

Fontbonne University

Undergraduate & Graduate Catalog 2017-2018

**A Catholic University founded by the
Sisters of St. Joseph of Carondelet, St. Louis Province**

**6800 Wydown Boulevard
St. Louis, Missouri 63105-3098
314-682-3456
www.fontbonne.edu**

NOTICE OF NON-DISCRIMINATION

Fontbonne University does not discriminate on the basis of race, color, religion, age, sex, gender identity, sexual orientation, national origin, disability, genetic information, or any other characteristic protected by applicable law in employment or in the administration of its educational policies, admission policies, educational programs, scholarship and loan programs, or athletic and other programs and activities. 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 that person's rights under any law that forbids discrimination.

The Fontbonne University coordinators for Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, Titles VI and VII of the Civil Rights Act of 1964 and other laws and regulations prohibiting discrimination are:

Vice President for Finance and Administration
Fontbonne University
6800 Wydown Boulevard
St. Louis, MO 63105
Phone: (314) 719-8017
Fax: (314) 719-8023

Director of Academic Services
Fontbonne University
6800 Wydown Blvd.
St. Louis, MO 63105
Phone: (314) 719-3627
Fax: (314) 719-3614

Questions about this non-discrimination policy and any complaints of discrimination shall be directed to either of these coordinators.

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: <https://www.fontbonne.edu/academics/academic-resources/registrar/>

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 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.

LETTER FROM THE PRESIDENT



Dear Student,

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

You have made a major decision by choosing to attend Fontbonne and earn your post-secondary degree. Actually, it is even more than a major decision; it's a life-changing decision because you will be in the constant quest for truth, knowledge and wisdom. Your essential being will be transformed by not only learning how to make a living but also learning how to live a life, which is ultimately more important.

I encourage you to take full advantage of all of your campus-based opportunities be they academic, spiritual, interpersonal, recreational or developmental in nature. Use your time wisely and benefit from our values of excellence, integrity, respect, diversity, community, justice, service, faith and Catholic identity.

Here at Fontbonne, you will engage in an educational environment that can be summed up as values-based and student-centered with a philosophy of Learn More. Be More, which encourages you to utilize your gifts and talents to the fullest possible level.

Rest assured that you have chosen wisely and, once again, welcome to Fontbonne.

Sincerely,

A handwritten signature in black ink, which appears to read "J. Michael Pressimone". The signature is fluid and cursive, with a long horizontal flourish extending to the right.

J. Michael Pressimone
President

ACCREDITATION

Fontbonne University is accredited by:

THE HIGHER LEARNING COMMISSION

30 North LaSalle Street
Suite 2400
Chicago, Illinois 60602-2504
800.621.7440

Individual Programs in the Eckelkamp College of Global Business and Professional Studies are accredited by **The Accreditation Council for Business Schools and Programs (ACBSP)**

11520 West 119th Street
Overland Park, KS 66213
919.339.9356

Bachelor of Science in Accounting
Bachelor of Science in Business Administration
Bachelor of Science in Marketing
Bachelor of Science in Sports Management
Master of Business Administration
Master of Management and Leadership
Master of Science in Accounting
Master of Science in Supply Chain Management

The Fontbonne University Didactic Program in Dietetics (DPD) is accredited by: **The Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics**

120 South Riverside Plaza Drive
Suite 2000
Chicago, Illinois 60606-6995
800-877-1600 x 5400
<http://www.eatright.org/ACEND>

The Social Work Program is accredited by:

The Council on Social Work Education

1701 Duke Street
Suite 200
Alexandria, VA 22314
1.703.683.8080

The Fontbonne University Educator Preparation Program (EPP) is accredited by: **The Missouri Department of Elementary and Secondary Education (DESE)**

205 Jefferson Street
Jefferson City, Missouri 65102-0480
573.751.4212
www.dese.mo.gov

The Council for the Accreditation of Educator Preparation (CAEP)

2010 Massachusetts Avenue, NW
Suite 500
Washington, DC 20036-1023
202.223.0077
www.caepnet.org

This accreditation covers initial teacher preparation programs and advanced educator preparation programs. CAEP is recognized by the U.S. Department of Education 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

CONTENTS

Notice of Non-Discrimination	3	<i>College of Education and Allied Health Professions</i>	184
FERPA (Family Educational Rights and Privacy Act)	3	Department of Communication Disorders and Deaf Education	186
General Notice	3	Department of Education and Special Education	194
Letter from the President	4	Department of Family & Consumer Sciences	210
Accreditation	5		
Academic Calendars	7		
About Fontbonne University	8	Graduate Information	
Mission, Vision, Values, Commitment	8	21616	
Catholic Identity Statement	8	Admission	217
Diversity Statement	8	University Expenses	219
An Institution of Higher Learning	9	Financial Aid	221
Programs Offered	12	Student Life	223
		Academic Policies and Regulations	227
Undergraduate Information	14	<i>College of Arts and Sciences</i>	234
Admission	14	Department of Fine Arts	236
Placement Program	19	Department of Mathematics and Computer Sciences	242
Scholarship Program	20		
University Expenses	26	<i>Bonnie and L.B. Eckelkamp College of Global Business and Professional Studies</i>	252
Financial Aid	26	Department of Business Administration	254
Student Life	30		
Honors Program	34	<i>College of Education and Allied Health Professions</i>	270
Honor Societies	35	Department of Communication Disorders and Deaf Education	272
Academic Information	37	Department of Education/Special Education	286
Academic Policies and Regulations	49	Department of Family & Consumer Sciences	299
		Teacher Certification at Fontbonne	303
Undergraduate Programs		Other Information	313
<i>College of Arts and Sciences</i>	62	Campus Policies	313
Department of Behavioral Sciences	64		
Department of Biological and Physical Sciences	72	Administration and Faculty	317
Department of English and Communication	83	Campus Map	330
Department of Fine Arts	98	Index	332
Department of History, Philosophy, and Religion	112		
Department of Mathematics and Computer Sciences	125		
Interdisciplinary Studies Program	148		
<i>Bonnie and L.B. Eckelkamp College of Global Business and Professional Studies</i>	150		
Department of Business Administration	151		
Department of Fashion Merchandising	166		
Department of Social Work	169		

ACADEMIC CALENDARS

Fall 2017 Academic Calendar

<u>Date</u>	<u>Event</u>
August 17	Final Registration
August 21	Full Semester Courses Begin
August 21-26	1st 8 Week Courses Begin
August 30	Convocation Day
September 2-4	Labor Day Weekend; No Classes Meet; Campus closed
October 10-16	1st 8 Week Courses End
October 13	Mid-Semester
October 16-17	Fall Break; Evening 8 Week Classes Meet; Day and Full-Semester Evening Classes do NOT meet
October 20	1st 8 Week Grades Due
October 18-24	2nd 8 Week Courses Begin
October 30-November 3	Pre-Registration Week
November 6-10	Early Registration Week
November 22-24	Thanksgiving Break; No classes meet; Campus closed
December 11-16	2nd 8 Week Courses End
December 11-14	Final Exams
December 18	All Fall Grades Due
December 22	Degree Conferral Date

Spring 2018 Academic Calendar

<u>Date</u>	<u>Event</u>
January 4	Final Registration
January 8	Full Semester Courses Begin
January 8-13	1st 8 Week Courses Begin
January 15	Martin Luther King Jr. Day; No classes meet; Campus Closed
February 27-March 5	1st 8 Week Courses End
March 2	Mid-Semester
March 5-9	Spring Break; Evening 8-week classes meet; Day and full-semester evening courses do not meet
March 12	1st 8 Week Grades Due
March 8-14	2nd 8 Week Courses Begin
March 29-30	Easter Break; No classes meet
April 2	Easter Monday; All evening courses meet; Day courses do not meet; Campus closed
April 3-6	Pre-Registration Week
April 9-13	Early Registration Week
April 13	Fontbonne Day
April 27	Honors Convocation
April 27	Last day for Day Courses
April 30-May 5	2nd 8 Week Courses End
April 30-May 3	Final Exams
May 7	Commencement (subject to change)
May 8	All Spring Grades Due

Summer 2018 Academic Calendar

<u>Date</u>	<u>Event</u>
May 14	2-Week Intersession Begins
May 25	2-Week Intersession Ends
May 28	Memorial Day; No classes meet; campus closed
May 29	Intersession Grades Due
June 4-9	8-Week Session Begins
June 4	1st 4-Week Session Begins
June 18	6-week Session Begins
June 29	1st 4-Week Session Ends
July 2	2nd 4-Week Session Begins
July 4	Independence Day; No classes meet; Campus closed
July 6	1st 4-Week Grades Due
July 23-28	8-Week Session Ends
July 27	6-Week Session Ends
July 27	2nd 4-Week Session Ends
July 30	All Summer Grades Due

About Fontbonne University

MISSION

Fontbonne University, a Catholic institution sponsored by the Sisters of St. Joseph of Carondelet, is committed to the common good through the daily pursuit of transformative education, inspiring students to become global citizens who think critically, act ethically and serve responsibly.

VISION

Fontbonne University aspires to be a preferred destination, committed to providing a holistic learning experience rooted in excellence, for those seeking to be educated as leaders to serve a world in need and for those dedicated to educating them.

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: <https://www.fontbonne.edu/about/fontbonne-mission/> and the diversity statement at: <https://www.fontbonne.edu/campus-life/service-diversity-and-social-justice/>

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 members. 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 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 the social work department, restructuring of the university into three colleges, including the Eckelkamp College of Global Business and Professional Studies, the College of Education and Allied Health Professions, and the College of Arts & Sciences, and the creation of new majors, minors, concentrations, and certificates at the undergraduate and graduate levels, including online degree programs.

The 2011 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 Social Work, the department of biological and physical sciences, the department of family and consumer 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, an off-campus site in Brentwood houses student art studios and theatre rehearsal space.

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 learners 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 evening programs attract students 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, and 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 event for evening 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 university.

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 (2007); the U.N. Millennium Development Goals (2008); Immigrant Experiences (2009), Happiness: Traditions and Tensions (2010); The Disability Experience: Quest for Empowerment (2011); Foodology: The Culture, Economics and Science of Food (2012), Sustainability: Small Steps, Giant Leaps (2013); Civil Rights: Then and Now (2014); The Future (2015); Security, Privacy, and Freedom (2016) and We, Myself, and Why: Exploring Identity will occur in 2017. 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 research, instructional assistance that complements the curriculum, and attractive and comfortable spaces for reading and research. Library resources concentrate on student learning and faculty teaching.

The Library subscribes to hundreds of journals and magazines and several newspapers of local and national interest in paper format. More than 65,000 unique journal titles are available in full text through the library's many subscription databases, including JSTOR, Business Source, Academic Source, and PsycARTICLES. More than 90,000 items are available in the library, including books, audiovisual materials, curriculum resources, and juvenile collections. These resources are supplemented by more than 220,000 electronic books, streaming videos, and

online reference resources. 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 LIB 199 Information Literacy in Higher Education for credit and provide library instruction sessions upon request. Librarians are actively involved in demonstrating the use of library resources and research strategies to both groups and individuals.

