

# Fontbonne University

## Policy Manual Volume VI

### Academic Policies



June 2012

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## Volume VI Academic Policies

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## Volume VI

### ACADEMIC POLICIES

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#### 6.0 INTRODUCTION

Students have full responsibility for:

- Fully informing themselves of and being responsible for all academic policies, procedures, regulations and requirements, such as general education, major, minor, concentration, certification and graduation requirements.
- Knowing with clarity their progress in their academic program by thoroughly reviewing their degree audit and by regularly scheduling meetings with their academic advisor.
- Fulfilling the general education, major program and graduation requirements identified in the catalog in effect at the time of the student's matriculation at Fontbonne, or at the time of a change of major if so determined by the academic advisor.

General academic regulations regarding students are explained in the catalog as well as in this Volume VI. Faculty and students must keep themselves familiar with the Fontbonne University Catalog and Volume VI of the Policy Manual. Please refer to the catalog or the policies in this Volume VI of the Policy Manual for information on the following:

1. Admission Policies
2. Auditing a Course
3. Classification of Students
4. Tuition Discounts
5. Non-Traditional University Credit
6. Information on Grades

#### 6.1 GENERAL ACADEMIC POLICIES

##### 6.1.1 Academic Vision Statement

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.

## 6.1.2 Academic Calendar

The calendar for regular academic events for each academic year is published by the Office of Academic Affairs each semester.

See the University Catalog for the current Academic Calendar.

## 6.1.3 Degree and Enrollment Requirements

Fontbonne University grants the following degrees:

1. Undergraduate:
  - a. Bachelor of Arts (BA)
  - b. Bachelor of Business Administration (BBA)
  - c. Bachelor of Fine Arts (BFA)
  - d. Bachelor of Science (BS)
2. Graduate:
  - a. Master of Arts (MA)
  - b. Master of Arts in Teaching
  - c. Master of Business Administration (MBA)
  - d. Master of Fine Arts (MFA)
  - e. Master of Management (MM)
  - f. Master of Science (MS)
  - g. Master of Science in Taxation (MST)

### 6.1.3.1 DEGREE REQUIREMENTS

#### 6.1.3.1.1 Baccalaureate Degree Requirements

All undergraduate degrees require:

1. At least 128 credit hours with a minimum cumulative grade point average (GPA) of 2.0 on a 4.0 scale. A department may require a higher minimum cumulative GPA for a specific major.
2. At least 32 of the 128 credit hours must be completed at Fontbonne University to meet the minimum residency requirement.
3. Completion of the minimum 42 credit hour general education requirement. **All GER courses must be completed with a letter grade.**
4. Completion of requirements for the major, minor or concentration as stipulated by the department in which the major, minor or concentration is offered, including
  - a. Completion at Fontbonne of a minimum of 15 credit hours of the major requirements as upper division (300/400 level) course work.
  - b. Completion at Fontbonne of a minimum of 50 percent of the credit hours required for the major, minor, or concentration.
  - c. Completion of a capstone course/experience as part of the major.

- d. Completion of each course required for the major, minor, or concentration with a minimum grade of C-.
  - e. Completion of the minimum cumulative grade point average required for the major.
5. Completion of all graduation requirements, including one course in religion or theology. This course in religion or theology must be completed with a letter grade.
  6. An undergraduate non-OPTIONS student's final semester of coursework (regardless of the number of credit hours taken) prior to the conferring of a degree must be completed at Fontbonne University. 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 is an institution with which Fontbonne has a course or program agreement. The student may not take CLEP or apply for any externally granted credit through Prior Learning Experience during the semester in which the degree is to be conferred. All transcripts of previously earned coursework, CLEP and internal PLA documentation must be submitted to the Registrar's Office by the midterm date of the semester in which a student will graduate.

If the student leaves the University without requesting a leave of absence (see Leave of Absence Policy, section 6.2.6) and re-enters at a later date, the student must follow all requirements stipulated in the Fontbonne University Catalog in effect at the time of re-entry.

#### **6.1.3.1.2 General Education Requirement**

Fontbonne is committed to the liberal arts tradition. While the general education requirements in the undergraduate programs give specific manifestation to that commitment, all courses of study are permeated by a liberal arts perspective.

The general education requirements reflect the University's commitment to the following components of a liberal education:

1. **Communication:** To develop students' effective use of the English language and quantitative and other symbolic systems essential to their success in school and in the world. Students should be able to read and listen critically and to write and speak with thoughtfulness, clarity, coherence and persuasiveness.
2. **Valuing:** To develop students' abilities to understand the moral and ethical values of a diverse society and to understand that many courses of action are guided by value judgments about the way things ought to be. Students should be able to make informed decisions through identifying personal values and the values of others and through understanding how such values develop. They should be able to analyze the ethical implications of choices made on the basis of these values.
3. **Higher Order Thinking:** To develop students' ability to distinguish among opinions, facts and inferences; to identify underlying or implicit assumptions; to make informed judgments; and to solve problems by applying evaluative standards.
4. **Managing Information:** To develop students' abilities to locate, organize, store, retrieve, evaluation, synthesize and annotate information from print, electronic and other sources in preparation for solving problems and making informed decisions.
5. **Social and Behavioral Sciences:** To develop students' understanding of themselves and the world around them through study of content and the processes used by historians and social and behavioral scientists to discover, describe, explain and predict human behavior and social



systems. Students must understand the diversities and complexities of the cultural and social world, past and present, and come to an informed sense of self and others.

6. Humanities and Fine Arts: To develop students' understanding of the ways in which humans have addressed their condition through imaginative work in the humanities and fine arts; to deepen their understanding of how that imaginative process is informed and limited by social, cultural, linguistic and historical circumstances; and to appreciate the world of the creative imagination as a form of knowledge.
7. Mathematics: To develop students' understanding of fundamental mathematical concepts and their applications. Students should develop a level of quantitative literacy that would enable them to make decisions and solve problems and which could serve as a basis for continued learning.
8. Life and Physical Sciences: To develop students' understanding of the principles and laboratory procedures of life and physical sciences and to cultivate their abilities to apply the empirical methods of scientific inquiry. Students should understand how scientific discovery changes theoretical views of the world, informs our imaginations and shapes human history. Students should also understand that science is shaped by historical and social contexts.

The general education requirements at Fontbonne University meet Missouri's 42 semester-hour general education block and achieve state-level curricular goals.

A course taken for Pass/No-Pass cannot meet a general education requirement.

The Faculty General Assembly voted in April 2011 to institute new general education requirements effective August 2012.

#### **6.1.3.1.3 Graduate Degree Requirements**

Please refer to individual graduate programs in the University Catalog for degree requirements.

#### **6.1.3.2 DUAL BACCALAUREATE DEGREE REQUIREMENTS**

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

1. A minimum of 24 credit hours in addition to all requirements, including 128 credit hours, for the first degree.
2. All specific requirements for each of the two majors.
3. All specific requirements for each degree.

#### **6.1.3.3 SECOND BACCALAUREATE DEGREE REQUIREMENTS**

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

1. A minimum of 24 credit hours in addition to the total number of hours earned for the first degree.
2. All specific requirements for a second major.
3. All specific requirements for the second degree.

A student pursuing a second bachelor's degree at Fontbonne is not required to take the college placement test prior to registration, nor is the student required to fulfill the University's general education requirements. (See also Section 6.3.6.)

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

#### **6.1.3.4 WAIVER/MODIFICATION OF DEGREE REQUIREMENTS**

A student may request a waiver or modification of degree requirements in writing, using the appropriate form obtained from the Registrar's Office. A clear rationale for why the requirement should be waived or modified must be included. Waived credit does not count toward total degree requirements. The student must still complete a minimum of 128 credit hours to graduate with a bachelor's degree or the required minimum credits for a master's degree.

#### **6.1.3.5 DUAL UNDERGRADUATE/GRADUATE ENROLLMENT REQUIREMENTS**

A Fontbonne undergraduate student may be eligible to earn graduate academic credit for graduate level courses only after the student becomes dually enrolled. Dual enrollment means that the student is enrolled as a degree-seeking undergraduate student taking undergraduate coursework and as an unclassified graduate student taking graduate coursework. Enrollment in graduate courses must be approved by the graduate program director. 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.

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.

#### **6.1.3.6 CONFERRING A POSTHUMOUS DEGREE**

Fontbonne University may confer a posthumous degree, baccalaureate or graduate, upon a student who is deceased prior to, but nearing, the formal completion of all degree requirements of the program being pursued. The petition for the awarding of a posthumous degree is initiated by the department chair and/or dean and forwarded to the Vice President for Academic Affairs for final approval.

