, instructional assistance which complements the curriculum, and attractive and comfortable spaces for reading and research. Library resources are focused on student learning and faculty teaching.

The Jack C. Taylor Library subscribes to hundreds of journals and magazines in paper format and several newspapers of local and national interest. Nearly 40,000 unique journal titles are available in full text through the library's many subscription databases, including JSTOR, Business Source, Academic Source, and PsycARTICLES. Over 80,000 items are available in the library, including books, audiovisual materials, curriculum resources, and juvenile collections. These are supplemented by more than 8,000 electronic books and online reference databases. Through Fontbonne's membership in MOBIUS, the Missouri academic library consortium, Fontbonne students have access to millions of books, which can be delivered to Fontbonne within a few days.

Faculty librarians teach the course INT199 Information Navigation and Evaluation for credit and provide library instruction sessions for other courses upon request. Librarians are actively involved in demonstrating the use of library resources to both groups and individuals.

The Information Commons area includes 42 student-access computers, printing and scanning capabilities, and assistance in using the equipment. Additional computers are available in other parts of the library and laptops can be checked out for use in the library. All library computers offer access to subscription databases, the Internet, and Microsoft Office software. The library also houses individual and group study rooms and tables, meeting rooms, and lounge areas.

CENTER FOR EXCELLENCE IN TEACHING AND LEARNING

Because the focus of the Fontbonne academic community is on the student as learner, our faculty members strive to address the learning styles of each student. The Center for Excellence in Teaching and Learning seeks to foster an academic community where student learning and effective teaching is valued. The Center provides programs and resources devoted to helping instructors make their course content timely and relevant to their students.

KINKEL CENTER FOR ACADEMIC RESOURCES

The Kinkel Center for Academic Resources, located on the second floor of the library, provides academic support for both undergraduate and graduate Fontbonne University students through tutoring, counseling on academic matters, and workshops. Specialists in English, mathematics, and business have advanced degrees in their disciplines; peer and graduate level tutors are available in other subjects at no cost. Tutorial assistance is available at no cost in reading, writing, English, and math. Depending on availability, tutors offer instruction in other subjects, also at no cost. The Kinkel Center is open 70 hours a week to meet the needs of Fontbonne students. Writing assistance is available to online students through www.writing@fontbonne.edu. For other online assistance please contact the Center at www.jsnyder@fontbonne.edu. For additional information, please see www.fontbonne.edu/academics/academicresources/kinkelcenter/.

Charles Jeffers Glik Testing Center

Dedicated in 2007, the Charles Jeffers Glik Testing Center, located in the Kinkel Center, provides placement testing for incoming students and a low-distraction testing environment for students with academic accommodations.

Americans with Disabilities Act (ADA)

Fontbonne University offers services to students with documented physical, visual, hearing, learning, or psychiatric disabilities. Any student seeking academic accommodations under the Americans with Disabilities Act (ADA) must schedule an appointment with the Director of the Kinkel Center to request specific accommodations; provide appropriate and verifiable documentation of the specific disabilities for which accommodations are requested; and submit a request for accommodations in a timely fashion, usually at least 48 hours before the accommodation is needed. Depending on the disability and the accommodation requested, timely notification may be four to six weeks prior to the semester in which the accommodation is needed. For additional information, please see www.fontbonne.edu/academics/academicresources/kinkelcenter/adaaccommodations/.

Programs Offered

BACHELOR'S DEGREES OFFERED: Bachelor of Arts (BA), Bachelor of Business Administration (BBA), Bachelor of Fine Arts (BFA), Bachelor of Science (BS), and Bachelor of Social Work (BSW)

UNDERGRADUATE MAJORS

Advertising (BA)
 Applied mathematics (BS)
 Art* (BA)
 Biology (BS)
 Biology for secondary education* (BS)
 Business administration (BS)
 Business administration (BBA) [OPTIONS]
 Communication studies (BA)
 Computer science (BS)
 Contemporary studies (BA) [OPTIONS]
 Corporate communication (BA) [OPTIONS]
 Deaf education* (BA)
 Dietetics (BS)
 Early childhood* (BS)
 Elementary education* (BA)
 English* (BA)
 Family and consumer sciences* (BS)
 Fashion merchandising (BS)
 Fine arts* (BFA)
 Global studies (BA)
 History* (BA)
 Human services (BA)
 Interdisciplinary studies (BA)
 Management information systems (BS)
 Mathematics for secondary education* (BS)
 Middle school education* (BA)
 Organizational studies (BA) [OPTIONS]
 Performing arts* (BA)
 Psychology (BA)
 Religious studies (BA)
 Social science/pre-law (BA)
 Social Work (BSW)
 Sociology — applied (BA)

Special education* (BS)
 Speech-language pathology (BS)
 Sports and entertainment management (BS) [OPTIONS]
 Sports management (BS)
 University major (BA or BS)

** These majors may be accompanied by a teacher education certification. See the section titled *Teacher Certification at Fontbonne University, immediately following the graduate section in this catalog for full information.**

3/2 PROGRAMS

Engineering (*dual degrees*)
(see biology or applied mathematics major)
 Occupational Therapy
(see biology or psychology major)
 Social Work (*see social work major*)

UNDERGRADUATE MINORS

Advertising
 American culture studies
 Art history
 Biology
 Business administration
 Chemistry
 Communication
 Computer science
 Early childhood
 English
 Food management
 Global studies
 Graphic design
 History
 Human services
 Journalism
 Management information systems
 Mathematics

Performing arts
 Professional writing
 Psychology
 Religious studies
 Social work
 Sociology
 Sports management
 Women's and gender studies

CONCENTRATIONS

See each academic department for related concentrations in specific undergraduate majors.

CERTIFICATE PROGRAM

Website development

TEACHER CERTIFICATIONS — UNDERGRADUATE PROGRAMS

Full information on teacher certification for both the undergraduate and the graduate programs may be found in the section titled *Teacher Certification at Fontbonne University*, following the graduate section in this catalog. Also, see each academic department for available certifications in specific undergraduate majors.

See the undergraduate program section in this catalog for information on all undergraduate programs.

MASTER'S DEGREES OFFERED: Master of Arts (MA); Master of Arts in Teaching (MAT);
Master of Business Administration (MBA); Master of Fine Arts (MFA); Master of Management (MM);
Master of Science (MS); Master of Science in Taxation (MST)

GRADUATE PROGRAMS

Accounting (MS)
Art (MA)
Business administration (MBA)
Business administration and business English for
international students (MBA)
Computer education (MS)
Early intervention in deaf education (MA)
Education (MA)
Education/Teaching (MAT)
Family and consumer sciences (MAT)
Fine arts (MFA)
Human environmental sciences (MA)
Management (MM)
Nonprofit management (MS)
Speech-language pathology (MS)
Speech and theatre (MAT)
Supply chain management (MS)
Taxation (MST)
Theatre (MA)

GRADUATE CERTIFICATE PROGRAMS

Business taxation
Individual taxation
Instructional technology
Computer education
Supply chain management
Virtual worlds in education

TEACHER CERTIFICATIONS — GRADUATE PROGRAMS

Full information on teacher certification for both the undergraduate and the graduate programs may be found in the section titled *Teacher Certification at Fontbonne University*, following the graduate section in this catalog. Also, see each academic department for available certifications in specific majors.

See the graduate program section in this catalog for information on all graduate programs.

FONTBONNE UNIVERSITY
FONTBONNE UNIVERSITY



Undergraduate Information

FONTBONNE UNIVERSITY
FONTBONNE UNIVERSITY

Admission

Fontbonne University seeks to admit students who will succeed in, benefit from, and contribute to Fontbonne's educational programs and opportunities. In its review of student credentials, the university looks for those students who show evidence of successful completion of prior academic work, self-motivation, academic aptitude, and promise.

Fontbonne accepts applications for most undergraduate programs for both the fall and spring semesters. The university operates on rolling admission and will notify an applicant of a decision as soon as possible after the receipt of all required credentials. All credentials submitted for admission must be on file no later than one week prior to final registration for the term in which the applicant wishes to begin.

Accepted applicants indicate a decision to attend Fontbonne by forwarding a \$100 tuition deposit to the university. Tuition deposits for fall semester are refundable until May 1. Tuition deposits for spring semester are refundable until December 15.

The vice president for enrollment management welcomes correspondence from candidates for admission, high school and college counselors, and academic advisors. All correspondence regarding application for admission and all application credentials should be addressed to:

Admission Office
Fontbonne University
6800 Wydown Boulevard
St. Louis, MO 63105-3098
314.889.1400
Fax: 314.889.1451
fadmiss@fontbonne.edu

ADMISSION FEE

A non-refundable application fee of \$25 must accompany each initial application for admission to the university. The fee remains the same for all students—degree seeking, unclassified (non-degree seeking), audit, full-time or part-time—whether they are beginning the fall, spring, or summer session. The fee is not refunded if the applicant withdraws or is not accepted at Fontbonne. Once admitted, the student need not pay the fee again for a change of status from unclassified to degree seeking or for reapplication after time away from the institution.

FIRST-YEAR STUDENT ADMISSION

Fontbonne considers as first-year students those degree-seeking students who are graduates of an accredited high school and who have not previously enrolled in a degree program at an accredited college or university.

Candidates for admission should begin application procedures early in the fall of the year preceding that for

which they seek admission. To complete their application, each first-year student must submit the following:

1. A completed undergraduate application for admission accompanied by a \$25 non-refundable application fee.
2. An official copy of an accredited high school transcript which includes the sixth semester grades, class rank if applicable, and the cumulative grade point average.
3. Score results of the American College Test (ACT) or Scholastic Aptitude Test (SAT). Applicants are encouraged to take the ACT or SAT examinations no later than the fall of their senior year of high school.
4. A recommendation from a high school teacher or guidance counselor.
5. A self-statement: A minimum of a one-page typed essay describing academic achievements including honors, and explaining any academic weaknesses. This essay also provides an opportunity for students to describe their extra-curricular activities/achievements.

Additional information may be requested after review of the applicant's file.

Minimum Criteria for Admission as a First-Year Student

To be admitted the student should have:

- An ACT assessment composite score of 20 or a minimum SAT composite score of 1425.
- A high school GPA of 2.5 or greater as determined by Fontbonne.
- A rank in the upper half of their high school class (*if high school ranks*).
- Completed the following recommended core requirements:
 - Four units of English
 - Three units of mathematics
 - Three units of social science
 - Three units of science (one must include a lab)
 - One unit of visual/performing arts
 - One unit of practical arts
 - One unit of physical education
 - Six units of academic electives (*including foreign language*).

When first-year student applicants fail to meet any one or more of these standards, their applications receive consideration by the undergraduate admission standards and review committee. The committee will decide if the applicant should be admitted to the university and, if so, under what specific conditions.

All accepted candidates currently enrolled in high school must complete successfully all work in progress and submit, upon graduation, an official high school transcript showing

all work completed, including their date of graduation. This transcript must be on file in the admission office at least one week prior to the beginning of the academic school year or semester in which the student enrolls.

Placement Testing

Accepted first-year students whose ACT subject scores are 24 or above are exempt from the university subject-related placement tests. First-year students not exempt must take the university computerized placement test(s) before registering for courses. The results of these tests assist the university in evaluating, advising, and placing incoming students in appropriate courses. Please refer to the placement program section following this admission section.

GED Applicants

Applicants must earn a 2350 on the General Educational Development (GED) examinations. The ACT is required if students wish to be considered for scholarship consideration.

In lieu of the ACT or if the student demonstrates a deficiency in college/university level skills in the areas of writing, mathematics, and algebra, the student will be required to take the university subject-related placement tests. Please refer to the placement program section following this admission section.

TRANSFER ADMISSION

Fontbonne welcomes transfer students from a wide variety of backgrounds, from two-year and four-year, public and private colleges and universities. Transfer applicants are those degree-seeking students who have previously enrolled in an accredited, post-secondary degree program. Transfer applicants should begin application procedures at least two months prior to final registration for the term in which they seek admission.

Transfer candidates must have a cumulative grade point average (GPA) of 2.0 on a 4.0 scale and preliminary approval from their intended major department at Fontbonne. The department provides preliminary approval by virtue of a tentative transcript evaluation of transfer coursework meeting major requirements.

Course credits from another institution will, in general, be accepted under the following conditions. The credits must:

- be from an accredited, degree-granting institution of higher learning;
- be college level;
- have a grade of D or better. Coursework meeting major, minor, or concentration requirements must have a grade of C- or better.

A student may transfer a maximum of 64 credit hours to Fontbonne University from a community college.

The major department determines the number of hours and the specific courses that will be accepted for transfer into the student's intended major. All candidates should be aware of

the need to meet the minimum GPA requirements in their intended major field of study for major approval, for continuing in the program, and for graduation.

Transfer students must complete all Fontbonne degree requirements and the residency requirement of a minimum of 32 credit hours. All courses taken during the semester of degree completion/graduation must be completed at Fontbonne University.

For application, transfer candidates must submit:

1. A completed application for admission accompanied by the \$25 non-refundable application fee.
2. An official transcript from each accredited college or university previously attended showing all work completed to date. Students who have completed fewer than 30 semester hours must also submit an official high school transcript. Official transcripts must be stamped with the institution's official seal.
3. Students intending to pursue a major leading to teacher certification in the state of Missouri must submit an official copy of their scores on either the ACT or the SAT test.
4. Recommendations from authorized school administrators or others who can evaluate the applicant's academic abilities and personal characteristics. Although optional, these recommendations prove particularly helpful to the admission standards and review committee, especially if the recommendations help to explain or mitigate weaknesses in the student's past academic record.

Candidates receive an official evaluation of transfer credit following acceptance. All accepted candidates currently enrolled elsewhere in college-level courses must complete successfully all work in progress and submit an official college transcript showing the additional courses completed. The official transcript must be stamped with the institution's official seal. This transcript must be on file prior to final registration for the semester in which the student enrolls.

Transfer students are exempt from placement testing in any area in which transfer credits are accepted to meet a Fontbonne requirement. Transfer students who are not exempt from the computerized university placement tests must take the tests before registering for courses. The tests assist the university in evaluating, placing, and advising incoming students.

EARLY ADMISSION

Fontbonne admits for summer school and to the first-year student class qualified candidates who have completed at least six semesters of high school. In evaluating candidates for early admission, the university requires evidence of a high level of motivation, strong academic credentials, and a level of maturity that will enable the candidate to succeed at Fontbonne.

Candidates for early admission must rank in the upper one-third of their high school class, present score results from

the American College Test (ACT) or Preliminary Scholastic Aptitude Tests (PSAT), and have achieved a cumulative grade point average of 2.5 or above as determined by Fontbonne University. The high school principal and the parent/guardian of the candidate must also submit approval of the student's candidacy for early admission. Students applying for early admission should follow application procedures outlined in the first-year student admission section in this catalog during the fall semester of their junior year of high school.

Students accepted on early admission must arrange to obtain their high school diplomas on completion of their first year at Fontbonne.

ADMISSION OF UNDERGRADUATE INTERNATIONAL STUDENTS

Fontbonne University is a global community and encourages applications from international students. All applications must be submitted to the director of international affairs and should include the following:

1. A completed, signed application form.
2. A \$50 non-refundable application fee payable to Fontbonne University.
3. Certified, official transcripts (translated into English) from all secondary schools, colleges, or universities previously attended. Students who have earned college-level credit outside of the United States and wish to apply those credits toward a degree will be asked to have their transcripts evaluated by a U.S. evaluation service.
4. Evidence of English language proficiency which is necessary for those applicants whose first language is not English. Applicants must submit the Test of English as a Foreign Language (TOEFL) or an authorized Fontbonne University equivalent (STEP, IELTS). The required minimum TOEFL score is 61 IBT/173 CPT/500 PBT (IELTS 5.0). Admitted students will be required to take an English placement exam upon arrival at the university. Students may have to enroll in some English as a Second Language courses prior to taking English 101. Students not possessing proof of English language ability may be considered for acceptance on a 'conditional' basis.
5. An official letter of sponsorship and an official financial statement from the bank of the guarantor. These are required to meet U.S. Citizenship and Immigration Services regulations. The bank statement and letter from the sponsor must be in English. The bank statement must be certified by the bank, dated within 120 days of the application, and have the name of the sponsor (or sponsor's organization) on the account. The account will indicate the amount of funds available. The sponsor must have sufficient funds to support the student for a minimum of one year while in academic studies.
6. Two letters of recommendation in English.
7. A personal statement in English.
8. A copy of the current passport page with name, date of birth, and expiration date.

All new undergraduate international students must take Fontbonne's English and mathematics placement tests to determine the appropriate general education level course.

Any international student wishing to transfer to Fontbonne University from another institution within the United States must also submit the following documents:

1. Copies of all official I-20 documents from previously attended schools.
2. A copy of the current I-94 card.
3. A copy of the current visa.

An international applicant not meeting one or more of the entrance standards may be asked to submit additional information for review by the undergraduate admission standards and review committee.

All international students accepted for study at Fontbonne University will be required to purchase medical/health insurance by an insurance carrier in the U.S. selected by Fontbonne University. Purchase of such insurance coverage will be completed at the time of registration at the university.

Limited SCHOLARSHIPS are available to new and transfer undergraduate international students. Priority will be given to F-1 non-immigrant visa holders. Non-immigrant international students are not eligible for federal financial aid.

ADMISSION FOR A SECOND UNDERGRADUATE DEGREE

An applicant who already holds a bachelor's degree may desire admission to pursue a second undergraduate degree in a major different from the first degree. The applicant must submit an application for admission accompanied by a \$25 non-refundable application fee and an official copy of their undergraduate transcript showing the degree granted. Additional credentials will be requested as needed.

