

FONTBONNE UNIVERSITY
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Graduate Information

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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.

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 (MBA) + Business English for international students
 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 CERTIFICATES

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

Graduate certificate programs are designed for individuals who possess a baccalaureate degree or a master's degree but who are not enrolled as a degree-seeking student in a graduate program. A certificate is defined as a minimum of 15 credit hours in a sequence of interdisciplinary coursework or a narrowly defined set of courses within a discipline.

Requirements/Policies

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

TEACHER CERTIFICATION — 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* which follows the graduate section in this catalog. Also, see each academic department for available certifications in specific majors.

See the individual departments which follow for information on their graduate programs.

GRADUATE ONLINE PROGRAMS

Fontbonne University offers fully online, accredited, graduate degree programs in computer education, education, and business management. These programs are student-centered, high quality programs, just as students would experience in traditional face-to-face programs.

Online courses are presented in a structured asynchronous manner so students are able to communicate with faculty and fellow students on their own schedule while still enjoying the graduate school experience through discussion and interactive learning.

Graduate online courses are currently offered through the Eckelkamp College of Global Business and Professional Studies and the departments of education/special education, human environmental sciences, and mathematics and computer science.

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 graduate 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 of Carondelet–St. Louis Province*), and to the 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 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 should be listed in the course schedule or 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.

ACADEMIC ADVISING

The director of the specific graduate program is responsible for seeing that each graduate student is assigned either a faculty member or an academic staff member as the student's advisor. The academic advisor assists the student to develop and progress through an academic program that meets the student's career goals, interests, and abilities. The advisor guides the student in choosing appropriate courses each semester and encourages the student to develop as a whole

person by taking advantage of the opportunities of the total Fontbonne experience. It is the student's responsibility during advising week each semester to contact the academic advisor to plan the next semester course schedule.

In the event that an advisor/advisee arrangement does not work effectively, a student may petition the program director for a new advisor.

Student Responsibilities

Students have full responsibility to:

- Inform themselves of and be responsible for all academic policies, procedures, and regulations pertinent to the student's program and degree requirements.
- Monitor their progress in their academic program by routinely and thoroughly reviewing their degree audit and by regularly communicating with their academic advisor to discuss their progress.
- 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.

Admission

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

ADMISSION REQUIREMENTS

Applications for admission, considered according to program availability, must be on file no later than one week prior to final registration for the term in which the candidate seeks admission. Individual programs may have earlier deadlines.

To apply, a prospective graduate student must meet the following minimum requirements:

1. A completed graduate application form accompanied by the \$25 non-refundable application fee.
2. Official transcripts from all previous coursework from accredited, degree-granting colleges or universities, including the institution that granted the applicant's undergraduate degree.
3. Three (3) letters of recommendation.
4. A portfolio as required for specific programs.
5. A personal statement of 300-500 words unless otherwise stated for a specific program.
6. Additional specific admission criteria, including grade point average, are listed under each individual graduate program.

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, reapplication after time away from the institution, or for an application to another graduate program.

ADMISSION OF GRADUATE 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 international graduate student application form (available at www.fontbonne.edu/admissions/international).
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 whose native language is not English. Applicants must submit scores from internet based (IBT) or computer based (CBT) tests. A 71 IBT or a 197 CBT is required. Fontbonne will also accept IELTS scores or COMPASS scores. Students not meeting the required language proficiency may be accepted to a graduate program on a "conditional" basis provided the student enrolls in ESL courses prior to enrolling in graduate academic courses.
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. Three (3) letters of recommendation in English.
7. A personal statement in English indicating why the student wishes to attend Fontbonne University. The requirement for the personal statement varies by the different departments.
8. A copy of the current passport page with name, date of birth, and expiration date.
9. Additional specific admission criteria, including grade point average, are listed under the individual graduate programs.

An international applicant not meeting one or more of the entrance standards may be asked to submit additional information for review by the specific graduate program.

All international students accepted for study at Fontbonne

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

International Transfer Graduate Students

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; and
3. A copy of the current visa.

ADMISSION OF UNCLASSIFIED STUDENTS

A student who has not been admitted to a graduate program may register as an unclassified student. A student wishing to take graduate courses as an unclassified student must receive permission from the director of the relevant graduate program. 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. Unclassified students are not eligible for financial aid.

CHANGE OF STATUS FROM UNCLASSIFIED TO DEGREE SEEKING

An unclassified student who wishes to change his/her status must complete an application for the program of interest. The program director (or in the case of an international student, the director of international affairs) will notify the student of any necessary additional credentials.