##### **6.1.3.6.1 Eligibility**

At the time of death, the student was in good academic standing and was successfully progressing toward completion of requirements for the degree to be awarded.

- For an undergraduate student, he/she must be in good academic standing, that is, cumulative GPA of 2.0 or above. In addition, he/she must have completed all but 18 hours of degree requirements.
- For a graduate student, he / she must be in good academic standing, that is, GPA of 3.0 or above. In addition, he/she must have completed at least 75% of the degree requirements.

### **6.1.3.6.2 Procedures**

Upon approval by the Vice President for Academic Affairs, the following steps will be taken:

- The family of the deceased will be notified by the dean/departmental chairperson that a posthumous degree may be awarded.
- The family will decide if they want this degree to be awarded.
- If the family does want the degree to be awarded, then the degree will be conferred at the next regularly scheduled commencement ceremony or at a ceremony designed by the faculty in the student's major department. The chair / dean of the appropriate department, in consultation with the family of the deceased, will decide the manner in which the degree is conferred.
- The degree will be posted on the student's permanent record as follows: Example:
  - B. S. Mathematics and Computer Science May 17, 2008
  - Major: Applied Mathematics
  - Degree Conferred Posthumously

## **6.1.4 Residency Requirements**

### **6.1.4.1 RESIDENCY REQUIREMENTS FOR BACCALAUREATE DEGREE**

An undergraduate degree-seeking student must complete a minimum of 32 credit hours of course work at Fontbonne University toward a degree. An undergraduate non-OPTIONS student's final semester of coursework (regardless of the number of credit hours taken) prior to the conferring of a degree must be completed at Fontbonne University. 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 is an institution with which Fontbonne has a course or program agreement. The student may not take CLEP or apply for any externally granted credit through Prior Learning Experience during the semester in which the degree is to be conferred. All transcripts of previously earned coursework, CLEP and internal PLA documentation must be submitted to the Registrar's Office by the midterm date of the semester in which a student will graduate.

### **6.1.4.2 RESIDENCY REQUIREMENTS FOR MAJORS, MINORS, CONCENTRATIONS AND CERTIFICATES**

1. A student must successfully complete, at Fontbonne University, a minimum of 50% of the credit hours required for a major, minor and/or concentration (as defined under Academic Terminology, section 6.1.17.1).
  2. A student must successfully complete, at Fontbonne University, a minimum of 15 upper-division credit hours of the departmental course work required for the major.
  3. A student must successfully complete, at Fontbonne University, all certificate requirements.
- Residency requirements for graduate students are discussed in the graduate section in the catalog.

### **6.1.4.3 RESIDENCY REQUIREMENTS FOR GRADUATE DEGREES**

All required coursework for a master's degree must be completed at Fontbonne University with the exception of the credit hours that may be transferred. The final semester/term of graduate

coursework must be completed at Fontbonne, regardless of the number of credit hours taken. The deadline for the receipt of the official transcript(s) must be met for the student to graduate.

### **6.1.5 Academic Programs**

Students should refer to Fontbonne University Catalog for descriptions of the current academic programs.

### **6.1.6 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. If considerable time elapses since the student achieved degree-seeking status and if the degree requirements have changed substantially since the student began the program, Fontbonne may invoke more recent degree and/or other requirements.

If the student leaves the University without obtaining an approved leave of absence and re-enters at a later date, the student must follow all requirements stipulated in this Volume VI and the Fontbonne University Catalog in effect at the time of re-entry.

### **6.1.7 Statute of Limitations**

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

### **6.1.8 Placement Program**

Fontbonne offers a University-administered ACT/COMPASS computerized placement test to ensure that all undergraduate students possess college/university level skills in the areas of writing, mathematics, algebra, and reading and study skills. The testing program is designed to help students be successful in their educational efforts.

The student must successfully complete the appropriate developmental course(s) in writing, mathematics, algebra, and/or reading and study skills within the first three full semesters (fall and spring) of enrolling at Fontbonne. The credit for the 090 and 091 courses in writing, mathematics, and reading and study skills will not count as credit toward the 128 credit hours required for graduation. The credit for the 095 courses in writing skills and in algebra will count as elective credit toward the 128 credit hours required for graduation. A student must achieve a minimum grade of C- or better in a developmental course in order to move to the next level course.

Test schedule information is available in the Admission Office (314 889-1400) and in the Kinkel Center for Academic Resources (314 889-4571).

See Appendix 6.1.7.1 for detailed information regarding the University's Placement Program.

### **6.1.9 Departmental/Major Requirements**

Individual departments establish requirements (beyond general education and other institutional/graduation requirements) for students whose majors are in that department. Departments reserve 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 majors, concentrations, minors and certificate programs within that department. Transcript notations will show the major, minor, concentration and/or certificate program.

An undergraduate student must earn a minimum grade of C- in each course required for the major, minor, concentration or certificate as defined under Academic Terminology, section 6.1.17.1.

### **6.1.10 Major Approval**

An undergraduate student is not officially accepted in a major until the major approval process has been successfully completed. A student who enters Fontbonne as a freshman must obtain major approval at the beginning of the spring semester of the sophomore year, usually after completion of between 45 and 60 credit hours at Fontbonne. A transfer or second-degree seeking student must also obtain major approval. Ordinarily, this is done after completing one semester (a minimum of 12 credit hours) at Fontbonne. A student pursuing two majors must obtain major approval from both department chairpersons involved in order to assure proper advisement and counseling.

The student must complete an application form for major approval (available in the registrar's office) and obtain the approval from the chairperson of the major department and the Associate Vice President for Academic Affairs. To receive major approval the student must be in good standing and meet the department requirements for the major. A student who does not meet the requirements for major approval may be accepted into the major with qualifications that must be met within a specific time frame or may be rejected from the major. No department is obligated to approve a request for a major merely because a student has accumulated a number of credit hours in that area.

### **6.1.11 Academic 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 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 by the library.

**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, 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 or 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 policy manuals.

#### **6.1.11.1 APPEALS PROCESS IN ACADEMIC AFFAIRS**

A student may petition the Appeals Committee for a hearing relative to academic matters. The committee, made up of an equal number of elected faculty and students, offers a fair hearing to students.

For a semester grade appeal, a student must enter into the appeal process in writing within the first thirty calendar days of the following fall or spring semester. The student is expected to attempt to resolve the issue through informal procedures before entering into the formal process. Established procedures and timelines must be followed.

Information regarding the procedures for an appeal of an academic nature is available from the Office of Academic Affairs. Information on the appeals process and procedures is also found in Section 6.1.13.6 and Section 1.6.4.4.1.

Appeals are not heard in the summer session.

#### **6.1.12 Examinations**

Mid-semester examinations are given at the discretion of the instructor.

Semester examinations in each course are optional. Ordinarily, each faculty member decides the value and importance of the final examination in terms of the nature of the course and its objectives.

The decision regarding the examination should be announced early in the semester. In those instances where no examination is given, faculty members must be certain that they have sufficient evidence from other assignments and/or tests to give the student a just grade.

Students do not make up regular tests and examinations missed because of absence except at the instructor's discretion.

#### **6.1.12.1 EXAM SCHEDULES**

Exam schedules for each semester are printed in the front of the semester course schedules. Please refer to the fall or spring semester course schedule to determine when exams will be held. Frequently, a specific course exam schedule is also included in the course syllabus.

#### **6.1.12.2 EXAM WEEK**

An exam week that excludes regular class meetings and assignments will be part of each semester's calendar; the following conditions will be in effect:

1. Ordinarily the last exam, either unit or comprehensive, should be given at the time scheduled for final exams.
2. If an instructor chooses not to give an exam, the scheduled exam time should be used for a class meeting.
3. Assigned papers, research reports, and other class materials may be due before or during exam week.

### **6.1.13 Grading and Evaluation**

At the beginning of each semester, instructors will inform the students in the class of the factors taken into consideration for grading each course. Methods of grading and evaluations are included in the course syllabus.

#### **6.1.13.1 GRADES/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 and quality points:

<b>Grade</b>	<b>Quality Points</b>	<b>Grade</b>	<b>Quality Points</b>
A	4.0	C+	2.3
A-	3.7	C	2.0
B+	3.3	C-	1.7
B	3.0	D	1.0

**6.1.13.2 GRADE POINT AVERAGE**

The grade point average (GPA) is calculated by dividing the quality points earned by the credit hours attempted. Note that the grade point average is figured on the basis of credit hours attempted, not credit hours passed. Grades of Pass, No-Pass and Incomplete do not carry quality points and are not computed in the GPA.

All GPAs listed on grade reports and transcripts, as well as those used for the determination of the dean’s list, reflect Fontbonne grades only.