The department in which the student wishes to study must accept the candidate for pursuit of a second bachelor's degree for the student to be admitted. The department will determine which courses from the first bachelor's degree will be accepted toward fulfillment of the major requirements for the second degree. These students must complete a minimum residency requirement of 24 credit hours at Fontbonne University, as well as all specific requirements for the second major and degree. They are exempt from taking the placement test and from completing the Fontbonne general education requirements.

ADMISSION FOR POST-BACCALAUREATE CERTIFICATION ONLY OR FOR AMERICAN DIETETIC ASSOCIATION VERIFICATION ONLY

An applicant who already holds a bachelor's degree may desire admission to pursue post-baccalaureate teacher certification (*see the graduate section of this catalog for information regarding programs which combine teacher certification*

with an advanced degree) or to meet the minimum academic requirements for American Dietetic Association (ADA) verification (see *department of human environmental sciences in this undergraduate section*). The applicant must submit an application for admission accompanied by a \$25 non-refundable application fee and an official copy of his/her undergraduate transcript showing the degree granted. Additional credentials will be requested as needed.

The department in which the student wishes to study must accept the candidate for pursuit of teacher certification or for completion of verification requirements for the student to be admitted. The department will determine which courses from the first bachelor's degree will be accepted toward fulfillment of the certification or verification requirements. The student is exempt from taking the placement test and from completing the Fontbonne general education requirements, and the graduation requirement of a course in religion/theology.

The student must complete a minimum residency requirement of 24 credit hours at Fontbonne University.

A student contemplating either teacher certification or verification should check with an advisor regarding master's degree programs at Fontbonne University which might be of added value.

Full information on teacher certification may be found in the section titled *Teacher Certification at Fontbonne University* immediately following the graduate programs section in this catalog. This includes policies and procedures for students in teacher certification programs, acceptance into the teacher certification program, and culminating project information in teacher certification at Fontbonne University.

ADMISSION OF UNCLASSIFIED STUDENTS

A student who does not wish to pursue a degree may register as an unclassified (non-degree seeking) student. The candidate for unclassified status submits a completed application for admission accompanied by a \$25 non-refundable application fee. The application fee will not be charged again if the student decides to change to degree-seeking status.

If an unclassified student believes that he or she will pursue a degree at Fontbonne, it is to the student's advantage to submit with the application, an official transcript of high school or prior college/university level work completed for evaluation purposes.

Unclassified students are not eligible for financial aid.

CHANGE OF STATUS FROM UNCLASSIFIED TO DEGREE SEEKING

An unclassified student who wishes to change to degree-seeking status must complete a change-of-status form obtained from the office of admission. The office of admission (*or in the case of an international student, the office of international affairs*) will notify the student of any necessary additional cre-

dentials. A student who has earned college credit with a grade of D or above in the subject areas represented in the tests is exempt from placement testing. An undergraduate applicant who is not exempt must take the university computerized placement tests before acceptance. Please refer to the placement program section following this admission section.

Acceptance to a degree program requires a minimum GPA of 2.0 and department approval. The student must follow all requirements and curriculum in effect at the time of the change of status.

With the approval of the chairperson/dean of the department/college in which the student chooses to major, a maximum of 30 semester credits earned as an unclassified student at Fontbonne may be applied toward a degree.

The university reserves the right to dismiss an unclassified student who does not maintain the minimum cumulative grade point average of 2.0.

READMISSION TO FONTBONNE

Degree-seeking students who have previously attended Fontbonne University, but have not been enrolled for one or more semesters may apply for readmission. A student who has been dismissed from Fontbonne may apply for readmission after one full calendar year. Readmission requires no application fee. To apply for readmission, candidates must submit:

1. The admission application form.
2. Official transcripts from each accredited, degree-granting college or university attended since leaving Fontbonne.

A student re-entering Fontbonne University must follow all requirements, including general education and graduation requirements and curriculum, stated in the catalog in effect at the time of re-entry.

READMISSION AFTER A LEAVE OF ABSENCE

An undergraduate degree-seeking student who anticipates a need to leave Fontbonne and expects to return after no more than two semesters (not including summer session) may request a leave of absence. (*See leave of absence policy in the undergraduate academic policies and regulations section in this catalog.*)

To re-enter Fontbonne the student may go directly to the registrar's office for a change in status and for registration materials, beginning at the time of early registration. The student must obtain an advisor's signature and web clearance to be eligible to register.

READMISSION WITH A NEW START

A returning undergraduate Fontbonne student may petition to participate in the New Start program with the following stipulations:

1. The student has not been enrolled for five consecutive

- years at Fontbonne University.
2. The student may petition for the New Start program after returning to Fontbonne and completing 12 consecutive credit hours with a minimum grade of C- in each course.
 3. Previous credits and grades from a maximum of six courses with grades of F and/or D may be removed from the grade point average, but not from the transcript.
 4. All previous courses and grades will remain on the transcript. Previous grades of C- or better will count in the grade point average and the credits will be carried forward.
 5. The grade point average will be recalculated.
 6. The transcript will indicate New Start.
 7. The student participating in the New Start program may be ineligible for Latin Honors at graduation. See Latin Honors in the academic policies and regulations section in this catalog.

ADMISSION TO SUMMER SESSION

Graduates of accredited high schools, high school students who have completed a minimum of six semesters, and students in good academic standing at another college or university may take summer courses at Fontbonne.

New students may be admitted to the summer session as degree-seeking or as unclassified students. Unclassified students wishing to continue as degree-seeking students must follow the procedures for change of status from unclassified to degree seeking. Attendance as a summer school student does not guarantee admission to the university as a degree-seeking student.

ADMISSION TO THE OPTIONS PROGRAM

For admission requirements see the OPTIONS program in the Bonnie and L.B. Eckelkamp College of Global Business and Professional Studies in the undergraduate programs' section in this catalog.

An off-campus site follows the same admission procedures as described for the various programs.

MIDWEST STUDENT EXCHANGE PROGRAM

Fontbonne University participates in the Midwest Student Exchange Program. This program is an interstate initiative established by the Midwestern Higher Education Commission to increase educational opportunities for students in its member states. The program enables residents from Indiana, Kansas, Michigan, Minnesota, Missouri, Nebraska, North Dakota, and Wisconsin to enroll in designated institutions and programs at reduced tuition levels outside their home state. For information see <http://www.mhec.org/MSEPA-accessNavigator> or call 314.889.1478.

Placement Program

All Fontbonne undergraduate students must demonstrate college/university level skills in the areas of writing, mathematics, and algebra. Students deficient in any of these skills, as determined by the Fontbonne-administered ACT/COMPASS computerized placement test, must successfully complete the appropriate developmental course(s) in writing, mathematics, and/or algebra within the first three full semesters (fall and spring) of enrolling at Fontbonne.

All incoming first-time, first-year students with an ACT or SAT sectional score below an established minimum, as determined by the undergraduate academic standards and review committee, are required to take a placement test in any area in which they show a deficiency. If a student has prior credit in a college/university-level course with a transferable grade, the student is exempt from testing in that academic area.

Transfer students are exempt from placement testing in any area in which transfer credits from an accredited college/university are accepted to meet a Fontbonne requirement.

The following students are exempt from placement testing and developmental courses:

- A student pursuing a second bachelor's degree.
- A student who holds a bachelor's degree and who returns to complete professional certification or registration requirements.

A student must achieve a minimum grade of C- or better in a developmental course in order to move to the next level course.

The credit for the 091 course in mathematics will not count as credit toward the 128 credit hours required for graduation.

The credit for the ENG 095 and MTH095 courses in writing skills and in algebra will count as elective credit toward the 128 credit hours required for graduation.

DEVELOPMENTAL COURSES

ENG 095 College Writing Skills (3 credits)

(See department of English and communication for course description.)

MTH 091 College Mathematics Skills (3 credits)

MTH 095 Fundamentals of Algebra (4 credits)

(See department of mathematics and computer science for course descriptions.)

Scholarship Program

Fontbonne University, through its scholarship program, recognizes academic excellence, achievement, talent, and service. Especially capable and qualified students are urged to pursue their education at Fontbonne through the assistance of a variety of scholarships.

Academic scholarships are based on the individual's performance and potential without regard to financial circumstance. These scholarships range from \$500 to \$19,000 per year.

Academic scholarships are competitive. The university determines the amount of scholarship assistance awarded through an evaluation of the depth, scope, and quality of the applicant's academic ability, leadership potential, and scholastic aptitude.

Talent scholarships in art, theatre, and English writing depend upon success in auditions, portfolio review, or written essays. The university also offers a scholarship for students majoring in math/computer science.

Griffin Awards are offered to students who have demonstrated substantial commitment to service, leadership, and co-curricular involvement through their school, community, and other endeavors.

The university considers degree-seeking, full-time, first-time students and transfer applicants for scholarships. Scholarships apply to the following academic year with one-half of the award applied to each semester. To receive renewal of the award for subsequent semesters (up to the value of the scholarship), the recipient must enroll full time at Fontbonne and maintain the required cumulative university and program grade point average. If a student moves to part-time status in either or both of the semesters a scholarship is awarded, the student will no longer be eligible to retain the scholarship.

Fontbonne encourages scholarship applicants to apply for financial aid consideration based on demonstrated need. Awarded scholarship funds become a part of the student's financial aid package. Any scholarship offered by Fontbonne may be reduced in order to retain a student's full eligibility for state and federal assistance and in keeping with the financial aid policy of the university.

Students receiving scholarship or grant funds from sources other than Fontbonne must report this information to the financial aid office. Outside scholarship funds may be used against the loan or work portion of a student's financial aid package. Any remainder will reduce a Fontbonne scholarship or grant.

For scholarship information and application materials, write or call the:

Admission Office
Fontbonne University
6800 Wydown Boulevard
St. Louis, MO 63105-3098
314.889.1400

ACADEMIC/LEADERSHIP SCHOLARSHIPS

Alumni Scholarship
A+ Scholarships
A+ Scholarship Achievement Award
Griffin Awards
Dean's Scholarships
Founders Scholarship
Freshman College Scholarship
Honors Award
Illinois Community College Scholarship
Phi Theta Kappa
Presidential Scholarships
St. Louis Community College Scholarships
Transfer Scholarships
Transfer Leadership Award

TALENT SCHOLARSHIPS

Art Scholarships
English/Writing Scholarships
Math/Computer Science Scholarships
Performing Arts Scholarships

SPECIAL SCHOLARSHIPS

Missouri Higher Education Academic Scholarship
(Bright Flight)
Missouri Teacher Education Scholarship

ENDOWED SCHOLARSHIPS

AT & T Endowed Scholarship
Alumni Reunion Endowed Scholarship
Mary Carol Anth, CSJ '57 Endowed Scholarship for
Human Environmental Sciences
Clemens A. Atteln Endowed Scholarship
Juane W. Beresford Memorial Scholarship for
Human Environmental Sciences
Mary C. Bernero Endowed Scholarship
Alvin Broughton Endowed Scholarship
Dr. Madonna Houltram Brown '68 Memorial
Endowed Scholarship
Bruno-Werle Family Endowed Scholarship
Theresa Mary Burmeister '35 Endowed Scholarship

Bussmann-Gund Endowed Scholarship
 Carondelet Scholarship Fund
 Carroll-Zwart Endowed Scholarship
 Loretta and Gerald Cassidy Endowed Scholarship
 Karen Clark Castellano '98 Endowed Scholarship
 Kathleen A. Atchity '66 Coco Endowed Scholarship
 in Education
 Mary Ann Coghill '48 Memorial Writing Award
 Council of Regents Endowed Scholarship
 Crowley O'Brien Endowed Scholarship
 Leo V. and Bess D. Devine Endowed Scholarship
 Martha Hatch Doerr '35 Memorial Scholarship
 Rose Genevieve Downs, CSJ '39 Endowed Scholarship
 Katherine Flynt Durr '39 Teaching Scholarship
 The Daniel J. and Eleanor A. Halloran '63 Ferry
 Endowed Scholarship
 Dorothy M. '69 and Emil E. Fleck, Jr. Endowed Scholarship
 Eleanor Reynolds Flynn '31 Endowed Scholarship
 Mary Rita Wahlert Flynn '42 Memorial Scholarship
 Agnes Loraine Flynt '42 Science Scholarship
 Ellen A. Friesen '79 Scholarship
 Edward Chase Garvey Memorial Scholarship
 General Dynamics Endowed Scholarship
 Peter and Clare Genovese Family Scholarship
 Charles Jeffers Glik Endowed Scholarship
 Monica and Dennis Golden Endowed Scholarship
 Loretto Hennelly Gunn '29 and Kathleen Toohey Gunn '65
 Endowed Scholarship
 Virginia and Ferd Gutting Endowed Scholarship
 Jane Freund Harris Endowed Scholarship in the
 Humanities
 Jane Kehoe Hassett, CSJ Endowed Scholarship
 William Randolph Hearst Endowed Scholarship Fund
 Mary Grace Heiner, CSJ '28 Endowed Scholarship
 Marcella M. Holloway, CSJ '38 Endowed Scholarship
 Villajejan M. Jones '94 Endowed Scholarship
 Bryan Kennedy Endowed Scholarship
 Henry and Betty Krausel Memorial Scholarship
 Mark Kronk Memorial Scholarship
 E. Desmond Lee Endowed Scholarship
 Tracey C. Marshall Endowed Scholarship in
 Honor of Janet S. Crites
 Marie Jostes McBride '37 Endowed Scholarship
 Coach Lee McKinney Endowed Scholarship
 Virginia Guyol McShane '35 and Helen J. Guyol '41
 Endowed Scholarship
 Anne C. Meyer Endowed Scholarship
 Emma Lu Middleton Endowed Scholarship
 Jacqueline Post Miller Endowed Scholarship
 Robert and Leona Millman Memorial Scholarship
 Montagne-Weber Endowed Scholarship
 Mary Alfred Noble, CSJ '30 Endowed Scholarship

Dorothy Gruber '33 Nonnenkamp Endowed Scholarship
 Deirdre Noonan '83 Memorial Scholarship
 Anna Marie and Edward F. O'Neill Endowed Scholarship
 Pulitzer Scholarship
 Purple Heart Special Education Scholarship
 Rose Sansone Memorial Endowed Scholarship
 Mary Belle '30 and Daniel M. Sheehan Memorial
 Scholarship
 Kathleen Cordell Sloan '38 Endowed Scholarship
 Matilde Sonnino Endowed Scholarship
 Carol Conway Spehr '63 Endowed Scholarship
 John and Audrey Naumann '43 Steinfeld Endowed
 Scholarship
 Joan Goostree Stevens '47 Memorial Scholarship
 in Education
 Loraine and Frank J. Stroble Endowed Scholarship
 Francis A. and Ruth O'Neill '52 Stroble Endowed
 Scholarship
 Stephanie Stueber, CSJ '36 Endowed Scholarship
 Norman J. Stupp Endowed Scholarship
 Michael Thompson Endowed Scholarship
 Rudy Torrini Endowed Scholarship
 Margaret Eugene Tucker, CSJ '55 Endowed Scholarship
 Sarah and Joseph Van Drisse Endowed Scholarship
 Vatterott Family Grant Program
 Voertman Endowed Scholarship in Human Environmental
 Sciences
 Wolfgang and Janie von Wolfseck Endowed Scholarship
 Mary Leona Hall Weber '31 Endowed Scholarship
 Adelaide G. Heverly Welge Endowed Scholarship
 in Education
 Adelaide G. Heverly Welge Endowed Scholarship
 in Nutrition and Dietetics
 Alumni/Welge Scholarship in Nutrition and Dietetics
 Zucchero-Sansone Endowed Scholarship

ANNUAL SCHOLARSHIPS

Several annual scholarships are available for students who demonstrate financial need. Some may be restricted to specific academic areas, based on merit, and in some instances, may be renewable.

University Expenses

TUITION (2011–2012)

Full-time Undergraduate Tuition

Full-time undergraduate tuition: \$10,030.00 per semester; \$20,060.00 per academic year.

A full-time undergraduate student takes 12-18 credit hours per semester. Full-time students taking any hours in excess of 18 per semester will pay the undergraduate part-time rate for additional hours (\$558 per credit hour).

Part-time Undergraduate Tuition

Part-time undergraduate tuition: \$558 per credit hour.

A part-time undergraduate student takes fewer than 12 credit hours in the fall or spring semester.

Summer Undergraduate Tuition

Summer undergraduate tuition: See summer course schedule.

FEES

(Please refer to the current semester course schedule.)

Application fee: \$25

Application fee — International students: \$50

Certificate fee: \$10

Freshman orientation fee: \$80

Graduation fee for bachelor's degree: \$75

Lab fees: See individual course in current semester course schedule.

New transfer student fee: \$10

Parking permit: \$80 – \$140 *(Parking permit fees are subject to change)*

Prior learning assessment *(non-traditional college credit)*:
See current semester course schedule.

Registration, change in: \$5 per course

Registration, late: \$25

Resource fee:

Full time (10 credit hours or more): \$180 per semester

Part time (9 credit hours or less): \$18 per credit hour

Transcript, regular process: \$4

Transcript, on demand: \$15

ROOM AND BOARD (2011–2012)

Medaille Hall: \$8,984 per academic year *(based on single occupancy and 14 meal plan)*

St. Joseph's Hall: \$7,780 per academic year *(based on double occupancy and 14 meal plan)*

Southwest Apartments: \$7,192 per academic year *(room only; meal plan not included)*

REFUNDS

A student who officially withdraws from Fontbonne University or drops a course(s) within the refund period may receive a tuition refund. Refunds will be determined after the return of Title IV aid or tuition adjustments are calculated. Calculations are based on the official last date of attendance. Non-attendance of class does not constitute withdrawal.