The Information Commons area includes 46 student-access computers, several printers and scanners, and assistance in using the equipment. Laptops and tablets can be checked out as needed. 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

Fontbonne University is committed to academic and educational excellence. In order to uphold such a commitment, it is imperative that our faculty members are aware and stay well-informed of the best practices in higher education. The Center for Excellence in Teaching and Learning seeks to foster an academic community where student learning and effective teaching are valued, and provides programs and resources to faculty on the latest pedagogical strategies.

KINKEL CENTER FOR ACADEMIC RESOURCES

The Kinkel Center for Academic Resources is located on the second floor of the Jack C. Taylor Library. Open seven days a week, the Center provides academic support for all Fontbonne University students through academic tutoring, coaching on academic matters, workshops, placement testing and disability support services. The tutoring service is provided by specialists with advanced degrees in the following subject areas: Writing, Mathematics and Business. Peer and graduate-level tutors are available in other subjects. Tutoring is provided at no cost to the Fontbonne student. For more information about the services in the Kinkel Center, please contact the Kinkel Center staff at 314.889.4571 or view its website at <https://www.fontbonne.edu/academics/academic-resources/kinkel-center-for-academic-resources/>

Charles Jeffers Glik Testing Center

Dedicated in 2007, the Charles Jeffers Glik Testing Center, located in the Kinkel Center, provides out of class testing opportunities for students who have made the proper arrangements, and placement testing for incoming students.

Americans with Disabilities Act (ADA)

Fontbonne University offers academic accommodations to students with documented disabilities. Any Fontbonne student is eligible for academic accommodations if:

- The student self-identifies that he/she has a documented disability and needs an academic accommodation.
- The student submits a request for an academic accommodation to the Director of the Kinkel Center

for Academic Resources, along with any supporting documentation as soon as reasonably possible; and

- The student provides reasonable, appropriate, and verifiable supporting documentation of the documented disability at the time of the request for an academic accommodation or within 30 days after the request, unless extenuating circumstances exist.

For requests or inquiries regarding other accommodations, including auxiliary aids or services, or modifications of policies or procedures to participate in a program, service, or activity, or the existence and location of services, activities and facilities that are accessible to and usable by individuals with disabilities, please contact the Section 504/ADA Coordinator at 314.719.3627.

UNDERGRADUATE AND GRADUATE PROGRAMS OFFERED

BACHELOR'S DEGREES:

Bachelor of Arts (BA)
Bachelor of Fine Arts (BFA)
Bachelor of Science (BS)
Bachelor of Social Work (BSW)

UNDERGRADUATE MAJORS:

Accounting (BS)
Applied behavioral sciences
Applied mathematics (BS)
Art* (BA)
Bioinformatics (BS)
Biology (BS)
Biology for secondary education* (BS)
Business administration (BS)
Communication studies (BA)
Computer science (BS)
Cybersecurity (BS)
Deaf education* (BA)
Dietetics (BS)
Early childhood* (BS)
Elementary education* (BA)
English for secondary certification (BA)
Fashion merchandising (BS)
Figurative Studies (BFA)
Fine arts* (BFA)
General Studies: Disciplinary Emphasis
Global studies (BA)
Graphic design (BFA)
Health education and promotion (BS)
History* (BA)
Human services (BA)
Literary studies (BA)
Management information systems (BS)
Management and leadership (BS)
Marketing (BS)
Mathematics for secondary education* (BS)
Medical Laboratory Science (BS)
Middle school education* (BA)
Performing arts* (BA)
Pre-law (BA)
Professional writing (BA)
Psychology (BS)
Religious studies (BA)
Social work (BSW)
Special education* (BS)

Speech-language pathology (BS)
Sports management (BS)
Strategic communication (BA)
University major (BA or BS)

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

DUAL DEGREE PROGRAMS:

Engineering (*see biology or applied mathematics major*)
Occupational Therapy (*see biology or psychology major*)
Chiropractic (*see Biology*)
Social Work (*See Social Work*)

UNDERGRADUATE MINORS:

African American studies
American culture studies
Applied mathematics
Art history
Bioinformatics
Biology
Business administration
Chemistry
Communication
Computer science
Cybersecurity
Data Analytics
English
Environmental studies
Food management
Global studies
Graphic design
History
Human services
Literary studies
Management information systems
Marketing
Performing arts
Philosophy
Professional writing
Psychology
Religious studies

Social entrepreneurship
Special education
Speech-language pathology
Social welfare
Sociology
Sports management
Strategic communication
Transportation
Women's and gender studies
University minor

CONCENTRATIONS

See each academic department for related concentrations.

CERTIFICATE PROGRAMS FOR UNDERGRADUATES:

Administration & Economic Development
Case Management
Cybersecurity
Expressive Arts & Integrated Therapies
Gerontology
Health & Mental Health Case Management
One Health
Social Entrepreneurship
Speech Language Pathology Assistant
Web Development & Design

TEACHER CERTIFICATION: 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

Master of Arts (MA)
Master of Arts in Teaching (MAT)
Master of Business Administration (MBA)
Master of Fine Arts (MFA)
Master of Management and Leadership (MML)
Master of Science (MS)
Professional Master of Business Administration (PMBA)

GRADUATE PROGRAMS:

Accounting (MBA)
Art (MA)
Business administration (MBA, PMBA)
Computer Science (MS)
Deaf education (MA)
Early intervention in deaf education (MA)
Education (MA)
Education/Teaching (MAT)
Family and consumer sciences (MA)
Fine arts (MFA)
Instructional Design and Technology (MS)
Management and Leadership (MML)
Speech-language pathology (MS)
Speech and theatre (MAT)
Supply chain management (MS)
Theatre (MA)

GRADUATE CERTIFICATES:

Autism Spectrum Disorders
Instructional Design and Technology
Management and Leadership
Project Management
Supply chain management

Undergraduate Information

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
fbyou@fontbonne.edu

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. Students dually enrolled at a community college while completing high school will still be considered first-year students.

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.

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 letter or form completed by a high school teacher or guidance counselor is recommended but not required.

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

Recommendations 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 950 (critical reading and math).
- A high school GPA of 2.5 or greater on a 4.0 scale as determined by Fontbonne.
- 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 successfully complete 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.

GED/HISET APPLICANTS

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

In 2014, most states started using the *HiSET*[®] passing criteria which means to pass the HiSET exam, you need to:

- Score at least 8 out of 20 on each of the five subtests
- Score at least 2 out of 6 on the essay
- Achieve a total scaled score on all five HiSET subtests of at least 45 out of 100

TRANSFER ADMISSION

Fontbonne welcomes transfer students from a wide variety of backgrounds, from two-year and four-year, public and private colleges and universities. A transfer student is one who (1) has obtained a high school diploma or the GED, (2) has previously attended an accredited postsecondary institution [or institutions] at the undergraduate level, and (3) is entering Fontbonne University for the first time. (A student who has completed college courses while still in high school/dual enrollment is considered a first-time first-year student, not a transfer student.) 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 completed from an accredited, degree-granting institution of higher learning;
- be college level courses (100 level or above);
- 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 30 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.
2. An official transcript from each accredited college or university previously attended (including college credit or AP credit received while in high school) 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. 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 upon acceptance. All accepted candidates currently enrolled elsewhere in college-level courses must successfully complete all work in progress and submit an official college transcript showing the additional courses completed. 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.

Fontbonne University accepts the Missouri General Education Block and the Illinois Articulation Initiative as completing its Culture and the Common Good General Education Requirements. Transfer students are responsible for completing other *graduation* requirements, including a religion or theology course.

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 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, college or universities previously attended. The minimum required Grade Point Average for undergraduate First-time Freshman admission is 2.5/4.0 scale. The minimum required Grade Point Average for transfer student admission (over 30 credits) is 2.0/4.0 scale. 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 US 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 authorized Fontbonne University equivalent. The required minimum TOEFL score is 65 IBT (5.5 IELTS). 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.

International students are required to enroll in the required English class (as determined by placement test scores) their first semester at Fontbonne, and maintain continuous enrollment in the courses in the English sequence through the completion of ENG102.

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 and official copies of undergraduate transcripts showing all work completed from their previous institution(s) plus 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 (MISSOURI DEPARTMENT OF EDUCATION AND SECONDARY EDUCATION/COUNCIL OF ACCREDITATION OF EDUCATIONAL PROGRAMS) OR VERIFICATION ONLY (ACADEMY OF NUTRITION AND DIETETICS)

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 Academy of Nutrition and Dietetics verification. The applicant must submit an application for admission 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 final assessment 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.

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 credentials. 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 and after having taken a minimum of 12 hours elsewhere. 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. If you originally transferred into Fontbonne and have been gone for 5 years or longer,

you will need to request transcripts from any institution you attended before originally enrolling at 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 EVENING AND ONLINE DEGREE PROGRAMS

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

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 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, can elect to take the computerized placement test, or to have their ACT (or SAT equivalent sub scores) used in lieu of further Fontbonne-administered testing for the purposes of placement in math and English classes. 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 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 120 credit hours required for graduation. The credit for the ENG 095 and MTH 095 courses in writing skills and in algebra will count as elective credit toward the 120 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 Sciences 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 \$1000 up to full-tuition.

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.

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. If a student starts at part-time status and moves to full-time, their prior transcripts and Fontbonne transcripts may be reviewed for scholarship consideration.

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 contact the Office of Admission at 314.889.1400.

FIRST-TIME FRESHMAN SCHOLARSHIPS

Merit Scholarships

Presidential Scholarship: up to full-tuition. To be eligible to receive the Presidential Scholarship you must have applied for admission prior to December 15, and must be accepted for admission by January 15.

Dean's Scholarship: up to \$15,000 per academic year.

Founder's Scholarship: up to \$11,500 per academic year.

Alumni Scholarship: up to \$8,500 per academic year.

Freshman College Scholarship: up to \$6,500 per academic year.

Recognition Scholarships

A+ Scholarship

Criteria: Any student attending an A+ high school who completes the Missouri state requirements for that program may be eligible. Award amount: Up to \$1,000 per academic year for 5 years

Boys State Alumni Scholarship

Criteria: Must be a citizen of Missouri Boys State. Based on past academic performance and completion of Boys State program. Up to five scholarships awarded. Award amount: Up to \$2,000 per academic year for 5 years

Campus Ministry Leadership Scholarship

Criteria: Incoming freshmen or transfer students may apply. Student must have a minimum of a 2.5 GPA and have demonstrated past involvement in community engagement, service, or ministry. Applications can be found [here](#). Up to \$2,000 per academic year for four years provided student maintains full-time status.

Catholic High School Recognition Award

Criteria: first-year, first-time students who have graduated from a Catholic high school and have been awarded a merit-based scholarship from Fontbonne University. Award amount: Up to \$2,000 per academic year for four years provided student maintains full-time status.

Donald M. Suggs Multicultural Leadership Scholarship

Criteria: Incoming freshmen or transfer students may apply. Student must have a minimum of a 2.75 GPA and an ACT of 20 or higher. Students must represent an ethnic group that is under-represented in higher education and be a U.S. citizen or permanent resident. Preference shall be given to students who are residents of the greater St. Louis, MO metropolitan area. Additional information and the application can be found [here](#). Up to \$2,000 per academic year for four years provided student maintains full-time status.