**6.1.13.2.1 Grade Definitions for Undergraduate Courses**

Fontbonne uses letter grades to indicate the quality of a student’s work.

6.1.13.2.1.1 Undergraduate Grade Definitions

Grades	Interpretation	Comments
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
P	Pass	Applies to courses selected for the P/NP option; pass is defined as a grade of D or better
NP	No pass	Applies to courses selected for the P/NP option; NP is assigned when a student fails; no credit is earned
I	Incomplete	Applies when a student is earning a passing grade, is prevented from completing the work for serious reasons, has permission from instructor; work must be completed by specified deadlines or I will change to F



W	Withdrawal	Applies when a student, with proper authorization, withdraws from a course by specified date
WI	Involuntary Withdrawal	Applied when a student has failed to attend any courses and has not responded to communication from 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

Changes approved by FGA March 7, 2012

#### 6.1.13.2.1.2 Graduate Grade Definitions

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

#### 6.1.13.3 PASS/NO PASS (P/NP) GRADING OPTION

N undergraduate 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 chairperson.

In some cases such as practicums and internships, Fontbonne may require P/NP grading for all the students in the course. When the University requires P/NP grading in a course, this course does not count in the six courses which a student may choose to take for a P/NP grade. A course taken for P/NP cannot meet a general education requirement or the religion/theology requirement for graduation.

#### **6.1.13.4 INCOMPLETE GRADE**

If a student is earning a passing grade in a course but does not complete the requirements of the course in a timely manner due to extraordinary circumstances that occur within the last two or three weeks of the semester beyond his/her control (e.g. serious illness), the student may request a grade of Incomplete (I). The request must be made on the appropriate form obtained from the Registrar's Office. An unchanged I grade will become F according to the following dates regardless of the year: spring and summer, Oct. 10; fall, March 10. If, in any year, these dates fall on Saturday or Sunday, the following Monday will become the deadline date.

In extraordinary circumstances an academic dean, in consultation with the faculty and the student, may extend the incomplete, but not beyond two months.

#### **6.1.13.5 DEFERRED GRADE**

If, for some reason, the grade from a particular course cannot reach the Registrar's Office in time for the semester reports, the student will receive a deferred grade (X). As soon as the grade becomes available, it will be recorded on the student's transcript.

#### **6.1.13.6 GRADE CHANGE/APPEAL**

If a dispute about a grade cannot be resolved informally between/among the student, the faculty member, the department chairperson, the college dean, and the Associate Vice President for Academic Affairs, the student may enter into the formal appeal process. (See Appeals Process in Academic Affairs, 6.1.10.1 and Section 1.6.4.4.1.)

The student must appeal in writing to the chairperson of the Appeals Committee within the first thirty calendar days of the following fall or spring semester. The procedures and time line of the appeal process, obtained from the Office of Academic Affairs, must be followed.

#### **6.1.13.7 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 periods are not available for audit.

#### **6.1.13.8 POSTING OF STUDENT GRADES**

The public posting of grades either by the student's name, student ID number, or social security number without the student's written permission is in violation of FERPA.

Instructors and others who post grades should use a system that ensures FERPA requirements are met. This can be accomplished either by obtaining the student's uncoerced written permission to do so or by using code words or randomly assigned numbers that only the instructor and individual student know. The order of posting should not be alphabetic.

Another method used to notify students of their final or other grades by faculty before official institutional notification is to have interested students complete postcards with their names and mailing addresses on the address side and the course name/number on the message side. The

completed postcard is given to the instructor who writes the student's grade on the message side and mails it to the student when grades have been determined.

The returning of papers via an "open" distribution system, e.g. stacking them on an open table or placing them in a community mailbox, is a violation of a student's right to privacy under FERPA, unless student(s) submits signed waiver to instructor for such purpose.

#### **6.1.13.9 MID-SEMESTER PROGRESS REPORTS**

Faculty will report unsatisfactory academic progress for undergraduate students at the seven-week point each semester to the Registrar's Office. The Registrar's Office will send faculty notification that warning reports should be submitted via the web on the Wednesday prior to the semester mid-term date for students who show unsatisfactory academic progress. Faculty will submit these reports via the web. 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 faculty will give and grade at least one substantial assignment or multiple smaller assignments prior to the mid-term date of each semester. A sample Mid-semester Progress Report form is located in Appendix 6.1.12.9.1.

Policy amended to include all traditional undergraduate students in 2010.

### **6.1.14 Probationary Status and Dismissal**

#### **6.1.14.1 PROBATIONARY STATUS AND DISMISSAL FOR UNDERGRADUATE STUDENTS**

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. The University reserves the right to dismiss a student who does not maintain the minimum academic standards.

The Undergraduate Academic Committee places on probation any student with a cumulative GPA below 2.0 in any semester. 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. Freshmen placed on probation are automatically enrolled in a one credit hour course, INT106 Freshman Seminar: Special Topics, 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.

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.

Probation ordinarily extends not more than two semesters for freshmen and sophomores 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.

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 student whose cumulative GPA falls below 1.0 may be dismissed for academic deficiencies without first being placed on probation.

A student who is dismissed may appeal the decision by sending a letter of appeal to the Office of Academic Affairs within the timeline specified in the dismissal letter.

The dismissed student may apply for readmission to Fontbonne University one full calendar year after dismissal. The student must apply to the Office of Admission for readmission consideration by the Admission Review Subcommittee of the Undergraduate Academic Committee.

#### **6.1.14.2 DISMISSAL FOR GRADUATE STUDENTS**

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

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

#### **6.1.15 Non-Academic Dismissal**

A student may be dismissed at any time from Fontbonne for a variety of non-academic offenses. These include, but are not limited to, behavior or attitudes unworthy of a good campus citizen, unsatisfactory financial record, or violation of any policy of Fontbonne University.

#### **6.1.16 Commencement/Conferring of Degrees**

Fontbonne University confers bachelor's and master's degrees at the annual commencements in May and December. Ordinarily, a student may participate in commencement ceremonies only if all requirements for the academic degree have been fulfilled by the date of commencement. Should a student not do so because of unforeseeable extenuating circumstances beyond the student's control, the student may direct an appeal to the Office of Academic Affairs.

#### **6.1.17 Assessment**

To ensure the continuing quality of a Fontbonne degree, the University regularly collects data on academic programs, student activities and campus climate. Examples include course evaluations and academic advisor 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.

## **6.1.18 Academic Terminology**

### **6.1.18.1 UNDERGRADUATE PROGRAM CRITERIA**

1. Major: 33 to 64 credit hours in the student's major department, with a minimum of 15 credit hours of upper division (300/400 level) courses to be completed at Fontbonne.
2. Concentration: 15 to 21 credit hours in the major discipline.
3. Major and concentration: A maximum of 64 total credit hours in the student's major department.
4. Minor: A minimum of 18 credit hours outside the major discipline, providing contrast, enhancement and/or parallel study to the major.
5. Certificate: 18 to 27 credit hours in a sequence of interdisciplinary coursework or a narrowly defined set of courses within a discipline.

### **6.1.18.2 UNDERGRADUATE STUDENT CLASSIFICATIONS**

1. Degree-seeking student: A student pursuing a degree.
2. Unclassified student: A student not pursuing a degree.
3. Full-time undergraduate student: A student who carries 12 or more credit hours per semester.
4. Part-time undergraduate student: A student who carries fewer than 12 credit hours per semester.
5. Full-time graduate student: A student who carries nine or more credit hours per semester.
6. Part-time graduate student: A student who carries fewer than nine credit hours per semester.

### **6.1.18.3 UNDERGRADUATE CLASS STATUS**

1. Freshman: Fewer than 30 credit hours earned.
2. Sophomore: 30 to 59 credit hours earned.
3. Junior: 60 to 89 credit hours earned.
4. Senior: 90 or more credit hours earned.
5. Graduate: Completed bachelor's degree and acceptance into a Fontbonne graduate program.

### **6.1.18.4 GRADUATE STUDENT CLASSIFICATIONS**

1. Graduate student: a student who has completed a bachelor's degree and has been accepted into Fontbonne graduate coursework.
2. Degree-seeking: A student accepted into a graduate degree program.
3. Unclassified: A student accepted into graduate coursework but not into a degree program.
4. Full-time graduate: A student who carries nine or more credit hours per semester.
5. Part-time graduate: A student who carries fewer than nine credit hours per semester.

## **6.2 REGISTRAR'S POLICIES**

The Registrar is the official keeper of student academic records. The Registrar's Office, Ryan 206, provides the following services for students: semester course schedules; materials for course registration, including add/drop forms; verification for insurance, and loan deferment forms, etc. The office also provides all forms required for approval of major, change/drop/add major, minor, concentration, certification, application for degree (must be filed on or before August 31 for students intending to graduate in December, on or before October 31 for students intending to graduate in May, and on or before April 30 for August graduation). Students may also obtain FERPA (Family Educational Rights and Privacy Act) forms (i.e., forms requesting access to education records and providing consent for disclosure of education records) from the Registrar's Office.