No adjustment or refund is made for late entrance, for absence after entrance, or for dismissal. Ordinarily, no adjustment or refund is made for withdrawal for extenuating circumstance beyond the tuition adjustments listed below.

Tuition adjustments

Withdrawal before the first day of classes: 100%

Withdrawal during the first drop/add period: 100%

Withdrawal within the first 10% of the semester: 90%

Withdrawal within the first 11 to 25% of the semester: 50%

Withdrawal within the first 26 to 50% of the semester: 25%

No refund after 51% of the semester: 0%

Fee Adjustments

Withdrawal before the first day of classes: 100%

Withdrawal during the first drop/add period: 100%

No refund after first drop/add period: 0%

Room and Board Refunds

Withdrawal from a residence hall will be prorated on the same basis as tuition and fees. The room deposit will be refunded subject to any outstanding financial obligations to the university.

TUITION DISCOUNTS*

Alumni Tuition Discounts

Students who have earned a degree from Fontbonne University may apply for an alumni discount on tuition rates. Please see below for your program eligibility.

Fontbonne undergraduate alumni who enroll in an undergraduate course(s) may apply for a 35 percent discount on the undergraduate course(s). These reduced rates apply to fall and spring semesters only for traditional students.

Alumni who received a master's degree from Fontbonne can enroll in a graduate course(s) and be eligible for a 35 percent discount on graduate coursework.

Persons 60 and Older

Individuals 60 years of age and older are eligible for half-price tuition rates for undergraduate courses, excluding lab and studio courses.

Educator's Discount

Students taking graduate courses at Fontbonne in art, communication disorders, computer education, education, or family and consumer sciences and who are employed at

least half-time in a preschool through twelfth grade school or school system may apply for a 15 percent discount. Students need to obtain the *educator's discount* form from their program director.

**Note: Only one discount will be applied per course. If a student is eligible for more than one discount on the same course, the larger discount will be applied.*

AUDIT

A student who wishes to attend a course but not be obligated to complete assignments or take examinations may register to audit a course. The student is responsible for any fee required for the course. No credit is given for courses that are audited. Ordinarily, studio or lab courses are not eligible for audit.

Undergraduate courses: \$150 per course

An undergraduate student who is registered full time is exempt from this fee unless the total credits exceed 18 hours.

OBLIGATION OF PAYMENT

Accounts are due in advance; June 1 for the summer semester, August 1 for the fall semester and December 1 for the spring semester.

Fontbonne University offers the convenience of Electronic Billing (E-Bill) and payments online. You may enroll to receive your monthly statements electronically and pay online. An email notice will be sent to your Fontbonne email address whenever a statement is generated for your account. You may also provide your parents or other payers with your personal log-on so they can have access to the bill and make payment. Visit our website at www.fontbonne.edu and click on Student Information Management under Resources for students. Fontbonne University accepts MasterCard, Visa, and DISCOVER.

Fontbonne University has contracted with Tuition Pay to provide a payment plan that will allow monthly payments without interest charges. You can enroll online at: www.fontbonne.edu or www.TuitionPayEnroll.com or call **1.800.635.0120 to speak with a TuitionPay consultant.**

Failure to make payments for tuition, fees, or other amounts owed the university when due, or failure to arrange for such payments before their due dates, is considered sufficient cause to:

1. Bar the student from registering for courses.
2. Drop the student from pre-registered courses, with subsequent registration subject to a late fee.
3. Withhold the transcript of record, certificate, or diploma.

The Board of Trustees of Fontbonne University reserves the right to change established tuition, fees, and services, to add additional fees and services, and to determine the effective date of such changes without prior notice.

Financial Aid

Through the administration of various financial aid programs, Fontbonne University assists qualified students with demonstrated financial need. In a spirit of partnership with the family, the Fontbonne financial aid policy attempts to supplement the resources of the family whose funds do not meet the student's educational costs. Most Fontbonne financial aid awards will combine grants, loans, and employment. Students in the OPTIONS program will be considered only for grants and loans.

Fontbonne University is committed to meeting the demonstrated need of its students with the following limitations: financial aid will attempt to meet demonstrated need up to budgeted tuition and fees for commuting students and up to budgeted tuition, fees, room, and board for resident students.

The financial aid process determines the family's expected contribution toward meeting the student's costs of education. The expected contribution is then subtracted from the student's budgeted cost at Fontbonne University. The difference between the total budgeted cost and the family contribution determines the student's need for financial assistance.

$$\begin{array}{r} \text{Total cost of attending Fontbonne} \\ - \text{Expected family contribution} \\ = \text{Financial need} \end{array}$$

Current regulations do not permit unclassified (non-degree seeking) students to receive any type of federal aid. While most programs are limited to full-time students, three-quarter time and half-time degree-seeking students may qualify for aid through the Pell Grant program, Teach Grant program, Federal Direct Loan (*both subsidized and unsubsidized*) program, and the Direct Plus Loan for Undergraduate Students. A student enrolled in a teacher certification or recertification program is considered the same as a fifth-year undergraduate student, but can only receive aid through the Federal Direct Loan (*both subsidized and unsubsidized*) program.

Application Procedures and Deadlines

Applicants must first be admitted to Fontbonne University in a degree program; graduation from high school or issuance of a GED certificate is required. At the same time the Free Application for Federal Student Aid (FAFSA) form should be completed (www.fafsa.gov) along with a Fontbonne University Financial Aid Application. There is no cost associated with the submission of these forms. Please visit the Fontbonne website for more detailed information:

<http://www.fontbonne.edu/infocenter/offices/financialaid/>.

The priority deadline for financial aid application is April 30. Fontbonne advises early application to receive full consideration. Later applications will be considered according to available funds.

FAFSA renewal and the financial aid application must be made each year with a new determination of expected family contribution. Yearly awards will be made according to the availability of funds.

For detailed information on application procedures, contact the:

Financial Aid Office
Fontbonne University
6800 Wydown Blvd.
St. Louis, MO 63105-3098
314.889.1414
<http://www.fontbonne.edu/infocenter/offices/financialaid/>

OPTIONS students should call 314.889.4583 or visit: www.fontbonne.edu/options/.

ACADEMIC PROGRESS POLICY

A student who receives financial aid based on full-time enrollment must complete a minimum of 12 credit hours per semester for a total of 24 credit hours per academic year. A student receiving financial aid based on three-quarter time enrollment (*nine-11 hours per semester*) must complete a minimum of nine credit hours per semester for a total of 18 credit hours per academic year. A student receiving financial aid based on half-time enrollment (*six to eight hours per semester*) must complete a minimum of six credit hours per semester for a total of 12 credit hours per academic year. Successful completion requires a grade of A, B, C, D or P. A grade of F or NP or a designation of I (*incomplete*) or W (*withdrawal*) is not acceptable. Evaluation of hours earned occurs at the end of the fall and spring semesters.

Please notify the financial aid office immediately upon your decision to stop attending class and complete the appropriate withdrawal procedures with your advisor and the registrar's office. **Failure to properly withdraw from class or failure to attend a class could result in loss of financial aid.** If at any time during a semester a student drops below six credit hours all federal aid would need to be returned.

If the student does not complete the required number of credit hours in a given academic year, the university may grant one semester of **financial aid probation** so that the student can make up the necessary work. If the deficiency is not made up, financial aid will be terminated until such deficiency is made up. Failure to complete at least six credit hours in a semester in which financial aid is awarded will result in termination of aid for the next semester and no financial aid probation being extended.

Students denied aid because of lack of progress must take courses at their own expense until they reach the minimum number of hours for which aid was previously given. For

example, if a student, granted aid for full-time enrollment (24 credit hours), completes 18 credit hours in an academic year, the student must complete six credit hours at their own expense before the university awards additional aid. A student previously denied aid, which later completes the minimum required hours, should make an appointment with their financial aid counselor to discuss future eligibility for financial aid.

If students believe that extenuating circumstances exist which have prevented them from making satisfactory progress, they should send an appeal in writing to the director of financial aid stating the basis for the appeal and providing any appropriate documentation. The director of financial aid will review all such appeals. The decision will be final.

OPTIONS students, please see the following website for a detailed description of the academic progress policies for your program: www.fontbonne.edu/options.

GRANTS

The Pell Grant is a federally sponsored grant available to eligible full-time, three-quarter time, half-time, and less than half-time undergraduate degree-seeking students. The Pell Grant award amount is determined each year by federal legislation. All financial aid applicants must apply for the Pell Grant and present a valid Student Aid Report to the financial aid office.

Supplemental Educational Opportunity Grant (SEOG) is a federal program administered by Fontbonne University and is awarded on a funds-available basis to full-time undergraduate degree-seeking students demonstrating exceptional financial need. These grants are from federally appropriated funds made available to Fontbonne.

Access Missouri Grant is a grant from the state of Missouri available to full-time undergraduate degree-seeking students who are residents of Missouri, attend Missouri schools, demonstrate the required level of financial need, and who maintain a 2.5 cumulative grade point average or higher. The application deadline is April 1. For more detailed information visit www.dhe.mo.gov.

Fontbonne Grants are institutional grants made to full-time undergraduate degree-seeking students with demonstrated need. These grants are from budgeted funds of the university and are awarded on a funds-available basis. The funds are awarded to students accepted into degree programs on the traditional side of campus.

Fontbonne Family Award is a tuition reduction award and applies when two or more members of an immediate family enroll simultaneously as full-time undergraduate degree-seeking Fontbonne students. The reduction is \$250 per semester per student. These awards are made through the financial aid office upon request of the students and demonstration of eligibility. The funds are awarded to students

accepted into degree programs on the traditional side of campus. Funding is limited and awarded on a first come, first serve basis.

TEACH Grant is a federally funded program which provides up to \$4,000.00 to students who intend to teach in a public or private elementary or secondary school which serves low income families. For more detailed information visit: www.teachgrant.ed.gov.

Please see the following websites for a more detailed list of the grants offered to students:

<http://www.fontbonne.edu/admissions/undergraduate/firsttimefreshmen/payingforschool/financialaid/>

<http://www.fontbonne.edu/admissions/undergraduate/transferstudents/payingforschool/financialaid/>

Educator's Discount applies to teachers currently employed at least half-time in a preschool through twelfth grade school or school system. The discount is 15 percent and application is made through the business office. Eligible applicants should be pursuing graduate coursework in art, communication disorders, computer education, education, or family and consumer sciences.

Other tuition discounts are available for undergraduate courses to persons 60 years of age or older (*50 percent discount*) and to Fontbonne graduates (*35 percent discount*). These discounts apply to fall and spring semester registrations and may exclude some laboratory and studio courses.

LOANS

Perkins Loan provides a long-term federal loan to undergraduate degree-seeking students with demonstrated need. The amount varies with a \$5,500 maximum total for the undergraduate years and a maximum total of \$27,500 as an undergraduate. Fontbonne University is the lender from funds composed of both federal and university monies. The loan entitles new borrowers to a nine-month grace period, which begins immediately upon graduation, withdrawal from Fontbonne, or registration for less than six credit hours. At the conclusion of the grace period, repayment based on interest of five percent per year will begin. Loans may be fully or partially cancelled for teachers of handicapped children or teachers employed by a school with a high concentration of low income students. Deferment of repayment is possible for half-time student status, military service, or VISTA. The appropriate deferment or request for cancellation must be filed at least once annually.

Federal Direct Loan is available to degree-seeking students who have made application for financial aid and are registered at least half time (*six credit hours or more*) at Fontbonne each semester. The loan is offered in two different forms or combination of these forms. The first is a Direct Subsidized Loan which is based upon need, with the federal government paying the interest while the student is in

school and throughout the six month grace period. The second is a Direct Unsubsidized Loan with interest starting within 60 days from the initial disbursement date. Students may elect to defer the interest on the unsubsidized loan and add it to the principal amount borrowed. The maximum amount that can be borrowed is determined by the student's classification. Repayment of principal and interest on subsidized loans begins six months after graduation, withdrawal, or registration for less than six credit hours. Prepayment may be made at any time without penalty. Standard repayment is 10 years.

Federal Direct PLUS Loans for Undergraduate Students is a non-need-based loan for dependent degree-seeking students applied for by a parent. Its availability is based upon a credit check and should only be applied for after eligibility for the Federal Direct Loan has been determined. The loan limit is the budgeted cost of education minus other financial aid. An origination fee will be taken from the amount borrowed, and repayment must begin immediately. Applications are available in the financial aid office. For more information visit: www.direct.edu.gov.

EMPLOYMENT/WORK-STUDY

Federal Work-Study (FWS) is a work program for undergraduate degree-seeking students with demonstrated financial need. The funds are awarded to students accepted into degree-seeking programs on the traditional side of campus. Eligible students find job opportunities on campus either during non-academic day hours or in the evening. The funds come from a combination of federal funds and Fontbonne University matching funds. Most students work an average of eight hours per week and are paid on a monthly basis as time sheets are submitted.

Fontbonne Work-Study is a limited work program for undergraduate degree-seeking students. The funds are awarded to students accepted into degree-seeking programs on the traditional side of campus. Such employment is not need-based but may be used toward meeting demonstrated need and is considered to be financial aid. Eligible students find job opportunities on campus either during non-academic day hours or in the evening. Most students work an average of eight hours per week and are paid on a monthly basis as time sheets are submitted.

Student Life

BOOKSTORE

Fontbonne has an on campus bookstore located in Ryan Hall 102. The bookstore offers new and used textbooks for purchase; certain course materials may be rented. The store conducts buybacks daily. It also carries basic school supplies, greeting cards, snacks and beverages. The bookstore carries an array of gift and apparel items. Students and faculty should consult the bookstore about its newly implemented book rental policy.

HEALTH SERVICES

Fontbonne students may receive medical care at the Southside Family Practice (314.647.9444) which is part of Esse Health, an independent group of over 75 physicians in private practice in the St. Louis area. Southside Family Practice is located close to Fontbonne in the doctors' building of St. Mary's Health Center at 1031 Bellevue, one-half mile east of Big Bend Boulevard and just south off Clayton Road. Information on the medical staff, participating insurance plans, and billing procedures is available online at www.essehealth.com.

Southside is staffed by physicians, a physician assistant, and nurse practitioner and offers a full-range of medical services. In most cases, students can be seen the same day or the next day by one of the providers. Most major health insurance plans are accepted and students should bring their insurance cards and co-pays to each appointment. Professional staff is available by telephone after hours and on weekends. **Students should identify themselves as Fontbonne students when calling to schedule appointments.**

Please contact Fontbonne's student affairs office (314.889.1411) if you have any questions.

Student accident and sickness insurance information is available in the student affairs office on the first floor of Medaille Hall. The plans are voluntary and optional. Each student deals directly with the insurance company and no plan is sponsored or specifically endorsed by the university.

All international students accepted for study at Fontbonne University are required to carry medical/health insurance by an insurance company selected by Fontbonne University in the U.S. Purchase of such insurance coverage will be completed at the time of registration at the university.

All students participating in intercollegiate athletics must verify with the athletic director that they have adequate medical insurance and are in sound physical condition. This verification needs to be documented with insurance and by physician's certifications. The university does not carry primary medical insurance on any student.

ID CARDS

The student affairs office, located on the first floor of Medaille Hall, issues picture I.D. cards during regular office hours. OPTIONS students may obtain their picture I.D. at the OPTIONS location on Strassner Blvd. There is no charge for the first I.D.; if the I.D. is lost or damaged, there is a \$10 replacement fee. The I.D. identifies the holder as a Fontbonne student and is issued for campus security, use of facilities in the Dunham Student Activity Center, library borrowing privileges, cashing checks, and using Griffin Bucks. A valid I.D. may be used throughout the city for discounts to selected movies, sporting events, plays, museums, and cultural events. To get an I.D., students need to provide proper identification such as a driver's license.

PARKING

Clayton Campus

To park on the Clayton campus or on the Fontbonne shuttle lot, students must obtain a parking permit from the Fontbonne business office located in Ryan Hall. Parking regulations may be obtained in the business office when your permit is issued. Parking regulations may also be found online at <http://www.fontbonne.edu/studentlife/oncampus/publicsafety>. These regulations are strictly enforced. Violators will be ticketed. Questions regarding parking on the Clayton Campus should be directed to the public safety office in Ryan 101 or by calling 314.719.8024. You may also email parking questions to: safety@fontbonne.edu.

Brentwood Location

Students parking at the Brentwood location (1300 Strassner Drive) are required to obtain a Fontbonne parking permit from the business office at that location. Details may be obtained by calling 314.919.0865.

Off-site Locations

Parking regulations at off-site locations vary. Students should contact the office where they registered to obtain parking requirements for the specific location.

Questions regarding parking should be directed to the public safety office in Ryan 101 or by calling 314.719.8024 or emailing: safety@fontbonne.edu.

STUDENT ACTIVITY CENTER

The Dunham Student Activity Center is the home court for Fontbonne's varsity volleyball and basketball teams, and the main facility for the intramural sports program. Centrally located on campus, this 38,000 square-foot building houses a gym with seating for 1,600, an athletic training room, a fitness center, an aerobics studio, a running track, and recreation and varsity locker rooms. Offices for the athletic department staff and the department of leadership education and student activities are located here as well. In addition, the Alumni

Caf', a multipurpose student union, and the Griffin Grill, a popular snack bar, are located on the second floor. Both the Caf' and the adjacent outdoor balcony are frequent gathering places for students, providing Fontbonne's community with a relaxed atmosphere in which to study or meet with friends.