Girls State Alumni Scholarship

Criteria: Must be a citizen of Missouri Girls State. Based on past academic performance and completion of Girls State program. Up to five scholarships awarded. Award amount: Up to \$2,000 per academic year for 5 years

Junior Achievement Scholarship

Criteria: Offered to seniors in the Junior Achievement Company Program with minimum 2.75 cumulative GPA and 20 ACT composite score. Up to five scholarships awarded. Award amount: Up to \$2,000 per academic year for 5 years. A student must declare a major in the Eckelkamp College of Global Business and Professional Studies to receive this scholarship.

Quest Leadership Scholarship

Criteria: Student must have a minimum GPA of 2.5 and be actively involved in leadership positions at your school such as student government, service and community engagement, or other clubs and organizations. Further information and the application can be found [here](#). Up to \$2,000 per academic year for four years provided student maintains full-time status.

TRANSFER SCHOLARSHIPS**Phi Theta Kappa/Honors Scholarship**

Students eligible must meet the following criteria: Transfers from a 2-year institution must have membership in the two-year honors society Phi Theta Kappa and have a minimum combined cumulative GPA of 3.2. Transfers from a 4-year institution must have a minimum combined cumulative GPA of 3.5. Award amount: up to \$8500 per academic year.

Transfer Scholarship

Students eligible must meet the following criteria: transferred from a 4-year or community college into Fontbonne University, demonstrated academic success and have a minimum cumulative GPA of 3.0. Award amount: up to \$6500 per academic year.

Transfer Griffin Award

Awarded to a full-time, degree-seeking undergraduate student with a minimum cumulative GPA of 2.0-2.99. Up to \$3,000 is awarded.

Alumni, College, Dean's or Founder's Scholarships

Transfer students who have completed fewer than 30 semester hours of college credit may be eligible for one of the freshman merit-based scholarships. Consideration for these scholarships will be based on cumulative grade point averages calculated on both high school and transfer credits, as well as ACT or SAT scores. Scholarship amounts may vary.

All scholarships require students to maintain a satisfactory academic progress for scholarship renewal.

UNIVERSITY EXPENSES

TUITION (2017-2018)

Full-time undergraduate tuition:
\$12,550 per semester
\$25,100 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 (\$671 per credit).

Part-time undergraduate tuition:
\$671 per credit

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

Graduate rates: \$728 per credit

ROOM AND BOARD

Medaille Hall: \$10,871 per academic year
(based on single occupancy and 14 meal plan)
St. Joseph's Hall: \$9,506 per academic year
(based on double occupancy and 14 meal plan)
Southwest Apartments (room only): \$8,238 per academic year
(meal plan not included)

For additional housing information, visit our website
www.fontbonne.edu/studentlife/residentialliving/

TUITION DISCOUNTS

Alumni Discount: Students with an undergraduate degree from Fontbonne are eligible for a 15% discount on their graduate studies. This discount may exclude some laboratory and studio courses. This discount must be requested each semester.

Educator's Discount: In appreciation of the services offered to our community by educators at all levels, Fontbonne University offers a 15% discount to qualified individuals enrolled in graduate coursework. Qualified educators (teachers or paraprofessionals) include those who work at least half-time in a nursery school, a pre-K through 12 school system or post-secondary institution. Application forms can be obtained from your department and must be filled out in its entirety each semester.

Please 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.

FEES (2017 – 2018)

International application fee: \$50
Freshman orientation fee: \$200
New transfer student fee: \$50
Graduation: \$75
Parking permits: \$80 – \$140
(Parking permit fees are subject to change)
Late registration: \$25
Resource Fee:
Undergraduate Students:
1-9 credit hours (per hour) \$18
10 or more credit hours (per semester) \$180
Graduate Students: per credit hour \$18
Transcripts: \$7

Prior Learning Assessment (PLA) Fees:

Professional training evaluated by ACE/PONSI:
Transcripting fee (per credit hour) — \$60
Portfolio I — Documented Learning:
Portfolio development fee — \$100
Transcripting fee (per credit hour) — \$60
Portfolio II — Narrative Essay:
Portfolio development fee — \$200
Transcripting fee (per credit hour) — \$60

Portfolio development fees must be paid at the beginning of the process and are non-refundable.

Transcripting fees are charged for hours awarded and must be paid before the credit is posted to the student's transcript.

Fees are subject to change without prior notice.

Audit

(Students who wish to attend class only**)
Undergraduate: \$150 per course
Graduate: \$200 per course

**Many courses with studio or lab periods are not eligible for audit. If a course with fee is audited, the student must pay the studio or lab fee.

PAYMENT OF ACCOUNTS

Accounts are due in advance for the Fall semester. Payment-in-full less any financial assistance must be received by July 15, 2017. A \$25 late fee will be assessed for payments received after July 15, 2017. For students who are registering after July 15, 2017, payment is due upon registration.

Fontbonne University offers the convenience of Electronic Billing (E-Bill) and payments online. Statements can be viewed by going to my.fontbonne.edu and select Students > Campus Life and Facilities > Business Office. Fontbonne University accepts MasterCard, Visa and DISCOVER.

Fontbonne University has contracted with Higher One Tuition Pay to provide a payment plan that will allow monthly payments without interest charges. You can enroll online at www.tuitionpaymentplan.com/fontbonne or www.tuitionpayenroll.com.

To pay by mail, mail a check payable to Fontbonne University to:

Fontbonne University
ATTN: Business Office
6800 Wydown Boulevard
St. Louis, MO 63105 – 3098

EMPLOYEE TUITION REIMBURSEMENT

Many companies provide full or partial tuition reimbursement to their employees who are pursuing a University education. Employed students should check with their companies to see if tuition reimbursement is available.

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 late fees, and/or 3. Withhold the transcript of record, certificate, or diploma.

REFUNDS

No adjustment or refund is made for late entrance, for absence after entrance, or for dismissal.

Tuition and fee adjustments resulting from withdrawal from the University or withdrawal from a specific course will be computed from the date on which the Registrar approves the official permit for withdrawal.

Tuition adjustments will be made according to the following scale:

16 Week Courses

- Withdrawal before first day of classes 100%
- Withdrawal through the end of 1st week 100%
- Withdrawal during the 2nd week 90%
- Withdrawal during the 3rd and 4th weeks 50%
- Withdrawal during the 5th thru 8th weeks 25%
- Withdrawal after the 8th week 0%

Fee adjustments will be made according to the following scale:

- Withdrawal before the first day of classes 100%
- Withdrawal through the end of 1st week 100%
- No refund after the 1st week 0%

8 Week Courses

- Withdrawal before the 1st class 100%
- Withdrawal after 1st class--end of week 1 90%
- Withdrawal during the 2nd week 50%
- Withdrawal during the 3rd and 4th weeks 25%
- Withdrawal after the 4th class meeting 0%

Fee adjustments will be made according to the following scale:

- Withdrawal before the first day of classes 100%
- No refund after 1st class meeting 0%

If withdrawal from classes results from extraordinary circumstances beyond the student's control (such as serious illness) the student should complete an Extenuating Circumstance Withdrawal. To begin the process, an application can be attained in the Office of Advising or in the Office of the Registrar.

Fontbonne University's refund process provides you with quick access to your funds with direct deposit into your personal checking or savings account. Access to your money is quick and convenient. Go to www.fontbonnechoice.afford.com and follow the simple enrollment steps.

NOTICE

Students receiving Financial Aid/Federal Title IV Financial Aid must officially withdraw from Fontbonne University. The withdrawal forms are located [online](#) and must be signed by the following departments: Director of Academic Advising, Financial Aid Office, Business Office, and Registrar's Office.

Upon receiving official notification of withdrawal the Financial Aid Office will calculate a refund using the Return of Title IV Funds software, if the student has received Title IV aid. Those who receive cash refunds before withdrawing must repay all excess funds to

Fontbonne University. Failure to repay funds when requested would bar you from receipt of financial aid in the future. Students will receive written notification of the adjustments to the financial aid package, which will indicate if a post-withdrawal disbursement is allowed. Students receiving Institutional grant or scholarship dollars will receive a refund based on the Tuition adjustment schedule. The Business Office should be contacted if any questions arise about billing.

Finally, please note withdrawal from a specific course(s) may result in an adjustment in the financial aid package. Also, failure to properly withdraw from the University will result in the adjustment of financial aid after the end of the semester. Therefore, please contact us immediately upon leaving the University.

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 obligation to the University.

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. Fontbonne financial aid awards may consist of scholarships, grants, loans, and employment.

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.

Filing the Free Application for Federal Student Aid (FAFSA) determines the family's expected contribution (EFC) toward meeting the student's costs of education. The EFC is then subtracted from the student's budgeted cost at Fontbonne University. The difference between the total budgeted cost and the EFC determines the student's need for financial assistance.

$$\begin{array}{r} \text{Total budgeted cost of attending Fontbonne} \\ - \text{Expected Family Contribution (EFC)} \\ = \text{Financial need} \end{array}$$

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, undergraduate students with less than full-time enrollment may qualify for aid through the Pell Grant program, Teach Grant program, Federal Direct Loan (*subsidized and/or unsubsidized*) program, or the Direct Plus Loan Program. 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 (*subsidized and/or 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 FAFSA form should be completed at the following web site: (www.fafsa.gov). Please include Fontbonne's school code: 002464, on the FAFSA to ensure that we receive your results. There is no cost associated with the submission of these forms. Please visit the Fontbonne website for more detailed information: <http://www.fontbonne.edu/admissions/financial-aid/>

The priority deadline for filing the FAFSA is December 1 of the year prior to a student enrolling at Fontbonne..

Fontbonne advises early application to receive full consideration. Applications received after the deadline will be considered for financial assistance according to available funds.

The FAFSA renewal application must be made each year with a new determination of EFC. Yearly awards will be made according to the availability of funds.

SATISFACTORY ACADEMIC PROGRESS POLICY

Undergraduate students enrolled in a program of study and receiving Title IV Financial Aid funds (including Direct Loans, Perkins, Grad PLUS Loans, Pell Grants, and/or Supplemental Educational Opportunity Grants [SEOG]) must adhere to Satisfactory Academic Progress (SAP) requirements as determined by the Office of Financial Aid to continue their eligibility for Title IV funds. Satisfactory Academic Progress is determined using the Qualitative Standard, Quantitative Standard, and Maximum Time Frame for program completion. If not otherwise stated, all references to credit hours, hours, or GPA are considered to be cumulative. This policy applies to full-time and part-time students.

Frequency of Review

1. Undergraduate students will be reviewed for each standard by the financial aid office after each Fall, Spring and Summer semesters.

Qualitative Standard

1. Undergraduate Students must maintain a minimum cumulative GPA of 2.00.

Quantitative Standard

1. Undergraduate students must successfully complete 2/3 of all attempted credits (67%).
2. Completed credits are defined as all credits reflected on a student's transcript with a grade of 'A', 'B', 'C', 'D'. Grades and designations of 'AF', 'F', 'NP', 'W', or 'I' are not considered completed.
3. Repeated courses are counted as hours attempted each time the course is taken and reported on student's transcript.
4. If hours are provided with transfer hours, they will be counted when calculating the quantitative standard.