### **6.2.1 Record of Work and Transcripts**

A student receives a semester grade report after the close of each semester. A graduate, with no outstanding bills or fees, receives one unofficial copy of the final transcript at no charge. A student may request additional copies of the transcript for a fee.

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

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

#### **6.2.1.1 TRANSCRIPT FAX POLICY**

Fontbonne University participates in a statewide institutional agreement to fax transcripts as official documents. Transcripts received by Fontbonne University from other Missouri institutions registered in the directory of participating institutions which have been verified according to established procedure will be considered official.

All other faxed transcripts transmitted or received are for informational purposes only and must be confirmed by traditional official transcripts.

Transcripts will be transmitted by fax upon written request of the student. The fee is five dollars (\$5.00).

### **6.2.2 Registration Procedures**

Each fall and spring semester, Fontbonne schedules advisement and web-registration times for both returning and new students. The appropriate times and dates are listed in each semester course schedule. Academic advisors and support staff are readily available to assist students during these advisement and registration times.

A student may complete registration for summer session by mail or in person. The appropriate times and dates for summer registration are listed in the spring and summer class schedules.

### **6.2.3 Changes in Registration**

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

1. Be made on the appropriate form supplied by the Registrar's Office.
2. Give the supportive reason for the change or withdrawal.
3. Be approved and signed by the academic advisor, the Business Office and the Financial Aid Office if applicable.
4. Be returned to the Registrar's Office before the deadline date specified in the academic calendar and in the semester course schedule.

### **6.2.4 Withdrawal from a Course**

A student who, with proper authorization (see Changes in Registration above), withdraws from a course before the date specified in the semester schedule receives a grade of W. 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 an academic dean, an exception to this policy when circumstances beyond their control force them to request a withdrawal after the specified date. A student who does not complete the authorized withdrawal process receives a grade of F.

For financial aid purposes, a faculty member must record the last date of attendance when a student stops attending a course.

A student should be aware that failure to attend class does not constitute a withdrawal. Failure to properly withdraw from a class may affect the student's federal financial aid status. A student must notify the Financial Aid Office, the Business Office, and the Registrar's Office immediately upon the student's decision to stop attending class.

#### **6.2.4.1 INVOLUNTARY WITHDRAWAL FROM A COURSE**

A student who registers for a course, never attends the course, and does not respond to the *registered, but not-attending* notification from the Registrar's Office, will be involuntarily withdrawn from the course by the Registrar's Office, ordinarily after the third week of classes.

##### **6.2.4.1.1 Procedures for Involuntary Withdrawal from a Course**

The Registrar's Office will notify the student in writing, with a copy to the academic advisor, of non-attendance. The student will have one week either to immediately seek instructor approval and begin attending the course or to immediately withdraw from the course. Failure to officially withdraw from the course will result in the student receiving an *involuntary withdrawal* (WI) from the course.

A student receiving an *involuntary withdrawal* (WI) will be responsible for any incurred costs. A student who receives a student account refund must return the refund to Fontbonne University. Please refer to the university's refund policy in the Semester Course Schedule.

An involuntary withdrawal will result in a change in a student's registration. Based on Federal Financial Aid Regulations, this may require a recalculation of the student's financial aid

package and adjustments to the student's aid award. These adjustments may result in aid being removed from the student's award and a balance due on the student's account.

## **6.2.5 Withdrawal from the University**

A student who chooses to leave Fontbonne before the end of a semester must contact the Director of Academic Advising to complete a withdrawal form and a brief exit interview. In addition to the signature of the Director of Academic Advising, the student must obtain signatures on the withdrawal form from three administrative officers in the Financial Aid Office, Business Office and Registrar's Office before the process is complete. The purpose of completing a formal withdrawal is to ensure that the student receives a withdrawal (W) from the courses rather than F, and that all financial arrangements and required loan exit interviews are completed.

A student who withdraws from courses in the first three weeks of the fall or spring term may be entitled to a refund. A complete schedule and refund policy is published in the semester course schedule.

## **6.2.6 Leave of Absence**

### **6.2.6.1 LEAVE OF ABSENCE FOR UNDERGRADUATE STUDENTS**

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 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.

The student must complete a "Request For Leave Of Absence" form obtained from the Registrar's Office before the leave begins. A student must immediately adhere to the policies and procedures set by the Financial Aid Office and Business Office.

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

(See also Volume VII, section 7.4.9.4).

### **6.2.6.2 LEAVE IF ABSENCE FOR GRADUATE STUDENTS**

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



## **6.2.7 Repeated Courses**

### **6.2.7.1 REPEATED COURSES FOR UNDERGRADUATE STUDENTS**

An undergraduate student may 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 the academic department requirements. The chairperson of the department of the student's major will decide if or when a course from another institution may be used in lieu of a course repeated at Fontbonne. If a student is repeating a course, the student must indicate this on the registration form.

If, upon repeating the course, the student makes a D or F grade when a higher grade is required, to take the course a third time at Fontbonne or at another institution, the student must obtain the written approval of each of the following: the department chair overseeing the student's major, the department chair overseeing the course in question, and an academic dean. Note: Repeating a course may affect a student's eligibility for federal financial aid.

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

### **6.2.7.2 REPEATED COURSES FOR GRADUATE STUDENTS**

A graduate student may repeat no more than two (2) graduate courses; and repeat a graduate course only once.

Since many graduate courses are not offered each academic semester/term, the student who earned a first grade of C or F in a graduate course may, with the approval of the graduate program director or the OPTIONS director of academic student services, be allowed to take a limited number of additional graduate courses until he/she has the opportunity to repeat the course in which the C or F was earned. Additional conditions pertaining to continued enrollment may be set by the program director or the OPTIONS director of academic student services. A letter stating the conditions will be sent by the program director or by the OPTIONS director of academic student services to the student, the director of graduate studies, and the advisor, with a copy placed in the student's file.

## **6.2.8 Financial Aid Academic Progress Policy**

An undergraduate student who receives financial aid based on full-time enrollment must complete a minimum of 12 credit hours per semester for a total of 24 credit hours per academic year. A student receiving financial aid based on three-quarter time enrollment (9-11 hours per semester) must complete a minimum of nine credit hours per semester for a total of 18 credit hours per academic year. A student receiving financial aid based on half-time enrollment (six to eight hours per semester) must complete a minimum of six credit hours per semester for a total of 12 credit hours per academic year. Successful completion requires a grade of A, B, C, D or P. A grade of I, F, NP or W is not acceptable. Evaluation of hours earned occurs at the end of the fall and spring semesters.

To earn a Fontbonne University graduate degree, a student must complete all requirements for the specific graduate program and degree. Federal regulations require the university to establish standards for satisfactory academic progress as an eligibility requirement for financial assistance.

#### **6.2.8.1 GRADE POINT AVERAGE REQUIREMENT**

In order to maintain eligibility for financial aid, a minimum cumulative grade point average of 2.0 must be achieved after four semesters of registration. An undergraduate student with fewer than four semesters of registration must meet the standards of the university's academic probation policy.

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

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

#### **6.2.8.2 TERMINATION**

If a student is denied aid due to lack of progress, courses must be taken at the student's own expense until he or she has successfully completed the minimum number of hours required under the policy.

#### **6.2.8.3 PROBATION**

Most students who do not meet the academic progress standards in one (1) given semester will receive one semester of probation before their financial aid eligibility is terminated. Exceptions to this rule are those students who complete less than one-half the credit hours during a semester in which financial aid was received or who have not achieved the required cumulative grade point average.

#### **6.2.8.4 APPEAL**

Students who are deemed ineligible to receive financial aid funds under this policy will be given the opportunity to appeal the decision. Appeals must be supported in writing and sent to the Director of Student Financial Aid. The director and the Vice President for Enrollment Management are responsible for the review of all such appeals; their decision will be final. Appeal forms are available in the Financial Aid Office.

### **6.2.9 Prior Learning Assessment Credit**

Fontbonne University offers students the opportunity to earn undergraduate credit for non-collegiate sponsored learning. Prior Learning Assessment ("PLA") 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-level learning gained through experience, military training and/or validated by various tests. A maximum of 48 credit hours will be accepted in PLA credit opportunities at Fontbonne. Students may not count PLA credit toward the 32-hour residency

requirement at Fontbonne or toward the 44-hour OPTIONS core requirement. Fees charged for PLA credit are subject to change.