Acceptance to a graduate program requires a cumulative, blended grade point average as required by the college/department in which the program is housed. The student must follow the program curriculum in effect at the time of the change of status.

A maximum of twelve (12) credit hours earned as an unclassified student at Fontbonne may be applied toward a degree with the approval of the program director. The program director reserves the right to refuse enrollment to an unclassified student who does not maintain the minimum cumulative grade point average of 3.0.

READMISSION TO FONTBONNE

Students who have previously attended Fontbonne University, but have not been enrolled for one or more semesters or terms may apply for readmission. A student who has been dismissed from Fontbonne may apply for readmission to a graduate program after one full calendar year. Readmission requires no application fee. To apply for readmission, candidates must submit:

1. A completed admission form;
2. Official transcripts from each accredited, degree-granting college or university attended since leaving Fontbonne; and
3. A letter seeking re-instatement.

A student re-entering Fontbonne University must follow all requirements stated in the catalog in effect at the time of re-entry.

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/MSEPAccessNavigator> or call 314.889.4536.

University Expenses

TUITION (2011–2012)

Graduate courses: \$605 per credit hour

FEES

(Please refer to the current semester course schedule.)

Application fee: \$25

Application fee — International students: \$50

Graduation fee for master's degree: \$75

Lab fees (if applicable): See individual course in current semester course schedule.

Parking permit: \$80 – \$140

(Parking Permits fees are subject to change)

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

REFUNDS

Tuition and fee adjustments resulting from withdrawal from Fontbonne University or withdrawal from a specific course will be computed from the date on which the registrar approves the official form for withdrawal. No adjustment or refund is made for late entrance, for absence after entrance, or for dismissal.

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%

An administrative fee of \$25 will be charged on all withdrawals after the first day of classes.

DISCOUNTS

Alumni Tuition Discounts

Students who have earned a degree from Fontbonne University may apply for an alumni discount on tuition rates for courses, based on space available.

Alumni who received a master's degree from Fontbonne can enroll in graduate courses and be eligible for a 35 percent discount on the graduate-level courses.

Alumni who received a bachelor's degree from Fontbonne can enroll in undergraduate courses and be eligible for a 35 percent discount on undergraduate-level courses. This discount applies to fall and spring semesters only for traditional students.

Questions concerning alumni tuition discounts should be directed to the Fontbonne business office.

Educator's Discounts

Students who are taking graduate courses at Fontbonne University 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 obtain the educator's discount form from the appropriate 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.

Graduate courses: \$200 per course

Graduate business courses: \$485 per course

OBLIGATION OF PAYMENT

Accounts are due in advance; August 1, for the fall semester and December 1, for the spring semester. Accounts are due by the first day of class for the summer session.

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 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 System. Fontbonne University accepts MasterCard, Visa, and DISCOVER.

Fontbonne University has contracted with Tuition Management Systems to provide a payment plan that will allow monthly payments without interest charges. You can enroll online at www.fontbonne.edu or www.afford.com. Enrollment forms may also be obtained from the Fontbonne University business office.

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. Most Fontbonne financial aid awards offered to graduate students will be from the Federal Stafford Loan Program.

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.

APPLICATION PROCEDURES AND DEADLINES

Applicants must first be admitted to Fontbonne University in a graduate degree program; graduation from an accredited college or university with a baccalaureate degree is required. At the same time the Free Application for Federal Student Aid form should be completed along with a Fontbonne University Financial Aid Application. There is no cost associated with the submission of these forms. Please visit the website for more detailed information: www.fontbonne.edu.

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.

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/admissions/graduate/payingforschool/>

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

FINANCIAL AID POLICY FOR ACADEMIC PROGRESS

A student who receives financial aid based on full-time enrollment must complete a minimum of 12 graduate 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 (9-11 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, or P. A designation/grade of I, F, NP or W 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. Failure to properly withdraw from class or failure to attend a class could result in loss of financial aid.

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

GRANTS AND DISCOUNTS

TEACH Grant is a new grant being offered by the Federal Department of Education. Please see your financial aid counselor for more detailed information.

Educator's Discount applies to students who are taking graduate courses at Fontbonne University and who are employed at least half-time in a preschool through twelfth grade school or school system. These students may apply for a 15 percent discount. Students obtain the educator's discount form from the appropriate program director.

Other tuition discounts are available to Fontbonne graduates. See Alumni Tuition Discounts in University Expenses in this graduate section of the catalog.

Some programs may also have grants, scholarships, fellowships, or assistantships available.

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.