Maximum Time Frame

1. All programs of study must be completed within 150% of the published length of the educational program; i.e., a program requiring 120 credit hours

- must be completed with no more than 192 attempted credit hours to maintain financial aid eligibility.
2. The financial aid office will entertain student appeals regarding the number of credit hours transferred and will consider only those hours that are applicable to the student's program of study when calculating the maximum time frame.

Failure to Meet Satisfactory Academic Progress (SAP)

1. Undergraduate students exceeding the Maximum Time Frame will be determined ineligible for additional Title IV Financial Aid during the remainder of their undergraduate career at Fontbonne University (FBU).
2. Undergraduate students' failure to meet Financial Aid Satisfactory Academic Progress will be placed on a warning status and sent a letter from the Financial Aid Office notifying them that they have been granted one semester to allow them the opportunity to get their qualitative and/or quantitative pieces at or above the minimum standards.
 - a. If a student fails to meet Financial Aid Satisfactory Academic Progress after their warning semester, they will no longer be eligible for financial aid.
3. Undergraduate students failing to meet Financial Aid Satisfactory Academic Progress after their warning semester may appeal their loss of Title IV Financial Aid eligibility.
 - a. Student must complete the Financial Aid SAP Appeal Form and meet with applicable staff on-campus before submitting the appeal to the Financial Aid Office. Fax submission will be accepted.
 - b. Student's appeal must include:
 - i. Why student failed to make SAP **and**
 - ii. What has changed that will allow student to make SAP at the next evaluation.
 - iii. Program plan of study signed off by Academic Advisor
 - iv. Signature of Director of Student Success and Engagement after meeting to discuss moving forward.
 - c. Student's appeal must include:
 - i. Why student failed to make SAP **and**
 - ii. What has changed that will allow student to make SAP at the next evaluation.
 - d. If appeal is denied, student is ineligible for Title IV Financial Aid funds immediately.
 - e. If appeal is approved, student completes a SAP Contract and is placed on SAP Probation:

- i. FBU Financial Aid Office has determined that the student will be able to make SAP by the end of the next payment period (Fall or Spring semester) **or**
- ii. The student will be placed on an academic plan that will ensure the student can make SAP by the end of the following semester (Fall or Spring).
- iii. Student remains on SAP Probation until student can make SAP.
- f. The student must follow the academic plan and/or SAP Contract. Failure to do so will result in immediate termination of Title IV Financial Aid funds.
- g. Student will be notified of their appeal status and academic plan status.
4. Students may reestablish their Title IV Financial Aid eligibility by completing coursework at their own expense until they meet both the Qualitative and Quantitative Standards of the Financial Aid SAP Policy.
 - a. This coursework may be completed at Fontbonne University or be transferred from another institution of higher education, if the Registrar recognizes those course credits as transferrable.
 - b. Upon request by the student, the Office of Financial Aid will review the student's progress and determine if the student has reestablished Title IV Financial Aid eligibility.

Notification

The Office of Financial Aid will:

1. Notify students who fail to meet the Financial Aid SAP Policy requirements.
2. Advise students who are no longer eligible for Title IV Financial Aid.
3. Provide information to students regarding their Financial Aid status.
4. Inform students of the process to reestablish Title IV Financial Aid eligibility.
5. Notify students when they have reestablished eligibility.

Repeated Coursework Policy:

Full-Time undergraduate students may only repeat a previously passed course once (a total of two attempts). If you enroll in a previously repeated and passed course for a third time, this course will not count towards your enrollment for financial aid purposes.

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 file the FAFSA to determine eligibility for Pell Grant funding. Students may receive the Pell Grant for a total of 600% of their lifetime eligibility while pursuing their first undergraduate degree.

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, who maintain a 2.5 cumulative grade point average or higher, and file the FAFSA prior to April 1. For more detailed information visit <http://www.dhe.mo.gov/ppc/grants/accessmo.php>.

Fontbonne Grants are institutional grants made to eligible 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.

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 the student providing a written request to their Financial Aid Counselor and demonstration of eligibility. 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 to eligible 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.

LOANS

Federal Direct Loan is available to eligible degree-seeking students who have filed the FAFSA and are registered at least half time (six credit hours or more) at Fontbonne each semester. The loan is available in two different 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. 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 grade level. For more information please view the following website: www.direct.ed.gov.

Federal Direct PLUS Loans for Undergraduate Students is a non-need-based loan for eligible parents of dependent degree-seeking students. 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.ed.gov.

EMPLOYMENT/WORK-STUDY

Federal Work Study (FWS) is a work program for fulltime as well as part-time Undergraduate and Graduate degree-seeking students with demonstrated financial need. Eligible students find job opportunities on campus either during non-academic day hours or in the evening. The Federal Workstudy program funds come from Federal allocations annually. Students are paid on a bi-weekly basis as time sheets are submitted.

Campus Work Study is a limited work program for fulltime as well as part-time Undergraduate and Graduate degree-seeking students. Such employment is not considered 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. Students are paid on a biweekly basis as time sheets are submitted.

SPECIAL CIRCUMSTANCES

We understand that the FAFSA doesn't always capture your family's financial situations perfectly. That's why we utilize the Professional Judgment Process if special circumstances arise. If you or your parents are experiencing any of the following, we recommend that you participate in the Professional Judgment process:

- Non-reimbursed medical, dental, or nursing home expenses (at least 10% of your adjusted gross income)
- Private school tuition (Pre K-12th grade) or day care expenses (at least 10% of your adjusted gross income)
- Change in employment (lay off, termination)
- Other unusual circumstances that compromise at least 10% of adjusted gross income.

If you are a dependent student whose parents refuse to provide their data on the FAFSA form and who do not provide any financial support, you may also complete the Professional Judgment Process. If your appeal is approved, please note you only qualify for an unsubsidized direct loan.

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 book rental policy.

HEALTH SERVICES

The Campus Nurse is available (appointments preferred but walk-ins are welcomed) Monday through Friday 10 am to 2 pm, located in Medaille Hall/Student Affairs, room 98. Free services include treatment of minor injuries and illnesses, health counseling, referrals to outside medical agencies, assistance with insurance referrals and claims, responding to on campus medical emergencies. Fee based services include immunizations (meningitis and MMR), TB skin testing and flu shots. To make an appointment on line to see the campus nurse visit our [website](#). Click on "Nurse Visit Form", or call the confidential nurse line 314-889-4784.

Insurance Information for American Students

All students are highly recommended to have appropriate and adequate health insurance coverage. No plan is sponsored or endorsed by the university. A list of potential insurance providers is available at Healthcare.gov. Again, Fontbonne is not affiliated with these providers and is simply providing these links as a courtesy for students and their families to consider as potential options.

Insurance Information for International Students

All international students accepted for study at Fontbonne University are required to carry medical/health insurance by an American insurance company selected by Fontbonne University. Students are automatically enrolled in the insurance plan upon enrollment at the university.

Exemption: Government sponsored students are exempt from enrolling in the requisite insurance program as stated above. All new government sponsored students must show proof of insurance within the first two weeks of arrival to Fontbonne. Failure to do so will result in student being automatically enrolled in a university sponsored insurance program.

Insurance and Medical Health

Requirements for Athletes

All students participating in intercollegiate athletics must verify to the Athletic Department that they have adequate medical insurance and are in sound physical condition. A student's physical condition will be determined by the team physician or designee prior to competition through a physical examination. Ongoing observation will be monitored by the coaching staff, athletic training staff, and team physician. Insurance verification needs to be documented. The university does not carry primary medical insurance on any student. Additionally, any student participating in intercollegiate athletics must complete the necessary paperwork in order to practice or compete. Furthermore, every student must be declared academically and athletically eligible by standards set by Fontbonne University and the NCAA.

I.D. CARDS

The Student Affairs office, located on the first floor of Medaille Hall, issues picture I.D.s during regular office hours.

The I.D. identifies the holder as a Fontbonne student and is issued for campus security reasons, 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, and have proof of semester registration. There is no charge for the first I.D. If the I.D. is lost or damaged, there is a \$10 replacement fee.

PARKING

Clayton Campus

To park on the Clayton campus 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](#). 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.

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 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 student-centered office that includes: international enrollment management; international academic agreements and international university relationships; academic advising for all undergraduate international students; federal immigration advising/compliance; international student support services and activities. The office offers comprehensive services and resources to the campus community and is a "home away from home" for Fontbonne University's international populations. All matters relating to international students may be directed to the office of international affairs at 314 889 4509 or via e-mail at: internationalaffairs@fontbonne.edu.

INTERNATIONAL AFFILIATIONS

Fontbonne University has affiliations with a number of institutions around the world for undergraduate and graduate programs. These universities include:

- Xi'an Fanyi University – China
- Wuchang University of Technology – China
- China Women's University – China
- Xi'an Siyuan University – China
- Fu Jen Catholic University – Taiwan
- National Taiwan University of Arts - Taiwan
- Chang Jung Christian University – Taiwan
- Aletheia University – Taiwan
- Hosei University – Japan
- Regent's College London - United Kingdom
- Siva Sivani Institute of Management - India
- Beifeng University of Nationalities – China
- Providence University – Taiwan
- Blue Hill College – Ecuador
- Broward College – Ecuador
- INTI – Malaysia
- Singapore Polytechnic – Singapore
- Siva Sivani Institute of Management – India
- Hunan University of Science & Engineering – China

All matters related to international affiliations and international academic initiatives may be directed to the Office of International Affairs located in the International Center, Ryan Hall, Room 103 or contact the director of international affairs at 314 889 4778 or email 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 integrative learning environment intended to be inclusive of all students. Through out-of-the-classroom experiences, students can increase their understanding of self and others, strengthen interpersonal, communications and critical thinking skills, and develop leadership abilities and a heightened sense of personal and social responsibility. The seven departments comprising student affairs are described below. For additional information, go to <https://www.fontbonne.edu/campus-life/>

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 and the Midwest Collegiate Volleyball League. Fontbonne Athletics features both men's and women's intercollegiate varsity sports and a spirit squad. 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 basketball, cross country, golf, indoor and outdoor track and field, softball, soccer, tennis, and volleyball. Our spirit squad is dance which is 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

Mission of Campus Ministry. Campus Ministry provides opportunities to cultivate a mature spirituality. Rooted in the Roman Catholic tradition, with an ecumenical perspective and inspired by the charism of the Sisters of St. Joseph of Carondelet, we work to meet the diverse spiritual needs of the Fontbonne community, with a particular focus toward our student population. We provide a lifelong foundation for active engagement in faith that promotes justice for the unity of all. We live and

work to find the needs of the dear neighbor and participate in building relationships that serve the community.

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, retreats, interfaith programming and comfortable spaces to encourage students to discover and dialogue about their beliefs and spiritual practices.

Career Development

Recognizing that career development is a lifelong process, Fontbonne's Career Development office connects students to their future goals and ideas as they develop and manage their careers over a lifetime, even in times of uncertainty. To help students make informed career decisions, select realistic academic majors, and master job search skills for ongoing professional development, a range of programs, events and resources, including self-assessment, occupational information, and online job listings are offered. In addition, the department has recently introduced Purple Briefcase (fontbonne.edu/jobs), our online career network where students and alumni can connect with employers to find jobs, internships, and work study opportunities. The career development office is located in the student affairs office 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, 8AM – 4:30PM). For additional information, please go to <https://www.fontbonne.edu/campus-life/career-development/>.