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

#### **6.2.9.1 NATIONAL STANDARDIZED TESTS/DEPARTMENT PROFICIENCY TESTS/CREDIT BY EXAM**

Students may earn up to 30 credit hours received through the assessment of their college-level learning by these methods of testing. Students will not earn credit for an examination if they have taken a college course of equal or higher equivalency in that area prior to the exam. These credit hours will not count toward the 32-hour residency requirement or the 44-hour core requirement in the OPTIONS program. The testing methods recognized by Fontbonne are defined as follows:

#### **6.2.9.2 STANDARDIZED TESTS**

Students may earn credit for CLEP general and subject examinations to fulfill certain course requirements according to departmental policy. Official test scores must be received directly from the testing agency. Credit is awarded if the score received is at or above the American Council of Education (ACE) recommended score. Although CLEP exams are among the best known, other standardized tests may be reviewed and considered by the appropriate department chairperson.

#### **6.2.9.3 DEPARTMENT PROFICIENCY EXAMS**

Several departments offer proficiency exams for certain Fontbonne courses. Students who satisfactorily complete a departmental proficiency exam may elect to have a requirement waived or petition to receive credit for that particular course.

#### **6.2.9.4 CREDIT BY EXAM**

Fontbonne will accept undergraduate credit by exam for non-standardized examinations given by regionally 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 chairperson.

#### **6.2.9.5 ADVANCED PLACEMENT TESTS**

Students who score three, four or five on Advanced Placement tests may be awarded college credit through Fontbonne, subject to the approval of the appropriate department. Each department will decide the amount of credit and the specific courses for which credit will be given. A student who scores one or two on Advanced Placement tests will not receive advanced placement or earn college credit. Official test scores must be received directly from the testing agency.

### **6.2.9.6 MILITARY EXPERIENCE**

College credit can be awarded for military courses and enlisted ranks/military occupational specialties (MOS) which 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.

### **6.2.9.7 PROFESSIONAL TRAINING**

College credit can be awarded for professional training courses sponsored by business and industry, government and labor which have been evaluated by the American Council on Education (ACE) or the New York State's Program on Non-Collegiate Sponsored Instruction (PONSI).

### **6.2.9.8 PORTFOLIO EVALUATION**

The portfolio evaluation is available in two formats: Portfolio I: Documented Learning and Portfolio II: Narrative Essay. If students believe they have already acquired the competencies of college 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-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. Students may request a maximum of 32 credit hours through the portfolio process. 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.

#### **6.2.9.8.1 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.

#### **6.2.9.8.2 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 more 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.

### **6.2.10 Academic Tours**

Trips for academic credit are sponsored by Fontbonne University under the guidance of a member of the faculty or professional staff with academic rank. For students, such trips involve prior reading, attendance at planning meetings and attendance at all trip and follow-up activities as outlined in the syllabus prepared by the faculty member. The course prefix includes the letter code of the sponsoring department and usually has the number 480 assigned to it. Academic tours may carry no more than three credit hours.

### **6.2.11 Degree Application**

All applicants for a degree to be conferred must file their applications in the Registrar's Office by August 31 for the December graduation, October 31 for the May graduation and April 30 for August graduation. Commencement ceremonies are held in May and December.

## **6.3 ADMISSIONS POLICIES**

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

On the undergraduate level, Fontbonne accepts applications for most programs for both the fall and spring semesters. Graduate programs generally accept students in the summer session as well as in the fall and spring.

The University operates on rolling admission and will notify an applicant of a decision as soon as possible after the receipt of all required credentials. All credentials submitted for admission must be on file no later than one week prior to final registration for the term in which the applicant wishes to begin.

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

The Vice President for Enrollment Management welcomes correspondence from candidates for admission, high school and college counselors, and academic advisors. All correspondence regarding application for admission and all application credentials should be addressed to:

Admission Office  
Fontbonne University  
6800 Wydown Boulevard  
St. Louis, MO 63105-3098  
(314) 889-1400  
Fax (314) 889-1451  
[fcadmiss@fontbonne.edu](mailto:fcadmiss@fontbonne.edu)

### **6.3.1 Admission Fee**

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

### **6.3.2 Freshman Admission**

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

Candidates for admission should begin application procedures early in the fall of the year preceding that for which they seek admission. To complete their application, candidates must submit the following:

1. A completed undergraduate application for admission accompanied by a non-refundable \$25 application fee;
2. An official high school transcript showing all work completed to date (at least six semesters), all available aptitude and achievement scores and rank in class;
3. Score results of the American College Test (ACT) or Scholastic Aptitude Test (SAT). Applicants are encouraged to take the ACT or SAT examinations no later than the fall of their senior year of high school;
4. Recommendations from authorized school administrators or others who can evaluate the applicant's academic abilities and personal characteristics. Although optional, these recommendations prove particularly helpful to the review committee, especially if they help to explain or mitigate weaknesses in the student's past academic record; and
5. A self-statement: an essay describing academic and extra-curricular achievements. This statement also provides an opportunity for students to explain any weaknesses in their academic background.

#### **6.3.2.1 MINIMUM STANDARDS FOR ADMISSION AS A FRESHMAN**

To be admitted the student must:

1. Achieve a minimum composite ACT score of 20 or a minimum SAT composite score of 900.
2. Rank in the upper half of the high school class.
3. Present a high school average of 85 percent or greater as determined by Fontbonne.
4. Have completed the following core requirements:
  - a. Four units English;
  - b. Three units mathematics;
  - c. Three units social science;
  - d. Three units science (one must include a lab);
  - e. One unit visual/performing arts; and
  - f. Three units electives (including foreign language).

When freshman applicants fail to meet any one or more of these standards, their applications receive special consideration by the Undergraduate Admissions Standards and Review Committee. The subcommittee will decide if the applicant should be admitted to the University and, if so, under what conditions.

In lieu of a high school diploma, Fontbonne will honor a satisfactory score on the General Educational Development (GED) examinations. Students submitting the GED, rather than a high school transcript, must submit a copy of the test scores to the Office of Admission.

Accepted freshmen whose ACT subject scores are 24 or above are exempt from the University's placement tests. Freshmen not exempt must take the University computerized placement tests

before registering for classes. The results of these tests assist the University to evaluate, advise and place incoming students in appropriate classes.

All accepted candidates currently enrolled in high school must complete successfully all work in progress and submit, upon graduation, an official high school transcript showing all work completed, and include their date of graduation. This transcript must be on file prior to final registration.

### **6.3.3 Transfer Admission**

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

Transfer candidates must have a cumulative grade point average (GPA) of 2.0 on a 4.0 scale and preliminary departmental approval from their intended major department at Fontbonne. All candidates must meet minimum GPA requirements in their intended major field of study.

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

1. Be from an accredited degree-granting institution of higher learning;
2. Be college level; and
3. Have a grade of D or better.

Students coming from a community college may transfer a maximum of 64 credit hours to Fontbonne.

The major department determines the number of hours that will be accepted for transfer into the student's intended major. Transfer students must complete a minimum of 32 credit hours. All courses taken during the semester of degree completion/graduation must be completed at Fontbonne University.

For application, transfer candidates must submit:

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

Candidates receive an official evaluation of transfer credit following acceptance. All accepted candidates currently enrolled elsewhere in college-level courses must complete successfully all work in progress and submit an official college transcript showing the additional courses completed. This transcript must be on file prior to final registration.

Accepted transfer students who are not exempt from the computerized university placement test must take the test before registering for classes. This test assists the University to evaluate, place and advise incoming students. The following are exempt from the placement test:

1. A student who has earned a 3.0 cumulative grade point average on a minimum of 60 credit hours from an accredited degree-granting college or university;
2. A student 25 years of age or older who has earned a 2.5 cumulative grade point average on a minimum of 24 credit hours from an accredited degree-granting college or university; and
3. A student who has earned college credit with a grade of D or above in the subject areas which meet Fontbonne's general education requirements and are represented in the test.

### **6.3.4 Early Admission**

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

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

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

### **6.3.5 Admission of International Students**

Fontbonne University is a global community and encourages applications from international students. Our admission requirements conform to the regulations of the U.S. Government for issuing F-1 student visas. All applications must be submitted to the Director of International Affairs and should include the following:

1. A completed, signed application form (undergraduate, graduate or ESL).
2. A \$50 non-refundable application fee made payable to Fontbonne University.
3. Certified, official transcripts (translated into English) from all secondary schools, colleges or universities previously attended. Graduate applicants must have completed the equivalent to a U.S. bachelor's degree. Students who have earned college-level credits and wish to apply those credits toward a degree may be asked to have their transcripts evaluated by a U.S. evaluation service. English as a Second Language applicants are not required to submit transcripts.