INTERNATIONAL AFFAIRS

The office of international affairs is a comprehensive student-centered office that assists students with transition to the American system of higher education. Students are provided with academic and personal advising, admission (*see admission of international students in the admission section in this catalog*), orientation, and advisement of immigration regulations. The office strives to provide a "home away from home" through a reliable, knowledgeable, and trustworthy staff dedicated to serving the international interests of Fontbonne University. The office is also responsible for all aspects of international student marketing and international recruitment efforts.

International Affiliations

Fontbonne University has affiliations with a number of institutions in Europe and Asia for both undergraduate and graduate programs. Approximately 100 international students representing over 25 countries are enrolled in ESL, undergraduate, and graduate programs at Fontbonne. Numerous faculty members have participated in a number of academic exchange programs.

All matters related to international students may be directed to the office of international affairs, located in the International Center, Ryan Hall, Room 107 or contact the director of international affairs at 314.889.4509 or internationalaffairs@fontbonne.edu.

STUDENT AFFAIRS

Fontbonne's division of student affairs supports the central mission of the university and contributes to the overall development of each student. Through individual and collective care and concern, and drawing upon specific areas of expertise, student affairs staff members strive to engage, educate, and empower our students. A rich blend of resources, services, and programs creates a campus spirit and learning environment which is inclusive of all students. Through out-of-the-classroom experiences, students can increase their understanding of self and others, strengthen human relations, communications and critical thinking skills, and develop leadership abilities and social responsibility. The departments comprising student affairs are listed below. For additional information, go to www.fontbonne.edu/studentlife/.

Athletics

Fontbonne's athletic program is affiliated with the NCAA Division III and the St. Louis Intercollegiate Athletic Conference. Fontbonne is also an affiliate member of the Midwest Lacrosse Conference, Midwest Women's Lacrosse Conference, and Midwest-III Conference. Fontbonne Athletics

features both men's and women's intercollegiate varsity sports and club sports. Men's NCAA sports include baseball, basketball, cross country, golf, indoor and outdoor track and field, soccer, lacrosse, tennis, and volleyball; women's NCAA sports include bowling, basketball, cross country, field hockey, golf, indoor and outdoor track and field, softball, soccer, lacrosse, tennis, and volleyball. Our club teams include men's bowling, cheerleading, and dance which are also an active part of the athletic program.

In addition to on-campus health and fitness facilities, nearby Forest Park offers golf courses, jogging and bicycle paths, and outdoor tennis and racquetball courts for personal recreation.

For additional information call 314.889.1444.

Campus Ministry

As Campus Ministry at Fontbonne, we are committed to calling students into an awareness of the presence and inspiration of a Creator who loves us and calls us into the fullness of life. Empowered by the Spirit, we will do this by providing an open, engaging, relational environment—through conversations, programs and spaces—that allow for depth, authenticity, healthy challenges, acceptance, love, and opportunities for spiritual growth and faith-driven leadership.

Among the many activities we offer are liturgies, prayer services, faith sharing groups, alternative spring break trips, and simply comfortable spaces and conversations to help students search for answers to questions and discover their purpose in life.

Career Development

The department of career development teaches students and alumni how to take active responsibility for their professional planning, growth, and career management. A comprehensive range of programs and resources, including self-assessment, occupational information, and online job listings, helps students make informed career decisions, select realistic academic majors, and master job search skills for ongoing professional development. In addition, the department sponsors many career-related presentations and events throughout the year.

Counseling & Wellness

The counseling and wellness office is staffed with licensed professional counselors who provide free brief mental health counseling to currently enrolled Fontbonne students. Students seek counseling for a variety of concerns including depression, relationship issues, stress/anxiety, homesickness, and loss of a loved one. Confidentiality is maintained following ethical and legal obligations mandated by the state of Missouri. The office also provides referral to off-campus counseling resources. As student health and wellness is related to academic success, the office encourages student wellness by providing wellness resources and activities for students throughout the academic year. The counseling and wellness office is located in the student affairs department on the first floor of Medaille Hall. Appointments may be

scheduled in person or by phone at 314.889.4516 during normal office hours (M-F, 8:00 a.m. – 4:30 p.m.) In cases of on-campus, after-hours emergencies, contact Fontbonne's Public Safety office at 314.889.4596; for off-campus emergencies, contact 911.

Leadership Education and Student Activities

The department of leadership education and student activities coordinates and oversees student organizations, leadership programs, co-curricular activities, commuter involvement, and new student orientations. The department helps to schedule and program activities to meet students' social, recreational, cultural, and entertainment interests.

Students are encouraged to join a campus student organization while at Fontbonne University. Campus organizations related to professional associations, community service needs, and social/recreational activities form a strong and integral part of students' total university experience. Student participation can increase leadership and teamwork skills, interpersonal communication, problem-solving, and decision-making abilities, thus contributing to personal growth and professional appeal.

Any student or students interested in receiving more information or wanting to form a new student organization may contact the director of student development at 314.719.8057, or may stop by the office on the second floor of the Dunham Student Activity Center.

Residential Life

One of the most enriching and exciting aspects of university life is living on campus. Fontbonne's department of residential life offers a neighborhood environment in which students can grow in self-discipline, organizational skills, effective study habits, and independent living. The neighborhood atmosphere also provides the opportunity to develop study partners, support systems, and lasting friendships with a diverse group of neighbors.

The residence halls which make up the on-campus neighborhood are St. Joseph Hall, Medaille Hall, and Southwest Hall. The buildings are co-educational, with men and women living in designated areas. The St. Joseph Hall student population consists of freshmen, sophomores, and juniors. Resident rooms in this building are designed for double occupancy.

Medaille Hall is designed for single occupancy. Many of these rooms are reserved in advance by returning Fontbonne resident students. The Hall population is predominately juniors, seniors, and graduate students.

Southwest Hall, the third floor of the Fine Arts Center, offers apartment-style living. Each unit is designed to accommodate four students with separate bedrooms and shared living room, kitchenette, and bathroom. This residence hall population is primarily juniors, seniors, and graduate students. The lower levels of this building house the fine arts department.

Generally, a student must be registered as a full-time student to reside on campus. For additional information or application call 314.889.1411.

Service, Diversity, and Social Justice

The department of service, diversity, and social justice cultivates and promotes a campus culture that respects human dignity and encourages and recognizes service, diversity, and social justice through expanded opportunities for student learning, leadership, and civic engagement. The department advises several student organizations, promotes service opportunities (local, national, and international), and encourages dialogue around issues of diversity and justice. Look for opportunities to get involved through celebrations, workshops, programs, and service trips. The service, diversity, and social justice department is located in the student affairs office on the first floor of Medaille Hall. Contact the director of service, diversity, and social justice at 314.889.4503 with inquiries or visit: <http://www.fontbonne.edu/studentlife/servicediversitysocialjustice/>.

Honors Program

The honors program is designed to help talented students gain the most from their Fontbonne education. Because honors courses satisfy general education requirements, with additional credits to be earned in courses of the student's choice, the honors program fits any academic major. Through the honors program, students have the opportunity to formalize their commitment to excel and to have their academic talents recognized. Students who complete the program requirements in the first and second years are recognized as Honors Scholars at the annual academic Honors Convocation, and students who complete further requirements in their junior and senior years are designated University Scholars at graduation. Active members of the honors program have the privilege of early registration for all courses and can compete for scholarships for study abroad after their sophomore or junior years. The program sponsors co-curricular activities, such as the honors lecture series, intended to support the academic experience of honors students and to enrich the intellectual life of the campus. Students in the honors program are required to participate in the honors association.

ENTRANCE REQUIREMENTS

Incoming first-year students with ACT scores of 25 or higher and/or outstanding high school records are invited to join the honors program to work toward the achievement of Honors Scholar status.

Students who complete their first year at Fontbonne with a minimum cumulative grade point average of 3.5 or transfer students who enter with at least 30 hours of academic credit and a minimum cumulative grade point average of 3.5 will also be invited to enroll in the honors program. In addition, faculty members may nominate students with cumulative grade point averages over 3.3 who are considered good candidates for the program. First-year students with honors potential may be invited to enroll in honors courses. Students cannot enroll in the program after the first semester of the junior year because it will be difficult to complete the required number of hours to graduate as a University Scholar. These students, however, may register for honors courses if space is available.

BECOMING AN HONORS SCHOLAR

Incoming first-year students invited to join the honors program will have the opportunity to take designated honors sections of certain general education courses as well as upper-division interdisciplinary seminars. The students will complete a minimum of four honors courses in the first four semesters (or the first 60 credit hours) completed at Fontbonne.

In addition, students working to become Honors Scholars take the one credit hour HON 125 Freshman Honors Seminar, a multidisciplinary approach to a topic of broad importance.

The seminar is led by the director of the honors program and features faculty members from several disciplines. Students who complete these 13 credits of requirements in their first and second years will be named Honors Scholars.

BECOMING A UNIVERSITY SCHOLAR

To graduate as a University Scholar, the following requirements must be met:

- A minimum cumulative grade point average of 3.5 for continued participation in the honors program. Students who fall below the minimum have one semester of continued participation in the honors program to raise their grade point average to the required 3.5.
- A minimum of 15 hours in honors credit courses with at least six hours to be taken through honors credit in non-honors courses.
- A senior honors project to be completed by graduation.
- Participation in at least one year of honors association activities.

COURSES

At least one honors course will be available each semester for general education credit; upper-division interdisciplinary honors courses will also be available regularly. In some instances, a cross-listed course will allow a student to satisfy a requirement in one of two areas; for example, a student might take an honors course titled Religion and Literature, satisfying the requirement in either area.

These courses will be specially designed to challenge able students as they fulfill college requirements. Students not enrolled in the honors program, but who have a minimum cumulative grade point average of 3.5 may be permitted to take honors courses if space is available. If a student does not have a cumulative average of 3.5 but can demonstrate excellence in a particular area, the director of the honors program may permit enrollment upon recommendation from that student's advisor.

During the junior or senior year, a student in the honors program may contract with any instructor to earn honors credit in one course per semester for a course not specifically designated an honors course. The student and the instructor will write a plan defining the level of participation that will justify honors credit in that particular course. The director of the honors program will approve the plan.

THE NATURE OF AN HONORS COURSE

Honors courses focus on critical analysis and active learning in a collaborative atmosphere. Upper-division honors courses are frequently team-taught and interdisciplinary in content. All honors courses benefit from enrollments maintained at levels lower than the university's excellent student-faculty ratio.

In providing guidelines for the honors sections of general education courses, it may be helpful to describe what they are not:

- They are not courses designed to train departmental majors.
- They do not require or presume substantial background in the discipline.
- They do not simply increase the quantity of work required in a comparable non-honors section. They do not achieve their goals by requiring substantially more assignments or longer papers. They do emphasize quality, not quantity, of work.

Some things honors sections do differently than non-honors sections are:

- More attention is given to critical analysis of concepts and less to transmission of information.
- More attention is given to considering methods of interpretation in a given discipline. That is, do different points of view reflect a difference about facts or about how information should be interpreted or arranged along a scale of values? How and why can two competing persons or theories look at the same ideas and reach different conclusions?
- Students are assumed, and helped, to be active rather than passive learners. In-class discussions should encourage students to interpret or take positions about subject matter.
- Writing, both in class and out of class, should be emphasized. Writing assignments should serve the purpose of developing critical thinking abilities by emphasizing interpretations or evaluations. If there are research assignments, they should be essays rather than reports; that is, they should require that a student use data to reach a conclusion rather than simply compile data about a subject.
- Whenever possible, the instructors should provide opportunities for collaboration, where groups of students work together to resolve intellectual problems and evaluate one another's writing.
- Research shows that one of the things students want from an honors program is an increased sense of collegiality; therefore, some activity outside of the class room (*e.g., a field trip, an evening at the professor's home, watching a film, attending a lecture off campus*) may be included.

Guest lecturers with a particular expertise or perspective may present in honors courses to enhance student learning.

SENIOR HONORS PROJECT

The senior honors project offers students an opportunity to pursue an interest developed in the course of their education. The student will pursue a research project, a scientific experiment, a field experience, a series of readings, the writing of poetry or fiction, the production of a film, or some

similar project. It will be coordinated with the director of the honors program and completed under the direction of a faculty advisor.

The student's work will culminate in some product, such as a research paper, a critical examination of readings, a series of connected short papers, or a creative work.

A student whose major department requires a senior project may combine the honors project with departmental work with the understanding that the project will exceed the limits ordinarily defined by the department.

Departments may wish to formalize expectations for students who are pursuing senior projects jointly with the honors program. The director of the honors program will approve all projects, discussing those that also fulfill departmental requirements with appropriate department chairs to ensure that the work the student undertakes qualifies as an honors project by exceeding ordinary expectations.

When registering for the senior honors projects, a student must obtain a project proposal form from the honors program director. The form requires the approval of the faculty advisor and the honors program director, and must be completed by the last day of early registration for the semester in which credit is to be earned. Students may earn one to three credits for their honors projects.

EARLY REGISTRATION

Members of the honors program are eligible for early registration if they are registering for honors courses. First-year honors students who have been in the freshman honors seminar may register early. Beyond the first year, early registration is open to students seeking enrollment in an honors course who already have six hours of honors credit.

HONORS ASSOCIATION

The honors association is designed to encourage students to supplement their traditional in-class academic experiences with intellectual events occurring on campus and throughout the community. Students who have completed their first year of study at Fontbonne with a minimum cumulative grade point average (GPA) of 3.5, or transfer students who enter the university with at least 30 credit hours and a minimum GPA of 3.5 are invited to participate in the honors association at the beginning of each academic year.

Student members attend association meetings once each semester and attend a variety of activities both on and off campus including plays, concerts, dedicated semester events, and professional talks or presentations. By registering for HON294, students may earn one hour of academic credit for participating in 12 honors events and submitting response papers to the instructor. For additional information, please go to www.fontbonne.edu/studentlife/activitiesorganizations/honororganizations/honors_association/.

HONOR SOCIETIES

Alpha Kappa Delta (AKΔ) [international honor society in sociology]

Alpha Lambda Delta (ΑΛΔ) [honor society for first-time first-year students]

Delta Mu Delta (ΔΜΔ) [international honor society for business]

Kappa Gamma Pi (ΚΓΠ) [national Catholic graduate honor society for academic excellence and service leadership; available upon graduation at both the bachelor's and master's levels]

Lambda Pi Eta (ΛΠΗ) [national honor society for communication studies]

Phi Kappa Phi (ΦΚΦ) [oldest, largest, and most selective national honor society for all academic disciplines at both the bachelor's and master's levels]

Pi Lambda Theta (ΠΛΘ) [international honor society for education]

Psi Chi (ΨΧ) [international honor society in psychology]

Sigma Tau Delta (ΣΤΔ) [international honor society for English]

Academic Information

ACADEMIC VISION

Fontbonne University promotes informed and discerning practice in scholarship, the arts, the professions, and service. By combining a pursuit of academic excellence with an evolving awareness of the world's needs, the Fontbonne community seeks to strengthen the relationship between the educated person and a diverse society. In concert with an emphasis on teaching and learning, the university promotes vital engagement between intellectual endeavor and social responsibility, giving meaning to information and insight to inquiry. In an open, caring, and challenging environment, students and teachers integrate knowledge from the liberal arts and professional programs, developing the understanding and skills central to a thoughtful and committed life.

UNDERGRADUATE DEGREES OFFERED

- Bachelor of Arts (BA)
- Bachelor of Business Administration (BBA)
- Bachelor of Fine Arts (BFA)
- Bachelor of Science (BS)
- Bachelor of Social Work (BSW)

UNDERGRADUATE PROGRAMS

Fontbonne offers a variety of majors as well as minors, concentrations, teacher certifications, and a certificate program in website development. In addition to the general education requirements and the graduation requirement of a course in religion or theology, specific required courses constitute the background of knowledge and skills that students need in preparation for an undergraduate degree program. Students may also elect other courses, allowing the tailoring of a curriculum specific to the individual student's needs.

Students are responsible for fulfilling all requirements for the degree, including the general education requirements, the specific requirements for the major, and all graduation requirements.

See the undergraduate college/department sections in this catalog for all undergraduate program information.

UNDERGRADUATE MAJORS

- Advertising (BA)
- Applied mathematics (BS)
- Art* (BA)
- Biology (BS)
- Biology for secondary education* (BS)
- Business administration (BS)
- Business administration (BBA) [OPTIONS]
- Communication studies (BA)
- Computer science (BS)
- Contemporary studies (BA) [OPTIONS]

- Corporate communication (BA) [OPTIONS]
- Deaf education* (BA)
- Dietetics (BS)
- Early childhood* (BS)
- Elementary education* (BA)
- English* (BA)
- Family and consumer sciences* (BS)
- Fashion merchandising (BS)
- Fine arts* (BFA)
- Global studies (BA)
- History* (BA)
- Human services (BA)
- Interdisciplinary studies (BA)
- Management information systems (BS)
- Mathematics for secondary education (BS)
- Middle school education* (BA)
- Organizational studies (BA) [OPTIONS]
- Performing arts* (BA)
- Psychology (BA)
- Religious studies (BA)
- Social science/pre-law (BA)
- Social work (BSW)
- Sociology — applied (BA)
- Special education* (BS)
- Speech-language pathology (BS)
- Sports and entertainment management (BS) [OPTIONS]
- Sports management (BS)
- University major (BA or BS)

* These majors may be accompanied by a teacher education certification. See the section titled *Teacher Certification at Fontbonne University* immediately following the graduate section in this catalog for full information.