Counseling & Wellness

The Counseling and Wellness department is staffed by a licensed clinical social worker who provides 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 department also provides referrals to off-campus counseling resources. As student health and wellness is related to academic success, the department provides wellness resources and activities for students throughout the academic year. The counseling and wellness department is located in the student affairs office 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.). For more information, go to fontbonne.edu/counseling. In cases of on-campus, after-hours emergencies, contact Fontbonne's Public Safety office at 314.889.4596; for off-campus emergencies, contact 911.

Center of Leadership and Community Engagement

The Center of Leadership and Community Engagement coordinates and oversees student organizations, leadership programming, co-curricular activities, student involvement and engagement, and new student orientations. The department helps to schedule and program activities to meet students' social, recreational, cultural, and entertainment interests.

Upon becoming a member of the Fontbonne community, students are highly encouraged to join various student organizations. Student organizations related to professional associations, community service needs, and social/recreational activities form a strong and integral part of the students' total university experience. Student participation in co-curricular involvement opportunities 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 Assistant Vice President for Student Affairs, at 314.719.8057, or may stop by the Center on the fourth floor of Medaille Hall.

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 personal environment in which students can grow in self-discipline, organizational skills, effective study habits, and independent living. The community atmosphere also provides the opportunity to connect with academic peers, support systems, and lasting friendships with a diverse group of neighbors.

The residence halls which make up the on-campus community are St. Joseph Hall, Medaille Hall, and Southwest Hall. The buildings are co-educational, with men and women living in designated areas.

St. Joseph Hall's student population consists of freshmen, sophomores, and juniors. Resident rooms in this building are designed for double occupancy. The fourth floor of St. Joseph Hall houses both male and female residents while the two other floors are separated by gender.

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

Southwest Hall, on 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:

<https://www.fontbonne.edu/campus-life/service-diversity-and-social-justice/>.

TELOS HONORS PROGRAM

In philosophy, “telos” is an ultimate end or purpose. Faithful to the mission, values, and vision of Fontbonne University, the honors program (known as TELOS) seeks to foster a community of thinkers for motivated and intellectually curious students in and outside the classroom. TELOS is a holistic program that focuses not only on classroom experiences but also on leadership, service and social justice, and personal and professional development so that students can apply their education to their highest purposes.

Through the program, students who display outstanding intellectual curiosity in and outside their major fields of study have the opportunity participate in a community of shared scholarship and exploration to build a shared community and develop professional networks. Graduates of the program are recognized as such on their transcripts and at commencement and honors convocation.

The TELOS program is designed to help motivated students gain the most from their Fontbonne education. The flexible nature of the program will allow students to design their particular requirements in consultation with their academic advisors and the program director. Students will have opportunities to deepen their work in their major fields; to do interdisciplinary thinking in fields outside their majors; and also to explore personal, professional, service, and leadership activities. These requirements will be filled by coursework and/or related co-curricular activities.

Active members of the program also have the privilege of early registration for all classes, have access to shared space for study and community building, and participate in personal development and professional networking activities developed for students in the program. The program also sponsors or co-sponsors a variety of co-curricular activities, such as lectures, field trips, and performances or readings, intended to support the intellectual lives of honors students and to enrich the culture of the entire campus.

JOINING THE PROGRAM

A small number of first-year students will be invited to join the TELOS program on the strength of their academic, service, leadership, and creative experiences in high school. The program will assess students holistically, not focusing solely on grade point averages or test scores but on the potential for contribution to a thriving community of learners engaged in active exploration of a world in need.

A student may apply to the program at any point prior to the completion of 75 hours of college credit (or, in the case of transfer students, within two semesters after

matriculation) and may complete requirements in a flexible amount of time, in consultation with the student’s advisor and the TELOS director.

In addition, faculty and staff may nominate students who are considered good candidates for the program.

To remain in good standing in the program, students must maintain a grade of C or better in all honors courses, maintain enrollment in a zero-credit honors section, and remain in good disciplinary standing with the university.

PROGRAM REQUIREMENTS

Honors Coursework

Honors students will complete a minimum of 9 credits of honors coursework, at least 6 of which must be honors seminars. Students may complete 3 hours of honors coursework via honors sections of general education courses.

Honors courses promote intellectual curiosity and exchange across a range of major fields and academic interests. They will also tend to focus on how one’s learning can be applied to a world in need. Valuing liberal education, honors courses emphasize experiential learning, critical exchange, interdisciplinary approaches, and moral and ethical understanding. Students not enrolled in the honors program may be permitted to take honors courses if space is available and instructor permission is granted. Honors courses are not graded differently than other courses. Some honors seminars will also offer general education credit.

Senior Honors Project

The senior honors project is usually accomplished in conjunction with the capstone experience in the academic discipline and offers students an opportunity to pursue in depth 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, creative writing, the production of a film, or some similar culminating experience that will result in a product or artifact. Students combining the senior project in the major discipline with the senior honors project do so with the understanding that the project will exceed the ordinary requirements defined by the department for such work. It will be completed under the direction of a faculty advisor in the student’s major program and coordinated with the TELOS director.

Departments will formalize expectations for students who are pursuing honors. The TELOS director will approve all projects in consultation with students’ respective academic advisors. TELOS students will also be expected to share their senior honors projects at the TELOS showcase.

Customized Experiential Portfolio

Students will design a portfolio of experiences that will help them meet their own personal highest purposes. Experiences that will satisfy the portfolio are planned and pre-approved in consultation with the director.

Transformation: Experiences or coursework related to personal, spiritual, and/or creative growth

Exploration: Experiences or coursework related academic inquiry outside the major field or general education requirements, encouraging breadth of knowledge and perspectives

Leadership: Experiences or coursework related to understanding a variety of forms of leadership (e.g., introverted, extroverted) and influence and students' unique leadership qualities and how to employ them

Occupation: Experiences or coursework within their academic major fields that allow students to deepen their preparation for their professional lives

Service and Social Justice: Experiences or coursework related to applying one's education and personal experiences to a world in need, on and off campus

The specific ways in which students fulfill these categories will vary by student interest and need. Students may fulfill some categories through coursework but may also apply extracurricular and co-curricular experiences to their portfolios. Students will document their experiences and create written or creative work that expresses the ways in which these experiences or courses met the learning outcomes and help to shape personal and professional goals. Students will register for a 1-credit Portfolio Development course in their final semester.

Active Participation

Students are expected to participate regularly in the community life of the program.

Each semester, the student will enroll in a zero-hour TELOS course to indicate their ongoing participation in the program; this designation will not require coursework but will allow the student to maintain his or her membership. Students who fail to maintain registration must reapply to the program at a later date, within the first 75 hours of course work, and will not be guaranteed reentry.

Students will also present at the TELOS showcase at least twice before graduation; one of these presentations will share the student's senior honors project.

HONOR SOCIETIES

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

Beta Beta Beta (β β β) [national honor society for the biological sciences]

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]

Omicron Delta Kappa (ΟΔΚ) [national leadership honors society that seeks to recognize outstanding student leaders in all areas of campus life]

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]

Phi Alpha (Φ Α) [national honor society for social work]

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

UNDERGRADUATE 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 MAJORS:

Accounting (BS)
Applied behavioral sciences
Applied mathematics (BS)
Art* (BA)
Bioinformatics (BS)
Biology (BS)
Biology for secondary education* (BS)
Business administration (BS)
Communication studies (BA)
Computer science (BS)
Cybersecurity (BS)
Deaf education* (BA)
Dietetics (BS)
Early childhood* (BS)
Elementary education* (BA)
English for secondary certification (BA)
Fashion merchandising (BS)
Figurative Studies (BFA)
Fine arts* (BFA)
General Studies: Disciplinary Emphasis
Global studies (BA)
Graphic design (BFA)
Health education and promotion (BS)
History* (BA)
Human services (BA)
Literary studies (BA)
Management information systems (BS)

Management and leadership (BS)
Marketing (BS)
Mathematics for secondary education* (BS)
Medical Laboratory Science (BS)
Middle school education* (BA)
Performing arts* (BA)
Pre-law (BA)
Professional writing (BA)
Psychology (BS)
Religious studies (BA)
Social work (BSW)
Special education* (BS)
Speech-language pathology (BS)
Sports management (BS)
Strategic communication (BA)
University major (BA or BS)

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

DUAL DEGREE PROGRAMS:

Engineering (*see biology or applied mathematics major*)
Occupational Therapy (*see biology or psychology major*)
Chiropractic (*see Biology*)
Social Work (*See Social Work*)

UNDERGRADUATE MINORS:

African American studies
American culture studies
Applied mathematics
Art history
Bioinformatics
Biology
Business administration
Chemistry
Communication
Computer science
Cybersecurity
Data Analytics
English
Environmental studies
Food management
Global studies
Graphic design
History

Human services
Literary studies
Management information systems
Marketing
Performing arts
Philosophy
Professional writing
Psychology
Religious studies
Social entrepreneurship
Special education
Speech-language pathology
Social welfare
Sociology
Sports management
Strategic communication
Transportation
Women's and gender studies
University minor

CONCENTRATIONS

See each academic department for related concentrations.

CERTIFICATE PROGRAMS FOR UNDERGRADUATES:

Administration & Economic Development
Case Management
Cybersecurity
Expressive Arts & Integrated Therapies
Gerontology
Health & Mental Health Case Management
One Health
Social Entrepreneurship
Speech Language Pathology Assistant
Web Development & Design

TEACHER CERTIFICATION: 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.

UNDERGRADUATE ONLINE & BLENDED COURSES

Fontbonne University offers fully online, accredited, undergraduate degree programs in multiple disciplines. 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. Online undergraduate courses may require proctored testing on campus or at an approved location.

Fontbonne also offers several degree programs in a blended format. This requires some on-campus meetings. The number of face-to-face meetings varies depending on the program.

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 for which the Blackboard Tutorial is a prerequisite, will automatically be enrolled in the tutorial. The Blackboard Tutorial is available beginning several weeks before the start of every semester and before each eight-week 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.

Please contact Jo Ann Mattson for more information about blended or online degree programs at Fontbonne or if you have any questions regarding the Blackboard tutorial: jmattson@fontbonne.edu or 314-889-4514

If you experience issues with Blackboard in any of your courses, or to ask a question about Fontbonne University

email or other technology issues please contact AskIT at: askIT@fontbonne.edu or 314-719-8095.

Minimum Technology Requirements for Online Students:

- Minimum of 2 GB of RAM with DSL or high-speed Internet access.
- Windows and Office 2013 or higher for PC and Mac.
- Most online courses require Microsoft Word and PowerPoint, and many require Excel. Fontbonne University's standard software platform is MS Office 2013. FONTBONNE STUDENTS GET FREE ACCESS TO MICROSOFT OFFICE 365! <http://my.fontbonne.edu/msoffice> (Scroll down to locate information.)
- 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.

Students planning to reside outside the United States while engaging in an online Fontbonne University course must obtain prior written approval from the Vice President for Academic Affairs before enrollment.

Students residing in states other than Missouri, please visit <http://www.fontbonne.edu/stateauthorization> to locate State Authorization information.