4. Evidence of English language proficiency is necessary for those whose native language is not English. Undergraduate applicants must submit the Test of English as a Foreign Language (TOEFL) with a minimum composite of 173 (computer-based examination) or 500 (paper-based examination). Graduate applicants must submit the Test of English as a Foreign Language with a minimum composite of 193 (computer-based examination) or 525 (paper-based examination). Fontbonne will consider additional authorized English language proficiency examinations, such as the Michigan exam IELTS and/or Institutional TOEFL, on a case-by-case basis. Students may be ‘conditionally’ admitted to academic programs without a test of English proficiency if they first enroll in English as a Second Language courses. English as a Second Language applicants are not required to submit a TOEFL score.
5. An official letter of sponsorship and an official financial statement from the bank of the guarantor are required to meet United States Citizenship and Immigration Services regulations. The bank statement and letter from the sponsor must be in English. The bank statement must be certified by the bank, dated within 120 days of the application, and have the name of the sponsor (or sponsor’s organization) on the account. The account will indicate the amount of funds available. The sponsor must have sufficient funds to support the student for a minimum of one year while in academic studies.
6. Two letters of recommendation in English for undergraduate applicants. Three letters of recommendation are required for graduate applicants. ESL applicants are not required to submit letters of recommendation.
7. A personal statement in English indicating why the student wishes to attend Fontbonne University.
8. A copy of the current passport page with name, date of birth, and expiration date.

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

#### **6.3.5.1 TRANSFER APPLICANTS**

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

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

Any international applicant not meeting one or more of the entrance standards may be asked to submit additional information for review by the director of the Office of International Affairs or appropriate department.

#### **6.3.5.2 HEALTH INSURANCE**

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

### **6.3.5.3 ENGLISH AS A SECOND LANGUAGE**

English as a Second Language (ESL) is offered for international students whose first language is not English. The ESL courses are designed to improve language skills in writing, reading, grammar, pronunciation, listening, TOEFL preparation and vocabulary. ESL courses do not earn credit towards a degree. (See English as a Second Language program information in the student life section in the Fontbonne University Catalog).

For application forms or for more information contact the:

Office of International Affairs  
Fontbonne University  
6800 Wydown Boulevard  
St. Louis, MO 63105-3098  
(314) 889-4509  
Fax (314) 889-4565  
E-mail: [rbahan@fontbonne.edu](mailto:rbahan@fontbonne.edu)

Additionally, application information can be downloaded from the University's website: [www.fontbonne.edu](http://www.fontbonne.edu) (under International Affairs).

### **6.3.6 Admission for a Second Undergraduate Degree**

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

The department in which the student wishes to study must accept the candidate for pursuit of a second bachelor's degree for the student to be admitted. The department will determine which courses from the first bachelor's degree will be accepted toward fulfillment of the major requirements for the Fontbonne degree. These students must complete a minimum requirement of 24 credit hours at Fontbonne University, as well as all specific requirements for the major and second degree. They are exempt from taking the placement test and from completing the Fontbonne general education requirements. See also Section 6.1.3.3.

### **6.3.7 Admission of Unclassified Students**

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

#### **6.3.7.1 CHANGE OF STATUS FROM UNCLASSIFIED TO DEGREE SEEKING**

An unclassified student who wishes to change to degree-seeking status must complete a change-of-status form obtained from the Office of Admission. The Office of Admission (or in the case of an international student, the Office of International Affairs) will notify the student of any necessary additional credentials. An undergraduate applicant who is not exempt must take the

University computerized placement test before acceptance. The following students are exempt from the placement test:

1. A student who has earned a 3.0 cumulative grade point average on a minimum of 60 credit hours from an accredited degree-granting college or university;
2. A student 25 years of age or older who has earned a 2.5 cumulative grade point average on a minimum of 24 credit hours from an accredited degree-granting college or university; and/or
3. A student who has earned college credit with a grade of D or above in the subject areas represented in the test.

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

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

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

### **6.3.8 Readmission to Fontbonne**

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

1. The admission form; and
2. Official transcripts for each accredited degree-granting college or university attended since leaving Fontbonne.

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

An undergraduate degree-seeking student who anticipates a need to leave Fontbonne and expects to return after no more than two semesters (not including summer session) may request a leave of absence. (See Leave of Absence, section 6.2.6.)

An undergraduate student who has not been enrolled at Fontbonne for at least five consecutive years may petition for readmission with a “New Start.” Additional information on Readmission with a New Start can be found in Volume VII, section 7.4.9.5 and in the Fontbonne University Catalog.

### **6.3.9 Admission to Summer Session**

Graduates of accredited high schools, high school students who have completed a minimum of six semesters, and students in good academic standing at another college or university may take summer courses at Fontbonne. New students may be admitted to the summer session as unclassified or as degree-seeking students. Unclassified students wishing to continue as degree-seeking students must follow the procedures for change of status (See section 6.3.7.1).

Attendance as a summer school student does not guarantee admission to the University as a degree-seeking student.

## **6.3.10 Admission of Graduate Students**

### **6.3.10.1 ADMISSION REQUIREMENTS**

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

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

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

### **6.3.10.2 ADMISSION FEE**

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

### **6.3.10.3 ADMISSION OF GRADUATE INTERNATIONAL STUDENTS**

Please see section 6.4.5. Additional specific admission criteria, including grade point average, are listed under the individual graduate programs. An international student not meeting one or more of the entrance standards may be asked to submit additional information for review by the specific graduate program.

### **6.3.10.4 ADMISSION OF UNCLASSIFIED STUDENTS**

A student who has not been admitted to a graduate program may register as an unclassified student. A student wishing to take graduate courses as an unclassified student must receive permission from the director of the relevant graduate program. The candidate for unclassified status submits a completed application for admission accompanied by a \$25 non-refundable application fee. The application fee will not be charged again if the student decides to change to degree-seeking status. Unclassified students are not eligible for financial aid.

### **6.3.10.5 CHANGE OF STATUS FROM UNCLASSIFIED TO DEGREE SEEKING**

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

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

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

### **6.3.10.6 READMISSION TO FONTBONNE**

Students who have previously attended Fontbonne University, but have not been enrolled for one or more semesters or terms may apply for readmission. A student who has been dismissed from Fontbonne may apply for readmission to a graduate program after one full calendar year. Readmission requires not application fee. To apply for readmission, candidates must submit

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

A student reentering Fontbonne University must follow all requirements state in the catalog at the time of reentry.

## **6.4 ACADEMIC HONORS AND AWARDS**

### **6.4.1 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:

1. Be a full-time undergraduate student earning a first bachelor's degree.
2. Earn a minimum of 12 undergraduate credit hours in the semester. Since P, NP or 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.
3. Achieve a semester GPA of 3.7 or above.

### **6.4.2 Latin Honors**

A Fontbonne undergraduate student who is seeking a first bachelor's degree may earn Latin honors which are conferred at graduation. Latin honors reflect the academic excellence of all of the undergraduate course work taken in preparation for the entire undergraduate degree.

To calculate Latin honors, Fontbonne uses the grades for all courses taken at other colleges and universities, as well as all courses taken at Fontbonne; the final semester's work (a minimum of 12 hours) is not included in the calculation. All transcripts/grades to be considered in the calculation, 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.

### **6.4.3 Honors Convocation**

Each spring the University recognizes outstanding students in various categories, such as academic departments/programs, honors program awards, honor society awards and Latin honors. This recognition is publicly acknowledged at the Honors Convocation.

### **6.4.4 Honor Societies**

Fontbonne University has a variety of honors organizations where students are invited to participate because of high academic success. Each honors organization has its own set of requirements to be involved.

#### **6.4.4.1 ALPHA DELTA OMEGA (ΑΔΩ)**

Alpha Delta Omega is an honor society whose purpose is to advance excellence and promote high ideals in the field of human services, which includes the personal social services, health services, education services, housing and urban environment services, income transfer services and justice and public safety.

#### **6.4.4.2 DELTA MU DELTA (ΔΜΔ)**

Delta Mu Delta is a national business honor society. Undergraduate students are eligible to be nominated for membership after they have completed half of all major coursework and or 90 plus semester hours of the 128 semester hours required to graduate from Fontbonne University. Graduate students are eligible to be nominated for membership after they have completed 30 plus semester hours of the total semester hours required to graduate from Fontbonne University. Students must be in the top 20 percent of their class at the time of nomination. Students will be contacted regarding their invitation to join Delta Mu Delta in early fall of each academic year.

#### **6.4.4.3 KAPPA GAMMA PI (ΚΓΠ)**

Kappa Gamma Pi is the national Catholic University graduate honor society for graduates who have demonstrated academic excellence and service leadership during their college/university years. As candidates they pledge to continue to provide examples of scholarship, leadership, and service in their personal and professional lives. This commitment is the difference that distinguishes nomination to Kappa Gamma Pi as the most relevant and prestigious award on campus.