3/2 PROGRAMS

- Engineering/Civil engineering (see *biology or applied mathematics major*)
- Occupational therapy (see *biology or psychology major*)
- Social work (see *social work major*)

UNDERGRADUATE MINORS

- Advertising
- American culture studies
- Art history
- Biology
- Business administration
- Chemistry
- Communication
- Computer science
- Early childhood
- English
- Food management
- Global studies

Graphic design
 History
 Human services
 Journalism
 Management information systems
 Mathematics
 Performing arts
 Professional writing
 Psychology
 Religious studies
 Social work
 Sociology
 Sports management
 Women's and gender studies

CONCENTRATIONS

See each academic department for related concentrations in specific undergraduate majors.

CERTIFICATE PROGRAM — UNDERGRADUATE

Website development

TEACHER CERTIFICATIONS — UNDERGRADUATE PROGRAMS

Full information on teacher certification for the undergraduate programs may be found in the section titled *Teacher Certification at Fontbonne University* following the graduate section in this catalog. Also, see each academic department for available certifications in specific undergraduate majors.

See the undergraduate program section in this catalog for information on all undergraduate programs.

OPTIONS

The Fontbonne University OPTIONS program provides evening degree programs for adult students in an accelerated format. The OPTIONS program offers the following degree programs at the Clayton campus and through off-campus sites in Brentwood and in North and South Counties:

Business administration (BBA)
 Contemporary studies (BA)
 Corporate communication (BA)
 Organizational studies (BA)
 Sports and entertainment management (BS)

See the OPTIONS program in the Bonnie and L.B. Eckelkamp College of Global Business and Professional Studies in undergraduate programs in this catalog.

UNDERGRADUATE ONLINE COURSES

Fontbonne University's online courses are student-centered, just as the traditional face-to-face courses are. The learning environment is an asynchronous one, giving flexibility to the online course. The asynchronous nature of the course does not mean that the course lacks structure and/or deadlines. Students are expected to participate in class discussions and activities and have weekly assignments and deadlines. Course requirements may include weekly group discussions, online quizzes, individual and/or small group assignments, readings, problem solving, or the critiquing of articles.

Note: On-campus meetings are required for blended courses. Online courses have no synchronous meeting requirements which require students to meet at one time and location. Online undergraduate courses may require proctored testing on campus or at an approved location.

Prior to taking the first online course at Fontbonne University, a student must complete the Blackboard Tutorial, a free tutorial, which introduces the student to Blackboard, the online course environment, to our sponsors, the Sisters of St. Joseph, and to Fontbonne University history. Students who register for online courses, or courses with the Blackboard Tutorial as a prerequisite, will automatically be enrolled in the tutorial. The Blackboard Tutorial is available beginning two weeks before the start of every semester and before each OPTIONS term. Access information will be sent to all students enrolled in the tutorial; this information will be sent to the students' Fontbonne University email address.

Students should prepare themselves to begin all online courses on the first day of the semester or the first day of the scheduled course duration. For new online students, this preparation includes completing the Blackboard Tutorial in advance of the semester start date. Students must complete the Blackboard Tutorial at least one business day (*Monday thru Friday*) before the start of courses to be prepared to begin their course on time. Students who do not participate in their online course on the first day will be reported to the Registrar's Office for non-attendance and may be dropped from their course.

Minimum Technology Requirements for online students include:

- Minimum of 2 GB of RAM with DSL or high-speed Internet access.
- Windows and Office 2007 or higher for PC and Office 2008 for Mac. Most online courses require Word and PowerPoint, and many require Excel. Fontbonne University's standard software platform is MS Office 2010.
- Some courses require the purchase of additional course-specific software; this information is listed in the course syllabus.
- Use of Fontbonne University email is mandatory for online courses.
- Students must have daily access to a computer; it is recommended that students have their own computer for use with online coursework.

Undergraduate online courses are currently offered through the following college and departments:

Bonnie and L.B. Eckelkamp College of Global Business and Professional Studies

Departments of:

- Behavioral sciences
- Communication disorders and deaf education
- Education/special education
- English and communication
- History, philosophy, and religion
- Human environmental sciences
- Interdisciplinary studies
- Mathematics and computer science

ACADEMIC ADVISING

Academic advising at Fontbonne University is an integral part of the larger mission of the University. Academic advisors are dedicated to reaching out to students and to assisting each student to develop and progress through an academic program that suits the student's career goals, interests, and abilities. The advisor guides the student in choosing appropriate courses each semester, as well as encourages the student to take advantage of the opportunities to engage the total Fontbonne experience throughout each semester. In the event that an advisor/advisee arrangement does not work effectively, a student may petition the director of academic advising for a new advisor.

Student Responsibilities

Students have the responsibility to:

- Inform themselves of and be responsible for all academic policies, procedures, regulations and requirements pertinent to general education, major, minor, concentration, certification, certificate, and degree requirements.
- Know and understand their progress in their academic program by routinely and thoroughly reviewing their degree audit and by regularly scheduling meetings with their academic advisor to discuss their programs. A student may not register for courses online until the student has been cleared by the academic advisor.
- Fulfill the general education, major program, and graduation requirements identified in the catalog in effect at the time of matriculation at Fontbonne University or at the time of a change of major.
- Read and understand the syllabus from each course. The syllabus serves as a guide for all course policies and procedures and provides a permanent record of the learning outcomes and assessments for each course.

Additional information may be obtained through the advising website: <http://www.fontbonne.edu/academics/academicresources/advising/>.

GENERAL EDUCATION REQUIREMENTS

The general education requirements at Fontbonne University provide students with the opportunity to acquire the knowledge and develop the skills that help to define an educated individual. Fontbonne is committed to the liberal arts tradition. While the general education requirements give specific manifestation of that commitment, a liberal arts perspective permeates all courses of study.

The Fontbonne general education requirements are designed to meet the state of Missouri general education goals (see <http://www.dhe.mo.gov/cota/credittransfermain.php>.) These requirements apply to all undergraduate degree programs and consist of a minimum of 42 credit hours of academic course work taken within the following components:

I. Communication (9 credit hours; a total of three courses are required)

State-Level Goal: To develop students' effective use of the English language and quantitative and other symbolic systems essential to their success in school and in the world. Students should be able to read and listen critically and to write and speak with thoughtfulness, clarity, coherence, and persuasiveness.

Through the study of communication, an educated individual should be able to:

- Analyze his or her own and other's speaking and writing.
 - Conceive of writing as a recursive process that involves many strategies, including generating material, evaluating sources when used, drafting, revising, and editing.
 - Make formal written and oral presentations employing correct diction, syntax, usage, grammar, and mechanics.
 - Focus on a purpose (e.g., explaining, problem solving, and argument) and vary approaches to writing and speaking based on that purpose.
 - Respond to the needs of different venues and audiences and choose words for appropriateness and effect.
 - Engage effectively in electronic collaboration.
- A. Written Communication (*both courses are required*)
- ENG 101 Composition I (3 credit hours)
 - ENG 102 Composition II (3 credit hours)
- B. Oral Communication (*one course is required*)
- COM 102 Public Speaking (3 credit hours)
 - COM 103 Interpersonal Communication (3 credit hours)
 - BCC 320 Corporate Presentation and Persuasion (OPTIONS only) (3 credit hours)

II. Mathematics (3 – 4 credit hours; one course is required)

State-Level Goal: To develop students' understanding of fundamental mathematical concepts and their applications. Students should develop a level of quantitative literacy that would enable them to make decisions and solve problems and which could serve as a basis for

continued learning. (*The mathematics requirement for general education should have the same prerequisite(s) and level of rigor as college algebra.*)

Through the study of mathematics, an educated individual should be able to:

- Describe the contributions to society from the discipline of mathematics.
- Recognize and use connections within mathematics and between mathematics and other disciplines.
- Read, interpret, analyze, and synthesize quantitative data (e.g., graphs, tables, statistics, and survey data) and make reasoned estimates.
- Formulate and use generalizations based upon pattern recognition.
- Apply and use mathematical modes (e.g., algebraic, geometric, statistical) to solve problems and to present information with clarity, accuracy, and precision.

MTH 102 Contemporary Topics in Mathematics for Educators (3 credit hours)

MTH 103 Excursions into Modern Mathematics (3 credit hours)

MTH 105 College Algebra (4 credit hours)

MTH 115 Introduction to Statistics (3 credit hours)

MTH 150 Calculus with Analytic Geometry I (4 credit hours)

ORG 315 Applications in Modern Math for Managers (OPTIONS only) (3 credit hours)

III. Valuing (6 credit hours; a total of two courses is required)

State-Level Goal: To develop students' abilities to understand the moral and ethical values of a diverse society and to understand that many courses of action are guided by value judgments about the way things ought to be. Students should be able to make informed decisions identifying personal values and the values of others and through understanding how such values develop. They should be able to analyze the ethical implications of choices made on the basis of these values.

Through the study of valuing, an educated individual should be able to:

- Compare and contrast historical and cultural ethical perspectives and belief systems.
- Utilize cultural, behavioral, and historical knowledge to clarify and articulate a personal value system.
- Recognize the ramifications of one's value-based decisions on self and others.
- Recognize conflicts within and between value systems and recognize and analyze ethical issues as they arise in a variety of contexts.
- Consider multiple perspectives, recognize biases, deal with ambiguity, and take a reasonable position (reflective thinking).

A. Introductory Course in Philosophy (*one course is required*)

PHL 110 Introduction to Philosophy (3 credit hours)

PHL 260 Contemporary Moral Issues (3 credit hours)

B. Specialized Valuing Course (*one course is required*)

ACS 100 Introduction to American Culture Studies (3 credit hours)

ACS 200 America Abroad (3 credit hours)

ART 207 High Art, Propaganda, and Kitsch (3 credit hours)

EDU 234 Philosophical Foundations of Education (3 credit hours)

HES 105 Personal, Professional, and Cultural Dress (3 credit hours)

HES 266 Management of Family Resources (3 credit hours)

HES 397 Advocacy in Professional Practice (3 credit hours)

PER 314 Multicultural Experiences in Performance (3 credit hours)

PHL 221 Business Ethics (3 credit hours)

PHL 228 Environmental Ethics (3 credit hours)

WGS 101 Introduction to Women's Studies (3 credit hours)

BAC 410 Corporate Responsibility in Today's World (OPTIONS only) (3 credit hours)

BBA 407 Management and Business Ethics (OPTIONS only) (3 credit hours)

BCC 430 Legal and Ethical Issues in Corporate Communication (OPTIONS only) (3 credit hours)

ORG 312 Values and Ethics in the Organization (OPTIONS only) (3 credit hours)

SEM 350 Ethical and Legal Issues in Sports and Entertainment (OPTIONS only) (3 credit hours)

IV. Social and Behavioral Sciences (6 – 9 credit hours; a total of three courses may be required)

State-Level Goal: To develop students' understanding of themselves and the world around them through study of content and the processes used by historians and social and behavioral scientists to discover, describe, explain, and predict human behavior and social systems. Students must understand the diversities and complexities of the cultural and social world, past and present, and come to an informed sense of self and others. (*Students must fulfill the state statute requirements for the United States and Missouri constitutions.*)

Through the study of social and behavioral sciences, an educated individual should be able to:

- Understand social institutions across the range of historical and cultural contexts.
- Explain individual human behavior using hypotheses.
- Evaluate contemporary problems from a social science perspective.
- Compare diverse social, cultural, and historical settings and processes.
- Explain constitutions of the U.S. and Missouri.

A. History (*one course is required*)

HST 103 Introduction to Western Civilization I: Prehistory to 17th Century (3 credit hours)

- HST 104 Introduction to Western Civilization II: 17th Century to the Present (3 credit hours)
- HST 105 Introduction to American History I: Discovery through Civil War (3 credit hours)
- HST 106 Introduction to American History II: Post-Civil War to Present (3 credit hours)
- HST 340 American Social History (3 credit hours)
- HST 366 Trends that Shaped the Modern World (3 credit hours)

B. Human Behavior (*one course is required*)

- PSY 100 Introduction to Psychology (3 credit hours)
- PSY 200 Developmental Psychology (3 credit hours)
- SOC 100 Survey of Sociology (3 credit hours)
- SSC 201 The American Economy (3 credit hours)
- GOV 230 American National Government (3 credit hours)
- BUS 202 Principles of Macro Economics (3 credit hours)
- BUS 203 Principles of Micro Economics (3 credit hours)
- GGY 205 Cultural Geography (3 credit hours)
- BBA 400 Macroeconomics for Managers (OPTIONS only) (3 credit hours)
- BBA 402 Microeconomics for Managers (OPTIONS only) (3 credit hours)

C. U.S. & MO Constitutions (*one course may be required. If GOV 230 is taken in social and behavioral sciences, category B, to meet the human behavior requirement, it will also meet this U.S. & MO constitutions requirement.*)

- GOV 230 American National Government (3 credit hours)
- GOV 101 U.S. and Missouri Constitutions (1 credit hour)

V. Humanities and Fine Arts (*6 credit hours; a total of two courses is required*)

State-Level Goal: To develop students' understanding of the ways in which humans have addressed their condition through imaginative work in the humanities and fine arts; to deepen their understanding of how that imaginative process is informed and limited by social, cultural, linguistic, and historical circumstances; and to appreciate the world of the creative imagination as a form of knowledge.

Through the study of the humanities and fine arts, an educated individual should be able to:

- Describe the scope and variety of works in the humanities and fine arts (e.g., fine and performing arts, literature, and speculative thought).
- Explain the historical, cultural, and social contexts of the humanities and fine arts.
- Identify the aesthetic standards used to make critical judgments in various artistic fields.
- Articulate a response based upon aesthetic standards to observance of works in the humanities and fine arts.

A. Literature (*one course is required*)

- ENG 120 Introduction to Literature (3 credit hours)
- ENG 240 Survey of English Literature I (3 credit hours)
- ENG 241 Survey of English Literature II (3 credit hours)
- ENG 260 American Literary Tradition: To Whitman (3 credit hours)
- ENG 261 American Literary Tradition: Since Whitman (3 credit hours)

B. Fine Arts (*one course is required*)

- ART 155 Art Appreciation (3 credit hours)
- ART 160 Art History Survey I (3 credit hours)
- ART 161 Art History Survey II (3 credit hours)
- MUS 106 American Popular Music (3 credit hours)
- MUS 108 Music Appreciation (3 credit hours)
- PER 101 Theatre Appreciation (3 credit hours)

VI. Life and Physical Sciences (*6 – 8 credit hours; a total of two courses is required*)

State-Level Goal: To develop students' understanding of the principles and laboratory procedures of life and physical sciences and to cultivate their abilities to apply the empirical methods of scientific inquiry. Students should understand how scientific discovery changes theoretical views of the world, informs our imaginations, and shapes human history. Students should also understand that science is shaped by historical and social contexts.

Through the study of life and physical sciences, an educated individual should be able to:

- Explain how to use the scientific method and how to develop and test hypotheses in order to draw defensible conclusions.
- Evaluate scientific evidence.
- Describe the basic principles of the physical universe.
- Describe concepts of the nature, organization, and evolution of living systems.
- Explain how human choices affect the earth and living systems.

A. Life Science (*one course is required*)

- BIO 108 Introduction to Life Science with Lab (3 credit hours)
- BIO 112 General Biology I with Lab (4 credit hours)
- BIO 250 Microbiology with Lab (4 credit hours)
- BIO 106 Topics in Environmental Science with Lab (OPTIONS only) (3 credit hours)

B. Physical Science (*one course is required*)

- CHM 102 Essentials of Chemistry with Lab (4 credit hours)
- CHM 106 General Chemistry I with Lab (4 credit hours)
- PHY 108 Introduction to Physical Science with Lab (3 credit hours)
- PHY 208 College Physics I with Lab (4 credit hours)

VII. Managing Information (4 credit hours; a total of two courses is required)

State-Level Goal: To develop students' abilities to locate, organize, store, retrieve, evaluate, synthesize, and annotate information from print, electronic, and other sources in preparation for solving problems and making informed decisions.

Through the study of the management of information systems, an educated individual should be able to:

- Use electronic tools for research and evaluation to access and/or generate information from a variety of sources, including the most contemporary technological information services, and evaluate information for currency, usefulness, truthfulness, and accuracy.
- Create electronic documents to present information clearly and concisely, using contemporary technologies.
- Create technology-enhanced presentations to present information clearly and concisely, using contemporary technologies.
- Create and use spreadsheets/databases to organize, store, and retrieve information efficiently.
- Use electronic tools for analyzing qualitative and quantitative data: reorganize information for an intended purpose.
- Examine the legal, ethical, and security issues involved in the use of information technology.

A. Information Literacy (required)

INT 199 Information Navigation and Evaluation
(1 credit hour)

B. Computer Information Systems (one course is required)

CIS 100 Computer Technology: Issues and Applications (3 credit hours)

CIS 103 Microcomputer Applications in Education (3 credit hours)

CIS 110 Microcomputer Applications: Spreadsheet (3 credit hours)

CIS 111 Microcomputer Applications: Data Base (3 credit hours)

CIS 160 Computer Science I (Math/CIS majors only) (3 credits)

VIII. Higher-Order Thinking Skills

State-Level Goal: To develop students' ability to distinguish among opinions, facts, and inferences; to identify underlying or implicit assumptions; to make informed judgments; and to solve problems by applying evaluative standards.

A combination of general education courses will assist the student in developing an ability to distinguish among opinions, facts and inferences, identifying underlying or implicit assumptions, making informed judgments, and solving problems by applying evaluative standards. The educated individual should be able to:

- Recognize the problematic elements of presentations of information and argument and formulate diagnostic questions for resolving issues and solving problems.
- Analyze and synthesize information from a variety of

sources and perspectives and apply the results to resolving complex situations and problems.

- Defend conclusions using relevant evidence and reasoned argument.
- Use a variety of approaches to describe problems, identify alternative solutions, and make reasoned choices among solutions.
- Reflect on and evaluate critical thinking process.