In order to maintain proper state authorization for distance education, it is vital that you inform Fontbonne prior to moving to a different state. Even if the move is temporary, Fontbonne University is required to submit the state in which the students are residing at the time of taking the online course. We are not currently authorized to enroll students in our distance education programs in all 50 states. Please contact Jo Ann Mattson JMattson@Fontbonne.edu or 314-889-4514 when relocating to another state.

Online Students - Filing Complaints with Your State or Accrediting Agency

Students not residing in the state of Missouri during the time of attending online courses should also follow Fontbonne's internal administrative procedures. However, if the issue or complaint is not resolved at the institutional level, a student may file a complaint within the state he or she is living in at the time of enrollment. Visit the following website to obtain student grievance contact information for individual states: <http://www.fontbonne.edu/stateauthorization>

ACADEMIC ADVISING

Academic advising at Fontbonne University is an integral part of the larger mission of the University. It serves to assist students to identify and achieve their educational goals, while creating collaborative relationships with other institutional departments, faculty and staff. The advising process is an on-going and developing one, whereby both the advisor and advisee share responsibilities. 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.

The advisor's role is rooted firmly in education, providing the necessary information regarding policies, degree programs, courses, schedules and registration. Advisors must reach out developmentally as well by engaging students in self-directed learning, creating academic plans and strategies, discussing personal goals and referring individuals to the appropriate campus resources. Students may not register for courses until being cleared by their advisor.

With the support and guidance of their academic advisor, advisees are expected to learn and practice the habits of successful students. This includes maintaining regular contact with all of their academic stakeholders, taking responsibility for consulting the University Catalog, making final decisions about choices regarding their academic careers, preparing in advance for relevant meetings, gathering all pertinent information, following through on referrals, asking questions and striving to be an ethical and contributing member of society through critical thought and action.

Additional information may be obtained through the advising website:
<https://www.fontbonne.edu/academics/academic-resources/academic-advising/>

GENERAL EDUCATION REQUIREMENTS

Culture & the Common Good: A Liberal Arts Education at Fontbonne University

Fontbonne University is committed to the liberal arts tradition. The general education requirements seek to infuse an appreciation of the liberal arts into the academic and educational fabric of the institution. General education at Fontbonne University includes a common core that integrates mission into the curriculum, highlights our distinctiveness, employs high-impact practices to increase student engagement, and prioritizes the concerns of global citizenship in the 21st century. General Education requirements include Mission Core, Foundations, Pillars, Bridges and Writing Intensive courses. View the most up-to-date course lists for meeting these requirements at:

<http://my.fontbonne.edu/academic-resources/curriculum-guides/?role=faculty>. Copies are also available in the Registrar's Office or The Office of Academic Advising.

Mission Core: The purpose of the Mission Core is to bring a distinctively Fontbonne perspective to the general education program. The values and heritage of the Sisters of St. Joseph of Carondelet, the founders and sponsors of Fontbonne University, and the Catholic Intellectual Tradition and Catholic Social Teaching as they apply to the liberal arts and professional programs are key elements of Mission Core courses.

Foundations of Knowledge: Foundations requirements -- communication, mathematics, and managing information -- build critical skills that support all academic disciplines.

Pillars of Knowledge: Pillars requirements expand upon the Foundations to more fully prepare students for the challenges of the 21st century through coursework in the humanities, fine arts, philosophy, the social and behavioral sciences, and physical and biological sciences.

Bridges of Knowledge: Bridges courses ensure that students have an opportunity for interdisciplinary study across campus or off-campus, integrating academic knowledge with community and/or global experiences.

Requirements:

The Fontbonne general education requirements are designed to meet the state of Missouri general education goals (see http://dhe.mo.gov/cot_a/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:

MISSION CORE: 6 CREDITS.

These courses integrate Fontbonne's Mission, Vision and Values and a global perspective into the curriculum.

Mission Core I: 3 credits. The goal of *Mission Core I: Culture & the Common Good* is to prioritize attention to issues of historical remembrance, social justice, and diversity, to build alliances with individuals and organizations that are bringing about positive changes in the global community, and to integrate the liberal arts with professional education. Completion of this requirement partially fulfills the state Valuing requirement. Upon completion of this requirement, students will be able to:

1. Identify links between Fontbonne's mission, as supported by the Sisters of St. Joseph of Carondelet,

- and the principle of the common good, a principle of Catholic Social Teaching.
2. Articulate the challenges of reconciling divergent ideas about the common good within a pluralistic society.
 3. Determine one's personal ideas about the common good by examining the idea in multiple contexts.
 4. Prioritize one's personal and professional goals in light of one's potential contributions to the common good.
 5. Demonstrate effective use of campus resources to foster personal and professional development.

Mission Core I - One course is required of all students with fewer than 30 credit hours of college credit.

INT 105 Culture and The Common Good (3 credits)

Mission Core II: 3 credits, 200-level or above.

Courses designated as MC II will be housed within academic departments and their content will reflect the academic disciplines. The course will weave together the academic discipline with themes of global citizenship, disciplinary knowledge, and Catholic Social Teaching. Through the following learning outcomes, students will demonstrate critical thinking skills within the context of the course. Completion of this course meets the state requirement on Higher Order Thinking. A Mission Core II course cannot be used to fulfill the Foundations, Pillars, or Bridges requirements. Upon completion of this requirement, students will be able to:

1. Identify the challenges of global citizenship relevant to a particular academic field.
2. Apply the concepts of Catholic Social Teaching to the challenges of global citizenship in this academic field of study.
3. Articulate an informed response to the relevance of Catholic Social Teaching to the challenges of global citizenship in this academic field of study.

One course is required (3 credits). See link at beginning of section for courses that meet this requirement.

Foundations of Knowledge: 17 credits. These courses form the *foundation* of a solid liberal arts education.

WRITTEN COMMUNICATION: 6 CREDITS.

Completion of this requirement partially meets the state requirement on Communication. Upon completion of this requirement, students will be able to:

1. Analyze their own and others' writing.
2. Apply a recursive process that involves drafting, revising, and editing.
3. Produce writing that demonstrates the use of research skills, including appropriate handling and evaluation of sources.

4. Make formal written presentations employing Standard English, including grammar, punctuation, usage, syntax, and sentence/paragraph structure.
 5. Form a clear statement of argument.
 6. Sustain and/or develop the argument throughout the written work.
- Address an academic audience (diction, style, and content) and achieve stylistic sophistication.

Two courses are required:

ENG 101 Composition I (3 credits)

ENG 102 Composition II (3 credits)

ORAL COMMUNICATION: 3 CREDITS. Completion of this requirement partially meets the state requirement on Communication. Upon completion of this requirement, students will be able to:

1. Analyze their own and others' oral expression.
2. Apply a recursive process for oral presentation that involves the use of research skills and the appropriate handling and evaluation of sources.
3. Present information using Standard English, including grammar, usage, and diction, and achieve stylistic sophistication.
4. Sustain and/or develop and/or organize a presentation to support a specific purpose.
5. Select a presentation style in response to the needs of the intended audience including visual aids when appropriate.
6. In the case of interpersonal communication, work collaboratively to achieve a stated goal.

One course is required (3 credits). See link at beginning of section for courses that meet this requirement.

MATHEMATICS: 3 CREDITS MINIMUM. Completion of this requirement meets the state transfer articulation on Mathematics. Upon completion of this requirement, students will be able to:

1. Identify the use of mathematical applications in a variety of contexts and disciplines.
2. Apply mathematical skills and concepts to solve quantitative problems.
3. Apply mathematical models to real life situations.
4. Compute reasoned estimates based on data.
5. Demonstrate the appropriate use of symbols and mathematical-writing skills to communicate effectively.

One course is required (3 credits). See link at beginning of section for courses that meet this requirement.

MANAGING INFORMATION: 4 CREDITS

MINIMUM. Completion of this requirement meets the state requirement on Managing Information. Upon

completion of *Information Literacy in Higher Education*, students will be able to:

1. Articulate or discuss the ethical and legal use of information.
2. Demonstrate the ability to access information to address an issue.
3. Compare and contrast information from different sources.
4. Discriminate among types of information for their intended purpose.
5. Synthesize information from a variety of sources to address an issue.
6. Formulate a response to a stated issue based upon the analysis and synthesis of information.

Information Literacy in Higher Education (1 credit) is required.

1. Upon completion of a specified CIS course, students will be able to:
2. Articulate the legal, ethical, or security issues surrounding electronic information technology.
3. Identify an appropriate application(s) of electronic information technology to a specific situation.
4. Use contemporary electronic information technologies to efficiently manage data.
5. Use contemporary electronic information technology to produce efficient communication.

One course is required (3 credits). See link at beginning of section for courses that meet this requirement.

STATE AND NATIONAL GOVERNMENT: 1-3

CREDITS. Completion of this requirement partially meets the state requirements on Social and Behavioral Sciences. Upon completion of this requirement, students will be able to:

1. With reference to state and federal constitutions, compare and contrast the rights and responsibilities granted to citizens of Missouri with the rights and responsibilities granted to citizens of the US.

One course is required (3 credits).

Pillars of Knowledge: 18 credits.

Pillars courses *build* on Fontbonne's Foundations courses. Students select one course from six of the seven categories listed (minimum 3 credit hours each), to include at least one laboratory science course. **See link at beginning of section for courses that meet these requirements.**

SOCIAL AND BEHAVIORAL SCIENCES. Completion of this requirement partially meets the state requirements on Social and Behavioral Sciences. Upon completion of this requirement, students will be able to:

2. Recognize how variations in societal and cultural structure affect individual decisions and behavior.
3. Use scientific methods or theories to analyze and explain human behavior and mental processes.
4. Analyze current social problems using social science theories.
5. Critically evaluate the aspects of diversities in the social world.
6. Synthesize and analyze multiple points of view regarding social and historical perspectives.

LITERATURE. Completion of this requirement meets the state requirements on Humanities and Fine Arts. Upon completion of this requirement, students will be able to:

1. Identify literary techniques used across historical and/or cultural/multicultural contexts.
2. Express an understanding of the role of creative imagination.
3. Apply critical methodologies to evaluate a work of literature.
4. Articulate how literature influences readers across historical and/or cultural/multicultural environments.

PHILOSOPHY. Completion of this requirement meets the state requirement on Valuing. Upon completion of this requirement, students will be able to:

1. Identify diverse perspectives, values, and belief systems.
2. Explain how values and belief systems influence and are influenced by historical and/or social and/or cultural contexts.
3. Analyze a contemporary social issue through the lens of values and belief systems.
4. Propose a solution to a contemporary social issue using ethical principles.
5. Recognize and defend one's own personal values and belief system.

HISTORY. Completion of this requirement partially meets the state requirement on Social and Behavioral Sciences. Upon completion of this requirement, students will be able to:

1. Describe the relevance of historical events and/or trends.
2. Explain how historical events and/or trends have affected individuals, communities, nations, and/or the world.

FINE ARTS. Completion of this requirement meets the state requirement on Humanities and Fine Arts. Upon completion of this requirement, students will be able to:

1. Identify artistic techniques across historical and/or cultural and/or multicultural contexts.
2. Express an understanding of the role of creative imagination.
3. Apply critical methodologies to evaluate a work of visual or performing art.

4. Articulate an understanding of how the visual or performing arts influence viewers or audiences across historical and/or cultural and/or multicultural environments.