Candidates for the baccalaureate degree must be eligible for Latin honors at graduation, and must be nominated by the faculty. The final determination for membership in Kappa Gamma Pi is by vote of the Undergraduate Academic Committee. Over 450 Fontbonne graduates hold or have held membership in Kappa Gamma Pi.

#### **6.4.4.4 PI LAMBDA THETA ( $\Pi\Lambda\Theta$ )**

Pi Lambda Theta is an international honor society and professional association in education. As an honor society, its purpose is to recognize persons of superior scholastic achievement and high potential for professional leadership. As a professional association, its purpose is to stimulate independent-thinking educators who can ask critical questions to improve educational decision making.

#### **6.4.4.5 SIGMA TAU DELTA ( $\Sigma\tau\Delta$ )**

Sigma Tau Delta, the international English honor society, offers membership to English majors with a minimum grade point average of 3.5 in English courses and with departmental recommendation. Membership recognizes personal accomplishment, offers opportunity for publication and presentation and makes students eligible to compete for scholarships.

#### **6.4.4.6 PHI KAPPA PHI ( $\Phi\kappa\Phi$ )**

Phi Kappa Phi, the largest and oldest interdisciplinary national honor society, invites the top 7.5% of juniors and 10% of graduating seniors and graduate students to be members. Members represent academic excellence, promote a community of scholars and are eligible for grants and fellowships.

#### **6.4.4.7 ALPHA LAMBDA DELTA ( $\text{A}\Lambda\Delta$ )**

Alpha Lambda Delta is an honor society for students who have maintained a 3.5 or higher GPA and who are in the top 20% of their class during their first year or term of their university coursework.

### **6.4.5 Honors Program**

The honors program is designed to help talented undergraduate students gain the most from their Fontbonne education. Since honors courses satisfy general education requirements, with additional credits to be earned in courses of the student's choice, the honors program fits with any academic major. Honors courses are not quantitatively harder; rather they focus more on critical analysis and active learning in a collaborative atmosphere. Through the honors program, students have the opportunity to formalize their commitment to excel and to have their academic talents recognized.

Students who meet the requirements for participation in the honors program may take honors courses, may complete the freshman/sophomore honors program, and may graduate as a University Scholar if they complete the requirements described below.

#### **6.4.5.1 FRESHMAN/SOPHOMORE HONORS PROGRAM**

An incoming freshman with an ACT score of 25 or higher and/or an outstanding high school record is invited to enroll in the freshman/sophomore honors program. Students who enroll in

the freshman/sophomore honors program have the opportunity to take designated honors sections of certain general education courses and also interdisciplinary seminars. The students complete a minimum of four honors courses in the first four semesters (or first 60 credit hours completed) at Fontbonne.

Students in the freshman/sophomore honors program take the one credit hour HON 125 Freshman Honors Seminar, a multidisciplinary approach to a topic of broad importance. The seminar is led by the Director of the Honors Program and features faculty members from several disciplines.

In addition, students who complete their freshman year at Fontbonne with a cumulative grade point average (GPA) of 3.5 or higher, or transfer students who enter the university with at least 30 hours of academic credit and a minimum cumulative GPA of 3.5, will be invited to enroll in the honors program. A faculty member may nominate a student with a cumulative GPA over 3.3 who is considered to be a good candidate for the program. Students cannot enroll in the program after the first semester of the junior year since it will be difficult to complete the required number of hours to graduate as a University Scholar. These students, however, may register for honors courses if space is available.

#### **6.4.5.2 UNIVERSITY SCHOLAR**

A student who completes the following requirements will graduate as a University Scholar:

1. A minimum cumulative GPA of 3.5 for continued participation in the honors program. A student who falls below this average has one semester of continued participation in the honors program to raise the cumulative GPA to the required 3.5.
2. A minimum of 15 hours in honors credit with at least nine hours to be taken through honors courses. The remainder may be completed by contract for honors credit.
3. A senior honors project coordinated with the Director of the Honors Program, completed under the direction of a faculty advisor and submitted two weeks prior to graduation.
4. Participation in at least one year of Honors Association activities.

#### **6.4.5.3 COURSES**

At least one honors course will be available each semester for general education credit. In some instances, these courses will be interdisciplinary, occasionally allowing students to earn credits in either of two areas; for example, a student might take an honors course titled Religion and Literature, earning credit in either area.

These courses will be especially designed to challenge able students as they fulfill University requirements. Students not enrolled in the honors program may be permitted to take honors courses if space is available and they have a minimum cumulative GPA of 3.3. If a student does not have a cumulative GPA of 3.3 but can demonstrate excellence in a particular area, the Director of the Honors Program may permit that student to enroll upon the recommendation of the student's academic advisor.

During the junior or senior year, a student in the honors program may contract with any instructor to earn honors credits in one course per semester that is not specifically designated as an honors course. The student and the instructor will write a plan defining the level of



participation that will justify honors in that particular course. The Director of the Honors Program will approve the plan by the end of the second week of the semester.

#### **6.4.5.4 HONORS ASSOCIATION**

The Honors Association provides honor students with the opportunity to participate in regular meetings plus special activities each semester, including plays, concerts, science activities, lectures and field trips. The Honors Association invites membership from returning students who have been on the academic dean's list at least one semester the previous year or from among freshman and transfer students recommended by the Office of Admission. Students may also apply to the Vice President for Academic Affairs for membership. With the completion of an Honors Association project, students may earn one academic credit per year.

### **6.5 CURRICULUM APPROVAL PROCESS**

Changes in curriculum may begin with the Undergraduate Curriculum Committee, the Graduate Academic Curriculum Committee, or be submitted by academic departments to the Undergraduate Curriculum Committee or the Graduate Academic Curriculum Committee, each a heavy-load committee with accountability to the Faculty General Assembly. For purposes of this policy, changes in curriculum include, but are not limited to, the addition or elimination of courses, concentrations, minors, certificates, and majors; the institution or elimination of General Education Requirements; the addition or deletion of graduate programs; departmental and interdisciplinary course revisions, additions, and eliminations; modifications of programs, including required courses, required credit hours, and minimum grade requirements; and course credit and course number changes. The recommendations of the Undergraduate Curriculum Committee and the Graduate Academic Curriculum Committee are forwarded to the Faculty General Assembly for approval and/or notification.

### **6.6 ADVISING POLICIES**

#### **6.6.1 Academic Advising**

Each student is assigned a faculty member or an academic staff member as an academic advisor. The academic advisor assists the student to develop and work through an academic program that suits the student's career goals, interests and abilities. The advisor guides the student in choosing appropriate courses each semester and also helps the student to develop as a person by taking full advantage of the opportunities of the total Fontbonne experience.

The student has the responsibility during advising week each semester to schedule an advising session with the academic advisor to plan the next semester course schedule.

In the event that an advisor/advisee arrangement does not work effectively, a student may petition the Director of Academic Advising for a new advisor.

The student has the ultimate responsibility for becoming acquainted with and understanding academic policies, procedures and requirements, including those for their major, minor, concentration, certification and/or certificate program, and for graduation.

## **6.7 COURSE SYLLABUS POLICIES**

A syllabus or course outline for each course must be made out according to the suggested format which is available in the Office of Academic Affairs. These syllabi are to be kept up-to-date with semester revisions. Two copies are to be submitted at the beginning of the semester to the departmental chairperson, who will file one copy with the Vice President for Academic Affairs.

Faculty members are expected to give a written course syllabus to each student in each class at the beginning of each course.

The course syllabus should include at least the following items:

1. A course description and/or objectives.
2. Requirements for the course such as assignments, term papers, and examinations.
3. A statement of policy on grading for the course which includes:
  - a. Those items that constitute the final grade.
  - b. How the calculation or determination of the final grade will be arrived at in this course.
4. A statement of attendance policy.
5. A statement of student responsibility:
  - a. Students are responsible for all materials, schedule changes, and outline changes announced in class regardless of whether or not students are in attendance at the time such announcements are made.

## **6.8 CLASSROOM MANAGEMENT POLICIES**

### **6.8.1 Classes**

Faculty members should be prompt in meeting and dismissing classes. When it is necessary to shorten or shift class periods, to change classrooms or to change class times, the proper authorization must be obtained from the Registrar. If a faculty member is unable to conduct his/her classes because of illness, transportation delays, or other emergencies, the faculty member shall notify the Registrar so that classes can be canceled. The faculty member shall also notify the departmental chairperson about the absence. If the departmental chairperson must be absent, he/she should notify the Vice President for Academic Affairs about the absence.