LOANS

Federal Stafford Loan is available to students who have made application for financial aid and are registered at least half time (six credit hours or more) at Fontbonne University each semester. The loan is offered in two different forms or combination of these forms. The first is a Federal Subsidized Stafford Loan based upon need, with the federal government paying the interest. The second is an Unsubsidized Stafford Loan with interest starting within 60 days of check disbursement and provision for the student to elect to defer the interest and add it to the principal amount borrowed. These loans are through a participating bank, savings and loan, or credit union. The maximum amount that can be borrowed is determined by the student's classification. The remaining balance is usually paid in two installments, at the beginning of the loan period and at the midpoint. 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. Applications are available from the participating lending institution or the financial aid office.

Federal Grad Plus is a non-need-based loan. Its availability is based upon a credit check and should only be applied for after eligibility for the Stafford Loan has been determined. The loan limit is the budgeted cost of education minus other financial aid. Origination fees apply. Repayment must begin immediately.

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. For information call 314.889.1420 or go to the web site at www.fontbonne.edu/studentlife/bookstore.

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 inter-collegiate 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 ID cards during regular office hours. OPTIONS students may obtain their picture ID at the OPTIONS Brentwood location. There is no charge for the first ID; if the ID is lost or damaged, there is a \$10 replacement fee. The ID 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 ID may be used throughout the city for discounts to selected movies, sporting events, plays, museums, and cultural events. To get an ID, 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, 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 1600, 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 relaxing 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.

Graduate students can participate in any Fontbonne club program. However, in order to participate in any of Fontbonne's NCAA teams a graduate student would have to have earned their undergraduate degree at Fontbonne. Additionally, the student must not have used more than four years of eligibility in that sport and must not have been a full-time student for more than 10 semesters. Lastly, the student must be academically eligible according to standards set by Fontbonne University.

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 discovering 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 programs, 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 9-1-1.

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.

Graduate students are invited 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

Campus housing is available on a limited basis to enrolled Fontbonne students. Generally, a student must be registered as a full-time student to reside on campus. For additional information call 314.889.1411 or go to the Fontbonne web site at <http://www.fontbonne.edu/studentlife/oncampus/residentialliving/>.

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/>.

STUDENT HONOR SOCIETIES

Honor Societies are available to graduate students.

Phi Kappa Phi ($\Phi K \Phi$), the oldest, largest, and most selective national honor society for all academic disciplines invites the top 10 percent of graduate students to be members.

Delta Mu Delta ($\Delta M \Delta$), international honor society for business graduate students, accepts nomination from graduate students who have completed 30 plus credit hours and are in the top 20 percent of their class.

Pi Lambda Theta ($\Pi \Lambda \Theta$), international honor society for education graduate students, accepts nominations from graduate students who have completed six graduate credit hours and have earned a 3.5 cumulative GPA. Final determination for membership is decided by Fontbonne faculty.

Kappa Gamma Pi ($K \Gamma \Pi$), the national Catholic university graduate honor society for graduate students who, upon graduation, have demonstrated academic excellence and service leadership prior to and during their university years. Determination for membership is based on the student's cumulative grade point average of 4.0 the semester prior to graduation, a faculty nomination, and a vote by the graduate academic and curriculum committee.

HONORS CONVOCATION

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

Academic Policies and Regulations

GRADUATE STUDENT CLASSIFICATIONS

Graduate Student: A student who has completed a bachelor's degree and has been accepted into Fontbonne graduate coursework.

Degree seeking: A student accepted into a graduate degree program.

Unclassified: A student accepted into graduate coursework but not into a degree program.

Full-time graduate: A student who carries nine or more credit hours per semester.

Part-time graduate: A student who carries fewer than nine credit hours per semester.

RESIDENCY REQUIREMENTS

All required coursework for a master's degree must be completed at Fontbonne University with the exception of the credit hours that may be transferred (see Transfer of Credit below). The final semester/term of graduate coursework must be completed at Fontbonne, regardless of the number of credit hours taken.

The deadline for the receipt of the official transcript(s) must be met for the student to graduate.

TRANSFER OF CREDIT

Each graduate program director will determine the number of transfer credit hours that may be accepted for his/her program, based on the following guidelines:

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

The student must submit official transcripts of all work completed at other accredited, degree-granting institutions before transfer credit may be awarded. Each course must have been completed with a minimum grade of B-. A transfer course must be comparable in content to the Fontbonne course.

The Fontbonne course replaced by the transfer course will be determined by the program director and approved by the college dean or department chair. Some programs may have more strict policies for transfer of credit.