A course taken for P/NP cannot meet a general education requirement.

INDEPENDENT STUDY COURSES

Independent study courses, available to qualified undergraduate degree-seeking students, allow students to pursue interests not available in the established curriculum. An independent study course may take the form of research, a reading program, or a special off-campus project. Each independent study course must have an instructor.

A completed application for an independent study must be submitted to the registrar's office on the *registration in undergraduate special course* form at the time of registration. The form is available in the registrar's office.

Students who have completed 60 or more credit hours and are not on academic probation may register for an independent study course.

See respective academic departments for independent study course numbers and descriptions.

COOPERATIVE EDUCATION

The cooperative education program permits students to gain valuable work experience in their major field of study while earning money to help finance their education. Students with sophomore, junior, or senior status may apply for positions in business or non-profit organizations. Students earn one to six hours of academic credit for each semester of cooperative work experience. The credit, considered elective credit, contributes to the 128 hours required for graduation. Students may earn up to 18 hours of cooperative education credit. Students in all majors except education, special education, deaf education, and speech-language pathology may take advantage of this opportunity.

ACADEMIC TOURS

National and international tours and trips for academic credit are sponsored by Fontbonne University under the guidance of faculty and professional staff. For students, such tours and trips involve prior reading, attendance at planning meetings, and full participation in all tour or trip and follow-up activities as outlined in the syllabus prepared by the instructor. The course prefix includes the letter code of the sponsoring college/department and usually has either a 200- or 400-level number assigned to it. Academic tours and trips ordinarily carry no more than three hours of credit.

STUDY ABROAD

Fontbonne encourages students to become a part of the global community by offering multicultural learning experiences through individual study abroad programs, faculty-directed study abroad trips (see academic tours above), and international community-service projects. Students have participated in programs and projects throughout the world, including Italy, England, Ireland, Costa Rica, Taiwan, and Australia.

Short-term, semester, and academic year study abroad opportunities are available. Students must have a minimum cumulative GPA of 2.5 in order to participate in study abroad programs. For additional information on study abroad, please call 314.719.8058 or visit: <http://www.fontbonne.edu/academics/studyabroad/>.

PRIOR LEARNING ASSESSMENT (PLA)

Fontbonne University offers students the opportunity to earn undergraduate credit for non-collegiate sponsored learning. Prior learning assessment is a concept based on accepted principles of adult learning and serves to validate the professional competence achieved by men and women outside the classroom. Credit for prior learning may be earned as a result of professional training and college/university-level learning gained through experience, military training, and/or validated by various tests. Prior learning credit will be awarded only if the work assessed meets or exceeds "C" level coursework.

A maximum of 32 credit hours will be accepted in PLA credit opportunities at Fontbonne. Students may not count PLA credit toward the 32-hour residency requirement at Fontbonne or toward the OPTIONS core requirements, and may not receive credit more than once for the same learning/competency achievement. Fees charged for PLA credit are subject to change.

The standards and criteria established by Fontbonne for assessing college/university-level learning were developed in conformance with guidelines set forth by the Council for Adult and Experiential Learning (CAEL). Fontbonne University cannot guarantee how another college or university might interpret transfer credit awarded through Prior Learning Assessment. The PLA program at Fontbonne encompasses the following opportunities.

Standardized Tests

Students may earn credit through the assessment of their college/university-level learning by the following methods of testing. Students cannot earn credit for an examination if they have taken a college/university course of equal or higher equivalency in that area prior to the exam. The testing methods recognized by Fontbonne are defined as follows:

1. College Level Examination Program (CLEP)

Students may earn credit for CLEP general and subject examinations to fulfill certain course requirements according to the respective college or department policy. Official test scores must be received by the

registrar's office directly from the testing agency. Credit is awarded if the score received is at or above the American Council of Education (ACE) recommended score.

2. Advanced Placement (AP)

Students who score four or five on Advanced Placement tests may be awarded university credit through Fontbonne, subject to the approval of the appropriate college dean or department chairperson. Each college/department will decide the amount of credit and the specific (equivalent) course for which credit will be given. A student who scores one, two, or three on AP tests will not receive advanced placement or earn university credit. Official test scores must be received by the registrar's office directly from the testing agency.

A list of the Fontbonne courses that are satisfied by advanced placement courses is available in the offices of the coordinator of prior learning assessment, admission, registrar, and academic affairs.

Non-standardized Exams/Credit from Accredited Institutions/Organizations

1. Military Experience

College/university credit can be awarded for military courses and enlisted ranks/military occupational specialties (MOS) which adhere to the standards of and have been evaluated by the American Council on Education (ACE) Guide. When available, submission of the ACE registry transcript is required. If ACE is unable to provide a transcript, the DD214 and/or a transcript of in-service training is required.

2. Professional Training

College/university credit may be awarded for professional training courses sponsored by business and industry, government, and labor which adhere to the standards of and have been evaluated by the American Council on Education (ACE) or the New York State Program on Non-collegiate Sponsored Instruction (PONSI).

3. Credit by Exam

Fontbonne will accept undergraduate credit by exam for non-standardized examinations given by accredited institutions. The course number, title, and credit hours must appear on the official transcript. Determination as to the fulfillment of certain course requirements will be reviewed and considered by the appropriate college dean or department chairperson.

4. Department Proficiency Exams

Several departments offer proficiency exams for specific Fontbonne courses. Students who satisfactorily complete the proficiency exam for a specific course may petition to have the requirement met and to receive credit for the particular course.

5. Portfolio Evaluation

The portfolio evaluation is available in two formats:

(a) Portfolio I: Documented Learning and (b) Portfolio II: Narrative Essay. If students believe they have already acquired the competencies of specific university courses, they may petition for credit through the portfolio evaluation. Students can earn credit for courses listed in the Fontbonne University catalog as well as for college/university-level courses listed in the catalogs of an accredited degree-granting college or university, provided there is a Fontbonne faculty member who can evaluate the request relative to learning outcomes. The prior learning assessment coordinator provides guidance in portfolio preparation and submission procedures. The portfolio must contain detailed evidence of learning outcomes, supporting documentation, and descriptions of personal and professional experience.

a. Portfolio I: Documented Learning

Students must prepare a portfolio of their learning experiences, which can be documented by licenses, certifications, or transcripts from non-accredited or professionally accredited colleges and schools. Professional training programs through local corporations, which have not been evaluated by ACE/PONSI, may be included in this portfolio.

The documented learning portfolio should have content congruent to the established Fontbonne University specific course for which credit is being petitioned. Credit awarded for the documented learning portfolio must not be greater than the credit assigned to the specific course as listed in the Fontbonne catalog.

b. Portfolio II: Narrative Essay

If the student has extensive knowledge which cannot be supported through areas of learning covered under the Portfolio I description, Portfolio II must be prepared for assessment. The narrative essay portfolio relies on the student's explanation of the learning outcomes and the practical application of the experiences. Examples of supporting documentation include work samples, certificates of completion of workshops/seminars, and verification from superiors. For additional information on prior learning assessment, please contact the director of Prior Learning Assessment at 314.919.0754.

- The student must take 12 or more semester hours (including the inter-institutional course) and pay full tuition at Fontbonne.
- The inter-institutional course is not offered at the home institution during the semester the student wishes to take the course.
- The host institution must have room in the course.
- The student is limited to six credit hours or two courses per semester at the host institution.
- The student does not pay additional tuition for the inter-institutional course (unless it brings the total credit hours over 18), but must pay the host institution any incidental fees such as for laboratory or studio materials.
- The student should not take inter-institutional courses during the semester in which the student expects to graduate due to the unavailability of a timely final transcript from the other institution's registrar's office.

The Fontbonne registrar's office handles registration for inter-institutional courses. Required forms are available in the registrar's office.

FOREIGN LANGUAGE STUDY AT THE UNIVERSITY COLLEGE, WASHINGTON UNIVERSITY IN ST. LOUIS

Fontbonne students may study foreign languages through a special arrangement with the University College of Washington University. Students choose from a variety of languages, such as Asian, Classic, Germanic, Romance, and Slavic languages. Not all languages are offered every semester. Credits earned for foreign language through the University College count as home credit for Fontbonne students. Further information is available in the office of the registrar.

DUAL DEGREE PROGRAM IN ENGINEERING WITH UNIVERSITY OF MISSOURI-KANSAS CITY OR WASHINGTON UNIVERSITY IN ST. LOUIS

Fontbonne University students may choose a dual degree program of study in collaboration with either the School of Computing or Engineering at the University of Missouri-Kansas City or the School of Engineering and Applied Science at Washington University in St. Louis. This program may be combined with any major, but is most easily pursued in conjunction with a major in applied mathematics or in biology. Students must have completed the first three years of required work on a major at Fontbonne. A minimum cumulative grade point average (GPA) of B+ (3.25 on a 4.0 scale) or better, both overall and in science and mathematics courses, is required for admission to the dual degree program. Applicants with lower GPAs are considered on a case-by-case basis. Upon satisfactory completion of the program, the student will be awarded bachelor's degrees from both Fontbonne University and University of Missouri-Kansas City or from both Fontbonne University and Washington University in St. Louis.

INTER-INSTITUTIONAL CROSS REGISTRATION

Fontbonne University participates in an inter-institutional agreement with the following universities: Lindenwood, Maryville, Missouri Baptist, and Webster.

Undergraduate students may take courses at these host institutions only during the fall and spring semesters under the following conditions:

3/2 ARRANGEMENT IN OCCUPATIONAL THERAPY WITH WASHINGTON UNIVERSITY IN ST. LOUIS

Fontbonne University students may elect to pursue a 3/2 program of study in connection with the Occupational Therapy (OT) program in the Washington University School of Medicine. Students who have completed the first three years of coursework for either a biology or a psychology degree at Fontbonne and who have a minimum cumulative grade point average of 3.0 in required prerequisite courses may apply for admission to the OT program at Washington University during their junior year at Fontbonne.

Upon satisfactory completion of the first year of coursework at Washington University, the student will be awarded a bachelor of science degree in biology or a bachelor of arts degree in psychology from Fontbonne University. It is the student's responsibility to apply for the bachelor's degree from Fontbonne during the fall semester of the first year at Washington University. At the end of the second year of study at Washington University, the student would qualify for a master of occupational therapy degree from the Washington University School of Medicine.

3/2 ARRANGEMENT IN SOCIAL WORK WITH WASHINGTON UNIVERSITY IN ST. LOUIS

Fontbonne students may choose a 3/2 program of study in connection with the George Warren Brown (GWB) School of Social Work at Washington University. Students who have completed the first three years of required work for a major in human services at Fontbonne and who have a minimum cumulative grade point average of 3.5 may apply for admission to the GWB School of Social Work at the end of the junior year. Upon satisfactory completion of the first year at GWB, the student will be awarded a bachelor of arts degree from Fontbonne University. It is the student's responsibility to apply for this degree from Fontbonne at the satisfactory completion of the first year at GWB. At the end of the second year of study at GWB, students should qualify for a master of social work (MSW) degree at Washington University.

ACCELERATED BRIDGE PROGRAM WITH SAINT LOUIS UNIVERSITY SCHOOL OF SOCIAL WORK

Fontbonne students may choose an accelerated bridge program of study with Saint Louis University School of Social Work. Senior level students who have completed 44 credits hours including specific course requirements with a minimum cumulative grade point average of 3.2 may apply for admission to the Saint Louis University School of Social Work. Bridge students will be given visiting student or non-degree student status if accepted in the MSW Program and pay the current Saint Louis University School of Social Work tuition rates and fees. Bridge students are not eligible to apply for School of Social Work Scholarships until they have received full admission to the MSW Program. Students

accepted into the bridge program may take between 3 – 15 credit hours from select social work courses. Upon completion of graduation requirements at Fontbonne University and successful completion of SLU social work courses students will be given full admission to the St. Louis University School of Social Work MSW Program. It is the student's responsibility to meet with her/his academic advisor to appropriately plan for admission to the Bridge Program.

ASSOCIATION OF COLLEGES OF SISTERS OF ST. JOSEPH (ACSSJ) EXCHANGE PROGRAM

The Association of Colleges of Sisters of St. Joseph (ACSSJ) Exchange Program offers students the opportunity to broaden their educational experience by studying for a semester or a year at a member campus. On each of the ACSSJ campuses the student "will encounter a caring and hospitable community, concern for all without distinction, efforts to respond to the needs of the times, an orientation toward excellence, and endeavors to make a difference in the local and world community." The program offers an enriched academic experience with many exciting opportunities for intellectual and personal development.

To be eligible for the exchange program, a student must have completed, by the time of the visit to another campus, at least 24 semester hours at the home campus and have achieved a minimum cumulative grade point average of 2.5 on a 4.0 system. A student interested in the exchange program should contact the office of academic affairs for more information at least one full semester before the planned exchange. See <http://www.acssj.org/default.asp> for additional information or contact the office of academic affairs at 314.889.1401.

The member institutions include:

- Avila University, Kansas City, MO (www.avila.edu)
- Chestnut Hill College, Philadelphia, PA (www.chc.edu)
- Elms College, Chicopee, MA (www.elms.edu)
- Fontbonne University, St. Louis, MO (www.fontbonne.edu)
- Mount St. Mary's College, Los Angeles, CA (www.msmc.la.edu)
- Regis College, Weston, MA (www.regiscollege.edu)
- St. Catherine University, St. Paul, MN (www.stkate.edu)
- St. Joseph College, New York, NY (www.sjcny.edu)
- The College of St. Rose, Albany, NY (www.strose.edu)

INTERNATIONAL AFFILIATIONS

Fontbonne University is a member of the Missouri London Consortium which oversees summer study and internship programs in London. Fontbonne is also an affiliate of Regent's College in London and St. Mary's University College in Twickenham, London. Qualified students may study with any of these institutions and transfer approved courses to Fontbonne toward degree requirements.

Fontbonne University has affiliations with a number of institutions in Europe and Asia for both undergraduate and

graduate programs. International students representing over 25 countries are enrolled in ESL, undergraduate, and graduate programs at Fontbonne. Numerous faculty members have participated in a number of academic exchange programs.

All matters related to international students may be directed to the office of international affairs located in the International Center, Ryan Hall, room 107 or contact the director of international affairs at 314.889.4509 or visit: **internationalaffairs@fontbonne.edu**. For study abroad opportunities, contact 314.719.8058.

AFFILIATION WITH THE GOLDFARB SCHOOL OF NURSING AT BARNES-JEWISH COLLEGE

Fontbonne University has an articulation agreement with the Goldfarb School of Nursing at Barnes-Jewish College, providing general education and science courses for students who wish to complete a Bachelor of Science in Nursing degree. Interested students must apply and be admitted to Fontbonne and complete 54 credit hours. Students then wishing to complete the BSN degree must apply as a transfer student for admission to the Goldfarb School of Nursing and complete the remaining 66 credits for their Bachelor of Science in Nursing degree.

Students interested in this option should contact the Goldfarb School of Nursing to become familiar with all transfer and admission policies. For further information contact the chair of the department of biological and physical sciences at Fontbonne University at 314-889-4574 or visit the website at: **<http://www.fontbonne.edu/academics/undergraduate/departments/biologicalphysicalsciences/>**.

Academic Policies and Regulations

BACCALAUREATE DEGREE REQUIREMENTS

All students seeking the baccalaureate degree must complete the following requirements:

1. A minimum of 128 credit hours.
2. A minimum of 32 of the 128 credit hours at Fontbonne University to meet the minimum residency requirement.
3. A minimum cumulative grade point average (GPA) of 2.0 on a 4.0 scale. A college, department, or program may require a higher minimum cumulative GPA for the degree and/or major requirements, certificate, etc. (*See each college, department, or program for specific information.*)
4. A minimum of 42 credit hours of general education requirements (GER). All GER courses must be completed with a letter grade.
5. All course requirements for the major, minor, or concentration as stipulated by the college or department in which the major, minor, or concentration is offered, including:
 - a. Completion at Fontbonne of a minimum of 50 percent of the credit hours required for the major, minor, or concentration;
 - b. Completion at Fontbonne of a minimum of 15 credit hours of the major requirements as upper division (300/400 level) coursework;
 - c. Completion of a capstone course/experience as part of the major;
 - d. Completion of each course required for the major, minor, or concentration with a minimum grade of C-; and
 - e. Completion of the minimum cumulative grade point average required for the major.
6. A minimum of one course in religion or theology as a graduation requirement. This course must be completed with a letter grade.
7. The completion at Fontbonne of the final semester of coursework, regardless of the number of credit hours taken.

SECOND BACCALAUREATE DEGREE REQUIREMENTS

A student who enters Fontbonne University with a bachelor's degree may earn a second bachelor's degree at Fontbonne by completing:

- A minimum of 24 credit hours in addition to the total number of hours earned for the first degree;
- All specific requirements for a second major; and
- All specific requirements for the second degree, including a course in religion or theology.

A student pursuing a second bachelor's degree at Fontbonne is not required to take the university placement tests or to fulfill the university general education requirements.

For a student to be admitted to Fontbonne, the college or department in which the student wishes to study must accept the candidate for pursuit of the second bachelor's degree. The college or department will determine which courses from the first bachelor's degree will be accepted toward fulfillment of the major requirements for the second degree.

A student is not officially accepted in the major for the second degree until the major approval process has been successfully completed. (*See major approval in this section of the catalog.*)

See the admission section in this catalog for admission requirements.

DUAL BACCALAUREATE DEGREE REQUIREMENTS

A student may work simultaneously for two different degrees (e.g., BA and BS) provided the following requirements are completed:

- A minimum of 24 credit hours beyond the minimum of 128 credit hours for the first degree;
- All specific requirements for each of the two majors; and
- All specific requirements for each degree.