### **6.8.2 Class Attendance**

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

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 misses the first class of an undergraduate course that meets for eight weeks or less on a weekly basis, the student is automatically withdrawn from the course by the Registrar's office. An exception to this policy will only occur when the student has obtained prior approval to miss the first class from the faculty member teaching the course.

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

### **6.8.3 Faculty Unannounced Absence/Lateness for Class**

In the event that a class has not been notified of the absence or late arrival of a faculty member:

1. For classes which meet two or more times per week, students must wait 15 minutes before leaving a class.
2. For classes which meet only once per week, students must wait 30 minutes before leaving a class.

### **6.8.4 Textbooks**

Faculty members are responsible for ordering textbooks through the University bookstore. Order forms may be obtained in the mailroom or the bookstore. The bookstore manager will set appropriate deadlines for ordering textbooks each term. Desk copies should be requested from the publishing company by the instructor.

### **6.8.5 Guidelines for Handling Disruptive Students**

Fontbonne University students are expected to conduct themselves at all times with appropriate and respectful behavior and observe the policies of the University and the laws of the city, state, and national government.

All University community members—administrators, faculty, staff, employees, students—have the right and obligation to report violations of civil or University policies to the Vice President for Student Affairs.

Should a member of the University community encounter a student who is not behaving in an appropriate and respectful manner, the student first shall be asked to stop the disruptive behavior. If the student fails to comply, the student will be asked politely, but firmly, to leave the classroom (or wherever the locus of the disruption). If the student refuses to comply, the Office of Public Safety shall be notified.

### **6.8.6 Student Complaints Regarding Faculty**

#### **6.8.6.1 INFORMAL COMPLAINTS**

For informal verbal complaints, students should first discuss their concern with the faculty member in question. If no resolution is reached with the faculty member, the student should then schedule an appointment to see the departmental chairperson to whom the faculty member reports. If the faculty member in question is the departmental chairperson, the student should request an appointment with the appropriate chair, dean, or the Associate Vice President for Academic Affairs. The departmental chairperson, dean, or Associate Vice President will then present the issue to the faculty member and discuss it verbally. The student(s) will not be

identified. Typically, a conversation can resolve the issue. If it is determined that the faculty member is not in violation of a University policy, the departmental chairperson, dean, or Associate Vice President for Academic Affairs will explain this to the student and no further action will be taken, nor will any notation regarding this incident be placed in the faculty member's file housed in the Office of Academic Affairs. If it is determined that the faculty member is in violation of a University policy, the departmental chairperson, college dean, or Associate Vice President for Academic Affairs will explain the policy to the faculty member.

#### **6.8.6.2 FORMAL COMPLAINTS**

For a formal written complaint, the procedure used is similar to that of a grade appeal. The student must present a signed letter addressing the concerns to the departmental chairperson of the faculty member involved. If the faculty member involved is the departmental chairperson, then the letter is submitted to the college dean or Associate Vice President for Academic Affairs. A copy of this letter is given to the instructor with the directive to respond to the issues in writing to the departmental chairperson, dean, or Associate Vice President for Academic Affairs within ten days. The departmental chairperson (or dean or Associate Vice President for Academic Affairs) reviews the issue with the faculty member, and a notation of his/her response, along with the student's written complaint, is put into the faculty member's file housed in the Office of Academic Affairs. If it is determined that the faculty member is not in violation of a University policy, the departmental chairperson (or dean or Associate Vice President for Academic Affairs) will explain this to the student, remove the documentation from the faculty member's file, and no further action will be taken.

If it is determined that the faculty member is in violation of a policy, the departmental chairperson (or dean or Associate Vice President for Academic Affairs) will explain the University policy to the faculty member and state that the violation of policy must not reoccur. A summary of the issue is placed in the faculty member's file. The faculty member may place a response to the complaint in his/her file. Serious violations may result in removing the faculty member from a class and replacing him/her with another faculty member. Further action may be taken by the Vice President for Academic Affairs in consultation with the departmental chairperson, the college dean, or Associate Vice President for Academic Affairs dean and others as deemed appropriate.

In the event that a formal complaint concerns a violation of any state or federal law, the formal complaint will be presented to the Vice President for Academic Affairs to determine the most effective manner in which it should be investigated.

In the event that an informal or formal complaint concerns allegations of unlawful harassment or discrimination, then the student should follow the reporting procedure contained in Section 2.1.2 of Volume II of the Policy Manual.

### **6.9 PROCEDURES FOR REVISION OF VOLUME VI**

Proposals for revising those sections of Volume VI that come under the purview of FGA should be submitted to the committee appropriately concerned with the policy or procedure to be revised. Where there is doubt as to which committee should be given a proposed change, the committee on Faculty Affairs, as the executive committee of the FGA, should decide the matter.

Proposals for changes should be submitted on the form for motions for committee consideration, available in the Office of Academic Affairs.

Should a matter of great urgency arise and require action during a time when a committee cannot readily be convened, the President of the University or the appropriate Vice-President should consult with the chairperson of Faculty Affairs, if possible, to determine what action should be taken. Such matters should then be presented to the proper committee at its next meeting.

All changes to Volume VI over which the FGA has decision-making responsibilities will be incorporated into the document at the end of the spring semester of the academic year by the Office of Academic Affairs. This does not limit the implementation of policies or procedures as they are approved, or the inclusion of addenda and errata. Changes will be appended to the end of the manual until the end of the spring semester, at which time the changes will be incorporated into the manual.

## **APPENDIX 6.1.7.1: PLACEMENT PROGRAM**

All Fontbonne undergraduate students must demonstrate college/university level skills in the areas of writing, mathematics, algebra, reading and study skills. Students deficient in any of these skills, as determined through the University-administered ACT computerized placement test, COMPASS, must successfully complete the appropriate developmental course(s) in writing, mathematics, algebra, and/or reading and study skills within the first three full semesters (fall and spring) of enrolling at Fontbonne. Each developmental course carries three or four credit hours. The credit for the 091 courses in writing, mathematics, and reading and study skills will not count as credit toward the 128 hours required for graduation.

The credit for the 095 courses in writing skills and in algebra will count as elective credit toward the hours required for graduation. All incoming freshmen with ACT or SAT sectional scores below an established minimum as determined by the Undergraduate Academic Committee are required to take a placement test in those areas in which they show a deficiency.

Transfer students are exempt from placement testing in any area in which they are transferring credits to meet a Fontbonne requirement.

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

1. A transfer student who earned a 3.0 cumulative GPA on a minimum of 60 credit hours from an accredited degree-granting college or university
2. A student pursuing a second bachelor's degree
3. A student who holds a bachelor's degree and who returns to complete professional certification or registration requirements
4. A student 25 years of age or older who has earned a 2.5 cumulative GPA on a minimum of 24 credit hours from an accredited degree-granting college or university

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

### Developmental Courses

ENG 090 Basic Writing Skills (3 hours)

ENG 095 College Writing Skills (3 hours) (See Department of English and Communication in the catalog for course description.)

INT 091 College Reading and Study Skills (3 hours) (See Interdisciplinary Programs in the catalog for course description.)

MTH 091 College Mathematics Skills (4 hours)

MTH 095 Fundamentals of Algebra (4 hours) (See Department of Mathematics and Computer Science in the catalog for course descriptions.)

**APPENDIX 6.1.12.9.1:****MID-SEMESTER PROGRESS REPORTS****SAMPLE: MID-SEMESTER PROGRESS REPORT****ALL FIRST TIME FRESHMEN**


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 Course Prefix, Number, Title

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 Instructor

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 Semester/Year

Please report on all first time freshmen who show unsatisfactory progress (equivalent to D or F grade) in your course at this point in the semester. If a student shows successful progress in your course so far this semester, you may leave all code boxes blank for that student. If *All* students on this list are showing satisfactory progress, please mark the 'Flag All Students as Satisfactory' box.

**Code:** (Mark all factors that apply for each student)

**The student is doing poorly in this course because he/she:**

- 1 = Has excessive absences or has stopped attending class
- 2 = Demonstrates poor performance on tests and/or assignments
- 3 = Has missing assignments
- 4 = Demonstrates lack of participation or engagement in class
- 5 = Other. Please explain.

<b><u>Student</u></b>	<b><u>Code:</u></b>	<b><u>Comments re #5</u></b>
Brown, Mary	↑ 1 ↑ 2 ↑ 3 ↑ 4 ↑ 5	
Smith, Jane	↑ 1 ↑ 2 ↑ 3 ↑ 4 ↑ 5	
Williams, Bill	↑ 1 ↑ 2 ↑ 3 ↑ 4 ↑ 5	

† Flag All Students as Satisfactory