STATUTE OF LIMITATIONS

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

SATISFACTORY ACADEMIC PROGRESS

To earn a Fontbonne University graduate degree, a student must complete all requirements for the specific graduate program and the degree.

Federal regulations require the university to establish standards for satisfactory academic progress as an eligibility requirement for financial assistance.

A degree-seeking graduate student at Fontbonne University is expected to perform at a satisfactory academic level by:

- earning grades of B- or above in all graduate courses,
- achieving and maintaining a minimum cumulative grade point average (GPA) of 3.0, and
- following all academic requirements specific to the graduate program.

The following policies apply:

C and/or F Grades

A student who earns a first C in a graduate course will immediately be sent a letter of concern by the graduate program director, or, in the case of an OPTIONS student, by the OPTIONS director of academic student services, with a copy sent to the advisor and a copy placed in the student's file.

A student who earns a second C in a graduate course must retake one of the courses in which a C was earned and replace that grade with the minimum of a B-. A student who earns a first F in a graduate course subsequent to earning a C in a graduate course will be dismissed from the program and the university. A third grade of C or lower, combined with the previous grades of C will result in dismissal from the program and the university.

A student who earns a first F in a graduate course may be dismissed from the program and university. However, the student may be allowed to continue in the graduate program upon the written approval and specification of conditions of both the graduate program director and the director of graduate studies or the OPTIONS director of academic student services. The continuing student must, at the first opportunity, retake the course in which the F was earned and earn a minimum grade of B-. A grade of C or lower will result in dismissal from the program and the university. A student who earns a first C in a graduate course subsequent to earning an F in a graduate course will be dismissed from the program and the university.

Repeating Graduate Courses

A graduate student may:

- repeat no more than two (2) graduate courses;
- repeat a graduate course only once.

Since many graduate courses are not offered each academic semester/term, the student who earned a first grade of C or F in a graduate course may, with the approval of the

graduate program director or the OPTIONS director of academic student services, be allowed to take a limited number of additional graduate courses until he/she has the opportunity to repeat the course in which the C or F was earned. Additional conditions pertaining to continued enrollment may be set by the program director or by the OPTIONS director of academic student services. A letter stating the conditions will be sent by the program director or by the OPTIONS director of academic student services to the student, the director of graduate studies, and the advisor, with a copy placed in the student's file.

Dismissal

A student will be dismissed from the graduate program and the university by the director of graduate studies or by the OPTIONS director of academic student services, if the student:

- earns a third C in a graduate course; or
- earns a second F in a graduate course; or
- earns a C in a graduate course after earning an F in another graduate course; or
- earns an F in a graduate course after earning a C in another graduate course; or
- earns an F in a repeated graduate course after earning either a C or F; or
- earns a C in a repeated graduate course after earning an F.

AUTHORIZATION TO STUDY AT ANOTHER INSTITUTION

Once a graduate student has matriculated to Fontbonne, the student must receive written approval from his/her program director to study at another institution. A student given authorization to study at another institution must adhere to the total credit hours transferable (*see transfer of credit above*).

SUBSTITUTION/WAIVER OF DEGREE REQUIREMENTS

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

DUAL UNDERGRADUATE/GRADUATE ENROLLMENT

A Fontbonne undergraduate student may be eligible to earn graduate academic credit for graduate-level courses only after the student becomes dually enrolled. Dual enrollment means

that the student is enrolled as a degree-seeking undergraduate student and as an unclassified graduate student when enrolled in a graduate course.

In order to be eligible for dual enrollment, an undergraduate student must be classified as a senior (*a minimum of 90 credit hours earned*) and have a minimum cumulative grade point average of 3.0. Graduate credit hours may not be used toward the 128 hour requirement for an undergraduate degree.

Enrollment in graduate courses must be approved by the graduate program director; preference is given to students enrolled in the graduate program. A maximum of nine graduate credit hours taken during dual enrollment may be applied to the total required for the master's degree.

PRE-REGISTRATION/REGISTRATION PROCEDURES

The scheduled dates for pre-registration are listed in the fall, spring, and summer course schedules. A student must be advised and obtain registration clearance before the student is able to register. Academic advisors and support staff are readily available to assist students during these pre-registration/registration times. The beginning date for new students to complete the pre-registration/registration process is also listed in each course schedule.

CHANGES IN REGISTRATION

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

- be made on the appropriate form available in the registrar's office;
- give the supportive reason for the change or withdrawal;
- be approved by the academic advisor, and signed by the business office, the financial aid office, and, if applicable, by the director of graduate studies; and
- be returned to the registrar's office before the deadline date specified in the course schedule.