LIFE SCIENCE. Completion of this requirement meets the state requirement on Life and Physical Sciences. Upon completion of this requirement, students will be able to:

1. Apply the scientific method.
2. Identify valid evidence that supports theory, argument, and/or practice.
3. Describe a foundational principle of life science.

PHYSICAL SCIENCE. Completion of this requirement meets the state requirement on Life and Physical Sciences. Upon completion of this requirement, students will be able to:

1. Apply the scientific method.
2. Describe a foundational principle of physical science.
3. Articulate an understanding of how scientific discovery influences and is influenced by historical and/or social contexts.

BRIDGES of Knowledge -- Across the Campus, Across the Globe: 3 credits.

Bridges courses encourage students to *connect* the General Education courses they have taken to a global perspective. Students select one course from any option listed below. Upon completion of this requirement, students will be able to:

1. Articulate the relationships between scholarship and the broader context in which it exists.

LINK (Learning through and Interdisciplinary Nexus of Knowledge)

The goal of a LINK course is to promote opportunities for interdisciplinary discussions among faculty and between faculty and students. The context may encompass any topic but should challenge the academic community to better understand the world and thereby prepare our students for participation as global citizens.

Although the student could choose to take separate courses for each Pillars requirement specified, they could elect to take one or several LINK course(s) which combine content and perspective from more than one discipline and count towards the requirement for each Pillar category involved. Taking one LINK course could give a student an elective for any general education course so long as that elective course is outside the student's major. More than one LINK course may be taken.

Insight Project

A student may complete an Insight project at any point after completing at least 64 credit hours (including 9 credit hours in the major). The Insight project will allow students to bring disciplinary expertise to working on a specific

interdisciplinary concern, demonstrating their ability to collaborate across disciplines and applying their skills and talents to serving a world in need.

Culture Connections

This option includes interdisciplinary courses from programs not represented in Foundations or Pillars that directly address culture as a vehicle for the transmission of meaning and values.

Culture and Common Good (CCG)

A CCG course prepares students for the challenges of citizenship in the 21st century and exposes them to programs not otherwise represented in the Foundations or Pillars categories. [The course used to fulfill this requirement must not be listed under "Courses required in the Major" as described for each particular major in the current Fontbonne University catalog. For example: A student seeking a major in elementary education could fulfill this requirement with PSY 200 but not with an EDU-prefix course listed under "Courses required in the Major".]

These courses should incorporate at least three of the following areas of emphasis:

Globalization -- with attention to economic, political, cultural, historical, corporate, ethical, and/or religious dimensions of the process of global integration as well as the implications of each.

Diversity -- with attention to concerns such as inequality, identity, inclusion, oppression, (im)migration, social justice as they relate to people of specific races, ethnicities, genders, sexual orientations, ages, disability statuses, or national origins.

Sustainability -- with attention to concerns such as climate change, biodiversity, development, resource usage, ecology, consumption, food production, population, and ethics and technology related to these concerns.

Civic Engagement -- with attention to varieties and histories of democratic societies, including the United States, as well as the requirements for and challenges of democracy in this nation and elsewhere.

Advocacy and Social Justice -- with attention to understanding public policy and social institutions through which change historically has been and still may be achieved and/or hindered.

The Media -- with attention to the ways in which the media construct, promote, distort, or improve the frames through which we understand the challenges of citizenship in the 21st century.

Dedicated Semester. A Dedicated Semester course offered in majors, as special topics, in a specific area, or as a general education course fulfills the Bridges requirements.

Foreign Language. Any foreign language course which by its inherent nature includes bridging diverse cultures satisfies the Bridges requirement. Foreign language credit from an accredited, post-secondary institution will meet this requirement.

Service Learning. Service-learning is a form of experiential learning and is a “purposeful teaching pedagogy that engages students in reciprocal experiences that respond to community-defined needs, incorporates structured reflection for students to learn about themselves and the complexity of social issues and sustainable change, and develops a greater understanding of their civic responsibilities to help better society through collaborations and partnerships” (Fontbonne University Service-Learning Task Force Report, 2010).

Study Abroad. Study abroad is a form of experiential learning that includes elements of globalization, diversity and civil engagement. Academic courses must be taught by Fontbonne University faculty or by instructors holding advanced degrees from accredited U.S. or overseas universities.

WRITING INTENSIVE: Students must take two writing intensive courses: one at the 200-level or above and one at the 300-level or above, which may be embedded in major, minor, or other requirements. Upon completion of this requirement, students will be able to:

- Implement the writing process from generating ideas through developing a final written piece.
- Write in language and formats appropriate to the discipline.

INDEPENDENT STUDY COURSES

Independent study course, 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 from 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 120 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 Africa, Australia, Belize, Costa Rica, England, Ireland, Italy, Spain, and Taiwan. 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 visit:

<https://www.fontbonne.edu/academics/academic-opportunities/study-abroad/>

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 30-hour residency requirement at Fontbonne or toward a program’s 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.

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:

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.

International Baccalaureate (IB)

Students who earn an acceptable score on the IB exam as approved by the appropriate college dean or department chairperson may be awarded university credit.

Advanced Placement (AP)

Students who score three, 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 *in which the course is housed*, in consultation with the Office of Academic Affairs, will determine the test score and the number of credits accepted for the equivalent course (s) offered in their department. A student who scores one or two 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.

Advanced Subsidiary (AS-Level) and Advanced Level (A-Level) Credit

Students who have successfully completed Advanced Subsidiary or Advanced Level (A-Level) may be awarded credit based on their exam results as determined by the college dean or department chairperson.

Non-Standardized Exams/Credit from Accredited Institutions and Organizations and 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.

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).

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 department chair in consultation with the college dean.

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.

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.

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.

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 office of Academic Affairs at 314.889.1401.

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:

- The student must take 12 or more credits (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 credits 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 credits 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.

CHIROPRACTIC. DUAL DEGREE IN CHIROPRACTIC WITH LOGAN UNIVERSITY COLLEGE OF CHIROPRACTIC IN ST. LOUIS (3/3)

Fontbonne University students may elect to pursue a 3/3 program of study in connection with the Logan University College of Chiropractic in St. Louis. Students who have completed the first three years of coursework toward a biology degree at Fontbonne, and have a minimum cumulative grade point average of 2.75 can apply to Logan University College of Chiropractic. Upon satisfactory completion of the first year of coursework in chiropractic, the student will be awarded a Bachelor of Science degree in biology from Fontbonne University. It is the student's responsibility to apply for the bachelor's degree from Fontbonne during the fall semester of the student's first year at Logan University. Upon satisfactory completion of the third year of study at Logan College of Chiropractic the student would be awarded a doctorate in chiropractic.

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

Fontbonne University students may choose a dual degree program of study in collaboration with either the School of Computing and 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 achieved in conjunction with a major in applied mathematics or in biology. Because of the many engineering avenues, students must work closely with the dual degree advisor to map out a curriculum plan. 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 engineering schools. Applicants with lower GPAs are considered on a case-by-case basis. Upon satisfactory completion of both programs, the student will be awarded bachelor of science degrees from both Fontbonne University and the University of Missouri-Kansas City or from both Fontbonne University and Washington University in St. Louis.

NURSING WITH THE GOLDFARB SCHOOL OF NURSING AT BARNES HOSPITAL IN ST. LOUIS (2/2)

Fontbonne University students may elect to pursue a program of study in connection with the Goldfarb School of Nursing (GSON), located at the Barnes-Jewish Hospital complex. Students who have completed a minimum of one semester with a minimum cumulative grade point average of 3.0 may apply for admission to GSON. If accepted, the student must complete the remainder of the general education and prerequisite coursework, maintaining a 3.0 cumulative grade point average, before transferring to GSON for training in clinical techniques and procedures. Qualified students should be aware that there can be a waiting period before matriculation at GSON. After completion of 5 terms at GSON the student would qualify for the Bachelor of Science degree in Nursing (BSN) from the Goldfarb School of Nursing. Each school retains its own tuition rates and separate financial aid packages, and GSON students must be available a minimum of 30-40 hours per week, for course work and simulation labs during the day or evenings and for clinical experiences during days, evenings and/or weekends. Students complete their clinical experiences at Barnes-Jewish Hospital, St. Louis Children's Hospital, Missouri Baptist Medical Center and other BJC HealthCare hospitals and St. Louis area health care facilities.

For certification as an RN, eligible graduates must also pass the National Council Licensure Exam (NCLEX).

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

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 student's 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.

SOCIAL WORK. ACCELERATED BRIDGE PROGRAM WITH SAINT LOUIS UNIVERSITY SCHOOL OF SOCIAL WORK

Admission pre-requisites for Fontbonne University's undergraduate Social Work students for Saint Louis University's School of Social Work MSW Program are

- A major in Social Work
- Completion of Social Work Foundation Courses
- Obtained senior level status
- An undergraduate cumulative GPA of 3.0 including transfer credit; and a 3.2 GPA in major
- Registered as a Fulltime Student

*The minimum credit hours for fulltime status at Fontbonne is 12 credit hours. However, Students should not exceed 12 credit hours when registered in the Masters level courses at Saint Louis University.

TIMELINE

By October 1st Attend Mandatory Information Session led by SLU Graduate Admissions

By November 15 Eligible students notified via email by Fontbonne BSW Program Director

By February 1st Applications due through the online system, including:

- Application to Accelerated Program
- Resume
- Professional Goal Statement
- Two letters of recommendation
- Transcript

By February 15 Participate in an in-person interview with Director of SLU Graduate Admissions

By March 1 receive admission decision via email from SLU'S Office of Graduate Education

By March 15 Confirm admissions through the online system described in the admissions email from SLU's Office of Graduate Education

By April 15 Meet with Fontbonne BSW Advisor and SLU MSW Program Director to plan senior year.

Students with conditional probationary admissions into the Bridge Program may take between 3 – 9 credit hours.

Students will be granted credit for these courses in the MSW Program contingent upon:

- Maintaining a "B" or better in all MSW courses and maintain a cumulative GPA of 3.0.
- Completion of all baccalaureate degree requirements at Fontbonne University
- Meet all requirements for admission into the MSW Program at SLU

Failure to meet any of these requirements may jeopardize the student's admission into the MSW Program.

Accelerated Bridge students will be given conditional probationary admissions in to the MSW Program. Saint Louis University School of Social Work tuition rates and fees will apply towards MSW courses taken. Accelerated Bridge students are not eligible to apply for School of Social Work scholarships until they have completed their undergraduate degree and become a classified student in the MSW Program. Students should discuss with their undergraduate financial aid office and Saint Louis University's Office of Student Financial Services what, if any, federal/state grants or loans will apply to their study at Saint Louis University School of Social Work.

Upon completion of graduation requirements at Fontbonne University, receipt of final transcript and successful completion of MSW courses; student admissions status will be reviewed and updated to classified.

SOCIAL WORK. ACCELERATED DEGREE ARRANGEMENT 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.

THEOLOGY. AQUINAS INSTITUTE OF THEOLOGY ACCELERATED UNDERGRADUATE/ GRADUATE AGREEMENT

This agreement gives Fontbonne's Religious Studies major accelerated access to graduate education. Ecumenical in scope, this program appeals to students who wish to pursue graduate studies in theology, careers in theological education, and a variety of lay ministries.