RESIDENCY REQUIREMENTS FOR THE BACCALAUREATE DEGREE

1. An undergraduate degree-seeking student must complete, at Fontbonne University, a minimum of 32 credit hours of coursework toward a degree.
2. A student may not take courses required for the degree at any other institution during the semester in which the degree is to be conferred. The only exception to this policy is an institution with which Fontbonne has an inter-institutional agreement; however, this is not recommended.
3. The student may not take CLEP or apply for any externally granted credit through Prior Learning Assessment during the semester in which the degree is to be conferred.

CONTINUOUS ATTENDANCE REQUIREMENT

Fontbonne University requires a reasonable degree of continuity in attendance at Fontbonne for all students. The university reserves the right to establish time limits on degree programs and courses.

Fontbonne may invoke more recent degree and/or other requirements, such as:

- If considerable time has elapsed since the student achieved degree-seeking status.
- If the degree requirements have changed substantially since the student began the program.

- If the student leaves the university without an approved leave of absence and re-enters at a later date, the student must follow all requirements stipulated in the catalog in effect at the time of re-entry.

WAIVER/MODIFICATION OF DEGREE REQUIREMENTS

A student may request a waiver or a modification of a degree requirement. The *waiver/degree modification* form must be obtained from the registrar's office and be completed, providing a clear rationale as to why the requirement should be waived or modified. Waived credit does not count toward total degree requirements. The student must complete a minimum of 128 credit hours to graduate with a bachelor's degree.

RESIDENCY REQUIREMENTS FOR MAJORS, MINORS, CONCENTRATIONS, AND CERTIFICATES

1. A student must successfully complete, at Fontbonne University, a minimum of 50 percent of the credit hours required for a major, minor, or concentration (as defined under academic terminology in this section of this catalog).
2. A student must successfully complete, at Fontbonne University, a minimum of 15 upper-division (300/400 level) credit hours of departmental coursework required for the major.
3. A student must successfully complete, at Fontbonne University, all certificate requirements.

COLLEGE/DEPARTMENTAL AND MAJOR REQUIREMENTS

An individual college or department may establish requirements (beyond general education and other institutional/graduation requirements) for students whose majors are in that unit. A college or department reserves the right to interpret requirements if questions arise. It is the student's responsibility to know, understand, and fulfill the requirements of the major.

An academic department defines and administers the requirements for the majors, minors, concentrations, and certificate programs within that department. Transcript notations will show the major, minor, concentration, and/or certificate program.

A student must earn a minimum grade of C- in each course required for the major, minor, concentration, or certificate.

DOUBLE MAJORS

Since many Fontbonne major programs provide an opportunity for a student to choose electives, a student may work simultaneously toward majors in two different areas or disciplines. Both majors must lead to the same degree. The student must fulfill all requirements for both majors in

addition to specific degree and graduation requirements.

A student who wishes to pursue two majors leading to different degrees (e.g., BA and BS) must take the additional 24 credit hours required for dual baccalaureate degrees. (See *dual baccalaureate degree requirements above*.)

DUAL UNDERGRADUATE/GRADUATE ENROLLMENT REQUIREMENTS

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 taking undergraduate coursework toward completion of a bachelor's degree and is also enrolled as an unclassified graduate student taking graduate coursework. To be eligible for dual enrollment, a Fontbonne 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. Enrollment in graduate courses must be approved by the graduate program director, since preference is given to students enrolled in the graduate program.

Graduate credit hours may not be used toward the 128 hour requirement for an undergraduate degree. However, a maximum of nine graduate credit hours taken during dual enrollment may be applied to the total credit hours required for the master's degree.

UNDERGRADUATE CERTIFICATE PROGRAMS

Undergraduate certificate programs are designed for undergraduate students and for individuals who have completed a baccalaureate degree but are not enrolled in a graduate program. A certificate is defined as a minimum of 18 and a maximum of 27 credit hours in a sequence of interdisciplinary coursework or a narrowly defined set of courses within a discipline.

Requirements for the completion of a certificate:

1. A student must earn a minimum grade of C- in each course required for the certificate.
2. All certificate program courses must be successfully completed at Fontbonne University, culminating in a minimum cumulative grade point average of 2.0. An individual department may establish a higher cumulative grade point average for a specific certificate program.
3. Courses that fulfill the requirements for a certificate may also be used to fulfill major requirements, but may not be used to fulfill requirements for a minor, concentration, or another certificate.
4. Fontbonne policies and regulations apply to certificate-seeking students.

REQUIREMENTS FOR POST-BACCALAUREATE CERTIFICATION ONLY OR FOR AMERICAN DIETETIC ASSOCIATION VERIFICATION ONLY

An applicant who already holds a bachelor's degree may desire admission to pursue post-baccalaureate teacher certification (see the department of education/special education in the graduate program section in this catalog and the *teacher certification at Fontbonne University* section immediately following the graduate program section in this catalog for information regarding programs which combine teacher certification with an advanced degree) or to meet the minimum academic requirements for American Dietetic Association (ADA) verification (see the department of human environmental sciences in the undergraduate program section in this catalog). See the admission section of undergraduate information in this catalog for admission requirements.

Admission as a candidate for pursuit of teacher certification or for completion of dietetic verification requirements is dependent upon the approval of the respective department. The department in which the student wishes to study will determine which courses from the first bachelor's degree will be accepted toward fulfillment of the certification or verification requirements. The student is exempt from taking the placement test, from completing the Fontbonne general education requirements, and from the graduation requirement of a religion or theology course. The student must complete a minimum residency requirement of 24 credit hours at Fontbonne University.

A student contemplating either teacher certification or dietetic verification should check with an advisor regarding the various master's degree programs at Fontbonne University which might be of added value.

Full information on teacher certification may be found in the section titled *Teacher Certification at Fontbonne University* following the graduate programs' section in this catalog. This includes policies and procedures for students in teacher certification programs, acceptance into the teacher certification program, and culminating project information in teacher certification at Fontbonne University.

AUTHORIZATION FOR STUDY AT ANOTHER INSTITUTION

A student seeking approval to study at another institution while a student at Fontbonne University must complete the *authorization for study at another institution* form which may be obtained in the office of the registrar.

Policies Related to Transfer Credit after Entering Fontbonne University

1. A student may not take courses required for the degree at any other institution during the semester in which the degree is to be conferred. The only exception to this

policy is an institution with which Fontbonne has an inter-institutional agreement; however, this is not recommended.

2. A student may not take CLEP or apply for any externally-granted credit through Prior Learning Assessment (PLA) during the semester in which the degree is to be conferred.
3. All transcripts of previously earned coursework, CLEP, and internal PLA documentation must be submitted to the office of the registrar upon completion of the coursework, but at the latest by the midterm date of the semester in which the student will graduate.
4. A minimum of 32 credit hours must be completed at Fontbonne University (residency requirement).
5. A maximum of 64 credit hours will be accepted from a community college.
6. A student who has transferred in the maximum number of 64 credit hours to Fontbonne from a community college may petition, through their academic advisor and department chair, the office of the registrar to 'back out' from their academic record a maximum of 15 community college credit hours that do not meet general education or major requirements. The student may then take 15 additional hours at the community college that will meet Fontbonne's 100/200 level requirements, including general education requirements. This deletion is allowed on a one-time basis.

ACADEMIC TERMINOLOGY

Undergraduate Program Criteria

Major: 33 to 64 credit hours in the student's major college/department

Concentration: 15 to 21 credit hours in a specific discipline in the major college/department

Major and concentration: A maximum of 64 total credit hours in the student's major college/department

Minor: A minimum of 18 credit hours outside the major discipline, providing contrast, enhancement, and/or parallel study to the major

Certificate: 18 to 27 credit hours in a sequence of interdisciplinary coursework or a narrowly defined set of courses within a discipline

Undergraduate Student Classifications

Degree-seeking: A student pursuing a degree

Unclassified: A student not pursuing a degree

Full-time: A student who carries 12 or more credit hours per semester

Part-time: A student who carries fewer than 12 credit hours per semester

Class Status

First-year: Fewer than 30 credit hours earned

Sophomore: 30 to 59 credit hours earned

Junior: 60 to 89 credit hours earned

Senior: 90 or more credit hours earned

COURSE NUMBERING GUIDELINES

First-year and sophomore level courses are designated by 100 and 200 course numbers and generally have no prerequisite. These courses are typically introductory to a discipline or subject and focus on general elements or principles. The 200-level courses may build on prior knowledge or skills in 100-level courses, be a second course in a sequence, and/or be an introduction to sub-disciplines or to special topics. These courses are concerned with knowledge and comprehension and may or may not have a prerequisite.

Junior and senior level courses are designated by 300 and 400 course numbers and usually have prerequisites. The 300-level courses focus on specialized content or skills, are the intermediate link between general introductory content and advanced content, and may be the third in a sequence of courses. The 400-level courses provide in-depth content, a synthesis or application of prior courses, may be the fourth course in a sequence, and include capstone, internship, and student teaching courses. These courses are concerned with application, analysis, and synthesis.

Ordinarily, a first-year student may not take courses at the 300 or 400 level.

MAJOR APPROVAL

A student is not officially accepted into a major until the major approval process has been successfully completed. A first-year student must obtain major approval during the spring semester of the sophomore year, usually after completion of 45 credit hours at Fontbonne. A transfer student or a student seeking a second degree must also obtain major approval. Ordinarily, this is done after completing the equivalent of one full-time semester (a minimum of 12 credit hours) at Fontbonne.

A student pursuing two majors must obtain major approval from the college dean/department chair of each major in order to assure proper advising.

The student must complete an *application for major approval* form (available in the registrar's office) and obtain the required signatures. To receive and continue major approval the student must be in good standing and meet and maintain the college/department requirements for the major through degree completion. A college or department may choose to add acquisition of major approval as a prerequisite for a specific upper division course.

A student who does not meet or maintain the requirements for major approval may be

- accepted into the major or remain in the major with qualifications that must be met within a designated period of time as specified by the college dean/department chair; or
- be designated by the college dean/department chair as ineligible to complete the respective major requirements.

No college/department is obligated to approve a request for major approval merely because a student has accumulated the specified minimum number of credit hours in that area.

CHANGE OF MAJOR/CONCENTRATION/MINOR/CERTIFICATION

A student who wishes to change his or her major, concentration, minor, or certification must obtain a *change of major/concentration/minor/certification* form from the office of the registrar and complete the form in its entirety. The registrar's office will notify the former advisor to forward the student's file to the new advisor if a change of advisor occurs.

When changing a major, concentration, minor, or certification a student may be required to use the current catalog if different from the catalog in effect at the time of the student's initial matriculation.

PRE-REGISTRATION/REGISTRATION PROCEDURES

Each fall and spring semester Fontbonne schedules two weeks for pre-registration (including academic advising) and web-registration for returning students. The scheduled dates are listed in each semester course schedule. Before being able to register, a student must be advised and obtain registration clearance. A student may complete registration for the summer session online, by mail, or in person. The scheduled times and dates for summer registration are listed in the spring and summer course schedules.

Change in Registration

Any change in registration, including withdrawal from a course, must:

- Be made on the *change of registration (drop/add)* form available in the registrar's office;
- Include a supportive reason for the change;
- Be approved and signed by the academic advisor, the business office, the financial aid office, and, if applicable, by the dean of undergraduate studies; and
- Be returned to the registrar's office before the deadline specified in the semester course schedule.

EARLY PROGRESS REPORT

At the sixth week of every fall and spring semester, instructors report students' unsatisfactory academic progress to the registrar's office. The registrar's office will notify instructors that early progress reports must be submitted via the web one week prior to the mid-semester date for students who show unsatisfactory academic progress. The names of students who have one or more unsatisfactory reports will be sent to the office of academic advising and to the student's academic advisor for intervention. This policy assumes that instructors will give and grade at least one substantial assignment or multiple smaller assignments prior to the mid-semester date of each semester. Providing early feedback on student progress facilitates student success.

EXAMINATIONS

Examinations are given at the discretion of the instructor. Ordinarily each instructor determines the value and importance of the final examination depending on the nature of the course and its objectives.

The final exam, whether unit or comprehensive, must be given at the time scheduled by the registrar’s office. If an instructor chooses not to give an exam, the scheduled exam time must be used for a class meeting. A student who has more than three exams on a given day should work with the

instructors to petition for one to be moved to another day.

It is the responsibility of the instructor to determine whether a student may make up missed tests or examinations.

GRADING AND EVALUATION

At the first class period of each semester/term, the instructor will inform the students of the factors taken into consideration for grading. Methods of grading and evaluations must be included in the course syllabus.

GRADE DEFINITIONS FOR UNDERGRADUATE COURSES

Fontbonne uses letter grades and +/- to indicate the quality of a student’s work.

GRADES	INTERPRETATION (Note quality points that follow for each specific grade)	COMMENTS
A, A-	Excellent quality and intellectual initiative	Applies to all courses
B+, B, B-	High quality and intellectual initiative; above average achievement	Applies to all courses
C+, C, C-	Acceptable quality; satisfactory achievement	Applies to all courses
D	Deficient quality; minimum competency	Applies to all courses
F	Failure to meet minimum requirement	Applies to all courses
P	Pass	Applies to courses selected for the P/NP option; pass is defined as a grade of D or better
NP	No pass	Applies to courses selected for the P/NP option; NP is assigned when a student fails; no credit is earned
I	Incomplete	Applies when a student is earning a passing grade, is prevented from completing the work for serious reasons, and has permission from instructor; work must be completed by specified deadlines or I will change to F
W	Withdrawal	Applies when a student, with proper authorization, withdraws from a course by specified date
WI	Involuntary withdrawal	Applies when student who does not officially withdraw is withdrawn by the office of the registrar
X	Deferred grade	Applies when institutional circumstances prevent awarding a grade in a timely manner
AU	Audit	Applies when a student takes a course for no credit; not available for all courses
NA	Never attended	Student never attended; no authorized withdrawal; no basis for evaluation
IP	In progress	IP is the default prior to grade entry; NOT A GRADING OPTION
NR	Not recorded	NR is the default from IP (In Progress) when no grade is entered during grade entry; NOT A GRADING OPTION

GRADES AND QUALITY POINTS

To express the quality of a student's work in numerical form, letter grades are translated into quality points. Each grade carries a specific number of quality points. Fontbonne uses the following grades/quality points:

Grade	Quality Points	Grade	Quality Points
A	4.0	C+	2.3
A-	3.7	C	2.0
B+	3.3	C-	1.7
B	3.0	D	1.0
B-	2.7	F	0.0

GRADE POINT AVERAGE

The grade point average (GPA) is computed by dividing the quality points earned by the credit hours attempted. The grade point average is figured on the basis of credit hours attempted, not credit hours passed. Grades of pass (P) and no pass (NP) and the incomplete (I) designation do not carry quality points and are not computed in the GPA.

All GPAs listed on grade reports and transcripts, as well as those used for the determination of the dean's list, reflect Fontbonne grades only. (See Latin Honors in this section for GPA calculation information for honors.)

PASS/NO PASS (P/NP) GRADING OPTION

A student who has a minimum of 30 credit hours may choose the pass/no pass (P/NP) grading option for selected courses, not to exceed six courses. This policy allows a student the opportunity to explore unfamiliar discipline areas. A student may not choose the P/NP grading option in courses required for the major, minor, concentration, or certificate unless the student first obtains approval from the college dean/department chairperson.

In some cases such as practicums and internships, Fontbonne may require P/NP grading for all the students in the course. When the university requires P/NP grading in a course, this course does not count as part of the six courses which a student may choose to take for a P/NP.

A course taken for P/NP cannot meet a general education requirement or the religion/theology requirement for graduation.

Fontbonne University accepts grades of pass (P), in transfer, as elective credits, not to exceed six courses.

INCOMPLETE (I)

If a student is earning a passing grade in a course, but does not complete the requirements of the course in a timely manner due to an extenuating circumstance beyond the student's control (e.g., serious illness) that occurs within the last two or three weeks of the semester, the student may request an incomplete (I) for the course. The student must obtain the *request for an incomplete (I)* form from the registrar's office,

complete the form with the instructor, and obtain all of the required signatures before submitting the form to the registrar's office.

An incomplete (I) will become an F if the procedures on the application form for an (I) are not followed. In extenuating circumstances, the dean of undergraduate studies, in consultation with the instructor and the student, may extend the incomplete, but not beyond two months.

DEFERRED GRADE (X)

If, for some reason, the grade from a particular course cannot be reported to the registrar's office in time for the semester report, the student will receive a deferred (X) designation. As soon as the instructor completes the *change of grade* form, the grade will be recorded on the student's transcript.

GRADE CHANGE

Once a semester is over, a grade may not be changed because a student submits additional work or submits work that was due during the semester.

A grade change should occur only under one of the following three conditions:

1. To convert an incomplete (I) to a letter grade. The required change of grade form, available in the office of the registrar, must be completed by the instructor according to the date listed in the semester course schedule. (*See incomplete above.*)
2. To convert a deferred grade (X) to a letter grade. The required change of grade form, available in the office of the registrar, must be completed by the instructor as soon as possible, generally within one week after grades are due. (*See deferred grade above.*)
3. To correct an incorrect grade awarded due to an instructor's calculation or recording error. The required change of grade form, available in the office of the registrar, must be completed by the instructor by the end of first two weeks of the following semester.

REPEATED COURSES

An undergraduate student may choose to repeat a maximum of two courses in which the student has received a grade of C-, C, or C+.