INDEPENDENT STUDY

Independent study courses, available to qualified 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 must have an instructor. Each independent study must be approved by the director of each program.

A formal independent study application, available in the registrar's office, must be completed and on file in the registrar's office at the time of registration. See academic departments for independent study course numbers and descriptions.

CLASS ATTENDANCE/PARTICIPATION

Responsibility for participation in class rests on the individual student. Fontbonne University expects regular attendance/

participation. Faculty who use regular attendance/participation 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 participation and for work missed.

If a student chooses to stop participating in a course without officially withdrawing from the course (*i.e., 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 last date of attendance as recorded by the instructor may have financial aid implications for the student.

GRADE DEFINITIONS

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

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

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

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
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C	2.0
F	0.0

GRADE POINT AVERAGE

The grade point average (GPA) is calculated by dividing the quality points earned by the credit hours attempted. The grade point average is computed on the basis of credit hours

attempted, not credit hours passed. Grades of pass (P), no pass (NP) and incomplete (I) do not carry quality points and are not computed in the GPA.

In the case of a repeated course, both the original and repeated course 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.

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 extraordinary circumstances beyond the student's control (*e.g., serious illness*) that occur within the last two or three weeks of the semester, the student may request an incomplete (I). The student must obtain the request for an incomplete form from the registrar's office and complete the form with the instructor, obtaining all of the required signatures before submitting the form to the registrar's office.

An unchanged incomplete (I) will become a grade of F if the incomplete has not been changed to a letter grade by the close of day one week following the mid-semester date. In extenuating circumstances, the director of graduate studies, in consultation with the program director or the OPTIONS director of academic student services, the instructor, and the student, may extend the incomplete, but not beyond two months.

DEFERRED GRADE

If, for some reason, the grade from a particular course cannot reach the registrar's office in time for the semester report, the student will receive a deferred grade (X). 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.

Grade changes should occur only under any 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 the week grades are due. (*See deferred grade above.*)

- 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.

COURSES TAKEN ACROSS DEPARTMENTS WITH- IN FONTBONNE

A student must receive prior written approval from each of the program directors to enroll in another graduate program's course that is not specifically required for the student's program.

CHANGE OF GRADUATE DEGREE PROGRAM

A graduate student who wishes to change his or her graduate degree program must notify his/her current program director in writing of the intent to do so. The student must then complete the appropriate application materials required by the new program of choice. When changing a graduate program, a student may be required to follow the current catalog if different from the catalog in effect at the time of the student's initial matriculation.

LEAVE OF ABSENCE

A degree-seeking graduate 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 program 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 must contact the registrar's office to request reinstatement and to obtain registration materials, beginning at the time of pre-registration. The student must contact an advisor to obtain approval and web clearance to be eligible to register.

WITHDRAWALS

Withdrawal from a Course

A student who, with proper authorization, withdraws from a course 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 an exception to this policy. (*See Withdrawal for an Extenuating Circumstance below.*)

For financial aid purposes, an 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 participate in 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 participating in a course.

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.

A graduate student must obtain information, procedures, and forms concerning a withdrawal for an extenuating circumstance from the director of graduate studies. At the latest, the withdrawal procedures must be completed and all documentation submitted to the director of graduate studies within 30 business days following the last date of exams for that enrollment session.

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.

DISMISSALS

Academic Dismissal

See Satisfactory Academic Progress and Statute of Limitation above in this section.

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.

ACADEMIC APPEALS PROCESS

A graduate student, who wishes to petition the academic appeals committee for a hearing for a final grade appeal or for a hearing relative to an academic matter other than for a final grade or for dismissal must consult with the director of graduate studies, either in person, by email, or by telephone. The director 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/college dean, serves to offer a fair hearing to the student. Three faculty and three graduate 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 Final Grades or Dismissal

If a graduate student wishes to appeal an academic issue other than a recorded final grade or dismissal, the student must consult with the director of graduate 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 director of graduate studies, who will then direct the letter to the appropriate individual/committee for resolution.

Final Grade Appeal

If a graduate 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 director of graduate 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.

Appeal Regarding Dismissal

A student who is dismissed from a graduate program and the university may appeal the decision by submitting a letter of appeal to the appropriate administrator (*dean of business, dean of education, director of graduate studies, or for an OPTIONS student, the OPTIONS director of academic student services*) within thirty calendar days of being dismissed as indicated by the date of the dismissal letter.

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 master's degrees at the annual commencement ceremonies in May and December.

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

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.

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.