

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.