A student who earns a D or F grade in a course may be required to repeat the course as determined by requirements established by a specific academic department. The college dean/department chairperson of the student's major will decide if or when a course from another institution may be used in lieu of a course repeated at Fontbonne. If a student is repeating a course, the student must indicate this on the registration form.

If, upon repeating the course, the student makes a D or F grade when a higher grade is required, to take the course a third time at Fontbonne or at another institution, the student

must obtain the written approval from each of the following: the college dean/department chairperson overseeing the student's major, the college dean/department chairperson overseeing the course in question, and the dean of undergraduate studies.

Both the original and the repeated course grades will appear on the transcript. Only the higher grade will be calculated in the GPA; the total credits earned will be incremented only once.

Note: Repeating a course may affect a student's eligibility for federal financial aid.

AUDITING A COURSE

Auditing a course allows a student, for a fee, to participate in all the classroom activities of the course. Ordinarily a student auditing a course does not take tests and complete assignments unless the instructor specifies otherwise. The student accrues no credit for an audited course. The audit designation of AU will be listed on the student's transcript. Generally courses with studio or laboratory classes are not available for audit. Tuition and/or fees for auditing a course are available in the undergraduate expenses section in this catalog and in the semester course schedules.

CLASS ATTENDANCE

Responsibility for attendance at class rests on the individual student. Fontbonne University expects regular attendance. Faculty who use regular attendance as part of the course requirements for evaluation purposes will notify the students of the policy in writing on the course syllabus distributed at the beginning of the course.

Each instructor is expected to give reasonable consideration to the feasibility of make-up work. Students are directly responsible to instructors for class attendance and for work missed during an absence for any cause.

If a student stops attending a class without officially withdrawing from the course by completing a *change in registration (drop/add)* form obtained from the registrar's office, the student will receive a grade of F for the course.

Note: The instructor must have a daily record of each student's attendance so as to be able to record the true last date of attendance if the student stops attending the course. The last date of attendance as recorded by the instructor may have financial aid implications for the student.

Class Attendance – Eight-week Courses

If a student misses the first class of an undergraduate course that meets once a week for eight weeks or less, the student is withdrawn from the course by the registrar's office. An exception to this policy will occur only when the student has obtained prior approval from the instructor to miss the first class.

A student athlete is not allowed to register for an eight-week face-to-face course during the season of the student's sport without the written consent of the athletic director and the faculty athletic advisor.

FACULTY UNANNOUNCED ABSENCE/LATENESS FOR CLASS

An instructor is encouraged to note the following policy on the course syllabus:

- For courses which meet two or more times per week, students must wait a minimum of 15 minutes before leaving a class for which the instructor has not arrived.
- For courses which meet only once per week, students must wait a minimum of 30 minutes before leaving a class for which the instructor has not arrived.
- One student in the class will assume responsibility for starting a dated attendance record for student signatures and for seeing that the attendance record is submitted to the registrar's office immediately following the students' leaving the classroom.

LEAVE OF ABSENCE

An undergraduate degree-seeking student who has a pre-determined need to leave Fontbonne for one or two semesters (not including summer session) with the expectation to return may request a leave of absence. The student must complete a *request for leave of absence* form obtained from the registrar's office.

The student with an approved leave of absence may return under the same catalog and general education requirements in effect at the time of the initial matriculation. If the student's program curriculum has changed due to an accrediting/approval agency mandate, the student must follow the new requirements. To re-enter Fontbonne, the student may go directly to the registrar's office for a change of status and registration materials, beginning at the time of pre-registration. The student must see an advisor and obtain the advisor's signature and web clearance to be eligible to register.

WITHDRAWALS

Withdrawal from a Course

A student who, with proper authorization, withdraws from a course (see changes in registration under the registration procedures in this section) before the date specified in the semester course schedule receives a designation of W. A student who does not complete the authorized withdrawal process receives a grade of F.

A student may not request a withdrawal after the date specified in the semester course schedule. However, a student with appropriate and verifiable documentation may request, from the dean of undergraduate studies, an exception to this policy. (*See Withdrawal for an Extenuating Circumstance below.*)

For financial aid purposes, the instructor must be able to provide the last date of attendance when a student stops attending or petitions to withdraw from a course.

Note: A student should be aware that failure to attend class does not constitute a withdrawal and may affect the student's federal financial aid status. A student must notify the financial aid office, business office, and registrar's office immediately upon the student's decision to stop attending a course.

Involuntary Withdrawal for Non-attendance

A student who registers for a course and never attends the course will be withdrawn from the course ordinarily after the third week of classes. The registrar's office will notify the student in writing of non-attendance; the student will have one week to respond by either immediately attending the course or immediately withdrawing from the course. Failure to officially withdraw from the course will result in the student receiving an involuntary withdrawal (WI). A student receiving a WI will be responsible for any incurred costs. A student who receives a student refund must return the refund to Fontbonne University. (*See the university's refund policy in the semester course schedule.*)

An involuntary withdrawal will result in a change in a student's registration. Based on federal financial aid regulations, this may require a recalculation of the student's financial aid package and adjustments to the student's aid award. These adjustments may result in aid being removed from the student's award and a balance due on the student's account.

Withdrawal for an Extenuating Circumstance

A student may request to withdraw from Fontbonne University at any time throughout a session of enrollment (fall, spring, summer) for an extenuating circumstance. An extenuating circumstance is an unexpected or unusual situation beyond a student's control which makes it impossible for the student to complete his or her coursework during the enrollment term. Personal or immediate-family medical or non-medical issues, financial problems, trauma, and military deployment are examples of extenuating circumstances.

An undergraduate student must obtain information, procedures, and forms concerning a withdrawal for an extenuating circumstance from the dean of undergraduate studies.

At the latest, the withdrawal procedures must be completed and all documentation submitted to the dean of undergraduate studies within 30 business days following the last date of exams for that enrollment session.

Official Withdrawal from the University

A student who chooses to leave Fontbonne before the beginning of a new semester with no intention of returning must obtain an official withdrawal form from the registrar's office. The student must then contact the office of academic advising to complete the official withdrawal process, which includes a brief exit interview. In addition to a signature from the

director of academic advising, signatures from the offices of financial aid, business, and registrar are required on the withdrawal form before the process is complete.

The purpose of completing an official withdrawal form is to ensure that the student receives a withdrawal (W) from the courses rather than an F and that all financial arrangements and required loan exit interviews are complete.

A student who withdraws from courses within the first 50 percent of the fall or spring term may be entitled to some refund. The refund policy and the complete schedule of percentages of refund are published in each semester course schedule.

PROBATIONARY STATUS AND DISMISSALS

The academic review subcommittee of the undergraduate academic committee reviews the academic status of students at the end of the fall and spring semesters. Each undergraduate student must maintain a minimum cumulative grade point average (GPA) of 2.0 to remain in good standing at Fontbonne University.

Probationary Status

The undergraduate academic review subcommittee places any student with a cumulative GPA below 2.0 in the fall or spring semester on probation. Fontbonne reserves the right to require mandatory academic support activities, including a maximum course load and/or specific courses, when a student is on probation. First-year students placed on probation are automatically enrolled in a one-credit hour course, INT106 Strategies for Academic Success, during their second semester. All other probationary students must participate in the Managing Academic Progress (MAP) program administered through the Kinkel Center for Academic Resources.

Probation ordinarily extends not more than two semesters for first- and second-year students and not more than one semester for juniors and seniors. Fontbonne will dismiss, for academic deficiencies, a student who does not remove the probation after the time specified.

A student who is on academic probation is ineligible to participate on a sports team (*see Athletic Handbook for policy*), to hold a leadership position as president, vice-president, secretary, or treasurer in a student organization, association, or club, or to register for an independent study course.

Academic Dismissal

Fontbonne University reserves the right to dismiss any student who does not maintain the minimum academic standards. A student whose cumulative GPA falls below 1.0 may be dismissed for academic deficiencies without first being placed on probation. Fontbonne ordinarily dismisses a student who is placed on probation, then removed from probation, and then again drops below the minimum 2.0 GPA.

A dismissed student may apply for readmission to Fontbonne University after one full calendar year. During this time

the student is encouraged to continue a program of study elsewhere, if possible. The student wishing to return after one year must reapply to the office of admission for readmission consideration by the undergraduate admission standards and review committee. If the student is readmitted, the student returns on probation.

A student who is dismissed may appeal the decision by sending a letter of appeal to the dean of undergraduate studies. (*See appeals process for academic issues below.*)

Non-Academic Dismissal

A student may be dismissed at any time from Fontbonne University for a variety of non-academic offenses. These include, but are not limited to, behavior or attitudes unworthy of a good campus citizen, an unsatisfactory financial record, or violation of any policy of Fontbonne University. For further information, refer to the code of student character and conduct in the Griffin Scratch Student Planner & Handbook.

ACADEMIC APPEALS PROCESS

An undergraduate student, who wishes to petition the academic appeals committee for a hearing for a final grade appeal or for a hearing for an academic matter other than a final grade, must consult with the dean of undergraduate studies who will provide the student with a copy of the academic appeal policy, procedures, and timelines.

The academic appeals committee, comprised of five elected faculty members and eight students selected by the office of academic affairs in consultation with department chairs, serves to offer a fair hearing to the student. Three faculty and three undergraduate students are selected from the committee to serve with the committee chair at any hearing.

Appeals are not heard in the summer session.

Academic Appeal Regarding Matters Other Than Grades

If an undergraduate student wishes to appeal an academic issue other than a recorded final grade, the student must consult with the dean of undergraduate studies as to the appropriate process to follow as it relates to the appeal issue. Within one calendar week following this consultation the student must provide a formal letter of appeal to the dean of undergraduate studies, who will then direct the letter to the appropriate individual/committee for resolution.

Final Grade Appeal

If an undergraduate student wishes to challenge a recorded final grade, the student must obtain a written copy of the academic appeals process for a grade appeal from the dean of undergraduate studies. This written copy of the process must be obtained no later than the end of the first three full calendar weeks of classes of the fall or spring semester following the semester (including the summer session) in which the grade in question was issued. The request by students in traditional courses for the written copy of the appeal process

is handled preferably in person; the request by students in online courses may be handled by email or fax.

READMISSION WITH A NEW START

A returning Fontbonne undergraduate degree-seeking student may petition to participate in the New Start program with the following stipulations:

1. The student has not been enrolled for five consecutive years at Fontbonne University.
2. The student may petition for the New Start program after returning to Fontbonne and completing 12 consecutive credit hours with a minimum grade of C- in each course and a 2.0 GPA.
3. Previous credits and grades from a maximum of six courses with grades of D and/or F may be removed from the grade point average, but not from the transcript.
4. All previous courses and grades will remain on the transcript. Previous grades of C- or better will count in the grade point average and the credits will be carried forward.
5. The grade point average will be recalculated.
6. The transcript will indicate New Start.
7. The student participating in the New Start program is ineligible for Latin honors at graduation. (*See Latin honors in this section of the catalog.*)

To petition to participate in the New Start program, a student must obtain a new start program petition form from the registrar's office, complete the form, and return it to the registrar's office.

THE DEAN'S LIST

The dean's list is published at the end of fall and spring semesters. To be considered for the dean's list a student must

- be a full-time undergraduate student earning a first bachelor's degree.
- earn a minimum of 12 undergraduate credit hours in the semester. (The grades for courses that end after the last official day of the semester will not be calculated for consideration for the dean's list.) Since P, NP, and I grades are not computed in the GPA, any credit hours graded P, NP, or I will not count toward the required minimum of 12 credit hours. However, students who successfully complete required courses that are offered only on a P/NP basis and who have completed at least six graded credits are eligible.
- achieve a semester GPA of 3.7 or above.

LATIN HONORS

A Fontbonne undergraduate student who is seeking a first baccalaureate degree may earn Latin honors which are conferred at graduation. Latin honors reflect the academic excellence of all of the undergraduate coursework taken in preparation for the undergraduate degree.

To calculate Latin honors, Fontbonne uses the grades for all courses taken at other colleges and universities, as well as all

courses taken at Fontbonne. The final coursework (minimum of 12 credits) is not included in the calculation.

All transcripts/grades to be considered for the calculation of Latin honors, including any outstanding grades, must be received in the registrar's office no later than September 30 for the December graduation, January 31 for the May graduation, and May 31 for the August graduation.

Latin honors are as follows:

Cum laude: 3.7 to 3.79 cumulative grade point average

Magna cum laude: 3.8 to 3.89 cumulative grade point average

Summa cum laude: 3.9 or above cumulative grade point average

DEAN'S AWARD FOR ACADEMIC EXCELLENCE

The Dean's Award is presented to graduating seniors who achieve a Fontbonne cumulative grade point average of 3.7 or above on a minimum of 60 credit hours taken at Fontbonne. A Dean's Award recipient is not eligible for Latin honors due to transfer coursework which results in a combined cumulative grade point average below 3.7.

HONORS CONVOCATION

Each spring the university recognizes outstanding students in various categories, such as academic department/program honors and awards, honors program awards, honor society awards, and Latin honors. This recognition is publicly acknowledged at the honors convocation.

APPLICATION FOR DEGREE

All students who wish to apply for a degree to be conferred must file their applications in the registrar's office by August 31 for the December graduation, October 31 for the May graduation, and April 30 for August graduation. Commencement ceremonies are held in May and December.

COMMENCEMENT/CONFERRING OF DEGREES

Fontbonne University confers bachelors' and masters' degrees at the annual commencement ceremonies in May and December. Ordinarily, a student may participate in commencement ceremonies only if all requirements for the academic degree have been fulfilled by the date of commencement. Should a student not complete all requirements by the student's expected date of commencement because of an unforeseeable extenuating circumstance beyond the student's control, the student may direct an appeal to walk in the commencement ceremony to the dean of undergraduate studies.

RECORD OF WORK AND TRANSCRIPTS

A student receives a semester grade report online after the close of each semester.

A graduate, with no outstanding bills or fees, receives one

unofficial copy of the final transcript at no charge. A student may request additional copies of the transcript for a fee.

To protect the right to privacy of a student, a student must make a written request for transcripts. A request should be submitted at least one week in advance of the time the transcript is needed. Fontbonne will not issue any transcripts until all indebtedness to the university has been settled in full.

To be considered an official transcript, a transcript must include the institution's seal and be either received directly from another institution or sent directly to another institution.

Fontbonne will not release official transcripts from other institutions filed for the purpose of admission to Fontbonne. These become the property of Fontbonne University.

ACADEMIC INTEGRITY/HONESTY

According to its mission, Fontbonne University is committed to graduating students who are prepared to think critically, to act ethically, and to assume responsibility as citizens and leaders. Fontbonne University expects the highest standards of integrity from its students.

A violation of academic integrity includes, but is not limited to, any act of cheating, plagiarism, fabrication, dissimulation, and any act of aiding and abetting academic dishonesty. In cases where academic integrity is in question, the following definitions and policies will apply.

Cheating is a purposeful deception in the preparation and/or submission of papers and assignments and the taking of exams, tests, or quizzes.

Plagiarism is the representation of the words and ideas of another as one's own in any academic exercise. Plagiarism includes failing to give a citation for using work from another person or source. Modifications and rephrasing do not reduce the requirement for giving a citation. This also applies to information obtained electronically, such as from the Internet.

Fabrication is the deliberate falsification or invention of any information or citation in any academic exercise, such as making up a source, giving an incorrect citation, misquoting a source.

Dissimulation is the disguising or altering of one's own actions with the intent to deceive another about the real nature of one's actions concerning an academic exercise. Examples include fabricating excuses for such things as missing classes, postponing tests, handing in late papers, turning in a paper for one class that was originally written for another class (when original work is requested).

Individual instructors will set specific policies regarding academic integrity. In general, students may expect to receive a zero (0) on any assignment, exam, test, or quiz and perhaps fail a course when a violation of academic integrity has occurred.

Broader violations of academic integrity include, but are not limited to:

Abuse of resources is the damaging of any resource material or inappropriately limiting access to resource material that is necessary for academic work. Abuse includes hiding library materials; removing non-circulating material from the library; hiding or stealing another person's textbook, notes, or software; failure to return library materials when requested.

Forgery of academic documents is the unauthorized changing or construction of any academic document, such as changing transcripts, changing grade books, changing grades on papers which have been returned, or forging signatures. Other examples include completion of an application for any academic program that omits or falsifies any requested information. Such violations can result in the revocation of the application even if approval was previously granted on the basis of fabricated information.

Sabotage is the damaging or impeding of the academic work of another student. Sabotage includes ruining another student's lab work; destroying another student's term paper.

Aiding and abetting academic dishonesty is knowingly facilitating any act defined above.

Violations of academic integrity have a broad impact on the university and will result in university review and action. Faculty who observe violations of academic integrity are asked to report all violations to the office of academic affairs where records of violations will be maintained for five years. University review and action may include tutorials on the appropriate use of materials, academic probation, or expulsion, depending on the nature of the offense. All procedures for disciplinary action are detailed in the Griffin Scratch and Fontbonne policy manuals.

ASSESSMENT

To ensure the continuing quality of a Fontbonne degree, the university regularly collects data on academic programs, advising, student activities, and campus climate. Examples include course evaluations and advising evaluations which all students are expected to complete.

Student participation in periodic assessment, such as surveys and achievement tests, is expected and may be required for graduation. Because of the random sampling methods used to identify participants, not all students will be required to participate in the same assessment activities. Along with formal assessments, student work samples from individual classes may also be collected to provide authentic artifacts for internal and external program review.

The assessment program is designed to assist faculty, staff,

and administrators in improving student learning, as well as the delivery of all campus services. Academic programs and student services are reviewed and revised based on a regular analysis of the data obtained from the assessment process. In this way, both the individual student and the institution benefit from assessment.