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. Contact the office of academic affairs for more information. Members include:

- Avila University, Kansas City, MO (www.avila.edu)
- Chestnut Hill College, Philadelphia, PA (www.chc.edu)
- Elms College, Chicopee, MA (www.elms.edu)
- Mount St. Mary's College, Los Angeles, CA (<https://www.msmu.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 has affiliations with a number of institutions around the world for undergraduate and graduate programs. These universities include:

Xi'an Fanyi University – China

Wuchang University of Technology – China

China Women's University – China

Xi'an Siyuan University – China

Fu Jen Catholic University – Taiwan

National Taiwan University of Arts - Taiwan

Chang Jung Christian University – Taiwan

Aletheia University – Taiwan

Hosei University – Japan

Regent's College London - United Kingdom

Siva Sivani Institute of Management - India

Beifeng University of Nationalities – China

Providence University – Taiwan

Blue Hill College – Ecuador

Broward College – Ecuador

INTI – Malaysia

Singapore Polytechnic – Singapore

Siva Sivani Institute of Management – India

Hunan University of Science & Engineering – China

Please direct all questions related to international affiliations to the Office of International Affairs at 314-889-4778 or internationalaffairs@fontbonne.edu.

ACADEMIC POLICIES AND REGULATIONS

BACCALAUREATE DEGREE REQUIREMENTS

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

- A minimum of 120 credit hours.
- A minimum of 30 of the 120 credit hours at Fontbonne University to meet the minimum residency requirement.
- 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.*)
- A minimum of 42 credit hours of general education requirements (GER). All GER courses must be completed with a letter grade.
- 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:
 - Completion at Fontbonne of a minimum of 50 percent of the credit hours required for the major, minor, or concentration;
 - Completion at Fontbonne of a minimum of 15 credit hours of the major requirements as upper division (300/400 level) coursework;
 - Completion of a capstone course/experience as part of the major;
 - Completion of each course required for the major, minor, or concentration with a minimum grade of C-; and
 - Completion of the minimum cumulative grade point average required for the major.
 - A minimum of one course in religion or theology as a graduation requirement. This course must be completed with a letter grade.
 - The completion at Fontbonne of the final semester of coursework, regardless of the number of credit hours taken.

GENERAL STUDIES WITH DISCIPLINARY EMPHASIS MAJOR

The general studies with (disciplinary) emphasis major offers students a path to graduation that combines generalized study with disciplinary focus, leading to a Bachelor of Arts degree. General studies with emphasis majors are advised in the department in which their emphasis is housed. This degree is not available in all programs.

Major requirements include:

- Residency, Major, General Education, and Graduation Requirements as described in the Fontbonne University Catalog.
- A minimum of 18 hours of course work in an area of emphasis, 15 hours of electives, as defined by departments, and a capstone experience.
- A minimum GPA of 2.0 in the major is required for graduation.

Please see specific department chairs to determine the availability of a General Studies with Emphasis degree is particular programs, and for the program-specific requirements for those degrees.

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 120 credit hours for the first degree;
- All specific requirements for each of the two majors;
- All specific requirements for each degree.

RESIDENCY REQUIREMENTS FOR THE BACCALAUREATE DEGREE

An undergraduate degree-seeking student must complete, at Fontbonne University, a minimum of 30 credit hours of coursework toward a degree. 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. 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 120 credit hours to graduate with a bachelor's degree.

RESIDENCY REQUIREMENTS FOR MAJORS, MINORS, CONCENTRATIONS, AND CERTIFICATES

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). 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. 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.

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 with permission from the department that is offering the graduate course.

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 120 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 a narrowly defined set of disciplinary or interdisciplinary classes that constitutes a discrete body of knowledge as determined by the department(s) in which the certificate is housed.

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. Completion at Fontbonne of a minimum of 50 percent of the credit hours required for the certificate, 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.

Fontbonne policies and regulations apply to certificate-seeking students.

ADMISSION FOR POST-BACCALAUREATE CERTIFICATION ONLY (MISSOURI DEPARTMENT OF EDUCATION AND SECONDARY EDUCATION/COUNCIL OF ACCREDITATION OF EDUCATIONAL PROGRAMS) OR VERIFICATION ONLY (ACADEMY OF NUTRITION AND DIETETICS)

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 receipt of a Verification Statement by the Accreditation Council for the Education of Nutrition and Dietetics, the accrediting agency for the Academy of Nutrition and Dietetics. 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. Students interested in receiving a Verification Statement in dietetics must also successfully complete a portfolio. 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 final assessment 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 from the office of the registrar or at: <https://www.fontbonne.edu/academics/academic-resources/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 30 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 “back out” from their academic record a maximum of 15 community college credit hours that do not meet general education or major requirements.

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: a narrowly defined set of disciplinary or interdisciplinary classes that constitutes a discrete body of knowledge as determined by the department(s) in which the certificate is housed.

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.

DECLARING MAJOR APPROVAL

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

A student pursuing two majors must declare both majors and 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 department chair and the college dean; *or* be designated by

the department chair and the college dean as ineligible to complete the respective major requirements.

No 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. 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 Office of Academic Affairs; and
- Be returned to the registrar's office before the deadline specified in the semester course schedule.

EARLY PROGRESS REPORT

At the fifth 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

<u>Grades</u>	<u>Interpretation</u>	<u>Comments</u>
A, A-	Excellent	Applies to all courses
B+, B, B-	Good	Applies to all courses
C+, C, C-	Satisfactory	Applies to all courses
D	Poor	Applies to all courses
F	Failure	Applies to all courses—used when a student earns a failing grade
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.
W	Withdrawal	Applies when a student, with proper authorization, withdraws from a course by a specified date
WI	Involuntary withdrawal	Applies when a 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 attend	Student never attended; no authorized withdrawal; no basis for evaluation
AF	Failure due to absence	Applies when a student fails a course due to lack of satisfactory attendance. Faculty will provide a last date of academic activity when assigning this grade.

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:

<u>Grade</u>	<u>Quality Points</u>
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D	1.0
F	0.0
AF	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.

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 department chair and college dean.

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 chair may approve an extension of 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 department chairperson will decide if or when a course from another institution may be used in lieu of a course repeated at Fontbonne.

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 advisor, department chairperson and dean

overseeing the student's major, the department chairperson and dean overseeing the course in question.

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.

Students auditing a course are expected to attend classes per the instructor's attendance and tardiness policies and maintain a respectful demeanor in the classroom. An auditing student may be withdrawn by the instructor at any time in the semester if the auditing student fails to meet these expectations.

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 AF for the course. Faculty members are responsible for reporting the last date of academic activity when assigning a grade of AF.

CLASS ATTENDANCE – EIGHT-WEEK COURSES

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 stops attending at some point after the third week of class does not complete the authorized withdrawal process receives a grade of AF.

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 Office of Academic Affairs, 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.

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 Office of Academic Affairs. At the latest, the withdrawal procedures must be completed and all documentation submitted to the Office of Academic Affairs 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 committee 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, INT 106 - Strategies for Self-Directed Learning, 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 Office of Academic Affairs. (*See appeals process for academic issues.*)

Probationary Status and Dismissals in Intensive English Program

Students in the Intensive English Program (IEP) must achieve a grade of PASS in each class to be considered to be in good standing. If a student achieves a grade of NOT PASS in a class, the student is allowed to repeat the class. If the student receives a grade of NOT PASS a second time for the same class, the student will be reviewed by the IEP academic review committee. The committee reviews the student's entire academic record in the IEP Program. Upon review, if the committee determines that the student's NOT PASS grade is due to a lack of attendance or failure to do the required work, the student is dismissed.

If it is determined that the student's grade is not due to lack of attendance and/or failure to do the required work, the student may be allowed to enroll in the class a third time. If after enrolling in the class a third time, the student does not achieve a grade of PASS, the student will be dismissed from the Intensive English Program and the university.

The academic status of students in the ESL Program is subject to review by the undergraduate academic committee at the end of the fall and spring semester, and is subject to the same policies as are all degree-seeking students. (See the university's policies on probationary status and dismissals in the academic policies and regulations section of this catalog).

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 Griffin Scratch Student 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 Office of Academic Affairs which 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 ordinarily 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 Office of Academic Affairs 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 Office of Academic Affairs, which 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 begin the appeal process no later than three weeks into the next fall or spring semester.

Students should attempt to resolve a grade complaint in conversation with the professor before beginning a formal

appeal. If the matter cannot be resolved, the student should begin the appeals process, as described below.

The appeal process begins as the student must put into writing the reasons he or she believes the grade is incorrect. The student must then provide this rationale to the instructor of the course. If the instructor changes the grade to the student's satisfaction, the process ends there. If the instructor does not agree, then the instructor will put into writing his or her explanation for the grade. If the student chooses to continue the appeal, he or she will bring the written documentation of the student and instructor to the department chair. If the department chair changes the grade to the student's satisfaction, the process ends there. If the department chair does not agree, then the department chair will also put into writing his or her explanation for the denial. If the student wishes to continue the appeal, he or she will then bring all the written materials collected thus far to the dean of the college in which the course is offered. If the dean changes the grade to the student's satisfaction, the process ends there. If the dean does not agree with the student, he or she will put into writing his or her reasons for the denial. If the student chooses to continue the appeal, he or she should then bring all the existing written documentation—from the student, the instructor, the chair, and the dean—to the Associate Vice President for Academic Affairs. The Associate Vice President for Academic Affairs will then convene the Academic Appeals committee.

The Academic Appeals committee will consider the student appeal at its next scheduled meeting. The Appeals committee normally meets once per semester. If the Appeals committee finds against the student, the decision is final. People at each level of responsibility in the appeal are expected to respond in a timely manner—normally within a week.

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:

- The student has not been enrolled for five consecutive years at Fontbonne University.
- 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.
- 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.
- 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.
- The grade point average will be recalculated.

- The transcript will indicate New Start.
- 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 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.

Latin Honors will be calculated for the May commencement ceremony based on the GPA at the end of the previous semester and will be considered provisional until all grades are received and it is ascertained that all graduation requirements have been met. The correct Honors category will be noted on the student's diploma and transcript based on the final GPA 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 1 for December conferral of degree, December 1 for May conferral of degree, and May 1 for August conferral of degree. Commencement ceremonies are held in May.

COMMENCEMENT/CONFERRING OF DEGREES

Fontbonne University confers bachelors' and masters' degrees at the annual commencement ceremony in May. Undergraduate students with nine or fewer hours left to complete their degree and who have enrolled in those courses necessary to complete the degree by the August conferral date are allowed to participate in commencement the May preceding their August completion. All graduate students who will complete their degree in August and who have enrolled in the courses required to do so are eligible for participation in the commencement ceremony the May preceding their August completion. All other students who wish to participate in commencement before completing all requirements may direct an appeal to walk in the commencement ceremony to the Office of Academic Affairs. Students may only participate in one commencement ceremony.

RECORD OF WORK AND TRANSCRIPTS

A student receives a semester grade report online after the close of each semester, and can access unofficial copies of their transcript through the student portal. A student may request official copies of the transcript for a fee.

Additional information can be found at www.fontbonne.edu/transcripts.

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.